Ranch Sorting National Championships

4.0 Complete
Software Guideline

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Contents

Introduction

Welcome to the Ranch Sorting National Championships 4.0 Software (RSNC) system. This system is owned and copyrighted by RSNC and may not be reproduced or distributed in any form without express written permission. The original author of the software is Charlie Horse Ranch Timing Systems (CHR).

This software is designed exclusively for RSNC producers and is intended to conform to RSNC rules. Every attempt has been made to ensure the accuracy of this software, but RSNC and CHR will not be responsible for problems arising from its use. If you find problems or errors, please report them to RSNC. A corrected version of the software will be made available to you as soon as possible. Current fixes can be obtained from the RSNC Office.

The system was designed to run on computers with a minimum screen resolution of 1024 x 768 pixels and either Windows© 7, Windows© Vista or Windows© XP installed. Computers with Windows© XP must be at Service Pack 2 or greater.

Please Note: Before networking computers on this new 4.0 version of software there is a critical Microsoft Download available that MUST be downloaded to and installed on each of your computers that will be networked. **This download MUST be done while you have internet access so please take care of this download prior to heading to your arena.** Here is the direct link to the Microsoft Download that we have also made available on the Producer's Only page of our website:

http://www.microsoft.com/en-us/download/details.aspx?id=5555

Some of the highlights of the system are:

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 99,000 riders. Any individual show can have up to 40,000 teams.

2. A horse database to quickly match riders to horses when necessary. This database is distributed by the RSNC office and can hold up to 25,000 horses.

3. The ability to define a show, including up to 30 RSNC classes, the date of the show, divisions, handicaps, the sponsors for each class. All will be explained in Show Set up and Classes and Options modules.

4. Automatic calculation of total fees owed by the rider, including 'other' fees, winnings and credits. All Rider Invoicing discussed in that module.

5. 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.

6. The ability to input the team's time and cow count 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.

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

8. As delivered, the jackpot tables follow RSNC guidelines. Jackpot payouts can be configured according to local standards. This is discussed in Classes and Options.

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

10. Any report created by this system can be created as .HTML formatted reports suitable for posting to your web page.

11. The ability to run all RSNC standard sortings, including the new "Round Robin" Open format. The format pays the accumulated cow/times of the individual riders. Points will be awarded to teams.

12. The ability for the software and the FarmTek timer to read each other and sound horns according to Time Allowed in the Post Times from Timer module. Equipment may need upgraded by FarmTek.

13. The ability to "Cap" teams based on the individual rider ratings and the overall team rating using the class tables in the Show Set Up Module.

14. The ability to have a "Side Pot" class, where riders pay an extra fee, and their times are carried for a side pot class.

15. 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.

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

17. The ability to have "Incentive" payouts and fast go bonuses within each class.

18. The ability to add riders after the draw is done, except in Round Robin classes.

19. Version 4.0 gives RSNC and their contestants the opportunity to build alliances with breed associations and provides amenities as follows:
    a) A single rider may compete with multiple horses, with ability to maintain points and earnings for each horse.
    b) A single rider may compete with same partner(s) in breed events as long as each contestant uses a different horse.
    c) All of the rider's entries are combined for high point purposes.
    d) A rider will have a breakdown by horse of points and earnings, with reports for their breed association.

20. Ability to update, swap or scratch teams or riders after a draw is completed.

Rider Roles, Uneven Draws and Virtual Riders

In this software, most riders are "undeclared". That means that in most classes, it doesn't matter if you are signed up as a gate or a sorter. There are some exceptions. In 3 division types, there are limitations on the rating of the sorter. In those cases where there are limits on the sorter or a difference in the entry fees for gate and sorter, the rider must declare for each entry which role they are taking, and (if the fees are different or if it is a ranch hand class), there will be separate payout pools for gates and sorters.

In those classes where a declaration is made or there is an uneven number of entries, you can be faced with the issue of what to do when you have an uneven number of riders who are rated properly or are in the correct roles to match up with other riders in a class. The use of Caps and other options may limit the software's ability to dynamically create teams. By using the "Show Statistics" you can eliminate this issue.

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 in the draw with available 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.

Combination Draw Classes

One of the features of this software is the ability to run "Combination Draw" classes. This is essentially a method to run two classes at the same time, allowing each class to run in it's own arena and be controlled by a single computer. When both classes are over, each included class will have it's own results, as though it had been run individually. You may also run it in a single arena, and the teams will alternate between the two included classes.

To use the feature, you define a 3rd class as the "Combo Draw" class (Division Type 18). You then tell the show set up which two classes to combine. (The only division types that cannot be included are 18 (another combo draw class) and 19 (a sidepot). Those two classes will be drawn and run together, but each class can have different handicaps, entry fees, payouts and limitations. During the initial draw, teams in the first included class are given odd draw numbers (1, 3, 5, etc.) and teams in the second included class are given even numbers (2, 4, 6, etc.). When you print the scoring list, you have the option of creating two staging sheets with even numbered teams on one, and odd numbered teams on the other, simplifying the process of getting the right teams to the right arena.

RSNC Standings Monitor

One of the icons on the desktop is the RSNC Standings Monitor. While this may be used at the "main" or only computer, it's primary purpose is to be used on a networked computer, where it will not interfere with signing up riders or posting times. It can have a real time display of the current class in progress. The advantage, is that riders can see the current standings without asking booth personnel or other show officials, and the announcer doesn't have to keep announcing the current standings**.**

Standings Monitor - You select the class to be monitored, and you can change it at any time. It keeps a running display of the top 10 placings in the selected class, and constantly displays the fastest time for the class. A sample display is shown below.

RSNC Class Monitor for: # 12 Handicap on 02/10/12		
Current Standings for # 12 Handicap	Change Class	Exit
9 - 59.00	1st - Larry Newport on and DeRoy White on Shedaisy MAE	
8 - 39.50	2nd - Shawn Wyatt on and Scott France on Lynx	
8 - 55.00	3rd - Carrie Wyatt on and Robbie Salzbrenner on	
8 - 56.00	4th - Mike Belter on Boone Bob and Lisa Belter on Dum Dum	
7 - 39.00	5th - Ken Wallace on Yo Light and Cathy Herrmann on Az Ur Krista	
7 - 49.00	6th - Tom Field on and Russell Littlefield on	
6 - 33.00	7th - Randy Warner on and Tommy Roberson on	

RSNC Draw Monitor

One of the icons on the desktop is the RSNC Draw Monitor. While this may be used at the "main" or only computer, it's primary purpose is to be used on a networked computer, where it will not interfere with signing up riders or posting times. It can have a real time display of the current class in progress. The advantage, of course, is that riders can see the draw and who's up next without asking booth personnel or other show officials. You select the class to be monitored, and you can change it at any time. It keeps a running display of the current and next 15 teams in the selected class. A sample display is shown below.

RSNC Draw Monitor for: # 12 Handicap on 02/10/12	
	# 12 Handicap
In Arena:	8. Kason Wolfe and Terry Brooks
At Gate:	9. Rick Shaver on and Bob McPherson on Mr Buddy MC
Next Up:	10. Devon Lyles on Bet On Rocky and Denise Salzbrenner on
Ready:	11. Shelley Fitzgerald on Fanci Painted Dually and Russell Littlefield on
Ready:	12. Mike Belter on Boone Bob and Mike Kesterson on Catatrophic Playbc
Ready:	13. Joel Lesh on and Travis Cummings on JP Hosa Pistole
Ready:	14. Cassie Salzbrenner on Jazz El Play and Robbie Salzbrenner on
Ready:	15. Tony Epperson on Pleasin Pondoleta and Shawn Wyatt on
Ready:	16. Trent Field on and Lisa Belter on Dum Dum
Ready:	17. Logan Wolfe on LightNLiz and Ken Wallace on Yo Light
Ready:	18. Tommy Roberson on and Rick Shaver on
Ready:	19. Tom Field on and Britt Woods on Twisted Dynamite
Change Class	Exit

FarmTek Timers and Horn Adjustments

A desirable feature of running RSNC shows is the ability to adjust the warning and final horn sounds for each class. They can be different because of handicap adjustments. For example, one team may have 69 seconds to sort and the warning horn should go off at 39 seconds. Another team might have 62 seconds to sort and a warning horn should be sounded at 32 seconds. It is impractical to try to reset the timer horn setting manually for each team, but this software can do it for you. See Appendix B for the basic setup.

Prerequisites:

1. You must obtain the special RSNC timer interface cable from FarmTek. It has two leads, one connects to the "Input" jack on the FarmTek console, the other connects to the "Output" jack. The cable that connects to the Output jack is labeled with an "O" for Output. The cable which connects to the Input jack is not marked. If the label on the output cable is missing, you will be able to determine which cable is which later in these instructions.

2. Your FarmTek Polaris console must be updated with new software. Contact FarmTek to make these arrangements Add (go to http://farmtek.net/support.htm) or call (800)755-6529.

3. You must check "Set Timer Horn Times" in the RSNC "Classes and Options" settings. See example below:

Once the following test is successful, each team will have their horn times adjusted so that the warning horn will sound 30 seconds prior to their time expiring and the final horn will sound when their time has expired.

When you are ready to run a class, click on "Post Times from Timer" in the main menu. The first thing you will see is a screen like this:
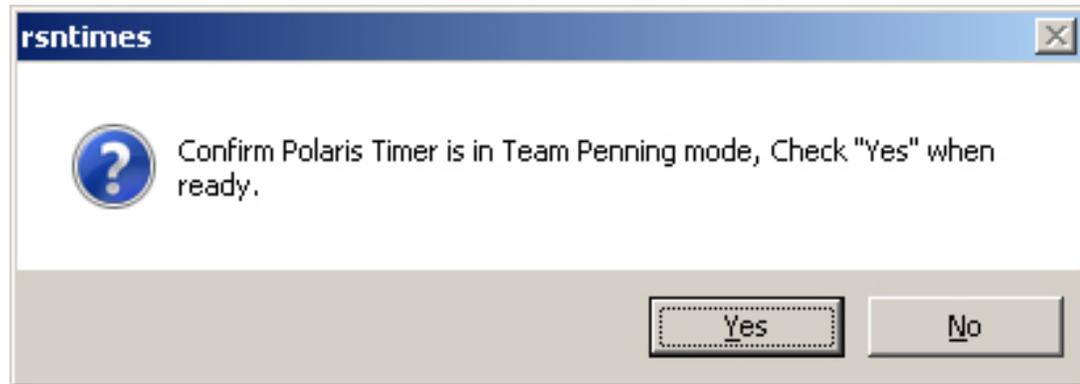
Confirm that the timer is set up correctly and the cables are plugged in, then click "Yes". If you are in the Team Penning Mode, the next thing you will see is a screen like this:
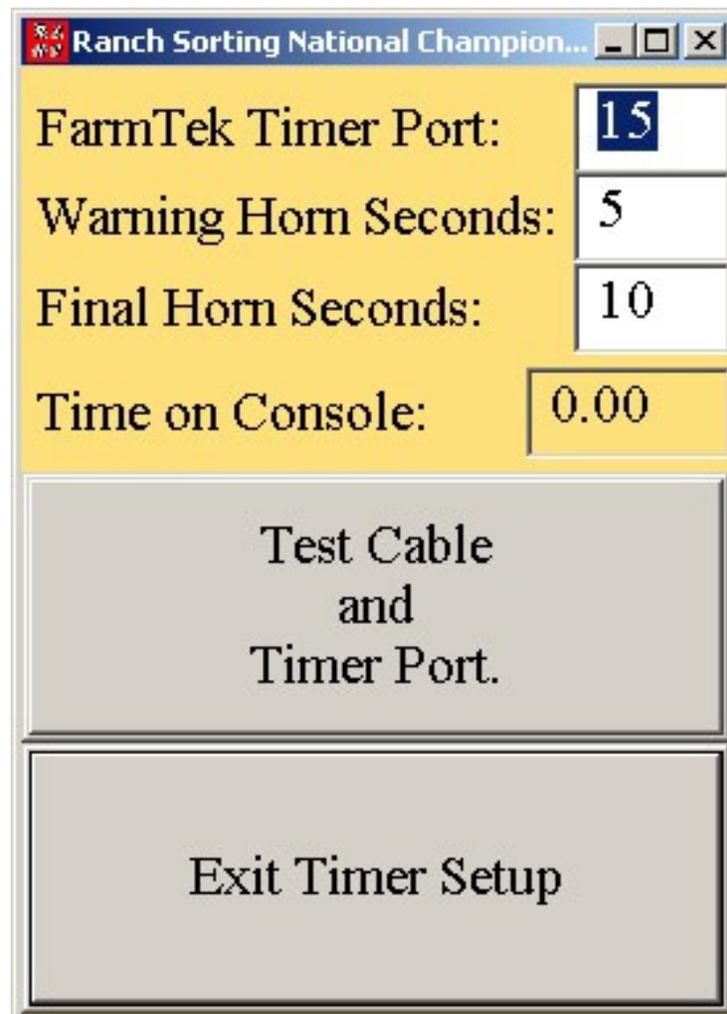
FarmTek Timer Port: is the port the timer will use on this computer. See the FarmTek Timer Setup section for instructions on how to determine the port number.

Warning Horn Seconds: is the number of seconds before the Final horn sounds that the Warning horn will sound. For this test, it is set at 5 seconds, but you may change it if you wish. It cannot be a greater value than the Final Horn Seconds value.

Final Horn Seconds: is the number of seconds before the Final horn sounds. This is the time allowed for the sorting. In this test, the Final horn will sound after 10 seconds has elapsed. You may change this value if you wish, but it must be greater than the Warning Horn Seconds value.

Time on Console: When the test has completed successfully, this value will agree with the time on the FarmTek console.

Once all values are set correctly, click on "Test Cable and Timer Port". The next thing you will see is a screen like this:
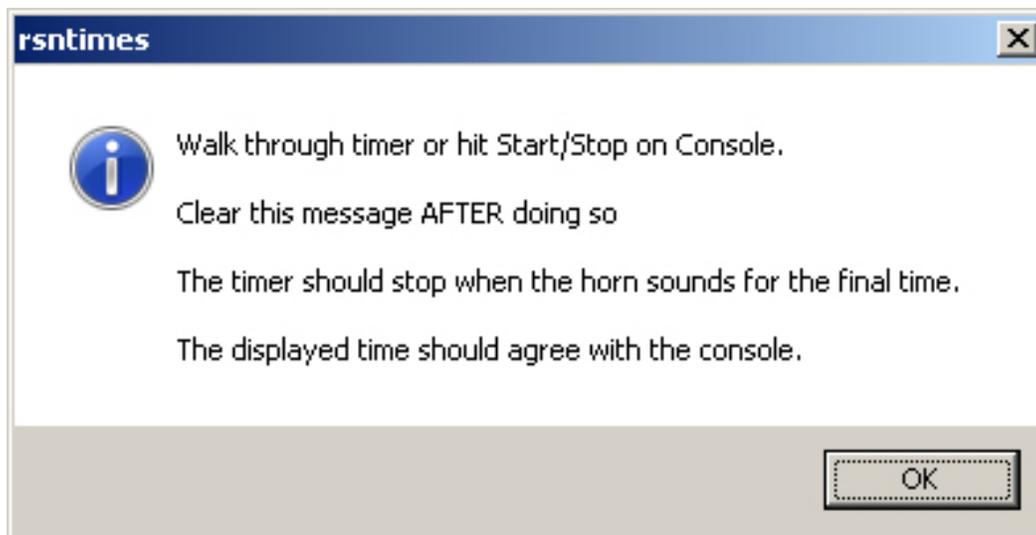
Follow the instructions. As soon as the timer has started, click "OK". If the test is successful, when the "Final Horn Time" has elapsed, the time on the screen will be up-dated to agree with the display on the console. If the test was not successful, you will see the following message:
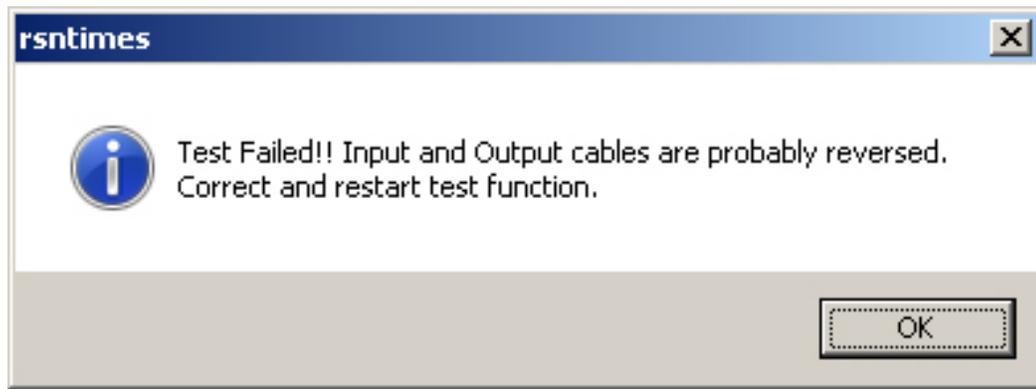
The usual cause for this message is that the input and output cables to the console are reversed, or the drivers have not been downloaded. Swap the cables and run the test again. FarmTek recommends turning the timer off before unplugging the cables, so you should do that, then restart the test. Once the test is successful, mark the cables with tape or something similar so you know the correct sequence in the future.

If you are not using the special cables, you will still be able to test the timer connections. The part about setting the horn times will not be available, and the displayed instructions are slightly different. You'll need to start and stop the timer yourself, but the final time should still appear on the display if the test is successful.

Hints and Tips

Q. I have a lot of riders on my database or in my show. When I get the drop-down list of riders, it takes a while to scroll to the right one. Is there an easier way to do this?

A. Yes. When you have that screen, there is a box that says "Search for". Type the first letter of the rider's last name and the list will be positioned to the first entry that matches that letter, and you can do a short scroll from there. If the list is still too long, type the second character of the last name, etc., until you get close to the entry, then double click or highlight it and click "Select".

Q. I'm running a 3 day show (Saturday, Sunday and Monday) with #10, #13, and All Handicap classes on each day. Do I have to define 3 shows and sign the riders up 3 different times (once for each day)?

A. No. Because there are 30 available classes, you can set up class names like this:

#10 Saturday, #10 Sunday, #10 Monday.
#13 Saturday, #13 Sunday, #13 Monday.
All Handicap Saturday, All Handicap Sunday, All Handicap Monday.

This totals 9 classes. Since 30 classes are available, you can do it all as one show, and there's still lots of room for other classes.

Q. I did my draw, then 10 more riders showed up and wanted to enter the class. I've already published the draw and can't change it. Now what?

A. The software will continue to let you sign up riders for the "pick" side of the class, but not the "draw" side. If, on the other hand, you've decided to reopen entries and will completely re-do the draw, use the "Change Class" menu to turn off the "Draw Done" flag, and you can then sign up riders for both the "pick" and "draw" sides. When you're ready, just do the "Draw Ride Order" function again. The actual procedure for adding riders to the draw is:

1. Choose "Rider Signup" from the Main Menu.

2. Enter the team(s) as you normally would. Then choose "Exit Show Signup".

3. Now choose "Add to Existing Draw" on the left side of the Main Menu. A report will be produced that will say something like "1 team added, # teams total". The team you added will now appear at the end of the class.

Q. I'm running a 3-day show on Labor Day Weekend. I have all of my draws done, and would like to post them to my web page so people can look up where they are in the draw for each class. Also, when the show is over, I want to get the results to my web page as soon as possible. What do you suggest?

A. For the draw, use "Administrative Functions" and click on the "Draw Results to Web" button. It will create a file called **Draw_results.html**, which contains all of your draws. Send this file to your web page and set up a link, and you're done. After the show is over, you'll want to get your results out there. Use "Administrative Functions" and click on the "Show Results to Web" button. It will create a file called **Show_results.html**, which contains all of your class results. Send this file to your web page and set up a link, and you're done.

Q. I've done my draw and got some Virtual riders. How do I replace them with real people?

A. Follow this procedure:

    1. From the Main Menu, select "Update Team After Draw" on the right of the screen.

    2. Choose "Select Team to Update".

    3. Scroll through the teams to find the team with the Virtual Rider that you want to replace. Highlight that team and choose "select".

    4. Then choose "Replace Sorter on this Team" or "Replace Gate on this Team", whichever position the Virtual Rider is in. A list of all the people who are in the show will appear. Highlight the person with whom you want to replace the Virtual Rider and choose "Select".

    Note: If the person with whom you want to replace the Virtual Rider has not entered in a class yet, he/she will not appear in the list of people. To put that person in the show, exit back to the Main Menu. Choose "Rider Signup". Choose "Sign Up A Rider". Don't add a partner or designate number of draw teams for this person. Choose "Exit Show Signup". (In this case, the rider will only have the 1 ride—as replacement for the Virtual Rider. The rider will not get a second ride on a draw team.) Then go back to #1 above and follow instructions.

    5. The updated team will show on the screen. Choose "Exit Team Update".

Q. I understand that this software will write my checks for me, but I still lose a lot of time getting them signed. Any way around that?

A. Yes. If you supply a file called "signature.bmp", and replace the default one in the installation folder, you can set in your options that you want the checks signed when they're printed. The software will automatically add the signature to the checks, so that they're ready to pass out as soon as they come off the printer.

Q. What happens with ties?

A. Let's say that two teams had exactly the same rounds, time and cattle, and it was the fastest time of the class. In that case, the money for 1st and 2nd is combined, and then split equally between those two teams. Then 2nd place is skipped and the next fastest team would be placed 3rd.

Q. I need to delete a team before I do the draw. How do I do that?

A. Follow this procedure:

    1. Choose "Rider Signup" from the Main Menu.

    2. Choose "Update Existing Rider in this Class". Scroll through names to find one of the riders on the team. Highlight that person and choose "Select".

    3. The rider and all partners in the class will appear on the screen. Put a check mark in the "delete" column (on the far right side of the screen) next to the partner of the team you want to delete.

    4. Choose "Save Changes" and then "Exit Show Signup".

Q. I've done the draw, and now I need to delete a team. How do I do that?

A. Follow this procedure:

    1. From the Main Menu, select "Update Team After Draw" on the right of the screen.

    2. Choose "Select Team to Update".

    3. Scroll through the teams to find the team that you want to "scratch". Highlight that team and choose "select".

4. Then choose "Scratch this Team with NO Refund" or "Scratch this Team with Refund" (When "NO Refund" is chosen, that team's fees will be included in the calculation of the payback. When "Refund" is chosen, those riders will not be charged for that particular team, and the # of teams in the payback calculation will exclude this team).

5. Choose "Exit Team Update".

Q. I need to adjust my horn sounds for each team because of different handicaps. It is way too labor intensive to do it on the console for every team, so I wind up not using the horn. The riders don't like this. What can I do?

A. With a special cable and an updated Polaris console from FarmTek, the software can adjust the horn times for you. See the section on FarmTek Timers and Horn Adjustments.

Q. This software looks pretty good. What other software do I need to buy to support the databases and/or spreadsheets?

A. None. This software is completely self-contained and no other supporting software is needed.

Internet Reporting

Many show producers would like to post their show results on their web site. This software makes it easy to do. Simply select the "Make HTML file" button on any report, and it will create an HTML file of that report.   All you need to do is FTP the file(s) to your site, and set up links to each report. Assuming you named the file **open. html**, a sample report is shown below, and a typical link would look like this:
*<P>Results for All Levels Handicap in the June 23rd show. <B><FONT COLOR=blue><A HREF="./open.html" TARGET="report" >Open Sorting</ FONT></B></A>
*

If you ran more than one class, a better way to do it is to use "Administrative Functions" and select the "Show Results to Web" function. It puts all classes in a single HTML file so you only have one file to put on your web site. The report looks like this:
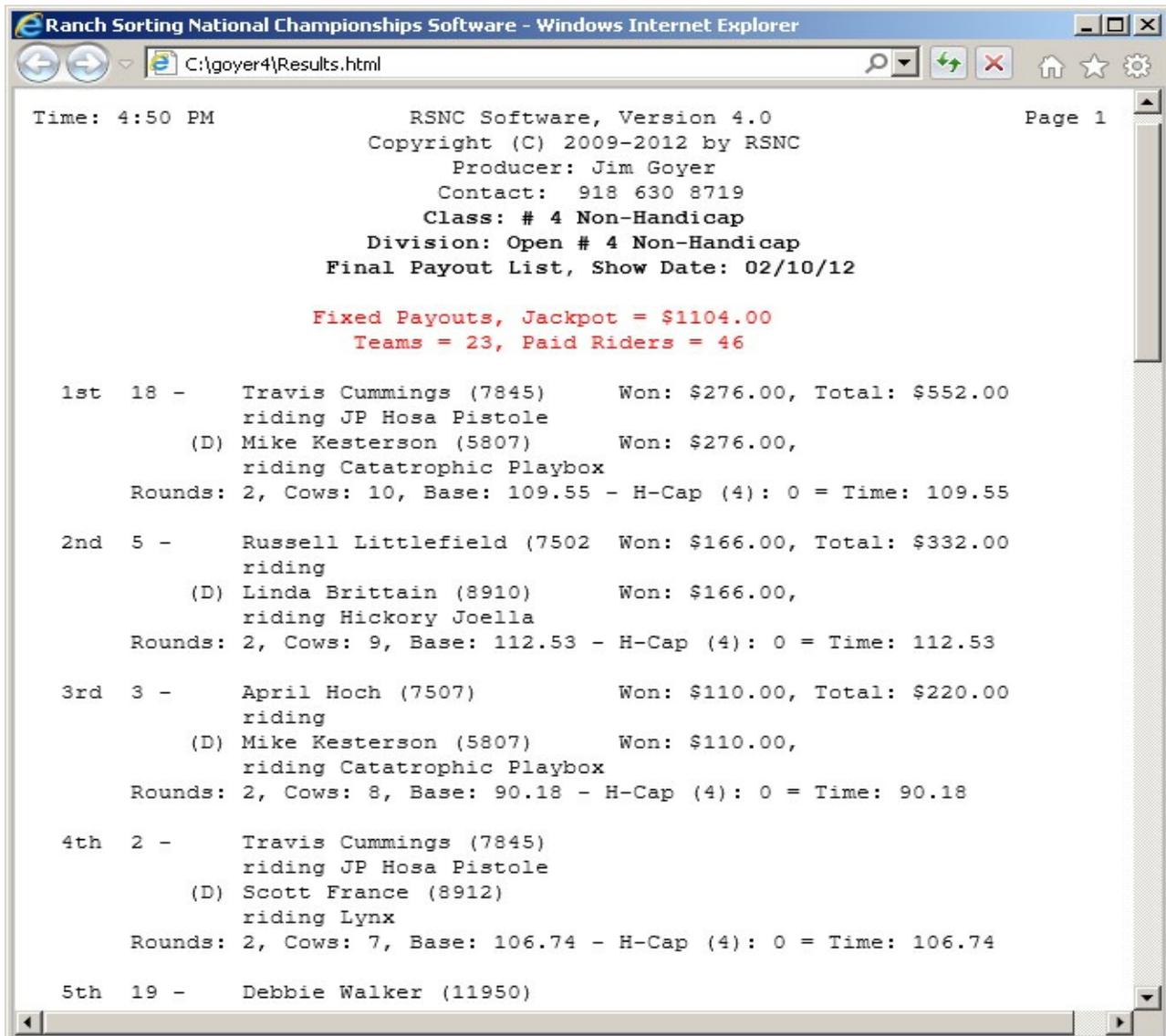
```
Ranch Sorting National Championships Software - Windows Internet Explorer

         C:\goyer4\Results.html

Time: 4:50 PM                RSNC Software, Version 4.0                Page 1
                      Copyright (C) 2009-2012 by RSNC
                            Producer: Jim Goyer
                         Contact:  918 630 8719
                        Class: # 4 Non-Handicap
                     Division: Open # 4 Non-Handicap
                    Final Payout List, Show Date: 02/10/12

                   Fixed Payouts, Jackpot = $1104.00
                       Teams = 23, Paid Riders = 46

   1st  18 -     Travis Cummings (7845)    Won: $276.00, Total: $552.00
                 riding JP Hosa Pistole
            (D) Mike Kesterson (5807)      Won: $276.00,
                 riding Catatrophic Playbox
         Rounds: 2, Cows: 10, Base: 109.55 - H-Cap (4): 0 = Time: 109.55

   2nd   5 -     Russell Littlefield (7502  Won: $166.00, Total: $332.00
                 riding
            (D) Linda Brittain (8910)      Won: $166.00,
                 riding Hickory Joella
         Rounds: 2, Cows: 9, Base: 112.53 - H-Cap (4): 0 = Time: 112.53

   3rd   3 -     April Hoch (7507)         Won: $110.00, Total: $220.00
                 riding
            (D) Mike Kesterson (5807)      Won: $110.00,
                 riding Catatrophic Playbox
         Rounds: 2, Cows: 8, Base: 90.18 - H-Cap (4): 0 = Time: 90.18

   4th   2 -     Travis Cummings (7845)
                 riding JP Hosa Pistole
            (D) Scott France (8912)
                 riding Lynx
         Rounds: 2, Cows: 7, Base: 106.74 - H-Cap (4): 0 = Time: 106.74

   5th  19 -     Debbie Walker (11950)
```

Main Menu

When you start the system, you will see the Main Menu. After that, you select the various functions to define and run your show. See the following pages for the description of each Module.

RSNC Software Main Menu, Membership File Date = 03/12/12

Show Producer: Laura E. Miller, Show Date = 07/31/12

Ranch Sorting National Championships Software Main Menu on Computer MILLER_HOME - Version 4.0.0.4015

Show Setup
Rider Signup
Show Statistics
Draw Ride Order
Add to Existing Draw
Alter Go Rules
Print Alpha Draw
Print Current Draw
Scoring List (Round 1)
Post Times from Timer
Post Times Manually
Final Class Results
Check Processing
Rider Reports
Rider Invoices

Change Class, Current:

Classes and Options
Administrative Functions
Rider Database
Horse Database
Show Program
Export Draw
Create External Diskette
Restore External Diskette
Update Team After Draw
Projected Payouts
Interim Class Results
Open High Point
Youth High Point
Masters High Point
RSNC Show File
Financial Report

License Key

All Levels/AQHA HC (Open)

Exit

1. Show Setup: Use this button to set up the show you are about to run, setting the show date, selecting the classes, class formats, team and rider caps, and any added jackpot money.

2. Rider Signup: Use this button to sign up riders and their partners for each class.

3. Show Statistics: Use this button to get a quick count of how many riders and teams are signed up in each class, as well as a count of riders who haven't been partnered yet.

4. Draw Ride Order: Use this button to draw the ride order for each class. The draw can be printed when needed using the "Scoring List" button, the "Print Alpha Draw" button, or the "Print Current Draw" button.

5. Add to Existing Draw: Use this button to add new teams which were added in rider sign up after the draw to the end of the existing draw. Only "pick" teams are allowed. No draws will be given to riders added in Rider Sign Up.

6. Alter Go Rules: Use this button to alter the number of goes and/or the number of teams being brought forward to each go. The software uses RSNC Rule defaults.

7. Print Alpha Draw: Use this button to print the draw for each class. It creates a report in alphabetical order by rider and partners so that riders may easily look up their draw positions.

8. Print Current Draw: Use this button to print the draw for each class. It creates a report in run order so that riders may easily look up their draw positions.

9. Scoring List (Round 1): Use this button to print the run order and scoring cards for the first round of the current class. This report is formatted for the Announcer and Official Scorer.

10. Post Times from Timer: Selecting this button starts running the class and allows the timer to feed the times directly into the computer for each team. See "Direct Timer Input" for more detailed information.

11. Post Times Manually: Selecting this button starts running the class and allows the operator to type the times into the computer for each team. See "Manual Input" for more detailed information.

12. Final Class Results: Use this button to create a report showing the final winner's list and jackpot payouts for the current class. If this is an AQHA co-sanctioned class, the AQHA Judge's report will also be printed. This also applies winnings and points.

13. Check Processing: Use this button to print checks and/or the check register for the show, including single checks or multiple checks.

14. Rider Reports: Use this button to create an individual rider report showing the times and winnings with each partner in each class and each round.

15. Rider Invoices: Use this button to create individual rider invoices showing the amount owed or earned by each rider. It also allows you to post payments and create a summary Receivables report. This is where you can apply other fees as defined in "Classes and Options.

16. Financial Report: Use this button to create a report showing income and outgo for this show.

17. Classes and Options: Use this button to define your organization's classes, options and basic features that apply to all classes.

18. Administrative Functions: Use this button to perform basic housekeeping, like making backups of show files. Deleting old show files, restoring, results to our web and exporting files.

19. Rider Database: Use this button to review the rider database from RSNC. If a rider is not in database, you can add at Rider Sign Up.

20. Horse Database: Use this button to review the horse database from RSNC. If a horse is not in database, you must add in this module.

21. Show Program: Use this button to create a Show Program, which lists all of the classes, and all of the riders in each class in Draw Order. It assumes that you have pre-entered all of the riders and done the draw for each class. The Show Program is useful for handing out to spectators to let them know the ride order of each class.

22. Export Draw: Use this button to create a file called "Announce.csv". It is a comma-delimited file suitable for importing into database and spreadsheet programs, so you can format the announcer's list according to your own tastes.

23. Create External Diskette: Use this button to create a diskette or flash drive to be

used for the "External Posting" method on another computer. This diskette is taken to the other computer and restored to the hard drive. When the class is complete, that computer creates a diskette that is merged back into the show file on this computer (See "Restore External Diskette").

24. Restore External Diskette: Use this button to merge the diskette of the "External Posting" from another computer into this computer.

25. Update Team After Draw: Use this button to make changes to a team after the draw. You can change the ride order, replace either rider, add, swap, or scratch teams.

26. Projected Payouts: Use this button to show the projected payouts for the current class, based on signups, added money, etc.

27. Interim Class Results: Use this button to create a report showing the current standings and current jackpot payouts for the current class. This is an intermediate report.

28. Open High Point: Use this button to create a high point report for all classes in the "Open" category.

29. Youth High Point: Use this button to create a high point report for all classes in the "Youth" category.

30. Masters High Point: Use this button to create a high point report for all classes in the "Masters" category.

31. RSNC Show File: Use this button to create the 3 files needed to attach to an email to be sent to RSNC for reporting your show.

32. License Key: Use this button to extend your license key to use this software. Add "Your license Key will expire 5 days after your show and should be renewed prior to your next show". Normally done at the direction of the RSNC Office.

33. Change Class: Use this button to change the current class for all other reports. For example, if you have selected "#13 Handicap", all draws, signups, announcer's lists, winner and payout reports, and checks will be for the #13 Handicap class. See the next page for details.

Changing the Current Class

This is where you set the current class and have the option to open the class back up after a faulty or unsatisfactory draw. The screen looks like this:

Select	Draw Done	Final Done	Class Name
☐	☑	☑	# 12 Handicap (Open)
☑	☑	☑	# 4 Non-Handicap (Open)
☐	☑	☐	All Levels Handicap/AQHA Open (Open)
☐	☐	☐	Youth/AQHA Youth (Youth)
☐	☑	☐	AQHA Amateur (Youth)
☐	☑	☐	# 14 Ranch Hand HC (Open)
☐	☑	☐	# 11 Rookie HC (2 cap sorter) (Open)
☐	☑	☐	Masters #10 HC (Masters)
☐	☑	☐	Youth Beginner/Adult Gate (Youth)
☐	☑	☐	# 6 Handicap (Open)
☐	☑	☐	Sadie Hawkins #11 HC (Open)
☐	☑	☐	#10 Beg Ranch Hand HC (Open)
☐	☑	☐	# 11 Ranch Hand HC (Open)
☐	☑	☐	# 8 Handicap (Open)
☐	☐	☐	

☑ Classes 1-15   ☐ Classes 16-30

Exit Class Selection

Select: Checking this box makes that class the current one. All draws, signups, time postings and reports will be for that class.

Draw Done: If checked, it means the draw has already been done for this class and you are ready to post times. Additional signups are for "Pick Only" and no draws are available. Un-checking this box signifies that you will be redrawing the class and that it's OK to sign up new riders in both picks and draws.

Final Done: If this box is checked, it means the final class results have been completed for this class.

Classes and Options

This is where you set some basic controls, define the default names for classes you are going to run and jackpot payout rules. The screen looks like this:

Ranch Sorting National Championships Software Options Maintenance

Producer: Laura E. Miller
Arena: Cactus Creek Arena

[Change Table 1 Payout Percentages] [Change Table 2 Payout Percentages] [Change Table 3 Payout Percentages] [Exit and Save]

☐ No Color Print Timer Port: [6]
☐ Sign Checks ☑ Set Timer Horn Times
☐ Bold Checks
☑ 3-Up Checks

Class Name	Ledger Name
Round Robin	Stalls $20
#11 Beg/Rookie HC	RV
# 10 Masters	Office Fee $2
# 8 Handicap	Cash received
# 4	Check Received
# 10 Beginner RH	Membership payment
# 14 Ranch Hand HC	
# 11 RH HC (4 cap sorter)	
# 10 Handicap	

☑ Classes 1-10   ☐ Placings Only
☐ Classes 11-20   ☐ Show All Riders
☐ Classes 21-30

Timer Port: If you are using the direct timer input option, this is the COMM port on your computer where the FarmTek timer cable is plugged in. See Appendix B for details on setting this up. You also have an opportunity override it when you start.

Set Timer Horn Times: If you are using the direct timer input option, this means you also want the software to set the horn times for each team. See Farmtek Timers and Horn Adjustments for details.

Producer: The name of your organization. This name will show on all screens and reports, giving you a chance to advertise your group.

Arena: The name of your arena. This name will show on all screens and reports, giving you a chance to advertise your arena.

Class Name: These are the classes you run on a regular basis. When you set up the show, you will select which classes you are running that day. These descriptions will appear on all reports. They can be changed for any show on the "Show Setup" screen. Note that the display only shows the first 10 classes. Selecting "**Classes 11-20**" will show the next 10 and selecting **"Classes 21-30"** will show the last 10.

3-Up Checks: If selected, this means that check printing is in a "3-up" format. If not selected, Check printing is in a "1-up (voucher)" format.

Sign Checks: If selected, this means that check printing will include adding your signature when printing checks. You must have installed a file called "**signature. bmp**" containing your signature.

Bold Checks: If selected, this means that checks will be printed in a bold (darker) font.

No Color Print: If selected, this means that all reports will be printed in black and white, instead of using colors. Set this option if you are using a printer that doesn't support colors, or you may find some print lines are very light and hard to read.

Placings Only: If selected, this means that when creating the placings report, those teams with no cattle will be eliminated from the report, making the report use fewer pages.

Change Table # Payout Percentages: Selecting this button will take you to a new screen, allowing you to change the payout percentages for one of the three payout tables. See "Change Payout Percentages".

Show All Riders: If checked, the results reports will show all riders, instead of just the ones who earned money.

Ledger Name: The names of the first 7 Ledger categories (the 8th entry is Memberships). The RSNC Office will suggest items for tracking and if to change these.

Change Payout Percentages

This is where you change the payout percentages for each placing for one of the 3 payout tables. These tables are used for all payouts. The screen looks like this:

Edit Table 2: Payout Settings and Options

Ranch Sorting National Championships Software - Payout Percentages

Show Producer: Western Ranch Sorters

Producer Percentage: 0.3000
Fast Go Percentage: 0.075

| Level	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	Total
1:	1.0										1.000
2:	0.600	0.400									1.000
3:	0.500	0.300	0.200								1.000
4:	0.400	0.300	0.200	0.100							1.000
5:	0.340	0.270	0.200	0.100	0.090						1.000
6:	0.320	0.240	0.170	0.100	0.090	0.080					1.000
7:	0.280	0.220	0.170	0.100	0.090	0.080	0.060				1.000
8:	0.260	0.220	0.140	0.100	0.090	0.080	0.060	0.050			1.000
9:	0.260	0.190	0.130	0.100	0.090	0.080	0.060	0.050	0.040		1.000
10:	0.250	0.180	0.130	0.100	0.085	0.070	0.060	0.050	0.040	0.035	1.000

Refresh and Check

Save and Exit

This allows you to set your own values for payouts. Be sure to use the "Refresh and Check" button to make sure your percentages add up to 100 before you save your changes.

Producer Percentage: This is the percentage of the entry fees kept by the show producer. For example, if the producer was keeping 30%, and the entry fee was $103.00, RSNC would get $3.00 for the sanctioning fee, the producer would get $30.00 and $70.00 would go into the jackpot pool.

Fast Go Percentage: This is the percentage of the payout pool that will be paid to the Fast Go Bonus teams based on RSNC rules.

Administrative Functions

This is where you perform basic housekeeping functions, like backing up files and deleting old shows, as well as extracting data for local reporting. The screen looks like
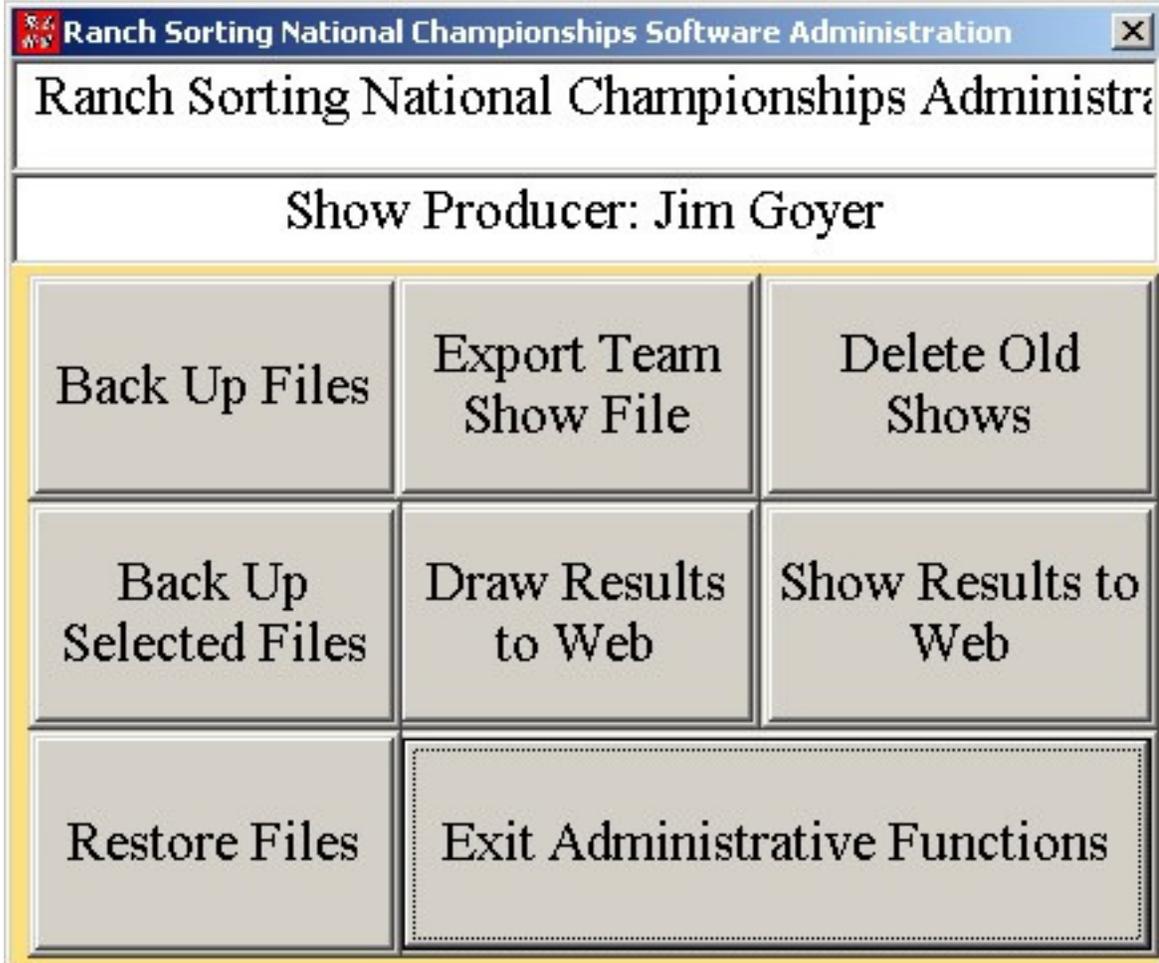
this:

Back Up Files: Use this button to back up all show and administrative data to a diskette or memory stick.

Back Up Selected Files: Use this button to back up selected shows and all administrative data to a diskette or memory stick.

Restore Files: Use this button to restore show and administrative data from a diskette or memory stick.

Delete Old Shows: Use this button to delete old show files from the hard drive.

Export Team Show File: This function creates a file named **Tmmddyy.csv** (where mmddyy is the date of the show) in the current folder. It is a comma-delimited file suitable for importing into many popular spreadsheet and database programs. It allows you to export show data and do your own local reporting. The format of the file is defined in Appendix A.

Show Results to Web: This function creates a file named **Show_results.html** in your c:/RSNCShow folder. This file is ready to be sent to your web site, and has the results for all of the classes in the show.

Draw Results to Web: This function creates a file named **Draw_results.html** in your c:/RSNCShow folder. This file is ready to be sent to your web site, and has the draw for all of the classes in the show.

Rider Database

This is where you keep definitions of each rider. The actual file is supplied by RSNC. The screen looks like this:

Data Elements: The data elements (first name, last name, etc.) are self-explanatory.

Comments: This is information about the rider from the RSNC Office that the producer should be aware of.

Horse Name: The name of the horse owned by this rider and a flag indicating if it's registered. The down arrow will show other horses owned by this rider.

Select a Rider: Select this button to get a screen of all riders in the database. When you highlight a rider in the list and double click or press "Select", that rider will appear on this screen.

Horse Database

This is where you keep definitions of each horse. The actual file is supplied by RSNC. The screen looks like this:

Note - the information cannot be changed unless you are adding a new horse to the database.

Horse Name: The name of the horse owned by this rider and a flag indicating if it's registered.

Select a Horse: Select this button to get a screen of all horses on the database. When you highlight a horse in the list and double click or press "Select", that horse will appear on this screen.

Add a Horse: Select this button to add a new horse to the Horse Database. This is a required step to pair a horse with a rider if the horse isn't already on the database.

The data elements are self-explanatory.

Show Set Up

This is where you set the show date, classes you are going to run in the show, as well as defining the class format(s) and other controls you will use. The screen looks like this:

RSNC Show Setup – Current Show date is 07/31/12

Buttons: Select a Prior Show Date | Set a New Show Date | Set Limits (Incentives, Handicaps, etc.) | Select Classes for Combined Draw | Added Jackpots and Sponsors | Fixed Payout Definitions | Exit

Run		Class Name	Division Type	Auto Draw	Sorter Fee	Gate Fee	Max Entrys	Max Pick	Max Sort	Gate Type	Race Type	Draw Type	Rider Cap	1 Class	Max Class Places	Co-Sanc
Today																
✓	1	All Levels/AQHA HC	0	✓	43.00	43.00	5	4	0	0	O	R	0	0		✓
✓	2	AQHA Amateur	0	□	33.00	33.00	5	5	0	0	O	R	6	0		✓
✓	3	RSNC/AQHA Youth	0	✓	23.00	23.00	5	4	0	0	Y	R	0	0		□
✓	4	#14 Ranch Hand HC	3	✓	33.00	33.00	9	8	4	4	O	R	0	0		□
✓	5	#12 Masters	5	✓	43.00	43.00	5	4	0	0	M	R	0	0		□
✓	6	#12 Handicap	5	✓	33.00	33.00	5	4	0	0	O	R	0	0		□
✓	7	#6 with #4 INC	14	✓	23.00	23.00	5	4	0	0	O	R	0	0		□
□	8	#11 RH HC (4 cap sorter)	7	□	0.00	0.00	5	4	0	0	O	R	0	0		□
✓	9	#11 Rookie HC (2 cap sorter)	8	✓	23.00	18.00	5	4	0	0	O	R	0	0		□
□	10	#10 Handicap	9	□	0.00	0.00	5	4	0	0	O	R	0	0		□

✓ 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)
Y = Youth

Draw Type Values:
R = Random Order
S = Slowest to Fastest

Division Type Values:

0 = All Levels Handicap
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 sorter)
8 = #11 Rookie Handicap (2 cap on sorter)
9 = #10 Handicap
10 = #10 Beg Ranch Hand HC (1 cap on sorter)
11 = #9 Handicap
12 = #8 Handicap
13 = #7 Handicap
14 = #6 Handicap
15 = #5 Handicap
16 = #4 Non-Handicap
17 = #2 Beginner Non-Handicap
18 = Combo Draw (Special)
19 = Side Pot (Special)

Processing Fee: 0.00

New Show Date: This button allows you to change the current show date. You may select a date from an on-screen calendar. If you **Select a Prior Show Date**, it will show the classes you ran on that previous day.

Note, you may be asked if you want to use the default values from the options, or copy the settings from the current show. If your shows tend to be the same, it will save you time to copy the settings from the current show.

Class x: Checking the **Run Today** box next to the class allows you to chose from the classes you defined during the class definition process, indicating that class will be run at this show. You can also type over the class name to change it for this show.

Auto Draw: Many classes have a required draw associated with them. If this class required that the rider enter at least one draw, check this button. The software will enforce the one draw requirement if they are in the class. When signing up a rider you can override the default one draw.

Sorter Fee: For any class, this is the entry fee for each sorter (not the team).

Gate Fee: For any class, this is the entry fee for each gate rider (not the team).

Max Entries: For all division types except 18 and 19, the maximum number of times a rider can enter the class (picks and draws combined).

Max Pick: For all division types except 18 and 19, the maximum number of picks (pre-defined partners) that will be allowed for that class.

Max Sort: For all division types except 18 and 19, the maximum number of times a rider can enter the class as a sorter (picks and draws combined).

Max Gate: For all division types except 18 and 19, the maximum number of times a rider can enter the class as a gate (picks and draws combined).

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

> **R** = Random
> **S** = Slowest to Fastest.

Rider Cap: For any class, this is maximum rating a rider can have to be eligible to enter this class.
I-Class: For draw type 19 classes, this is the class from which times will be taken when calculating the payouts.

Max Places: The maximum number of places that will be paid for this class. If 0, the built in automatic calculations will be used to determine the number of places.

Race Type: The type of race according to RSNC standards.

> **M** = Masters
> **O** = Open
> **Y** = Youth
> **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. All cow counts and times are accumulated for each rider, and the payout goes to the rider (not the team) with the most cows in the least time.

CoSanc: If checked, this particular class is co-sanctioned with a breed Association. Riders may select specific teams to be considered by the AQHA Judge.

Pay to Nearest Dollar: If checked, jackpot payouts are rounded to the nearest dollar. This is useful when paying in cash.

Added Jackpots and Sponsors: Selecting this button will take you to another screen where you can provide added money and sponsor names for each class. See next page.

Set Limits (Incentives, Handicaps, etc.): Selecting this button will take you to another screen where you can set up controls for incentives and handicaps.

Fixed Payout Definitions: Selecting this button will take you to another screen where you can set up actual dollar payouts for a class (See Fixed Payout Definitions).

Select Classes for Combined Draw: Selecting this button will take you to another screen where you can select the classes to be included in a Combined Draw format.

Division Type: This defines the division type for each class. Valid Values are:
> **0** = All Levels Handicap
> **1** = #15 Handicap
> **2** = #14 Handicap
> **3** = #14 Ranch Hand
> **4** = #13 Handicap
> **5** = #12 Handicap

6 = #11 Handicap

7 = #11 Ranch Hand. The Sorter may have a rating of 4 or less. Rider roles must be declared (Sorter or Gate).

8 = Rookie Sort #11 Handicap (2 cap on sorter). Rider roles must be declared (Sorter or Gate) unless both riders are rated 2 or below.

9 = #10 Handicap

10 = Beg Ranch Hand #10HC. The Sorter must have a rating of 1 or less. Rider roles must be declared if both riders are rated 1 (Sorter or Gate).

11 = #9 Handicap

12 = #8 Handicap

13 = #7 Handicap

14 = #6 Handicap

15 = #4 Handicap

16 = #4 Non Handicap

17 = #2 Beginner Sort Non Handicap

18 = Combo Draw. Combines other classes for multi-arena use. See the section on Combination Draws.

19 = Side Pot. Not an actual race, but a side pot where riders can win extra cash. Times are taken from another class.

Processing Fee: This is a fee charged to each rider for set fees incurred by producer.

Added Jackpot and Sponsors

This is where you tell the system that there is added jackpot money (usually contributed by a sponsor or show promoter) and/or Advertiser Awards. The screen looks like this:

Ranch Sorting National Championships Software Added Jackpots

Show Producer: Laura E. Miller

Class Name	Added Class	Added Sorter	Added Gate	Sponsor Name	Advertiser Amount	Advertiser Name
All Levels/AQHA HC	0.00	0.00	0.00		0.00	
AQHA Amateur	0.00	0.00	0.00		0.00	
RSNC/AQHA Yiouth	0.00	0.00	0.00		0.00	
# 14 Ranch Hand HC	0.00	0.00	0.00		0.00	
#12 Masters	200.00	0.00	0.00		0.00	
# 12 Handicap	300.00	0.00	0.00		0.00	
#6 with #4 INC	0.00	0.00	0.00			
# 11 Rookie HC (2 cap sorter)	0.00	0.00	0.00		0.00	

☑ Classes 1-15   ☐ Classes 16-30

[Exit]

Added Class: The amount of money added to the prize pool for all participants. This amount will be split between the Sorter Pool and the Gate Pool.

Added Sorter: The amount of money added to the prize pool for sorters only. This amount will be added to the Sorter Pool.

Added Gate: The amount of money added to the prize pool for gate entrants only. This amount will be added to the Gate Pool.

Sponsor Name: The name of the Sponsor who provided the Added Money for this class or sponsored other awards.

Advertiser Bonus: The amount of special award money available for using an advertiser's product.

Advertiser Name: The name of the Advertiser who provided the special award money for this class.

Select Classes **for Combined Draw**

This is where you tell the system which classes are to be included in a Combined Draw. The screen looks like this:

Select	Combination Draw Class	Select	Classes to Include	Exit Combined Draw Processing
		☐	All Levels/AQHA HC	
		☐	AQHA Amateur	
		☐	RSNC/AQHA Yiouth	
		☐	# 14 Ranch Hand HC	
		☐	#12 Masters	
		☐	# 12 Handicap	
		☐	#6 with #4 INC	
		☑	# 11 Rookie HC (2 cap sorter)	
		☑	# 10 Handicap	
		☐	# 8 Handicap	
☑	Combo Draw			

Combination Draw Class: This is where you tell the system which Combined Draw Class is to include the selected classes.

Classes to Include: This is where you tell the system which classes are to be included in this Combination Draw Class. You must select two, and two only.

Setting
Limits

This is where you tell the system that there are incentive limits to the ratings for the riders, in this Class as well as providing handicap values, incentives and bonuses. The screen looks like this:

Select a Class: This button lets you select which class you are setting limits for.

Payout Table: This defines which payout table will be used to calculate awards for this class. (Tables set up in "Classes and Options"). If set to 'F', a Fixed payout table is being used (See Fixed Payouts).

Incentive for this Class: If set, this class has an incentive pool. RSNC rules apply unless otherwise stated.

Incentive Rating: This is the Team Rating that is eligible for the incentive pool. Any team with this rating or below is eligible.

No Handicaps for this Class: If set, no handicaps will be applied to this class. Only cows and time will count.

60 Second Base for this Class: This is the default value. If set, the base time to sort for this class (before handicap adjustments) is 60 seconds.

75 Second Base for this Class: If set, the base time to sort for this class (before handicap adjustments) is 75 seconds.

90 Second Base for this Class: If set, the base time to sort for this class (before handicap adjustments) is 90 seconds.

Entry Order Draw for this Class: If set, the draw for this class will be done in the order in which the teams were entered. Normally only used to re-create a class for testing purposes.

Sorter Only Format: If set, this class only has Sorters. No picks are allowed, and each rider will be paired with an available rider for a Gate partner when the draw is done. The total payout pool will be paid to the sorters and no sanctioning fees will be charged for the gate people.

Mega Bucks Format: If set, this class will allow declared teams to pay double the entry fee and if they place in the money, they will receive a 90% payback instead of a 70% payback (or other percentages defined by the producer). This format requires a Fixed Payout table.

Lucky Duck Format: If set, this class will allow free entries into the class and all payouts are based on Added Monies.

Fixed Payout Definitions

This is where you set the fixed dollar amounts that will be paid for a class, instead of using the system payout calculations. The screen looks like this:

RSNC - Define Fixed Payout Schedule

Select	Class Name		Average Sorter	Average Gate	Incentive Sorter	Incentive Gate	Fast Go Sorter	Fast Go Gate
☑	All Levels Handicap	1st:	500.00	500.00	0.00	0.00	150.00	150.00
	# 15 Handicap	2nd:	450.00	450.00	0.00	0.00	0.00	0.00
	# 14 Handicap	3rd:	400.00	400.00	0.00	0.00	0.00	0.00
	# 14 Ranch Hand HC	4th:	350.00	350.00	0.00	0.00	0.00	0.00
	# 13 Handicap	5th:	300.00	300.00	0.00	0.00	0.00	0.00
	# 12 Handicap	6th:	250.00	250.00	0.00	0.00		
	# 11 Handicap	7th:	200.00	200.00	0.00	0.00		
	# 11 RH HC (4 cap sorter)	8th:	150.00	150.00	0.00	0.00		
	# 11 Rookie HC (2 cap sorter)	9th:	100.00	100.00	0.00	0.00		
	# 10 Masters Handicap	10th:	50.00	50.00	0.00	0.00		
	# 10 Beg RH HC (1 cap sorter)							
	# 9 Handicap							
	# 8 Handicap							
	# 7 Handicap							
	# 6 Handicap							

☑ Classes 1-15
☐ Classes 16-30

Refresh Totals

Exit

Added Money: 0.00 Sanctioning Fees: 249.00 Total Awards: 5800.00
Entry Fees: 1909.00 Mega Bucks Fees: 0.00 Total Income: 1660.00

Rider Signup

This is where you sign individual contestants who are going to ride in today's show and define their "Pick" partners and/or draw rides. The screen looks like this.

Sign Up a Rider (No Horse): Select this button to sign up a rider without specifying which horse they are riding. If they are not already on the rider database, by clicking "Use Typed Rider Name" they will be added.

Sign Up a Rider (With Horse): Select this button to sign up a rider and specify which horse they are riding, set the number of draws for this class, unless a Breed class, and add their partners. If they are not already on the rider database, by clicking "Use Typed Rider Name" they will be added. If a horse is not in the database, you must go to Main Menu and Select Horse Database, Add Horse, then go back to the rider sign up and make your team.

RSNC ID: The RSNC Member identifier.

Rate: The RSNC rating of this rider

Add or Change Horse: Select this button to get a screen of all of the horses on file. You can select one of them to keep track of that horse/rider combination.

Class Name: The name of the class for which you are entering riders.

Division Type: The division type of this class (like #10 Handicap, etc.).

Comment: Any comments from the RSNC rider database.

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.

Gate Draws: For those classes that do require a rider to declare if they are a Gate or a Sorter, enter the number of additional Gate draws the rider is paying for.

Sorter Draws: For those classes that do require a rider to declare if they are a Gate or a Sorter, enter the number of additional Sorter draws the rider is paying for.

Sorter Credit: 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. It is used to offset "free" and "reduced fee" entries offered as incentives for riders to enter with beginner partners.

Gate Credit: 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. It is used to offset "free" and "reduced fee" entries offered as incentives for riders to enter with beginner partners.

The scrolling window on the right of the screen shows the teams that have been entered into this class so far and the order in which they were entered.

Add a Partner (No Horse): Clicking this button will provide a list of potential partners from the rider database without specifying the partner's horse. The selected partner will be automatically added to the show and this class, if they are not already entered. In addition, this rider is automatically added as the partner's partner, saving you the trouble of making that change.

Add a Partner (With Horse): Clicking this button will provide a list of potential partners from the rider database and give you the opportunity to specify the partner's horse. The selected partner and horse will be automatically added to the show and this class, if they are not already entered. In addition, this rider is automatically added as the partner's partner, saving you the trouble of making that change.

Partner Rate: The RSNC rating of this partner.

Horse Name (or partner horse name): Optional - The name of the horse this rider (or the partner entry) is riding for this class. May be used for Equi-Stat reporting and/or Breed Association reporting.

Mega Bucks: For those classes that offer this bonus category, checking the box means this team will pay the extra fee to get a larger percentage back if they win.

AQHA: If checked, this team is designated as the AQHA Sanctioned team for this class.

Delete: Checking this box next to any partner will delete that rider as a partner for this rider and make the corresponding change to the deleted partner.

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.

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.

Update Existing Rider: Select this button to get a screen of all riders already signed up for this class. When you highlight a rider in the list and double click or press "Select", that rider will appear on this screen. You can then make any changes.

Delete a Rider from This Class: Select this button to get a screen of all riders already signed up for the class. When you highlight a rider in the list and double click or press "Select", that rider be will be shown. It will then confirm that you want to delete this rider from all entries in this class.

Print Riders: Select this button to print a report showing all riders in this class. You may optionally show them in rating order.

Print Teams in Sign Up Order: Select this button to print a report showing all Pick teams in this class and the order in which they were entered.

Updating Teams After the Draw

This is where you can make changes to drawn teams. The screen looks like this:

The first row of buttons are functions for individual teams.

Select Team to Update. This button will provide a list of all of the teams in the current class. Do this first to select the team you are going to change.

Rating. The Team Rating value. If you change it on this screen, the team will have the new rating. This feature is here because it is possible that the team got the wrong rating in the draw because the rider rating was wrong.

Status. The Team status. Possible values are "Active", "Scratch with Refund" and "Scratch with No Refund".

Swap Teams in Draw. Clicking this box will present you with a screen which will

allow you to swap draw positions for two teams. This is how this screen looks:
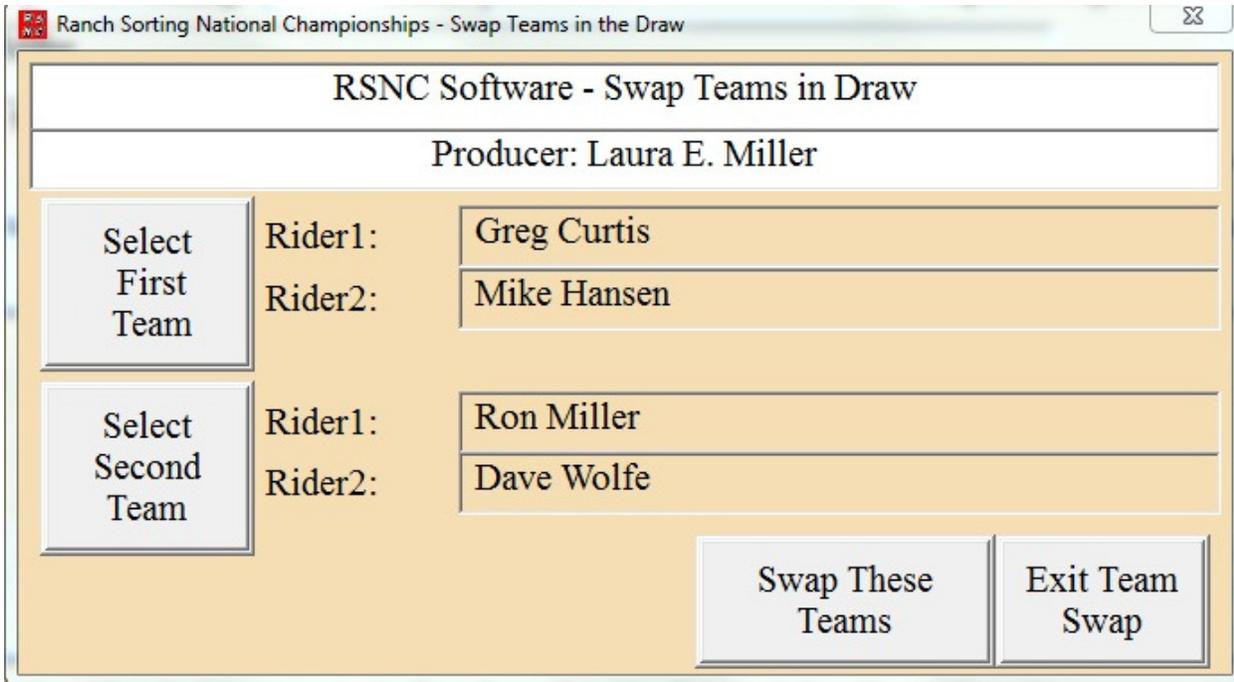
Replace Sorter on this Team. Clicking this box will give you an alpha list of all riders in the show. Selecting a rider from the list will replace the existing sorter on this team and remove the original sorter from this team.

Replace Gate on this Team. Clicking this box will give you an alpha list of all riders in the show. Selecting a rider from the list will replace the existing gate on this team and remove the original gate from this team.

Scratch This Team with Refund. Clicking this box will scratch the team from the class, crediting each team member with the appropriate entry fees. The team stays in the draw so that the draw positions will not change.

Scratch This Team with No Refund. Clicking this box will scratch the team from the class, but the money paid will remain in the payout pool. The team stays in the draw so that the draw positions will not change.

Undo Scratch for This Team. Clicking this box will reinstate a scratched team in the class, along with monies in payout pool.

Mass updates (Round Robins)

The second row of buttons can only be accessed with a Round Robin. It is for mass updates. For example, a replacement rider must have the same rating as the one who's being replaced. When replacing or scratching a rider on all teams, it will scratch or replace them regardless of whether they are a gate or sorter.

Select Rider for Basis. This button will provide an alpha list of all of the riders in the current class. Do this first to select the rider who is the basis of the mass changes.

Select Replacement. This button will provide an alpha list of all of the riders in the current class. Do this to select the rider who will replace "basis" rider as a sorter or gate on all teams.

Replace Basis Rider with Replacement on All Teams. Clicking this box will make the replacement of the "Basis" rider with the "Replacement" rider on all teams in this class, regardless of whether they are a gate or sorter.

Scratch All Teams with Refund. Clicking this box will scratch all teams with the basis rider from the class, crediting each team member with the entry fees and remove monies from the payout pool.

Scratch All Teams with No Refund. Clicking this box will scratch all teams with the basis rider from the class, but the money paid will remain in the payout pool.

Undo Scratch for All Teams with this Basis Rider. Clicking this box will reverse the effect of a Scratch and will reinstate all teams with this basis rider and all monies for the payout pool.

Timer or Manual Time Posting

This is where you post cattle and time for the teams. The screen looks like this:

If you are using the "Post Times from Timer" option, the "Cows" field and the "Time" field will be filled in as the sort progresses. You don't need to type anything. Just press "Next Team" or N/T (No Time) then "Next Team" after each team is done.

Post Times Mannually: This is where you or the timer fill in the team's raw time for the class. If the team is disqualified, check the **N/T** (No Time) box. Pressing the "Next Team" will advance the screen to the next team.

Cows: This is where you type in the number of cows sorted in the allowed time.

Sort Number (L) or (R). Pressing this button will generate a random number from 0-9, which is the starting cow number for the team in the arena. Used numbers are shown with a check mark in the box. 'R' is for the Right arena and 'L' is for the left arena.

1st Go, 2nd Go, etc. Check the box corresponding to the round for which you would like to see. This is used for backing up to a prior round, or for selecting the current round at start-up.

Current Leader: This field shows which team or rider is the current leader in this class so far. The time shown includes the number of cows and the handicap, if any.

Last to Advance (or Last to Pay): This field shows which team or rider has the minimum cattle count and time needed to advance to the next round. For teams that haven't run yet, this is the "Time to Beat" to get into the next round. In the last round (short go), this is the last team or rider that will get paid and is the "Time to Beat" to get money in the short go.

Next Team: Selecting this button or pressing "Enter" will advance the screen to the next team. If no time was posted, it will fill in a value of 1.1 seconds with no cows (a DQ).

Go To Next Round. When a 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 by clicking "Go To Next Round"

Print Staging List. In the 1st Go this will generate scoring cards and staging list(s) for 1 or 2 arenas. Clicking this box for the 2nd Go creates new staging list(s) for each arena for the next go, showing times and the current totals from

prior round(s). It does not include any times already posted for the 1st go.

Select Team: This is not a button, but a function. When you highlight a visible team in the list and double click they will appear as the current team on this screen. This is how you run a team out of order. After the ride is complete, use the above method to go back to the team who was next on the list. You may need to "scroll" to see the team you need.

 Exit: Use this button when the class is complete to return to the Main Menu. The "red X" in the upper right corner is not recommended in any of the software modules. You may lose data.

Check Processing

When you click on "Check Processing", you will see a screen like this.
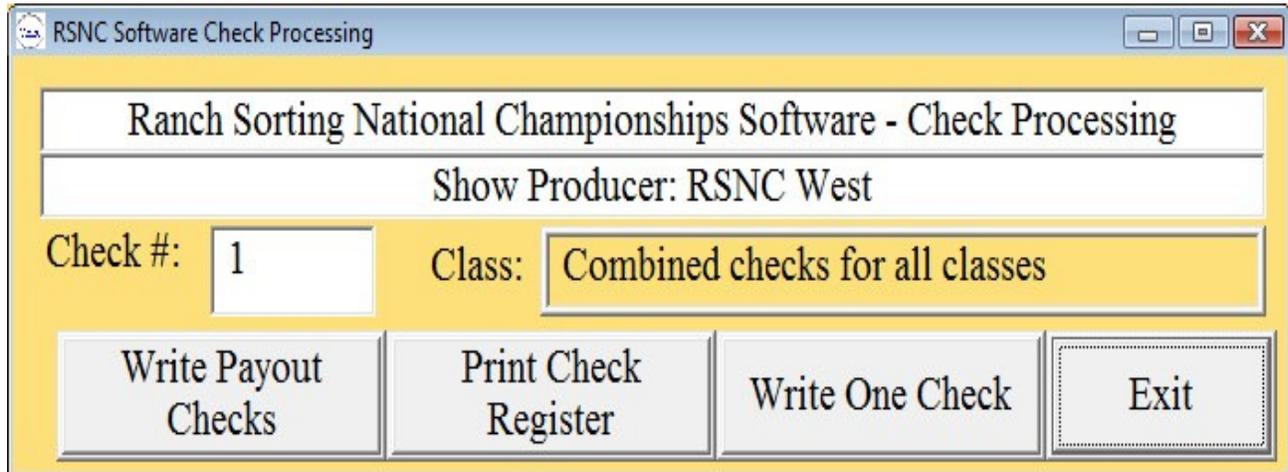
Starting Check # - This is number of the first check you are printing.

Print Payout Checks - Do this at the end of the show, so that you write one check for each rider, based on their net winnings for the show. Make sure you set the Starting Check number first. It will print 1-up (voucher) or 3-up checks, depending on the option you have set under "Classes and Options", the default is 1-up.

Print One Check - There are times when you need to reprint a check. Selecting this tab will allow you to select a rider and print just the check for that rider.

Print Check Register - Do this at the end of the show to print a check register. Make sure you set the Starting Check number first. You can use this report to hand write your checks and/or for later entry into QuickBooks© or other financial software.

Rider Invoices

When you click on "Rider Invoices", you will see a screen like this.

Ranch Sorting National Championships Software - Rider Invoice

First Name	Last Name	Horse Name	Show id	Rate	RSNC ID	Status
Mike	Hansen	Shez Sasha	1	8	34	Current

				Comment
Memberships	$0.00	Magazine	$0.00	
Ledger Net	$0.00	Processing	$5.00	Expires 6-15-2010
Class Credits	$0.00	Class Fees	$86.00	Total Fees — $93.00
Class Winnings	$0.00	Horse Trk.	$2.00	Net Due or to be Paid — $93.00

Picks	Draws	Class Name	Fees	Picks	Draws	Class Name	Fees
1	1	All Levels/AQHA HC	$86.00			# 5 Handicap	
0	0	AQHA Amateur				# 4 Non-Handicap	
0	0	RSNC/AQHA Yiouth				# 2 Beginner Non-Handicap	
8	1	# 14 Ranch Hand HC	$297.00	0	0	Combo Draw	
0	0	#12 Masters				Side Pot	
0	0	# 12 Handicap				Available	
0	0	#6 with #4 INC				Available	
		# 11 RH HC (4 cap sorter)				Available	
0	0	# 11 Rookie HC (2 cap sorter)				Available	
0	0	# 10 Handicap				Available	
		# 10 Beg RH HC (1 cap sorter)				Available	
		# 9 Handicap				Available	
0	0	# 8 Handicap				Available	
		# 7 Handicap				Available	
		# 6 Handicap				Available	

| Select a Rider | Ledger Entries | Ledger Item Reporting | Save Changes | Print Invoices | Print This Invoice | Invoice Summary | Exit Invoice Processing |

Select a Rider: This function selects a rider for display. Notice the fields on this screen

Net Due or to be Paid: This is the amount owed by the rider after the winnings and entry fees are netted. If the amount is negative, the rider has a check coming.

Ledger Entries: This button will take you to the rider's ledger, which reflects all additional fees, payments and adjustments for this rider. See the next page.

Ledger Item Reporting: This button will take you to a report selection screen, where you can generate report(s) for one or all of the 15 available ledger categories.

Print Invoices: This function prints invoices for all riders, riders with net due, or to be paid.

Print This Invoice: This function prints the invoice on the screen for the selected rider including all fees for classes ridden, monies earned and horses ridden.

Invoice Summary: This function prints single line invoice summaries for all riders or riders with amounts due. This is a very useful tool as your show progresses to have the ability to pre-print invoices for riders who are complete in their events.

Ledger Entries

When you click on "Ledger Entries", you will see a screen like this.

| Amount	Description		Amount	Description
0.00			0.00	Stalls
0.00			0.00	Shavings
0.00			0.00	RV
0.00			0.00	Clinics
0.00			0.00	Cash Received
0.00			0.00	Check Received
0.00			0.00	Others Rides
0.00			0.00	Merchandise
0.00			0.00	Labor
0.00			0.00	Expenses Paid
0.00			0.00	Paid out earnings
0.00			0.00	Expenses in
0.00			0.00	Reserved
0.00			0.00	Reserved
0.00			0.00	Reserved

Member Fees: 0.00   Magazine: 0.00

Horse Tracking Fees: 2.00

Save Ledger

Whenever a rider owes for stalls, entry fees, etc., you should make an entry here as a debit. Conversely, when the rider makes a payment, you should make an entry here and enter it as a negative number (a credit). Winnings are automatically credited to the ledger, so no manual entry is necessary. If you pay a rider for their winnings, enter it here as a ***debit*** to offset the credit already applied.

Give each entry a description, since it will show on the rider's invoice. The description is a good place to put a check number.

External Posting

Of the 4 Icons in the RSNC Software, External Posting is used at a stand alone (non-networked) computer to run a class. The "Main" computer creates a diskette and announcer's list. Both are brought to stand alone (non-networked) computer. NOTE, this computer must have the software installed on it. On the "Main" computer click "Create External Diskette".
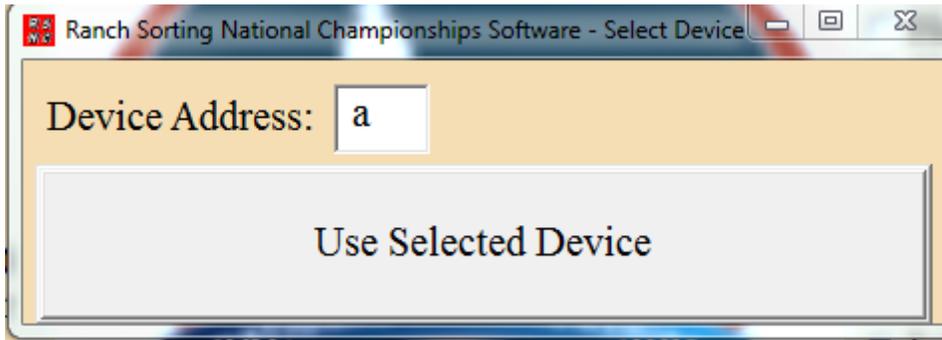
You should use a thumb drive and then "Create External Diskette" be certain to be on the class you intend to run on the Main Computer for the stand alone computer. You cannot make any changes to the class once you start. When the class is complete, the software knows the diskette needs to "Create Diskette for Main" (see screen shot below), you will then return to the "Main" computer, where you "Restore External Diskette" back into the show file using the Main Menu item.
The screen looks like this:
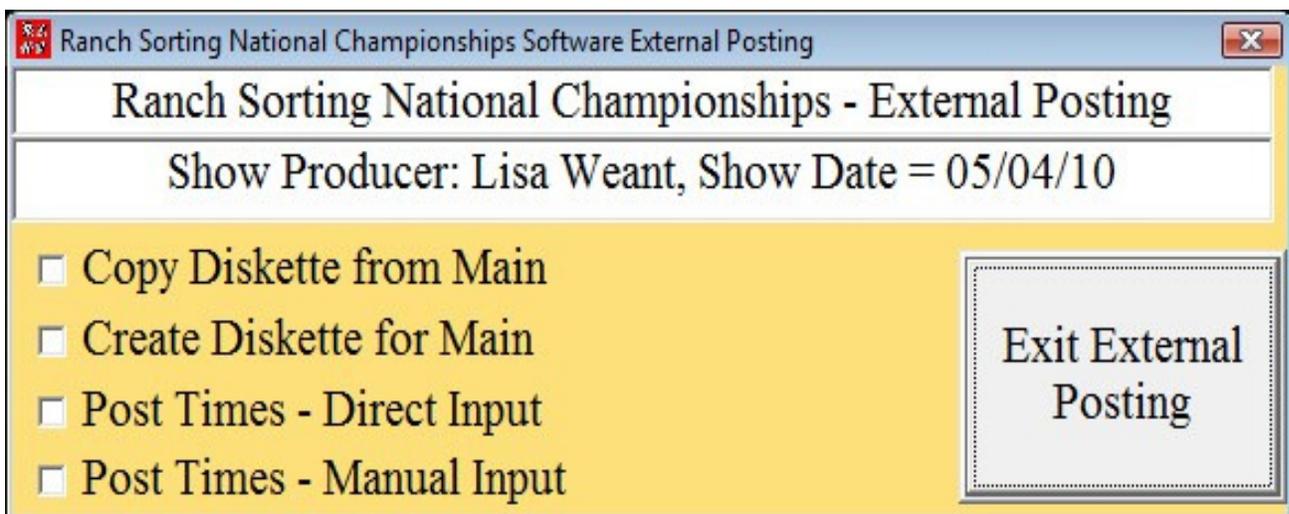
Create External Diskette from Main: This function copies to a thumb drive/diskette from the "Main"computer, then you must "Restore External Diskette" to the hard drive on the stand alone computer.

Post Times – Direct Input: This is the same function used on the "Main" computer to post times with timer input.

Post Times - Manual Input: This is the same function used on the "Main" computer to post times with manual time input.

Create Diskette for Main: This function updates the diskette with the class results from this computer. It is then returned to the "Main" computer and restored back into the show (you will again need to be in the correct class that was run stand alone). After that, winner and jackpot listings can be printed from the "Final Class Results".

Appendix A - Format of Extracted Files

In several functions, there is the ability to create an extract of various files for local or association reporting. The extracted files are in 'comma-delimited' format (.csv), which is a standard format used by most spreadsheet and database programs to import and export data. The first record of the extracted file contains the data column headings, explaining what each field is.

Appendix B - FarmTek Timer Setup

This software is completely compatible with all FarmTek timers. To use the FarmTek direct input option, you should first contact FarmTek (go to http://farmtek.net/support.htm) or call (800)755-6529.

Installation Steps:

1. If you have a serial port on your computer (9-pin), this is normally the COMM1 port. You will not need to install any of the FarmTek drivers. Simply plug the PC Interface cable into that port and to the "Output" port on the console. Then go to step 3. The COMM port number for step 3 will be "1".

2. If you do not have a serial port on your computer (many new laptops don't), you will need to install the Serial to USB interface drivers from FarmTek. Install them and make note of which Serial Port it will use. If you need to find out which port it is after installation, use the Start button to go to Settings->Control Panel->System->Hardware->Device Manager. You will see several categories of devices. Find the one that says "Ports". If there is a plus sign (+) in front of it, click on the plus sign (+) to expand the list of devices. Find the one that says "Prolific port" (or similar wording) and make note of the COMM port number. Then go to step 3.

3. In the RSNC Software, go to "Classes and Options". Find the value for "Timer Port" and replace it with the COMM port number you found in step 1 or 2 (above). Be sure to put a check mark in the box for "Set Timer, Horn Times"

4. Set the timer in "Team Penning" mode. See the instruction sheet from FarmTek. On the RSNC Producer Only Page (http://www.rsnc.us/Community/Producers/producers-only.php)

5. In the RSNC Software, go to "Post Times from Timer". Start a team and signal a catch the show judge will "count" using the remote hand, switch the cows as they pass

through the gate. The "Time" field for the current team should agree with the time and the number of cows on the Timer Console and the "Cows" count should increment. Repeat this process for each cow until all cows are sorted or time expires. The final time will be the time the last cow was sorted.