PasoKey

Show Secretary System

User Training Manual

September 2015

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Developed By: CNT Infotech, Inc.

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INTRODUCTION

The PasoKey Show Secretary System is a web-based system that provides the capability to manage and track all the information related to Horse Shows. The PasoKey Show Secretary system includes functions such as Horse Registrations, Member Registration, Show Setup, Class/Events Setup and other supporting functions. The PasoKey Show Management System also provides a feature to install the database locally in the machine for shows without internet connection. The local database can then be synchronized with the online database once the internet connection is established. This feature will allow the system be used in areas where the internet connection is not readily available.

Key benefits of using PasoKey Show Secretary System include:

- Real time access to the following information is provided when the users synchronize the local database with the central database system:
    - Horse Registry
    - Membership
    - Show results
- Automated generation of 'Show Results' information.
- Access to the system from any location.
- Better reporting capabilities.
- Once synchronized with the online version, data stored in the local database is backed up to the central repository.

This document discusses in detail the various functions available in the PasoKey Show Management system. The following functions are discussed in this document.

- Creating a new show
- Submitting show details for approval and checking show status
- Creating a list of event associated with a single show
- Adding the fee associated with every event
- Adding a new exhibitors associated with a show
- Registering a horse or adding an already registered horse to an event
- Searching for a horse
- Searching for a member
- Adding a new member
- Managing the judge cards and awarding placements
- Submitting various judging rounds and final placements results
- Displaying F2 and Final placement results

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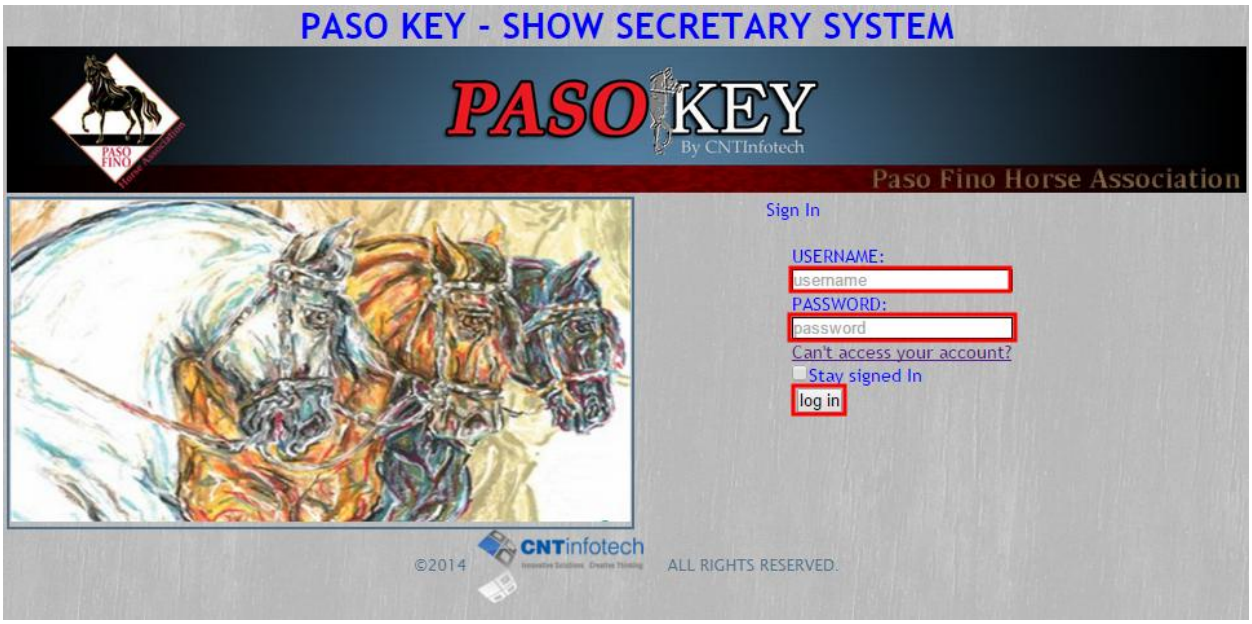
1. LOGGING IN

The following section discusses steps to Login to the PasoKey Show Secretary System.

1) Click on the "PasoKey Desktop Version" icon on your desktop.
2) Click on the "PasoKey Online Version" icon on your desktop. If the icon to the online version is not available on your desktop, please open your web browser by clicking on the browser icon and then enter ***www.pasotracker.com/showsecretary*** into the web address field. Hit the enter key on your keyboard.
3) The Login page for PasoKey – Show Secretary System will be displayed.
4) Enter your PasoKey username and password in the "Username" and "Password" fields.
5) Click on the "Login" button.



6) Once you have logged into the system, the first screen displayed will be the *Welcome Screen*.

7) The header of Welcome Screen displays the following information: The logged in User's name, PasoKey version, Logout button.

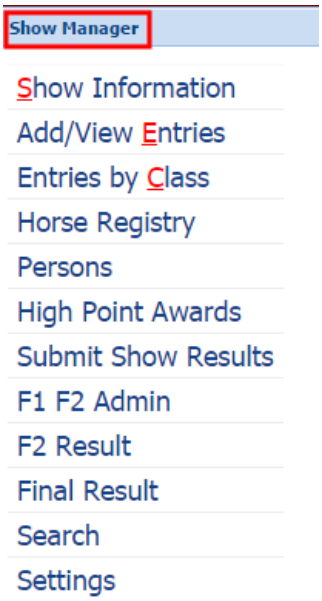
Clicking on the logout button will log the user out of the system.

8) The left hand side of the screen includes displays the "Show Manager" panel.

9) The footer of the Welcome Screen displays the "Last Date Synced".

2. ACCESSING PASOKEY FUNCTIONS

1) Once you have logged into the PasoKey system, the first screen that will be displayed is the *Welcome* Screen.
2) The "Show Manager" panel on the left-hand side displays the following section links:
    - Show Information
    - Add/View Entries
    - Entries by Class
    - Horse Registry
    - Persons
    - High Point Awards
    - Submit Show results
    - F1 F2 Admin
    - F2 Results
    - Search
    - Settings



3. SHOW INFORMATION

The "Show Information" section allows the users to create and search for new shows. It allows the users to add a list of events, the participating judges and the appropriate fee items associated with a show.

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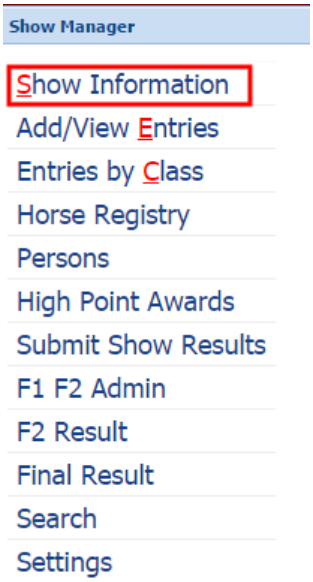
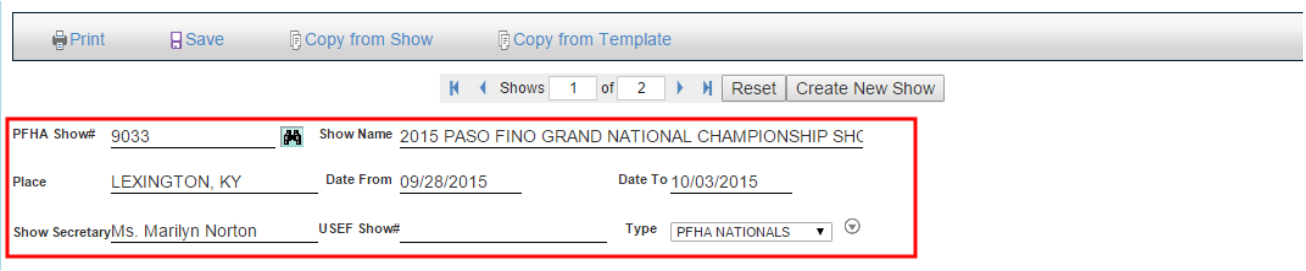


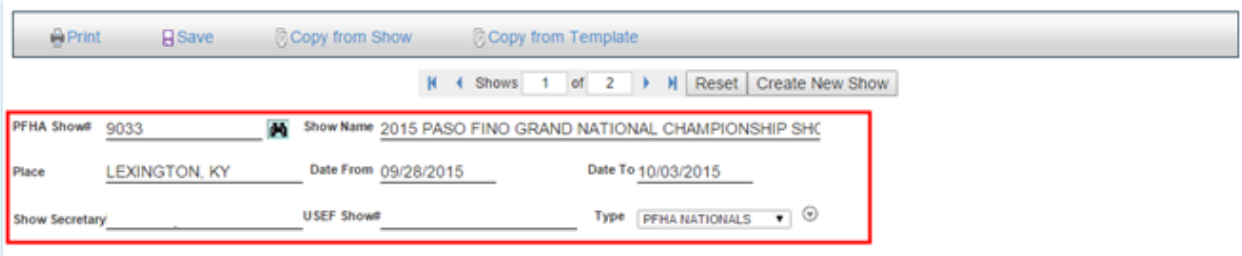
3.1 Search and Display a Show

The following section discusses how to search and display a show.

1) Once you have logged into the PasoKey system, click on the *Show Information* section link from the left hand side panel.
2) Clicking on the Show Information section will display following information about the most recently added show: PFHA Show#, Show Name, Place, Date From, Date To, Show Secretary, USEF Show#, Type



3) Clicking on the button will display additional fields as shown below:



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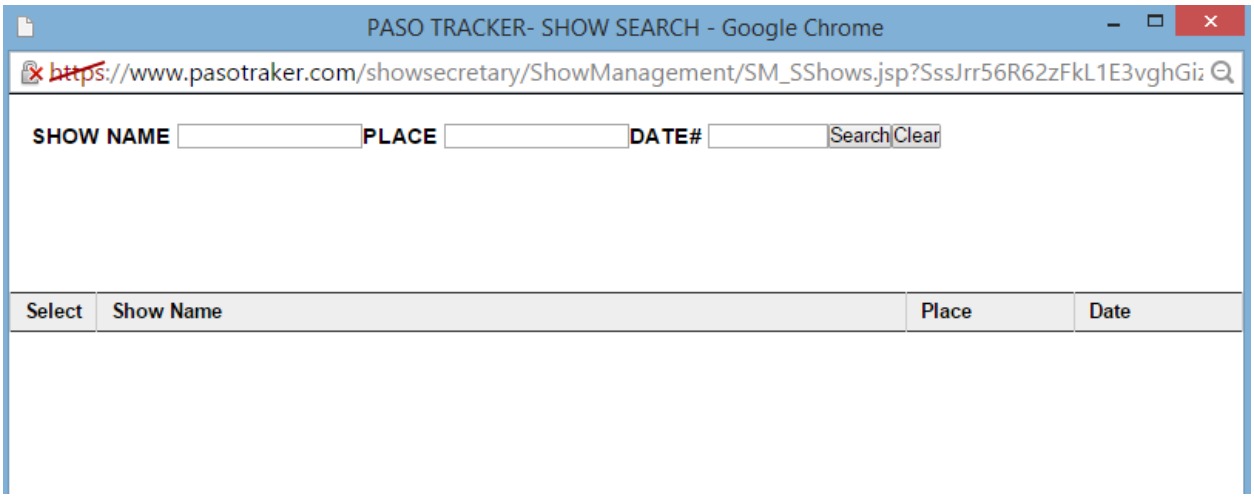
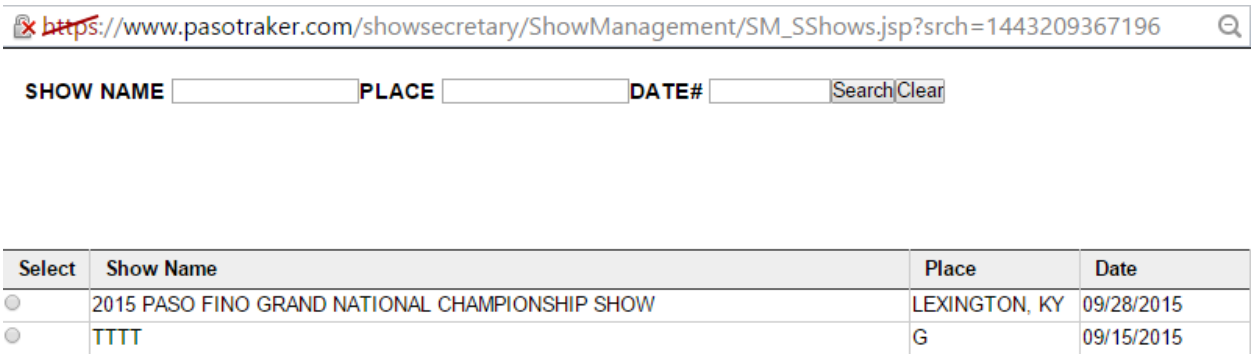
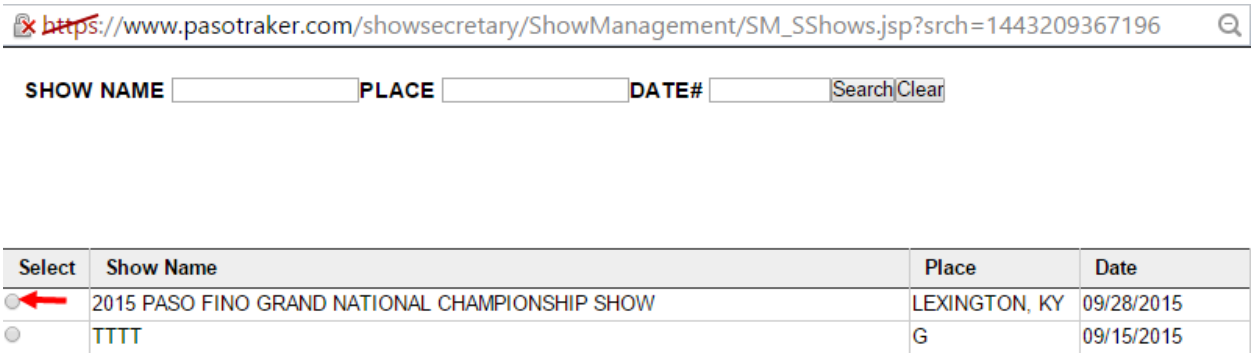
4) A desired show can be searched by using the "PFHA Show#" field.
   - Clicking on the button will display the following pop-up screen:



   - The following search fields are displayed on the screen: SHOW NAME, PLACE, DATE#
   - Complete the required fields.
   - Clicking on the Search button will display the list of results as shown below:

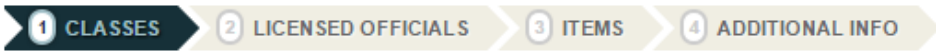


   - To select a desired show, click on the corresponding radio button.

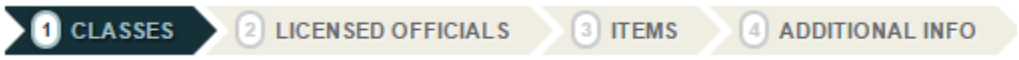


- Clicking on the Clear button will clear the screen.

5) All the fields auto-populate with the details of the selected show.
6) Along with the fields mentioned above, the following screen tabs will be display: CLASSES, LICENSED OFFICIALS, ITEMS, ADDITIONAL INFO



7) Clicking on the "CLASSES" screen will display the following columns: #, Class Date, Name, Class Code, Gender, Age, Fee, Pointed and an action column.



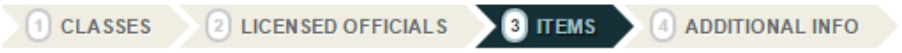
#	Class Date	Name	Class Code	Gender	Age		Pointed	Fee	
1	09/28/2015	BELLAS FORMAS 1, 2 & 3 YR GELDINGS	62,65,68	O S M G	1	3	✓	95.00	
2	09/28/2015	BELLAS FORMAS GELDINGS	72	O S M G	4	99	✓	95.00	
3	09/28/2015	BELLAS FORMAS GELDING CHAMPIONSHIP	2C	O S M G	1	99	✓	95.00	
4	09/28/2015	BREEDERS SWEEPSTAKES - COLTS	162	O S M G	1	1		95.00	

- Clicking on the "Reset" button Reset will reset all display fields as well as the sections in the Show Information screen to the recently registered/updated show
- Clicking on the button will allow the user to navigate to the next show
- Clicking on the will take the user to the previous show
- Clicking on the button will take the user to the last show on the list
- Clicking on the button will take the user to the first show on the list.
- Users can manually navigate through the list of shows by entering a desired show number in the box Shows 1 of 1

8) Clicking on the "LICENSED OFFICIALS" section will display the following columns: Show From Date, Show to Date, Reported Show#, Judge Name, Status, Judging Type, Conferring List link

Show From Date	Show To Date	Reported Show#	Judge Name		Status	Judging Type	
09/28/2015	10/03/2015	1	1	Conferring Judges	A	Individual Decision	Conferring List
						Select	Conferring List
						Select	Conferring List

9) Clicking on the "ITEMS" section will display the following columns: Item Name, Cost, Default(Y/N), Status, Include In Stable Rep flag



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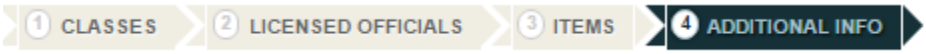
Item Name	Cost	Default(Y/N)	Status	Include In Stable Rep
Horse Stall	220.00	y	A	☑
USEF Drug Fee	16.00	y	A	☐
Tack Stall	220.00	N	A	☑
Breeder's Sweepstakes	200.00	N	A	☐

10) Clicking on the "ADDITIONAL INFO" section will display the following columns: Class#, Sponsor Name, Status

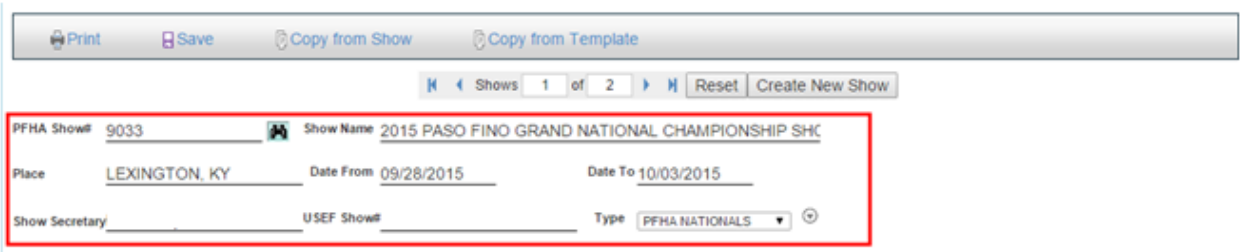


Class#	Sponsor Name	Status

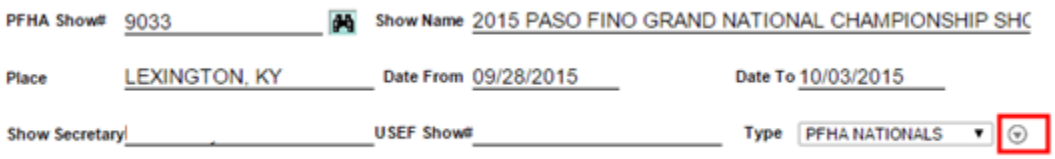
3.2 Adding a Show

The following section discusses how to add a show to the show list in the *Show Information* screen.

1) Once you have logged into the PasoKey system, click on the *Show Information* section from the left hand side panel.
2) Clicking on the "Create Create New Show button will clear all whole screen.
3) Please enter the required information into the following fields: PFHA Show#, Show Name, Place, Date From, Date To, Show Secretary, USEF Show#, Type



4) Clicking on the button will display additional fields as shown below:



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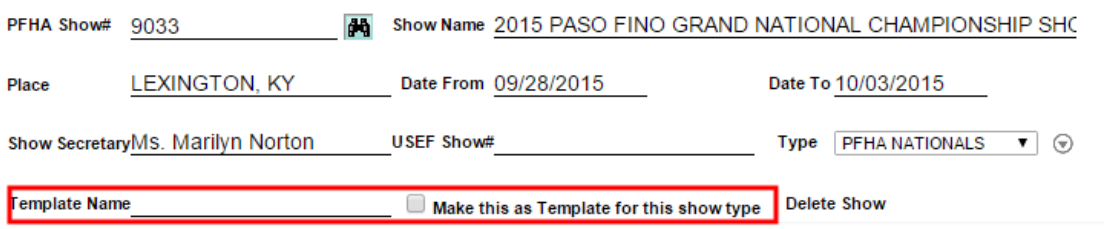
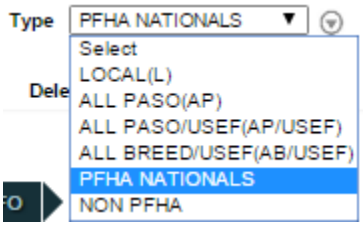


5) The "Date From" and "Date To" fields can be chosen using the calendar that is displayed when the user clicks on either of the two fields.

6) The "Show Secretary" field auto-populates to the currently logged in user's name.
7) The "Type" field is a drop down menu that is a list of types of shows. User can select a desired option by clicking on it.

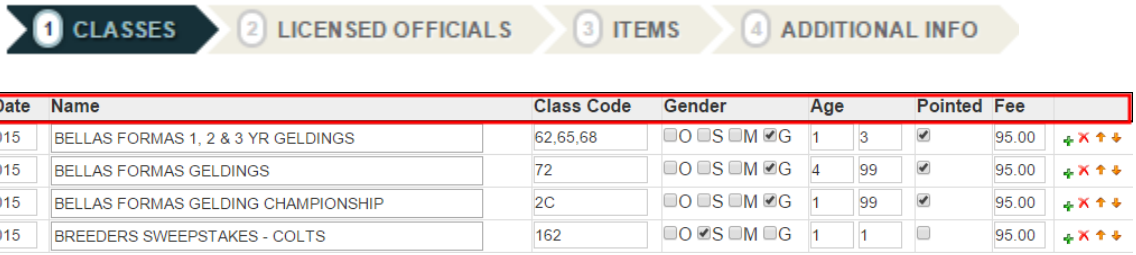


8) Complete all the required fields.
9) Clicking on the Save button will save the information.

3.2.1 Add New Classes

The following section discusses the steps to add events to a show.

1) Clicking on the "CLASSES" section will display the following columns: #, Class Date, Name, Class Code, Gender, Age, Pointed, Fee and actions column

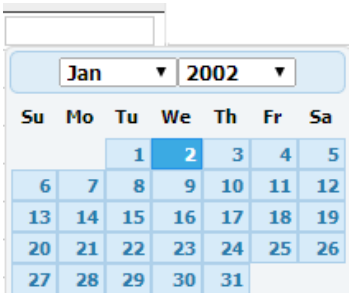


2) The "#" column is used to assign number for a particular class.

#	Class Date	Name	Class Code	Gender	Age		Pointed	Fee
1	09/28/2015	BELLAS FORMAS 1, 2 & 3 YR GELDINGS	62,65,68	O S M G	1	3	✓	95.00
2	09/28/2015	BELLAS FORMAS GELDINGS	72	O S M G	4	99	✓	95.00
3	09/28/2015	BELLAS FORMAS GELDING CHAMPIONSHIP	2C	O S M G	1	99	✓	95.00

3) The "Class Date" column is used to assign a date on which the class would be organized. Clicking on a row will display a calendar from which the date can be selected or could be inserted manually.

#	Class Date	Name	Class Code	Gender	Age		Pointed	Fee
1	09/28/2015	BELLAS FORMAS 1, 2 & 3 YR GELDINGS	62,65,68	O S M G	1	3	✓	95.00
2	09/28/2015	BELLAS FORMAS GELDINGS	72	O S M G	4	99	✓	95.00
3	09/28/2015	BELLAS FORMAS GELDING CHAMPIONSHIP	2C	O S M G	1	99	✓	95.00
4	09/28/2015	BREEDERS SWEEPSTAKES - COLTS	162	O S M G	1	1		95.00



4) The "Name" column is used to add a class name. The class name can be entered manually or can be selected from a standard list of events.

#	Class Date	Name	Class Code	Gender	Age		Pointed	Fee
1	09/28/2015	BELLAS FORMAS 1, 2 & 3 YR GELDINGS	62,65,68	O S M G	1	3	✓	95.00
2	09/28/2015	BELLAS FORMAS GELDINGS	72	O S M G	4	99	✓	95.00
3	09/28/2015	BELLAS FORMAS GELDING CHAMPIONSHIP	2C	O S M G	1	99	✓	95.00
4	09/28/2015	BREEDERS SWEEPSTAKES - COLTS	162	O S M G	1	1		95.00

- Clicking on the **Standard List** link will display a pop-up screen that consist of a list of classes as shown below:

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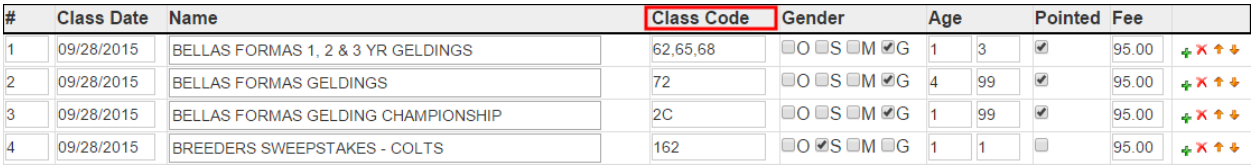
- User can select a name by double clicking on the desired name. User can also click on the name once to highlight it and then click on the Select button to select the name.
- Clicking on the New button will display a pop-up screen. The "Name" field is a free text box that allows the user to enter the desired name.
    - Clicking on the Add button will add the name.
    - Clicking on the Cancel button will close out the pop-up screen.
- Clicking on the Edit button will display a pop-up screen. The "Name" field is a free text box that allows the user to enter the desired name or make any changes.
    - Clicking on the Modify button will save the new changes.
    - Clicking on the Cancel button will close out the pop-up screen.
- To delete a name, please click on the name and then click on the Delete button.

5) The "Class Code" column is a free text box. User can enter the information manually into the text box.



#	Class Date	Name	Class Code	Gender	Age		Pointed	Fee
1	09/28/2015	BELLAS FORMAS 1, 2 & 3 YR GELDINGS	62,65,68	O S M G	1	3	✓	95.00
2	09/28/2015	BELLAS FORMAS GELDINGS	72	O S M G	4	99	✓	95.00
3	09/28/2015	BELLAS FORMAS GELDING CHAMPIONSHIP	2C	O S M G	1	99	✓	95.00
4	09/28/2015	BREEDERS SWEEPSTAKES - COLTS	162	O S M G	1	1		95.00

6) The "Gender" columns consists of four radio buttons from which the users can pick one to indicate the gender of the participating horses: Open(O)/Male (M)/Female(F)/Gelding(G).

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#	Class Date	Name	Class Code	Gender	Age		Pointed	Fee
1	09/28/2015	BELLAS FORMAS 1, 2 & 3 YR GELDINGS	62,65,68	O S M G	1	3	✓	95.00
2	09/28/2015	BELLAS FORMAS GELDINGS	72	O S M G	4	99	✓	95.00
3	09/28/2015	BELLAS FORMAS GELDING CHAMPIONSHIP	2C	O S M G	1	99	✓	95.00
4	09/28/2015	BREEDERS SWEEPSTAKES - COLTS	162	O S M G	1	1		95.00

O M F G

7) The "Age" column is used to mention the following:
   - Age range of the riders in years that are participating in a particular class if the class code is chosen as "Equitation".
   - Age range of the horses in years for all the classes other than equitation.

#	Class Date	Name	Class Code	Gender	Age		Pointed	Fee
1	09/28/2015	BELLAS FORMAS 1, 2 & 3 YR GELDINGS	62,65,68	O S M G	1	3	✓	95.00
2	09/28/2015	BELLAS FORMAS GELDINGS	72	O S M G	4	99	✓	95.00
3	09/28/2015	BELLAS FORMAS GELDING CHAMPIONSHIP	2C	O S M G	1	99	✓	95.00
4	09/28/2015	BREEDERS SWEEPSTAKES - COLTS	162	O S M G	1	1		95.00

8) The "Pointed" column is used to classify if a particular event is pointed or non-pointed. Checking the check box in the pointed column will indicate that the particular event is a pointed event.

#	Class Date	Name	Class Code	Gender	Age		Pointed	Fee
1	09/28/2015	BELLAS FORMAS 1, 2 & 3 YR GELDINGS	62,65,68	O S M G	1	3	✓	95.00
2	09/28/2015	BELLAS FORMAS GELDINGS	72	O S M G	4	99	✓	95.00
3	09/28/2015	BELLAS FORMAS GELDING CHAMPIONSHIP	2C	O S M G	1	99	✓	95.00

9) The "Fee" column is used to mention the registration fee for the particular event that the Show Secretary would be paying PHFA.

#	Class Date	Name	Class Code	Gender	Age		Pointed	Fee
1	09/28/2015	BELLAS FORMAS 1, 2 & 3 YR GELDINGS	62,65,68	O S M G	1	3	✓	95.00
2	09/28/2015	BELLAS FORMAS GELDINGS	72	O S M G	4	99	✓	95.00
3	09/28/2015	BELLAS FORMAS GELDING CHAMPIONSHIP	2C	O S M G	1	99	✓	95.00

10) The following functions are available at the end of the row to Insert/Delete/Swap the rows:
   - -- Clicking on this button will insert a row above the current row.
   - -- Clicking on this button will delete the current row.
   - -- Clicking on this button will swap the current row with the row above it.
   - -- Clicking on this button will swap the current row with the row below it.

11) Clicking on Insert button at the bottom of the table will insert a new row in the to the classes table.

12) Clicking on the Delete button at the bottom of the table will delete the last row from the classes table.

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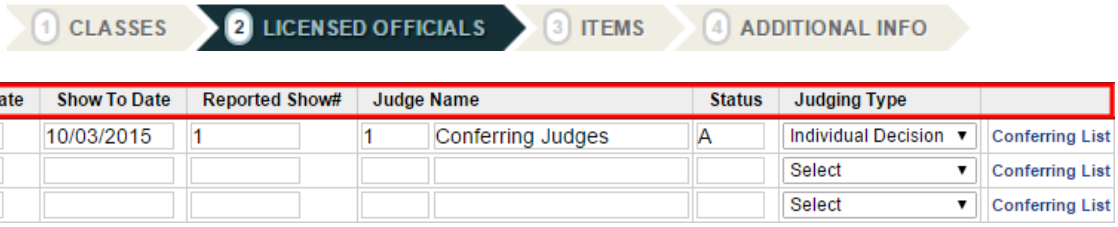
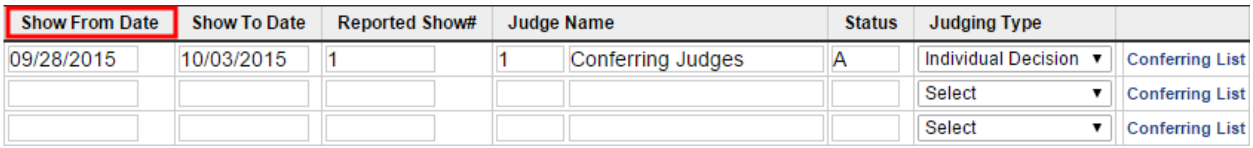
3.2.2 Add New Judges

The following section discusses how judges can be added to a show.

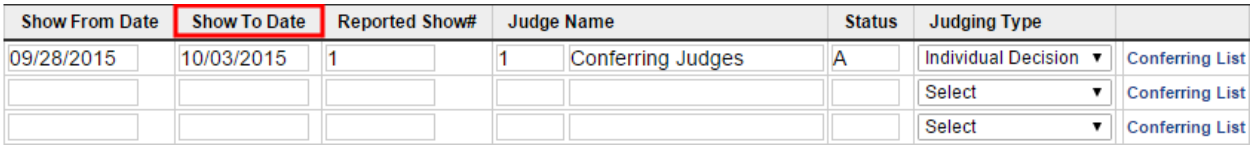
1) Clicking on the "LICENSED OFFICIALS" section will display the following columns: Show Date From, Show Date To, Reported Show#, Judge Name, Status, Judging Type, Conferring List link



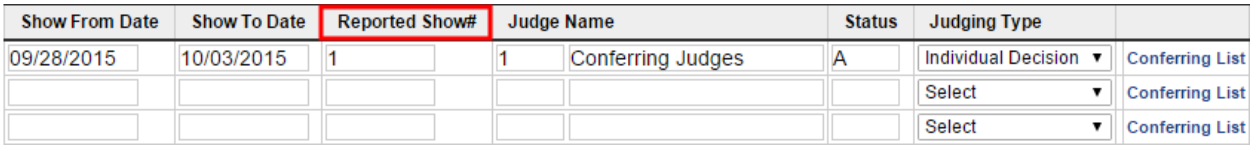
2) The "Show Date From" column is used to enter the start date for a judge.



3) The "Show Date To" column is used to enter the end date for a judge.



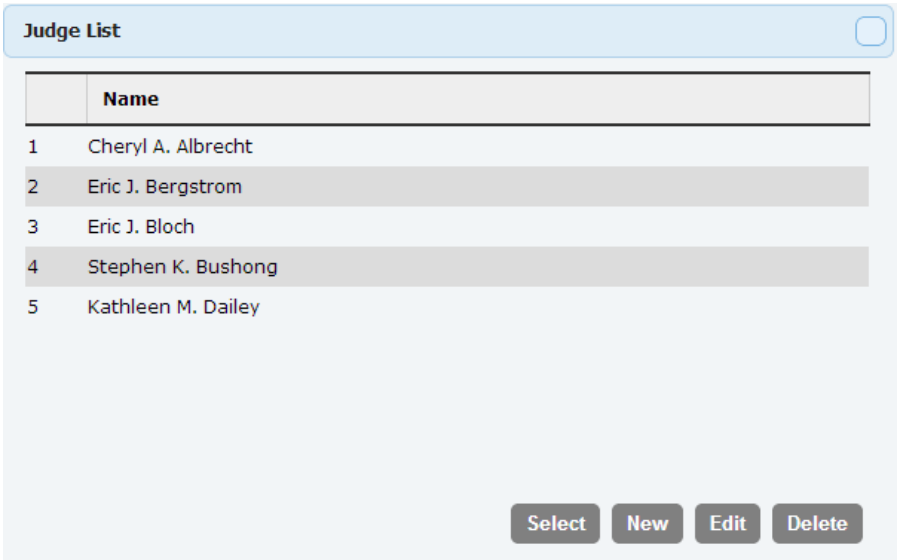
4) The "Reported Show#" is used to enter the desired show number.



5) The "Judge Name" column is used to add the name of a judge participating in the show along with the membership number. The judge name can be entered manually or can be selected from a list of judge names.

Show From Date	Show To Date	Reported Show#	Judge Name		Status	Judging Type	
09/28/2015	10/03/2015	1	1	Conferring Judges	A	Individual Decision ▼	Conferring List
						Select ▼	Conferring List
						Select ▼	Conferring List

- Clicking on the Judge List section will display a pop-up screen that consist of a list of judge names from which the user can select a name by double clicking on the desired name. User can also click on the name once to highlight it and then click on the Select button to select the name.



- Clicking on the New button will display a pop-up screen. The "Name" field is a free text box that allows the user to enter the desired name.
  - Clicking on the Add button will add the name.
  - Clicking on the Cancel button will close out the pop-up screen.
- Clicking on the Edit button will display a pop-up screen. The "Name" field is a free text box that allows the user to enter the desired name or make any changes.
  - Clicking on the Modify button will save the new changes.
  - Clicking on the Cancel button will close out the pop-up screen.
- To delete a name, please click on the name and then click on the Delete button.

6) The "Status" column would only accept either 'A' (Active) or 'I' (Inactive) as valid records. If the user inserts an 'A', the row is considered as an active row and if the user inserts an 'I', the row is

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considered as an inactive row. The record would not be displayed in any of the other related screens and reports.

Show From Date	Show To Date	Reported Show#	Judge Name		Status	Judging Type	
09/28/2015	10/03/2015	1	1	Conferring Judges	A	Individual Decision ▼	Conferring List
						Select ▼	Conferring List
						Select ▼	Conferring List

7) The "Judging Type" column is a drop down menu of list of judging types. User can select a desired option by clicking on it.

Show From Date	Show To Date	Reported Show#	Judge Name		Status	Judging Type	
09/28/2015	10/03/2015	1	1	Conferring Judges	A	Individual Decision ▼	Conferring List
						Select ▼	Conferring List
						Select ▼	Conferring List

Judging Type

Individual Decision ▼
- Select
- Conferring Judges
- Individual Decision

8) Clicking on the "Conferring List" will display a pop-up screen as shown below:

Show From Date	Show To Date	Reported Show#	Judge Name		Status	Judging Type	
09/28/2015	10/03/2015	1	1	Conferring Judges	A	Individual Decision ▼	Conferring List
						Select ▼	Conferring List
						Select ▼	Conferring List

Conferring List

No. Of Judges 6

#	First Name	Last Name
1	Keith	Dane
2	Helen	Frost
3	Nicanor	Miranda
4	Rogelio	Moreno
5	Miguel A.	Pistrana
6	Angelo	Usategui

Save Close

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3.2.3 Add New Items

The following section discusses how items can be added.

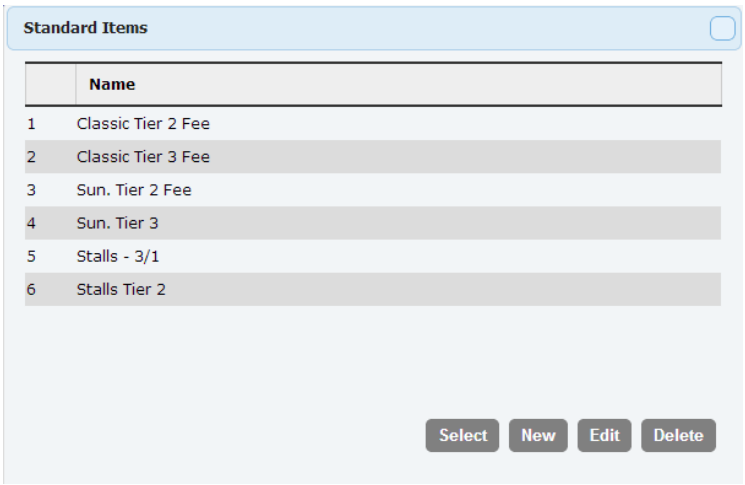
1) Clicking on the "ITEMS" section will display the following columns: Item Name, Cost, Default(Y/N), Status, Include In stable Rep

Item Name	Cost	Default(Y/N)	Status	Include In Stable Rep
Horse Stall	220.00	y	A	☑
USEF Drug Fee	16.00	y	A	☐
Tack Stall	220.00	N	A	☑
Breeder's Sweepstakes	200.00	N	A	☐

2) The "Item Name" column is used to add an item associated with the show.

Item Name	Cost	Default(Y/N)	Status	Include In Stable Rep
Horse Stall	220.00	y	A	☑
USEF Drug Fee	16.00	y	A	☐
Tack Stall	220.00	N	A	☑
Breeder's Sweepstakes	200.00	N	A	☐

- Clicking on the Standard Items section will display a pop-up screen that consist of a list of item names from which the user can select a name by either double clicking on the desired name or the user can click on the name once to highlight it and then click on the Select button to select the name.



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- Clicking on the New button will display a pop-up screen. The "Name" field is a free text box that allows the user to enter the desired name.
  - Clicking on the Add button will add the name.
  - Clicking on the Cancel button will close out the pop-up screen.
- Clicking on the Edit button will display a pop-up screen. The "Name" field is a free text box that allows the user to enter the desired name or make any changes.
  - Clicking on the Modify button will save the new changes.
  - Clicking on the Cancel button will close out the pop-up screen.
- To delete a name, please click on the name and then click on the Delete button.

3) The "Cost" column is used by the user to provide the cost of a particular item added.

Item Name	Cost	Default(Y/N)	Status	Include In Stable Rep
Horse Stall	220.00	y	A	☑
USEF Drug Fee	16.00	y	A	☐
Tack Stall	220.00	N	A	☑
Breeder's Sweepstakes	200.00	N	A	☐

4) The "Default(Y/N)" column can only accept two values: 'Y' (Yes) and 'N' (No). When a user inserts 'Y' in the field, that particular item is considered to be a mandatory cost and if the user inserts 'N', that particular item is considered to be an additional cost which is not mandatory.

Item Name	Cost	Default(Y/N)	Status	Include In Stable Rep
Horse Stall	220.00	y	A	☑
USEF Drug Fee	16.00	y	A	☐
Tack Stall	220.00	N	A	☑
Breeder's Sweepstakes	200.00	N	A	☐

5) The "Status" column would only accept either 'A' (Active) or 'I' (Inactive) as valid records. If the user inserts an 'A', the row is considered as an active row and if the user inserts an 'I', the row is considered as an inactive row and would not be displayed in any of the other related screens or reports and will be removed from the records.

Item Name	Cost	Default(Y/N)	Status	Include In Stable Rep
Horse Stall	220.00	y	A	☑
USEF Drug Fee	16.00	y	A	☐
Tack Stall	220.00	N	A	☑
Breeder's Sweepstakes	200.00	N	A	☐

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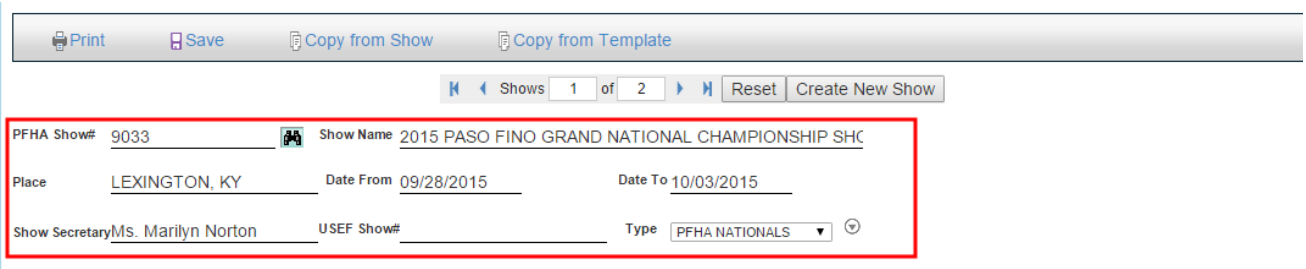
6) The "Include in Stable Rep" column includes check boxes. Checking the box indicates that the corresponding item will be included in Stable Rep.

Item Name	Cost	Default(Y/N)	Status	Include In Stable Rep
Horse Stall	220.00	y	A	☑
USEF Drug Fee	16.00	y	A	☐
Tack Stall	220.00	N	A	☑
Breeder's Sweepstakes	200.00	N	A	☐

3.3 Modifying show details

The following section discusses how to modify a show.

1) Once you have logged into the PasoKey system, Click on the *Show Information* section from the left hand side pane.
2) By clicking on the Show Information section, the following information about the most recently added show will be displayed: PFHA Show#, Show Name, Place, Date From, Date To, Show Secretary, USEF Show#, Type



3) Clicking on the button will display additional fields as shown below:

4) Along with the fields mentioned in step "2", the information saved in the following sections will also be displayed: EVENTS, LICENSED OFFICIALS, ITEMS, ADDITIONAL INFORMATION

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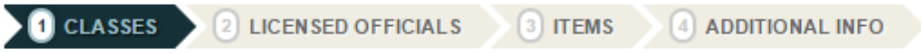

5) Please search for the desired show by using the navigation bar. *(Please refer section 3.1 Search and Display Show for more information)*
6) Please enter the required changes in the appropriate fields and sections mentioned above. *(Please refer section 3.2 Adding a Show for more information on how to update/add new information)*
7) Clicking on the Save button will save the changes.

3.4 Copying Show Details from an Existing Show

The following section discusses how show details can be copied from an existing show while creating a new show.

1) Once you have logged into the PasoKey system, Click on the *Show Information* section from the left hand side pane- Show Manager.
2) Clicking on the Create New Show button will clear all the display fields as well as the sections in the Show Information screen.
3) Clicking on the Copy from Show button will provide a drop down menu which is a list of shows from which a show can be chosen as the default while creating a new show.

4) Once a show is selected, all the details of the selected show auto-populate in all the fields and columns.
5) Please make the necessary changes and click on the Save button to save all the changes.

3.5 Copying a template from a saved template

The following section discusses how show details can be copied from a saved template while creating a new show.

1) Once you have logged into the PasoKey system, Click on the *Show Information* section from the left hand side pane- Show Manager.
2) Clicking on the Create New Show button will clear all the display fields as well as the sections in the Show Information screen.
3) Clicking on the Copy from Template button will provide with a drop down menu which is a list of previously saved templates from which a template can be chosen as the default while creating a new show.

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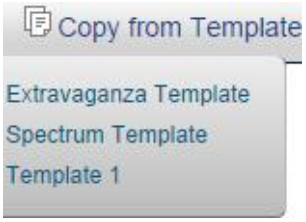
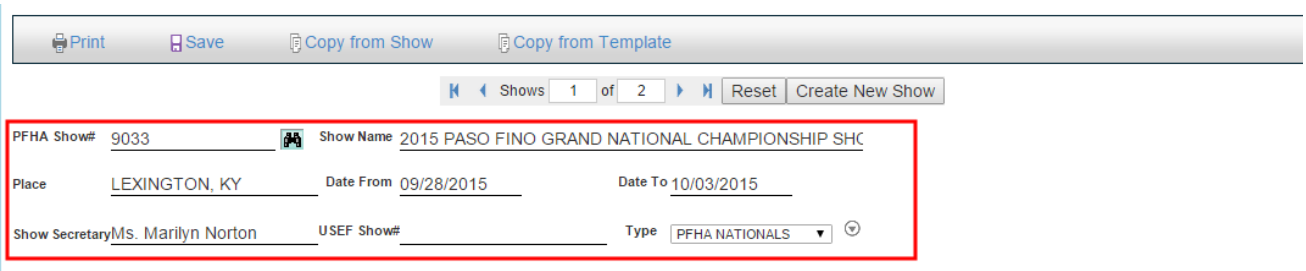


4) Once a template is selected, all the details of the template auto-populate in all the fields and columns.
5) Please make the necessary changes and click on the Save button to save all the changes.

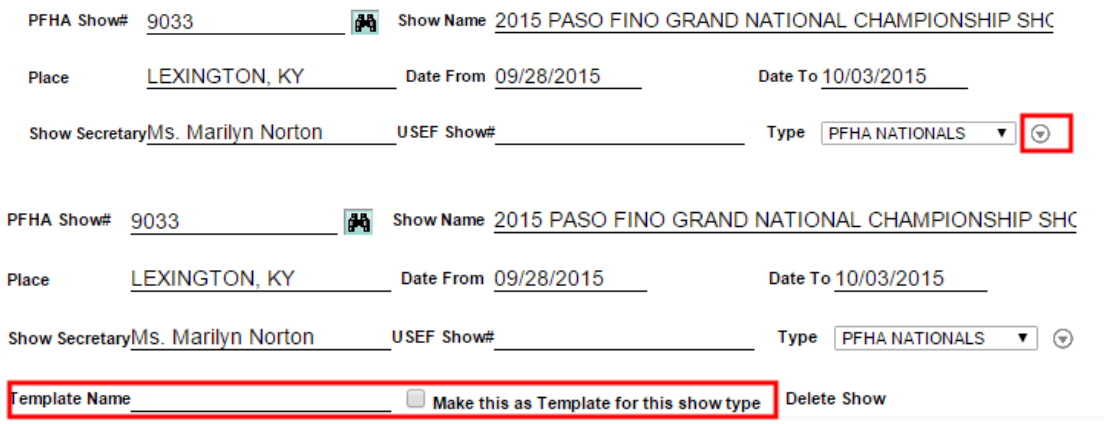
3.6 Creating and Saving a Template

The following section discusses how the common functions in the header of the *Show Information* section can be accessed.

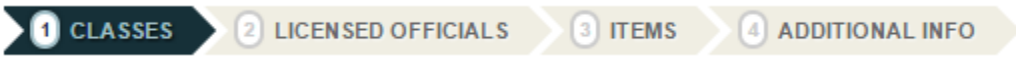
1) Once you have logged into the PasoKey system, Click on the *Show Information* section from the left hand side pane.
2) By clicking on the Show Information section, the following information about the most recently added show will be displayed: PFHA Show#, Show Name, Place, Date From, Date To, Show Secretary, USEF Show#, Type



3) Clicking on the button will display additional fields as shown below:



4) Along with the fields mentioned in step "2", the information saved in the following sections will also be displayed: EVENTS, LICENSED OFFICIALS and ITEMS.

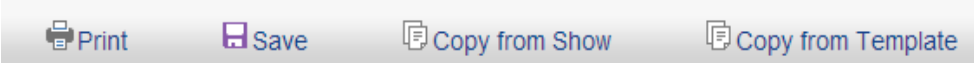


5) Please enter the required information into the required fields and sections mentioned in steps "2" and "3". *(Please refer section 3.2 Adding a Show for more information)*
6) The "Template Name" field is a free text box that will allow the users to enter a template name for the show that is being created.
7) Checking the Make this as Template for this show type box select that show as a template.
8) Clicking on the Save button will save and add the show.

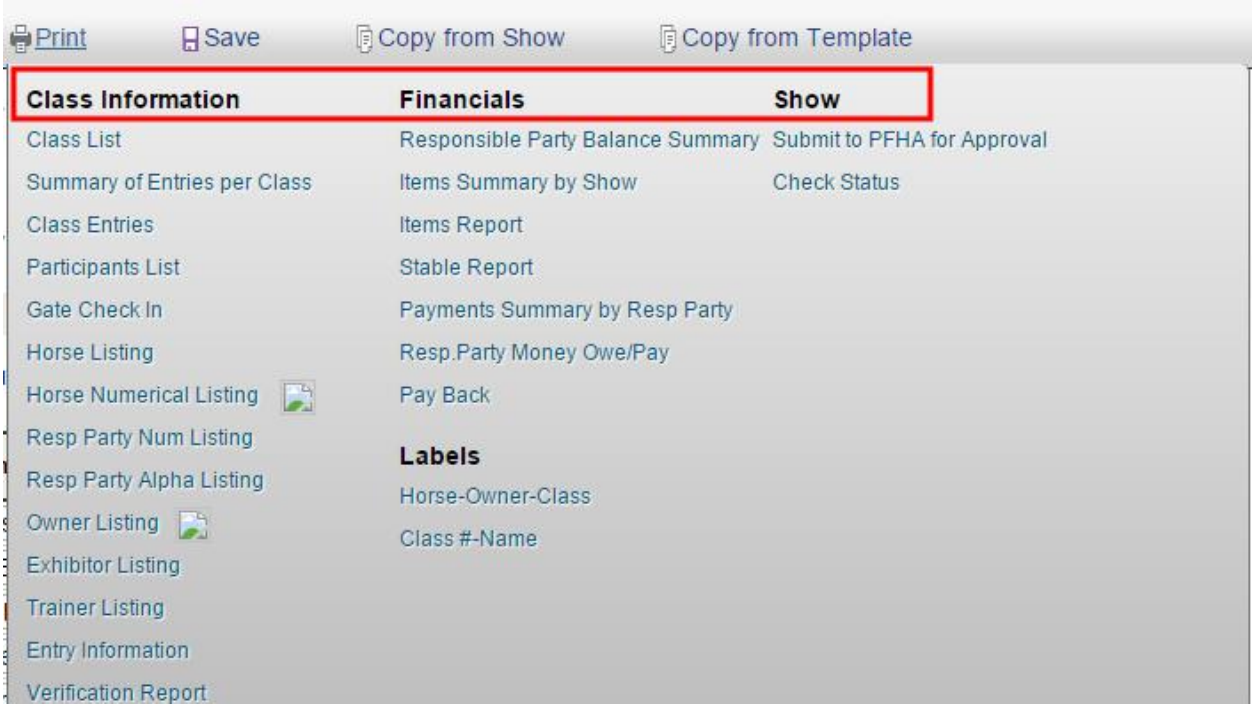
3.7 Common Functions Available (Header)

The following section discusses how the common functions in the header of the *Show Information* section can be accessed.

1) Once you have logged into the PasoKey system, Click on the *Show Information* section from the left hand side pane.
2) By clicking on the Show Information section, the following information about the most recently added show will be displayed: PFHA Show#, Show Name, Place, Date From, Date To, Show Secretary, USEF Show#, Type
3) Along with the fields mentioned in step "2", the information saved in the following sections will also be displayed: EVENTS, LICENSED OFFICIALS, ITEMS, ADDITIONAL INFO
4) The common functions that are available throughout the Show Information screen are: Print, Save, Copy from Show and Copy from Template



5) Clicking on the Print button will provide the user with a drop down menu consisting of the following sub groups: Class Information, Financials and Show



- Clicking on the desired options under each of the sub groups will generate corresponding report.

6) Clicking on the Save button will let the users save all the information about a particular show that has been entered.
7) Clicking on the Copy from Show option will provide the users with a drop down menu which is a list of shows from which a show can be chosen as the default while creating a new show. *(Please refer section 3.4 Copying show details from an existing show for more information)*
8) Clicking on the Copy from Template option will provide the users with a drop down menu which is a list of templates of previously created shows that can be used as the template while creating a new show. *(Please refer section 3.5 Copying a template from a saved template for more information)*

3.8 Submit Show Details for Approval and Check Show Status

1) Once you have logged into the PasoKey system, Click on the *Show Information* section from the left hand side pane.
2) Please create a new show. *(Please refer section 3.2 Add a new show for more information)*
3) Clicking on the Save button will save and add the show.
4) Clicking on the Print button will provide the user with a drop down menu consisting of the following sub groups: Class Information, Financials and Show. *(Please see section 3.7 Common Functions Available (Header) for more information)*

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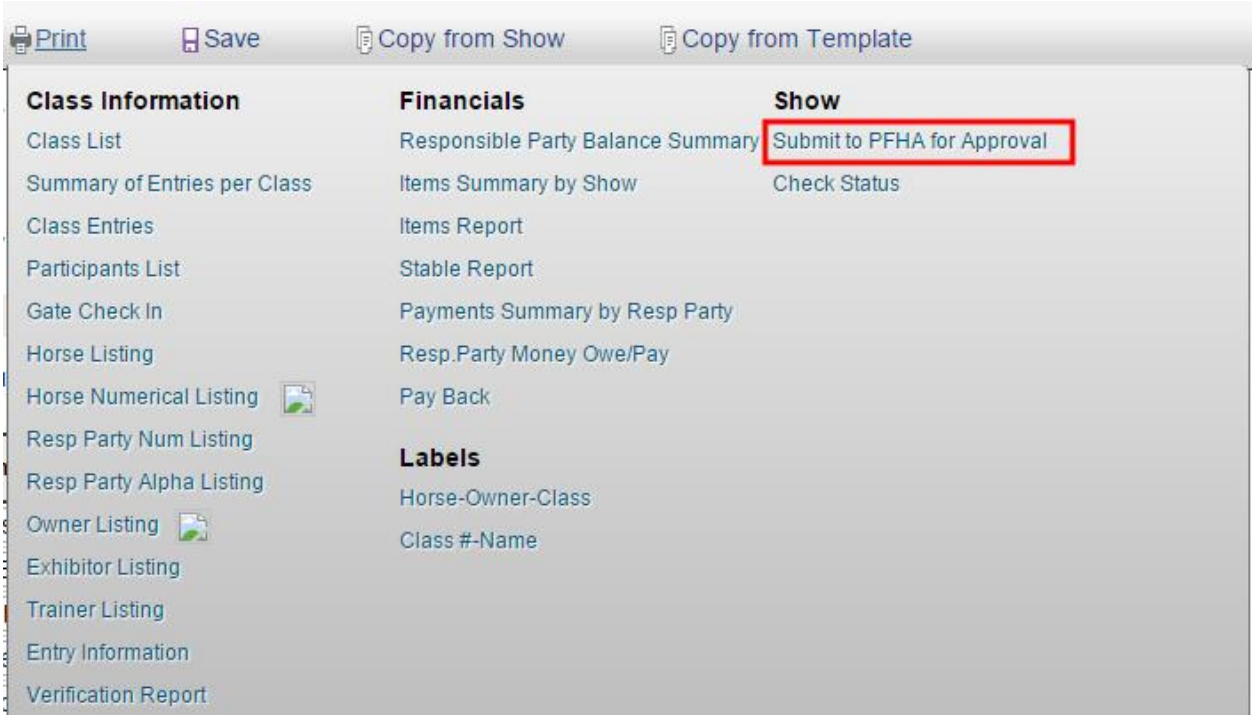
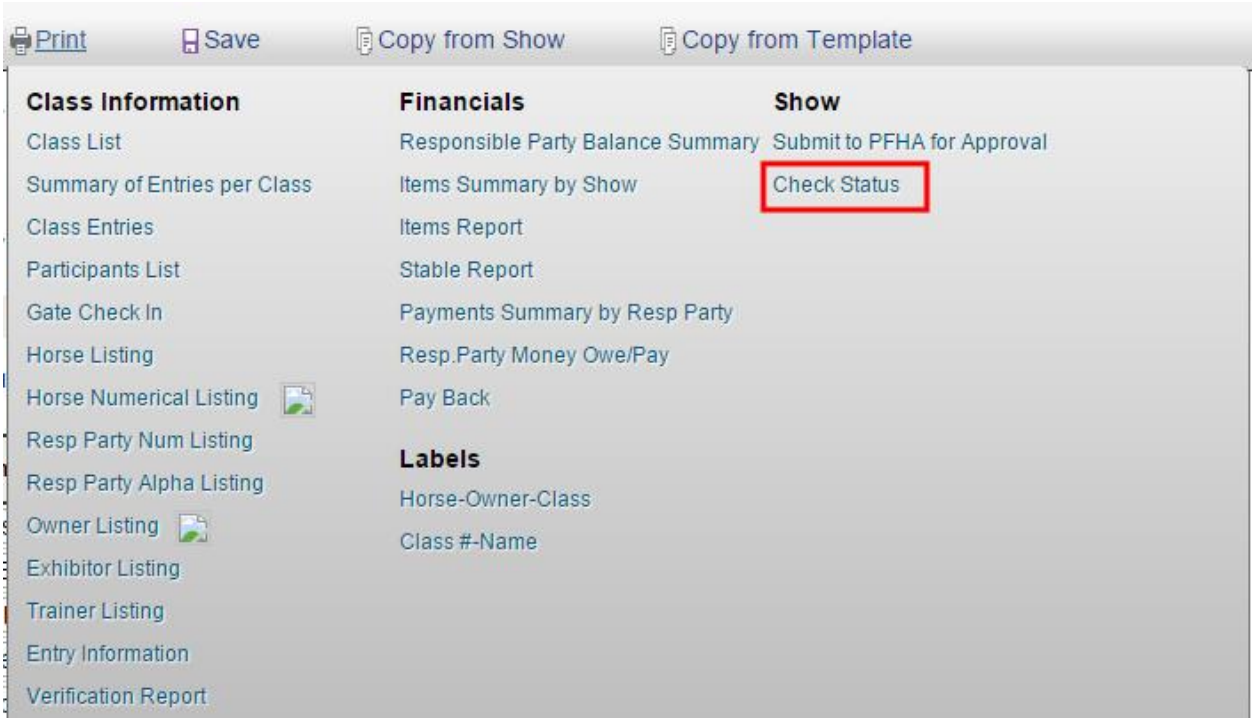
5) Clicking on the "Submit to PFHA for Approval" will allow you to submit the show details to PFHA for approval.

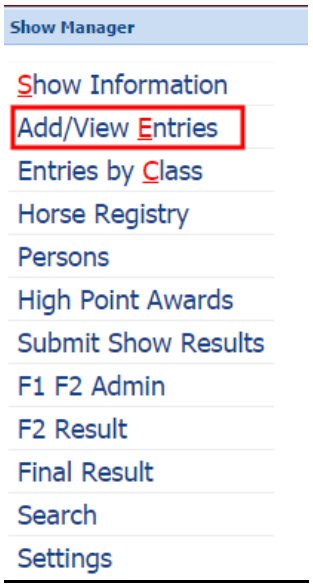


6) Clicking on the "Check Status" button will allow you to check the status of a particular show.



4. ADD/VIEW ENTRIES

The "Add/View Entries" section allows a user to add a horse to multiple classes of a particular show. It also provides users the capability of adding fee amounts and mode of payments associated with a particular horse participating in the show.



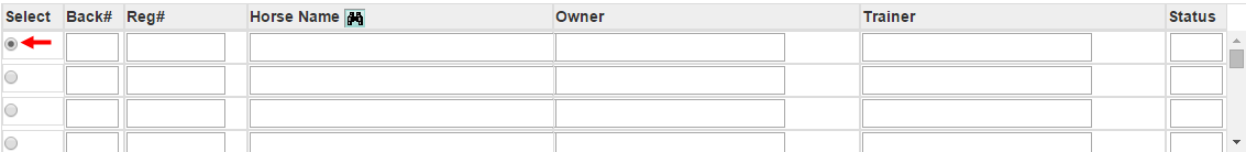
4.1 Add Horses of an Exhibitor

The following section discusses how to add horse(s) participating in a show to multiple classes.

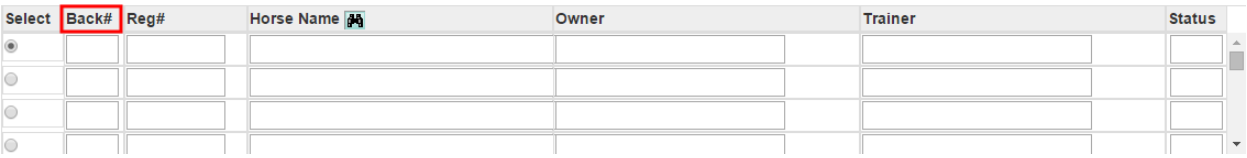
1) By clicking on the Add/View Entries section, the following information about the most recently added show will be displayed: Show Name, Open Person Details check box, responsible Person, Status, Stable With, Settlement Name, Notes

2) Along with the fields mentioned in step "1" the following columns are displayed: Select, Back#, Reg#, Horse Name, Owner, Trainer, Status
   - Each row of the table includes free texts boxes within every column.
   - Enter the required information corresponding to the horses in individual rows.

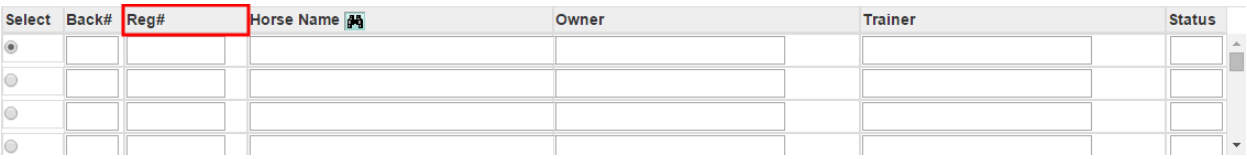
3) Clicking on the "Select" radio button will select that particular row as shown below:



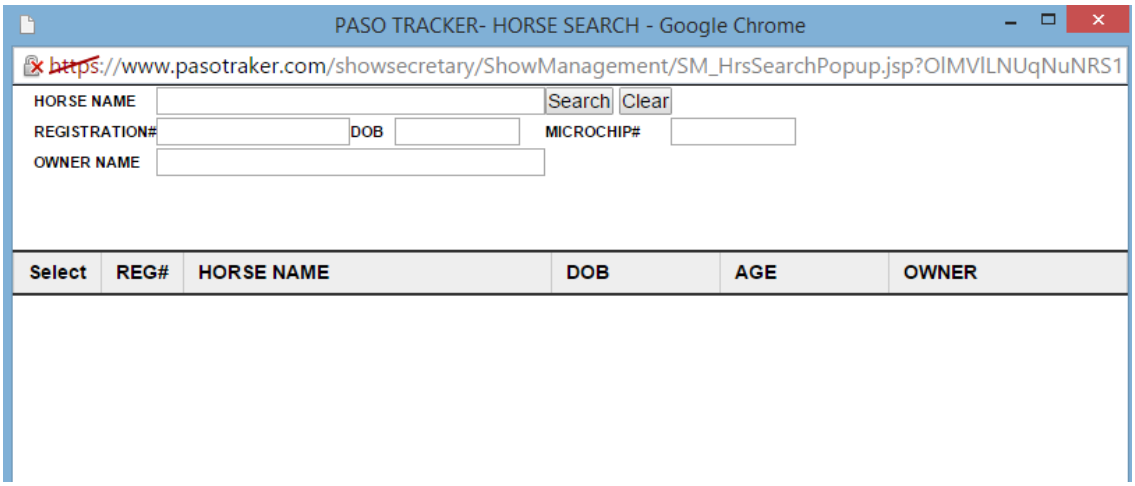
4) The "Back#" column is a free text box that can be manually completed by the user.



5) The "Reg#" column will allow the user to select the registration number of the horse. The details of the horse corresponding to the selected registration number will auto-populate.



6) The "Horse Name" column will allow the user to select the name of the desired horse.
   - A horse can be searched by clicking on the button.
   - Clicking on the button will generate a pop-up screen as shown below:



   - The following search fields are displayed on the pop-up screen: HORSE NAME, RESGISTRATION#, DOB, MICROCHIP#, OWNER NAME
   - Complete the required search criteria and click on the Search button. This will generate a list of results as shown below:

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HORSE NAME | Search | Clear
REGISTRATION# | DOB | MICROCHIP#
OWNER NAME

Select	REG#	HORSE NAME	DOB	AGE	OWNER
	N0000453	#40 DE TINAJONES			
	N0000156	#45 MILAORO			
	N0002628	2 DE MAYO			
	00007449	A ACERTANTE DE SENOR MODO	01/02/1984	31	

- Clicking on the "Select" radio button will allow the user to select the desired member.

Select	REG#	HORSE NAME	DOB	AGE	OWNER
	N0000453	#40 DE TINAJONES			
	N0000156	#45 MILAORO			
	N0002628	2 DE MAYO			

- Click on the Clear button to clear all the fields.

7) The "Trainer" column is a free text box that can be manually completed by the user.

Select	Back#	Reg#	Horse Name	Owner	Trainer	Status

8) The "Status" column accepts two values: 'A' (Active) and 'I' (Inactive). Inserting an 'A' in this field will keep the particular row active and inserting 'I' in this column will inactive the row and remove the row from all the records and reports.

Select	Back#	Reg#	Horse Name	Owner	Trainer	Status

4.2 Add Class Details Associated With a Particular Horse

The following section discusses how to add the class details associated with a particular horse.

1) Clicking on the "Class Details" section will display the following columns: Class#, Class Name, Rider#, Rider Name, Status

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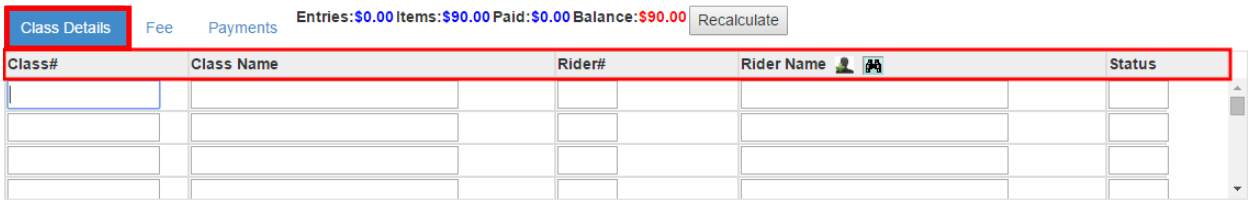


2) The "Class#" column is used to select the class number. The user can only enter the class number and event names saved for a particular show *(Please refer section 3.2.1 Show Information for more information)*. User can manually enter the class number.

3) The "Class Name" column is used to enter the class name. User can only enter the class number and class names saved for a particular show *(Please refer section 3.2.1 Show Information for more information)*. This column auto-populates to the class name corresponding to the "Class#" that has been selected by the user.

4) The "Rider#" column is used enter the number a rider has been assigned during member registration. The user can only enter the rider numbers that have been recorded and saved under the "Persons" section *(Please refer section 7. Persons for more information)*. User can manually enter the rider number.

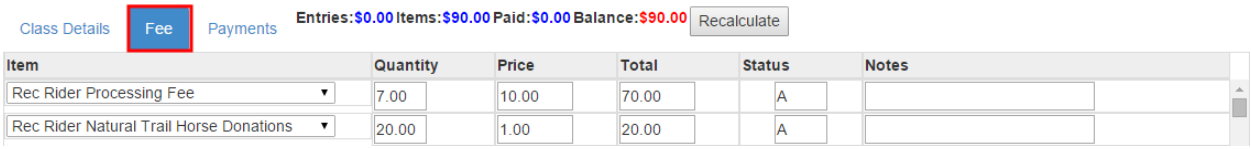
5) The "Rider Name" column auto-populates to the rider name corresponding to the "Rider#" that has been selected by the user.
   - A rider name can be searched by clicking on the button.

6) The "Status" column accepts two values: 'A' (Active) and 'I' (Inactive). Inserting an 'A' in this field will keep the particular row active and inserting 'I' in this column will inactive the row and remove the row from all the records and reports.

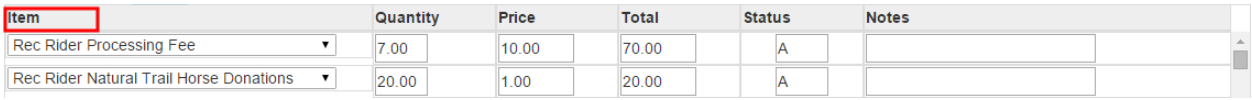
4. 3 Add Fee Details Associated With a Particular Horse

The following section discusses how to add the class details associated with a particular exhibitor.

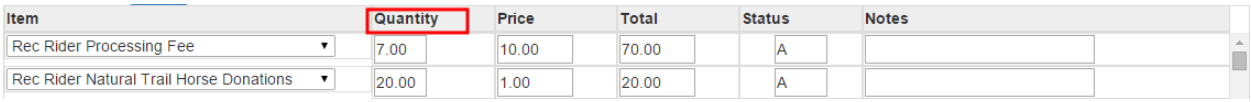
1) Clicking on the "Fee" section will display the following columns: Item, Quantity, Price, Total, Status, Notes



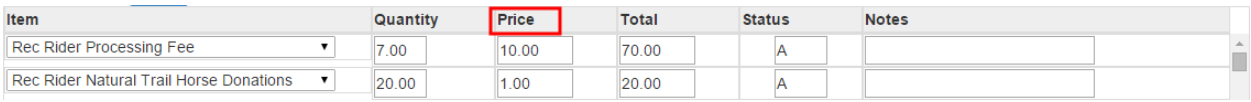
2) The "Item" column is a drop down menu of a list of items that have been saved for a particular show. User can select an option from the list by clicking on it.



3) The "Quantity" column is a free text box used to enter the required quantity of an item.



4) The "Price" column gives the price of a selected item. This column auto-populates based on the item selected.



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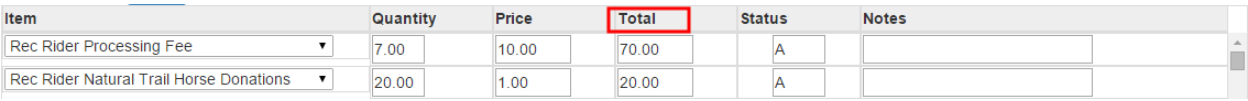
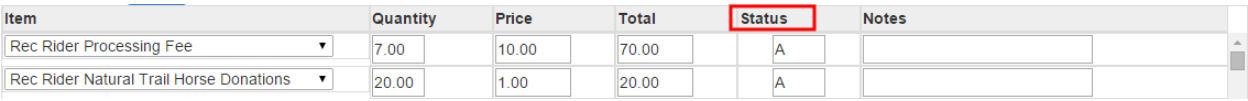
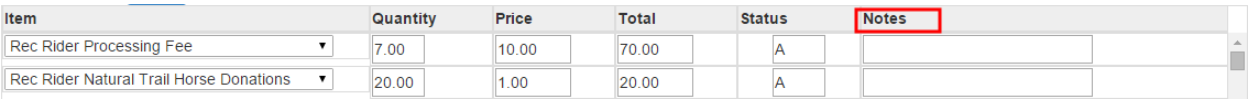
5) The "Total" column gives the total price of a particular item for a selected quantity. This column auto-populates based on the item and quantity selected.



6) The "Status" column accepts two values: 'A' (Active) and 'I' (Inactive). Inserting an 'A' in this field will keep the particular row active and inserting 'I' in this column will inactive the row and remove the row from all the records and reports.



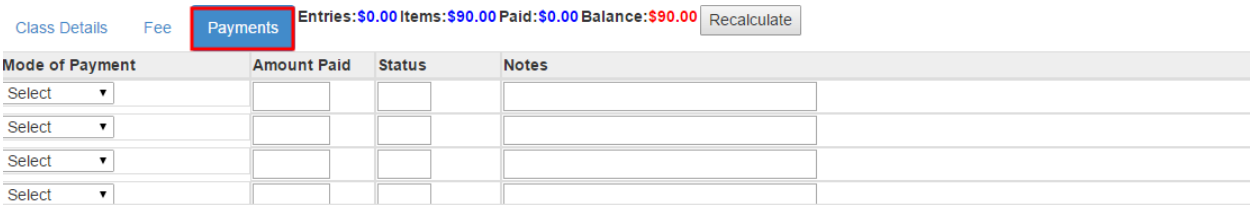
7) The "Notes" column is a free text box used to enter the notes corresponding to the item.



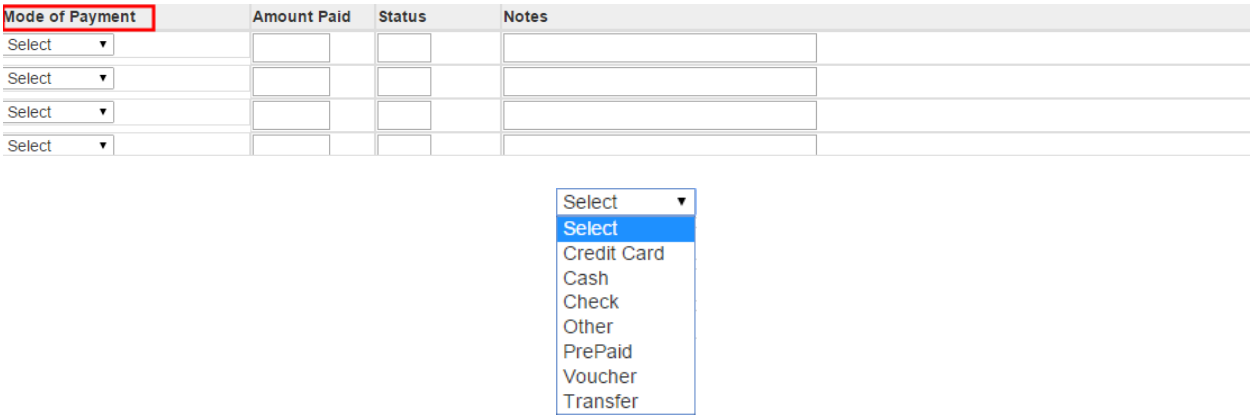
4. 4 Add Payment Details Associated With a Particular Horse

The following section discusses how to add the payment details associated with a particular horse.

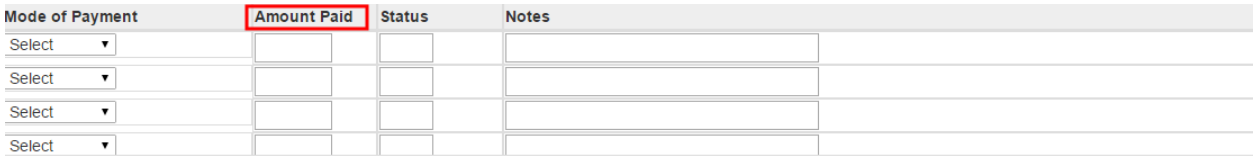
1) Clicking on the "Payment" section will display the following columns: Mode of Payment, Amount Paid, Status, Notes



2) The "Mode of Payment" column is a drop down menu that gives the method of payment. User can select an option from the list by clicking on it.



3) The "Amount Paid" column gives the amount paid for a particular item. User can manually enter the desired amount in the column.



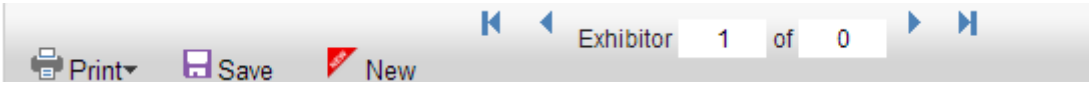
4) The "Status" column accepts two values: 'A' (Active) and 'I' (Inactive). Inserting an 'A' in this field will keep the particular row active and inserting 'I' in this column will inactive the row and remove the row from all the records and reports.

5) The "Notes" column is a free text box used to enter the notes corresponding to the row.

4.5 Common Functions Available (Header)

The following section discusses how the common functions in the header of the *Add Exhibitors* section can be accessed.

1) Once you have logged into the PasoKey system, click on the *Add Exhibitors* section from the left hand side pane.
2) The common functions that are available throughout the Show Information screen are: Print, Save, New and the Exhibitor navigation bar



3) Clicking on the button will provide the user with a drop down menu consisting of the following sub groups: Class Information, Financials, Labels

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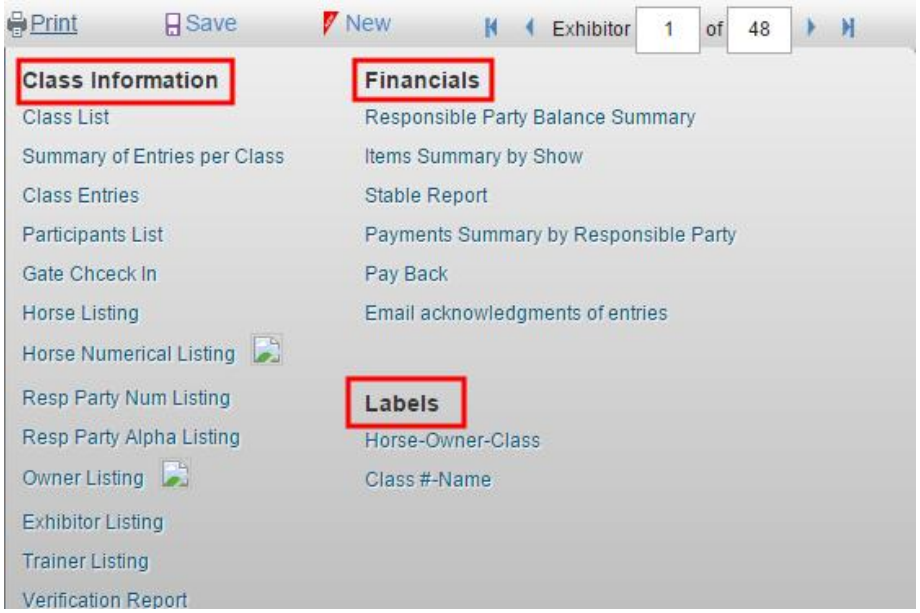
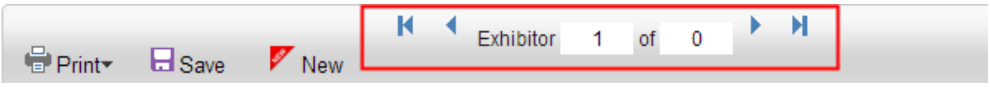


- Clicking on the desired options under each of the sub groups will generate corresponding report.

4) Clicking on the Save button will let the users save all the information that has been entered or changed.
5) Clicking on the New button will clear all the fields and allow the user to enter the required details into the fields.
6) The Exhibitor navigation bar allows the user to navigate through the list of exhibitors.



7) Clicking on the button will allow the user to navigate to the next exhibitor.
8) Clicking on the will take the user to the previous exhibitor.
9) Clicking on the button will take the user to the last exhibitor on the list
10) Clicking on the button will take the user to the first exhibitor on the list.
11) Users can manually navigate through the list of exhibitor s by entering a desired exhibitor number in the Exhibitor 1 of 0 box.

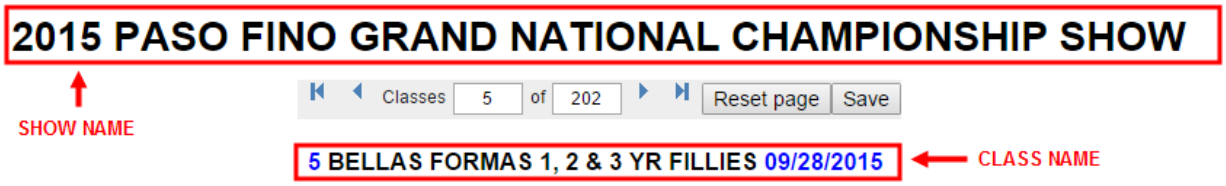
5. ENTRIES BY CLASS

The "Entries by Class" section under the *Show Manager Panel* provides the capability to display the list of participating horses per class along with the ability to view results of multiple judging rounds included in a class.

5.1 Displaying Entries and Placements by Class

The following section discusses how an event can be searched and displayed.

1) Once you have logged into the PasoKey system, click on the *Entries by Class* section from the left hand side panel.
2) Clicking on the Entries by Class section will display the show name and the class name as shown below:



3) The following columns corresponding to the first class of the recently added show will be displayed: Back#, Name/Reg#, Age, Owner, Rider, Pos, Action column

Back#	Name/Reg#	Age	Owner	Rider	Pos J1	Action
102	PORCELANA DE ZAFIRO 00047638	10	DR ANN R FURR	MICAH A FURR		
104	LA DIVA DE PROMESA 00054584	8	CAROLYN STEINBACK	CAROLYN STEINBACK		

4) All of the columns auto-populate based on the selected class of a show. The "Pos" column displays the final placement of the horses participating in the show.
6) The following functions are available at the end of the row to Insert/Delete/Swap the rows:

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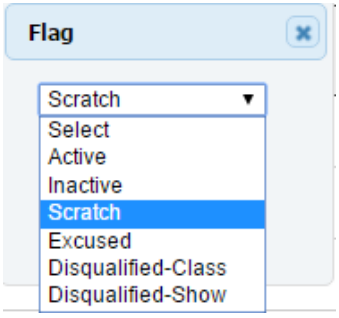
- -- Clicking on this button will generate a pop-up with a drop down with a list of flags that can be assigned to the horse.



- -- Clicking on this button corresponding to a particular row will scratch the horse and highlight it as shown below:

- -- Clicking on this button will swap the current row with the row above it.
- -- Clicking on this button will delete the row.

7) Clicking on the Refresh button will refresh the screen.
8) Clicking on the F1 Cut button will generate a pop-up screen to display the F1 cut results. *(Please refer section 10. F1 F2 ADMIN for more information)*
9) Clicking on the F2 Placements button will generate a pop-up screen to display the F2 placements. *(Please refer section 10. F1 F2 ADMIN for more information)*
10) Clicking on the Add Entries button will allow the user to add new participating horses to a selected class. *(Please refer section 10. F1 F2 ADMIN for more information)*
11) Clicking on the Publish Results button will publish the results real time. Users can view the results by clicking on the results link provided to them. *(Please refer section 10. F1 F2 ADMIN for more information)*
7) Clicking on the Save button will save the changes.

5.2 Searching for an Event

The following section discusses how an event of a particular show can be searched in the Placement screen.

1) Once you have logged into the PasoKey system, click on the Entries by Class section from the left hand side panel.

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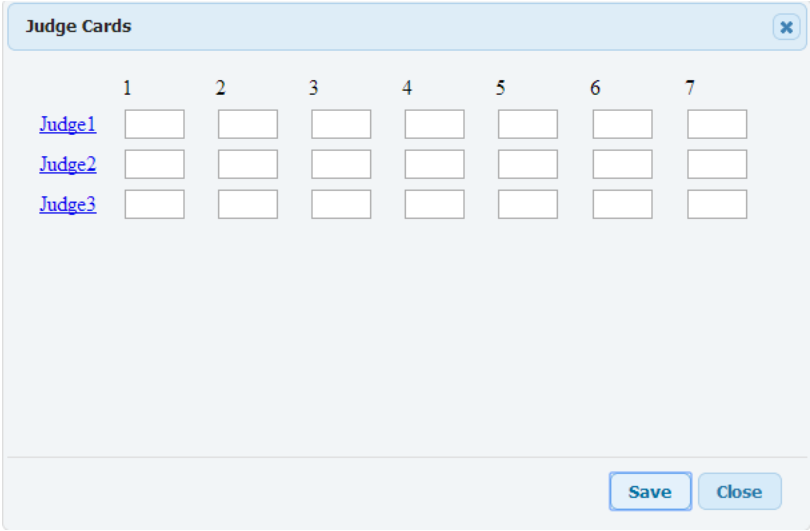
2) Clicking on the Entries by Class section will display the show name and the class name as shown below: *(Please refer section 5.1 Displaying Entries and Placements by Class)*
3) The class navigation bar allows the user to navigate through the list of classes of a show.

4) Clicking on the button will allow the user to navigate to the next event.
5) Clicking on the will take the user to the previous event.
6) Clicking on the button will take the user to the last event on the list
7) Clicking on the button will take the user to the first event on the list.
8) Users can manually navigate through the list of events by entering a desired event number in the Classes 1 of 10 box and clicking on the Jump button.
9) Clicking on the Reset page button will reset the screen back to first event.

5.3 Entering the Judge Card Information

The following section discusses how to enter the judge card information in the Placement Screen.

12) Once you have logged into the PasoKey system, Click on the *Placements* section from the left hand side panel.
13) Clicking on the Judge Cards button will display a pop-up screen.



14) The pop-up screen will display the following information: All the judges participating in the show and the placement numbers for each of the participating horses.

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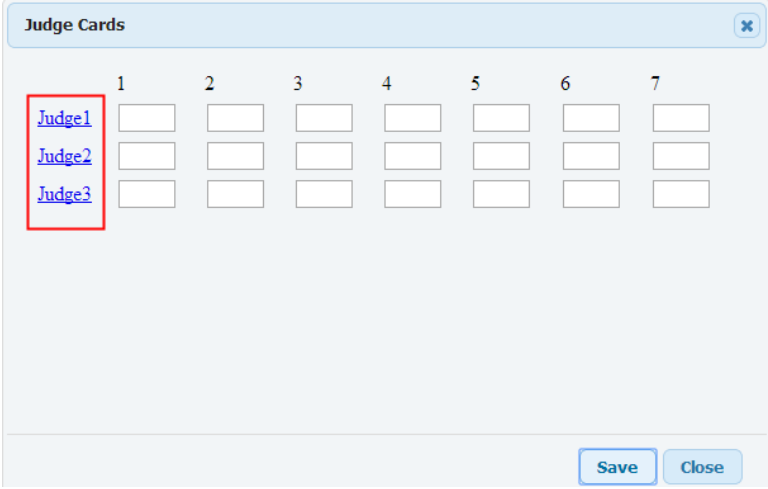
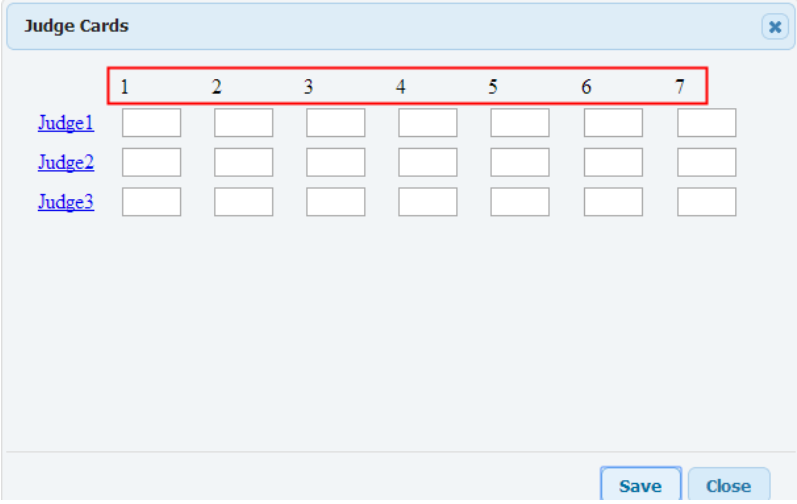
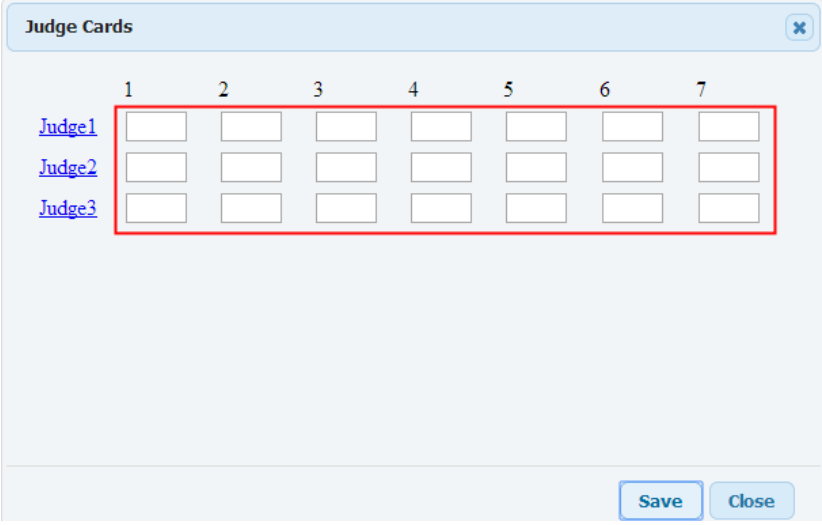




15) Clicking on the free text boxes will allow the user to enter the horse number according to the placement allotted to it by the corresponding judge.



16) Clicking on the Save button will save the changes.
17) Clicking on the Close button with the close out the pop-up screen.

6. HORSE REGISTRY

The "Horse Registry" section under the *Show Manager* provides the capability to register or search for a particular horse.

6.1 Search and Display a Horse's Details

The following section discusses how to search and display a horse's details

1) Once you have logged into the PasoKey system, Click on the *Horse Registry* section from the left hand side panel.
2) Clicking on the Horse Registry section will display the following fields: Reg#, Name, DOB, Age, Gender, Color, Modality, Owner#

3) The "Reg#" field will allow the user to select the registration number of a desired horse.
   - A horse can be searched by clicking on the button.

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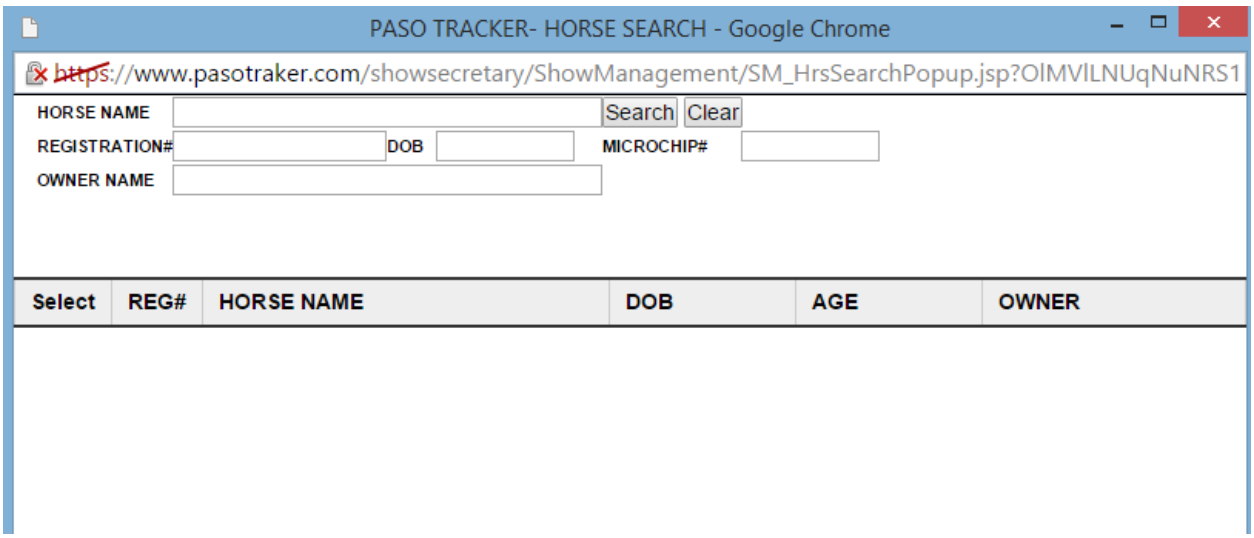
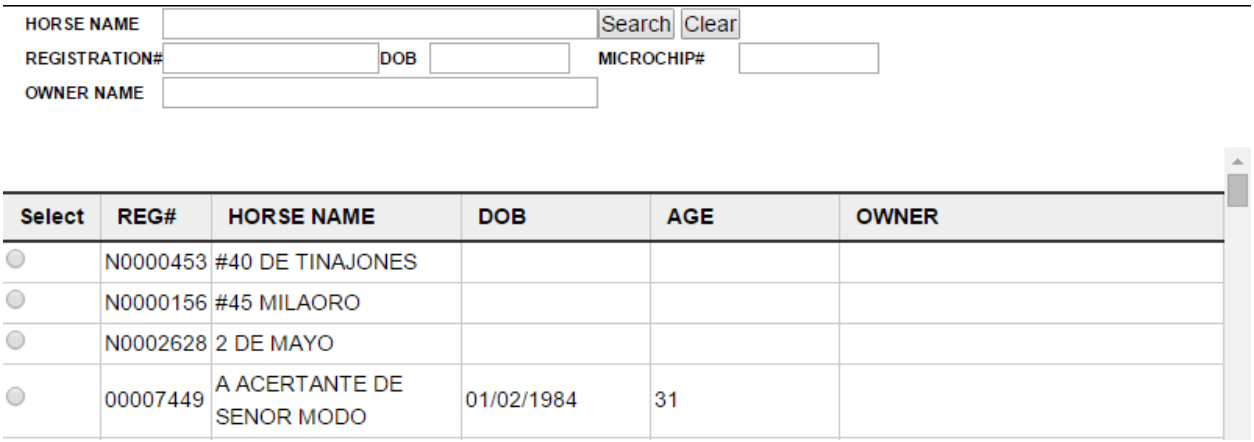
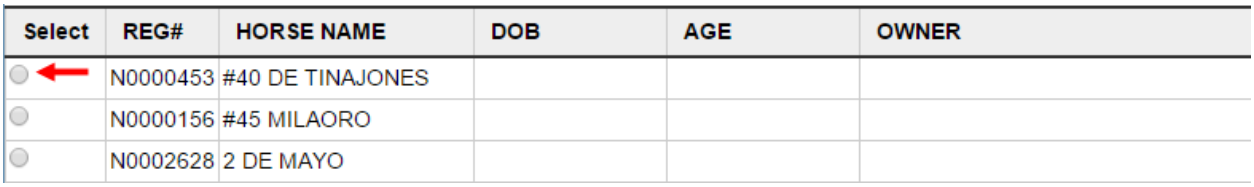
- Clicking on the button will generate a pop-up screen as shown below:



- The following search fields are displayed on the pop-up screen: HORSE NAME, RESGISTRATION#, DOB, MICROCHIP#, OWNER NAME
- Complete the required search criteria and click on the Search button. This will generate a list of results as shown below:



- Clicking on the "Select" radio button will allow the user to select the desired member.



- Click on the Clear button to clear all the fields.

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10) All the fields auto-populate with the horse information corresponding to the selected registration number.
11) Enter/Edit the required fields and click on the Save button to save the information.
12) Clicking on the Clear button will clear all the fields.

6.2 Adding and Saving a Horse

The following section discusses how to search and display a horse's details

1) Once you have logged into the PasoKey system, Click on the *Horse Registry* section from the left hand side panel- Show Manager.
2) By clicking on the Horse Registry section, the following fields are displayed: Reg#, Name, DOB, Age, Gender, Color, Modality, Owner#

Save Clear

REG#		Name					
DOB		Age		Gender	Select	Color	Select
Modality	Select						
Owner#							

3) The "Reg#" field will allow the user to enter the registration number of the horse.
4) The "Name" field will allow the user to enter the name of a horse.
5) The "DOB" field will allow the user to enter the date of birth of the horse.
6) The "Age" field will allow the user to enter the age of the horse.
7) The "Gender" field is a drop down menu that will provide the user with gender options from which the user can pick a suitable option.
8) The "Color" field is a drop down menu that will provide the user with color options from which the user can pick a suitable option.
9) The "Modality" field is a drop down menu that will provide the user with modality options from which the user can pick a suitable option.
10) The "Owner" field will allow the user to enter the horse's owner's name.
11) Clicking on the Save button to search for the horse.
12) Clicking on the Clear button will clear all the fields.

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7. PERSONS

The "Persons" section under the *Show Manager* provides the capability to register or search for a particular member.

7.1 Search and Display Member Registrations Details

The following section discusses how to search and display a person's membership details

1) Once you have logged into the PasoKey system, click on the *Persons* section from the left hand side panel.
2) By clicking on the Horse Registry section, the following fields are displayed on the screen: MemberShip#, LastName, FirstName, StartDate, EndDate, Gender, DOB and Address1, Address2, City, State, Zip, Phone#, USEF#, Email

Save Clear

MemberShip#		LastName				FirstName			
StartDate		EndDate		Gender				DOB	
Address1									
Address2									
City				State		Zip		Phone#	
USEF#									
Email									

3) The "MemberShip#" field is used to enter the membership number of a person.

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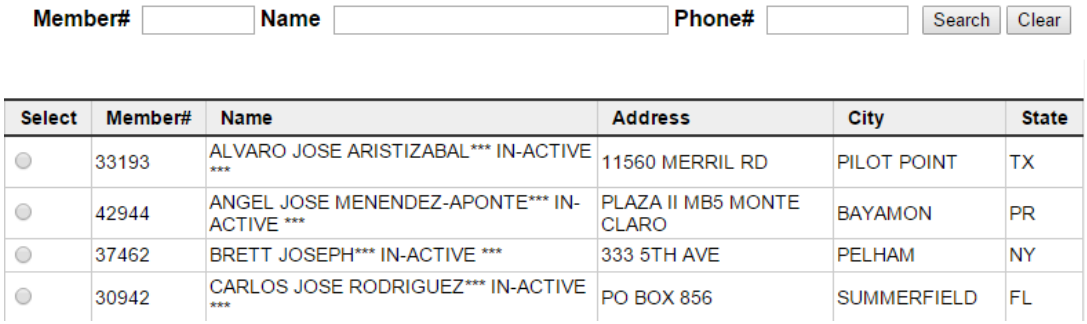
- Clicking on the button will display a pop-up screen with the following additional criteria to search for an Exhibitor Name: Member#, Name and Phone#

- The "Member#" field will allow the user to enter the exhibitor's membership number.
- The "Name" field will allow the user to enter the exhibitor name.
- The "Phone#" field will allow the user to enter the exhibitor's phone number.
- Clicking on the Search button will search for a particular exhibitor based on the information entered by the user in the search criteria fields.



- Clicking on the Clear button will clear all the search criteria fields.
- The following columns will be displayed in the pop-up screen: Select, member#, Name and Phone#

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Member# **Name** **Phone#** Search Clear

Select	Member#	Name	Phone#
	41432	Julie E. Frantz	800-509-2062
	41532	Katherine Tennyson	800-509-2062
	41432	Maureen McKnight	800-509-2062
	51432	Stephen K. Bushong	800-509-2062
	81888	Cheryl A. Albrecht	800-509-2062
	41488	Eric J. Bergstrom	800-509-2062
	492	Eric J. Bloch	800-509-2062
	691	Stephen K. Bushong	800-509-2062
	891	Kathleen M. Dailey	800-509-2062

- Clicking on the "Select" radio button will allow the user to select the desired member.

Select	Member#	Name	Address	City	State
	33193	ALVARO JOSE ARISTIZABAL*** IN-ACTIVE ***	11560 MERRIL RD	PILOT POINT	TX
	42944	ANGEL JOSE MENENDEZ-APONTE*** IN-ACTIVE ***	PLAZA II MB5 MONTE CLARO	BAYAMON	PR
	37462	BRETT JOSEPH*** IN-ACTIVE ***	333 5TH AVE	PELHAM	NY

4) All the fields auto-populate all the fields with the information corresponding to the selected membership number.
5) Click on the Clear button to clear all the fields.

7.2 Adding and Saving a New Member

The following section discusses how to search and display a person's membership details

1) Once you have logged into the PasoKey system, Click on the *Persons* section from the left hand side panel.
2) Clicking on the Horse Registry section will display the following fields: MemberShip#, LastName, FirstName, StartDate, EndDate, Gender, DOB and Address1, Address2, City, State, Zip, Phone#, USEF#, Email.

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Save Clear

MemberShip#		LastName				FirstName			
StartDate		EndDate		Gender				DOB	
Address1									
Address2									
City				State		Zip		Phone#	
USEF#									
Email									

3) The "MemberShip#" field is used to enter the membership number of a person.
4) The "LastName" field is used to enter the last name of the member.
5) The "FirstName" field is used to enter the first name of the member.
6) The "Start Date" field is used to enter the start date of the membership of a particular member.
7) The "End Date" field is used to enter the end date of the membership of a particular member.
8) The "Gender" field is used to enter the gender of the member.
9) The "DOB" field is used to enter the date of birth of the member.
10) The "Address" field is used to enter the address of a member.
11) Click on the Save button to save the information of the member.
12) Click on the Clear button to clear all the fields.

8. HIGH POINT AWARDS

The following section will discuss how the high point awards for a particular show can be displayed.

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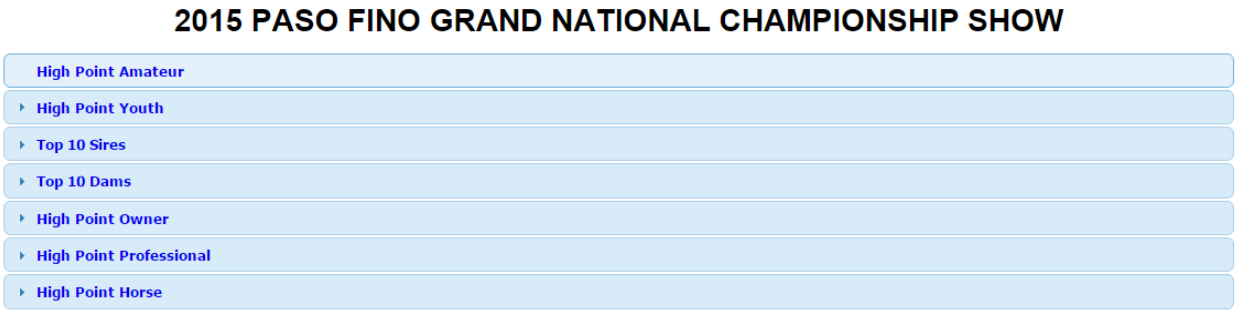
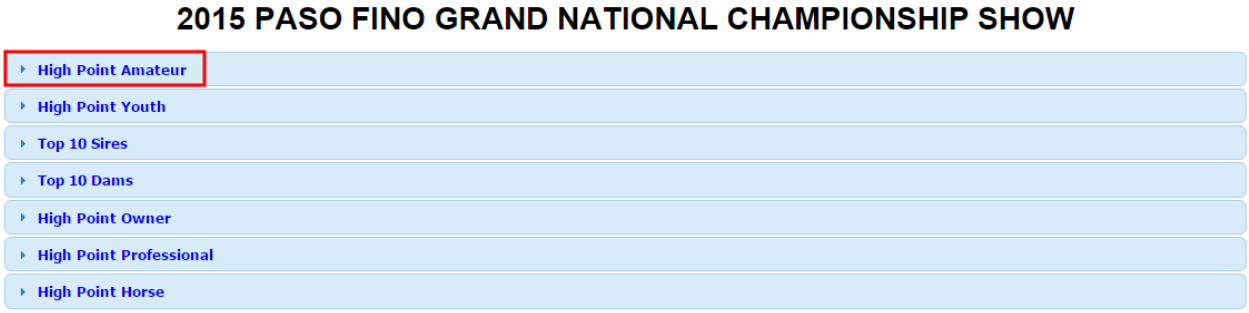
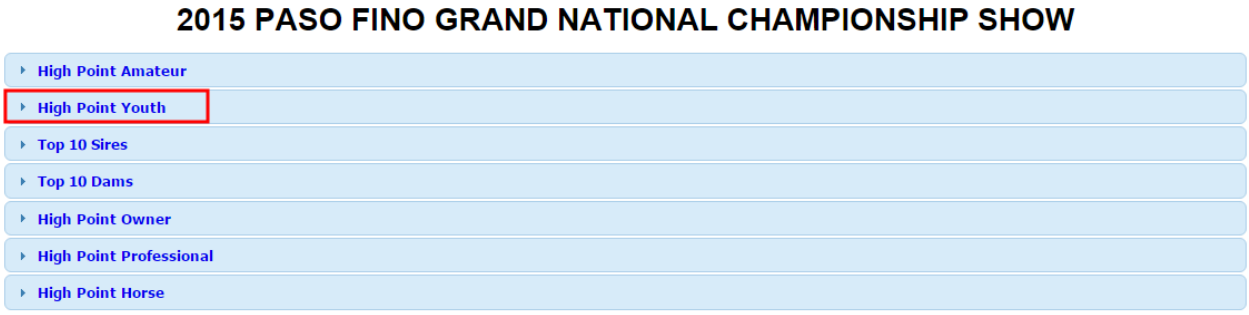
1) Once you have logged into the PasoKey system, Click on the *High Point Awards* section from the left hand side panel.
2) Clicking on the High Point Awards section will display the following sections: High Point Amateur, High Point Youth, Top 10 Sires, Top 10 Dams, High Point Owner, High Point Professional, High Point Horse



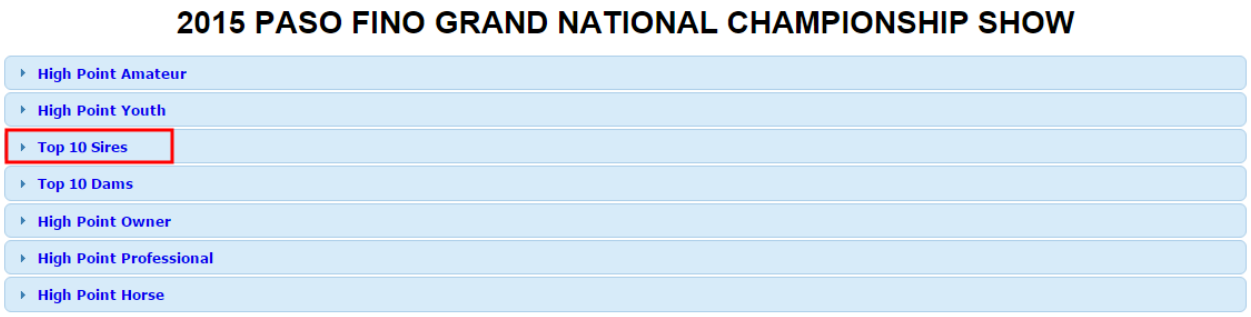
3) The "High Point Amateur" section displays the following information of the highest scoring exhibitor within the "Amateur" class: Exhibitor Name (Exhibitor), Exhibitor Number (#), Total points scored in a particular show (TOTAL POINTS)



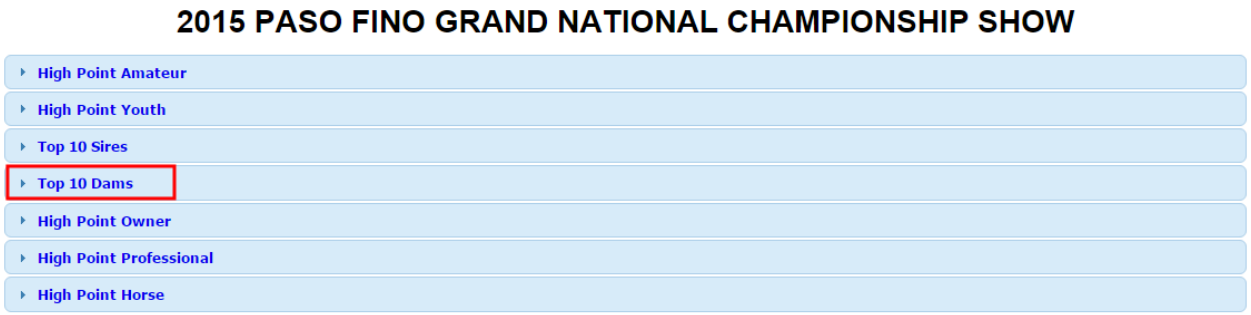
4) The "High Point Youth" section displays the following information of the highest scoring "Youth" exhibitor: Exhibitor Name (Exhibitor), Exhibitor (#), Total points scored in a particular show (TOTAL POINTS)



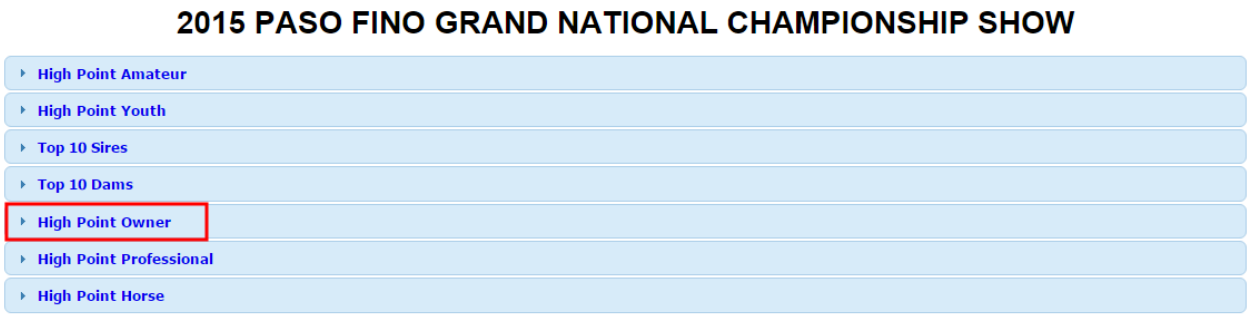
5) The "Top 10 Sires" section displays the list of ten high performing sires within a show along with the scores.



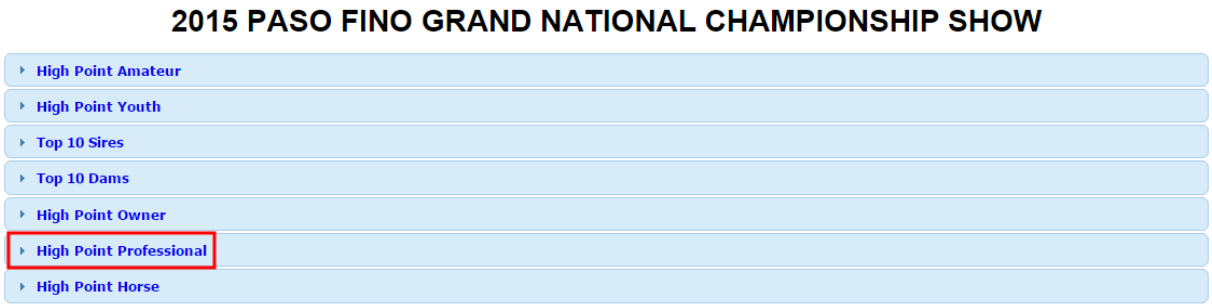
6) The "Top 10 Dams" section displays the list of ten high performing dams within a show along with the scores.



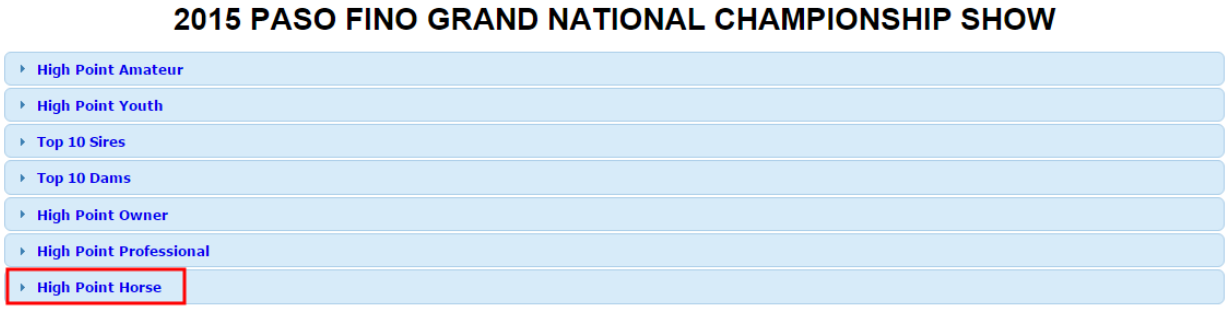
7) The "High Point Owner" section displays the list of names of participating owners along with the membership number (#) and total points secured within show (TOTAL POINTS), with the scores sorted in ascending order.



8) The "High Point Professional" section displays the list of names of participating professional riders along with the exhibitor number (#) and total points secured within show (TOTAL POINTS), with the scores sorted in ascending order.

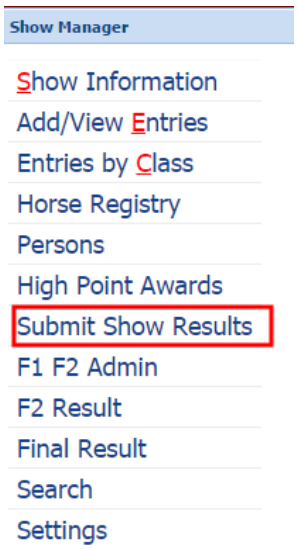


9) The "High Point Horse" section displays the list of names of participating horses along with the registration number (#) and total points secured within show (TOTAL POINTS), with the scores sorted in ascending order.



9. SUBMIT SHOW RESULTS

The following section will discuss how to post the final results of a show to PasoKey system along with report generation based on USEF standards.



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1) Once you have logged into the PasoKey system, click on the *Submit Show Results* section from the left hand side panel.
2) Clicking on the Submit Show Results section will display the following columns corresponding to a selected show: Class#, Name, Date, Category, Back#, Horse Name, Rider, Pos, Points

2015 PASO FINO GRAND NATIONAL CHAMPIONSHIP SHOW

Confirm Results to PFHA Generate File for USEF

Class#	Name	Date	Category	Back#	Horse Name	Rider	Pos	Points
89	PLEASURE AMATEUR 7 & OVER STALLION	10/01/2015	718	164	D'Artagnan Classico	SHANNON M JOHNSON		
117	PLEASURE JUNIOR	10/02/2015	142,143	164	D'Artagnan Classico	MEGAN JOHNSON		
91	EQUITATION JUNIOR	10/01/2015	118,119	103	Castile Centellas	MICAH A FURR		
95	EQUITATION YOUTH CHAMPIONSHIP	10/01/2015	323C	103	Castile Centellas	MICAH A FURR		
102a	GOLD MEDAL EQUITATION	10/02/2015	117	103	Castile Centellas	MICAH A FURR		
117	PLEASURE JUNIOR	10/02/2015	142,143	169	Espartaco	MORGAN A MINTER		
123	YOUTH HORSEMANSHIP JUNIOR 13-17	10/03/2015	132	169	Espartaco	MORGAN A MINTER		
61	PERFORMANCE AMATEUR 7 & OVER GELDING	09/30/2015	620	166	Santa Cruz's Alegre	CRISTINA THOMPSON REDDICK		
82	PLEASURE AMATEUR 7 & OVER GELDING	10/01/2015	718	166	Santa Cruz's Alegre	CRISTINA THOMPSON REDDICK		
92	PLEASURE AMATEUR GELDINGS FOR GOLD	10/01/2015	172	166	Santa Cruz's Alegre	CRISTINA THOMPSON REDDICK		
6	BELLAS FORMAS MARES	09/28/2015	71	119	Falfuyero	William Aldred		
112	PERFORMANCE JUNIOR	10/02/2015	146,147	119	Falfuyero	William Aldred		
117	PLEASURE JUNIOR	10/02/2015	142,143	119	Falfuyero	William Aldred		

3) Clicking on the **Confirm Results to PFHA** button will post the finals results of each class corresponding to a show into the PasoKey system.
4) Clicking on the Generate File for USEF button will generate a finals results report in the standard document form provided by USEF.

10. F1 F2 ADMIN

The following section will discuss how to select the judges add new entries into a class along with the various judging rounds within a class.

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1) Once you have logged into the PasoKey system, click on the *F1 F2 Admin* section from the left hand side panel.
2) Clicking on the F1 F2 Admin section will display the following columns corresponding to a selected class of a show: Judge, Calling Judge, Current Judge, Judging round selection column

3) The "Judge" column displays all the judges participating in the show.

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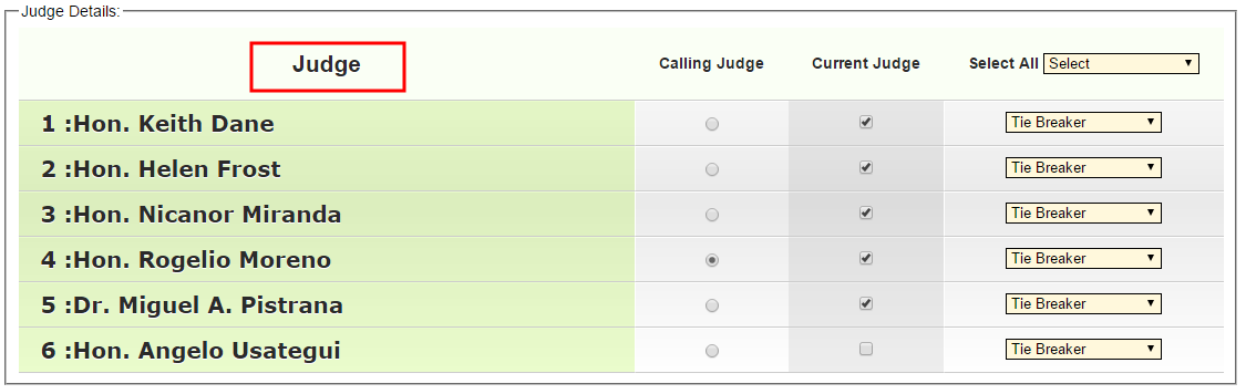
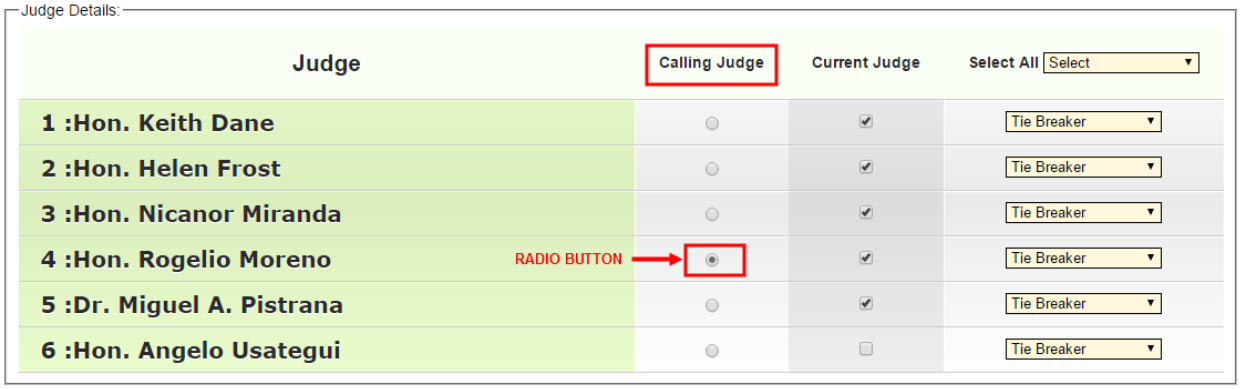
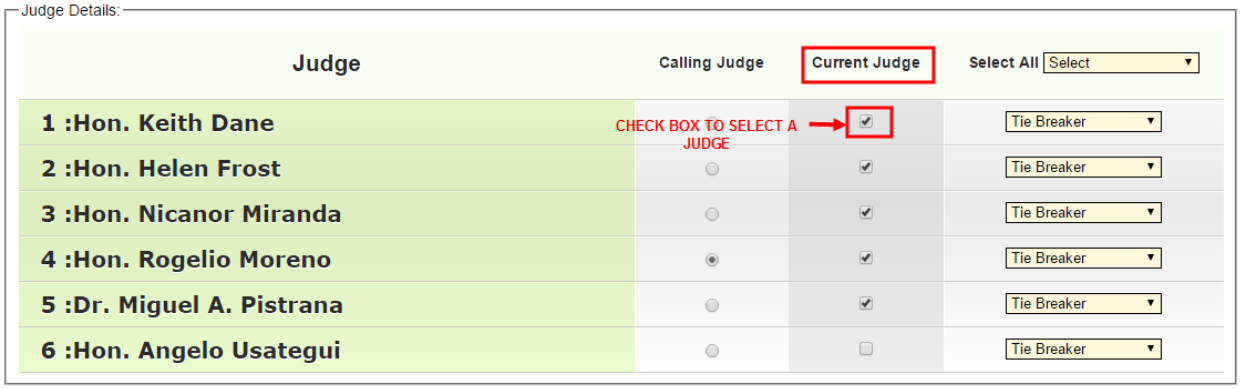


4) The "Calling Judge" column displays radio buttons. User can flag a judge as a calling judge by selecting the radio button corresponding to the judge name.



5) The "Current Judge" column displays check boxes. User can select a judge to participate in a desired class by checking the check box corresponding to the judge name.



6) The last column is used to select the judging round that the judge would be participating in. It is a drop down menu with a list of judging rounds. User can select a round by clicking on the desired option.

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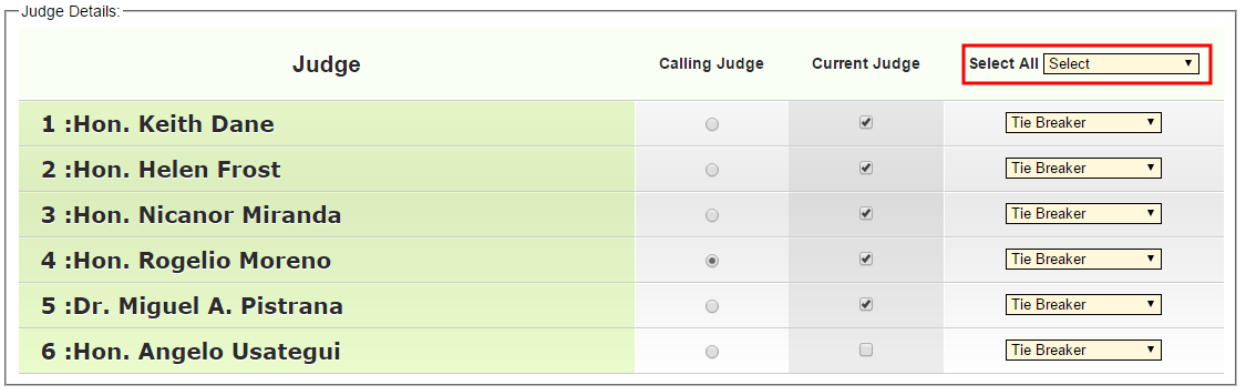
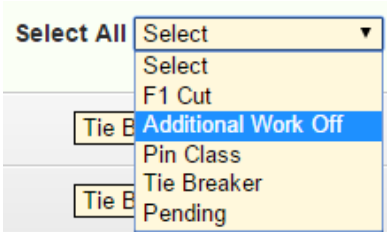
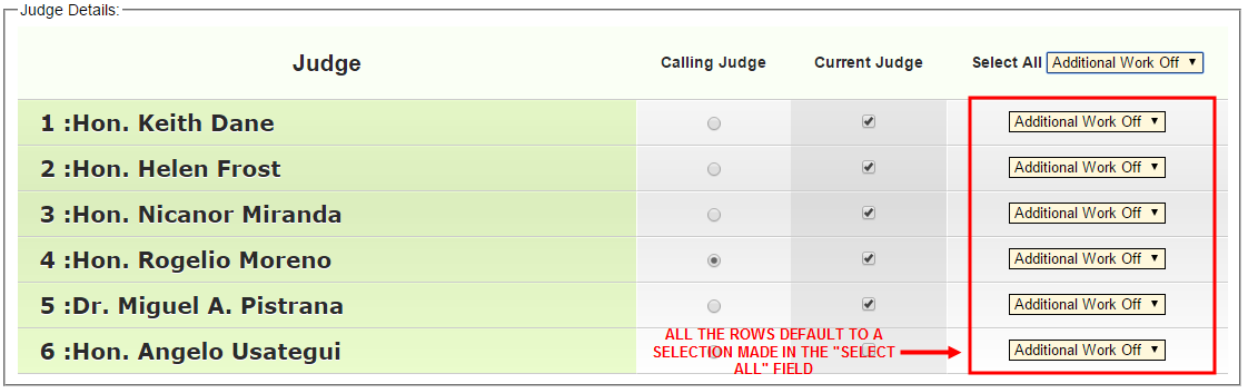
- The "Select All" field is a drop down menu with a list of judging rounds for any class. User can select a round by clicking on the desired option.





- Completing the "Select All" field will default the last judging round column to the selected option.



7) Clicking on the Refresh button will refresh the screen.
8) To add a new entry to the class, click on the Add Entries button. This will display the following pop-up screen:

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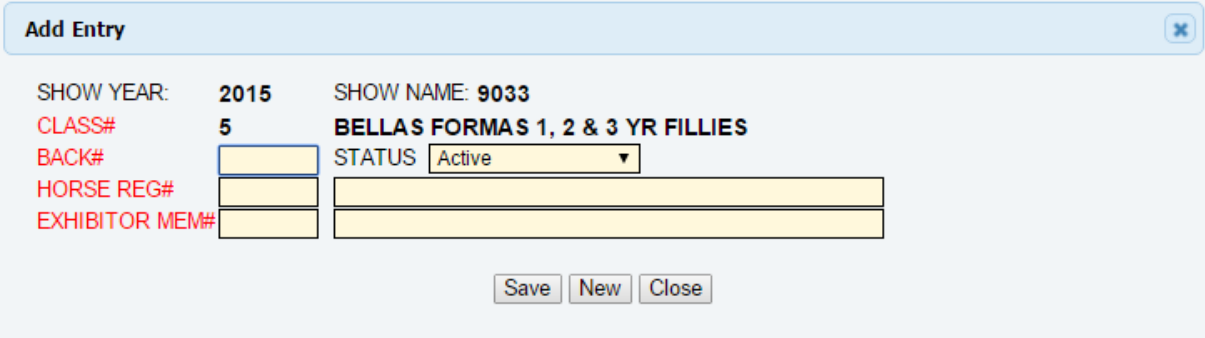
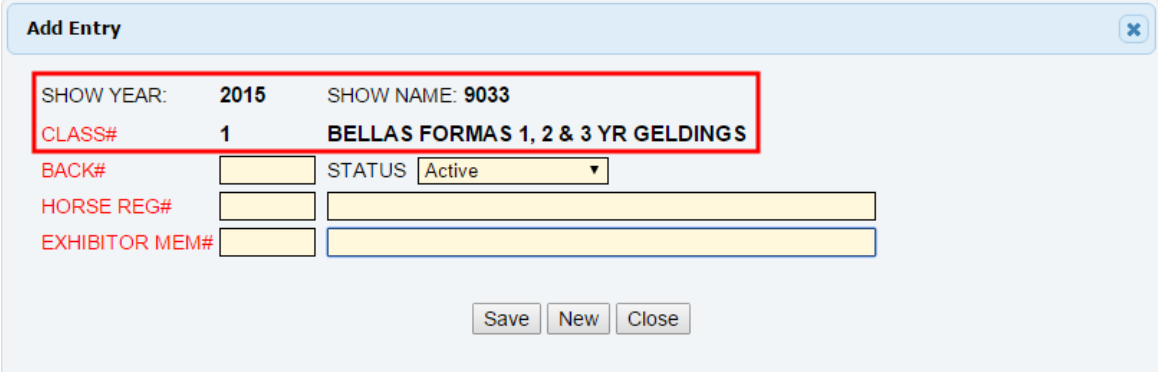
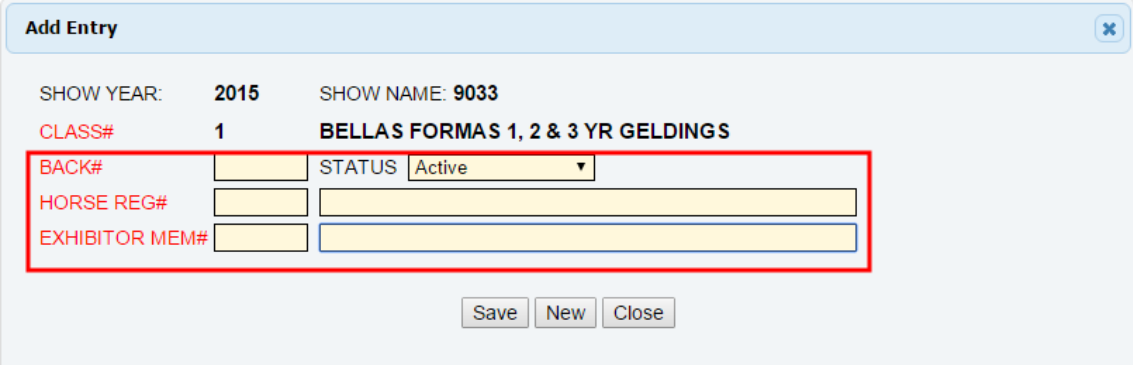


- The following information is displayed on the screen: SHOW YEAR, SHOW NAME, CLASS#

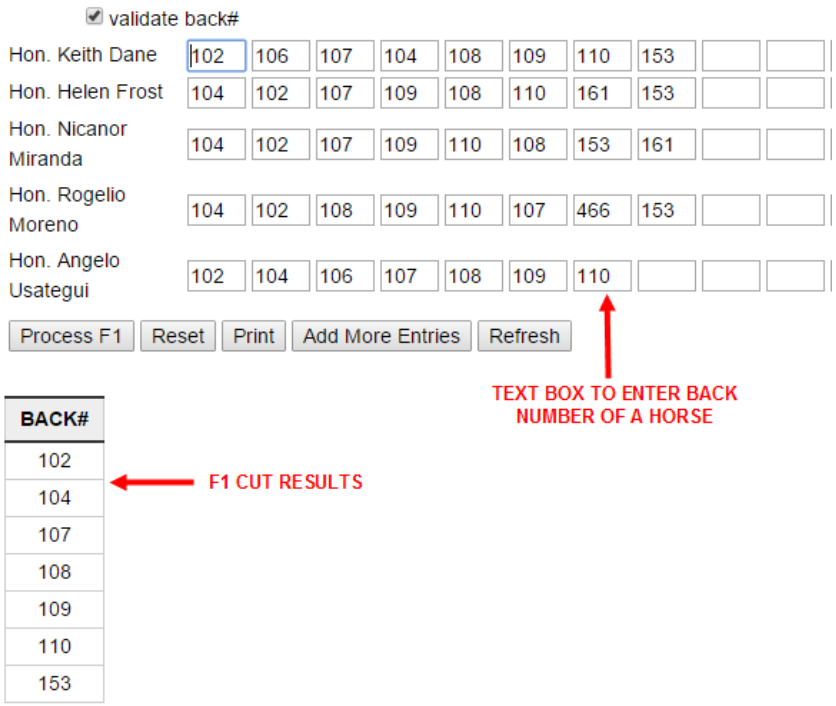


- The following fields will be displayed on the screen: BACK#, STATUS, HORSE REG#, EXHIBITOR MEM#

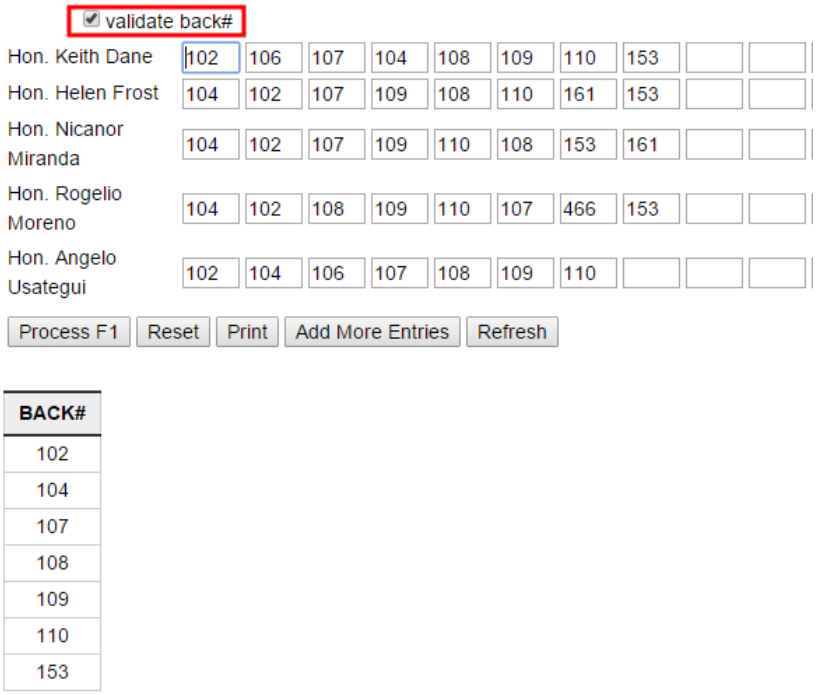


- Complete the required fields and click on the Save button to save the information.
- Click on the New button to add a new entry.
- Click on the Close button to close the pop-up screen.

9) Clicking on the F1 Cut button will display the following pop-up screen:



- The screen displays the following judgment details corresponding to "F1 cut": Participating judges, Positions allocated to each horse by each judge and the list of back# (s) of the F1 cut qualifying horses.
- The "Validate back#" check box, when checked, will validate the back#(s) of the participating horses.



- Clicking on the [Process F1] button will process the results.
- Clicking on the [Print] button will generate a F1 cut results report.

JUDGE PLACEMENTS

REPORT DATE: 09/25/2015 13:24
Ms. Marilyn Norton
715-514-5478

2015 PASO FINO GRAND NATIONAL CHAMPIONSHIP SHOW

5. BELLAS FORMAS 1, 2 & 3 YR FILLIES

Place	Back#	Horse	Owner	Trainer	Rider	Hon. Keith Dane	Hon. Helen Frost	Hon. Nicanor Miranda	Hon. Rogelio Moreno	Hon. Angelo Usategui **
1	102	Porcelana De Zafiro	Dr Ann R Furr	Micah A Furr	Dr Ann R Furr	2	1	1	2	3
2	106	Platino Elegante	April D. Hughes	April D. Hughes	April D. Hughes	1	3	2	1	2
3	104	La Diva De Promesa	Carolyn Steinback	Carolyn Steinback	Nelson L Delvalle	3	2	4	3	1
4	107	Jr De Milagro	William K Brooker		Angel L. Matos	4	4	3	4	4
5	108	Reina Del Castillo	Katherine Yarbrough	Brittney Harrell Short	J. Cary Hardiman	5	5	5	5	5

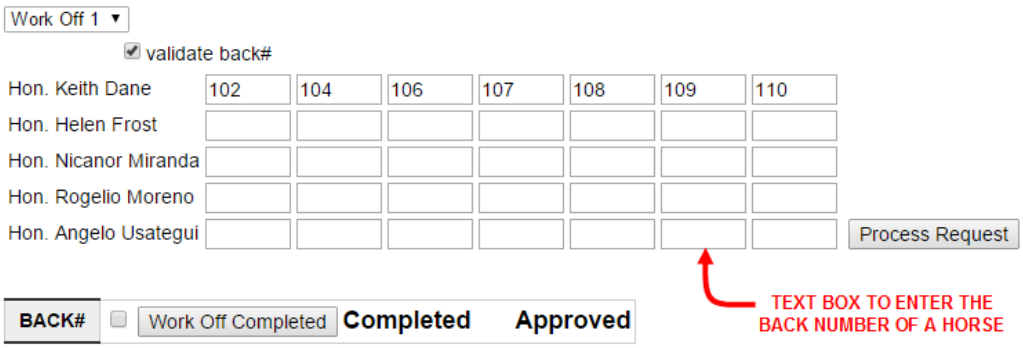
** Calling Judge

Tie Breaker

Back#	Hon. Keith Dane	Hon. Helen Frost	Hon. Nicanor Miranda	Hon. Rogelio Moreno	Hon. Angelo Usategui	Place
102	2	1	1	1	1	1
106	1	2	2	2	2	2

- Clicking on [Add More Entries] button will allow the user to add new entries to the class.

10) Clicking on the [Additional Work off] button will display the following pop-up screen:



- The screen displays the following judgment details corresponding to "Additional Work Off": Participating judges, Positions allocated to each horse participating in the additional work off by each judge.
- Multiple work offs can be created by selecting new work offs from the drop down menu as shown below:

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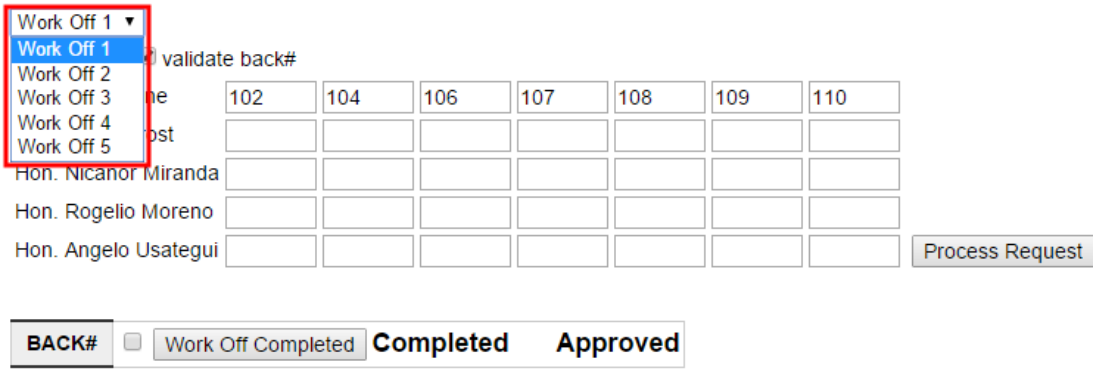
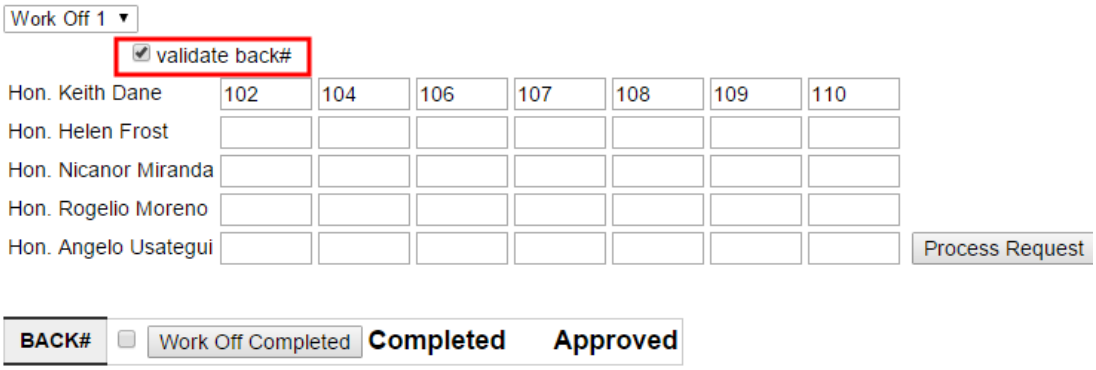


- The "Validate back#" check box, when checked, will validate the back#(s) of the participating horses.



- Clicking on the Process Request button will process the results.
- Clicking on the Work Off Completed button will generate a result of the completed work off: Approve/Not-Approved

11) Clicking on the Placements button will display the following pop-up screen:

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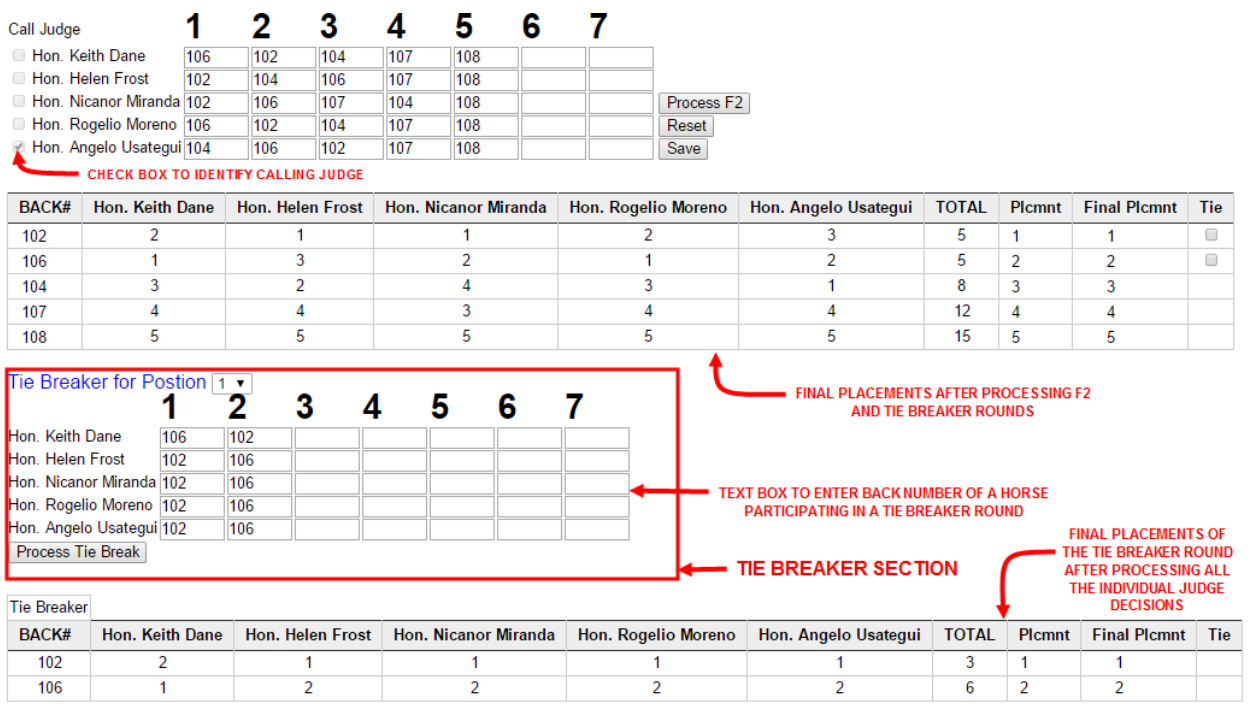

BACK#	Hon. Keith Dane	Hon. Helen Frost	Hon. Nicanor Miranda	Hon. Rogelio Moreno	Hon. Angelo Usategui	TOTAL	Plcmnt	Final Plcmnt	Tie
102	2	1	1	2	3	5	1	1	
106	1	3	2	1	2	5	2	2	
104	3	2	4	3	1	8	3	3	
107	4	4	3	4	4	12	4	4	
108	5	5	5	5	5	15	5	5	

BACK#	Hon. Keith Dane	Hon. Helen Frost	Hon. Nicanor Miranda	Hon. Rogelio Moreno	Hon. Angelo Usategui	TOTAL	Plcmnt	Final Plcmnt	Tie
102	2	1	1	1	1	3	1	1	
106	1	2	2	2	2	6	2	2	

- The screen displays the following judgment details corresponding to "F2 Placements": Participating judges, Positions allocated to each horse participating in the additional work off by each judge and the list of back#(s), Final placements of the horses along with corresponding tie breaker results.
- Clicking on the Process F2 button will process the F2 results.
- Clicking on the Save button will save the information.
- If a certain position requires a tie breaker, the Tie Breaker section will be displayed with the placements provided by the judges for the horses participating in the tie breaker round.
- The "Tie Breaker for Position" field will allow the user to select from multiple position that require a tie breaker round:

Call Judge	1	2	3	4	5	6	7	
Hon. Keith Dane	106	102	104	107	108			
Hon. Helen Frost	102	104	106	107	108			
Hon. Nicanor Miranda	102	106	107	104	108			Process F2
Hon. Rogelio Moreno	106	102	104	107	108			Reset
Hon. Angelo Usategui	104	106	102	107	108			Save

BACK#	Hon. Keith Dane	Hon. Helen Frost	Hon. Nicanor Miranda	Hon. Rogelio Moreno	Hon. Angelo Usategui	TOTAL	Plcmnt	Final Plcmnt	Tie
102	2	1	1	2	3	5	1	1	
106	1	3	2	1	2	5	2	2	
104	3	2	4	3	1	8	3	3	
107	4	4	3	4	4	12	4	4	
108	5	5	5	5	5	15	5	5	

Tie Breaker for Postion 1

	1	3	4	5	6	7
Hon. Keith Dane	106	102				
Hon. Helen Frost	102	106				
Hon. Nicanor Miranda	102	106				
Hon. Rogelio Moreno	102	106				
Hon. Angelo Usategui	102	106				

Process Tie Break

Tie Breaker

BACK#	Hon. Keith Dane	Hon. Helen Frost	Hon. Nicanor Miranda	Hon. Rogelio Moreno	Hon. Angelo Usategui	TOTAL	Plcmnt	Final Plcmnt	Tie
102	2	1	1	1	1	3	1	1	
106	1	2	2	2	2	6	2	2	

- Clicking on the Process Tie Break button will process the tie breaker results and display final results of the tie breaker round for a selected position.

12) Clicking on the Print Report button will generate a final placement report for a particular class of the show.

13) Clicking on the Save button will save the information.

14) The class navigation bar allows the user to navigate through the list of classes of a show.

Classes 1 of 10

15) Clicking on the button will allow the user to navigate to the next event.

16) Clicking on the will take the user to the previous event.

17) Clicking on the button will take the user to the last event on the list

18) Clicking on the button will take the user to the first event on the list.

19) Users can manually navigate through the list of events by entering a desired event number in the Classes 1 of 10 box and tabbing out of the text box.

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11. F2 RESULT

The following section will discuss how to display the F2 placements allocated to the horses by every single judge participating in that particular class of the show.

1) Once you have logged into the PasoKey system, click on the *F2 Result* section from the left hand side panel.
2) Clicking on the F2 Result section will display the following columns corresponding to a selected class of a show:
    - The show name is displayed at the top of the screen.
    - Underneath the show name, the class of the show that is being judged is displayed.
    - The "BACK#" column displays the back numbers of the participating horses.
    - Each participating judge will have an assigned column with the placements allotted by them to each participating horse.

2015 PASO FINO GRAND NATIONAL CHAMPIONSHIP SHOW

1 BELLAS FORMAS 1, 2 & 3 YR GELDINGS

SHOW NAME

BACK#	Hon. Keith Dane	Hon. Helen Frost	Hon. Nicanor Miranda	Hon. Rogelio Moreno	Dr. Miguel A. Pistrana
2	2	1	1	X	2
1	1	2	2	X	1
4	4	3	3	X	4
3	3	4	4	X	3
6	6	7	6	5	X
5	5	6	7	6	X
7	7	5	5	7	X

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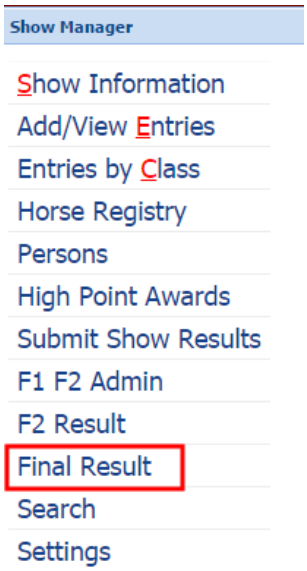
12. FINAL RESULT

The following section will discuss how to display the final placements allocated to the horses by every single judge participating in that particular class of the show.



1) Once you have logged into the PasoKey system, click on the *F2 Result* section from the left hand side panel.
2) Clicking on the F2 Result section will display the following columns corresponding to a selected class of a show:
    - The show name is displayed at the top of the screen.
    - Underneath the show name, the class of the show that is being judged is displayed.
3) The screen will display the final placements allocated to the horses by the participating judges after completion of all the judging rounds included in the class.
    - The "BACK#" column displays the back numbers of the participating horses.
    - The "Final Placement" column displays the final placement allocated to a particular participating horse of the show.
4) The screen will also display the F2 placements allocated to the horses by every single judge participating in that particular class of the show. The following information will be displayed on the screen:
    - The "BACK#" column displays the back numbers of the participating horses.
    - Each participating judge will have an assigned column with the placements allotted by them to each participating horse.

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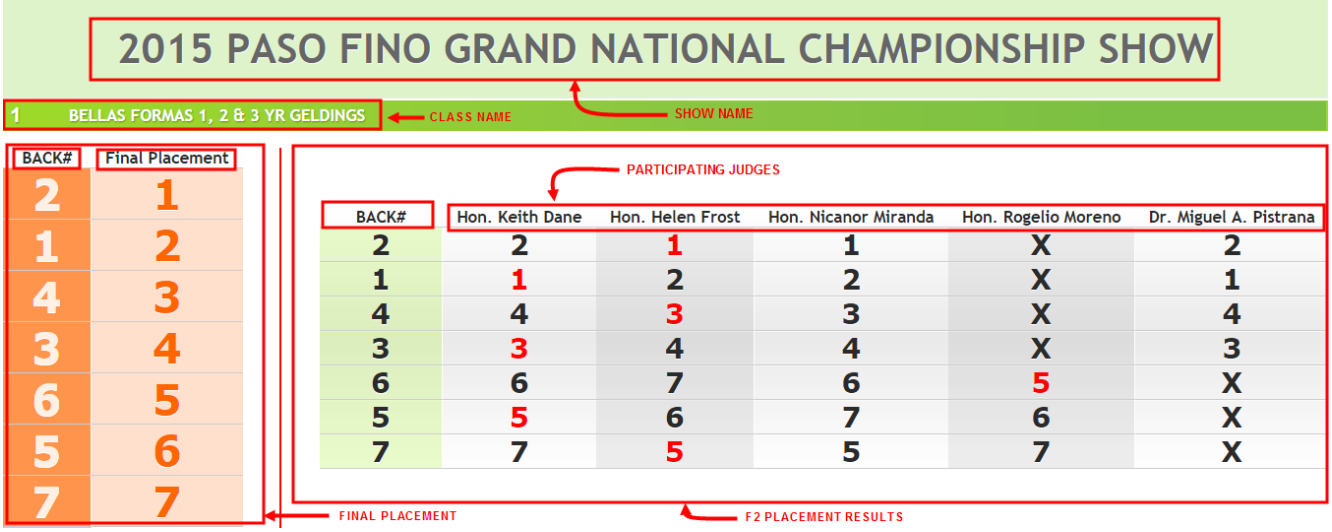

BACK#	Final Placement
2	1
1	2
4	3
3	4
6	5
5	6
7	7

BACK#	Hon. Keith Dane	Hon. Helen Frost	Hon. Nicanor Miranda	Hon. Rogelio Moreno	Dr. Miguel A. Pistrana
2	2	1	1	X	2
1	1	2	2	X	1
4	4	3	3	X	4
3	3	4	4	X	3
6	6	7	6	5	X
5	5	6	7	6	X
7	7	5	5	7	X

13. SYNCHRONIZING WITH THE ONLINE VERSION

The following section will discuss how the data entered in the Desktop version (Offline) can be synchronized with the online version.

1) Once you have logged into the system, the first screen displayed will be the *Welcome Screen*.
2) The header of *Welcome Screen* displays the PasoKey version
3) If the current version into which the user is logged in is the online system, the PASOKEY version will be displayed as "Online Version".

4) If the current version into which the user is logged in is the offline system, the PASOKEY version will be displayed as "Desktop Version".

5) By clicking on the Synchronize button you can synchronize the data that has been entered in the desktop version with the online version. This will help the user to update all the information in the local database system.
6) Synchronization with the online version will allow the users to back up the information in the local data to the central database along with access to the information in the central database system.
7) The following categories can be synchronized:
    - Horse Registry
    - Members Information

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- Show and Show Placement details
- Judge List
- Standard Items list
- Standard Events list

8) Clicking on the logout button will log the user out of the system.

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