



THE CANADIAN COWBOY CHALLENGE

Challenge Registration and Scoring System

As a Challenge Host you have access to an online Registration and Scoring system where you can manage riders, enter scores and view placings and payouts. The system is automated and relies on an internet connection. Your facility may have WiFi or you may elect to use the 'hotspot' feature on your cell phone to provide you with an internet connection.

To enter the Registration and Scoring System first sign in to your CCC account. Then select the following:

Hosts -> **my challenges**

Find the Challenge you wish to manage in the list and select **run challenge**.

The Registration and Scoring system is divided into several pages that you'll use to set up and run your Challenge. We'll review each of them in sequential order.

Divisions

On the Divisions page you will need to set the Judges for each division. You can also specify any money added per division.

To change Judges or added money, click the **Edit** button. Enter the added money – if there is none, leave this value as zero. Select Judges from the drop down list. The judges that appear are those that have a current Judges Card and a current membership.

Once you have finished entering added money and Judges, click **Update**. To cancel your changes, click **Cancel**.

When you are finished entering added money and Judges for each division, click on **next: manage riders** at the bottom of the page.

Riders

If you have opted for online registration, riders can register online for your Challenge. Riders that have registered online will appear on this page under the division(s) they have registered for.

To select a division to view and manage riders, click on the division name. Riders listed in that division will show in the **Listed Riders** box. If no riders have registered the text in the box will state, "There are currently no riders in this division."



THE CANADIAN COWBOY CHALLENGE

Adding Riders

Riders may elect to register and pay directly with you. If this is the case you can manually add the rider. To manually add a rider, enter their first name, last name or email address in the **Add a Rider** box, and click the **find** button. Riders that match your search criteria will be shown:

Add a Rider

Enter a search term:

Found 1 record(s).

Name	Email	
Scott Phillips	spudhorse@gmail.com	add this rider

To add this rider to your Challenge, click [add this rider](#). You will be shown a list of divisions that the rider is eligible for, and a drop-down selection of the horses that make up their team(s):

Non-Pro

Open

Buckin Crazyes

Click the checkbox beside each division the rider is entering in and select the horse from the drop-down menu. Then click **next**.

The rider will be entered into each division and the registration will be added to their Shopping Cart. The rider can elect to pay online OR pay you directly (more on that coming up!).

If you cannot find a rider and you are certain that you have spelled their first name, last name or email correctly, then they are most likely NOT a member of the CCC. Non-members, at your discretion, are allowed to ride once at the end of the entire Challenge day.

Managing Riders

When riders have listed for your Challenge or you have manually listed them, they will appear in a list:



THE CANADIAN COWBOY CHALLENGE

Go Order	Rider Name	Horse Info	Team Info	
0 edit	Scott Phillips Red Deer County Alberta Owes: \$50.00	name: Spud breed: Paint age: 11	Spud is so awesome. he is a magic paint horse.	remove payment

This page is useful for the announcer as all required information is listed for each rider. Typically we announce the rider's name, home town, horse's name, breed and age, and read what the rider has listed under Team Info.

We'll look at each function of this listing from left to right.

Go Order – you can determine the go order in any manner you wish. When you have determined the go order, click on [edit](#) in the Go Order column. You can type in the go order and then click [save](#). The list will arrange itself in ascending order.

Rider Name – The rider's name and home town show here. If the rider has not paid the entry fee for this run, the amount they owe is shown underneath in bold red font.

Horse Info – The horse's name, breed and age appear here.

Team Info – Each rider can add a biography for every horse that they ride. It is customary to announce this, or a portion of it.

Remove – Removes the rider from the division. Note the text at the top of the page, which states:

Note: If a rider cancels and you DO refund their fee (or they have not paid and you DO NOT plan to collect their fee), you must REMOVE THEM from the list below. If you DO NOT refund their fee (or you DO plan to collect their fee if they have not paid), you must LEAVE THEM in the list below so that their fee is counted in the pool.

In short, the rider's registration fee – whether they have paid it or not – is counted toward the payout pool if they appear in this list. The refund policy for cancelled rides is at your discretion.

Disqualifications are not counted as a cancellation and the rider must remain in the list. If you are refunding a rider and the rider has paid you directly, you are responsible for ensuring the refund occurs. If the rider paid online via PayPal, contact the CCC to let us know the details of the refund so we can process it.

Payment – If the rider has not paid the registration fee and you are collecting the fee directly, click on this button. This will create a payment record for the rider.

When all riders have been entered for each division, click on [next: enter scores](#) at the bottom of the page.



THE CANADIAN COWBOY CHALLENGE

Race

On this page you enter the scores right off of the sheets handed in by the Judges. First, click on the division you are entering scores for. Next, click on the rider's name. A blank score sheet will open up for you to enter the scores in. Note that a rider may ride more than one horse in a division. If this is the case, ensure you are entering the scores for the correct horse. The horse's name appears at the top of the score sheet underneath the rider's name.

2. Select Rider

Scott Phillips

3. Enter Scores

Name: Scott Phillips
Horse: Spud
Time: minutes: seconds: 1/100:

Check if Disqualified:

Judge 1:

Judge 2:

Obstacle Scores		Obstacle Scores	
1:	<input type="text" value="5"/>	1:	<input type="text" value="5"/>
2:	<input type="text" value="4.5"/>	2:	<input type="text" value="5"/>
3:	<input type="text" value="6"/>	3:	<input type="text" value="5.5"/>
4:	<input type="text" value="7"/>	4:	<input type="text" value="7"/>
5:	<input type="text" value="3"/>	5:	<input type="text" value="4"/>
6:	<input type="text" value="5.75"/>	6:	<input type="text" value="5"/>
7:	<input type="text" value="5"/>	7:	<input type="text" value="5"/>
8:	<input type="text" value="6"/>	8:	<input type="text" value="6.5"/>
9:	<input type="text" value="5"/>	9:	<input type="text" value="4"/>
10:	<input type="text" value="3.5"/>	10:	<input type="text" value="5.5"/>
11:	<input type="text" value="7"/>	11:	<input type="text" value="7"/>
12:	<input type="text" value="6"/>	12:	<input type="text" value="5.5"/>
13:	<input type="text" value="5"/>	13:	<input type="text" value="6"/>
H:	<input type="text" value="5.5"/>	H:	<input type="text" value="5"/>



THE CANADIAN COWBOY CHALLENGE

Note that the time is entered separately as minutes, seconds and hundredths of seconds. If the rider disqualifies, click **Check if Disqualified** box. In this case you must still enter any of the scores the judges have recorded.

When all of the obstacle scores have been entered for each judge, click **save**.

Important note! In some cases, depending on your internet connection, the connection can reset. If this is the case the program will reset the current session. When this happens you might be prompted to sign in again OR when you click **save** you are sent back to the screen where you must select a Challenge to manage. In this event, all the scores that you have previously entered and saved are fine; but the last set of scores that you entered most likely were not recorded and you will have to enter them again.

ALWAYS CHECK ! After you have finished entering the scores for all the riders in a division, go back and click on each name again. Ensure that scores have been recorded for each rider.

Tip: Entering scores is best done with two people: one to read the scores and one to type them in.

Results

When all the scores for each of the riders in a division have been entered, you can click on **the next: race results** button at the bottom of the page. This page shows the placings for each division, along with the rider payouts.

NOTE: The information on this page is not valid until all of the scores for each rider in a division have been entered

Summary

When the event is complete, click on the **next: summary** button at the bottom of the page. This page shows the breakdown of all the money associated with your Challenge. Note that the Judges fee values are calculated as \$5/run/judge. If you have a contract with a Judge that specifies a flat fee or includes mileage or any other riders, the difference comes out of the To Club value.

For example, let's say you have 40 riders. The fee to 2 judges in total would be $40 \times 2 \times \$5 = \400 . If you have a contract with the Judges specifying \$250 each, then the difference would be: $\$250 \times 2 - \$400 = \$100$. This \$100 would come out of your To Club earnings.



THE CANADIAN COWBOY CHALLENGE

Once you are finished with your Challenge, ensure that you click on the **Submit Results** button. Until you do that, scores are not available to the riders.

That's it!