



SHOW SOFTWARE TUTORIAL

In order to Login to the IEA database and show software you must first be registered with IEA as an eligible adult member.

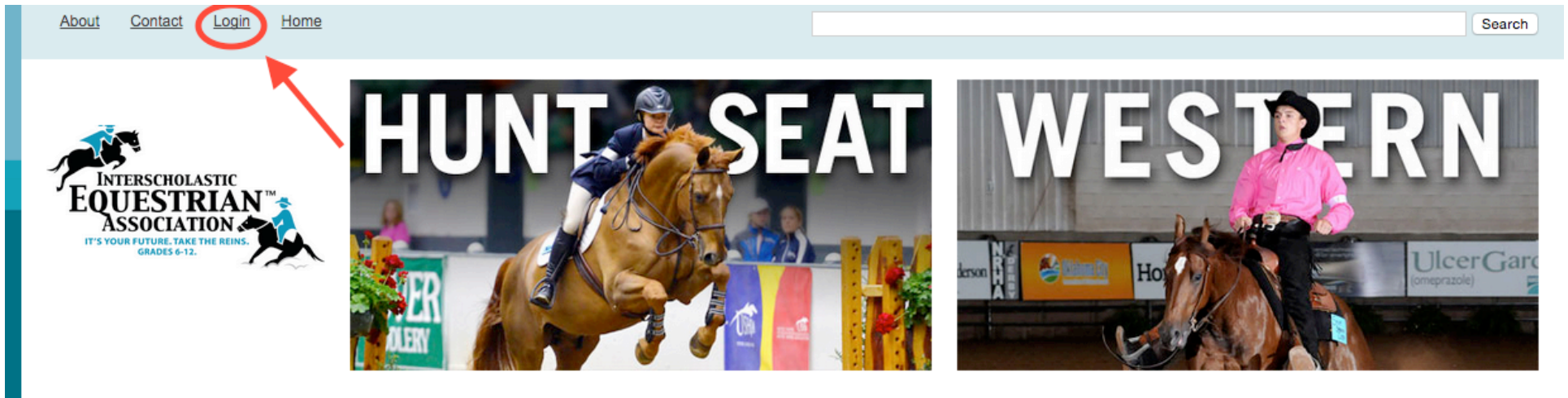
Once you've received a **prize list approval** email from the IEA Membership Office, you will be able to login and enter your show entries. Unless you have submitted your prize list and received this email, you will not be able to use the system to setup your entries.

The basic steps for setting up your show entries and creating your show program include:

- 1) **Login to the IEA Database system at www.rideiea.org.**
- 2) **Select your approved show.**
- 3) **Select a team that applied to your show.**
- 4) **Using the entry forms you've received, assign riders from the selected team to their classes.**
- 5) **Repeat steps 3 & 4 for each team/rider attending your show until all entry forms have been entered into the system.**
- 6) **Review entries and edit if necessary. The system automatically splits classes at 12 riders. However, if desired, you may manually move riders to different sections.**
- 7) **Assign Rider back numbers for your program.**
- 8) **Review & Print the show program, or export it to another software program such as Excel to manipulate and format it the way you would like.**
- 9) **Enter Results after the show; designate point riders and class placings for each class to provide online results that everyone can view.**

STEP 1. LOGIN TO THE IEA DATABASE

First go to www.rideiea.org and click Login as seen below:



Enter your Username and Password (created when you when you became an active member), and click the SUBMIT button.

A screenshot of the 'IEA Database Administration' login page. The page has a blue header with the text 'IEA Database Administration' on the left and 'Season: 2011-12' on the right. The main content area is white and contains a login form. At the top of the form is the text 'Please Log In:'. Below this are two input fields: 'Username:' and 'Password:'. A blue 'submit' button is located below the password field. Below the submit button is a link that says 'Forgot your password?'. Underneath this link is a line of text: 'Enter your username below and an email will be sent to the primary address on record:'. Below this text is another 'Username:' input field and a blue 'reset password' button. The page is decorated with small swirl graphics in the corners.

You will now see the following Member Profile screen. Click the SHOWS tab from the selections at the top left of the screen

IEA Database Administration

HOME | Logged in as: Dana Karen | log out »

Season: 2011-12

PROFILE

ACCOUNT

SHOWS

Member Profile

Contact Info.

Member Name: Dana Karen

IEA Number: 904499

Gender:

Email Address(es):

Phone Number(s):

Street Address:

City/State/Zip:

Visibility: ☐ Hide contact info. from public zone teams list [save](#)

Season Membership Info.

Login Username:

Manage: [change account password »](#)

Coach Info.

Insurance Holder: OAK

Insurance Expiration: 2012-07-24

Status for Season: active

Teams

| IEA # | Team Name | Designation | Zone/Region | Discipline(s) | Links | |
|--------|-----------|-------------|-------------|---------------|-----------------------------------|-----------------------------------|
| 100139 | Oak Creek | UH OAK | 4 - 1 | Hunt Seat | view team history | view team details |
| 200105 | Oak Creek | MH OAK | 4 - 1 | Hunt Seat | view team history | view team details |

STEP 2. SELECT YOUR APPROVED SHOW

The list of your approved shows will display. In the following example, there are two available shows listed for this show host to modify because this show host is holding a two-day show. Select the MANAGE button to proceed.

IEA Database Administration

< HOME | Logged in as: Dana Karen | log out >

Season: 2011-12

PROFILEACCOUNTSHOWS

Shows List

Shows List (2011-12)

| ID | Show Name | Discipline | Opening Date | Closing Date | Start Date | End Date | Entries | Classes | Status | Manage |
|-----|------------------|------------|--------------|--------------|------------|----------|--------------|---------|--------|--------|
| 244 | Oak Creek HB4003 | Hunt Seat | 2011-09-08 | 2011-09-28 | 2011-10-01 | | 0 (max: n/a) | 15 | active | manage |
| 245 | Oak Creek HB4028 | Hunt Seat | 2011-09-08 | 2011-09-28 | 2011-10-02 | | 0 (max: n/a) | 15 | active | manage |

***NOTE:** If you do not see any shows listed then your show has not yet been setup by the IEA Membership Office. Please check that your prize list has been approved.*

The main screen for show administration will now display with all of the important show details. Below the image is an explanation of each part of the main screen. Select the TEAMS tab to proceed with assigning riders to classes.

SHOW: Oak Creek HB8433

SHOW DETAILS

Classes

Teams

Entries

Managers/Hosts

Team Results

A
B
C
D
E

Show Details
edit

| Show Name: | Oak Creek HB8433 | | | | | | | | | | | | | | | |
|--|---|---|-------------|-------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Show Discipline: | Hunt Seat | | | | | | | | | | | | | | | |
| Show Type: | regular season | | | | | | | | | | | | | | | |
| Maximum Entries: | 0 | | | | | | | | | | | | | | | |
| F | Opening Date: | September 20, 2010 | | | | | | | | | | | | | | |
| | Closing Date: | September 26, 2010 | | | | | | | | | | | | | | |
| Start Date: | October 2, 2010 | | | | | | | | | | | | | | | |
| End Date: | October 2, 2010 | | | | | | | | | | | | | | | |
| Prize List Received Date: | (not specified) | | | | | | | | | | | | | | | |
| Approval Status: | Approved (active) | | | | | | | | | | | | | | | |
| Team Results Status: | COMPLETED (team placings saved) | | | | | | | | | | | | | | | |
| Completion Status: | COMPLETED/LOCKED (to edit data, change this status) | | | | | | | | | | | | | | | |
| G | Restricted Regions/Dates: | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid #ccc;">Zone/Region</th> <th style="text-align: left; border-bottom: 1px solid #ccc;">Restricted Opening Date</th> </tr> </thead> <tbody> <tr><td>Zone 4, Region 1 (none - same as show)</td><td></td></tr> <tr><td>Zone 4, Region 2 (none - same as show)</td><td></td></tr> <tr><td>Zone 4, Region 3 (none - same as show)</td><td></td></tr> <tr><td>Zone 4, Region 4 (none - same as show)</td><td></td></tr> <tr><td>Zone 4, Region 5 (none - same as show)</td><td></td></tr> <tr><td>Zone 4, Region 6 (none - same as show)</td><td></td></tr> </tbody> </table> | Zone/Region | Restricted Opening Date | Zone 4, Region 1 (none - same as show) | | Zone 4, Region 2 (none - same as show) | | Zone 4, Region 3 (none - same as show) | | Zone 4, Region 4 (none - same as show) | | Zone 4, Region 5 (none - same as show) | | Zone 4, Region 6 (none - same as show) | |
| | Zone/Region | Restricted Opening Date | | | | | | | | | | | | | | |
| | Zone 4, Region 1 (none - same as show) | | | | | | | | | | | | | | | |
| | Zone 4, Region 2 (none - same as show) | | | | | | | | | | | | | | | |
| | Zone 4, Region 3 (none - same as show) | | | | | | | | | | | | | | | |
| | Zone 4, Region 4 (none - same as show) | | | | | | | | | | | | | | | |
| | Zone 4, Region 5 (none - same as show) | | | | | | | | | | | | | | | |
| Zone 4, Region 6 (none - same as show) | | | | | | | | | | | | | | | | |
| Export Data: Generate Show Program » | | | | | | | | | | | | | | | | |

- A.) The CLASSES tab displays a screen with the list of classes and the respective number of entries for your show.
- B.) The TEAMS tab displays each team by upper and middle and the number of entries per class. It also shows whether or not a point rider has been selected for that team for that specific class.
- C.) The ENTRIES tab displays a screen with the list of entries that you have setup for your show.
- D.) The MANAGERS/HOSTS tab displays a screen with the person who is listed as your show manager and anyone else authorized such as your secretary or zone administrator.
- E.) The TEAM RESULTS tab displays each team and how many points they have accumulated.
- F.) OPENING and CLOSING DATES: When you are allowed to begin entering riders and when you are no longer allowed to accept entries.
- G.) RESTRICTED REGIONS/DATES: Which IEA regions or zones are allowed to enter the show.

STEP 3. SELECT TEAM and ASSIGN RIDERS TO CLASSES

After you select the TEAMS tab the screen to choose a team will display. Select the ADD RIDER BY TEAM button.

SHOW: Oak Creek HB8433

[Show Details](#) [Classes](#) **TEAMS** [Entries](#) [Managers/Hosts](#) [Team Results](#)

add rider by team 

The list of teams available for your show will display. *If your show is open to just your region, only the teams in your region will display.* Select the team for which you are entering riders by choosing the SELECT button next to the season column at the right of the box:

ADMIN: Select Team (2010-11)

Select a Team:

Find by Name/IEA#: ☐ show ineligible teams [GO](#)

| IEA # | Team Name | Abbrev. | Region | Level | Discipline | Season | Select |
|--------|--|---------|--------|--------|--------------------|---------|------------------------|
| 100132 | Alpharetta High School Equestrian Team | UH AHS | 4:1 | upper | Hunt Seat | 2010-11 | SELECT |
| 100083 | Ashley Hall | UH ASH | 4:4 | upper | Hunt Seat | 2010-11 | SELECT |
| 200148 | Ashley Hall | MH ASH | 4:4 | middle | Hunt Seat | 2010-11 | SELECT |
| 900726 | Athens Academy | UH ATH | 4:1 | upper | Hunt Seat | 2010-11 | SELECT |
| 900732 | Athens Academy | MH ATH | 4:1 | middle | Hunt Seat | 2010-11 | SELECT |
| 100228 | Barrington Hill | UH BAR | 4:5 | upper | Hunt Seat | 2010-11 | SELECT |
| 200192 | Barrington Hill | MH BAR | 4:5 | middle | Hunt Seat | 2010-11 | SELECT |
| 901024 | Benjamin School Equestrian Club | UH BEN | 4:5 | upper | Hunt Seat | 2010-11 | SELECT |
| 901645 | Birmingham Interscholastic Equestrian Team | UH BIE | 4:3 | upper | Hunt Seat | 2010-11 | SELECT |
| 901646 | Birmingham Interscholastic Equestrian Team | MH BIE | 4:3 | middle | Hunt Seat | 2010-11 | SELECT |
| 100115 | Blue Creek Stables | UH BCS | 4:2 | upper | Hunt Seat | 2010-11 | SELECT |
| 100193 | Blue Water Farms Equestrian Team | UH BWF | 4:5 | upper | Hunt Seat | 2010-11 | SELECT |
| 200161 | Blue Water Farms Equestrian Team | MH BWF | 4:5 | middle | Hunt Seat | 2010-11 | SELECT |
| 100103 | Brookwood Equestrian Team | UX BET | 4:1 | upper | Hunt Seat, Western | 2010-11 | SELECT |

The list of riders available for that team will display. Using an entry form, select the first rider listed for this team by choosing the SELECT button at the far right of the box parallel to the rider's name.

ADMIN: Select Rider for Entry (2010-11)

Riders for Team: Barrington Hill

[Bulk Add Team Riders »](#)

Find by Name/IEA#:

| IEA # | Last Name | First Name | Team Name | Zone | Region | Select |
|--------|-----------|------------|-----------------|------|--------|---------------------------------------|
| 903591 | Chowdhury | Natasha | Barrington Hill | 4 | 5 | <input type="button" value="SELECT"/> |
| 902294 | Denison | Caitlin | Barrington Hill | 4 | 5 | <input type="button" value="SELECT"/> |
| 901905 | Gregorio | Steven | Barrington Hill | 4 | 5 | <input type="button" value="SELECT"/> |
| 903597 | Harmon | Leah | Barrington Hill | 4 | 5 | <input type="button" value="SELECT"/> |
| 704240 | Nathe | Emily M. | Barrington Hill | 4 | 5 | <input type="button" value="SELECT"/> |
| 901904 | Rosenthal | Dallas | Barrington Hill | 4 | 5 | <input type="button" value="SELECT"/> |

This screen will display as you select riders:

[Add Rider to Show](#)

Entry Information

| | |
|--------|---|
| Show: | Oak Creek HB8433 |
| Rider: | Kalene Beachum (903830) |
| Team: | Birmingham Interscholastic Equestrian Team (901645) |

Entries by Class

| Class | Split/Entries | Placing/Points | Result Details |
|-------------------------|--|--|---|
| 2 Var Int (Over Fences) | <input type="radio"/> Split A (ENTRIES: 7 total, 0 team) | <input type="button" value="did not place"/> | <input type="checkbox"/> Point Rider <input type="checkbox"/> Scratched |
| | <input type="radio"/> Split B (ENTRIES: 8 total, 0 team) | | |
| | <input checked="" type="radio"/> NONE | | |

Add the selected rider to the show using the Add Rider to Show screen. The classes that the rider is registered for are available on this screen. The NONE button is defaulted for each class. To place the rider in the class you must tell the system which section of the class to assign the rider. Until you have filled Split A with 12 riders, you will only have the option of choosing Split A. Once you have 12 riders in Split A, the system will then also give you a button to choose Split B. If a rider is registered for both the Fences and Flat classes but will only be showing in one or the other at your show, then you would choose the NONE button for one of the classes. Likewise, if you are not holding a Championship Hunt Seat class, then leave it set to NONE.

Click the SPLIT A button for each class to add the rider to the show and then click the SAVE button to proceed with other rider class assignments.

IEA Database Administration
HOME | Logged in as: Dana Karen | log out »

Season: 2011-12

PROFILE | ACCOUNT | **SHOWS**

Shows List

SHOW: Oak Creek HB4003

Class Details | Classes | **TEAMS** | Entries | Matchups/Results | Team Results

Add Rider to Show

Entry Information

Show: Oak Creek HB4003
Rider: Caroline Smith (701397)
Team: Oak Creek (100139)

Entries by Class

| Class | Split/Entries | Placing/Points | Result Details |
|----------------------------|---|----------------|--|
| 1 Var Open (Over Fences) | <input checked="" type="radio"/> Split A (ENTRIES: 0 total, 0 team) <input type="radio"/> NONE | did not place | <input type="checkbox"/> Point Rider <input type="checkbox"/> Scratched |
| 6 Var Open (Flat) | <input checked="" type="radio"/> Split A (ENTRIES: 0 total, 0 team) <input type="radio"/> NONE | did not place | <input type="checkbox"/> Point Rider <input type="checkbox"/> Scratched |
| 0 (Championship Hunt Seat) | <input type="radio"/> Split A (ENTRIES: 0 total, 0 team) <input checked="" type="radio"/> NONE | did not place | <input type="checkbox"/> Scratched |

save

NOTES:

- 1) If the classes shown for the rider don't match those on the team's entry form, you must contact the entering team who will then alert the Membership Office. You will not be able to assign the rider to the other classes until the change is made in the database.
- 2) This screen also allows the show host to enter the rider results after the show. At this point we are not entering results so do not select or change any of these options. Entering Results is covered in detail in Step 9 of this document.

STEP 4. USING THE BULK ADD OPTION AND ADDING RIDERS TO CLASSES 9X AND 12X

The Bulk Add option is a way that you can add all riders on a team's entry blank at once. Click Teams, select your team, and then as seen below in Figure A, click **Bulk Add Team Riders**.

ADMIN: Select Rider for Entry (2010-11)

Riders for Team: Barrington Hill

Bulk Add Team Riders >

Find by Name/IEA #: GO

| IEA # | Last Name | First Name | Team Name | Zone | Region | Select |
|--------|-----------|------------|-----------------|------|--------|---------------------------------------|
| 903591 | Chowdhury | Natasha | Barrington Hill | 4 | 5 | <input type="button" value="SELECT"/> |
| 902294 | Denison | Caitlin | Barrington Hill | 4 | 5 | <input type="button" value="SELECT"/> |
| 901905 | Gregorio | Steven | Barrington Hill | 4 | 5 | <input type="button" value="SELECT"/> |
| 903597 | Harmon | Leah | Barrington Hill | 4 | 5 | <input type="button" value="SELECT"/> |
| 704240 | Nathe | Emily M. | Barrington Hill | 4 | 5 | <input type="button" value="SELECT"/> |
| 901904 | Rosenthal | Dallas | Barrington Hill | 4 | 5 | <input type="button" value="SELECT"/> |

Figure A.

All the riders on that team will appear, as seen in Figure B, with boxes below their class assignments. Check the boxes of the riders and the class you would like to enter them in. To add riders to classes 9X and 12X you **MUST** use the Bulk Add option. *Note: If you have already added a rider to class 9 or 12 you must delete the entry before using the Bulk Add Team Riders feature. This is the only way to enter riders into the 9X and 12X classes. If you prefer you can manually add X class riders to your program.*

ADMIN: Select Rider for Entry (2014-15)

Bulk Add Riders for Team: Crooked Creek Farm (MH CCF)

(existing entries for this team in show will be cleared and replaced with current selections, and class splits will be re-randomized)

[de-select all | select all]

| IEA # | Last Name | First Name | 1 Var Open O/F | 2 Var Int O/F | 3 JV Nov O/F | 4 Fut Int O/F | 5 Fut Nov O/F | 6 Var Open Flat | 7 Var Int Flat | 8 JV Nov Flat | 9 JV Beg Flat | 9WT JV Beg WT Flat | 10 Fut Int Flat | 11 Fut Nov Flat | 12 Fut Beg Flat | 12WT Fut Beg WT Flat | 0 ChampHS |
|--------|-----------|----------------|-------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------------|-------------------------|------------------------|------------------------|--------------------------------|--------------------------|--------------------------|--------------------------|----------------------------------|--------------|
| 923908 | Alavi | Setareh | | | | <input type="checkbox"/> | | | | | | | <input type="checkbox"/> | | | | |
| 920772 | Hawkins | Isabella Faith | | | | <input type="checkbox"/> | | | | | | | <input type="checkbox"/> | | | | |
| 919203 | Lobel | Molly | | | | | <input type="checkbox"/> | | | | | | | <input type="checkbox"/> | | | |
| 920770 | Palmer | Taylor | | | | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | |

Bulk Add Selected Riders/Classes *

Figure B.

STEP 5. REPEAT STEPS 3 & 4 FOR EACH TEAM/RIDER ENTERING THE SHOW

After you selected to **SAVE** a rider to the show, you are automatically returned to the Add Rider By Team screen. However, now the rider that you had previously added to the show displays along with their assigned classes. To add more riders from this team to the show, again select **ADD RIDER** and repeat this process for all riders that have been entered on the entry form.

IEA Database Administration
« HOME | Logged in as: Dana Karen | log out »

Season: 2011-12

PROFILE ACCOUNT SHOWS

Shows List

SHOW: Oak Creek HB4028

Show Details Classes **TEAMS** Entries Managers/Hosts Team Results

add rider by team +

| IEA # | Team | Last Entry | Class | Entries | Point Rider | Points | Functions |
|--------|--------|------------|------------|------------|-------------|--------|-----------|
| 100139 | UH OAK | Oak Creek | 9/9/11 | 1 Var Open | Over Fences | 1 no | 0 |
| | | | 6 Var Open | Flat | 1 no | 0 | |

add rider + manage entries

IEA Database Administration
HOME | Logged in as: Dana Karen | log out »

Season: 2011-12

PROFILE ACCOUNT SHOWS

Shows List

SHOW: Oak Creek HB4028

ADMIN: Select Rider for Entry (2011-12)

Riders for Team: Oak Creek

Find by Name/IEA#: GO

| IEA # | Last Name | First Name | Team Name | Zone | Region | Select |
|--------|-------------|------------|-----------|------|--------|--------|
| 702817 | Christ | Cali | Oak Creek | 1 | 4 | SELECT |
| 904506 | Kemelmakher | Hannah | Oak Creek | 1 | 4 | SELECT |
| 702317 | McConnell | Elizabeth | Oak Creek | 1 | 4 | SELECT |
| 703309 | Simons | Charlotte | Oak Creek | 1 | 4 | SELECT |
| 904508 | Underhill | Morgan | Oak Creek | 1 | 4 | SELECT |

NOTE: As you add riders from a team to the show, previously assigned riders are no longer available as a choice in the team's rider list.

As you add riders from a team, notice that information on the Add Rider By Team screen changes. It now displays a count of entries in each class for that team. To add more TEAMS and their riders to the show, this time, select the **ADD RIDER BY TEAM**, and then you will be directed to the teams list again. Select a team, then select each rider and repeat this process for all teams/riders that have been entered on the entry form. Notice the difference in the two circled buttons – they perform two different functions!

IEA Database Administration

HOME | Logged in as: Dana Karen | log out

Season: 2011-12

PROFILE ACCOUNT SHOWS

Shows List

SHOW: Oak Creek HB4028

Show Details Classes **TEAMS** Entries Managers/Hosts Team Results

add rider by team

This selection will give you a TEAMS list to allow you to add another team

| IEA # | Team | Last Entry | Class | Entries | Point Rider | Points | Functions | | |
|--------|--------|------------|--------|------------|-------------|--------|-----------|---|--|
| 100139 | UH OAK | Oak Creek | 9/9/11 | 1 Var Open | Over Fences | 2 | no | 0 | add rider manage entries |
| | | | | 2 Var Int | Over Fences | 1 | no | 0 | |
| | | | | 3 JV Nov | Over Fences | 2 | no | 0 | |
| | | | | 6 Var Open | Flat | 2 | no | 0 | |
| | | | | 7 Var Int | Flat | 1 | no | 0 | |
| | | | | 8 JV Nov | Flat | 2 | no | 0 | |
| | | | | 9 JV Beg | Flat | 1 | no | 0 | |

This selection will give you a RIDER list for this team

IEA Database Administration

HOME Dana Karen log out

Season: 2011-12

PROFILE ACCOUNT SHOWS

ADMIN: Select Team (2011-12)

Select a Team:

Find by Name/IEA#: GO

| IEA # | Team Name | Abbrev. | Region | Level | Discipline | Season | Select |
|--------|---|---------|--------|--------|------------|---------|------------------------|
| 100132 | Alpharetta High School Equestrian Team | UH AHS | 4:6 | upper | Hunt Seat | 2011-12 | SELECT |
| 100083 | Ashley Hall | UH ASH | 4:4 | upper | Hunt Seat | 2011-12 | SELECT |
| 200148 | Ashley Hall | MH ASH | 4:4 | middle | Hunt Seat | 2011-12 | SELECT |
| 904374 | Eastside/Eastminster | MH EET | 4:1 | middle | Hunt Seat | 2011-12 | SELECT |
| 100112 | Eastside/Eastminster | UH EET | 4:1 | upper | Hunt Seat | 2011-12 | SELECT |
| 200052 | Falcon Ridge Equestrian Team | MH FRS | 4:2 | middle | Hunt Seat | 2011-12 | SELECT |
| 100076 | Falcon Ridge Equestrian Team | UH FRS | 4:2 | upper | Hunt Seat | 2011-12 | SELECT |
| 904162 | Golden Isles | MH GDI | 4:4 | middle | Hunt Seat | 2011-12 | SELECT |
| 100177 | Huntcliff Equestrian Team | UH HTC | 4:6 | upper | Hunt Seat | 2011-12 | SELECT |
| 900816 | Huntcliff Equestrian Team | MH HTC | 4:6 | middle | Hunt Seat | 2011-12 | SELECT |
| 904177 | MDS | MH MDS | 4:6 | middle | Hunt Seat | 2011-12 | SELECT |
| 100022 | Mill Creek High School | UH MCH | 4:6 | upper | Hunt Seat | 2011-12 | SELECT |
| 100169 | Milton Eagles Equestrian Team | UH MEE | 4:6 | upper | Hunt Seat | 2011-12 | SELECT |
| 100090 | Milton High School | UH MIL | 4:6 | upper | Hunt Seat | 2011-12 | SELECT |
| 100028 | North Forsyth High School | UH NFH | 4:6 | upper | Hunt Seat | 2011-12 | SELECT |
| 100038 | North Gwinnett High School | UH NGH | 4:3 | upper | Hunt Seat | 2011-12 | SELECT |
| 100078 | Northview Equestrian Team | UH NTH | 4:2 | upper | Hunt Seat | 2011-12 | SELECT |
| 904243 | Northwestern Middle School | MH NWT | 4:3 | middle | Hunt Seat | 2011-12 | SELECT |
| 100139 | Oak Creek | UH OAK | 4:1 | upper | Hunt Seat | 2011-12 | SELECT |
| 200105 | Oak Creek | MH OAK | 4:1 | middle | Hunt Seat | 2011-12 | SELECT |
| 904454 | Revelry Farm | MH REV | 4:3 | middle | Hunt Seat | 2011-12 | SELECT |
| 904460 | Revelry Farm | UH REV | 4:3 | upper | Hunt Seat | 2011-12 | SELECT |
| 100069 | South Forsyth High School Equestrian Team | UH SPH | 4:6 | upper | Hunt Seat | 2011-12 | SELECT |
| 200163 | Storybook Farm Riding Team | MH SBR | 4:4 | middle | Hunt Seat | 2011-12 | SELECT |
| 100185 | Storybook Farm Riding Team | UH SBR | 4:4 | upper | Hunt Seat | 2011-12 | SELECT |
| 900984 | Stratford Equestrian Team | MH SFD | 4:1 | middle | Hunt Seat | 2011-12 | SELECT |
| 900974 | Stratford Equestrian Team | UH SFD | 4:1 | upper | Hunt Seat | 2011-12 | SELECT |
| 200138 | West Forsyth High School | MH WFH | 4:3 | middle | Hunt Seat | 2011-12 | SELECT |
| 100173 | West Forsyth High School | UH WFH | 4:3 | upper | Hunt Seat | 2011-12 | SELECT |
| 100174 | Westminster School | UH WMS | 4:6 | upper | Hunt Seat | 2011-12 | SELECT |
| 200139 | Westminster School | MH WMS | 4:6 | middle | Hunt Seat | 2011-12 | SELECT |

As you repeat the process of adding Teams and their Riders, the TEAM screen continues to change. All teams added to the show and their entry counts for each class display. Notice how you can add riders at the team level by choosing the Add Rider button or by choosing the Manage Entries button for each team.

Once you have all teams and riders entered from the entry forms, you are ready to view your entries and/or your show program. You can also view your show program at any point as you are adding teams and riders – you do not have to wait until you've entered all of your entry forms.

Select the **ENTRIES** tab to proceed.

IEA Database Administration
HOME | Logged in as: Dana Karen | log out
Season: 2011-12

PROFILE
ACCOUNT
SHOWS

Shows List

SHOW: Oak Creek HB4003

Show Details
Classes
TEAMS
Entries
Managers/Hosts
Team Results

add rider by team +

| IEA # | Team | Last Entry | Class | Entries | Point Rider | Points | Functions |
|--------|---|------------|------------------------|---------|-------------|--------|----------------------------|
| 100132 | UH AHS Alpharetta High School Equestrian Team | 9/9/11 | 1 Var Open Over Fences | 4 | no | 0 | add rider + manage entries |
| | | | 2 Var Int Over Fences | 1 | no | 0 | |
| | | | 3 JV Nov Over Fences | 1 | no | 0 | |
| | | | 6 Var Open Flat | 4 | no | 0 | |
| | | | 7 Var Int Flat | 1 | no | 0 | |
| | | | 8 JV Nov Flat | 1 | no | 0 | |
| | | | 9 JV Beg Flat | 2 | no | 0 | |
| | | | 1 Var Open Over Fences | 4 | no | 0 | |
| | | | 2 Var Int Over Fences | 6 | no | 0 | |
| 100076 | UH FRS Falcon Ridge Equestrian Team | 9/9/11 | 3 JV Nov Over Fences | 3 | no | 0 | add rider + manage entries |
| | | | 6 Var Open Flat | 4 | no | 0 | |
| | | | 7 Var Int Flat | 6 | no | 0 | |
| | | | 8 JV Nov Flat | 3 | no | 0 | |
| | | | 9 JV Beg Flat | 1 | no | 0 | |
| | | | 1 Var Open Over Fences | 1 | no | 0 | |
| | | | 3 JV Nov Over Fences | 3 | no | 0 | |
| | | | 6 Var Open Flat | 1 | no | 0 | |
| | | | 8 JV Nov Flat | 3 | no | 0 | |
| 100028 | UH NFH North Forsyth High School | 9/8/11 | 9 JV Beg Flat | 1 | no | 0 | add rider + manage entries |
| | | | 1 Var Open Over Fences | 2 | no | 0 | |
| | | | 2 Var Int Over Fences | 1 | no | 0 | |
| | | | 3 JV Nov Over Fences | 2 | no | 0 | |
| | | | 6 Var Open Flat | 2 | no | 0 | |
| | | | 7 Var Int Flat | 1 | no | 0 | |
| | | | 8 JV Nov Flat | 2 | no | 0 | |
| | | | 9 JV Beg Flat | 1 | no | 0 | |
| | | | 1 Var Open Over Fences | 1 | no | 0 | |
| 100050 | UH RIV Rivendell Equestrian Team | 9/9/11 | 2 Var Int Over Fences | 2 | no | 0 | add rider + manage entries |
| | | | 6 Var Open Flat | 1 | no | 0 | |
| | | | 7 Var Int Flat | 2 | no | 0 | |
| | | | 9 JV Beg Flat | 2 | no | 0 | |

STEP 6. REVIEW ENTRIES, THEN MODIFY RIDERS OR ADJUST SPLIT CLASSES

All show entries that you have entered now display on this screen. You can review the entries by using the sorting options on this page. By default, the entries are sorted alphabetically by last name. However, it is a good idea to sort by Team first and verify each entry form against this entries list to verify that you have entered all riders correctly from the form. Alternately, you can perform this same task by clicking on the **TEAMS** tab, then selecting the **Manage Entries** button to view entries for each team, one team at a time.

If needed, you can select a rider's entries by choosing the **EDIT** button on the rider's record. For example, perhaps you realize that you have accidentally placed a rider in both jumping and flat instead of just their flat class. You can easily edit the entry from this screen.

IEA Database Administration

HOME | Logged in as: Dana Karen | log out »

Season: 2011-12

PROFILEACCOUNTSHOWS

Shows List

SHOW: Oak Creek HB4003

Show DetailsClassesTeamsENTRIESManagers/HostsTeam Results

TEAM: (any team)update list

| IEA# | Back# | Name | Team | Class/Split | Point Rider | Placing/Points | Scratched | Functions |
|--------|-------|---------------------|---|-------------------------|-------------------------------|-----------------|-----------|------------|
| 700965 | | Cahill Megan | UH AHS Alpharetta High School Equestrian Team | 2 Var Int Over Fences | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 700965 | | Cahill Megan | UH AHS Alpharetta High School Equestrian Team | 7 Var Int Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 700966 | | Cook Tori | UH AHS Alpharetta High School Equestrian Team | 1b Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 700966 | | Cook Tori | UH AHS Alpharetta High School Equestrian Team | 6a Var Open Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 702866 | | Dasch Kelly | UH AHS Alpharetta High School Equestrian Team | 3a JV Nov Over Fences | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 702866 | | Dasch Kelly | UH AHS Alpharetta High School Equestrian Team | 8a JV Nov Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 700967 | | Edquist Alex | UH AHS Alpharetta High School Equestrian Team | 6a Var Open Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 700967 | | Edquist Alex | UH AHS Alpharetta High School Equestrian Team | 1a Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 904161 | | Lipscomb Kathryn | UH AHS Alpharetta High School Equestrian Team | 9a JV Beg Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 700970 | | Reed Lauren | UH AHS Alpharetta High School Equestrian Team | 1a Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 700970 | | Reed Lauren | UH AHS Alpharetta High School Equestrian Team | 6b Var Open Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 700972 | | Ruppel Alexis Marie | UH AHS Alpharetta High School Equestrian Team | 6b Var Open Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 700972 | | Ruppel Alexis Marie | UH AHS Alpharetta High School Equestrian Team | 1b Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 701765 | | Sokol Emily | UH AHS Alpharetta High School Equestrian Team | 9b JV Beg Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 703328 | | Biddy Rachel | UH FRS Falcon Ridge Equestrian Team | 8a JV Nov Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 703328 | | Biddy Rachel | UH FRS Falcon Ridge Equestrian Team | 3a JV Nov Over Fences | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 703327 | | Biddy Shannon | UH FRS Falcon Ridge Equestrian Team | 3a JV Nov Over Fences | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 703327 | | Biddy Shannon | UH FRS Falcon Ridge Equestrian Team | 8a JV Nov Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 701718 | | Germain Pierre | UH FRS Falcon Ridge Equestrian Team | 7 Var Int Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 701718 | | Germain Pierre | UH FRS Falcon Ridge Equestrian Team | 2 Var Int Over Fences | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 700935 | | Hauser Jessie | UH FRS Falcon Ridge Equestrian Team | 1b Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 700935 | | Hauser Jessie | UH FRS Falcon Ridge Equestrian Team | 6b Var Open Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 703305 | | Horstman Sarah | UH FRS Falcon Ridge Equestrian Team | 6b Var Open Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 703305 | | Horstman Sarah | UH FRS Falcon Ridge Equestrian Team | 1a Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 901775 | | Hunt Taylor | UH FRS Falcon Ridge Equestrian Team | 2 Var Int Over Fences | <input type="checkbox"/> (no) | (did not place) | no | editdelete |
| 901775 | | Hunt Taylor | UH FRS Falcon Ridge Equestrian Team | 7 Var Int Flat | <input type="checkbox"/> (no) | (did not place) | no | editdelete |

Click on the Edit button to modify a rider's entry.

Deleting a Rider or Rider Entries

If you need to delete a rider's entry after you've added them to a class, it's easy to do so from the ENTRIES screen. Click on the DELETE button under the Functions column next to the rider name. You will then be given a message which asks you if you want to permanently delete this Show/Class Entry from the database. It is okay to say yes and proceed with deleting the entry. You can always go back later and add the rider back into the show.

IEA Database Administration

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Season: 2011-12

PROFILE ACCOUNT SHOWS

Shows List

SHOW: Oak Creek HB4003

Show Details Classes Teams ENTRIES Managers/Hosts Team Results

TEAM: (any team) update list

| IEA# | Back# | Name | Team | Class/Split | Point Rider | Placing/Points | Scratched | Functions |
|--------|----------|--------------|---|-------------------------|-------------------------------|-----------------|-----------|-------------|
| 700965 | Cahill | Megan | UH AHS Alpharetta High School Equestrian Team | 2 Var Int Over Fences | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 700965 | Cahill | Megan | UH AHS Alpharetta High School Equestrian Team | 7 Var Int Flat | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 700966 | Cook | Tori | UH AHS Alpharetta High School Equestrian Team | 1b Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 700966 | Cook | Tori | UH AHS Alpharetta High School Equestrian Team | 6a Var Open Flat | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 702866 | Dasch | Kelly | UH AHS Alpharetta High School Equestrian Team | 3a JV Nov Over Fences | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 702866 | Dasch | Kelly | UH AHS Alpharetta High School Equestrian Team | 8a JV Nov Flat | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 700967 | Edquist | Alex | UH AHS Alpharetta High School Equestrian Team | 6a Var Open Flat | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 700967 | Edquist | Alex | UH AHS Alpharetta High School Equestrian Team | 1a Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 904161 | Lipscomb | Kathryn | UH AHS Alpharetta High School Equestrian Team | 9a JV Beg Flat | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 700970 | Reed | Lauren | UH AHS Alpharetta High School Equestrian Team | 1a Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 700970 | Reed | Lauren | UH AHS Alpharetta High School Equestrian Team | 6b Var Open Flat | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 700972 | Ruppel | Alexis Marie | UH AHS Alpharetta High School Equestrian Team | 6b Var Open Flat | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 700972 | Ruppel | Alexis Marie | UH AHS Alpharetta High School Equestrian Team | 1b Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 701765 | Sokol | Emily | UH AHS Alpharetta High School Equestrian Team | 9b JV Beg Flat | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 703328 | Biddy | Rachel | UH FRS Falcon Ridge Equestrian Team | 8a JV Nov Flat | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 703328 | Biddy | Rachel | UH FRS Falcon Ridge Equestrian Team | 3a JV Nov Over Fences | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 703327 | Biddy | Shannon | UH FRS Falcon Ridge Equestrian Team | 3a JV Nov Over Fences | <input type="checkbox"/> (no) | (did not place) | no | edit delete |

Click on the Delete button to remove this rider's entry. You will then see a message asking if you want to permanently delete this rider from the show. Click Yes to proceed.

| | | | | | | | | |
|--------|---------|-------------|--|-------------------------|--|-----------------|----|-------------|
| 702817 | Christ | Cali | UH OAK Oak Creek | 1a Var Open Over Fences | <input checked="" type="checkbox"/> YES | 2nd (5 points) | no | edit delete |
| 901498 | Cianci | Caleigh | UH HTC Huntcliff Equestrian Team | 8a JV Nov Flat | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 901498 | Cianci | Caleigh | UH HTC Huntcliff Equestrian Team | 3a JV Nov Over Fences | <input checked="" type="checkbox"/> (no) | (did not place) | no | edit delete |
| 901515 | Cochran | Amanda | UH HTC Huntcliff Equestrian Team | 3a JV Nov Over Fences | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 902100 | Cohen | Mary Thomas | MH MDS | | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 902100 | Cohen | Mary Thomas | MH MDS | | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 700966 | Cook | Tori | UH AHS | | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 700966 | Cook | Tori | UH AHS | | <input type="checkbox"/> (no) | (did not place) | no | edit delete |
| 901003 | Coulon | Chelsea | UH SFH | | <input type="checkbox"/> (no) | 1st (7 points) | no | edit delete |
| 901003 | Coulon | Chelsea | UH SFH South Forsyth High School Equestrian Team | 6b Var Open Flat | <input type="checkbox"/> (no) | 4th (3 points) | no | edit delete |

Please Confirm:

Are you sure you want to PERMANENTLY delete this Show/Class Entry from the database?

NO - cancel delete YES - delete record

Click on the YES - delete record button to proceed with removing this entry. You can always go back to the Teams screen or the Classes screen later and add this rider back later if needed.

If needed, you can adjust the Class Splits. There are several ways to do this in the system; however the easiest way to adjust class splits is to enter all of your entry forms, then go back and review each class and section. Do this by selecting the CLASSES tab from the main shows screen, and then select the class by clicking on the MANAGE button for the class/section you would like to modify.

IEA Database Administration

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Season: 2011-12

PROFILE ACCOUNT SHOWS

Shows List

SHOW: Oak Creek HB4003

Show Details CLASSES Teams Entries Managers/Hosts Team Results

| Type | Class(es) | Entries | Manage |
|------------------------|-----------------|---------|--------|
| Over Fences | 1a Var Open | 10 | manage |
| Over Fences | 1b Var Open | 10 | manage |
| Over Fences | 2a Var Int | 9 | manage |
| Over Fences | 2b Var Int | 9 | manage |
| Over Fences | 3a JV Nov | 10 | manage |
| Over Fences | 3b JV Nov | 10 | manage |
| Over Fences | 4 Fut Int | 4 | manage |
| Over Fences | 5 Fut Nov | 5 | manage |
| Flat | 6a Var Open | 10 | manage |
| Flat | 6b Var Open | 10 | manage |
| Flat | 7a Var Int | 9 | manage |
| Flat | 7b Var Int | 9 | manage |
| Flat | 8a JV Nov | 10 | manage |
| Flat | 8b JV Nov | 10 | manage |
| Flat | 9WT JV Beg WT | 0 | manage |
| Flat | 9a JV Beg | 10 | manage |
| Flat | 9b JV Beg | 9 | manage |
| Flat | 10 Fut Int | 5 | manage |
| Flat | 11 Fut Nov | 5 | manage |
| Flat | 12 Fut Beg | 9 | manage |
| Flat | 12WT Fut Beg WT | 0 | manage |
| Championship Hunt Seat | | 0 | manage |

https://ssl2.webrefinements.com/~admin50/data/admin/shows/entries/?showID=244&groupID=3436

12:56 PM 9/9/2011

Once the class is selected you are then able to select the EDIT button for a particular rider and change their section. Do this for each class/rider combination until you have manipulated the Class Splits the most effective way for your show. If the class has more than 18 riders you may add a third split by contacting the Membership Office. Each split must have a minimum of 6 riders. Keep this in mind the day of the show and readjust to account for riders that scratch.

SHOW: Oak Creek HB4003

[Show Details](#)

CLASSES

Teams

Entries





















Managers/Hosts

Team Results

Class: 3 JV Nov Over Fences

[◀ back to show classes list](#)

| Class Entries Split A | | | | | | | | | |
|-----------------------|------------|---|----------------------|-------------------------------|--------|----------|-------------------------------|-------------------------------------|---------------------------------------|
| Last Name | First Name | Team | Class | Point Rider | Points | Placing | Scratched | Functions | |
| Hash | Hannah | South Forsyth High School Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <input type="button" value="edit"/> | <input type="button" value="delete"/> |
| Kemelmakher | Hannah | Oak Creek | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <input type="button" value="edit"/> | <input type="button" value="delete"/> |
| Rao | Danielle | North Forsyth High School | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <input type="button" value="edit"/> | <input type="button" value="delete"/> |
| Riebock | Madisen | Falcon Ridge Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <input type="button" value="edit"/> | <input type="button" value="delete"/> |
| Fogarty | Devyn | South Forsyth High School Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <input type="button" value="edit"/> | <input type="button" value="delete"/> |
| Dasch | Kelly | Alpharetta High School Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <input type="button" value="edit"/> | <input type="button" value="delete"/> |
| Biddy | Rachel | Falcon Ridge Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <input type="button" value="edit"/> | <input type="button" value="delete"/> |
| Biddy | Shannon | Falcon Ridge Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <input type="button" value="edit"/> | <input type="button" value="delete"/> |
| Cianci | Caleigh | Huntcliff Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <input type="button" value="edit"/> | <input type="button" value="delete"/> |
| Allman | Kelsey | Huntcliff Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <input type="button" value="edit"/> | <input type="button" value="delete"/> |

| Class Entries Split B | | | | | | | | |
|-----------------------|------------|---|----------------------|-------------------------------|--------|----------|-------------------------------|---|
| Last Name | First Name | Team | Class | Point Rider | Points | Placing | Scratched | Functions |
| Riley | McKenna | Falcon Ridge Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <button>edit</button>  <button>delete</button>  |
| Simons | Charlotte | Oak Creek | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <button>edit</button>  <button>delete</button>  |
| Wagner | Olivia | Huntcliff Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <button>edit</button>  <button>delete</button>  |
| Whitley | Meghan | Milton High School | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <button>edit</button>  <button>delete</button>  |
| Prince | Kaitlyn | South Forsyth High School Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <button>edit</button>  <button>delete</button>  |
| Freeman | Lexi | North Forsyth High School | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <button>edit</button>  <button>delete</button>  |
| Brice | Amanda | North Forsyth High School | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <button>edit</button>  <button>delete</button>  |
| Brown | Elizabeth | Huntcliff Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <button>edit</button>  <button>delete</button>  |
| Drumheller | Kathryn | Eastside/Eastminster | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <button>edit</button>  <button>delete</button>  |
| Biel | Natalie | South Forsyth High School Equestrian Team | 3 JV Nov Over Fences | <input type="checkbox"/> (no) | 0 | (none) ▾ | <input type="checkbox"/> (no) | <button>edit</button>  <button>delete</button>  |
| 10 entries | | | | | | | | |

STEP 7. ASSIGN RIDER BACK NUMBERS

To have the system assign back numbers to riders go back to the SHOW DETAILS tab. Refer to the Back Numbers section at the bottom of this screen.

IEA Database Administration

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Season: 2011-12

PROFILE ACCOUNT **SHOWS**

Shows List

SHOW: Oak Creek HB4003

SHOW DETAILS Classes Teams Entries Managers/Hosts Team Results

Show Details

| | |
|---------------------------|--|
| Show Name: | Oak Creek HB4003 |
| Show Discipline: | Hunt Seat |
| Show Type: | regular season |
| Maximum Entries: | 0 |
| Opening Date: | September 8, 2011 |
| Closing Date: | September 28, 2011 |
| Start Date: | October 1, 2011 |
| End Date: | (not specified) |
| Prize List Received Date: | September 1, 2011 |
| Approval Status: | Approved (active) |
| Team Results Status: | PENDING (still needs to be finalized) |
| Completion Status: | PENDING (still open for edits, not public) |

| Zone/Region | Restricted Opening Date |
|--|-------------------------|
| Zone 4, Region 1 (none - same as show) | |
| Zone 4, Region 2 (none - same as show) | |
| Zone 4, Region 3 (none - same as show) | |
| Zone 4, Region 4 (none - same as show) | |
| Zone 4, Region 5 (none - same as show) | |
| Zone 4, Region 6 (none - same as show) | |
| Zone 4, Region 7 (none - same as show) | |

Export Data: [Generate Show Program](#) »

Back Numbers

| | |
|--------------------------|----------------------------------|
| Back Number Span Start: | 0 (minimum back number) |
| Back Number Span End: | 0 (maximum back number) |
| Total Riders: | 124 |
| Back Number Usage Stats: | Available Back Numbers: 0 |
| | Riders Without Back Numbers: 124 |

edit

Select the EDIT button on the right to proceed to the **MANAGE SHOW BACK NUMBERS** screen.

The **MANAGE SHOW BACK NUMBERS** screen allows the show host to auto-assign back numbers randomly all at once. You can also come back to this screen after new riders have been added to the show then add random back numbers just for these riders, or clear all back

numbers and regenerate new back numbers for all riders. By default, the system is set to not assign back numbers so you will need to enter a start and end range of numbers, then click on the AUTO-ASSIGNMENT button then the SAVE & RELOAD button.

Enter Span Start and End numbers,

Click on the Assign Random Now To Rider Without Numbers selection

Click on the SAVE & RELOAD button to save your selections and have the system generate new back numbers for all of your entries.

IEA Database Administration

« HOME | Logged in as: Dana Karen | log out »

Season: 2011-12

PROFILE ACCOUNT SHOWS

Shows List

Manage Show Back Numbers

Show Info.

| | |
|-------------|------------------|
| Show Name: | Oak Creek HB4003 |
| Start Date: | 2011-10-01 |
| End Date: | |

Enter a start and end range for rider back numbers

Back Numbers

| | | |
|------------------|---|-----------------------|
| Span Start: | 0 | (minimum back number) |
| Span End: | 0 | (maximum back number) |
| Auto-Assignment: | <input type="checkbox"/> auto-assign random numbers to any new rider entries | |
| | <input checked="" type="radio"/> none (leave unchanged) | |
| Update Numbers: | <input checked="" type="radio"/> assign random now to riders without numbers | |
| | <input type="radio"/> re-assign random now to ALL riders (will replace all) | |
| | <input type="radio"/> clear ALL numbers (will delete all) | |
| Total Riders: | 124 | |
| Usage Stats: | Available Back Numbers: 0 | |
| | Riders Without Back Numbers: 124 | |

Click on this check box to allow the system to automatically generate rider back numbers

cancel save & reload save

STEP 8. REVIEW AND PRINT THE SHOW PROGRAM

To review your show program and print it when you are ready, select the **SHOWS** tab, and then select the **SHOW DETAILS** tab. The Show Detail screen will display.

IEA Database Administration
« HOME | Logged in as: Dana Karen | log out »
Season: 2011-12

PROFILE ACCOUNT **SHOWS**

Shows List

SHOW: Oak Creek HB4003

SHOW DETAILS Classes Teams Entries Managers/Hosts Team Results

Show Details

| | |
|---------------------------|--|
| Show Name: | Oak Creek HB4003 |
| Show Discipline: | Hunt Seat |
| Show Type: | regular season |
| Maximum Entries: | 0 |
| Opening Date: | September 8, 2011 |
| Closing Date: | September 28, 2011 |
| Start Date: | October 1, 2011 |
| End Date: | (not specified) |
| Prize List Received Date: | September 1, 2011 |
| Approval Status: | Approved (active) |
| Team Results Status: | PENDING (still needs to be finalized) |
| Completion Status: | PENDING (still open for edits, not public) |
| Restricted Regions/Dates: | Zone/Region Restricted Opening Date |
| | Zone 4, Region 1 (none - same as show) |
| | Zone 4, Region 2 (none - same as show) |
| | Zone 4, Region 3 (none - same as show) |
| | Zone 4, Region 4 (none - same as show) |
| | Zone 4, Region 5 (none - same as show) |
| | Zone 4, Region 6 (none - same as show) |
| Export Data: | Zone 4, Region 7 (none - same as show) |
| | Generate Show Program |

Back Numbers

| | | |
|--|-------------------------|------|
| Back Number Span Start: | 0 (minimum back number) | edit |
| Back Number Span End: | 0 (maximum back number) | |
| Total Riders: 124 | | |
| Back Number Usage Stats: Available Back Numbers: 0 | | |
| Riders Without Back Numbers: 124 | | |

Select the **GENERATE SHOW PROGRAM** when you are ready to view and print your program. Note that you can view and/or print the program at any time as you are adding teams and riders to your show.

The Show Program will display on screen on your screen in a browser window. You can then select Print from your browser to print the program to your printer.

Show Program:

« back to show details page

Oak Creek HB4003

Start Date: 2011-10-01

Competing Teams:

- Oak Creek (UH OAK)
- MDS (MH MDS)
- Rivendell Equestrian Team (UH RIV)
- Falcon Ridge Equestrian Team (MH FRS)
- Oak Creek (MH OAK)
- South Forsyth High School Equestrian Team (UH SFH)
- Eastside/Eastminster (MH EET)
- West Forsyth High School (MH WFH)
- Falcon Ridge Equestrian Team (UH FRS)
- Eastside/Eastminster (UH EET)
- Stratford Equestrian Team (MH SFD)
- Alpharetta High School Equestrian Team (UH AHS)
- Milton High School (UH MIL)
- Huntcliff Equestrian Team (MH HTC)
- North Forsyth High School (UH NFH)
- Northwestern Middle School (MH NWT)
- Strong Rock Christian School (MH SRC)
- Huntcliff Equestrian Team (UH HTC)

Managers:

- Dana Karen (904499)

Hosts:

Class Championship Hunt Seat

| Back# | Rider | Team |
|-------|-------|------|
|-------|-------|------|

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Class 1A: Varsity Open Equitation o/f 2'6" (Over Fences)

| Back# | Rider | Team |
|-------|---------------------------|---|
| 527 | Kelly Boltz | Huntcliff Equestrian Team (UH HTC) |
| 570 | Calli Christ | Oak Creek (UH OAK) |
| 443 | Tori Cook | Alpharetta High School Equestrian Team (UH AHS) |
| 400 | Alex Edquist | Alpharetta High School Equestrian Team (UH AHS) |
| 779 | Emily Fish | Eastside/Eastminster (UH EET) |
| 44 | Sarah Horstman | Falcon Ridge Equestrian Team (UH FRS) |
| 1310 | Amelia Nowicki | Rivendell Equestrian Team (UH RIV) |
| 1267 | Katherine Claire Ottinger | North Forsyth High School (UH NFH) |
| 1469 | Jessica Palermo | Milton High School (UH MIL) |
| 1069 | Lauren Reed | Alpharetta High School Equestrian Team (UH AHS) |

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Class 1B: Varsity Open Equitation o/f 2'6" (Over Fences)

| Back# | Rider | Team |
|-------|---------------------|--|
| 1977 | Chelsea Coulon | South Forsyth High School Equestrian Team (UH SFH) |
| 677 | Juliana Czekala | Milton High School (UH MIL) |
| 19 | Jessie Hauser | Falcon Ridge Equestrian Team (UH FRS) |
| 59 | Rebecca Hollman | Huntcliff Equestrian Team (UH HTC) |
| 24 | Evan Lamutt | Falcon Ridge Equestrian Team (UH FRS) |
| 1139 | Alexis Marie Ruppel | Alpharetta High School Equestrian Team (UH AHS) |
| 218 | Caroline Schock | Falcon Ridge Equestrian Team (UH FRS) |
| 1811 | Blakely Smith | Eastside/Eastminster (UH EET) |
| 392 | Caroline Smith | Oak Creek (UH OAK) |
| 771 | Molly White | Milton High School (UH MIL) |

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Class 2A: Varsity Intermediate Equitation o/f 2' (Over Fences)

| Back# | Rider | Team |
|-------|-------|------|
|-------|-------|------|

Alternate methods for producing and editing your program are described on the next several pages.

If you prefer to reformat the program yourself, or need to enter the rider back numbers manually, you can copy the entire contents of the show program and then paste it into programs such as Microsoft Word or Excel.

A.) COPY AND PASTE THE PROGRAM INTO MICROSOFT WORD

When the Show Program is displayed onscreen, from your browser select EDIT, then SELECT ALL then again select EDIT, then COPY to highlight and copy the entire contents of your show program into your computer's clipboard or memory.

back to show details page

Oak Creek HB4003

Start Date: 2011-10-01

Competing Teams:

- Falcon Ridge Equestrian Team (UH FRS)
- Alpharetta High School Equestrian Team (UH AHS)
- Oak Creek (UH OAK)
- Eastside/Eastminster (UH EET)
- South Forsyth High School Equestrian Team (UH SFH)
- North Forsyth High School (UH NFH)
- Milton High School (UH MIL)
- Huntcliff Equestrian Team (UH HTC)
- Rivendell Equestrian Team (UH RIV)
- MDS (MH MDS)
- Falcon Ridge Equestrian Team (MH FRS)
- Oak Creek (MH OAK)
- Eastside/Eastminster (MH EET)
- West Forsyth High School (MH WFH)
- Stratford Equestrian Team (MH SFD)
- Huntcliff Equestrian Team (MH HTC)
- Northwestern Middle School (MH NWT)
- Strong Rock Christian School (MH SRC)

Managers:

- Dana Karen (004499)

Hosts:

Class Championship Hunt Seat

| Back# | Rider | Team |
|-------|-------|------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

Class 1A: Varsity Open Equitation o/f 2'6" (Over Fences)

| Back# | Rider | Team |
|-------|----------------------------|---|
| 1 | Nelly Bell | Huntcliff Equestrian Team (UH HTC) |
| 2 | Chloe Christ | Oak Creek (UH OAK) |
| 3 | Tori Cook | Alpharetta High School Equestrian Team (UH AHS) |
| 4 | Alex Edrout | Alpharetta High School Equestrian Team (UH AHS) |
| 5 | Emily Felt | Eastside/Eastminster (UH EET) |
| 6 | Sarah Horstman | Falcon Ridge Equestrian Team (UH FRS) |
| 7 | Amelia Nowicki | Rivendell Equestrian Team (UH RIV) |
| 8 | Katherine Claire Ottlinger | North Forsyth High School (UH NFH) |
| 9 | Jessica Palermo | Milton High School (UH MIL) |
| 10 | Lauren Reed | Alpharetta High School Equestrian Team (UH AHS) |

Using Microsoft Word, you can then paste the contents of the show program that you just copied in order to edit the formatted data. In the example below, you may want to highlight and delete the Championship Hunt Seat class since it displays as an empty class. *NOTE: Once in Word, you can click on the back # column in each class to enter the back number here. Alternately, if you had auto-generated back numbers via the IEA software, they would already be displayed in the back # column.*

Document2 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal Times New Roman 12

Show Program:

< [back to show details page](#)

Oak Creek HB4003

Start Date: 2011-10-01

Competing Teams:

- Falcon Ridge Equestrian Team (UH FRS)
- Alpharetta High School Equestrian Team (UH AHS)
- Oak Creek (UH OAK)
- Eastside/Eastminster (UH EET)
- South Forsyth High School Equestrian Team (UH SFH)
- North Forsyth High School (UH NFH)
- Milton High School (UH MIL)
- Huntcliff Equestrian Team (UH HTC)
- Rivendell Equestrian Team (UH RIV)
- MDS (MH MDS)
- Falcon Ridge Equestrian Team (MH FRS)
- Oak Creek (MH OAK)
- Eastside/Eastminster (MH EET)
- West Forsyth High School (MH WFH)
- Stratford Equestrian Team (MH SFD)
- Huntcliff Equestrian Team (MH HTC)
- Northwestern Middle School (MH NWT)
- Strong Rock Christian School (MH SRC)

Managers:

- Dana Karen (904499)

Hosts:

Class Championship Hunt Seat

| Back# | Rider | Team |
|-------|-------|------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

Class 1A: Varsity Open Equitation o/f 2'6" (Over Fences)

| Back# | Rider | Team |
|-------|-------|------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

Class 1B: Varsity Open Equitation o/f 2'6" (Over Fences)

| Back# | Rider | Team |
|-------|---------------------|--|
| | Chelsea Coulon | South Forsyth High School Equestrian Team (UH SFH) |
| | Juliana Czekala | Milton High School (UH MIL) |
| | Jessie Hauser | Falcon Ridge Equestrian Team (UH FRS) |
| | Rebecca Hollman | Huntcliff Equestrian Team (UH HTC) |
| | Evan Lamutt | Falcon Ridge Equestrian Team (UH FRS) |
| | Alexis Marie Ruppel | Alpharetta High School Equestrian Team (UH AHS) |
| | Caroline Schock | Falcon Ridge Equestrian Team (UH FRS) |
| | Blakely Smith | Eastside/Eastminster (UH EET) |
| | Caroline Smith | Oak Creek (UH OAK) |
| | Molly White | Milton High School (UH MIL) |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

Page 1 Sec 1 1/14 At Ln Col REC TRK EXT OVR English (U.S.)

B.) COPY/PASTE PROGRAM INTO MICROSOFT EXCEL

Alternatively, if you prefer to manipulate the data and format the program in Microsoft Excel, you can also select and copy all of the entries from the **ENTRIES** screen, then paste this list into Excel. You will then have access to only the data, with no formatting at all - to completely format your program as you would like.

IEA Database Administration

[HOME](#) | Logged in as: Dana Karen | [log out](#)

Season: 2011-12

PROFILE

ACCOUNT

SHOWS

Shows List

SHOW: Oak Creek HB4003

Show Details

Classes

Teams

ENTRIES

Managers/Hosts

Team Results

TEAM: (any team)

update list

| IEA# | Back# | Name | Team | Class/Split | Point Rider | Placing/Points | Scratched | Functions |
|--------|-------|----------------------------|--|-------------------------|---|-----------------|---|---|
| 703033 | 116 | Boltz, Kelly | JH HTC Huntcliff Equestrian Team | 1a Var Open Over Fences | <input checked="" type="checkbox"/> YES | 5th (2 points) | <input type="checkbox"/> no | edit delete |
| 702817 | 98 | Christ, Cal | JH OAK Oak Creek | 1a Var Open Over Fences | <input checked="" type="checkbox"/> YES | 2nd (5 points) | <input type="checkbox"/> no | edit delete |
| 700966 | 121 | Cook, Tori | JH AHS Alpharetta High School Equestrian Team | 1a Var Open Over Fences | <input checked="" type="checkbox"/> YES | 1st (7 points) | <input type="checkbox"/> no | edit delete |
| 901003 | 100 | Coulon, Chelsea | JH SFH South Forsyth High School Equestrian Team | 1b Var Open Over Fences | <input checked="" type="checkbox"/> YES | 4th (3 points) | <input type="checkbox"/> no | edit delete |
| 904157 | 44 | Czekale, Juliana | JH MIL Milton High School | 1b Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | <input type="checkbox"/> no | edit delete |
| 700967 | 101 | Edquist, Alex | JH AHS Alpharetta High School Equestrian Team | 1a Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | <input type="checkbox"/> no | edit delete |
| 701527 | 40 | Fish, Emily | JH EET Eastside/Eastminster | 1a Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | <input type="checkbox"/> no | edit delete |
| 700935 | 86 | Hauser, Jessie | JH FRS Falcon Ridge Equestrian Team | 1b Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | <input type="checkbox"/> no | edit delete |
| 702426 | 35 | Hollman, Rebecca | JH HTC Huntcliff Equestrian Team | 1b Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | <input type="checkbox"/> no | edit delete |
| 703305 | 11 | Horstman, Sarah | JH FRS Falcon Ridge Equestrian Team | 1a Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | <input type="checkbox"/> no | edit delete |
| 703306 | 113 | Lamutt, Evan | JH FRS Falcon Ridge Equestrian Team | 1b Var Open Over Fences | <input type="checkbox"/> (no) | (did not place) | <input checked="" type="checkbox"/> yes | edit delete |
| 701771 | 102 | Nowicki, Amelia | JH RIV Rivendell Equestrian Team | 1a Var Open Over Fences | <input checked="" type="checkbox"/> YES | (did not place) | <input type="checkbox"/> no | edit delete |
| 702857 | 105 | Ottinger, Katherine Claire | JH NFH North Forsyth High School | 1a Var Open Over Fences | <input checked="" type="checkbox"/> YES | 4th (3 points) | <input type="checkbox"/> no | edit delete |
| 702453 | 30 | Palermo, Jessica | JH MIL Milton High School | 1a Var Open Over Fences | <input type="checkbox"/> (no) | 3rd (4 points) | <input type="checkbox"/> no | edit delete |
| 700970 | 77 | Reed, Lauren | JH AHS Alpharetta High School Equestrian Team | 1a Var Open Over Fences | <input type="checkbox"/> (no) | 6th (1 points) | <input type="checkbox"/> no | edit delete |
| 700972 | 83 | Ruppe, Alexis Marie | JH AHS Alpharetta High School Equestrian Team | 1b Var Open Over Fences | <input type="checkbox"/> (no) | 6th (1 points) | <input type="checkbox"/> no | edit delete |
| 701014 | 52 | Schock, Caroline | JH FRS Falcon Ridge Equestrian Team | 1b Var Open Over Fences | <input checked="" type="checkbox"/> YES | 1st (7 points) | <input type="checkbox"/> no | edit delete |
| 701528 | 25 | Smith, Blakely | JH EET Eastside/Eastminster | 1b Var Open Over Fences | <input checked="" type="checkbox"/> YES | 3rd (4 points) | <input type="checkbox"/> no | edit delete |
| 701397 | 15 | Smith, Caroline | JH OAK Oak Creek | 1b Var Open Over Fences | <input type="checkbox"/> (no) | 2nd (5 points) | <input type="checkbox"/> no | edit delete |
| 701959 | 60 | White, Molly | JH MIL Milton High School | 1b Var Open Over Fences | <input checked="" type="checkbox"/> YES | 5th (2 points) | <input type="checkbox"/> no | edit delete |
| 700965 | 20 | Cahill, Megan | JH AHS Alpharetta High School Equestrian Team | 2b Var Int Over Fences | <input type="checkbox"/> (no) | (did not place) | <input type="checkbox"/> no | edit delete |
| 701570 | 74 | DeRogatis, Katelyn | JH RIV Rivendell Equestrian Team | 2b Var Int Over Fences | <input type="checkbox"/> (no) | (did not place) | <input type="checkbox"/> no | edit delete |
| 702602 | 16 | Fish, Allison | JH EET Eastside/Eastminster | 2b Var Int Over Fences | <input type="checkbox"/> (no) | (did not place) | <input type="checkbox"/> no | edit delete |
| 702601 | 67 | Fowler, Trent | JH EET Eastside/Eastminster | 2a Var Int Over Fences | <input type="checkbox"/> (no) | (did not place) | <input type="checkbox"/> no | edit delete |
| 701718 | 8 | Germain, Pierre | JH FRS Falcon Ridge Equestrian Team | 2b Var Int Over Fences | <input type="checkbox"/> (no) | (did not place) | <input type="checkbox"/> no | edit delete |
| 901775 | 88 | Hunt, Taylor | JH FRS Falcon Ridge Equestrian Team | 2a Var Int Over Fences | <input type="checkbox"/> (no) | (did not place) | <input type="checkbox"/> no | edit delete |

NOTE: It is easier to copy and paste the Entries List rather than the show program for use in Excel due to the graphics (i.e. the boxes/tables) that are formatted on the show program. The Entries list will give more data than graphics and will be easier to manipulate in Excel.

Paste the entries list into Excel, then you can delete columns that are not needed and sort the data by any column, and reformat as desired. This would be an easy method to sort by Team, enter Back Numbers if necessary, and then resort by Class/Split and then format the data into a show program format.

| Microsoft Excel - Book2 | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------|-------|-----------|----------|--------|---|-------------|-------------|-------|--------------|-----------------|-----------|--------|--------|---|---|---|---|---|---|---|---|---|---|--|--|
| File Edit View Insert Format Tools Data Window Help | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type a question for help | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B2 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | | |
| 1 | IEA# | Back# | Name | | Team | Class/Split | | Point | Rider | lacing/Point | Scratched | Functions | | | | | | | | | | | | | | |
| 2 | 904379 | | Allen | Sarah | UH EET | Eastside/Eastminster | 9a JV Beg | Flat | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 3 | 703032 | | Allman | Kelsey | UH HTC | Huntcliff Equestrian Team | 8a JV Nov | Flat | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 4 | 703032 | | Allman | Kelsey | UH HTC | Huntcliff Equestrian Team | 3a JV Nov | Over Fences | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 5 | 901494 | | Armstrong | Ashley | MH HTC | Huntcliff Equestrian Team | 4 Fut Int | Over Fences | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 6 | 901494 | | Armstrong | Ashley | MH HTC | Huntcliff Equestrian Team | 10a Fut Int | Flat | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 7 | 904244 | | Bailey | Courtney | MH NWT | Northwestern Middle School | 10b Fut Int | Flat | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 8 | 904244 | | Bailey | Courtney | MH NWT | Northwestern Middle School | 4 Fut Int | Over Fences | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 9 | 901496 | | Barkan | Amanda | MH HTC | Huntcliff Equestrian Team | 5b Fut Nov | Over Fences | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 10 | 901496 | | Barkan | Amanda | MH HTC | Huntcliff Equestrian Team | 11a Fut Nov | Flat | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 11 | 904197 | | Barr | Audrey | MH SFD | Stratford Equestrian Team | 12b Fut Beg | Flat | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 12 | 703328 | | Biddy | Rachel | UH FRS | Falcon Ridge Equestrian Team | 8a JV Nov | Flat | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 13 | 703328 | | Biddy | Rachel | UH FRS | Falcon Ridge Equestrian Team | 3a JV Nov | Over Fences | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 14 | 703327 | | Biddy | Shannon | UH FRS | Falcon Ridge Equestrian Team | 8a JV Nov | Flat | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 15 | 703327 | | Biddy | Shannon | UH FRS | Falcon Ridge Equestrian Team | 3a JV Nov | Over Fences | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 16 | 702670 | | Biel | Natalie | UH SFH | South Forsyth High School Equestrian Team | 8a JV Nov | Flat | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 17 | 702670 | | Biel | Natalie | UH SFH | South Forsyth High School Equestrian Team | 3b JV Nov | Over Fences | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| 18 | 703033 | | Boltz | Kelly | UH HTC | Huntcliff Equestrian Team | 6a Var Open | Flat | | (no) | (did not place) | no | edit | delete | | | | | | | | | | | | |
| | | | | | | | Over | | | 5th (2 | | edit | delete | | | | | | | | | | | | | |

STEP 9. ENTER RESULTS AFTER THE SHOW

After the show (or during if you have online access at the show) the show manager or secretary must log back into the database to enter places and designate the point riders for each class. The IEA Membership Office will then review and finalize the results. These show results will then be viewable on the IEA website - showing how all riders placed for each class individually, as well as total team points and placing for each team that participated.

To begin entering results after the show, login and select the show. The SHOW DETAILS screen displays. Notice that the Team Results Status says **PENDING (still needs to be finalized) and the Completion Status says **PENDING** (still open for edits, not public).**

IEA Database Administration

« HOME | Logged in as: Dana Karen | log out »

Season: 2011-12

PROFILEACCOUNTSHOWS

Shows List

SHOW: Oak Creek HB4003

SHOW DETAILSClassesTeamsEntriesManagers/HostsTeam Results

Show Details

Show Name: Oak Creek HB4003

Show Discipline: Hunt Seat

Show Type: regular season

Maximum Entries: 0

Opening Date: September 8, 2011

Closing Date: September 28, 2011

Start Date: October 1, 2011

End Date: (not specified)

Prize List Received Date: September 1, 2011

Approval Status: Approved (active)

Team Results Status: **PENDING (still needs to be finalized)**

Completion Status: **PENDING (still open for edits, not public)**

Restricted Regions/Dates:

| Zone/Region | Restricted Opening Date |
|------------------|-------------------------|
| Zone 4, Region 1 | (none - same as show) |
| Zone 4, Region 2 | (none - same as show) |
| Zone 4, Region 3 | (none - same as show) |
| Zone 4, Region 4 | (none - same as show) |
| Zone 4, Region 5 | (none - same as show) |
| Zone 4, Region 6 | (none - same as show) |
| Zone 4, Region 7 | (none - same as show) |

Export Data: [Generate Show Program »](#)

Back Numbers

Back Number Span Start: 0 (minimum back number)

Back Number Span End: 0 (maximum back number)

Total Riders: 124

Back Number Usage Stats: Available Back Numbers: 0

Riders Without Back Numbers: 124

To enter class results, Select the **CLASSES** tab from the main shows page, then select the **MANAGE** button for a class to enter results for each class. This is the easiest method to enter the results. You can perform two functions on this screen: designate the class point riders and rider placement by working from the official show program, which has been marked using the judge's cards, for each class. *Alternately you can also designate point riders by accessing the **ENTRIES** tab and then selecting each team and rider to designate point riders, scratches, and enter rider placement.*

HLA Database Administration

HOME | Logged in as: Dana Karen | log out »



























Season: 2011-12

PROFILE ACCOUNT **SHOWS**

Shows List

SHOW: Oak Creek HB4003

Show Details **CLASSES** Teams Entries Managers/Hosts Team Results

| Type | Class(es) | Entries | Manage |
|------------------------|-----------------|---------|--|
| Over Fences | 1a Var Open | 10 | manage  |
| Over Fences | 1b Var Open | 10 | manage  |
| Over Fences | 2a Var Int | 9 | manage  |
| Over Fences | 2b Var Int | 9 | manage  |
| Over Fences | 3a JV Nov | 10 | manage  |
| Over Fences | 3b JV Nov | 10 | manage  |
| Over Fences | 4 Fut Int | 11 | manage  |
| Over Fences | 5a Fut Nov | 6 | manage  |
| Over Fences | 5b Fut Nov | 7 | manage  |
| Flat | 6a Var Open | 10 | manage  |
| Flat | 6b Var Open | 10 | manage  |
| Flat | 7a Var Int | 9 | manage  |
| Flat | 7b Var Int | 9 | manage  |
| Flat | 8a JV Nov | 10 | manage  |
| Flat | 8b JV Nov | 10 | manage  |
| Flat | 9WT JV Beg WT | 0 | manage  |
| Flat | 9a JV Beg | 10 | manage  |
| Flat | 9b JV Beg | 9 | manage  |
| Flat | 10a Fut Int | 6 | manage  |
| Flat | 10b Fut Int | 6 | manage  |
| Flat | 11a Fut Nov | 7 | manage  |
| Flat | 11b Fut Nov | 7 | manage  |
| Flat | 12WT Fut Beg WT | 0 | manage  |
| Flat | 12a Fut Beg | 10 | manage  |
| Flat | 12b Fut Beg | 10 | manage  |
| Championship Hunt Seat | | 0 | manage  |

SHOW: Oak Creek HB4003

[Show Details](#)
[CLASSES](#)
[Teams](#)
[Entries](#)
[Managers/Hosts](#)
[Team Results](#)

Class: 1 Var Open Over Fences

[back to show classes list](#)

| Class Entries Split A | | | | | | | | |
|-----------------------|------------------|--|------------------------|---|--------|---------|-------------------------------|-------------|
| Last Name | First Name | Team | Class | Point Rider | Points | Placing | Scratched | Functions |
| Cook | Tori | Alpharetta High School Equestrian Team | 1 Var Open Over Fences | <input checked="" type="checkbox"/> YES | 7 | 1st | <input type="checkbox"/> (no) | edit delete |
| Christ | Cali | Oak Creek | 1 Var Open Over Fences | <input checked="" type="checkbox"/> YES | 5 | 2nd | <input type="checkbox"/> (no) | edit delete |
| Palermo | Jessica | Milton High School | 1 Var Open Over Fences | <input type="checkbox"/> (no) | 4 | 3rd | <input type="checkbox"/> (no) | edit delete |
| Ottinger | Katherine Claire | North Forsyth High School | 1 Var Open Over Fences | <input checked="" type="checkbox"/> YES | 3 | 4th | <input type="checkbox"/> (no) | edit delete |
| Boltz | Kelly | Huntcliff Equestrian Team | 1 Var Open Over Fences | <input checked="" type="checkbox"/> YES | 2 | 5th | <input type="checkbox"/> (no) | edit delete |
| Reed | Lauren | Alpharetta High School Equestrian Team | 1 Var Open Over Fences | <input type="checkbox"/> (no) | 1 | 6th | <input type="checkbox"/> (no) | edit delete |
| Horstman | Sarah | Falcon Ridge Equestrian Team | 1 Var Open Over Fences | <input type="checkbox"/> (no) | 0 | (none) | <input type="checkbox"/> (no) | edit delete |
| Nowicki | Amelia | Rivendell Equestrian Team | 1 Var Open Over Fences | <input checked="" type="checkbox"/> YES | 0 | (none) | <input type="checkbox"/> (no) | edit delete |
| Edquist | Alex | Alpharetta High School Equestrian Team | 1 Var Open Over Fences | <input type="checkbox"/> (no) | 0 | (none) | <input type="checkbox"/> (no) | edit delete |
| Fish | Emily | Eastside/Eastminster | 1 Var Open Over Fences | <input type="checkbox"/> (no) | 0 | (none) | <input type="checkbox"/> (no) | edit delete |
| 10 entries | | | | | | | | |

| Class Entries Split B | | | | | | | | |
|-----------------------|--------------|---|------------------------|---|--------|---------|---|-------------|
| Last Name | First Name | Team | Class | Point Rider | Points | Placing | Scratched | Functions |
| Schock | Caroline | Falcon Ridge Equestrian Team | 1 Var Open Over Fences | <input checked="" type="checkbox"/> YES | 7 | 1st | <input type="checkbox"/> (no) | edit delete |
| Smith | Caroline | Oak Creek | 1 Var Open Over Fences | <input type="checkbox"/> (no) | 5 | 2nd | <input type="checkbox"/> (no) | edit delete |
| Smith | Blakely | Eastside/Eastminster | 1 Var Open Over Fences | <input checked="" type="checkbox"/> YES | 4 | 3rd | <input type="checkbox"/> (no) | edit delete |
| Coulon | Chelsea | South Forsyth High School Equestrian Team | 1 Var Open Over Fences | <input checked="" type="checkbox"/> YES | 3 | 4th | <input type="checkbox"/> (no) | edit delete |
| White | Molly | Milton High School | 1 Var Open Over Fences | <input checked="" type="checkbox"/> YES | 2 | 5th | <input type="checkbox"/> (no) | edit delete |
| Ruppel | Alexis Marie | Alpharetta High School Equestrian Team | 1 Var Open Over Fences | <input type="checkbox"/> (no) | 1 | 6th | <input type="checkbox"/> (no) | edit delete |
| Hollman | Rebecca | Huntcliff Equestrian Team | 1 Var Open Over Fences | <input type="checkbox"/> (no) | 0 | (none) | <input type="checkbox"/> (no) | edit delete |
| Hauser | Jessie | Falcon Ridge Equestrian Team | 1 Var Open Over Fences | <input type="checkbox"/> (no) | 0 | (none) | <input type="checkbox"/> (no) | edit delete |
| Lamutt | Evan | Falcon Ridge Equestrian Team | 1 Var Open Over Fences | <input type="checkbox"/> (no) | 0 | (none) | <input checked="" type="checkbox"/> YES | edit delete |
| Czekala | Juliana | Milton High School | 1 Var Open Over Fences | <input type="checkbox"/> (no) | 0 | (none) | <input type="checkbox"/> (no) | edit delete |
| 10 entries | | | | | | | | |

1. Click on the Point Rider checkbox for each rider in the class that was a team point rider and a check mark will now appear in that box.
2. Once you click on the Placing field a dropdown menu will display with placement choices: 1st – 10th. Point values will automatically populate when the place is selected.
3. Click on the checkbox to the right of Placing labeled Scratched to indicate rider(s) who were scratched from the class.
4. Repeat this process for each class for all of your results.

If you have entered the results completely with all team point riders marked your TEAMS tab should look like this:

SHOW: Cheyenne Mountain Equestrian Team

| Show Details | | Classes | TEAMS | Entries | Managers/Hosts | Team Results | | |
|--------------|--------|-----------------------------------|----------|------------|----------------|--------------|-------------|--------|
| IEA # | Team | | | Last Entry | Class | Entries | Point Rider | Points |
| 200050 | MH CMT | Cheyenne Mountain Equestrian Team | 11/21/14 | 4 Fut Int | Over Fences | 3 | yes | 3 |
| | | | | 5 Fut Nov | Over Fences | 4 | yes | 5 |
| | | | | 10 Fut Int | Flat | 3 | yes | 2 |
| | | | | 11 Fut Nov | Flat | 4 | yes | 7 |
| | | | | 12 Fut Beg | Flat | 4 | yes | 4 |
| 100072 | UH CMT | Cheyenne Mountain Equestrian Team | 11/21/14 | 1 Var Open | Over Fences | 4 | yes | 0 |
| | | | | 2 Var Int | Over Fences | 8 | yes | 4 |
| | | | | 3 JV Nov | Over Fences | 2 | yes | 5 |
| | | | | 6 Var Open | Flat | 4 | yes | 3 |
| | | | | 7 Var Int | Flat | 8 | yes | 2 |
| | | | | 8 JV Nov | Flat | 2 | yes | 3 |
| | | | | 9 JV Beg | Flat | 4 | yes | 2 |
| 909631 | MH FEF | Forest Edge Farm | 11/21/14 | 12 Fut Beg | Flat | 1 | yes | 4 |
| 909630 | UH FEF | Forest Edge Farm | 11/21/14 | 2 Var Int | Over Fences | 2 | yes | 4 |
| | | | | 3 JV Nov | Over Fences | 1 | yes | 2 |
| | | | | 7 Var Int | Flat | 2 | yes | 0 |
| | | | | 8 JV Nov | Flat | 1 | yes | 0 |
| 100003 | UH FVS | Fountain Valley School | 11/21/14 | 1 Var Open | Over Fences | 3 | yes | 0 |
| | | | | 2 Var Int | Over Fences | 4 | yes | 0 |
| | | | | 3 JV Nov | Over Fences | 6 | yes | 4 |
| | | | | 6 Var Open | Flat | 3 | yes | 4 |
| | | | | 7 Var Int | Flat | 4 | yes | 3 |
| | | | | 8 JV Nov | Flat | 6 | yes | 4 |
| | | | | 9 JV Beg | Flat | 3 | yes | 5 |
| 914722 | MH FRE | Front Range Equestrian Team | 11/21/14 | 4 Fut Int | Over Fences | 2 | yes | 5 |
| | | | | 5 Fut Nov | Over Fences | 1 | yes | 4 |
| | | | | 10 Fut Int | Flat | 2 | yes | 7 |
| | | | | 11 Fut Nov | Flat | 1 | yes | 4 |

If there is a red “no” under Point Rider, you either did not select the point rider for that team for that class, or the only rider for that team and that class has been scratched. It will also read no for classes 9X and 12X as well as the Open Championship class because these classes do not count for points.

To ensure the team points are being calculated visit the **TEAM RESULTS** page while you are entering show results. When you have finished entering them alert your IEA Membership Office Representative that they are ready to be finalized.

IEA Database Administration

HOME | Logged in as: Jennifer Eaton | log out»

Season: 2011-12* 2010-11 2009-10

SHOWS

FINALS

Section: Show Data

Shows List | Add New Show

TEAM RESULTS (West Licking / Willow Way HB5005B)

Show Details

Classes

Teams

Entries

Managers/Hosts

TEAM RESULTS

Team results have not yet been saved for this show. | **finalize results**

High School Teams:

| IEA# | Team | Rider Points | Team Placing/Points |
|--------|---|--------------|---------------------|
| 100186 | Willow Way (UH WIL) | 23 | (results pending) |
| 100006 | Hudson Interscholastic Equestrian Team (UH HUD) | 16 | (results pending) |
| 100113 | Bookmark Farms Equestrian Team (UH BMF) | 15 | (results pending) |
| 100179 | Ackerer Equestrian Team (UH AET) | 11 | (results pending) |
| 100031 | West Licking District (UH WLD) | 9 | (results pending) |
| 100021 | Brookside Equestrian Team (UH BRS) | 2 | (results pending) |
| 100141 | Maple Leaf Equestrian Team (UH MPL) | 1 | (results pending) |

Middle School Teams:

| IEA# | Team | Rider Points | Team Placing/Points |
|--------|---|--------------|---------------------|
| 200150 | Willow Way (MH WIL) | 14 | (results pending) |
| 200089 | Hudson Interscholastic Equestrian Team (MH HUD) | 12 | (results pending) |
| 200108 | Maple Leaf Equestrian Team (MH MPL) | 10 | (results pending) |
| 200160 | Ackerer Equestrian Team (MH AET) | 7 | (results pending) |
| 200081 | Bookmark Farms Equestrian Team (MH BMF) | 7 | (results pending) |
| 904416 | Brookside Equestrian Team (MH BRS) | 5 | (results pending) |
| 200021 | West Licking District (MH WLD) | 5 | (results pending) |

Once you have finished entering your results alert the IEA Membership Office that your results are ready to be published.

If there are ties, mark them on your Team Results page in the show packet. Ties are broken first by the number of first places, then the number of second places and finally the number of points earned over fences or in reining. If there is still a tie, a coin toss must be performed. If you do a coin toss at the show, mark the results on the Team Results page. The Membership Office will break the ties when they finalize the results in the database.

After show results are finalized and you log back into the system, you will now see the status of your show has changed from Pending to Completed. Below is an example of a show from last year after the results had been entered and finalized - the results were then available to everyone to view online.

Notice that the Team Results Status shows **COMPLETED (team placings saved)** and the Completion Status is **COMPLETED/LOCKED (to edit data, change this status)**. Once a show has been locked, it can only be edited by The IEA Membership Office.

If you notice any discrepancies, please contact us as soon as possible at 877-743-3432 or info@rideiea.org.

The screenshot displays the IEA Database Administration interface. At the top, the header includes the site name, user login information, and a season selector set to 2010-11*. The main navigation bar shows 'SHOWS' and 'FINALS' tabs. The 'SHOWS' tab is active, and the 'Show Data' section is selected. The main content area displays the details for 'SHOW: Oak Creek HB8433'. The 'SHOW DETAILS' tab is selected, showing a list of fields including Show Name, Show Discipline, Show Type, Maximum Entries, Opening Date, Closing Date, Start Date, End Date, Prize List Received Date, Approval Status, Team Results Status, and Completion Status. The 'Team Results Status' is 'COMPLETED (team placings saved)' and the 'Completion Status' is 'COMPLETED/LOCKED (to edit data, change this status)'. Below these fields, there is a section for 'Restricted Opening Date' and 'Restricted Regions/Dates'. The 'Back Numbers' section at the bottom shows 'Back Number Span Start: 0 (minimum back number)', 'Back Number Span End: 0 (maximum back number)', 'Total Riders: 90', 'Available Back Numbers: 0', and 'Riders Without Back Numbers: 90'. The Windows taskbar at the bottom shows the system clock as 5:57 PM on 9/9/2011.

| Show Details | |
|---------------------------|---|
| Show Name: | Oak Creek HB8433 |
| Show Discipline: | Hunt Seat |
| Show Type: | regular season |
| Maximum Entries: | 0 |
| Opening Date: | September 20, 2010 |
| Closing Date: | September 26, 2010 |
| Start Date: | October 2, 2010 |
| End Date: | October 2, 2010 |
| Prize List Received Date: | (not specified) |
| Approval Status: | Approved (active) |
| Team Results Status: | COMPLETED (team placings saved) |
| Completion Status: | COMPLETED/LOCKED (to edit data, change this status) |
| Zone/Region: | Restricted Opening Date |
| Zone 4, Region 1: | (none - same as show) |
| Zone 4, Region 2: | (none - same as show) |
| Zone 4, Region 3: | (none - same as show) |
| Zone 4, Region 4: | (none - same as show) |
| Zone 4, Region 5: | (none - same as show) |
| Zone 4, Region 6: | (none - same as show) |
| Export Data: | Generate Show Program » |

| Back Numbers | |
|------------------------------|-------------------------|
| Back Number Span Start: | 0 (minimum back number) |
| Back Number Span End: | 0 (maximum back number) |
| Total Riders: | 90 |
| Available Back Numbers: | 0 |
| Riders Without Back Numbers: | 90 |