



# ShowPro Users Guide

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## SHOW PRO OVERVIEW

### VERSION COMPARISON CHART

Feature	Professional	Standard	Lite
Price (2 licenses)	\$450	\$275	\$175
Report Viewer	Yes	Yes	Yes
Integrated Backup/Restore	Yes	Yes	Yes
Networking	Yes	Yes	Yes
High Points	Yes	Yes	Yes
Add / Scratch Tool	Yes	Yes	Yes
Entry Search	Yes	Yes	Yes
Judges Cards / Labels	Yes	Yes	Yes
Prize Money / Add Back Handling	Yes	Yes	Yes
Paddock Sheets	Yes	Yes	Yes
Statements	Yes	Yes	Yes
Class Results Reports	Yes	Yes	Yes
Stalls Report	Yes	Yes	Yes
Financial Summary Report	Yes	Yes	Yes
Balances Report	Yes	Yes	Yes
Fee Summary Report	Yes	Yes	Yes
Class Entries Report	Yes	Yes	Yes
Entry Verification	Yes	Yes	Yes
Results Verification and Reports	Yes	Yes	Yes
Easily Email Results	Yes	Yes	Yes
Blanket/Dav Fees	Yes	Yes	Yes
Package Fees	Yes	Yes	x
High Point Circuit Points	Yes	Yes	x
High Points By Class	Yes	Yes	x
Fully Managed Grand and Reserves	Yes	Yes	x
Save / Create Show As / From Template	Yes	Yes	x
Web Results	Yes	Yes	x
Bill To	Yes	Yes	x
Total Classes Entered Count	Yes	Yes	x
Automatic Class Fees	Yes	x	x
Multiple Stall Types	Yes	x	x
Stall Splitting Tool	Yes	x	x
Scheduled Backups	Yes	x	x

## HOW TO GET SHOWPRO

You can download the ShowPro software from the Sport Data, Inc website at [www.sportdatainc.com](http://www.sportdatainc.com).

A trial version of the software is available for you to practice with before purchasing.

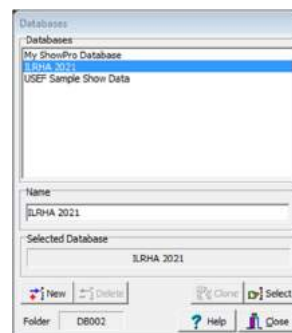
## LICENSING YOUR SOFTWARE

You can purchase your software license on the Sport Data website. Make a note of the email address and password that you use to purchase your software – you'll need these to register your software.

After opening ShowPro, you'll see a "lock" icon on the bottom left corner of the start screen. Click this and then click the register button. Enter the email address and password that you used to purchase the software. The License Manager screen should now say what software version is active on your computer. Click close to return to the start screen.

## CREATE YOUR OWN DATABASE

ShowPro downloads with a sample database specific to USEF. You'll need to activate your own database so that you can configure the software for ARHA usage. Click the "Databases" button and you should see a "My ShowPro Database". You can use this database or you can create a new one. In this example, a new database was created called "ILRHA 2021". Highlight the database that you want to use, and click the select button to activate it. The database name should now be displayed in the "Selected Database" box. Click "Close" to return to the start screen.



## CONFIGURE SHOWPRO FOR ARHA USAGE

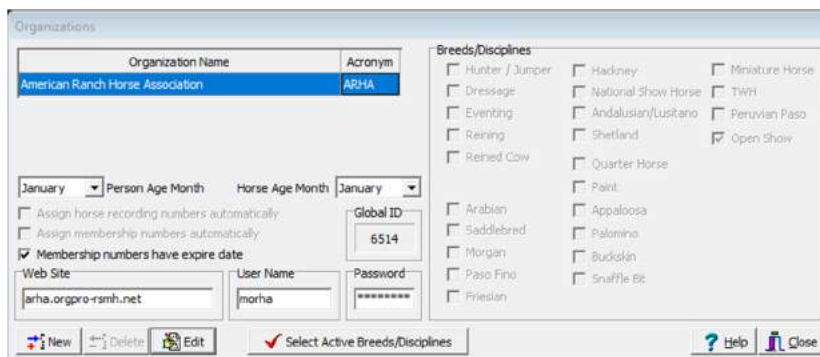
Before you begin, you'll need to email the ARHA office ([arhacontact@aol.com](mailto:arhacontact@aol.com)) to get receive a username and password so that you can access the ARHA OrgPro database. On the start screen, click the "Organizations" button.

From the Select Active Disciplines/Breeds screen, scroll down and select "Open Show".

Click OK to accept the selection. On the next screen, you'll enter your ARHA OrgPro login information and the ARHA org pro website.

Close the screen to return to the start screen.

Select Active Disciplines/Breeds



## DOWNLOAD ARHA ORGPRO DATA

At the start screen, click the “Download Org Data” button, select ARHA and click OK. When prompted, click yes to download the data. If an update is available, you will be prompted to download and install it. Lastly, you’ll be asked if existing horse and rider data should be updated using the new data. Click yes. The database will update – this may take a few minutes – followed by a screen listing which horses and people are new and which exhibitors and horses have updates.

You’ll receive an email from ARHA whenever the database has been updated. You’ll want to be sure to update your database when you receive this email so that membership information is updated.

Now that you have downloaded the ARHA Org Data, you are ready to setup your first show!

## NETWORKING

Every ShowPro license, regardless of version, allows for installation on two computers. The computers can be networked together to utilize the same show file. This is most easily done with a wired network router and two Ethernet LAN cables. The ShowPro users guide (button is on the start screen) provides very thorough instructions on how to set Windows to share folders over the network. Follow them as directed to network your office computers.

## SETTING UP A SHOW

### CREATING A THE SHOW FILE



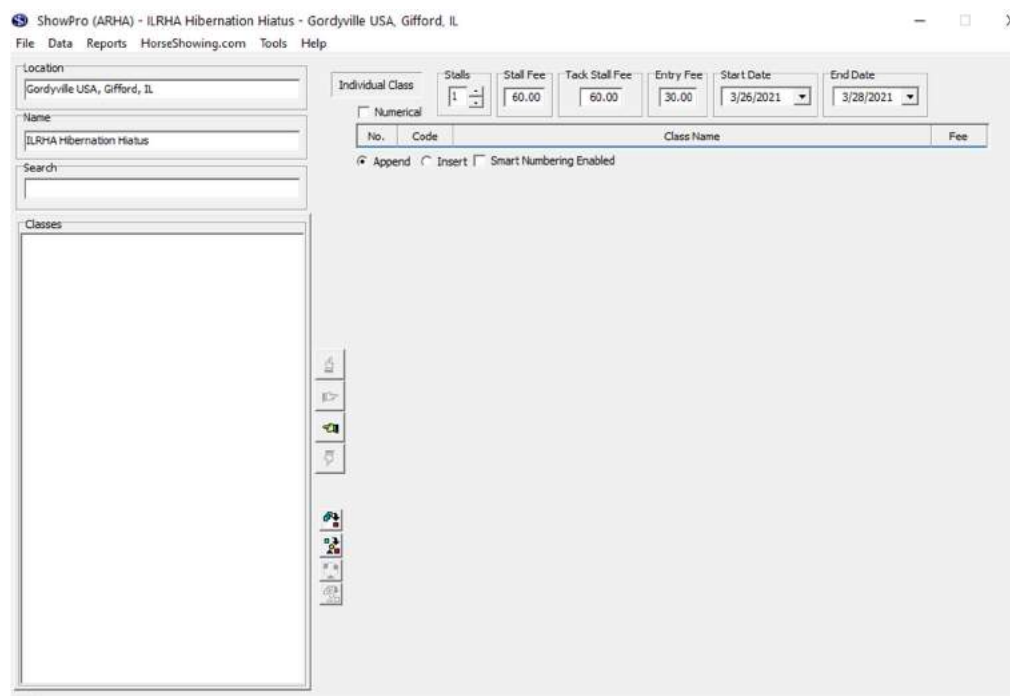
From the start screen, click on the new button to create your show.

On the next pop-up, select “create a completely new show”.

The next pop-up will ask if this is a split/combined event show. Answer no.

### SET UP THE CLASS LIST

The next screen that opens is where you will enter your show location, show name and where you’ll select your classes.




You can have ShowPro automatically charge a stall for every horse that enters the show. To enable this, set the stall prices (both horses and tack) in the area at the top of the screen. Setting the “Stalls” box to 1 means the software will automatically charge for 1 stall. You can also set the Entry Fee price. As you add

the classes to the class list, this price (\$30 in the example above) will automatically be added to every class. You can adjust this as needed (ie youth classes, Leadline, etc). Lastly, select the start and end dates for your show. Now you are ready to start to add your class list.

You can enter the classes you want to add in the search box to select them for your show. For this example, we'll be using the ILRHA Hibernation Hiatus showbill.

The screenshot shows the HorseShowing.com interface. On the left, the 'Location' is 'Gordville USA, Gifford, IL', the 'Name' is 'ILRHA Hibernation Hiatus', and the 'Search' box contains 'horseman'. The 'Classes' list on the left includes 'AMA Horsemanship', 'NA Horsemanship (NAH)', 'NY Horsemanship', and 'YTH Horsemanship 18 & U'. The 'NY Horsemanship' class is selected. On the right, a table shows the class list with columns 'No.', 'Code', 'Class Name', and 'Fee'. The table contains four rows: 1 35 AMA Horsemanship (30.00), 2 63 NA Horsemanship (NAH) (30.00), 3 79 YTH Horsemanship 18 & U (20.00), and 4 102 NY Horsemanship (20.00). The 'NY Horsemanship' class is highlighted. Below the table, there are radio buttons for 'Append', 'Insert', and 'Smart Numbering Enabled'.

No.	Code	Class Name	Fee
1	35	AMA Horsemanship	30.00
2	63	NA Horsemanship (NAH)	30.00
3	79	YTH Horsemanship 18 & U	20.00
4	102	NY Horsemanship	20.00

Select the class you want to add to your list and then click the  to move it to the class list. Continue this until all your classes have been added, in the order listed on your showbill. It is very important that the class numbers match what is on the showbill. You can change the fee for each class manually if needed. Notice in the example above that the class fee has been changed to \$20 for the youth classes.

For AA classes that have been split between Jr and Sr, you will not find these listed separately in the class list. We'll use Ranchmanship as an example. You'll find "Ranchmanship" listed, add this twice.

The screenshot shows the HorseShowing.com interface. On the left, the 'Search' box contains 'Ranchman'. The 'Classes' list on the left includes 'AMA Ranchmanship', 'NA Ranchmanship (NARMS)', 'NY Ranchmanship (NYRMS)', 'Ranchmanship', and 'Youth Ranchmanship 18 & U'. The 'Ranchmanship' class is selected. On the right, a table shows the class list with columns 'No.', 'Code', 'Class Name', and 'Fee'. The table contains five rows: 2 63 NA Horsemanship (NAH) (30.00), 3 79 YTH Horsemanship 18 & U (20.00), 4 102 NY Horsemanship (20.00), 5 31 Ranchmanship (30.00), and 6 31 Ranchmanship (30.00). The 'Ranchmanship' class is highlighted. Below the table, there are radio buttons for 'Append', 'Insert', and 'Smart Numbering Enabled'.

No.	Code	Class Name	Fee
2	63	NA Horsemanship (NAH)	30.00
3	79	YTH Horsemanship 18 & U	20.00
4	102	NY Horsemanship	20.00
5	31	Ranchmanship	30.00
6	31	Ranchmanship	30.00



Now go over the class list on the right and change Class 5 to say Jr Ranchmanship and Class 6 to say Sr Ranchmanship.

Classes	4	102	NY Horsemanship	20.00
AMA Ranchmanship	5	31	Jr Ranchmanship	30.00
NA Ranchmanship (NARMS)	6	31	Sr Ranchmanship	30.00
NY Ranchmanship (NYRMS)	7	41	AMA Ranchmanship	30.00
Ranchmanship	8	70	NA Ranchmanship (NARMS)	30.00
Youth Ranchmanship 18 & U	9	99	Youth Ranchmanship 18 & U	20.00
	10	108	NY Ranchmanship (NYRMS)	20.00

Append Insert Smart Numbering Enabled

Follow this method for adding Jr Trail, Sr Trail, Sr Ranch Riding, etc.

If you need to add a class that is not found in the ARHA class database, ie a non-ARHA class like Leadline, select this button at the bottom of the screen



Click the “New” button on the screen that pops up and type in the class name. Select whether the class should be judged on the horse or the rider.

Class Name	Code	Discipline	Division	Judged On	Horse Sex	Rider Age	Horse Age	Time	Rail
ILRHA Youth Walk-Trot			Youth	Rider				0.00	

New Delete Class Specs Not Assigned Help Close

Select close when you are done. Now search for the class and add it to your class list.

## GRAND AND RESERVE FOR CONFORMATION

Conformation grand and reserve for each gender are judged separately but are generally not assigned a class number on a showbill. We do need to add them as a pseudo class on the class list in order to have a judge’s card printed. In the search bar, type in “grand”. If no classes are listed, you’ll have to setup new classes as detailed in the instructions immediately above. You’ll need Grand/Reserve for all available divisions and genders. You’ll want to insert the Grand/Reserve “classes” immediately after the appropriate individual conformation classes. For example, Grand/Reserve AA Stallions will be added after the “2 and Under” and “3 and Over” AA Stallion classes. Before you add the class, select the Insert button at the bottom of the screen. This will add the class where you want it rather than moving it to the bottom of the list.


61	23	Ranch Cutting	30.00
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Append Insert Smart Numbering Enabled

Now select the Grand/Reserve class from the list on the left and select the class below where you want to insert it from the list on the right.

Classes		25 04	TTH Kallu Kestling 20 04	20.00
Grand/Reserve AA Geldings		40 105	NY Ranch Reining (NYRRE)	20.00
Grand/Reserve AA Mares				
Grand/Reserve AA Stallions		41 34	AMA Showmanship	30.00
Grand/Reserve AMA Geldings		42 62	NA Showmanship (NAS)	30.00
Grand/Reserve AMA Mares		43 78	YTH Showmanship 18 & U	20.00
Grand/Reserve AMA Stallions		44 101	NY Showmanship (NYS)	20.00
Grand/Reserve Yth Geldings		45 17	Two & Under Stallions	30.00
Grand/Reserve Yth Mares		46 18	Three & Over Stallions	30.00
		47 43	AMA Two & Under Stallions	30.00
		48 44	AMA Three & Over Stallions	30.00



Click the  to add the class to the list. It has been assigned a unique class number. You'll want to change this so that the judge's card for this class is printed immediately after the two conformation classes before it. We've found the easiest way to address this is to assign a pseudo class number corresponding to the class number for preceding conformation class. In this case, we're assigning the class number 46b.

Grand/Reserve AA Mares		41 34	AMA Showmanship	30.00
Grand/Reserve AA Stallions		42 62	NA Showmanship (NAS)	30.00
Grand/Reserve AMA Geldings		43 78	YTH Showmanship 18 & U	20.00
Grand/Reserve AMA Mares		44 101	NY Showmanship (NYS)	20.00
Grand/Reserve Yth Geldings		45 17	Two & Under Stallions	30.00
Grand/Reserve Yth Mares		46 18	Three & Over Stallions	30.00
		46b	Grand/Reserve AA Stallions	0.00
		47 43	AMA Two & Under Stallions	30.00
		48 44	AMA Three & Over Stallions	30.00

Doing this allows us to insert this as a class without disturbing the order of the class numbers. It's important to have the class list in the show system match the class numbers listed on the show bill. Repeat this method to insert all the Grand/Reserve classes. When you are done, remember to set the class fee to 0! The software will automatically assign the entry fee to the class and exhibitors are typically not charged for Grand/Reserve.

Now you need to select which conformation classes are linked to each grand/reserve "class" so that top two placings for each individual conformation class are automatically entered in the grand/reserve class. To do this, go to the "Data" menu and select "Grand and Reserve Setup". On the left side of the pop-up screen, you'll need to enter the categories for all the grand/reserve. IE, AA Stallions, AA Geldings, AA Mares, Etc.

On the right side of the screen, you'll select the appropriate "Grand and Reserve Class" from the dropdown list. This will be one of the classes that you just set up in the instructions above. In the box below, you'll select the two classes that qualify for your selected Grand/Reserve class (example below).

Grand and Reserve Setup

Grand and Reserve
AA Stallions

Name
AA Stallions

Grand and Reserve Class
46b) Grand/Reserve AA Stallions

Qualifying Classes
☒ 45) Two & Under Stallions
☒ 46) Three & Over Stallions
☐ 47) AMA Two & Under Stallions
☐ 48) AMA Three & Over Stallions
☐ 48b) Grand/Reserve AMA Stallions

☐ Halter only
☐ M
☐ G
☒ S
☐ Supreme

Complete these steps to set up all your grand/reserve classes. TIP – toggle the "M", "G", "S", circled in the screenshot above to have only the conformation classes displayed in the dropdown list and the Qualifying Classes list.

## SHOW FEES

Show Fees are fees that are not specific to certain classes. Examples of these fees are Office fees, Judges fees, Shavings, Camping, Membership fees etc. The fees that you select to put on this list will be displayed on your entry screen for you to do the billing for each exhibitor. You can also make your life a bit easier by telling ShowPro to automatically charge certain fees (ie Judge and Office fee) when you do an entry for a horse.

To access the Show Fees settings, go to the “Data” menu and select “Show Fees”. On the list on the left will be all the available show fees. When you start using ShowPro for the first time, this list will be empty. To set up new fees, click the new button at the bottom and type in the fee name. To activate a fee for your show, click on the fee name and click the right finger button to move the fee over to the list on the right. When you’ve moved over all the fees you’ll need for the show, you need to enter the price for each one. You should be able to find this information on the show bill for the show. To have a fee automatically charged when you initiate an entry, click on the H box for the appropriate fee. In the below example, ShowPro has been set to automatically charge the Office and ARHA Judges fee for every horse that enters. If the fee should be charged per Rider, you’d click the “R” button.

Show Fees	Amount	H	R	N	A	B
Office Fee	15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARHA Judges Fee	14.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shavings	9.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Camping	25.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Entry Class Discount	5.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cattle Fee	25.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ILRHA Membership	20.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## CATTLE OR OTHER CLASS FEES

There are a couple of different ways to handle cattle fees and the method will depend on what version of the software you are running.

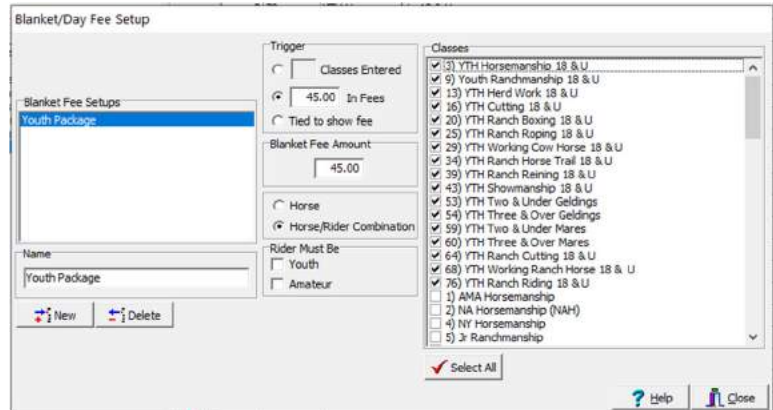
If you have the Lite or Standard version, you have two options:

- If there are no package fees for the show, you can simply add the cattle class charge to the class fee on the class list screen when you set up the show (to get back to this screen, hit F4). If the class fee is \$30 and there is a \$25 cattle charge, you’ll just change the class fee for each of the cattle classes to \$55.
- If there is a package fee, you won’t want to use this option unless the package fee includes cattle charges (most package fees do not). For this scenario, you can add a “Cattle Fee” as a Show Fee using the instructions above and then manually enter the number of cattle classes each exhibitor enters.

If you have the Professional version, ShowPro can count the number of cattle classes for you and charge the appropriate fee. To do this, add “Cattle Fee” as a Show Fee and put in the appropriate price. Next you’ll need to set up a counted class fee. Select “Class Fees” from the “Data” menu and then select “Counted Fee” under the “Type” dropdown menu. Hit the “New” button and enter “Cattle Fee”. It’s important that this name matches what you entered for the Show Fee exactly. You can leave the amount value at 0.00 since the fee was set up under the Show Fee screen. Select all the cattle classes from the list on the right that should be charged a cattle fee. ShowPro will now keep track of all the cattle classes entered and will charge the appropriate number of cattle charges.

## BLANKET FEES

If your association has weekend package fees, you can have ShowPro automatically charge the package fee after a certain number of classes have been entered or a target price has been reached. To set this up, select the “Blanket/Day Fee” option from the “Data” menu. Hit the “New” button to create a blanket fee (ie Youth, Amateur, etc). Select whether you want to have a certain number classes or a total in class fees trigger the package. Enter the Blanket Fee amount in the appropriate box and then select whether the fee is applicable to a Horse (ie multiple riders allowed) or a Horse/Rider combination. Most associations offer blanket fees for horse/rider combinations. Go through the class list and select all the appropriate classes that apply to each blanket fee. In the example below, we’ve setup ShowPro to automatically charge a \$45 blanket fee when \$45 worth of Youth division classes have been entered.



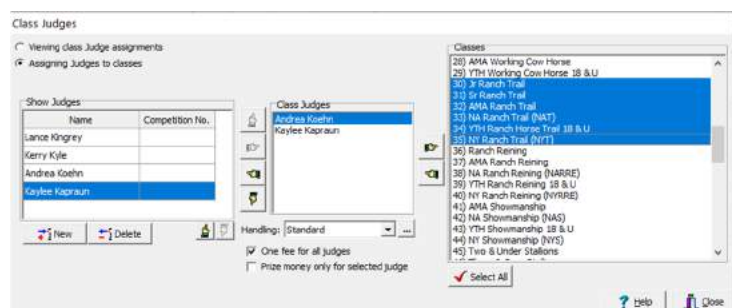
## BILL TO LISTS

Because ShowPro creates a bill for every horse, there will be instances where you’ll need to merge exhibitor show tabs. For example, an exhibitor may be showing multiple horses or a family should have a consolidated bill. This can be accomplished by setting up a “Bill To” list. Select “Show Parameters” from the “Data” menu. Click the “Bill To” button and on the pop-up screen, create a new list. If you work with multiple charters, you can have separate lists for each charter. Select the list you just created (or other list if applicable) by highlighting the list name and clicking the “select” button. Hit the close button to exit the screen.

To add names to the “Bill To” list, you can select the list from the “Data” menu or click Ctrl B. Merging show tabs is discussed on page 16.

## ASSIGNING CLASS JUDGES

You’ll need to assign judges for each class for your show. Select “Class Judges” from the data menu. In the Show Judges box to the left, you can add the name of each judge for your show. After you get the judges added, you’ll need to assign them to classes. Click the “Assign Judges to Classes” button on the upper left of the screen. Now click on a judge’s name and use the right arrow to move them to the class judges list. Most shows only charge one class fee – not a separate fee for each judge. If this is the case for your show, you’ll want to make sure you click the “One fee for all judges” box otherwise ShowPro will charge the class fee you entered when you set up the show for each judge. If your show had the same set of judges for all classes, you can select the “select all” button to select all the classes in the class list. Highlight your judges from the center box and then click the right arrow to have them assigned to all the classes. If you have separate judges for at will classes, you’ll have to separately assign the classes for each judge.





## JUDGE'S CARDS

Now that the judges have been added and assigned to classes, you can print out your judge's cards. Go to the "Tools" menu, select "Judges Cards", select "Judges Cards" again and then select "4-across". This will print 4 cards to each page. On the pop-up screen, select the classes you'd like to print cards for and on the next screen, select the judge.

## POINTS TABLES

You'll need to set up the points table so that the appropriate ARHA points are awarded for each placing based on the class size. Select the "Points Tables" screen from the "Data" menu. Fill in the points table as exemplified in the screenshots below:

PointsTables

Low	High	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	3	3.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	4	4.00	3.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	5	5.00	4.00	3.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

New Row Remove Row Help Close

PointsTables

Low	High	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
6	6	6.00	5.00	4.00	3.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	7	7.00	6.00	5.00	4.00	3.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	8	8.00	7.00	6.00	5.00	4.00	3.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	9	9.00	8.00	7.00	6.00	5.00	4.00	3.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

New Row Remove Row Help Close

PointsTables

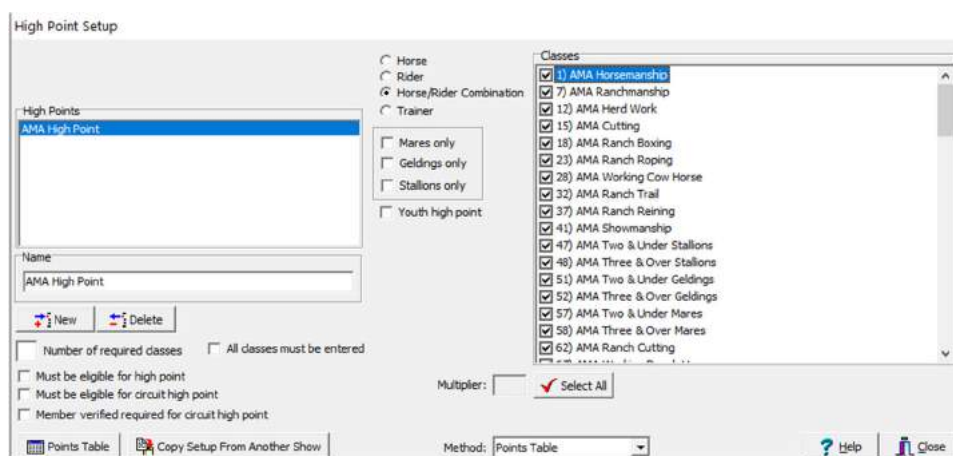
Low	High	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
7	7	7.00	6.00	5.00	4.00	3.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	8	8.00	7.00	6.00	5.00	4.00	3.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	9	9.00	8.00	7.00	6.00	5.00	4.00	3.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	999	10.00	9.00	8.00	7.00	6.00	5.00	4.00	3.00	2.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

New Row Remove Row Help Close

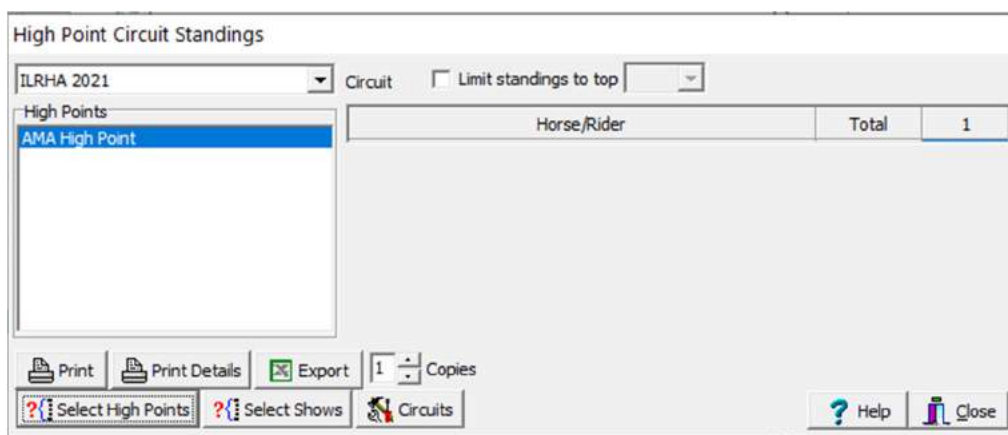
## HIGH POINT

ShowPro can track both weekend and year-end high point totals for divisions or for special categories such as ranch versatility, top cow horse, etc. Select the "High Point Setup" option from the "Data" menu. Click "New" to name your high point category (ie All Age High Point). Do this for all of the High Point categories for your show. Next, select whether the points should accumulate for the Horse or the Horse/Rider combination. For most associations, points should be accumulated for the Horse in the All Age / Open division and for the horse/rider combination in Amateur and Youth divisions. In the box on the right, select all the classes that should be applied to your high point category. For some high point categories, such as top cow hand, the association may have a rule that all classes have to be shown in. If this is the case, check the "All classes must be entered" box.

As you set up more shows during the year, you can click the “copy setup from another show” button to import your high point settings. If the class numbers have changed, you’ll have to reselect the specific classes applicable to each high point category.



If you want to track points earned across an entire show season or a series of shows, ShowPro can calculate a combined high point report. Note: this option is only available for the Professional and Standard versions of the software. To track circuit high point totals, go to the “Report” menu, select “Standings” and then “High Point Circuit Standings”. On the pop up screen, click the “Circuits” button and create a name for your circuit (ie ILRHA 2021). Click the “Select Shows” button and click all the shows that should be included for the circuit. When the season first starts, you’ll only have the first show available on the “Select Shows” list. You can add subsequent shows as you add them to the software. Lastly, click the “Select High Points” button and select all the high point categories that you want to track for the circuit.



## AT THE SHOW

### ARHA HORSES AND PEOPLE

All horses in ARHA approved classes must be registered and the horse owner and exhibitor need to have current ARHA memberships. Horse registration is a one-time application. If an ARHA registered horse changes owner, an ARHA transfer form needs to be submitted. ARHA memberships are annual and need to be renewed every year before the exhibitor shows. Registration and membership applications can be accepted at ARHA shows for an extra \$10 fee payable to ARHA.

You can search the ARHA database of all members (prior and current) and registered horses by selecting either “People” or “Horses” from the “Data” menu.

You can also see all current members and their ARHA registered horses on the ARHA org pro website: <http://arha.orgpro-rsmh.net/>. Current members will have an electronic membership card that will list their registered horses. If you are accepting pre-entries for a show, it is helpful to visit this website to confirm ARHA eligibility prior to the show. You can print out the membership and horse record card and place in the exhibitor’s file. This helps to streamline the check in process.

### EXHIBITOR ENTRY

Access the entry screen by either pressing F2 or by selecting “Entries” from the “File” menu.

Press F1 or the “New” button in the lower left corner to create an entry. Enter the back number for the exhibitor and if the exhibitor has a trainer, select the trainer’s name. You can hit the “edit” button on the “Trainer” drop down menu if you need to add a trainer to your show. You do not have to add a trainer for an exhibitor but some reports can be grouped by trainer which makes reconciling billing charges (ie stalls and shavings) easier.

If you have ShowPro set to automatically charge for a stall, you’ll see this information on the top of the screen. If the exhibitor has a tack stall, or a shared tack stall, you can add that here. Also, if the exhibitor has a non-showing horse that has a stall, you can adjust the stall number.

Now go to the Horse name box and enter your exhibitor’s horse name. As you fill in horse’s name, the box on the right will populate with available horse names. Select the appropriate name. The owner information will populate in the boxes below the horse information. If owner is the exhibitor, you can now add the requested classes. However, if the owner is not the exhibitor, right click where it says “Right click for menu” and then select the “add rider” option. A second tab will open up where you can search for your exhibitor. You can have multiple riders for a horse and you can keep adding riders following this method.

In the “Classes” box to the right, enter the requested class numbers. Put a space in between each class number and hit enter when you are done. After you hit enter, a class list will populate on the screen under the “Classes” tab. You can scroll through to make sure you entered the right classes.

ShowPro (ARHA) - ILRHA Hibernation Hiatus - Gordville USA, Gifford, IL

File Data Reports HorseShowing.com Tools Help

Entry No: 530 Trainer: Boyer, Penny Account: Edit 1 of 1 Account Balance: \$544.00 Stalls: 1 Tack Stalls: 0 / 0

Horse Verification: ARHA No.: 2144 Name: Ima Fancy Sport Sex: Foaling Date: 01/01/2005 Color: Height: Breed:

ARHA No.: 10001 Expires: 1/1 Owner/Rider: Last: Pietka First: Kathryn MI: Address: 604 Geiser Brook Ct. City: Lake St. Louis St./Prov.: MO Zip/PC: 63367 Entry:

Verification: Member Type: Amateur Novice Catt Date of Birth: 05/30/2000 Home Phone: (636) 633-0166 Cell Phone: ( ) - Fax: ( ) - E-Mail: tadast@gmail.com Federal Tax No.: SS# - -

Classes: 1 7 12 15 18 23 28 32 37 41 52

Prize Money: Not Recorded Owner: ARHA Non Member

Classes Account Payments/Fees Class Fees Splits Credits/Debits Prize Checks Contact Info Notes

x	No.	Class	Rider	J1	J2	Prize	Fee
<input checked="" type="checkbox"/>	1	AMA Horsemanship	Kathryn Pietka				30.00
<input type="checkbox"/>	7	AMA Ranchmanship	Kathryn Pietka				30.00
<input type="checkbox"/>	12	AMA Herd Work	Kathryn Pietka				30.00
<input type="checkbox"/>	15	AMA Cutting	Kathryn Pietka				30.00
<input type="checkbox"/>	18	AMA Ranch Boxing	Kathryn Pietka				30.00
<input type="checkbox"/>	23	AMA Ranch Roping	Kathryn Pietka				30.00
<input type="checkbox"/>	28	AMA Working Cow Horse	Kathryn Pietka				30.00
<input type="checkbox"/>	32	AMA Ranch Trail	Kathryn Pietka				30.00
<input type="checkbox"/>	37	AMA Ranch Reining	Kathryn Pietka				30.00
<input type="checkbox"/>	41	AMA Showmanship	Kathryn Pietka				30.00
Totals							\$0.00 \$330.00

Show Scratch Unscheduled Class

New - F1 Delete Clone Entry First Entry Prior Entry Next Entry Last Entry Refresh Search

Click on the Payment/Fees tab and you'll see a table with applicable show fees. ShowPro automatically charged the Office and Judges fee. Because the Professional version was used to prepare this manual, the software automatically calculated the number of cattle classes the exhibitor entered and charged the appropriate fee. Add additional fees on this table as needed. For example, camping can be charged, extra bags of shavings or memberships can be added to the show tab.

Classes | Account | Payments/Fees | Class Fees | Splits | Credits/Debits | Prize Checks | Contact Info | Notes

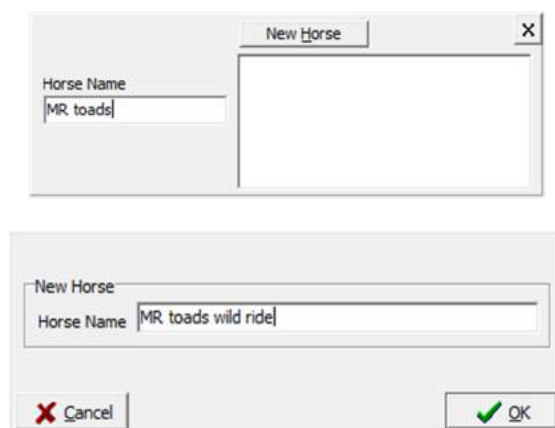
Type	Number	Date	Description	By	Amount
New	Delete		Process Card  ?	Total Payments	\$0.00

Fee Name	Fee	Qty	Amount	
Office Fee	15.00	1.000	15.00	
ARHA Judges Fee	14.00	1.000	14.00	
Shavings	9.00	0.000	0.00	
Camping	25.00	0.000	0.00	
Pre-Entry Class Discount	5.00	0.000	0.00	
Cattle Fee	25.00	5.000	125.00	
ILRHA Membership	20.00	0.000	0.00	
ILRHA Youth	10.00	0.000	0.00	
Total Show Fees			\$154.00	



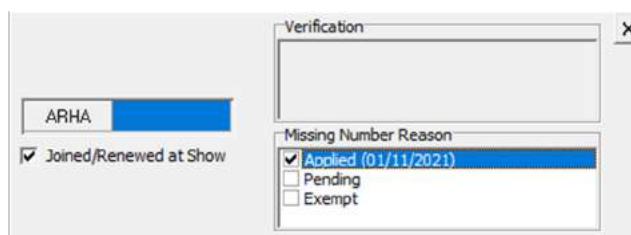
## ADDING NEW HORSES AND EXHIBITORS

If the horse or exhibitor is not currently in the ARHA system, you'll need to add them. Enter the horses name and confirm that it's not in the ARHA database. Click on the "New Horse" button and then enter the horses name and click the "OK" button.



The first screenshot shows a dialog box titled "New Horse" with a close button (X). It contains a text field labeled "Horse Name" with the text "MR toads" entered. The second screenshot shows the same dialog box, but the text field now contains "MR toads wild ride". At the bottom, there are two buttons: "Cancel" with a red X icon and "OK" with a green checkmark icon.

ShowPro will automatically assign a temporary ARHA No. to the horse. Right click in the box with that number and click the "joined/renewed at the show" button and the "applied" button.

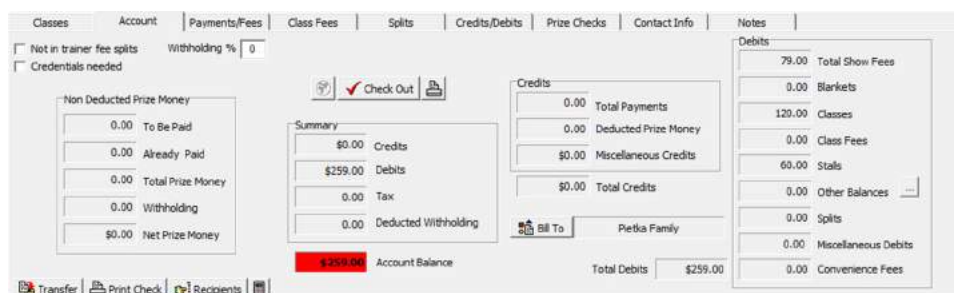


The screenshot shows a "Verification" dialog box. On the left, there is a section labeled "ARHA" with a blue box next to it. Below this is a checkbox labeled "Joined/Renewed at Show" which is checked. On the right, there is a "Missing Number Reason" section with three options: "Applied (01/11/2021)" (checked), "Pending", and "Exempt".

The process is similar for adding a new exhibitor or owner. Enter the last name in the appropriate box and then click the "New Person" button if the name is missing from the ARHA list and enter the individual's name. In the ARHA No box to the left of the individual's name, right click and select the "joined/renewed at show" and "applied" boxes.

## MERGING SHOW TABS

ShowPro can also merge bills for multiple exhibitors/horses. Instructions on adding a "Bill To" list were included on page XX. You'll use this list to merge exhibitor bills. While in the entry screen for your exhibitor, click on the account tab. In the center of the screen will be a "Bill To" option that will default to saying "None Set". Click the Bill To button and a list of available names will pop up. Select the name you need. You'll now need to go to the other entries that should be merged to this Bill To name and repeat the process.



The screenshot shows the "Account" tab in the ShowPro software. At the top, there are several tabs: "Classes", "Account", "Payments/Fees", "Class Fees", "Splits", "Credits/Debits", "Prize Checks", "Contact Info", and "Notes". The "Account" tab is active. In the center, there is a "Bill To" button. To the left of the "Bill To" button, there is a "Summary" section showing a total of \$259.00. To the right of the "Bill To" button, there is a "Credits" section showing various financial details. At the bottom, there is a "Debits" section showing various financial details. The "Total Debits" is \$259.00.

If the name you need is not on the list, hit cancel and then Ctrl+B to open the Bill To list. Click the “new” button and add the name you need. Click the close button and you’ll return to the account tab on the entry screen. Now you can hit “Bill To” button and select the new name you created. Repeat this for all the other entries that should be merged to this name.



## STALLS AND SHAVINGS

You will likely be responsible for billing exhibitors for stalls and shavings. The charter should give you the information needed to enter the charges. As discussed previously, you can adjust the stall count for each exhibitor at the top of the entry screen. Shavings can be added using the Payments/Fees tab on the exhibitor screen.

To see how many stall charges you have billed, you can print out a stall report by selecting “Stall Report” from the “Reports” menu. The report will print out by trainer/group. Either click “select” all or the group you’d like to print. You can compare this list to what the charter has given you to determine whether your stall totals match.

To print out a list of shavings charges, go to the “Report” menu and select “Fee Counts Reports”. You can select whether you want the report printed by back number (“Fee Counts By Number”) or by trainer/group (“Fee Counts By Barn/Trainer”). From the list of fees in the pop-up, select shavings and all the billed shavings will print.

NOTE: You can use the Fee Counts Report to double check other itemized charges like camping, memberships, etc.

## ADDING OR DROPPING CLASSES

Exhibitors will want to make changes to their entries during the show. There are a couple of ways to add or drop classes for exhibitors.

1) Go to the Entries screen by pressing F2. Search for the exhibitor or back number. In the “classes” box, delete or add the appropriate class number. Hit enter when you are done so the changes are recorded.

2) Press F9 to open the add/scratch tool. Enter the back number and hit enter. The class list will be displayed for the exhibitor. To scratch a class, enter the class number followed by “-“. The class will be scratched. To add a class, enter the class number followed by “+”.

Adds/Scratches

Entry No: 530 Horse: Ima Fancy Sport

Prior Rider Kathryn Pietka Next Rider

x	No.	Class Name
<input checked="" type="checkbox"/>	1	AMA Horsemanship
<input checked="" type="checkbox"/>	7	AMA Ranchmanship
<input checked="" type="checkbox"/>	12	AMA Herd Work
<input checked="" type="checkbox"/>	15	AMA Cutting
<input checked="" type="checkbox"/>	18	AMA Ranch Boxing
<input checked="" type="checkbox"/>	23	AMA Ranch Roping
<input checked="" type="checkbox"/>	28	AMA Working Cow Horse
<input checked="" type="checkbox"/>	32	AMA Ranch Trail
<input checked="" type="checkbox"/>	37	AMA Ranch Reining
<input checked="" type="checkbox"/>	41	AMA Showmanship
<input checked="" type="checkbox"/>	52	AMA Three & Over Geldings

Add + / Scratch -

Unscheduled Class

Search Help Close

## EXHIBITOR CHECK OUT

The close out an exhibitor show tab, go to the entry screen by pressing F2. Search for the exhibitor name or back number to pull up the exhibitor's entry. Select the "Account" tab from the entry screen and click the "Check Out" button. The check out screen will pop up. You can print the exhibitor's show statement from this screen and give to the exhibitor to review. Once the exhibitor gives you the payment, enter the payment type and check number if applicable.

Click the record button and a closed show statement will print. Attach the payment to this statement and put in the file to give to the Charter's Treasurer.

If you've used the Bill To feature to merge a bill, there will be a pop-up screen when you click the "Check Out" button listing all the tabs that are being merged to that bill. Make sure the entries listed are correct and click close to open the Check Out window and the merged statement will be displayed.

Check Out

Balance: **\$259.00** Manual ☒ CC Terminal ☐ Type: Check Number: Description: Payment ☒ Second ☐ Print a zero balance client statement after record ☐ Print individual zero balance statements after record

ILRHA Hibernation Hiatus  
Gordville USA, Gifford, IL  
March 26 - 28, 2021

**Statement**  
2021 Jan 11 05:44 PM

Entry: 111  
Horse: HS Docs Lil Barbie  
Owner: Quimara Garcia  
3699 St Louis Rock Rd.  
Villa Ridge, MO 63089

ARHA No: 7369  
ARHA No: 6404

Grace Claus		Places	Entries	Prize	Fee	Amount
No.	Class Name					
1	AMA Horsemanship	xix			30.00	30.00
7	AMA Ranchmanship	xix			30.00	30.00
12	AMA Herd Work	xix			30.00	30.00
15	AMA Cutting	xix			30.00	30.00
						Total 120.00

Show Fees		Qty	Fee	Amount
Standard Horse Stalls		1	60.00	60.00
Office Fee		1	15.00	15.00
ARHA Judges Fee		1	14.00	14.00
Cattle Fee		2	25.00	50.00
				Total 139.00

**Balance Owed Show: \$259.00** **Grand Total \$259.00**

## ORDER OF GO PRINTOUTS

Timely printing of "Order of Go" reports is essential to keep the show moving. You'll need to print out these reports the night before the first classes the next day and then several classes ahead during the show day. Copies of the Order of Go should be given to the 1) announcer, 2) gate and 3) posted for the exhibitors and anyone else as needed.

Conformation and Ranch Riding sheets can be printed in back number order. For all other non-at will classes, the order should be randomized.

To access the Order of Go screen, select "Classes" option from the "File" menu or hit F3. This is the same screen where you will enter class results. Click the Order of Go tab. All exhibitors entered in the class will be displayed. If the class should be randomized, select the Random button. The exhibitors should now be displayed on the screen in a random order.

Results | Prize Money | Prize Checks | **Order of Go** | Teams

Entry	Horse	Rider
1	111 HS Docs Lil Barbie	Grace Claus
2	888 MR toads wild ride	Miriam Jacome
3	613 Poco Eyed GG Skip	Terri Pietta
4	530 Ina Fancy Sport	Kathryn Pietta

Selected Class Ordering Options

☐ Back Number ☒ Random

☐ Back Number/Size ☐ Random/Size

☐ Back Number/Green Year ☐ Random/Green Year

☐ Custom

Set Order Options Space Multiple Horse Riders

Print Paddock / Announcer's / Exhibitors Lists

No.	Class Name
1	AMA Horsemanship
2	NA Horsemanship (NAH)
3	YTH Horsemanship 18 & U
4	NY Horsemanship
5	Jr Ranchmanship
6	Sr Ranchmanship
7	AMA Ranchmanship
8	NA Ranchmanship (NARM)
9	Youth Ranchmanship 18 & U
10	NY Ranchmanship (NYRMS)
11	Herd Work
12	AMA Herd Work
13	YTH Herd Work 18 & U
14	Cutting
15	AMA Cutting
16	YTH Cutting 18 & U
17	Ranch Boxing
18	AMA Ranch Boxing
19	NA Ranch Boxing (NARB)
20	YTH Ranch Boxing 18 & U
21	NY Ranch Boxing 18 & U (NYRB)
22	Ranch Roping
23	AMA Ranch Roping
24	NA Ranch Roping (NARP)
25	YTH Ranch Roping 18 & U

If you have an exhibitor entered multiple times in a single class, you can ask ShowPro to space the entries apart for that rider. Make sure “Random” is selected and then click the “Space Multiple Horse Riders” button. Choose the number of horses you want between riders (8 is generally enough) and click OK. The random order should now be set so that there are 8 horses in between repeat exhibitors. Repeat this for every class you need to set the order on by selecting the individual class from the list on the right.

After you have the order set, click the “Print Paddock / Announcer’s / Exhibitors Lists” button to print out your desired list. The Exhibitor list can be posted for exhibitors to check their working order. The Paddock and Announcer’s list can be given to the appropriate show staff.

## ENTERING RESULTS

When the judges are done with their cards, it’s time to enter the results. To access the results screen, either hit F3 or select “Classes” from the “File” menu. Select the class you need to enter the results for from the right. The first thing you’ll need to do is verify the entries. To do this, make sure that the exhibitors who are entered in the class match the exhibitors who completed the class. If the classes are small, less than 10 exhibitors, this can be done using the judge’s card. If the class has more than 10 entries, scoresheets can be used.

Select the results tab and click the verify entries button. Enter the back numbers for the exhibitors in the class (off the judge’s card or the scoresheets). Click the “Done” button and ShowPro will sort back numbers that completed the class but are not entered in the class into the “Not Entered” column. Exhibitors who were entered in the class and not judged will be sorted into the “Not Judged” column. From here it is easy to drop or scratch exhibitors from the class by clicking the “Enter” or “Scratch” buttons. When all the entries are verified, click the “Done” button and the “x” box will fill in next to each exhibitor on the exhibitor list. After verification, the entry counts should match for “Total Class Entries” and “From Judges Card”. Once the entries are verified enter the judge’s placings. NOTE: The entries MUST be verified and the “x” boxes check for each class in order for the results to be reported to ARHA and included in the high point calculations.

Highlight the appropriate judge and enter the back number in the placings column. You can either type the numbers or select the exhibitor from the list and use the arrow key to move them over.

The screenshot shows the 'Results' tab in the ShowPro software. It features a table of exhibitors with columns for Place, Entry, X, Horse, and Rider. The 'Entry Counts' section shows 'Total Class Entries' and 'From Judges Card' both set to 4. A list of classes is visible on the right, including AMA Horsemanship, NA Horsemanship, YTH Horsemanship, and various Ranchmanship and Cutting classes.

Place	1	2	3
1	888		
2	613		
3	530		
4	111		
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Entry	X	Horse	Rider
111	<input checked="" type="checkbox"/>	HS Docs LJ Barbie	Grace Claus
530	<input checked="" type="checkbox"/>	Ima Fancy Sport	Kathryn Pietka
613	<input checked="" type="checkbox"/>	Poco Eyed GG Skip	Terri Pietka
888	<input checked="" type="checkbox"/>	MR loads wild ride	Miriam Jacome

Entry Counts  
 4 Total Class Entries      From Judges Card 4  
 Unscheduled Class

No.	Class Name
1	AMA Horsemanship
2	NA Horsemanship (NAH)
3	YTH Horsemanship 18 & U
4	NY Horsemanship
5	Jr Ranchmanship
6	Sr Ranchmanship
7	AMA Ranchmanship
8	NA Ranchmanship (NARMS)
9	Youth Ranchmanship 18 & U
10	NY Ranchmanship (NYRMS)
11	Herd Work
12	AMA Herd Work
13	YTH Herd Work 18 & U
14	Cutting
15	AMA Cutting
16	YTH Cutting 18 & U
17	Ranch Boxing
18	AMA Ranch Boxing
19	NA Ranch Boxing (NARB)

## TIES

If there is a tie in a class, enter two back numbers for the place that ties. The next place is skipped. For example, if there is a tie for 2<sup>nd</sup>, you'll enter placings for 1<sup>st</sup>, the tie for 2<sup>nd</sup> and then 4<sup>th</sup> place, etc. Sometimes there will be a three or four way tie.

The screenshot shows the 'Results' tab in the ShowPro (ARHA) software. The 'Place' column shows a tie for 2<sup>nd</sup> place between entries 111 and 530. The 'Entry' column shows the entry numbers, and the 'Horse' and 'Rider' columns show the names of the horses and riders. The 'Entry Counts' section shows 4 Total Class Entries and 4 From Judges Card. The 'Class Name' column on the right lists the classes.

Place	1	2	3
1	888		
2	613	530	
3			
4	111		
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Entry	x	?	Horse	Rider
111	<input checked="" type="checkbox"/>		HS Docs Lil Barbie	Grace Claus
530	<input checked="" type="checkbox"/>		Ima Fancy Sport	Kathryn Pietka
613	<input checked="" type="checkbox"/>		Poco Eyed GG Skip	Terri Pietka
888	<input checked="" type="checkbox"/>		MR toads wild ride	Miriam Jacome

Entry Counts  
4 Total Class Entries From Judges Card 4

Unscheduled Class

No.	Class Name
1	AMA Horsemanship
2	NA Horsemanship (NAH)
3	YTH Horsemanship 18 & U
4	NY Horsemanship
5	Jr Ranchmanship
6	Sr Ranchmanship
7	AMA Ranchmanship
8	NA Ranchmanship (NARMS)
9	Youth Ranchmanship 18 & U
10	NY Ranchmanship (NYRMS)
11	Herd Work
12	AMA Herd Work
13	YTH Herd Work 18 & U
14	Cutting
15	AMA Cutting
16	YTH Cutting 18 & U
17	Ranch Boxing
18	AMA Ranch Boxing
19	NA Ranch Boxing (NARB)
20	YTH Ranch Boxing 18 & U

## DQ

Depending on the number of exhibitors in the class, you'll find information on disqualified (DQ) exhibitors either on the judges card or on the scoresheets. You'll want to designate DQ on the placings by typing "DQ" into the "?" column on the exhibitor list in the middle of the results screen.

The screenshot shows the 'Results' tab in the ShowPro (ARHA) software. The 'Place' column shows a tie for 2<sup>nd</sup> place between entries 111 and 530. The 'Entry' column shows the entry numbers, and the 'Horse' and 'Rider' columns show the names of the horses and riders. The 'Entry Counts' section shows 4 Total Class Entries and 4 From Judges Card. The 'Class Name' column on the right lists the classes. The 'DQ' column is circled in red, indicating a disqualified exhibitor.

Place	1	2	3
1	888		
2	613	530	
3	111		
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Entry	x	?	Horse	Rider
111	<input checked="" type="checkbox"/>		HS Docs Lil Barbie	Grace Claus
530	<input checked="" type="checkbox"/>	DQ	Ima Fancy Sport	Kathryn Pietka
613	<input checked="" type="checkbox"/>		Poco Eyed GG Skip	Terri Pietka
888	<input checked="" type="checkbox"/>		MR toads wild ride	Miriam Jacome

Entry Counts  
4 Total Class Entries From Judges Card 4

Unscheduled Class

No.	Class Name
1	AMA Horsemanship
2	NA Horsemanship (NAH)
3	YTH Horsemanship 18 & U
4	NY Horsemanship
5	Jr Ranchmanship
6	Sr Ranchmanship
7	AMA Ranchmanship
8	NA Ranchmanship (NARMS)
9	Youth Ranchmanship 18 & U
10	NY Ranchmanship (NYRMS)
11	Herd Work
12	AMA Herd Work
13	YTH Herd Work 18 & U
14	Cutting
15	AMA Cutting
16	YTH Cutting 18 & U
17	Ranch Boxing
18	AMA Ranch Boxing
19	NA Ranch Boxing (NARB)

## USEFUL SHOW REPORTS

### CLASS RESULTS

Exhibitors will ask to view the scoresheets and most show secretaries place them in a binder outside the show office for review. Including a class results report can be included in the binder so that exhibitors can double check their placings. To access this report, from the “Reports” menu, select “Results” and then “Class Results”. Highlight the class you want to print, select the judges and then whether you want non-placing exhibitors on the report.

ILRHA Hibernation Hiatus  
Gordyville USA, Gifford, IL  
March 26 - 28, 2021

#### ARHA Class Results

2021 Jan 11 09:52 PM

Judge: Lance Kingrey

Class: 1 - AMA Horsemanship							Entries: 4
Place	Entry	Horse	Owner	Rider			Code
1st	888	MR toads wild ride	Applied Miriam Jacome	Applied Miriam Jacome	Applied		35
2nd	613	Poco Eyed GG Skip	6436 Sarah M Terril	11704 Terri Pietka	10000		35
3rd	530	Ima Fancy Sport	2144 Kathryn Pietka	10001 Kathryn Pietka	10001		35
4th	111	HS Docs Lil Barbie	7359 Quintana Garcia	6404 Grace Claus	5069		35

### HIGH POINT STANDINGS

Exhibitors will be very curious to see how they are placing in the overall weekend high point standings. It's a good idea to print High Point standings at the end of the day on Saturday and then a couple of times during the show day on Sunday. To access this report, select “Results” from the “Reports” menu and then “High Point Summary”. Choose the report you would like to print. The summary report just gives the overall total for each exhibitor in the standings. If you chose the “High Point Details” report, the points earned for each class/judge will be listed for each exhibitor.

ILRHA Hibernation Hiatus  
Gordyville USA, Gifford, IL  
March 26 - 28, 2021

#### High Points Summary

2021 Jan 11 09:56 PM

#### AMA High Point

Entry	Horse	Exhibitor	Points
888	MR toads wild ride	Miriam Jacome	8.0
613	Poco Eyed GG Skip	Terri Pietka	6.0
530	Ima Fancy Sport	Kathryn Pietka	5.0
111	HS Docs Lil Barbie	Grace Claus	2.0





## AFTER THE SHOW

### SHOW FINANCIAL SUMMARY

You should provide the charter a Financial Summary report. This report will provide an itemized summary of all the charges for the show. This will be helpful for the club treasurer to use when processing the show proceeds. To print this report, choose “Financial Summary” from the “Reports” menu.

ILRHA Hibernation Hiatus Gordville USA, Gifford, IL March 26 - 28, 2021			
<b>Financial Summary</b>			
2021 Jan 11 10:00 PM			
<b>Gross Show Income</b>			
<b>Entry Fees</b>	Qty	Amount	Total
Entered Classes	26	780.00	780.00
<b>Stalls</b>			
Horse	4	240.00	1,020.00
<b>Miscellaneous Fees</b>			
Office Fee	4	60.00	
ARHA Judges Fee	4	56.00	
Cattle Fee	11	275.00	
		<u>Sub Total</u>	<u>1,411.00</u>
<b>Total Gross Show Income: \$1,411.00</b>			

### SUBMIT THE RESULTS TO ARHA

All membership and registration forms submitted at the show need to be mailed to ARHA by the Tuesday following the show. A completed Show Summary Cover Sheet should be submitted along with a Show Roster report printed from ShowPro. This report can be found under “Show Roster” in the “Reports” menu.

Electronic results need to be submitted from ShowPro to ARHA within 10 days of the show. To email the results to ARHA, choose the “Email” option from the “Tools” menu. Select “OrgPro Results” at the bottom under “Attachments”. In the “Recipients” box, select [arhacontact@aol.com](mailto:arhacontact@aol.com). Click send to transmit the results to ARHA. NOTE: You must be online for the email to submit.

E-Mail

From Email Address	terri@graymareproductions.com	Sender Full Name	Terri Pietka
Subject	OrgPro Results for ILRHA Hibernation Hiatus Attached	Recipients	<input checked="" type="checkbox"/> arhacontact@aol.com <input type="checkbox"/> results@chronofhorse.com <input type="checkbox"/> results@usef.org <input type="checkbox"/> Sport Data, Inc. <input type="checkbox"/> tadastl@gmail.com <input type="checkbox"/> terri@graymareproductions.com
Message	Please let me know if you have any questions!		
Attachments	<input type="radio"/> None <input type="radio"/> Backup <input type="radio"/> USEF Results <input checked="" type="radio"/> OrgPro Results <input type="radio"/> Generic Results <input type="radio"/> Chronicle		
		New	Delete
		Send	Close

Judges' cards and scoresheets should be kept on file for a year.



## POINTS REPORTS FOR CHARTERS

You'll want to check with your charter to see what format they want results for posting on their website. Some suggest reports are:

- Class Results (under Reports – Results)
- High Point Results (under Reports - Results)
- High Points By Class (under Reports – Standings) – this report will compile points for all circuit shows
- High Point Circuits Standings Reports (Under Reports – Standings) – this report will compile division high points for all circuit shows