



Discovery Software User Guide 2018

**(c) Main-Events Software Ltd
Masterton, New Zealand**

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For further information, email discovery@main-events.co.nz

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Introducing Main-Events Discovery



This is a program that will take your online entry data downloaded as a spreadsheet and import into a simple database to allow you to run a basic show or event. There are a number of reports that will help you save time - we have chosen the most popular reports over all show types. The workspace essentially reflects the xlsx spreadsheet in format and resizable columns of data but it is NOT a spreadsheet - eg you can't copy down or add formulae.

It is a major step above working solely with spreadsheets to run your show but also not as powerful as the full *Just Equestrian* program which requires more training. Many shows don't need a solution aimed at professional shows.

In Main-Events Discovery, everything happens from the one menu that stays open in front of you. The customers, class lists and customer fees display in tabular form that you can widen or move fields around as you would do with a spreadsheet. You can use the standard shortcuts at the top of each column to sort or filter. In fact it is easier to move columns around in Discovery. You simply click and drag.

As well there is a built in filter for a customer and class with *Quick Print* buttons that are enabled when you select one customer or one class from either drop list to view their data only. The customer *Quick Print* is a record of their entries like an invoice. The *Class Quick print* is a standard gate list.

Installation Instructions

Main-Events Discovery is a stand alone program that runs under Microsoft Access. You can download a runtime version of Microsoft Access for FREE if you don't have it on your computer from <https://www.microsoft.com/en-us/download/details.aspx?id=39358> You MUST do this first!

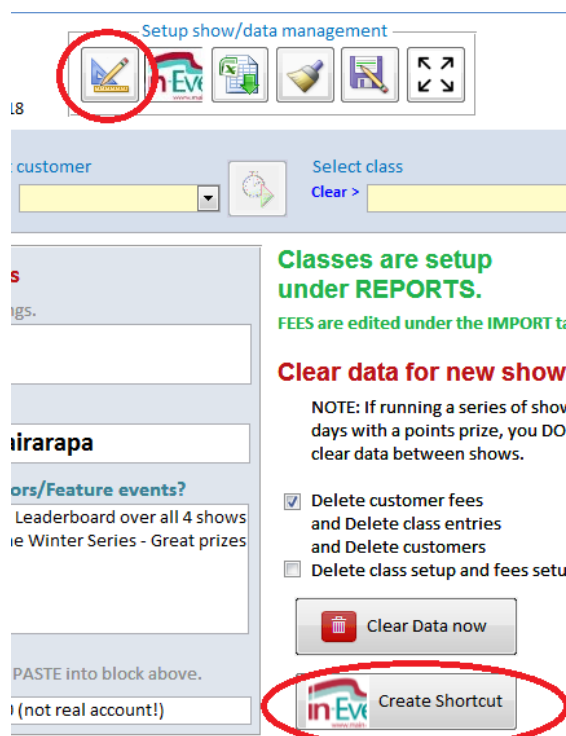
The DISCOVERY program and full installation instructions will be sent to you as a zipped file containing the following 4 files which should be saved to a folder called c:\Main-Events Discovery

- Discovery.accde file which is the program file with demo data in place (clear when ready to set up your own)
- User Guide
- ME icon for creating a shortcut
- Addpath.exe if you save the file in a folder outside your usual documents area (it is in German so don't panic!)

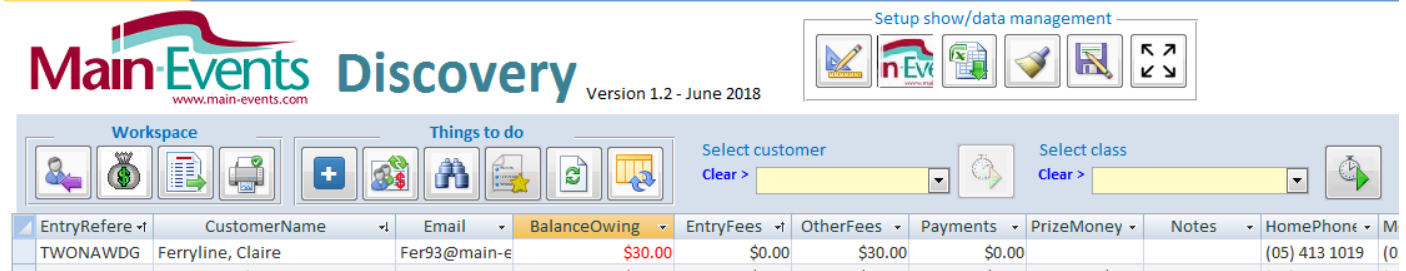
Open the zip file and extract all - it should suggest the folder c:\Main-Events Discovery which it will create.

Creating a shortcut on your desktop

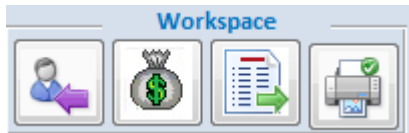
When you first open the program (go to the folder and double click on Discovery.accde. Click on the administration button (circled above) and then click on the Create Shortcut button as shown on right. The shortcut should appear automatically with the ME icon as shown.



An Overview

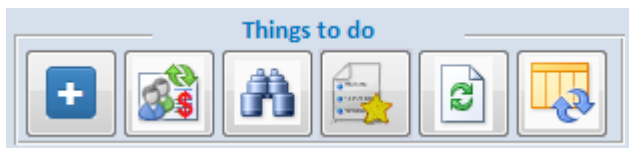


Left to right, the buttons are:



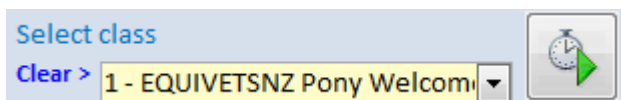
Workspace

- Customers
- Customer Fees
- Class Lists
- Report/print menu & Setup Classes



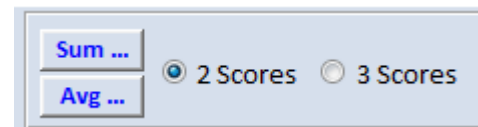
Things to do

- Add a new customer, entries & fees
- Update Customer Fees
- Search tables for text/number
- Show Placing only
- Refresh data in form below
- Show (in) or Hide (out) columns of Data



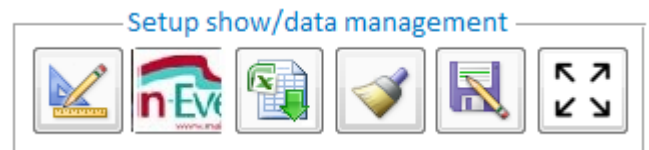
Discovery Filters

- Select a customer (which enables the Quick Print button)
- Select a class (which enables the Quick Print button)



Calculate FINAL SCORE (when viewing class lists)

- Sum or average 2 or 3 scores. If only 1 score this is typed directly in the Final Score column as it doesn't need calculating.



Setup Show/import.xlsx

- Setup Administration & Setup Fees
- Go to Main-Events.com for your show data
- Import and merge the.xlsx from Main-Events.com and retrieve data from a backup
- Springclean data looking for issues
- Backup data to.xls file
- Adjust form width/height in view to better fit your screen

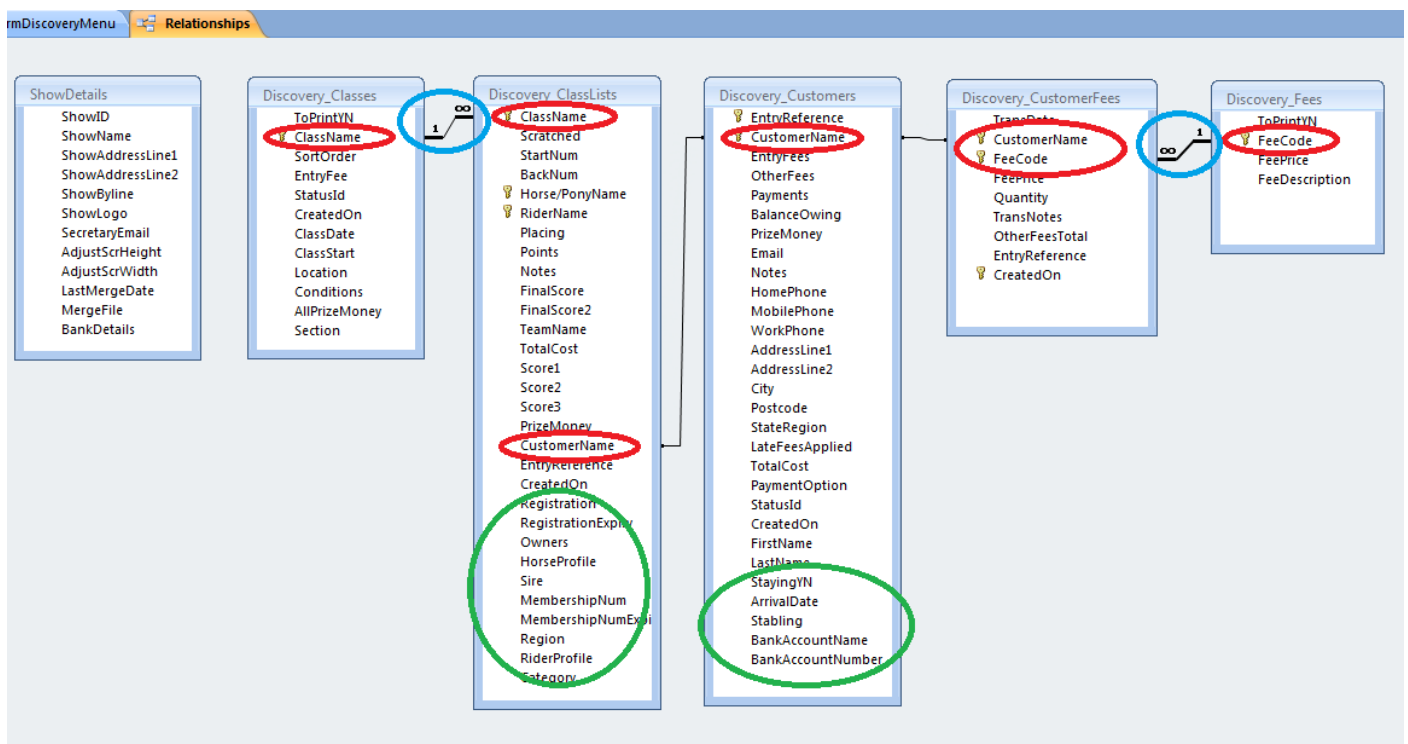
In the clouds (shared) or on a local laptop

The Discovery software can do either. You can operate it off line on your laptop and if you need to share data entry with two or more computers, you can share over the internet. There will be a cost associated with that above and beyond the online entry fee as you will require a Microsoft License to operate in the clouds of between \$75 and \$200 depending on number and months required. Contact our support team for further information on this as the second and subsequent licenses will need a slightly different program.

How data is linked

The Discovery package has an open but organised system. In terms of customers, customer fees and class lists, these are all linked on the CUSTOMER name. For this reason, you must be extremely careful to pick the customer from a drop list when adding a late class entry and not type it in. An deviation from the original spelling of a name will mean the program will treat the customer as a different one.

You will see below in the red circles how each table is linked to the other - through Customer Name, Class Name or Fees Code. When you import your online entry data, the tables are created and populated as below. The green circled items under the Class Lists and Customers are the information you asked the riders to provide as they entered online. This will change from show to show but the other details are the fixed fields.



REMEMBER - this is a basic system without the protection of a higher level system (eg that won't let you delete linked records) so DO NOT change an existing customer name or you may break the link to class lists and class fees. You can change, but you will need to remember to change it in the Customer Fees and Class Lists tables to match. If you are adding another late entry into a class for a customer, pick the customer from the drop list to be sure. Likewise pick the class name and if a fee, pick the fee code. Use the SPRINGCLEAN area to see if any issues exist.

Notice the two links that are circled in blue. Fortunately, the system is able to set a cascade update so that if you add a sponsor name to a class under the REPORTS menu, it will update all related classes to match in class lists. Likewise, if you change a Fee Code under the IMPORT menu, it will update all fees under Customer Fees with the same code.

Setup your Show

At the top of the menu, click on the ADMINISTRATION button (blue setsquare with pencil) on left.

This opens an area similar to below. You fill in the details as shown for your show.

The screenshot shows the 'Main-Events Discovery' interface. At the top, there's a navigation bar with a 'Setup show/import xlsx' button circled in red. Below this is a 'Workspace' section with various icons. The main area is titled 'Your show details = Your report and letter headings'. It contains several input fields: 'Show Name' (filled with 'Test Drive Show'), 'Show Byline (to include venue and show dates):' (filled with 'Nov 15-16th, 2018 - Taueru Showgrounds, Taueru'), 'Show contact address:' (with a 'SHOW SECRETARY:' field), 'Show Logo:' (with a placeholder image of a horse and the text 'Test Drive Show'), and 'Bank Details:' (with a placeholder text 'Please pay the balance owing above to ...'). To the right, there's a 'Sponsors/Feature events?' section. Further right, there's a 'Clear data for new show' section with a note: 'NOTE: If running a series of show days with a points prize, you DO NOT clear data between shows.' Below this note are two checkboxes: 'Delete customer fees and Delete class entries and Delete customers' (checked) and 'Delete class setup and fees setup?' (checked). At the bottom right of this section is a 'Clear Data now' button.

Add information as per above. Note the message about putting your logo in a word document, sizing to fit space and then copy and paste into position. You can also do something similar if you have a pdf version - use the snapshot tool to copy and paste into place.

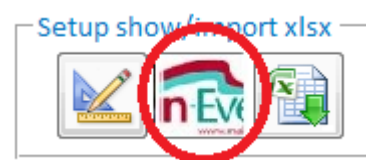
Clear data for new show

On the right make sure BOTH options are ticked if this is the first time you are setting up your show and importing data. Once you have done the initial setup, a second show might be done with the *Delete class setup and fees setup* UNTICKED so that you can run a leaderboard over classes from 3 different shows.

Then click on the **Clear Data now**. You will be asked twice if you are sure you want to delete data from all tables. Answer YES both times.

Get data from Main-Events.com website

Before you import data, you need to download the online entry data from your show on Main-Events.com. Click on the button provided to go there. Login as administrator, then from the ONLINE ENTRY > COMPLETED ENTRIES menu, click on the **Download as XLS** button on the right as circled. This button is NOT available for the free online entry so if you don't see it and are paying \$2 per entry, then contact the support team who will enable this for you.



Event Administration

Home Details Classes **Online Entry** Admins View Public Event Page

Completed Entries

Filter Download as XLS For merge

Customer first name:

Customer last name:

Entry reference:

Is online entry:

Status:

ONLINE ENTRY MENU

General setup

Customer requirements

Fees

Payment options

Completed entries

Unload entries

Watch for the file to download and then save to your computer - somewhere you will REMEMBER it is. As a hint, it will normally download to your DOWNLOADS folder so check there to find it. It will be called something similar to ...

Event_TDS001_Customers.xlsx

where the TDS001 is your show code allocated when you signed up on Main-Events. Once you have saved the file, close out of Main-Events.com and go back to the Discovery program.

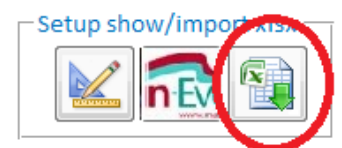
How often should you download data

The Discovery program is simplest if you download once after entries close. However, if you are expecting quite a few scratchings before entries close and want to keep on top of these, you can download multiple times. Provided the LAST MERGE DATE is set correctly each time (automated but check!), you will not double up on entries.

IMPORTANT - if you are doing multiple entries you **MUST** not delete a class entry line that has been sourced from online entry. Instead TICK as scratched so that if you did get the date wrong, the class entry line won't appear in your data again. If the class entry already exists in the Class Lists area, it is not replaced. If you deleted it, then it will be added again.

Back in the Discovery program - Importing your data

1. Click on the **Merge XLS file** button at the top right of the Discovery form.
2. Click on the **Download** button as part of Step 1 and browse for the file you downloaded. It will then appear in the area above. If doing a second download, the original file will appear.
3. Next select the **Category** used for your online entries from the drop list under Step 2.
4. Click on the **IMPORT** button. You will receive several warnings including deleting indexes. Just OK and work through.



Select XLSX File:

Step 1 **Download ...** Last Merge Date:

Categories:

Step 2 **Import ...**

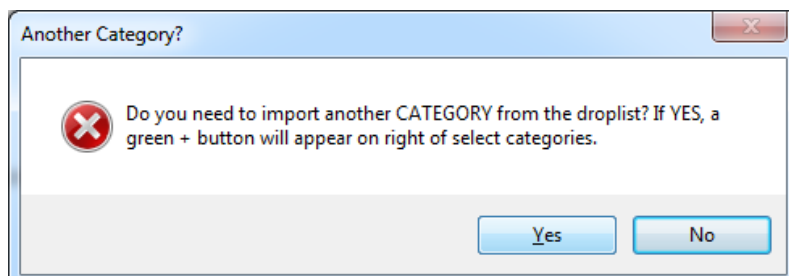
Step 3 **Edit Fees ...** Fees are imported with xlsx file but you will need to add names/description.

5. CAUTION - watch the **last merge date** (shown in blue above). The first merge should be a date way back before any entries. If you are doing multiple downloads then this date will reflect the last customer downloaded so that any new customers are added with the next download but old ones excluded.

In particular, if you decide to clear everything out and start again, you will need to set this date manually back to say the year 2000 or as appropriate.

Second category at your show?

If you have your online entry set up for 2 or more categories, you will be asked at the end of the process if you need to add another category. If yes, then select the next category from the **Select Category** drop list in Step 2 and click on the small green + button that appears. The Import button is disabled as you are not doing a full download - just class lists so this is done by clicking on the green button.





Repeat if you have a third category using the green button again.

Step 3 - Edit Fees

The final step (which should only need to be done once per show) is to add a descriptive name to the Fees. The Main-Events import uses the fee code only so you should add a description here. This will appear on the customers record of entry to explain the fee code.







By default 4 payment codes will appear under FEES. These are set by the system and can be used to record payments. If you want to add your own - eg credit card or eftpos, then add to a new line be make sure the FeeCode starts with PAY as this is what the system uses to differentiate between a payment and an other fee (eg ground fee).

Step 3   Fees are imported with xlsx file but you will need to add names/description.

FeeCode	FeePrice	FeeDescription
ADM	\$10.00	
*		

Edit Classes

As it is likely that you will need to import classes the first time to ensure they match the online entries, you should go to the REPORTS workspace where the classes are listed and edit the columns of data that are missing - class date, start time, ring location, conditions and prize money. After the first import, do NOT tick to replace fees & classes.

 Things to do      Select customer Clear > Select class Clear >

Blank ... Blank ... Blank ...

sheets (30 columns)

ToPrintYN	ClassName	SortOrder	ClassDate	EntryFee	StatusId	CreatedOn	ClassStart
	1 - NZPC 110: 110CM - B:1	1		\$55.00	ACT		

Import done!

You can repeat as required but do not tick to replace classes and fees or you will have to add in Fee and Class descriptions again!

Working with Main-Events Discovery

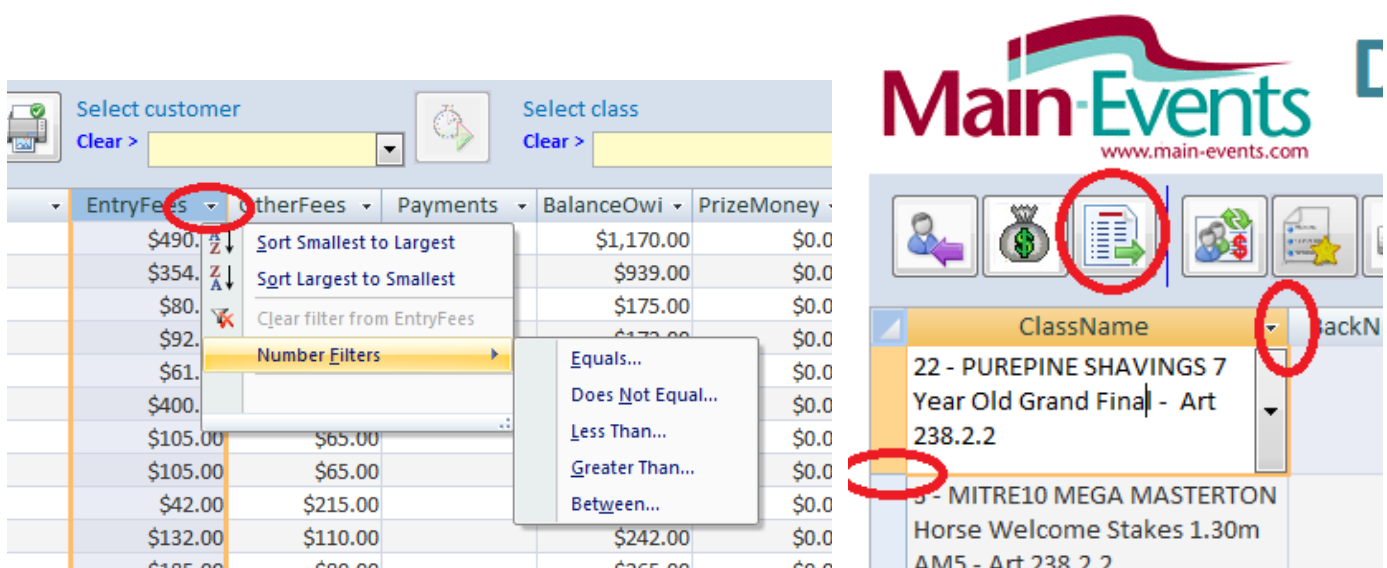
The data you will be working with is based on 3 tables reflecting the 3 worksheets from the.xlsx source file:

- Customers
- Customer Fees
- Class Entries - with horse and rider names and details

There are another three lookup tables associated with the fees and classes which are set up as part of the import process and will need to be checked after import to add missing information:

- Fees - you can change fee code and it will update related records
- Classes - you can change the class name and it will update related records
- ShowDetails - with show name, logo, dates, bank account etc.

Built in functionality for all tabular views




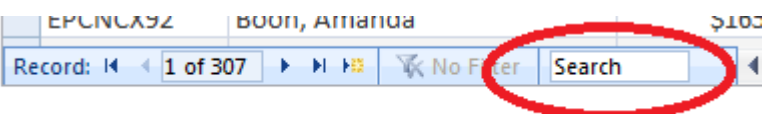
Moving columns to suit your purposes and SAVE it

Not all columns of data will be required and rather than scrolling left and right to find columns of information, you should drag columns into an order that suits you. Click on the column heading with your left mouse button and holding down your mouse drag it left or right into a position you want.






If you don't need some columns (eg Team Name), then hide the column by resizing the column so it is 0 width and disappears. You can get it back again by clicking on the **Show or Hide columns** button.

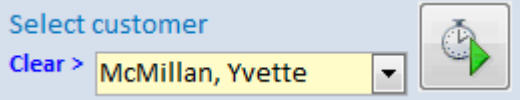
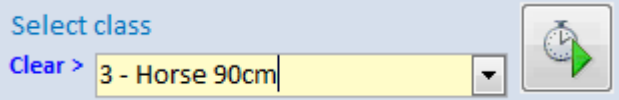


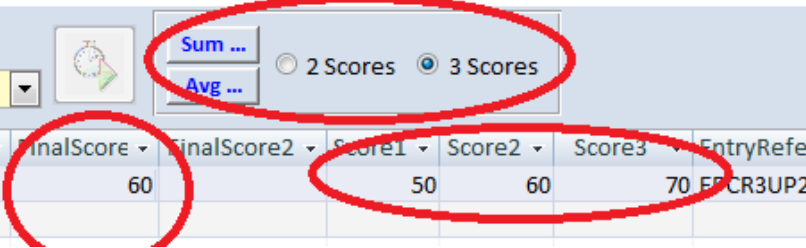


TO SAVE THIS FORMAT, you must immediately close out of the Discovery program by using the red cross button top right (BEFORE you go anywhere else). You will be prompted to save the "query" - say yes. Please note - this is dependent on your version of MS Access so if it doesn't work, contact the support staff as we may have more ideas.

To move a column		Click on the column heading, hold your mouse down and drag into position left or right.
To sort a column of information		Click on the small down arrow on the right of the column and choose ascending or descending (see above)
To filter a column of information		Click on the small down arrow, click then on Number/Text Filters and choose as appropriate (see above)
To view more info (taller)		Lengthen the column by clicking between two lines on the left and drag down (see above right)
To view more info (widen)		Click on line between two column headings and drag to suit (see above right)
To hide a columns		Resize a column narrower so that it disappears; or use the button below.
To show a hidden column		Click on the SHOW/HIDE column button and from the popup that appears tick to show the columns you want. You can use this to hide columns by unticking as well.
To search all data for text or number		<p>From the lower left of the form view where you can see Record 1 of ... there is a Search box. Type in what you are looking for and press <Enter> to find the first instance. Press <Enter> again to find the next time. It searches all columns.</p> 

Added Discovery functionality


To add a new customer		Click to open a form that you enter a new customer with their horses and their fees. You can choose to have this display in the workspace or keep open as its own tab for quick access.
To update customer fees		Click on the button with the red \$ sign and two heads. This will re-calculate the entry fees, other fees, payments and prize money that appears in the CUSTOMERS view. The Balance owing includes entry fees, other fees, and payments. Prize money is NOT included in the BalanceOwing - if you want to show a balance with prizemoney included it is a column on the far right - drag left into view .
To find a customer/horse or class		This works in any tabular view of data. Click into the column you want to search, and then click on this button. In the FIND and REPLACE dialogue box that appears make sure you are <u>not</u> searching for "whole field" if looking for only a part name.
To view placings only		Click on the button with the star. You must have placings recorded in the class lists area.
To view and print reports		Click on the printer button. A list of 14 reports are available in this version. See next section about printing reports.
Select a customer		Choose from the drop list to view records in customers, customer fees and class lists for that customer. Click on CLEAR to clear the customer name from the list.

		
Select a class		<p>Choose from the drop list to view records in class lists for that class. Click on CLEAR to clear the class name from the list.</p> 
To print Customer Record of Entries (one customer)		Click on the Quick Print button to the right of the customer name in the drop list. You can print all customers from the REPORTS area.
To print Class Gate List (one class)		Click on the Quick Print button to the right of the class name in the drop list. You can print all classes or selected group of classes from the REPORTS area.
To calculate scores		<p>While working with class lists which shows the SCORING option which is hidden in other views, you can choose to update the Final Score column from the right hand side of form. You must have selected ONE class at a time using the drop list! Multiple source scores are to be typed into Score1, Score2 and Score3. You choose SUM or AVG and then how many columns are to be involved - 2 or 3. If you only have one score, it can be typed directly in the FINAL SCORE.</p> 

Backing up your data


You should regularly make backups of your data in case your computer crashes or to send a copy to someone else to look at. Backup of the Discovery data involves copying all 6 main tables to another xls file.

All you have to do is to click on the Backup icon at the top of the main form. A backup file called Backup_Discovery_yyyy-mm-dd.xls where yyyy-mm-dd is today's date. If you have a backup from the same day, it will delete and replace with the new backup PROVIDED you don't have the spreadsheet file open.

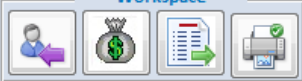


www.main-events.com


Setup show/import xlsx



Workspace



Things to do



Select customer

Clear >

Select class

Clear >

EntryRefere	CustomerName	EntryFees	OtherFees	Payments	BalanceOwi	PrizeMoney	Email	Note
EPCF9JVX	Adams, Brooke	\$55.00	\$10.00	-\$97.00	-\$32.00	\$0.00	fancypants030	Paid
EPC3H62R	adams. kim	\$110.00	\$20.00	-\$130.00	\$0.00	\$0.00	harlevtours@x	

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The backup is made to the same location as your Discovery program file. You should also look regularly at this folder to delete old backups (anything older than a week). When you do a backup, you will be asked if you would like to view the folder now - say YES and then delete old backups from the folder.

Retrieving data



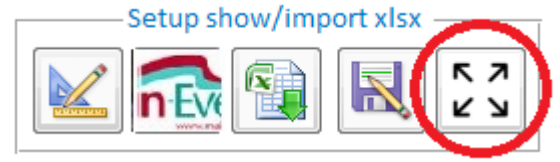
When you are sent a new upgrade, or need to retrieve a backup for whatever reason, this is done from the IMPORT area. There is a process to import the data from the spreadsheet you created another time.

The first step is to locate the backup file which the program expects to be in the same directory as the program file. Check the backup date at the end of the file name carefully to make sure you get the right data file.

Click on the button **Retrieve data from backup** to complete the process. **Please note** - your show logo does not come through so you will have to re-set again.

Adjust form size on screen

When you open the discovery program, the software will read your screen settings and adjust the workspace accordingly. At times you might want to tweak these settings a bit. You can do this from the Adjust Form Size button. Click on it and 4 green buttons appear on the right. You can click to adjust in increments until it suits your screen. The computer will remember these settings for next time.



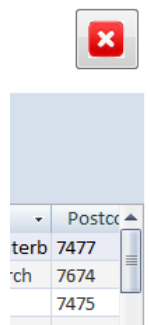
For the workspace to work, you need to be able to see the **Record 1 of ??** at the lower left of the screen and not have to scroll for it.

EPC7PF9M	Bourgeois, Katrina
Record: 1 of 307	No Filter Search

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The workspace should be wide enough that you don't have to scroll to see the far right size on the main form where the EXIT PROGRAM button is. You will have to use the horizontal scroll bar in the tabular data to see all data however.

There should be a small gap below and to the right on both.



Working with the data

IMPORTANT - clear Customers that have doubled up

People do have a tendency to enter twice if they are not sure the original entry has gone through. Or they may do a second entry with another horse. If you are running a series of shows, then customers will be entering twice.

You must go through and delete double up customer names that are an EXACT match until you only have one name there. Make a note of those you are deleting with their ONLINE REFERENCE so you can check CUSTOMER FEES and CLASS LISTS to ensure they haven't doubled up there as well. The Class lists are unlikely to double up as they have been set to not allow duplicate horses in the same class. However, the Customer Fees could have extra if they entered twice and on different days.

From the top of the workspace, click on the Springclean button. This will bring up a special area that you can use to make sure your data is linking correctly. By default, the data in view will be customers doubled up (if any). This is the one area in the Springclean data that you can delete a customer line here and now.

Setup show/data management

Workspace Things to do

IMPORTANT - Customers doubled up

Ideally nothing should show here ...

Class Entries not linked to customer Customer Fees not linked to customer Customers doubled up

CustomerName	EntryRefere	EntryFees	OtherFees	Payments	BalanceOwi	PrizeMoney	Email	Notes	HomePhone	MobilePhor	WorkPt
Allords, Elke	TWOZ9LLP	\$42.00	\$15.00	\$0.00	\$57.00	\$0.00	All103@main-		(05) 468 7717	(026) 737 3017	
Allords, Elke	ONE9M9AU	\$42.00	\$15.00	\$0.00	\$57.00	\$0.00	All103@main-		(05) 468 7717	(026) 737 3017	

Take note of the EntryReference codes on the left. Delete one of the lines by clicking into the square in the margin on the left and pressing your <Delete> key. You should only have one customer with the same name. In the data above, these entries cover two shows so the ENTRY REFERENCE code reflects the two shows as beginning with ONE and TWO. Given a choice, it is always best to retain the most recent one - eg TWO prefix so delete the ONE prefix line.

Workspace Things to do

Customers doubled up

EntryRefere	CustomerName	EntryFees	OtherFees	Payments	BalanceOwi	PrizeMoney
ONE2J9KQ	Paull, Jacquie	\$96.00	\$75.00		\$171.00	\$0.00
ONE32QHH	Paull, Jacquie	\$96.00	\$75.00		\$171.00	\$0.00

Select that customer in the drop list under **Select customer** and go to both the Class Lists area and then the Customer Fees area (in that order!) to check and delete any obvious double ups there as well. Start with the class lists. Sort the horses into order so you can see how many horses are involved. Check that there are no double ups in the classes on the left. There may be IF there is a different rider - so you will need to check.

It is not likely that you will find double ups as the Discovery program will not allow the same horse and rider into the same class more than once.

					Select customer Clear > Paull, Jacquie		Select class Clear >
Class Name	BackNu	StartNum	Scratched	Horse/PonyName	RiderName		
4 - Horse 1.00m			<input type="checkbox"/>	Classy Lady	Amelia Paull		
5 - Horse 1.10m			<input type="checkbox"/>	Classy Lady	Amelia Paull		
10 - Pony 70cm			<input type="checkbox"/>	Pine Hollow Alpha Gold	Ella Kelso		
9 - Pony 60cm			<input type="checkbox"/>	Pine Hollow Alpha Gold	Ella Kelso		
8 - Pony 50cm			<input type="checkbox"/>	Pine Hollow Dashing Dream	Ava Stone		
9 - Pony 60cm			<input type="checkbox"/>	Pine Hollow Dashing Dream	Ava Stone		
11 - Pony 80cm			<input type="checkbox"/>	Platinum Playboy	Amelia Paull		
12 - Pony 90cm			<input type="checkbox"/>	Platinum Playboy	Amelia Paull		

Next check the Customer Fees for the same customer.

Whether they entered twice in error, or added a second horse later, from the Customer Fees area delete any "double up lines" as highlighted - so there is only one YD, one GF and one DIS. Then edit the Quantity to suit - eg there are 4 horses so there should be 4 yards, 4 ground fees and 4 discounts. Don't forget to click on the **Update Customer Fees** to have these totals updated back to the Customer record.

Select customer

Clear > Paull, Jacquie

Select class

Clear >

TransDate	CustomerName	FeeCode	FeePrice	Quantity	TransNotes	OtherFeesT	EntryRefere	
14/06/2018	Paull, Jacquie	YD	5.00	1		\$5.00	ONE2J9KQ	2018/06/14 08
14/06/2018	Paull, Jacquie	GF	10.00	1		\$10.00	ONE2J9KQ	2018/06/14 08
14/06/2018	Paull, Jacquie	DIS	-5.00	1		-\$5.00	ONE2J9KQ	2018/06/14 08
13/06/2018	Paull, Jacquie	YD	5.00	1		\$5.00	ONE32QHH	2018/06/13 11
13/06/2018	Paull, Jacquie	GF	10.00	1		\$10.00	ONE32QHH	2018/06/13 11
13/06/2018	Paull, Jacquie	DIS	-5.00	1		-\$5.00	ONE32QHH	2018/06/13 11

Assigning start numbers

These are typed in manually. For a random draw, select ONE class and click into a line and type in the start number 1. Randomly move to a new line and type in the next number. Then sort by start number and make sure you haven't missed a number or doubled up on a number. All class reports use the startnumber to set the draw for each class.

For an blackboard draw, select ONE class, sort by horse in order and set the start number in sequence moving line by line.

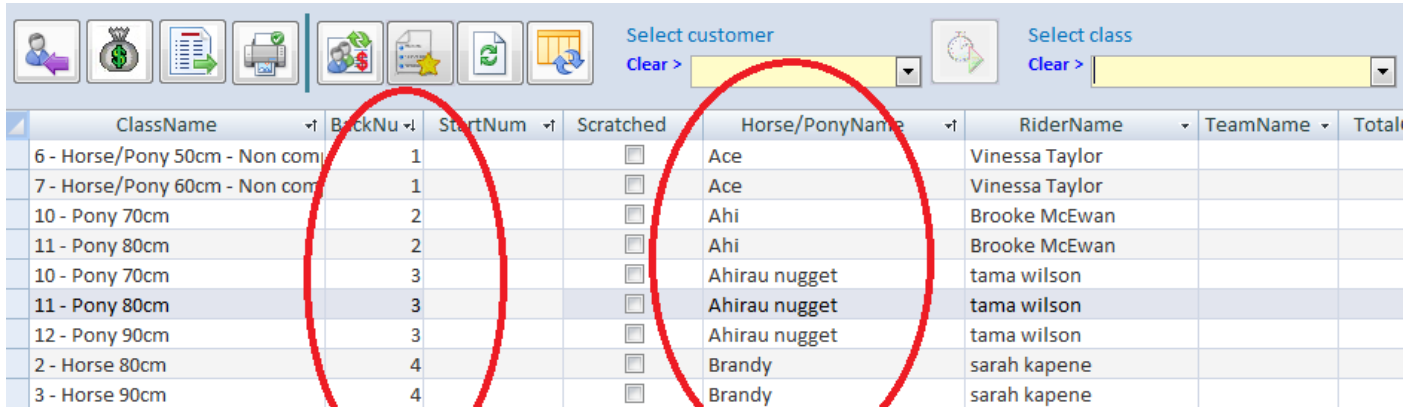
					Select customer Clear >		Select class Clear > 1 - Horse 70cm
Class Name	BackNu	StartNum	Scratched	Horse/PonyName	RiderName	TeamName	TotalC
1 - Horse 70cm	20	1	<input type="checkbox"/>	Ollie	Angela Morison		
1 - Horse 70cm	21	2	<input type="checkbox"/>	Isis	Charlotte Whittle		
1 - Horse 70cm	22	3	<input type="checkbox"/>	Brandy	sarah kapene		
1 - Horse 70cm	23	4	<input type="checkbox"/>	Dun Believable	Sophie Hawthorne		
1 - Horse 70cm	24	5	<input type="checkbox"/>	PID BOYAN	Lorine Delmon		

Assigning backnumbers

For eventing, where the backnumber is in sequence within a class and the horse is only ever entered in one class - select the class from the drop list, sort the class lists by Start Number (should have been done already) and start

typing in the backnumbers in sequence. When you go to the second class, start the backnumbers again where you left off. See below. Select the class first from the drop list.

For other shows where the sequence isn't important (eg showing classes), Clear the Select Class so you are looking at all class entries. Sort the class lists by *Horse* (or *Rider* name if assigning backnumbers to riders) and then type in a backnumber repeating for every class that horse has entered. You use the same number for each class for the same horse and then increment the backnumber when you move to a new horse. See below.



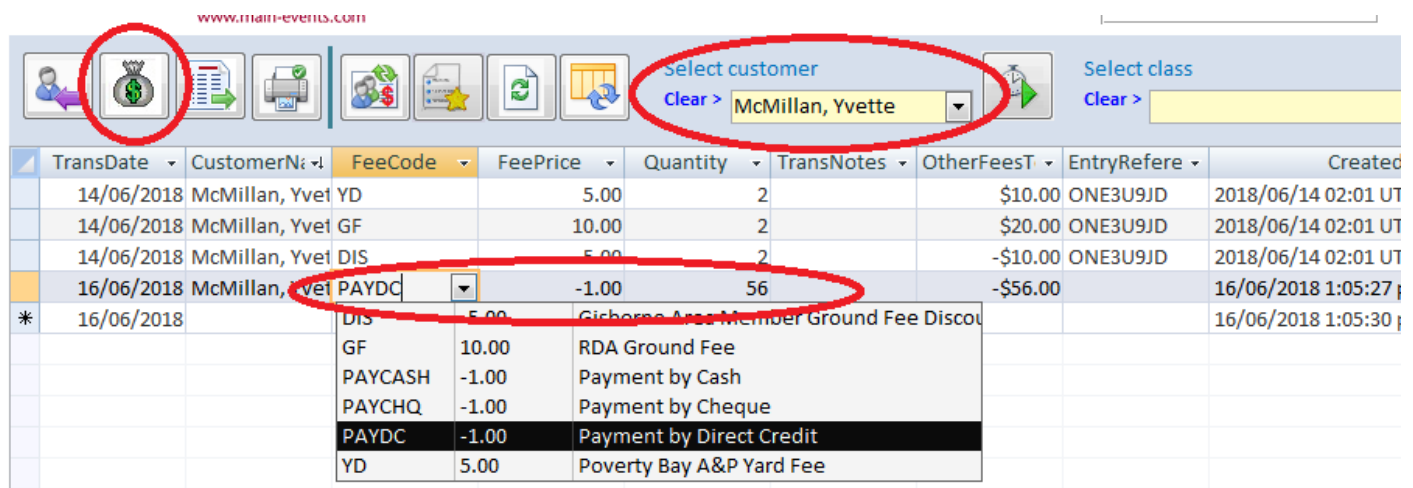
ClassName	BackNum	StartNum	Scratched	Horse/PonyName	RiderName	TeamName	Total
6 - Horse/Pony 50cm - Non com	1		<input type="checkbox"/>	Ace	Vinessa Taylor		
7 - Horse/Pony 60cm - Non com	1		<input type="checkbox"/>	Ace	Vinessa Taylor		
10 - Pony 70cm	2		<input type="checkbox"/>	Ahi	Brooke McEwan		
11 - Pony 80cm	2		<input type="checkbox"/>	Ahi	Brooke McEwan		
10 - Pony 70cm	3		<input type="checkbox"/>	Ahirau nugget	tama wilson		
11 - Pony 80cm	3		<input type="checkbox"/>	Ahirau nugget	tama wilson		
12 - Pony 90cm	3		<input type="checkbox"/>	Ahirau nugget	tama wilson		
2 - Horse 80cm	4		<input type="checkbox"/>	Brandy	sarah kapene		
3 - Horse 90cm	4		<input type="checkbox"/>	Brandy	sarah kapene		

If only for Show Hunters, then filter the data by the category Show Hunter and then sort by horse. This column is on the far right.

There is a *Back Number* report with options to print in number order, horse, rider or customer order. The back number also appears on the customers record of entries (invoice).

Adding payments to customer records

Downloaded data does not contain information about payments received as that is something you need to check off bank statements. In order for payments to appear as part of a customers record, they need to be added to the Customer Fees area.




TransDate	CustomerName	FeeCode	FeePrice	Quantity	TransNotes	OtherFeesT	EntryRefere	Created
14/06/2018	McMillan, Yvette	YD	5.00	2		\$10.00	ONE3U9JD	2018/06/14 02:01 UT
14/06/2018	McMillan, Yvette	GF	10.00	2		\$20.00	ONE3U9JD	2018/06/14 02:01 UT
14/06/2018	McMillan, Yvette	DIS	5.00	2		-\$10.00	ONE3U9JD	2018/06/14 02:01 UT
16/06/2018	McMillan, Yvette	PAYDC	-1.00	56		-\$56.00		16/06/2018 1:05:27
16/06/2018		DIS	5.00		Gichorne Area Member Ground Fee Discou			16/06/2018 1:05:30
		GF	10.00		RDA Ground Fee			
		PAYCASH	-1.00		Payment by Cash			
		PAYCHQ	-1.00		Payment by Cheque			
		PAYDC	-1.00		Payment by Direct Credit			
		YD	5.00		Poverty Bay A&P Yard Fee			


Select the customer so that you are looking at only their fees (as above). Go to a new blank line and type in left to right ... the date and customer name will appear automatically based on the selected customer; choose the fee code from the drop list as appropriate. DO NOT CHANGE THE FEEPRICE. It should be \$-1 (minus). You type in the amount of the payment as the QUANTITY and this is updated as the OTHERFEESTOTAL.


It is important that any fee code for a payment starts with the letters PAY as this is how the program recognises the code as a payment to appear against the customer record under PAYMENTS and not Other Fees. If you want to track payments by type, then have codes like PAYDC, PAYCHQ, PAYCASH or as appropriate.


Click on the **Update Customer Fees** button (two heads, green arrows and red \$). This will update all payments back to the customers record.


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Select customer
Clear > McMillan, Yvette

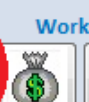
Select class
Clear >


EntryRefere	CustomerName	EntryFees	OtherFees	Payments	BalanceOwi	PrizeMoney
ONE3U9JD	McMillan, Yvette	\$36.00	\$20.00	-\$56.00	\$0.00	\$0.00


Quick First Time Payment Records in bulk


Having gone through the standard process above to record a payment, there is actually a quick way to get first time payments into your system quickly. Simply record the amount of the payment (a negative value remember) into the Customers View under the Payments column. **This only works for a first time payment** for a customer as the program will create a payment line under Customer Fees if there is no payment line there already. Any subsequent payments will NEED to be added as described above under the Customer Fees area so you can see two separate payments made.




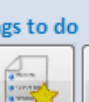


















Workspace

Things to do

Select customer

Clear >

EntryRefere	CustomerName	EntryFees	OtherFees	Payments	BalanceOwi
EPCF9JVX	Adams, Brooke	\$55.00	\$10.00	-\$97.00	-\$32.00

Scratching horses

For a simple program like this one, you could just delete the entry lines for a scratched horse if you don't intend to retain any of the entry fee - click into the square on the left of the line and press your <Delete> key. AND you are not doing another download from the Main-Events website. Otherwise, you should leave them in place and tick instead they are scratched if you want to retain a portion of their entry fee (which you edit manually). Scratched horses do not appear in class reports but will appear on the customer's record of entries so the retained amount is part of the payment required.

Scratched	Horse/PonyName	RiderName	TeamName	TotalCost
<input checked="" type="checkbox"/>	A Dash of Sass	Alyssa Harnett		27.50
<input type="checkbox"/>	A Dash of Sass	Alyssa Harnett		55

Adding late fees

If a horse enters late and you want to charge them a 25% penalty, change the TotalCost to reflect that - eg from 55 to \$68.75. Have a list of late fees on hand for each class to make it easy for you to type in the correct amount.

Swapping horses from one class to another

To keep it simple, just change the class in the drop list and update the entry fee accordingly. Otherwise, tick as scratched (see above) with 0 or other entry fee and add into the new class.

Scratching a customer and their fees

TransDate	CustomerName	FeeCode	FeePrice	Quantity	TransNotes	OtherFeesT	EntryRefere	Create
16/06/2018	McMillan, Yvette	PAYDC	-1.00	56		-\$56.00		16/06/2018 1:05:27
14/06/2018	McMillan, Yvette	YD	0.00	2		\$0.00	ONE3U9JD	2018/06/14 02:01 U
14/06/2018	McMillan, Yvette	GF	0.00	2		\$0.00	ONE3U9JD	2018/06/14 02:01 U
14/06/2018	McMillan, Yvette	DIS	0.00	2		\$0.00	ONE3U9JD	2018/06/14 02:01 U
* 16/06/2018			0.00	1				16/06/2018 1:14:13

Again, you can either delete lines BUT LEAVE THE PAYMENT IN - that is NEVER discounted and you need to keep that amount for refunding. Our recommendation would be to change the FeePrice to 0 which is a better option so you can keep a record of what was originally ordered. If you want to retain part of the fee, change the price accordingly. Be sure to click on the **Update Customer Fees** button to see the Totals change.

Adding a NEW customer and related entries

You can add new customers by going down to the bottom of the CUSTOMERS list, or click on the small gold asterisk on the lower left. An asterisk as shown on the left of a new line indicate a new line. However, the best option is to use the ADD NEW CUSTOMER button which will open a new form that contains three subforms - Customer info, class entries and fees.

ONEYM40Z	McEwan, Angela
ONEZW7FU	Watson, Rebecca
*	

IMPORTANT - once you start a new entry here ... FINISH it. If you close half way out, the customer is no longer new and you will have to then resort to adding entries and fees through the main workspace - NOT HERE!

Discovery Workspace
Add New Customer

Add NEW Customer

Black, Jack

Only one new customer at a time. Customer name must be Lastname, Firstname.

EntryRefere	CustomerName	Email	MobilePhone	LateFeesAp
0	Black, Jack	jack@black.co.nz	123 456 7890	<input type="checkbox"/>

Record: 1 of 1

Add Entries

CustomerName	Horse/PonyName	RiderName	TeamName	ClassName	TotalCost
Black, Jack	Black Beauty	Jack Black		1 - NZPC 110: 110CM - B:1	55
Black, Jack	Black Beauty	Jack Black		2 - NZPC 105: 105CM - A:1 (CLOSE	55
* Black, Jack					

Record: 3 of 3

Add Fees

CustomerName	FeeCode	FeePrice	Quantity	OtherFeesT	TransNotes
Black, Jack	ADM	10.00	1	\$10.00	
Black, Jack	PayDC	-1.00	100	-\$100.00	
* Black, Jack			1		

Record: 2 of 2

Start *left to right* - type in a number sequence in the EntryReference for manual entries -eg 1 then 2 then 3 etc. You cannot leave this blank and it must be unique. Type in the customer name as **Lastname, Firstname** (follow the pattern). Enter the Email, phone and and tick if Late fees apply. If you want a full address, you will need to add that in the full Customer Lists workspace. Remember it is the conjoined name that links with the other tables - so watch your typing.

Once you have put in the customer name, it will appear at the top of the form and will then become the default for the other two data entry forms below - notice the name appears on the new line indicated by the asterisk on the left.

Add Entries to classes

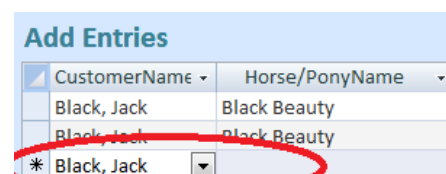
Move to the Add Entries area and type in the first line. The customer name should appear by default. Move across and in the ClassName column, select the class list from the column. The cost should update automatically. If you are charging a late entry fee, then overwrite the fee with the late fee.

Once you have put in one line, use your <tab> or <enter> key on the next line. The horse and rider name will fill in automatically. You just select the next class.

If adding a second horse for the same customer, type in (overwrite) the new name for the horse and if required for the rider for the same customer - you do NOT start a new customer again!

NOTE - a line with an asterisk to the left (as shown above) is a BLANK line - it will show the default customer on the left, but unless you add in a horse name etc, it does not create a new line.

IMPORTANT TIP - If you can't get out of adding in the new line because you tabbed too far, press your <ESC> key upper left on your keyboard. This will cancel what you started to do.



CustomerName	Horse/PonyName
Black, Jack	Black Beauty
Black, Jack	Black Beauty
* Black, Jack	

Adding Customer Fees

Next go to the Customer Fees form where you will add the other fees (not related to entries directly).

Working left to right, select the Fee code from the drop list. Once you have selected the fee code, press <tab> or <enter> on your keyboard and the program will automatically add the Feeprice. Once you update the Feeprice, the program will automatically calculate the total.

If you want to charge a late fee, change the price OR change the quantity - eg from 1 to 1.25 to reflect a 25% penalty. In the same vein you can discount the price by typing in a new price or change the quantity from 1 to .75 for a 25% discount.

Be sure to click on **UPDATE FEES button** to have this reflected back to the customer.

Print Record of Entries

At the top of the form, you can print or preview a Record of Entries to ensure you have everything recorded. You can print and hand to the customer.

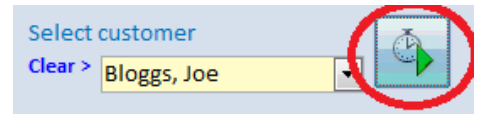


Notice you can also click on the blue + button to enter another new customer. Once a new customer is in, you add new horses, class entries or new fees and payments through the three main workspaces - NOT through the Add New Customer.

Back to the main menu ...

Print out a Record of Entries from the Customers List

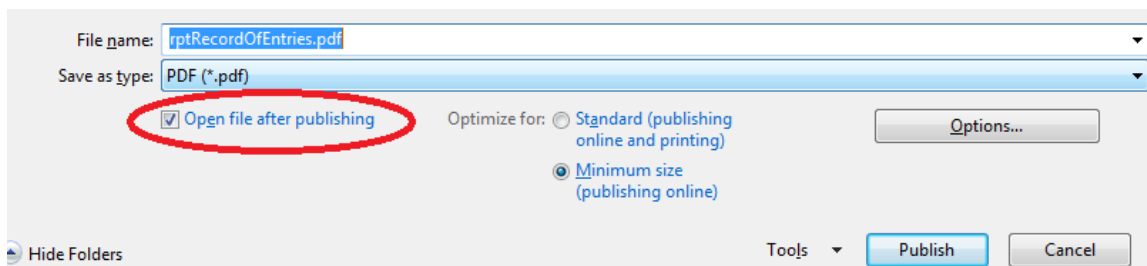
Even if you don't intend to print out the record of entries (invoice), it is good to preview it on the screen so you can be clear about what someone should be paying you at the time. And to make sure you have it all linked properly. Everything links on the customer name.



Make sure the customer is selected in the drop list and click on the button to the right.

Emailing a record of entries

This will depend of course on your email program. Then preview the report on the screen from the Quick Print button then export to PDF and ensure the option to OPEN FILE AFTER PUBLISHING is ticked. The pdf will open. and then from the FILE menu, you can Send File as an attachment to an email. The email address is shown under the customer name - copy the email address for the customer so it is on your clipboard.



If this is not automated for you (eg MS Office) and you are using a web Email program or similar, then take careful note of where you stored the PDF and maybe even change its name to something you will recognise like "Bloggs Invoice". Then go through your email program and send email with the file attached. Copy email address as shown at the top right of the PDF document.

SHOW SECRETARY:



Record of Entries

Bloggs, Joe

Class Entries

joe23@bloggs.co.nz

black beauty	Back Number:		PM:	\$0.00	EF:	\$55.00
1 - NZPC 110: 110CM - B:1	Joe Bloggs					\$55.00

Other Fees

17/06/2018	ADM	Administration	\$10.00	1	\$10.00
					\$10.00

Payments

Payments if any recorded below.

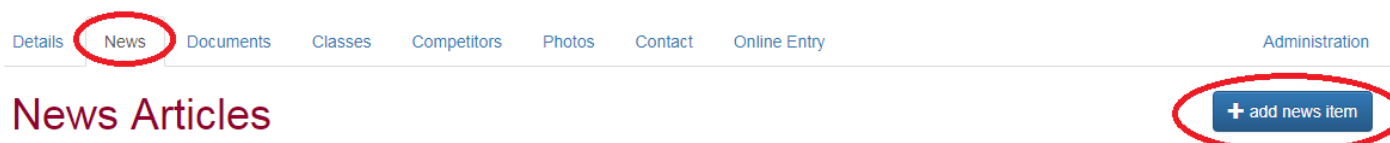
17/06/2018	PayCash	Payment by Cash			-\$50.00
					-\$50.00

Customer Record of Entries: BALANCE OWING - please pay					
Entry Fees:	\$55.00	Other Fees:	\$10.00	Payments:	-\$50.00
				Balance:	\$15.00

Please pay the balance owing above to ...

Emailing a notice to all customers

The easiest way to get a notice out to all riders is to use Main-Events.com and write a News item and when prompted, choose to send to all riders that entered online. Don't tick the option for main page news as the notice is meant to be specific to your show and customers. From the *Public* page, click on News and Add News Item.



Type up your message and then tick to send an email notification, change the status to *Published* and don't forget to SAVE. Emails are then sent out one by one to all who entered the show.

☐ Show on Main-Events.com homepage? Please leave it unticked for any news items that are notices or minor updates.

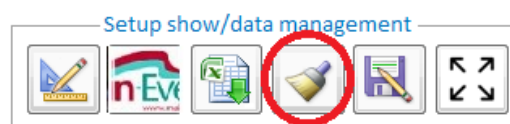
* Status: **Published**

☒ Do you wish to send an email notification to everyone who has this event in their favourites?

Save Cancel

Springclean Data

If you make changes to a class name, fee code or a customer name you will create "orphans" - that is data that suddenly loses its link. In Discovery, you are not warned about this so you must remember if you are changing a customer name, it will need to be changed for all related classes. That is why it is vital that where you can select from a drop list, you do so. This will ensure you have matching spelling!



The springclean workspace just highlights potential issues for you. You cannot change the data here - you need to go back through to the Customer, Fees and Entries to fix. You know your data best and will probably recognise what is wrong right away. The key is to print a list of issues (use Ctrl + C to copy the lines and paste into a document or spreadsheet to print).

Class entries without matching customer							
Ideally nothing should show here ...							
<input checked="" type="radio"/> Class Entries not linked to customer				<input type="radio"/> Customer Fees not linked to customer			
<input type="radio"/> Customers doubled up				<input type="radio"/> Class Entries not linked to a class			
				<input type="radio"/> Customer Fees not linked to a fee			
ClassName	Scratched	StartNum	BackNum	Horse/Pony	RiderName	CustomerName	Placing
1 - NZPC 110: 1	<input type="checkbox"/>			Crusader LS	Rupert Vallance	Vallance, Rupert	
2 - NZPC 105: 1	<input type="checkbox"/>			Crusader LS	Rupert Vallance	Vallance, Rupert	
*	<input type="checkbox"/>						

For example, in the above the class entry was linked to customer "Vallance, Rupert" (3 l's) when it should be "Vallance, Rupert" (2 l's). In this case, change the customer name in the Class Entries list for these two lines and they will be linked again.

Orphans are most likely where you delete a customer but forget to delete related entries and fees; or where you half added a new customer and repeated the process.

Running a Series with Leaderboard

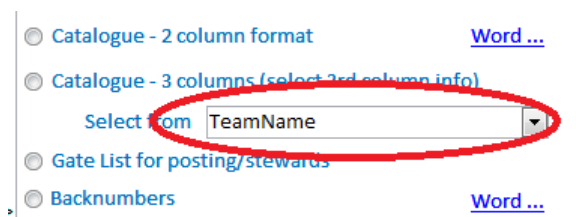
The Discovery is a particularly easy way to collate points over series of shows. Make sure all classes are unique so that if you have three shows with 10 classes - number the classes 1 to 10, 11 to 20 and 21 to 30. When you record a placing, allocate points as the Leaderboard report works off points.

Once one show is finished, go to the Class Lists and DELETE all lines where there are no placings or points assigned. You don't need them anymore - provided the customer's balance is cleared. If not, and you are intending to keep track, then see the next section on CUSTOMERS WITH A BALANCE.

The leaderboard report will give you an up to date total of points awarded over the shows to date.

Teams

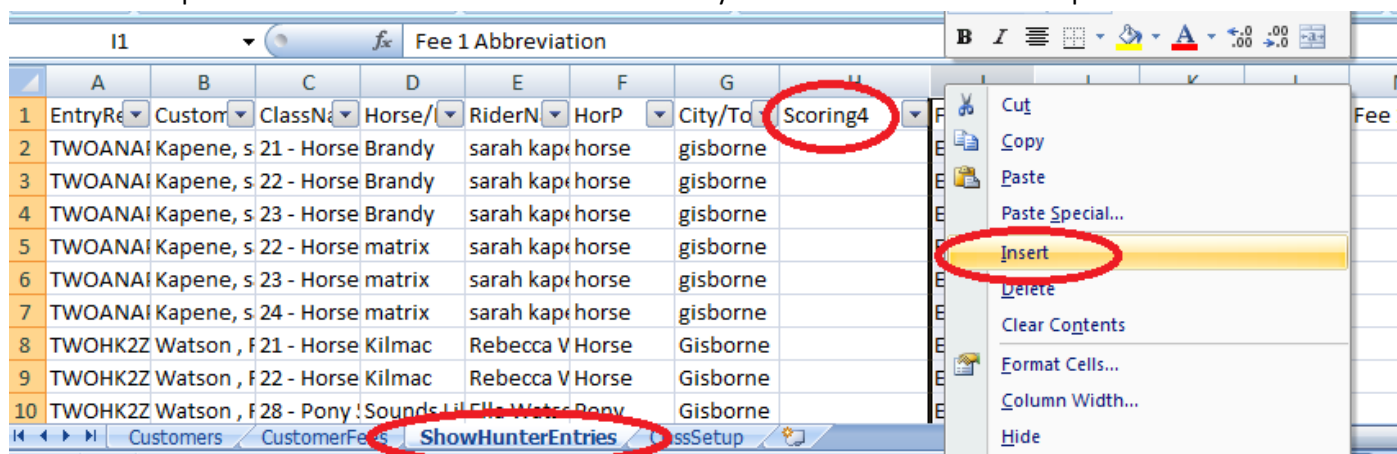
Make sure you ask for the Team Name for the HORSE (not the rider) when you setup for online entry. Then the TEAM NAME will come through into the class lists. Use the report Catalogue - 3 columns where you will select the TeamName as the 3rd column under the drop list.



Adding your own other fields to Customers & Class Lists

There may be times that you decide to have more columns of information in your data file. You can't just add in the data files in view. The easiest way to do this is to add to the spreadsheet BEFORE you import.

For example, if you want 5 scoring columns (there are only 3 by default) in the **CLASS LISTS** area, go to the spreadsheet and add in two columns *Scoring4* and *Scoring5* in the worksheet xxxEntries where xxx is the category specified in your online show setup. Right mouse click on a column heading to insert a column - it doesn't really matter where. Make sure the datafield name has NO spaces in it and is only letters and numbers. No dashes or other. Then import the data file and it will be there. You only need to do this with ONE import.



Likewise for another column of information related to a CUSTOMER, follow the same procedure under the CUSTOMERS tab on the left. Again, make sure there are no spaces or dashes etc in the Datafield name.

New fields are always added on the far right of the view so you will need to scroll to the right and move into place.

Printing reports

Click on the Printer icon from the Workspace on left so you are viewing the Reports menu with classes in view.

Setup show/import xlsx

MainEvents Discovery Version 1.2 - June 2018

Workspace Things to do

Select customer Clear > Select class Clear >

Blank ... Blank ... Blank ... Blank ...

Tick all below ... Untick all below ...

ToPrintYN	ClassName	SortOrder	ClassDate
<input type="checkbox"/>	1 - NZPC 110: 110CM - B:1	1	
<input type="checkbox"/>	2 - NZPC 105: 105CM - A:1 (CLOSED)	2	
<input type="checkbox"/>	3 - NZPC 95: 95CM - L:4 (CLOSED)	3	
<input type="checkbox"/>	4 - NZPC 80: 80CM - L:2 (CLOSED)	4	
<input type="checkbox"/>	5 - NZPC 80: 80CM - L:2	5	

There is a list on the left of the most commonly used reports from the full program - a selection of which will suit smaller shows. All reports related to class lists (eg score sheets, catalogues, gates lists, results etc) require that you select the classes to be included from the area on the right. Tick manually OR in the green band above, choose to TICK ALL BELOW or UNTICK ALL BELOW if starting again. These reports will only report on selected classes OR if you have one customer selected - for that customer only (eg checklist).

To print a report, click on the option on the left of the name of the report you want. The report will appear in PREVIEW form (it doesn't print automatically)- you may be asked questions related to how you want the report to be sorted etc. Check the preview and make sure it is what you are expecting. Also click once into the report to bring closer up in view and look at how many pages are in the report to make sure again it is the report you are expecting.

To view the pages in the report, click on the navigation bar on the lower left. The small triangles move you page by page through the preview.

MainEvents

Page 3 of 12
16-Jun-2018 12:25 pm

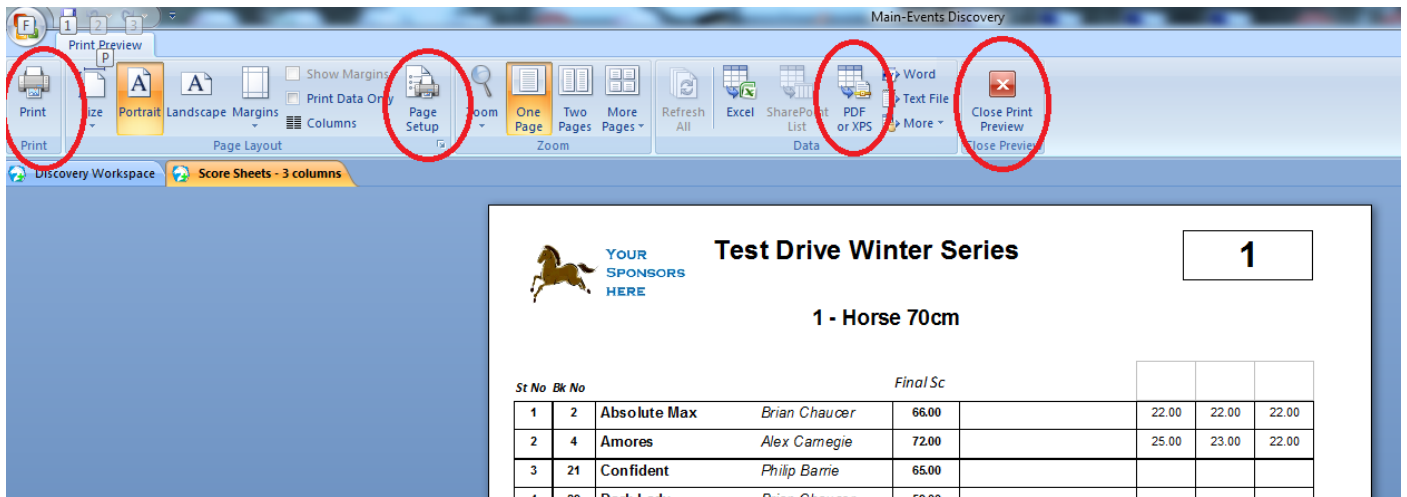
Page: 3 of 12
Ready

Blank and Word

The word Blank appears underlined in blue to the right of a report to indicate if you click on that option, you will get blank sheets instead of pre-filled reports. Keep a supply on hand if expecting entries on the day.

The Word indicates that the report is a two column format normally that does not export to Word very well, so this option produces the report in a 1 column report (left side of the page only) so when exported to Word it can be formatted into two columns.

The word Teams on the right brings up a report that groups the data on the TeamName.

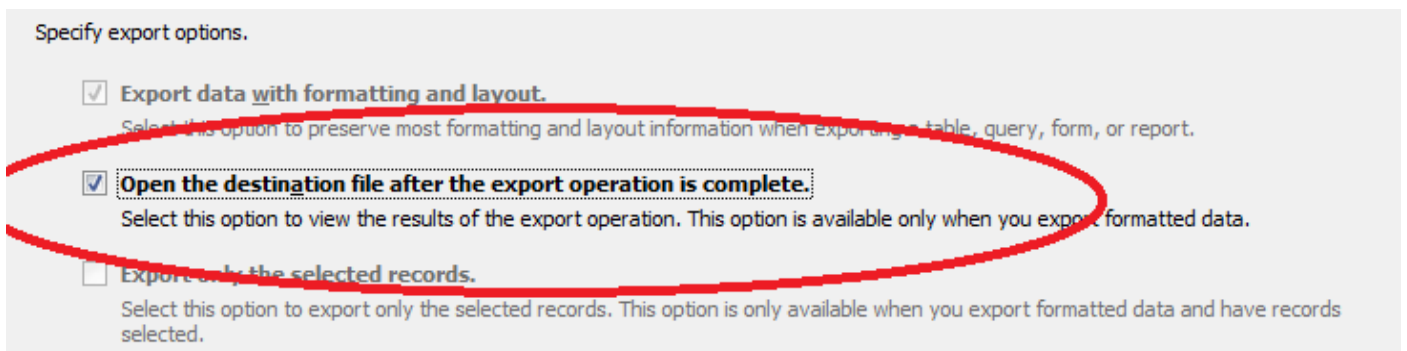


To print the report, use the **Print** button upper left. To save as PDF, click on the **PDF** or XPS upper right.

And IMPORTANTLY, when finished, click on the red cross CLOSE PRINT PREVIEW. While you can have several reports open on the screen at once, if you go to reprint an open report, it does not refresh the data. You must close and then re-print.

Exporting to Word/PDF

When you click on a report, it automatically previews on the screen. Most reports expect you to select which classes you want to have in the report. Once the report previews on the screen, you can save as a WORD document - be sure to tick to Open the file as shown below so that you can save with a new name and to a location you will be able to find it again.



Leaderboard reports (purple text)

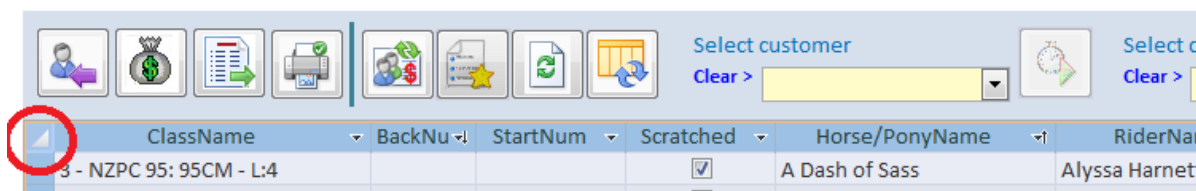
There are two reports that will not preview as such but will be viewable in the workspace. These reports tally up all points awarded to any horses in the **selected/ticked classes** and display the total points earned. This is ideal for leaderboard competitions. Select the classes involved from the **Reports** area (eg all Pony classes or all Horse classes) and then click on the Leaderboard report. You will get a summary of all points earned over those classes and it will show what classes the points were earned at. This is ideal for a Series of shows.

Copy and paste into an excel spreadsheet to print.

Horse/Pony	RiderName	Total Of Poi	1 - Horse 70i	10 - Pony 70	11 - Pony 80	12 - Pony 90	2 - Horse 80i	3 - Horse 90i	4 - Hor
Ace	Vinessa Taylor	10							
Ahi	Brooke McEwa	4		4					
Ahirau nugget	tama wilson	18		8	10				
Brandy	sarah kapene	20	10				6	4	
Bridget	Danielle Taylo								

For all other reports, copy and paste into Excel for reporting

From the table view, click on the small square upper left (see below) which selects ALL the data. Use Ctrl + C to COPY this data and then you can paste it into a spreadsheet for other reports.



Results for online viewing - don't forget!

This is one of the most important things you can do for your show and customers! Post the results at the show so they can see them. But also, create a PDF of results (save it where you will find it again!) and upload it to your show's DOCUMENTS page on Main-Events.com for riders and others that are interested to view. Most riders travel home and then like to study the results at their leisure online.

Go to your show page, stay on the Public View and go to DOCUMENTS. Click on the blue button ADD NEW DOCUMENT on the right. Fill in the information



Add/Edit Event Document

* Name:

Description:

* Document type:

* Revision date:

Document file: Winter Serie... - Day 1.pdf

☒ Do you wish to send an email notification to everyone who has this event in their favourites?

The added bonus of using the Main-Events.com website is that you can TICK to have everyone that entered your show online will receive notice of the results with a link directly to them. You will be the super secretary!


Updating Class Lists online - optional

Discovery is not able to update class lists directly online with your results or late entries on the day. Riders do appreciate being able to see results online - so if you mandate that everyone enters online then you can put results in online as they happen ... or later in the day.

From your show online at Main-Events.com, go to the PUBLIC view of CLASSES and find the class you want to record results for. Select the category if more than one, and from the list of associated classes, click on the class name to update.

Details News Documents **Classes** Competitors Photos Contact Online Entry

Classes


Filter 

* Category: **Showjumping**

Name:

Filter



Found 11 class(es).

Name	Date	Est Start	Ring	Gr?	Sponsor	PM
1 - Welcome Stakes - 1.20cm	14 Nov 2015	8:30 am	Ring 1			\$27, 23, 19, 17, 13

This then shows you the class list in **horse/pony name** order by default. You can sort any column of information by clicking on the heading. For results, horse/pony name is usually the best.

Find the horse that placed first and click on the small blue pencil symbol that appears on the left.

Entry lists displayed below may be incomplete because it only contain entries entered online and/or uploaded by the event adr

RS	St No	Bk No	Finish?	Horse/Pony	Sire	Rider	Region	Status	PI
				APH Iarrkian	APH Iubeck	Sally simmonds	Bourke		
	15			Abitabove		Kylie Constable	Hamilton, Waikato		

A popup form appears where you can edit the information including the PLACING. You can add scores in as well. Type in 1 in the Placing text box. Add points and if needed, scores that people will want to see.

Ringside Scoring

Abitabove, Kylie Constable

Start Number:	<input type="text" value="15"/>
Back Number:	<input type="text"/>
Placing:	<input type="text" value="1"/>
Points earned:	<input type="text" value="10"/>
Total Faults:	<input type="text" value="0"/>
Time JO:	<input type="text" value="52.5"/>

Save

Close

IMPORTANT, be sure to scroll down to the bottom and click on SAVE or your edits will not be saved!

Repeat as required for each placing.

Horse is not online?

You will have to add them but check through your results and see if they placed in other classes as you will want to add to all classes they placed in at the same time. If they haven't placed, then don't worry about them.

From the Public page, go to ONLINE ENTRY and start the ONLINE ENTRY process as if you were entering the show yourself. As Main-Events recognises that you are an administrator, the first form to popup will be as below asking if you want to enter yourself or enter someone else. Basically you are entering someone else .

Step 0: Entry Mode

We noticed you are an event admin and you are creating a new online entry. You can choose to either create this entry as yourself, or as someone else (manually enter someone into the event).

Complete entry as: ☐ Yourself ☒ Someone else (manual entry)

Continue ▶

Follow the process through but you can take shortcuts like putting in tba for address details and 123 for phone details - neither of which are seen by the general public and you don't need it.

Select the classes the horse placed in only and follow on through. You will have to enter something in most areas, but as you are not using Main-Events.com online and uploading full class lists back etc., it doesn't matter. Remember though the horse and rider information will be public so leave blank or just put in *tba* or 000 or similar to get to the next stage if a required item.

Then once the horse is in place with its classes, follow the editing routine outline above to put in the place. If you intend doing this, we advise strongly that you really force riders to enter online so you don't need to enter them if they place!!!

Another thought ... maybe leave them out of the placings online and they might get the idea???

Flagging your show as having results to view

As a final step, you will need to edit your show details to show that results are available to view. From the ADMINISTRATION page, click on DETAILS and then on blue button **Edit Event Details** on the right.

The screenshot shows the 'Event Administration' interface. At the top, there is a navigation bar with links: Home, Details, Classes, Online Entry, and Admins. The 'Details' link is circled in red. Below the navigation bar, the title 'Event Details' is displayed in a large, bold, red font. To the right of the title, there is a list of checkboxes with corresponding labels: 'Documents available to view' (checked), 'Class lists available to view' (checked), 'Results available to view' (checked and circled in red), 'Videos/livestreaming available to view' (unchecked), and 'Is feature event?' (unchecked). At the bottom right of the form, there are two buttons: a blue 'Save' button (circled in red) and an orange 'Cancel' button. The text 'Scroll down to the bottom of the form that appears and tick RESULTS AVAILABLE TO VIEW.' is placed to the left of the 'Results available to view' checkbox. The text 'Click on the blue SAVE button. You will now see your show listed with a gold bell under EVENTS indicating that results are available to view.' is placed below the 'Save' button.

Event Administration

Home Details Classes Online Entry Admins

Event Details

Scroll down to the bottom of the form that appears and tick RESULTS AVAILABLE TO VIEW.

Click on the blue SAVE button. You will now see your show listed with a gold bell under EVENTS indicating that results are available to view.

- ☒ Documents available to view
- ☒ Class lists available to view
- ☒ Results available to view
- ☐ Videos/livestreaming available to view
- ☐ Is feature event?

Save Cancel