

USER MANUAL



Horse Show Administration Program

Hoof 'N' Woof Organization

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Written by: Shannon Darroch, Lalita Mallapragada, Shivani Nathan,
Gina Pappagallo, Rhea Prahlad, Tarun Saharya, Anna Wu

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1. Introduction

Hoof ‘N’ Woof is a community outreach program that organizes horse shows and other knowledge-based competitions that stem from the educational mission of 4-H. 4-H is a larger national organization that supports “learning by doing” and organizes projects in areas like health, science, agriculture, and civic engagement. Hoof ‘N’ Woof extends this mission through volunteering in general and also in equine fields. The Horse Show Administration App handles rider and horse registrations, show organization, scoring, billing, and several document generation functionalities. This User Manual will explain how to utilize this functionality and use it to build a successful horse show.

2. Overview

2.1. Users

- 2.1.1. Bertha and Rebecca are the sole users of this program, and therefore there isn’t a need to provide different user roles. They are provided a login so that they have access to the system. If they permit access to another user, they may provide access to the computer to that user.

2.2. Show Organization

- 2.2.1. Shows contain Divisions and Classes, and Divisions contain Classes, but Classes are more directly linked to Shows. Divisions group Classes so that Divisions can be ranked and organized, but that is the only required use of Divisions for the most part. Classes are where Combos are added, and they are ranked and used for billing during the day of the horse show. Shows contain Combos that can be added to Classes and also set the date, location, and day-of and pre-registration prices.

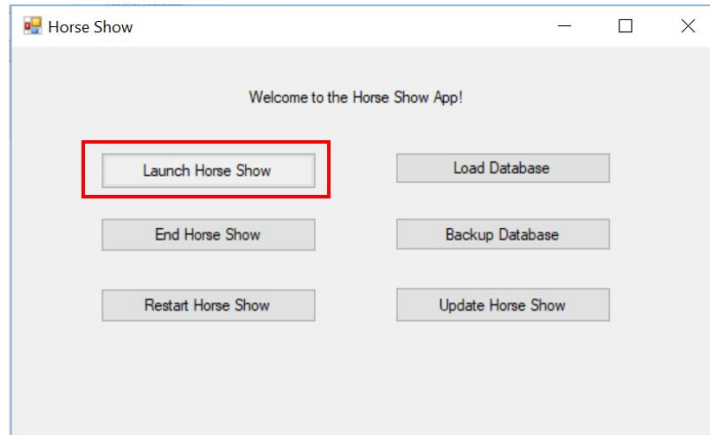
2.3. Combos

- 2.3.1. Combos are used to combine a Rider and a Horse that want to participate in a show together. A Rider can ride many Horses, and a Horse can have many Riders, so the Combo functionality had to be able to handle this relationship. Each Combo is assigned a unique number to identify them for the judge on the day of an event. These Combos are added to Classes, scored during their round, and billed at the end of the day.

3. Windows Horse Show Application

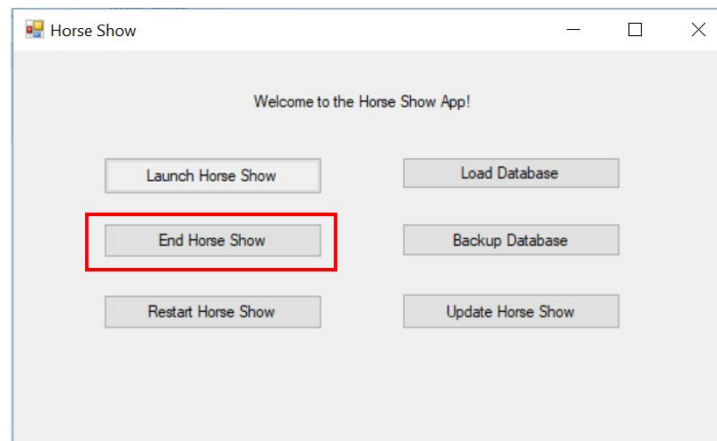
3.1. Running the Server and Launching the Horse Show in Browser

- 3.1.1. Click on the “Launch Horse Show” button on the Windows application



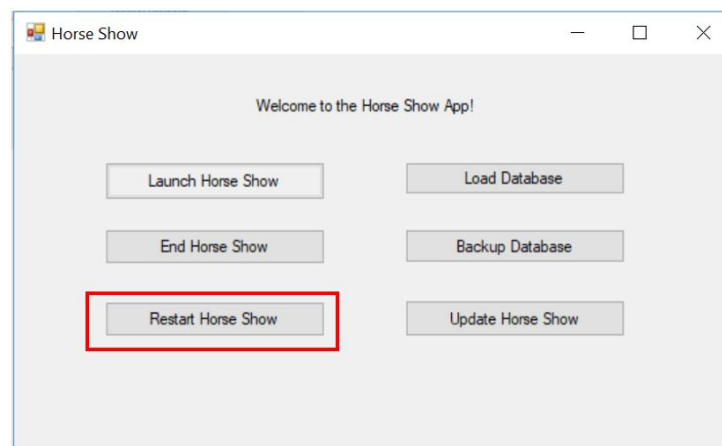
3.2. Stopping the Server

3.2.1. Click on the “End Horse Show” button on the Windows application



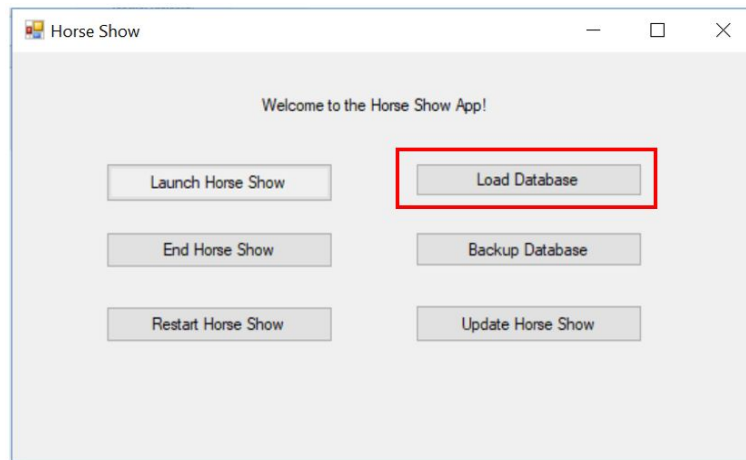
3.3. Restarting the Server

3.3.1. Click on the “Restart Horse Show” button on the Windows application



3.4. Loading the Database File into Project

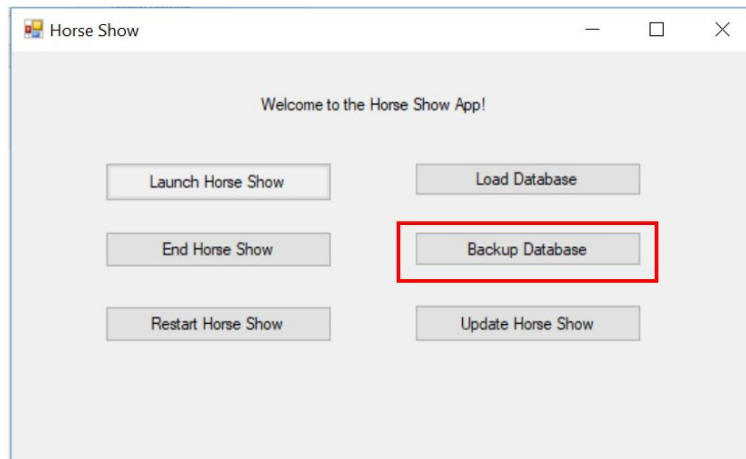
3.4.1. Click on the “Load Database” button on the Windows application



3.4.2. Using the file selector, select the file that needs to be loaded into the project and press “Open”

3.5. Backing-Up the Database File

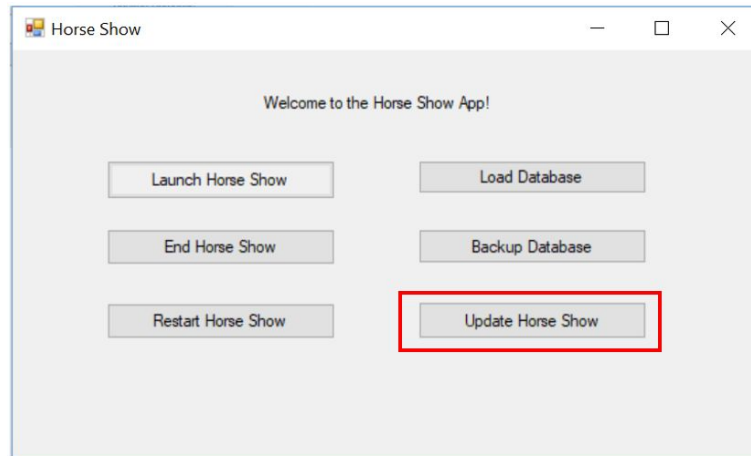
3.5.1. Click on the “Backup Database” button on the Windows application



3.5.2. Using the folder selector, select the location to which the database file will be saved and press “OK”

3.6. Updating the Horse Show Project

3.6.1. Click on the “Update Horse Show” button on the Windows application



4. Signing Up

- 4.1. When the application launches, it brings you to a login page for the application. Click the “Sign Up” Button so that you can create an account for the Organization.

Hoof-N-Woof

Username:

Password:

[Sign Up](#)

- 4.2. Once you’ve clicked the “Sign Up” Button, you will see the following page:

Hoof-N-Woof

Create Account

Username:

Required. 150 characters or fewer. Letters, digits and @/./+/_ only.

Password:

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

Password confirmation:

Enter the same password as before, for verification.

Submit

- 4.3. Enter your desired username and password and type the password again for confirmation. Once you are finished, click the “Submit” Button. This will bring you back to the login page and you can now login with your new account. To login, refer to the following section.

5. Logging In

- 5.1. Enter the account’s username into the “Username” field and the account’s password into the “Password” field

Hoof-N-Woof

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	
Sign Up	

5.2. Press “Login”

Hoof-N-Woof

Username:

Password:

[Sign Up](#)

6. Shows

6.1. Creating a Show

6.1.1. In “Select Show” page, click on the link that says “Can’t find it? Create a New Show”

Horse Show Administration

Select Show

Riders

Horses

Log Out

Show Select

Show	Date	Location	Day-of Price	Preregistration Price	Delete
Ponyday	2019-04-11	VA	100	80	<input type="button" value="X"/>

Can't find it? Create a New Show

6.1.2. The link will take you to the following page, where you can fill in the required information for creating a show. All shows must have a name, date, location, day-of-price, and pre-registration price. The following image shows how to input this information and what the “create show” page looks like.

Horse Show Administration

Select Show

Riders

Horses

Log Out

Create a Show

Name*

Date*

April

10

2019

Location*

Day-of Price*

Preregistration Price*

Create
Cancel

- 6.1.3. Once you’ve finished inserting the information, click “Create” to create the show and it will take you to the show details page. The page will look like this because no information has been added to the show yet.

Horse Show Administration

Select Show

Show Home Page

Generate VHSA PDF

Generate Combo Labels

Combos

Riders

Horses

Log Out

Show: Wa

Date: 04-12-2019

Location: VA

Pre-Registration Price: \$10, **Day of Price:** \$12

Division	Classes
<div style="background-color: #17a2b8; color: white; padding: 5px 10px; display: inline-block;">+ Add Another Division</div>	

- 6.1.4. If you no longer wish to create a show, click “Cancel” instead of “Create” on the create show page.
- 6.2. Accessing Show Page
- 6.2.1. In “Select Show” page, click on the show name in the table.

Horse Show Administration

Select Show

Show Home Page

Generate VHSA PDF

Download 4H Excel

Generate Combo Labels

Combos

Riders

Horses

Log Out

Show Select

Show	Date	Location	Day-of Price	Preregistration Price	Delete
Hoof-n-Woof	2019-04-13	cville	15	10	X

[Can't find it? Create a New Show](#)

- 6.2.2. At any show specific page, click the “Show Home Page” button in the sidebar to return to main page of the show user is currently working with.

Horse Show Administration

Select Show

Show Home Page

Generate VHSA PDF

Download 4H Excel

Generate Combo Labels

Combos

Riders

Horses

Log Out

- 6.2.3. At a division/class page, click on the show link within the breadcrumb.

Horse Show Administration

Select Show

Show Home Page

Generate VHSA PDF

Download 4H Excel

Generate Combo Labels

Combos

Riders

Horses

Log Out

Show: Hoof-n-Woof > Division: Green Hunter Division > Class: 2 - Green Hunter Over Fences [🔗](#)

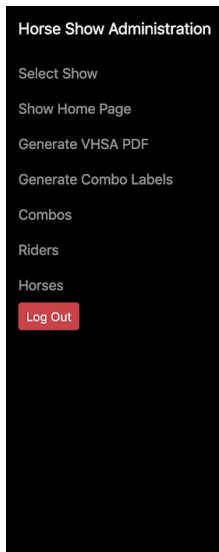
Combo
Scratch

Num: Add Combo

Rank Class

6.3. Editing a Show

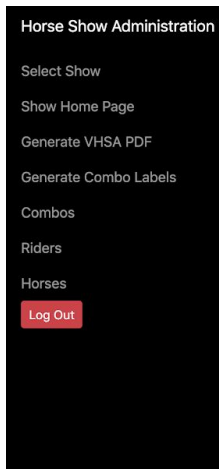
- 6.3.1. To edit a show, starting from the Show page with the selected show you want to edit, click the edit icon on the top of the page next to the Show’s information.



Show: Wa 
Date: 04-12-2019
Location: VA
Pre-Registration Price: \$10, Day of Price: \$12

Division	Classes
+ Add Another Division	

- 6.3.2. Once you click this button, you can edit the show's fields as necessary. The "Date" field can't be edited because that is a set field for the Show and would not be changed for a real show. The following screenshot shows how you would edit the fields. Once you are finished updating whichever fields you prefer, select "Update Show Info" to save the changes and "Cancel" if you don't want to save them.



EDIT Show: Wa
Date: 04-12-2019
Location: VA
Pre-Registration Price: \$10, Day of Price: \$12

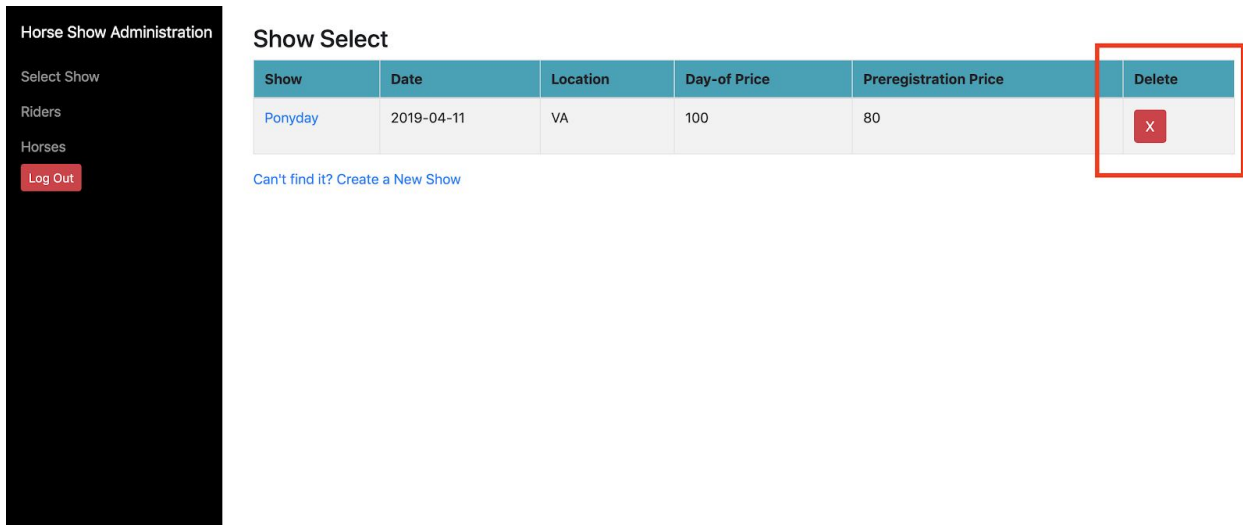
Name: Location: Preregistration Price: Day-of Price:
[Update Show Info](#) [Cancel](#)

Division	Classes
----------	---------

6.4. Deleting a Show

- 6.4.1. To delete a show, click the "X" for the correct row of the show you want to delete on the show select page, as shown in the screenshot below. Only click the button for the row of that specific show. CAUTION: Once you delete a show, you are unable to retrieve any of the information uniquely stored under that show. You will still have access to Riders and Horses,

but Combos, Divisions, Classes, and more will all be deleted along with the Show.



Horse Show Administration

Select Show

Riders

Horses

Log Out

Show Select

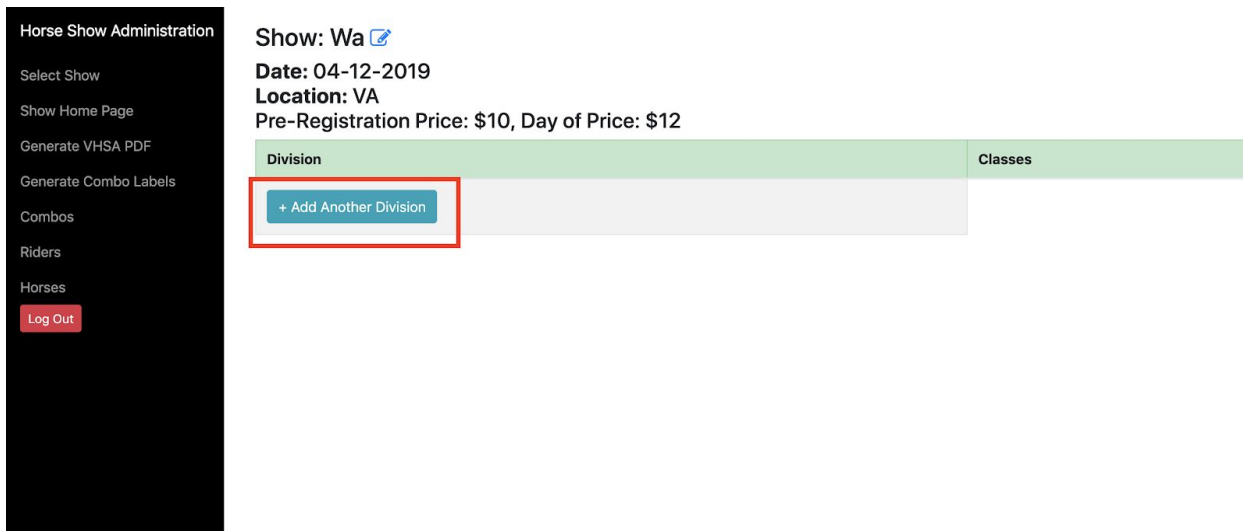
Show	Date	Location	Day-of Price	Preregistration Price	Delete
Ponyday	2019-04-11	VA	100	80	X

Can't find it? [Create a New Show](#)

7. Divisions

7.1. Creating a Division

7.1.1. To create a Division, click the “Add Another Division” Button on the Show page. The following screenshot shows where to find this button.



Horse Show Administration

Select Show

Show Home Page

Generate VHSA PDF

Generate Combo Labels

Combos

Riders

Horses

Log Out

Show: Wa

Date: 04-12-2019

Location: VA

Pre-Registration Price: \$10, **Day of Price:** \$12

Division	Classes
+ Add Another Division	

7.1.2. On the following page, add a name for the new division, and then click the “Save and Add Classes” button.

Horse Show Administration

Select Show
Show Home Page
Generate VHSA PDF
Generate Combo Labels
Combos
Riders
Horses
Log Out

New Division

Name:

Save and Add Classes

- 7.1.3. Once submitted, the new division page will be created and you will be directed to a page where classes can be added to that division. This page shows that you have successfully created a Division.

Horse Show Administration

Select Show
Show Home Page
Generate VHSA PDF
Generate Combo Labels
Combos
Riders
Horses
Log Out

Show: [Wa](#) > Division: Hunter [✎](#)

#	Class	Scratch
---	-------	---------

Add Another Class

Num*
Name*

Submit

View Division Scores

Delete Division

7.2. Accessing Division Page

- 7.2.1. On a show page, click the box that contains the division name

Horse Show Administration

- Select Show
- Show Home Page
- Generate VHSA PDF
- Download 4H Excel
- Generate Combo Labels
- Combos
- Riders
- Horses
- Log Out

Show: Hoof-n-Woof

Date: 04-13-2019

Location: cville

Pre-Registration Price: \$10, Day of Price: \$15

Division	Classes			
Green Hunter Division	2 - Green Hunter Over Fences	3 - Green Hunter Under Saddle	4 - Green Hunter Over Fences	+ Add Class
+ Add Another Division				

7.2.2. On a class page, click the division link in the breadcrumb

Horse Show Administration

- Select Show
- Show Home Page
- Generate VHSA PDF
- Download 4H Excel
- Generate Combo Labels
- Combos
- Riders
- Horses
- Log Out

Show: Hoof-n-Woof > Division: Green Hunter Division > Class: 3 - Green Hunter Under Saddle

Combo	Scratch
Num: <input type="text"/> <input type="button" value="Add Combo"/>	
<input type="button" value="Rank Class"/>	

7.3. Scoring a Division

7.3.1. Access Scoring Page

On the division page, find the “View Division Score” button at the bottom of the page

Horse Show Administration

- Select Show
- Show Home Page
- Generate VHSA PDF
- Download 4H Excel
- Generate Combo Labels
- Combos
- Riders
- Horses
- Log Out

Show: Hoof-n-Woof > Division: Green Hunter Division

#	Class	Scratch
2	Green Hunter Over Fences	<input checked="" type="checkbox"/>
3	Green Hunter Under Saddle	<input checked="" type="checkbox"/>
4	Green Hunter Over Fences	<input checked="" type="checkbox"/>

Add Another Class

Num* 0 Name*

7.3.2. Assign Champion and Champion Reserve

Reference the table for rankings (from first to sixth place) of each individual class under this division

Class	First	Second	Third	Fourth	Fifth	Sixth
Green Hunter Over Fences	100	102	105	103	101	108
Green Hunter Under Saddle	100	101	107	102	105	109
Green Hunter Over Fences	101	105	103	100	104	102

Reference “Combo Numbers With the Highest 6 Scores” section for the total points obtained by each combo number within this division. Only the combo number with the highest 6 scores are shown, and they are ordered from high to low point value.

Combo Numbers with the Highest 6 Scores

- Combo 100: 22 pts
- Combo 101: 17 pts
- Combo 105: 11 pts
- Combo 102: 8.5 pts
- Combo 103: 6 pts
- Combo 107: 2 pts

If this divisions scoring mechanism is by the total points, assign the combo number with the highest score points as Champion by filling the text field with that combo number, then fill out the champion score referencing the “Combo Numbers With the Highest 6 Scores” section. Assign the combo number with the second highest score points as Champion Reserve by filling the text field with that combo number, then fill out the champion reserve score referencing the “Combo Numbers With the Highest 6 Scores” section.

If this divisions scoring mechanism is not by the total points, reference the class ranking table for combo rankings in each class and calculate the score from there.

7.3.3. Save Scoring Result

Click the “Submit” button at the bottom of the page

7.4. Editing a Division

- 7.4.1. To Edit a Division, simply click the edit icon on the Division page as shown in the following screenshot.

Horse Show Administration

Select Show

Show Home Page

Generate VHSA PDF


Generate Combo Labels

Combos

Riders

Horses

Log Out

Show: Wa > Division: Hunter 

#	Class	Scratch
---	-------	---------

Add Another Class

Num* 0 Name*

- 7.4.2. Once you click the edit icon, the following page will be displayed so that you can change the name of the Division

Horse Show Administration

Select Show

Show Home Page

Generate VHSA PDF

Generate Combo Labels

Combos

Riders

Horses

Log Out

Show: Wa > EDIT Division: Hunter

Change division name to*

#	Class	Scratch
---	-------	---------

- 7.4.3. Once you've added the name you want to change for the Division, click submit, and you will see that the Division name has been changed at the top of the Division page.
- 7.5. Deleting a Division
- 7.5.1. To delete a division, click the "Delete Division" button on the correct Division page as shown below. CAUTION: Once you delete a Division, you are unable to retrieve any of the information uniquely stored under that Division. All classes, scores, and combos that were participating in that Division will be deleted as well.

Horse Show Administration

- Select Show
- Show Home Page
- Generate VHSA PDF
- Generate Combo Labels
- Combos
- Riders
- Horses
- Log Out

Show: Wa > Division: Hunter

#	Class	Scratch
---	-------	---------

Add Another Class

Num* 0 Name*

8. Classes

8.1. Creating Classes within a Division

- 8.1.1. Click on a division name to navigate to the division page OR press the “Add Class” button within the row of the division to which the new class will be added

Horse Show Administration

- Select Show
- Show Home Page
- Generate VHSA PDF
- Download 4H Excel
- Generate Combo Labels
- Combos
- Riders
- Horses
- Log Out

Show: Hoof-N-Woof

Date: 04-12-2019
Location: albemarle
Pre-Registration Price: \$14, **Day of Price:** \$18

Division	Classes	
Green Hunter Division	1 - Jumping	99 - Over Fences

- 8.1.2. Under “Add Another Class”, enter the number of the new class into the “Num” field and the name of the new class into the “Name” field

Horse Show Administration

Select Show

Show Home Page

Generate VHSA PDF

Download 4H Excel

Generate Combo Labels

Combos

Riders

Horses

Log Out

Show: [Hoof-N-Woof](#) > Division: Green Hunter Division

#	Class	Scratch
1	Jumping	X
99	Over Fences	X

Add Another Class

8.1.3. Click on “Submit”

8.2. Accessing Class Page

8.2.1. On a show page, click the box that contains the class number and name

Horse Show Administration

Select Show

Show Home Page

Generate VHSA PDF

Download 4H Excel

Generate Combo Labels

Combos

Riders

Horses

Log Out

Show: [Hoof-n-Woof](#)

Date: 04-13-2019

Location: cville

Pre-Registration Price: \$10, Day of Price: \$15

Division	Classes		
Green Hunter Division	2 - Green Hunter Over Fences	3 - Green Hunter Under Saddle	4 - Green Hunter Over Fences

8.2.2. On a division page, click the class name

Horse Show Administration

Select Show

Show Home Page

Generate VHSA PDF

Download 4H Excel

Generate Combo Labels

Combos

Riders

Horses

Log Out

Show: [Hoof-n-Woof](#) > Division: Green Hunter Division

#	Class	Scratch
2	Green Hunter Over Fences	X
3	Green Hunter Under Saddle	X
4	Green Hunter Over Fences	X

Add Another Class

8.3. Adding Combos to a Class from Class Page

8.3.1. On the class page, type in the combo number you want to add in the text field, and click “Add Combo”

The screenshot shows the 'Horse Show Administration' sidebar on the left with options like 'Select Show', 'Show Home Page', 'Generate VHSA PDF', 'Download 4H Excel', 'Generate Combo Labels', 'Combos', 'Riders', 'Horses', and a 'Log Out' button. The main content area displays the breadcrumb 'Show: Show1 > Division: Div1 > Class: 1 - Class1' with an edit icon. Below this is a table with two columns: 'Combo' and 'Scratch'. The 'Combo' column contains the text '420: R1First R1Last and H1'. The 'Scratch' column contains a red 'X' icon. At the bottom, there is a 'Num:' text field, an 'Add Combo' button, and a 'Rank Class' button which is highlighted with a red box.

8.4. Ranking a Class

8.4.1. Access Ranking Page

On the class page, find the “Rank Class” button at the bottom of the page

The screenshot shows the 'Horse Show Administration' sidebar on the left. The main content area displays the breadcrumb 'Show: Hoof-n-Woof > Division: Green Hunter Division > Class: 1 - Green Hunter Over Fences' with an edit icon. Below this is a table with two columns: 'Combo' and 'Scratch'. The 'Combo' column contains six entries: '101: afirst1 alast1 and horse2 (barn name2)', '102: afirst1 alast1 and horse3 (barn name3)', '103: afirst2 alast2 and horse1 (barn name1)', '105: afirst2 alast2 and horse3 (barn name3)', '108: afirst3 alast3 and horse3 (barn name3)', and '109: afirst4 alast4 and horse1 (barn name1)'. The 'Scratch' column contains a red 'X' icon for each entry. At the bottom, there is a 'Num:' text field, an 'Add Combo' button, and a 'Rank Class' button which is highlighted with a red box.

8.4.2. Ranking

Fill out the text field under each rank number the corresponding combo number that is placed at that rank. If there are not enough combo in the class to fill all 6 fields, leave the unranked fields empty.

8.4.3. Save Ranking Result

Click the “Submit” button at the bottom of the page

8.5. Editing a Class

8.5.1. To edit a class, simply click the edit icon located beside the class name as shown in the following screenshot.

Horse Show Administration

Select Show
Show Home Page
Generate VHSA PDF
Download 4H Excel
Generate Combo Labels
Combos
Riders
Horses
Log Out

Show: Hoof-N-Woof > Division: Green Hunter > Class: 1 - Jumping

Combo	Scratch
123: Al H and tiffany	X
456: John Smith and tiffany	X

Num:
Add Combo

Rank Class

- 8.5.2. You are not required to edit both the “Name” and “Num” fields, enter only the information you wish to change and click “Update Class Info.” The class page will render with the class’s new information.

Horse Show Administration

Select Show
Show Home Page
Generate VHSA PDF
Download 4H Excel
Generate Combo Labels
Combos
Riders
Horses
Log Out

Show: Hoof-N-Woof > Division: Green Hunter > EDIT Class: 1 - Jumping

Name:
Num:
Update Class Info
Cancel

Combo
123: Al H and tiffany
456: John Smith and tiffany

8.6. Deleting a Class

- 8.6.1. From the division page (see 7.2 Accessing Division Page) of the class, click on the “X” icon that is located within the same row as the class that needs to be deleted. The “X” icon appears under the “Scratch” column.

Horse Show Administration

Select Show

Show Home Page

Generate VHSA PDF

Download 4H Excel

Generate Combo Labels

Combos

Riders

Horses

Log Out

Show: Hoof-N-Woof > Division: Green Hunter Division

#	Class	Scratch
1	Jumping	X
2	Over Fences	X

Add Another Class

Num 0

Name

Submit

View Division Scores

Delete Division

9. Riders

9.1. Viewing All Riders

- 9.1.1. The user may view all the riders (from across all shows) by clicking on the 'Riders' button on the sidebar. This Riders page will show a table of all the riders that have been recorded into the database, along with the 'Edit' and 'X' buttons in each rider record (row) to respectively edit and delete the rider.

Riders

Search

+ Add New Rider

	Last Name	First Name	Email	Address	City	State	Zip Code	Adult	Birth Date	Member VHSA	Member 4H	County
<div>Edit</div> <div>X</div>	rider1_l	rider1_f	email1@email.com	SomeStreet	SomeCity	VA	22901	True	Jan. 1, 2019	True	False	
<div>Edit</div> <div>X</div>	rider2_l	rider2_f	someemail@email.com	SomeStreet	SomeCity	VA	22901	False	Jan. 1, 2019	False	True	Albermarle
<div>Edit</div> <div>X</div>	rider3_l	rider3_f	someEmail@email.com	SomeStreet	someCity	VA	22903	False	June 17, 2004	True	False	

- 9.1.2. You may search or filter for riders by typing in the rider information (e.g. last name, first name, email, etc.) into the search bar at the top of the page. For example, if you type in "Bob", the Riders page will only show riders whose information includes "Bob". If you instead type "@gmail.com", the table would show only all riders whose information includes "@gmail.com". You do not need to type in the complete information; rider rows will be automatically filtered during typing. Notice that the search filters through all columns in the Rider table; searching "Bob" shows all riders that not only have a first name of "Bob" but also have an email of "bob@gmail.com". This feature provides more and varied rider options.

Riders

+ Add New Rider

	Last Name	First Name	Email	Address	City	State	Zip Code	Adult	Birth Date	Member VHSA	Member 4H	County
<div>Edit</div> <div>X</div>	rider3_l	rider3_f	someEmail@email.com	SomeStreet	someCity	VA	22903	False	June 17, 2004	True	False	

9.2. Creating a Rider

- 9.2.1. To create a new rider, you must be on the Riders page. On the top of the page, there is a button called "Add Rider". Clicking on it brings up a popup form into which you can enter rider information (last name, first name, email, etc.). Once the information is entered, you may click the "Add Rider" button at the bottom of the form to submit that information. The new rider will be created and its row will be appended to the bottom of the Riders table.

Add Rider

First name*

Last name*

Email*

Street Address

City

State

Zip code

☐ Adult

Birth date*

January

1

2019

Only enter if you are 18 or younger

☐ Member of the VHSA
 ☐ Member of the 4H

County

Only need to specify this if you are a 4H member

Cancel

Add Rider

- 9.2.2. The form may be cancelled at any time by either clicking the "Cancel" button or by clicking outside the popup. The form will show detailed error messages at the bottom of the popup if the form input is invalid (e.g. if the email is not entered).

9.3. Editing a Rider

- 9.3.1. To edit a rider, you must be on the Riders page. Each row in the Riders table contains an "Edit" button that you can click to bring up a popup form. That form will be prepopulated with the edited rider's information. You may modify any fields of that form and then click "Edit Rider" to submit that information and thereby modify the rider. The edited rider will have its information immediately updated in the Riders table.

The screenshot shows a modal window titled "Edit Rider" with a close button (X) in the top right corner. The form contains the following fields and options:

- First name*:
- Last name*:
- Email*:
- Street Address:
- City:
- State:
- Zip code:
- Adult: ☒
- Birth date*:
- Only enter if you are 18 or younger
- Member of the VHSA: ☒
- Member of the 4H: ☐
- County:
- Only need to specify this if you are a 4H member
- Buttons:

- 9.3.2. The form may be cancelled at any time by either clicking the "Cancel" button or by clicking outside the popup. The form will show detailed error messages at the bottom of the popup if the form input is invalid (e.g. if the email is not entered).

9.4. Deleting a Rider

- 9.4.1. To delete a rider, you must be on the Riders page. Each row in the Riders table contains an "X" button that you can click to delete the rider. Clicking on the button deletes the rider immediately and removes it from the table. You cannot restore deleted riders. Note that deleting a rider that was part of a combo deletes that combo as well.

10. Horses

10.1. Viewing All Horses

- 10.1.1. The instructions for accessing horses is almost identical to those of accessing riders.
- 10.1.2. The user may view all the horses (from across all shows) by clicking on the 'Horses' button on the sidebar. This Horses page will show a table of

all the horses that have been recorded into the database, along with the 'Edit' and 'X' buttons in each horse record (row) to respectively edit and delete the horse.

Horses

Search						
+ Add New Horse						
	Name	Accession Num	Coggins Date	Owner	Type	Size
Edit X	Uncouth	2432B	Jan. 1, 2019	lsjft,sakj	horse	NA
Edit X	HorseyNess	slfdjsl23423	Sept. 4, 2015	FarmerJoe	horse	NA
Edit X	Horsey222	643563bd	Jan. 1, 2019	shwhsh	Pony	NA
Edit X	wyg2sgsgsgs	wag3252t2	Jan. 1, 2019	gwgthwqgqshbs	Pony	N/A
Edit X	theWho	lskfjal23542	Jan. 1, 2019	2t2twgfsqfssf	Horse	N/A
Edit X	2wgsgsgs	as252tsd	Jan. 1, 2019	dhheahggt	Pony	MED

- 10.1.3. You may search or filter for horses by typing in the horse information (e.g. name, coggins date, accession number, etc.) into the search bar at the top of the page. For example, if you type in "Bessie", the Horses page will only show horses whose information includes "Bessie". If you instead type "@gmail.com", the table would show only all horses whose information includes "@gmail.com". You do not need to type in the complete information; horse rows will be automatically filtered during typing.

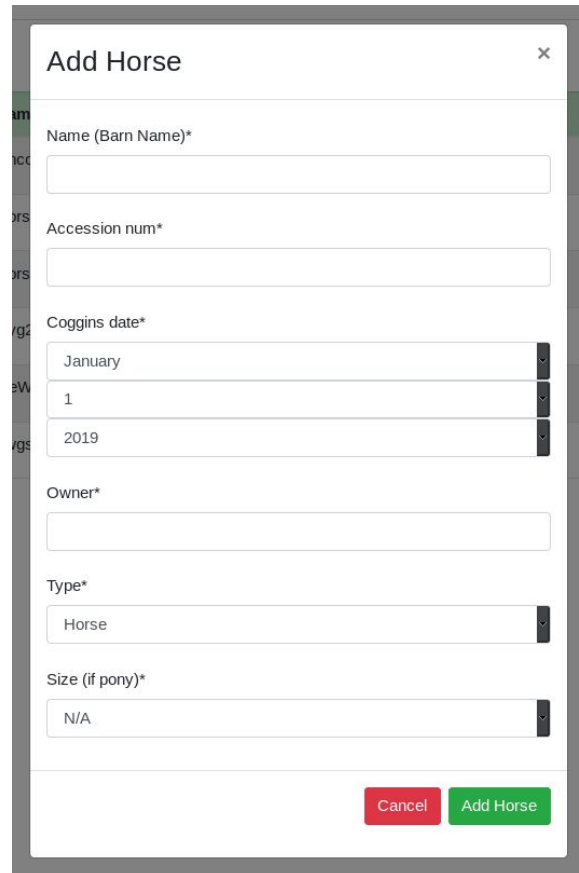
Horses

theWho						
+ Add New Horse						
	Name	Accession Num	Coggins Date	Owner	Type	Size
Edit X	theWho	lskfjal23542	Jan. 1, 2019	2t2twgfsqfssf	Horse	N/A

10.2. Creating a Horse

- 10.2.1. To create a new horse, you must be on the Horses page. On the top of the page, there is a button called "Add Horse". Clicking on it brings up a popup form into which you can enter horse information (last name, first name, email, etc.). Once the information is entered, you may click the

"Add Horse" button at the bottom of the form to submit that information. The new horse will be created and its row will be appended to the bottom of the Horses table.



10.2.2. The form may be cancelled at any time by either clicking the "Cancel" button or by clicking outside the popup. The form will show detailed error messages at the bottom of the popup if the form input is invalid (e.g. if the email is not entered).

10.2.3.

10.3. Editing a Horse

10.3.1. To edit a horse, you must be on the Horses page. Each row in the Horses table contains an "Edit" button that you can click to bring up a popup form. That form will be prepopulated with the edited horse's information. You may modify any fields of that form and then click "Edit Horse" to submit that information and thereby modify the horse. The edited horse will have its information immediately updated in the Horses table.

Edit Horse [X]

Name (Barn Name)*
wyg2sgsgsgs

Accession num*
wag3252t2

Coggins date*
January
1
2019

Owner*
gwgthgwgqshbs

Type*
Pony

Size (if pony)*
N/A

Cancel Edit Horse

10.3.2. The form may be cancelled at any time by either clicking the "Cancel" button or by clicking outside the popup. The form will show detailed error messages at the bottom of the popup if the form input is invalid (e.g. if the email is not entered).

10.3.3.

10.4. Deleting a Horse

10.4.1. To delete a horse, you must be on the Horses page. Each row in the Horses table contains an "X" button that you can click to delete the horse. Clicking on the button deletes the horse immediately and removes it from the table. You cannot restore deleted horses. Note that deleting a horse that was part of a combo deletes that combo as well.

11. Combos

11.1. Viewing All Combos

11.1.1. The instructions for accessing combos is almost identical to those of accessing riders and horses. The user may view all the combos (from across all shows) by clicking on the 'Combos' button on the sidebar. This Combos page will show a table of all the combos that have been recorded

into the database, along with the 'Edit' and 'X' buttons in each combo record (row) to respectively edit and delete the combo.

Show: [2019-04-18](#) > Combos

<input type="text" value="Search"/>							
+ Add New Combo							
	#	Rider	Horse	Contact	Email	Cell	Preregistered?
Edit X	290	rider2_l, rider2_f	Horsey222	Rider	fantana@gmail.com		Yes
Edit X	101	rider3_l, rider3_f	Horsey222	Parent		8082831211	No
Edit X	404	rider3_l, rider3_f	2wsgsgsgs	Rider		5055055505	Yes

- 11.1.2. You may search or filter for combos by typing in the combo number at the top of the page. For example, if you type in "101", the Combos page will only show the combo with number 101. Note that the search filter does not consider any information other than the combo number.

Show: [2019-04-18](#) > Combos

<input type="text" value="290"/>							
+ Add New Combo							
	#	Rider	Horse	Contact	Email	Cell	Preregistered?
Edit X	290	rider2_l, rider2_f	Horsey222	Rider	fantana@gmail.com		Yes

11.2. Viewing a Particular Combo and Adding Classes to a Combo

- 11.2.1. To view a particular combo, you must be on the Combos page. You can click on the combo number of a combo row to go to that combo's detail page. The combo detail page contains the combo information (rider, horse, contact info) as well as a table of classes under which that combo is registered. On the combo detail page, you may register (add) classes to that combo by entering the number of a class into the add class form and pressing the submit button. There is an "X" button in each class row to "scratch" or deregister that class from combo. Note that this operation does not actually delete the class from the show; it just notifies the program that the combo is no longer participating in the show. The class

table is updated automatically upon changes in classes. The total bill for that combo will be automatically computed and displayed on the combo detail page.

[Show: Barkley](#)

Combo #290 - rider2_I, Horsey222

Contact	Rider
Email	fantana@gmail.com
Cell Phone #	
Preregistered?	Yes
Total Bill	\$0

Class #	Class Name	From Division	Scratch
<input type="text" value="Enter class number"/>			<input type="button" value="Add Class"/>

11.3. Creating a Combo

- 11.3.1. To create a new combo, you must be on the Combos page. On the top of the page, there is a button called "Add Combo". Clicking on it brings up a popup form into which you can enter combo information (combo number, rider, horse, etc.). Once the information is entered, you may click the "Add Combo" button at the bottom of the form to submit that information. The new combo will be created and its row will be appended to the bottom of the Combos table.

11.3.2. The form may be cancelled at any time by either clicking the "Cancel" button or by clicking outside the popup. The form will show detailed error messages at the bottom of the popup if the form input is invalid (e.g. if the email is not entered).

11.4. Editing a Combo

11.4.1. To edit a combo, you must be on the Combos page. Each row in the Combos table contains an "Edit" button that you can click to bring up a popup form. That form will be prepopulated with the edited combo's information. You may modify any fields of that form and then click "Edit Combo" to submit that information and thereby modify the combo. The edited combo will have its information immediately updated in the Combos table.

11.4.2. The form may be cancelled at any time by either clicking the "Cancel" button or by clicking outside the popup. The form will show detailed error messages at the bottom of the popup if the form input is invalid (e.g. if the email is not entered).

11.5. Deleting a Combo

11.5.1. To delete a combo, you must be on the Combos page. Each row in the Combos table contains an "X" button that you can click to delete the combo. Clicking on the button deletes the combo immediately and removes it from the table. You cannot restore deleted combos. Note that deleting a rider or a horse that was part of a combo deletes that combo as well.

12. Exporting VHSA PDF

12.1. Access the PDF

12.1.1. The VHSA PDF can be accessed at any show specific page through clicking the "Generate VHSA PDF" button on the sidebar. Upon clicking the button, the user will be redirected to a new page that shows the preview of the PDF document.

Horse Show Administration

Select Show
Show Home Page
Generate VHSA PDF
Download 4H Excel
Generate Combo Labels
Combos
Riders
Horses
Log Out

Show Select

Show	Date	Location	Day-of Price	Preregistration Price	Delete
Hoof-N-Woof Benefit Horse Show	2019-05-23	Durbin Farm	15	10	X

Can't find it? [Create a New Show](#)

12.2. Browse the PDF

- 12.2.1. The user can browse the contents of the PDF through the preview page. The filled out contents of the pdf form is specific to divisions that are VHSA divisions therefore will not include any division scoring result and class rankings of division names that do not match the VHSA divisions.

12.3. If Missing Content

- 12.3.1. If any division scoring or class ranking results are not showing to its corresponding division page in the VHSA form, take the following step to check if related information is stored into the database correctly:

Check if the division under that VHSA division name is added to the show.

Check if there is any spelling error of the name and make changes accordingly.

Check if classes are added to the division.

For class ranking specific issue, check if individual classes are already ranked (refer to 7.3 for detailed instruction).

For wrong numbers of entries each class issue, check if all the combos with this class registered to them are shown under the combo table.

For missing champion and reserve champion, check if division score has been entered (refer to 6.2 for detailed instruction).

12.4. Download/Print the PDF

- 12.4.1. The user may choose to download the pdf and save it locally or directly print out the pdf. Depending on the browser user uses, the way to get to the “print” or “save as” button could be different. However, the most general way is to go to browser’s menu, select “File” which opens a dropdown menu, find the button that is named similar to “save as...” for download, or find the button that is named similar to “print” to set up printing out the document.

13. Exporting Excel 4-H Spreadsheet

13.1. Download the Excel as Attachment

- 13.1.1. To obtain the list of combination numbers with the rider of that combo a member of the 4-H county, click the “Download 4H Excel” button on the sidebar in any show specific page. The excel will be downloaded as an attachment immediately.

13.2. If Missing any Combo Information

- 13.2.1. Go to rider page by clicking the “Riders” button in the sidebar.

- 13.2.2. Find the rider, click on the “edit” button to bring up the edit modal window.
- 13.2.3. Make sure the checkbox for “Member of the 4H” is checked
- 13.2.4. Make sure the “County” textbox is filled

- 13.2.5. If any changes are made, click the “Edit Rider” button at the bottom right of the modal to save any changes.
- 13.2.6. Click the “Download 4H Excel” button on the sidebar again to obtain the updated excel.

14. Printing Labels

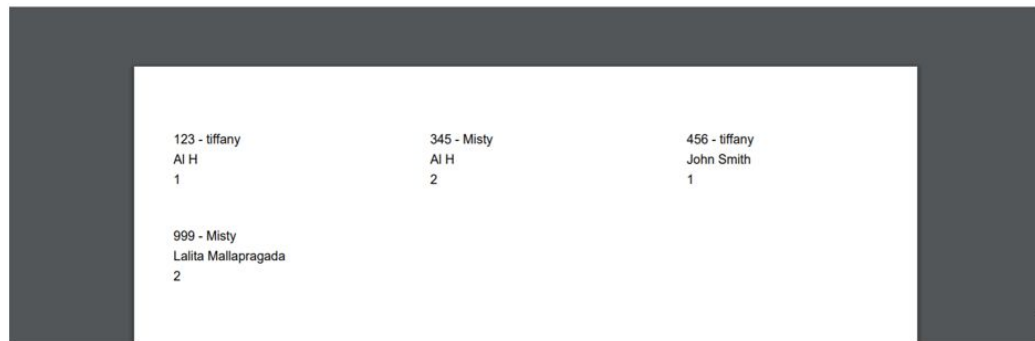
- 14.1. In order to generate a sheet of labels for all existing Horse Rider Combinations in your upcoming show, click the “Generate Combo Labels” as shown in the screenshot below.

Division	Classes
Green Hunter Division	1 - Jumping 99 - Over Fences

- 14.2. Generating labels mimics Avery template 5160 and works best with the use of Avery label sheets which are 3 columns by 10 rows. The generated labels are 1

inch by 2 ⁵/₈ inches, printed on a sheet which is 8.5 inches by 11 inches, with top and bottom margins of 0.5 inches, and left and right margins of 0.1875 inches.

- 14.3. The generated labels have the Horse Rider Combination number followed by the horse's name on the first line, the rider's name is on the second line, and the classes the Horse Rider Combination is participating in are on the third line as shown below.



15. Conclusion

This manual should provide sufficient instruction on how to start the app server, how to use the app, and how to stop the server of the app. The manual also goes into detail on how to use the various features of the app, including adding, editing, and deleting information about shows, divisions, classes, horses, riders, and horse-rider-combinations, as well as the navigation involved with each of these sections. In addition, the manual discusses exporting a PDF with the data from the app, exporting an Excel spreadsheet with more data, and printing labels for horse-rider-combinations.