![Main-Events www.main-events.com logo]

Main-Events Mission Control

Thank you for considering our new service to help your committee run a better show this season.

We are really excited with the response so far too!

One of the most pressing issues for event secretaries is the sheer volume of tasks they need to manage. From scheduling and coordinating with ESNZ to handling entries and managing on-the-day logistics, the workload can be overwhelming. Our Main-Events Mission Control remote service means we do the work for you providing a centralized platform for managing these tasks, automating repetitive processes and reducing the need for manual intervention. This not only saves time but also ensures that tasks are completed more efficiently and accurately.

As a show organiser, this brings peace of mind … that jobs are being done and ESNZ/RAS have all they need too.

And on time!

We charge the riders so it won't cost the show anything. As experts in managing shows our staff will ensure all your requirements are met in a timely and efficient manner – eg ESNZ digital results uploaded in days not weeks.

We are very much in the process of trying to work up a list of essential services and the nice-to-have services shows like and how much time is involved. In our experience there are three main groups of shows and we have identified tasks associated with each – *Lite, Regular* **or** *Professional* shows.

Our service will be covered by an online fee charged to the rider per horse that enters your show.. Please note, this service is running the show and does NOT include the online entry fee charged by Main-Events.com – 2.5% and $1 per customer.

We do all the work and send your committee all the documents as PDFs to print out as needed to run the show two days before it starts. You don't necessarily need someone in the office but most shows like to have a friendly face on hand – even if only for a few scheduled hours a day.

Happy riders!

To keep the riders happy so they see value in the added service, we will be updating them on their draws each day with a smartphone friendly class list, send out reminders to pay and to update registrations and finally produce a full *Record of Entries Invoice/Statement* after the show for their records. We have a few other ideas to put into place for riders too – more on this later!

© Main-Events Software Ltd.

Show Secretary?

If you have a regular show secretary and want to retain their services, then perhaps our service can help by lightening their workload so they can focus on related activities like looking after sponsors and inputting results with scores. We can work alongside a secretary and ensure they feel valued.

As an option, we can also provide the same DISCOVERY software we use for Mission Control so they can retain more hands on control if wanted. We can do all the work pre-show but leave the show day stuff like recording results or handling changes on the day to the current secretary. Then we can pick up after the show to finalise the other tasks.

Show Pre-requisites

In order to provide these services, we ask that your show committee consider the following so that we can provide the information to you and the riders in a timely manner.
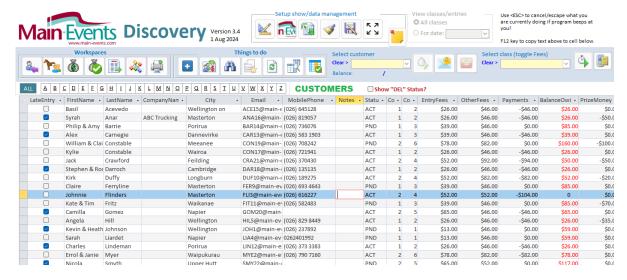
- Show organisers must confirm who on show committee will act as liaison with Main-Events and answer technical questions from riders. Also who deals with sponsorship and stabling.
- Late fees, scratchings, refunds, discounts and class changes MUST be a % figure for processing – eg 50% late fee, 75% refund/scratching and 20% members discount or whatever you want as long as it is a %. Scratchings to be at refund rate for class coming out of and then normal fee for class going into.
- Entries to close Monday 4:00 pm before weekend show unless otherwise required.
- All rider class changes and additions MUST be through the Main-Events Messaging online.
- Prize money and refunds must be paid out within 7-10 days of show finishing – we provide the bank batch payment file for direct crediting at your bank.
- For the **Professional** version all class changes and additions must be in by 5:00 pm the night before. The same applies with the **Regular** option if the show is doing livescoring so that class lists are up to date.

The Tasks Defined

This list is a starting point, we welcome your comments on what you need.

Task	Lite	Regular	Pro
Lite			
Show Schedule submitted as final format by show committee and approved by RAS and ESNZ for uploading online at Main-Events (M-E)	✔	✔	✔
Show setup on Main-Events & opened for online entry. To include schedule and related documents uploaded for rider viewing.	✔	✔	✔
Assign back numbers for horses or riders and report uploaded online for riders to view.	✔	✔	✔
Do alphabetical draws over the show and random for Ring 1 if required	✔	✔	✔
Catalogue produced of draws two days before show and uploaded as DOCUMENT online.	✔	✔	✔
Stabling ordered list sent to stabling person for assignment and posting online as a document – Tuesday before show.	✔	✔	✔
Send list of those who still owe money to treasurer (or see next) tracking payments and add payments to customer record	✔	✔	✔
Riders who still owe money emailed once before show.	✔	✔	✔
Process all late entries, class changes and scratchings provided rider uses Main-Events MESSAGES online at end of each day	✔	✔	✔
Download of data from online done once entries close. Statistical reports sent to Committee on numbers to date.	✔	✔	✔
Payments pending checklist sent to Treasurer to update and send back for adding to Customer accounts	✔	✔	✔
Entering of RESULTS by show volunteers using the livescoring ringside; or in the office from result sheets after each class. Training and/or documentation provided!	✔	✔	✔
Results updated after show and posted as document on M-E for viewing. Dependent on results being sent to M-E in a timely matter.	✔	✔	✔
Document with bank details of prizemoney/refunds to be paid out produced after the show.	✔	✔	✔
ALL DOCUMENTATION EMAILED TO NOMINATED SHOW SECRETARY TWO DAYS BEFORE SHOW – including gate lists, judges sheets, score sheets and related info for running show.	✔	✔	✔
Regular			
Show schedule in final format produced by M-E and submitted to RAS and/or ESNZ as required. Including typing in classes.		✔	✔
Check and validate registrations and memberships for ESNZ to include notifying riders of issues by email once		✔	✔
Pedigree report uploaded on show page on M-E for *ESNZ Age Series Classes*		✔	✔
Check that all required fees have been added to customer accounts		✔	✔
Email those owing money twice if required – before & after show.		✔	✔

Organisers to email results to Mission Control each night for processing if NOT using livescoring. Times & Faults for Ring 1 entered.		✔	✔
Alphabetical and/or random draws over the whole show		✔	✔
ESNZ Series sponsors added to classes, banner included in catalogue and logos on gate lists.		✔	✔
Post results on shows Facebook at end of each day.		✔	✔
Followup riders who owe money twice (before & after show)		✔	✔
List officials with classes provided they also enter online as an Official.		✔	✔
Payout of prize money & refunds by Direct Credit and notified to each rider by email. Bank file produced for your bank provided it is one of the 5 major banks.		✔	✔
Check and upload digital results to ESNZ. Show responsible to scan and email jump sheets to ESNZ within a day after show is Series classes included.		✔	✔
Email PDF of results to RAS as required.		✔	✔
Professional			
Show schedule including typing in classes to be done my M-E			✔
Sponsors logos added to gate lists and online setup			✔
Assign individual start times for each horse/rider			✔
Process late entries, class changes & scratchings during the day			✔
Produce and email XLS file for timekeeping equipment			✔
Riders to be emailed with all draws before the show			✔
Catalogue updated daily and uploaded as DOCUMENT online			✔
Email PDF of full record of entries to all customers BEFORE show and after show on request.			✔
ALL Sponsors name and logos printed on gate lists and posted on Main-Events.com as provided by show committee. Custom banner produced for other documentation.			✔
Riders emailed to thank sponsors as assigned to classes (including ESNZ series and local sponsors) as provided by show committee			✔
Detailed timetabling checking start time conflicts over WHOLE show for each day.			✔
Assigning stabling using DRAGON DROP and posting online.			✔
Vehicle and camping passes produced and emailed if required.			✔
Invitations to Series Sponsors emailed out with timetable.			✔
Sponsors emailed results for their class and thanked.			✔

NEW software launched too!

As part of the MISSION CONTROL, we are launching an all new software brand called *DISCOVERY* to manage shows that don't need all the bells and whistles of our flagship product *Just Equestrian* software. This is what we will use to manage your show if you choose the LITE or REGULAR option below. It does everything and the interface is so easy to work with. All data is downloaded from online of course once entries close. We can even make the software available for use at the show on show day to input results – if you want!

Type of Show and related pricing

The Mission Control service and fees below are additional to the fee for Main-Events online entry. This fee covers the time and effort of the secretarial work involved producing the show whereas the Main-Events.com online fee goes back into updating the online service and keeping the servers operating.

It is charged to the rider as they enter online.

LITE   at $3.50 (incl gst) per horse/pony (minimum of $100 for show)

In our experience, the **Lite** version of the Main-Events Mission Control suits small shows like Breed Shows, Riding Clubs, Training Days or local sports meetings. Ungraded and uncomplicated and usually one day.

REGULAR   at $4.50 (incl GST) per horse/pony

The **Regular** version caters for the more complex A&P and ESNZ shows with all the compliance requirements and the multiple sections usually involved. A&P Shows involving livestock will be quoted separately. Caters for graded classes, validates memberships & registrations, uploads digital results and details pedigrees with ESNZ Age Series.

PROFESSIONAL   at $7.00 (incl GST) per horse/pony

The **Professional** version caters for the high end more public shows that make a big effort to support sponsors and services to the riders. It includes the Dragon Drop stabling assignment, emailed vehicle passes, daily catalogue updates, timetabling over whole show and detailed scoring options. Let us know what you need.

Standard Reports included in service for show

Two days before the show, we will email PDFs of all the documentation you need to run your show from the list as follows. There are 25 reports associated with the Main-Events Mission Control – we will send what you need. Other documents may be available on request.

1. Full SCHEDULE as PDF for uploading online
2. SCORE SHEETS – Freeform notes
3. SCORE SHEETS – 3 or 6 columns
4. SCORE SHEETS – Showjumping (25 cols) with results
5. SCORE SHEETS – Show Hunters (12 cols)
6. SCORE SHEETS – Cross Country (33 cols)
7. CATALOGUE – 2 Column format
8. CATALOGUE – 3 columns with 1 customer info item
9. Pedigrees for Age Series Classes (ESNZ)
10. JUDGES SHEETS for Showing Classes
11. GATE LIST – in big print for posting with sponsors logos
12. ANNOUNCERS CLASS LIST with rider profiles -
    will depend on what riders have put down!
13. Backnumbers list
14. Checklist for Customers or Competitors
15. Results with Score columns (and optional registrations)
16. Results with placings only in 2 column format
17. STATISTICS - Show Summary sent once before show and once after
18. Customer Summary show entry fees, other fees & payments
19. Customer Fees detailed by Fee code
20. Record of Entries for all customers as PDF for reference on show day
21. Customer addresses, email & phone numbers
22. Results/Late Entries for Processing form to fill in and email where livescoring is not being done
23. *Officials Re-imbursement form*
24. *Accident Reporting Form for judges*
25. *Timetable Report for each ring showing entry numbers in each class*

Calling all potential astronauts!

Are you interested in being part of the **Mission Control Team** and get paid to run shows remotely and already have a couple of shows in mind? We would love to hear from you!

<div align="center">

Anne Vallance

The Mission-Control Manager

Tel 06 378 2310 (don't have mobile access in countryside!)

anne@main-events.co.nz

</div>

© Main-Events Software Ltd.