



Horse Showing

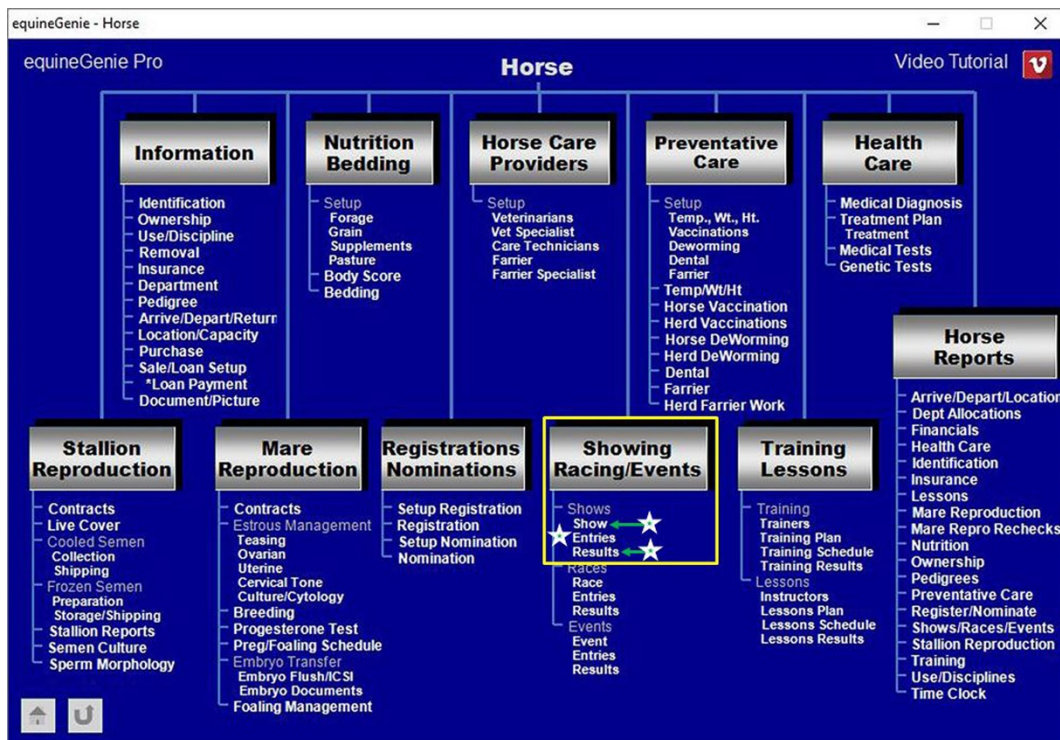
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Horse Showing

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Horses Showing – Show Setup

Path: Home: Horses: Showing/Racing/Events: Shows Show

There are no prerequisites required before horse shows can be entered.

① **Enter or select** a horse show from the *Enter / Select Horse Show* dropdown.

Note 1: If a previous show had been entered, equineGenie would have remembered it and it would be available for selection. If it is a new show entry, select **[New Item]** from the *Enter / Select Horse Show* dropdown and enter the show. EquineGenie will remember the show for future selection.

② **Enter the show date** in the *Show Date* dropdown. A date can be entered by either selecting the calendar icon or selecting **[New Date]** from the *Show Date* dropdown. Selection of a date from the calendar icon will enter the calendar's selected date. Selection of **[New Date]** in the dropdown requires a date to be entered in the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

Enter or select the show location from the *Show Location* dropdown. If the location had been previous entered it can be selected. If it is a new show location, 'click' in the *Show Location* dropdown and enter the show location. equineGenie will remember the show location entered for future selection.

Enter or select the sponsoring organization from the *Sponsoring Organization* dropdown. If the organization had been previous entered it can be selected. If it is a new sponsoring organization, 'click' in the *Sponsoring Organization* dropdown and enter the sponsoring organization. equineGenie will remember the sponsoring organization entered for future selection.

Select the **show rating** from the *Show Rating* dropdown. If a new show rating needs to be added, 'click' in the *Show Rating* dropdown and enter the new rating. equineGenie will remember the show rating entered for future selection.

Enter the **show closing date** in the *Enter Closing Date* box. A date can be entered by selecting the date from the calendar icon or by 'click' in the *Enter Closing Date* box and entering the date in the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

- ③ The show organization is a vendor to your horse business. If the **show organization's financial information has not been previously setup**, select the *Go To Show Financial Account** button. Selection of the *Go To Show Financial Account** button will enter the show setup information and display the *Financial – Vendor / Supplier Account Setup* screen where the show organization's financial account can be setup. *Path – Home: Financials: Financial Business Setup: Vendor Setup. (See the Genie Academy, Financial Setup – Accounts training document).*
- ④ equineGenie will automatically set a **show closing date reminder** for the selected show setup. The reminder will be set for one week before the show closing date. The reminder can be deleted by selecting the *Delete Show Reminder* **Red** button.
- ⑤ If you need to remove a selected show setup, it can be removed by displaying the entire show setup information and selecting the **Red Remove Selected Show** button. When the button is selected a *Delete Item* popup will be displayed to make sure you want to delete the selected show setup.



After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button⑦.

- ⑥ **Enter** any comments or notes associated with the selected show setup information.
- ⑦ **Select** enter before leaving the *Horse Showing – Show Setup* screen.
- ① **Selection** of the 'Show Schedules Current Year' button will enable the current year show schedule information to be viewed, exported and/or printed.
- ② **Selection** of the 'Show Schedules Previous Year' button will enable the previous year show schedule information to be viewed, exported and/or printed.
- ③ **Selection** of the 'Show Schedules Date Specified' button will enable show schedule information within a specified date range to be viewed, exported and/or printed.

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Horses Showing – Show Entries

Path: Home: Horses: Showing/Racing/Events: Shows Entries

There are prerequisites required before a horse's show entries can be entered. A horse must be entered in equineGenie, (Horses: Information: Identification). A horse must be identified for showing in equineGenie, (Horses: Information: Use/Discipline).

① Select the horse from the *Select Horse* dropdown.

Note 1: A horse must have been previously entered in equineGenie to appear in the *Select Horse* dropdown. Horses are entered in equineGenie on the *Horse Information – Identification* screen. A horse must have been previously identified in equineGenie for showing to appear in the *Select Horse* dropdown. Horses are identified for showing in equineGenie on the *Horse Information – Use / Discipline* screen.

② **Select a horse show** from the *Select Show* dropdown. The horse shows displayed in the *Select Show* dropdown are the shows entered on the *Horse Showing – Show Setup* screen.

Note 2: A show must be entered on the *Horse Showing – Show Setup* screen to be displayed in the *Select Show* dropdown.

Select the show date of the selected show from the *Show Date* dropdown. Show dates from previously entered shows will be displayed in the *Show Date* dropdown. Show dates from previous shows can be selected to recall previous show entries or to make changes to previously entered show entries.

Important: Be sure to select the correct date for the selected show.

Select a class the horse will be shown in or a show fee charge from the *Select Class/Fee* dropdown. Previously entered classes or show charges will be displayed in the *Select Class/Fee* dropdown. If a new class or show charge needs to be entered, select **[New Show Fee]** and enter the show class or show charge. equineGenie will remember the class or show charge entered for future selection.

The *Class #* box will be activated when the *Select Class* is selected or entered.
Enter the class number in the *Class #* box.

If the class is a nominated award class, select the nominated award from the *Nominated Award Class* dropdown. Nominated award classes previously entered will be available for selection. If a new nominated award class needs to be entered, 'click' in the *Nominated Award Class* dropdown and enter the nominated award class. equineGenie will remember the new award class for future selection.

Enter or select the class judge or judges from the *Enter / Select Class Judge(s)* dropdown. If the class has more than one judge, enter all the judges on one line in the *Enter / Select Class Judge(s)* dropdown.

Enter the class or fee date in the *Show Class/Fee Date* box. The date can be entered by selecting the date from the calendar icon or by 'click' in the *Class Date* box and entering the date in the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

Enter the show class or fee expense in the *Show Class/Fee* box.

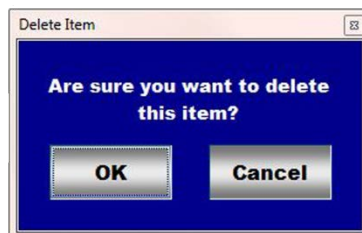
Note 3: If a fee is entered, the \$ to the right of the *Show Class/Fee* box will turn **Red**. Selection of the \$ will display the *Payment Method* popup to initiate recording the financial transaction associated with the fee for the associated show class or show charge. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

If there is another class for the same horse at the same horse show, selecting the orange **Another Class Same Show** will enter and clear the previous class information so another class for the same horse at the same show can be entered.

If the same horse needs to be entered in a different horse show, selecting **Another Show Same Horse** will enter and clear the previous show's information enabling the information for a new horse show with the same horse to be entered.

Important: If the show entry is for a show fee other than a class fee, the *Class #* box, the *Nominated Award Class* and *Enter / Select Class Judges* dropdowns do not need to have information entered.

- ③ **If you need to remove a selected show fee**, it can be removed by displaying the show entry or fee information to be removed and selecting the **Red Remove Selected Show Fee** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to delete the selected show class or show charge.



After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button⑥.

- ④ **Enter** any comments or notes associated with the selected show entry information.
- ⑤ If the horse being shown is a customer horse, **selecting** the, '*Enter and Charge the Horse/Customer (Go To Horse Billing Log)*' button will enter the horse's show information; the entry fee financial transaction and display the *Horse Billing Log*. The show horse's name and the horse show date will be automatically displayed on the *Horse Billing Log*.
- ⑥ **Select** enter before leaving the *Horse Showing – Show Entries* screen.
- ① **Selection** of the '*Horse Entries Current Year*' button will enable the selected horse's horse show entry information for the current year to be viewed, exported and/or printed.
- ② **Selection** of the '*Horse Entries Previous Year*' button will enable the selected horse's horse show entry information for the previous year to be viewed, exported and/or printed.
- ③ **Selection** of the '*Show Entries Current Year*' button will enable all horse show entry information for the current year to be viewed, exported and/or printed.
- ④ **Selection** of the '*Show Entries Previous Year*' button will enable all horse show entry information for the previous year to be viewed, exported and/or printed.

Information: Additional horse showing reports are available in the *Horse Reports – Shows/Races/Events* screen. *Path - Home: Horses: Horse Reports: Shows/Races/Events*.

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Horses Showing – Show Results

Path: Home: Horses: Showing/Racing/Events: Shows Results

There are prerequisites required before a horse's show results can be entered. A horse must be entered in equineGenie, ([Horses: Information: Identification](#)). A horse must be identified for showing in equineGenie, ([Horses: Information: Use/Discipline](#)). A horse must have been entered in a horse show on the [Horse Showing – Show Entries](#) screen ([Horses Showing – Show Entries](#)).

① Select the horse whose show results will be entered from the *Select Horse* dropdown.

Note 1: A horse must have been previously entered in equineGenie to appear in the *Select Horse* dropdown. Horses are entered in equineGenie on the *Horse Information – Identification* screen. A horse must have been previously identified in equineGenie for showing to appear in the *Select Horse* dropdown. Horses are identified for showing in equineGenie on the *Horse Information – Use / Discipline* screen. A horse must have been previously entered in a show on the *Horse Showing – Show Entries* ([Horses Showing – Show Entries](#)) screen to appear in the *Select Horse* dropdown.

② Select the horse show in which the selected horse's show results will be entered from the *Select Show* dropdown.

Note 2: The selected horse must have been previously entered in a horse show for a horse show to be displayed in the *Select Show* dropdown.

③ Select the show date of the selected show from the *Show Date* dropdown. Show dates from previously entered shows will be displayed in the *Show Date* dropdown.

Show dates from previous shows can be selected to recall previous show results or to make changes to previously entered show results.

Important: Be sure to select the correct date for the selected show.

- ④ **Select** the show class to enter the class results for the select horse and horse show from the *Select Class* dropdown.

Note 3: The available classes for selection will only be the classes that were previously entered for the selected show on the *Horse Showing – Show Entries* ([Horses Showing – Show Entries](#)) screen.

If the class was timed, enter the time result in the *Time* box.

If the class was scored, enter the score result in the *Score* box.

Enter the class date in the *Class Date* dropdown. A date can be entered by either selecting the calendar icon or 'clicking' in the *Show Date* dropdown. Selection of a date from the calendar icon will enter the calendar's selected date. Clicking in the *Class Date* dropdown requires a date to be entered in the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

Select the number of entries in the class from the *# Entries* dropdown. If the number of entries is not available in the *# Entries* dropdown, 'click' in the *# Entries* dropdown and enter the new number of entries. equineGenie will remember the number entered for future selection.

Select the number of entries in the class from the *# Entries* dropdown. If the number of entries is not available in the *# Entries* dropdown, 'click' in the *# Entries* dropdown and enter the new number of entries. equineGenie will remember the number entered for future selection.

Select how the selected horse placed in the identified class from the *Class Placing* dropdown. If the class placing is not available in the *Class Placing* dropdown, 'click' in the *Class Placing* dropdown and enter the new class placing. equineGenie will remember the placing entered for future selection.

If points are awarded for the class placing, enter the point awarded in the *Points* box.

Select the class exhibitor from the *Class Exhibitor* dropdown. If a class exhibitor is not available in the *Class Exhibitor* dropdown a class exhibitor can be added by 'clicking' in the *Class Exhibitor* dropdown and enter the new exhibitor. equineGenie will remember the placing entered for future selection.

Enter any class monies won by the selected horse in the *Monies Won* box.

Information: equineGenie tracks, manages and reports the show monies won by a horse.

Enter the class winnings in the *Class Winnings* box.

Note 4: If any class winnings are entered, the \$ to the right of the *Class Winnings* box will turn **Red**. Selection of the \$ will display the *Payment Method* popup to initiate recording the financial

transaction associated with the class winnings for the associated show class. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

If there is another class for the same horse at the same horse show, selecting the orange **Another Class** will enter and clear the previous class results information so another class results for the same horse at the same show can be entered.

⑤ **To Enter any show documents, pictures or videos for the selected show:**

Enter or select the item's storage identity from the *Identify Show Document / Picture / Videos* dropdown. To enter a new storage item, select **[New Item]** from the *Identify Show Document / Picture / Videos* dropdown and add the new item's identity. To recall a previously stored item, select the item's identity from the *Identify Show Document / Picture / Videos* dropdown.

The item can be stored in equineGenie by selecting the Locate button to locate the item's file. Selecting open will automatically add it to equineGenie. Selecting the View button allows you to view the item. Selecting the Clear button will remove the item from equineGenie.

To store another item for the same show, select the orange **Another Show Picture**. Selecting **Another Show Picture** clears the previous item's storage information enabling a new item to be entered.

⑥ **Selection of Another Show** enters and clears the previous horse show's results information enabling a new horse show results to be entered.

⑦ **If you need to remove a selected show results**, it can be removed by displaying the show result information to be removed and selecting the **Red Remove Selected Show Result** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to delete the selected show result.



After selecting **OK** on the **Delete Item** popup you need to select the **Enter** button ①.

⑧ **Enter** any comments or notes associated with the selected show result information.

⑨ **Enter** any comments or notes associated with the selected show document, picture or video information.

⑩ If the horse being shown is a customer horse, **selecting** the, 'Enter and Charge the Horse/Customer (Go To Horse Billing Log)' button will enter the horse's show results information; any show results financial transaction and display the *Horse Billing Log*. The show horse's name and the horse show date will be automatically displayed on the *Horse Billing Log*.

- ① **Select** enter before leaving the *Horse Showing – Show Results* screen.
- ② **Selection** of the '*List of Show Pictures / Videos*' button will enable a list of show documents, pictures and videos to be viewed, exported and/or printed.
- ③ **Selection** of the '*Horse Show Results (Date Specified)*' button will enable the selected horse's show results within a specified date range to be viewed, exported and/or printed.
- ④ **Selection** of the '*Show Point Results Current Year*' button will enable the current year show point's result information to be viewed, exported and/or printed.
- ⑤ **Selection** of the '*Show Time Results Current Year*' button will enable the current year show time's result information to be viewed, exported and/or printed.
- ⑥ **Selection** of the '*Show Results Current Year*' button will enable all show result information for the current year to be viewed, exported and/or printed.

Information: Additional horse showing reports are available in the *Horse Reports – Shows/Races/Events* screen. [*Path - Home: Horses: Horse Reports: Shows/Races/Events.*](#)

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