



# Help Guide

A Guide for Event Organisers & Secretaries  
Text Support/ Out of Hours: 07798 626075

Version 18.5

# THE GOLDEN RULES!

Below are some key reminders which will help improve your experience on MSS and also protect you and your customers data.

## MSS should be used in the following Browsers:

MSS is best used and optimised for Google Chrome & Firefox. We advise you use one of these browsers for the best customer experience

## Critical GDPR Data Protection Reminder...

Under your License Agreement with us and your own GDPR Terms you MUST be very careful when adding/editing user and or horse data. We reserve the right to charge to rectify data issues caused by your actions and result in a formal complaint from the user. Key Areas you must know how to use correctly are below. If you are at all uncertain contact us to check! Entering inaccurate data for any reason into the system may result in suspending your License and access to the software.

- Replacing a Horse/Rider/Owner in a with a new entry (not a change)
  - *Please refer to the section on "Replacing an Entry" for step by step instructions*
- Adding Manual entries - Please choose the correct Billing Contact Account
  - *Please refer to the section on "Adding a Postal/ Telephone Entry" for step by step instructions*

## Duplicate Horses & Riders

When using MSS as a secretary if you see any duplicate rider accounts or multiple horses please help us by clicking on the sweeping brush icon so our Team can merge and tidy riders accounts and remove any duplicate horses. Always ask riders for their MRL Account Number when adding manual entries so you can locate all their info quickly and efficiently. This helps to keep unique accounts for each rider, provides you with accurate Accounting and avoids issues with Bridle Numbers, Allocation of Times/ Draws and First Aid Charges

## 1-1 Training & Support...

Don't forget our Team are available to help support you and your staff and help you get the most from using My Riding Life & My Show Secretary for your Centre, Club, Society or Business. If you would like to arrange 1-1 remote Training at anytime please don't hesitate to email

[support@myshowsecretary.co.uk](mailto:support@myshowsecretary.co.uk)

# ORGANISER TRAINING ON MSS

## TERMS & CONDITIONS

### Compulsory Training:

As part of our License Agreement with you there is the requirement to attend our Introductory Training as part of our setup for organisers within the first week of going live. This will cover using all the key areas and functions within the software so you are confident running your activities as well as outlining your GDPR responsibilities.

Ongoing training (within reason and at our discretion) is also available at no charge and can be booked in advance with Hayley as needed via [support@myshowsecretary.co.uk](mailto:support@myshowsecretary.co.uk).

We do ask that when secretaries are handing over the License to new secretaries that a handover session is done by them - but also booked with us to ensure that you do not contravene the License or cause GDPR issues when making changes in MSS to Rider or Horse accounts.

Some organisers may find it more beneficial once they have attended the Introductory Training to book follow up sessions focusing on specific tasks within MSS closer to their shows i.e. doing their first set of Dressage times and publishing them or learning live scoring and results.

### Charges & Terms:

#### Availability:

Training is available to any staff or committee member on your MSS License agreement. Sessions are run daily between 11am – 4pm and MUST be booked in advance. If you require training on a specific date, for a specific show, please ensure this is booked in advance so we can guarantee availability. Please don't call on the day for immediate training as this is often not available and sessions are booked up weeks in advance. All ongoing training and support is provided free of charge by our team.

# ORGANISER TRAINING ON MSS

## TERMS & CONDITIONS

### Charges:

Please note, any cancellations must be received within 48hrs via email: [support@myshowsecretary.co.uk](mailto:support@myshowsecretary.co.uk).

If a training session is not attended or cancelled without 48hrs notice unfortunately there will be a charge of £45 + VAT payable upon invoice.

As our training is offered free of charge and, due to the number of secretaries/trainers we have to support, our time is limited and not turning up for training not only costs us financially but also prevents another secretary from using that time with us. Thank you for your understanding.

### GDPR Contravention (costs):

Charges will apply in the following situations (at our discretion) – this charge is to cover the time and development required to correct the GDPR issue which often can be quite complex. Charges will start at £250 + VAT and be subject to the time involved to rectify it.

These issues are easily avoided as long as you know the process required for making changes in user/horse accounts.

- An inaccurate change is made in a Rider/ Horse account that results in a complaint from a User.
- A change of horse/ rider is made in an event using the wrong process (Replace versus Add/Edit) resulting in a rider/ horse being added to the wrong MRL account resulting in a complaint from a User.

If in doubt, always contact [support@myshowsecretary.co.uk](mailto:support@myshowsecretary.co.uk) and we can advise and support you in making such changes and updates.



# PAYMENT SERVICE PROVIDERS

Below are the current Payment Gateways we are integrated with. Our Team are always happy to review your account with you and look at alternatives so you benefit from the best rates for your Business, Club or Association.

Changing your Payment Gateway within MSS is quite straight forward should you wish to swap at anytime. Please let us know and we can start the process

***Information correct as of Jan 2023 but please check with each provider as rates could vary***



Stripe are becoming the most popular provider with competitive rates (1.4% + 20p), no charges for refunds and no setup or monthly fees. As of 10 April 2023 1.5% + £0.20 (commercial Visa/Mastercard) 1.9% + £0.20. For more info: <https://stripe.com/pricing>



Standard transaction rates (2.90% + 30p fixed fee)  
Charity transactions rates (1.4% + 20p fixed fee)  
No setup or monthly fees but there are charges for refunds you make. For more details see <https://www.paypal.com/uk/webapps/mpp/merchant-fees>



Applications will need to be made to SagePay directly. There are often credit checks, set up fees and monthly fees albeit rates are competitive, especially if you would also benefit from their online terminal facility and would like to integrate with SAGE accounting packages.

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# MANAGE MY SHOWS

Below is a summary of the key functions and features available via the “Manage My Shows” main menu.

## VIEWING & EXPORTING CLASS YOUR LISTS

- Go to Manage my Shows / Manage my Events
- Find your Show
- Either Click on the orange show name or use the menu on the right and select Class Entries
- These are available at the top of your Class List page as Orange Buttons (as highlighted below in the image).

24/7 Free Entry Support ☎ 07798 626075 | support@myshowsecretary.co.uk  User ID: 263759 (info@springhousegroup.com)  

 DASHBOARD ▾ **MANAGE MY SHOWS ▾** ACCOUNT MANAGEMENT ▾ MANAGE SCHEDULES ▾ MARKETING ▾ 

Dashboard → Manage My Shows → Class List

Main Class List - View Entries, Move to Pending List, Move to Carried Over List, Transfer between Classes

From Date	To Date	Name	ID	Status	Discipline	Status
08/07/2020	08/07/2020	Harrogate Riding Centre Senior British Show Jumping Cat 2	319582	affiliated	Showjumping	Times Available

Show List Class List Stabling Add Entries Fast Track Starters Start Times Upload Times Live Stream Results Upload Results Show Settings Accounts Exports

Class  Search

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Class	Section	Rider	Horse	Owner	Billing Contact	Status	Payment	Notes	Actions
1	N/A	Kristina Hall-Jackson	Levanorella W	Kristina Hall-Jackson	Name: Kristina Hall-Jackson Email: kristina@khjeventing.co.uk Contact: 07827895067	Entered	Online	Class Notes: On Class Ticket: TQRQLW	<input type="button" value="Options"/>

There are 2 main options:

- Firstly, a simple "Class List Export into Excel" which exports a formatted version of a standard class list with all fields set up for you.
- Secondly, a detailed report which will also include stabling/ hookup/ and extras for larger shows such as Champs/ Premier/ High Profile Shows/ Area Festivals and so on.



- Some shows will offer a Plain Export option – this is a simplified export with all formatting removed from the document. This is suitable if you are copying the data into another document or looking to Import this data.
- For BS Shows Only, you will see a "BS App Export" option. The Download will provide a unique report which has been designed in conjunction with a number of BS Judges so there is no manual work involved with transferring all pre-entries from MSS to the BS App for Judging on the Show Day. The export has been formatted specifically to match the field requirements for the App including registration and ticket numbers.

*You will also see additional exports for Mailing List data (this is purely for the purposes of exporting marketing information for each rider entered into this specific show only).*

## TRANSFERRING ENTRIES – A STEP BY STEP GUIDE

- Go to Manage my Shows / Manage my Event
- Find your Show
- Go into your Class List for the Show with the original entry
- Search for the rider in the list (you can use the class filter or open search box to find them)
- Next to each rider's entry on the right is an orange "options" button – You have 2 transfer options available - Transfer within Event or Transfer to a Future Event. Click on the option required.

The screenshot displays the 'Class List' section of the My Show Secretary application. At the top, there is a navigation bar with various icons for different functions. Below this, a search bar and a class filter dropdown are visible. A row of orange buttons provides additional actions: 'Save Changes', 'Export Class List into Excel', 'Plain Export', 'Full Class List Export', 'Export Mailing List', 'Withdrawn Entries', and 'Split Class'.

The main area shows a table of class entries. The first entry is for Class 1, Section Gold, Rider Penny Birch, Horse Platinum Rosine, and Owner Penny Birch. The second entry is for Class 1, Section Gold, Rider Louise Robson, Horse Mount St John Finale, and Owner Louise Robson. Each entry has a corresponding 'Options' button in the 'Actions' column.

The 'Options' menu for the second entry is open, showing a list of actions: 'Withdraw (no credit)', 'Withdraw (credit invoice)', 'Save Entry', 'Add/Edit Entry', 'Adjust Invoice', 'Invoice PDF', 'Invoice HTML', 'Transfer Within Event', 'Transfer to Carried Over', 'Transfer to Future Event', and 'Replace Entry'. The 'Transfer Within Event' and 'Transfer to Future Event' options are highlighted with black boxes.

Class	Section	Rider	Horse	Owner	Billing Contact	Status	Payment	Notes	Actions
1	Gold	Penny Birch	Platinum Rosine	Penny Birch	Name: Penny Jones Email: pennyjones18@icloud.com Contact: 07725366712	Withdraw	POQ/MQTH	Class Notes: Event Notes:	Options
1	Gold	Louise Robson	Mount St John Finale	Louise Robson	Name: Louise Robson Email: louise@thoroughbredaddressage.com Contact: 07709510393	Entered	Online	Class Notes: Event Notes:	Options

- This will move the entry from one class/ show to another and update both yours and your riders invoices/ class list/ times sheets and results sheets automatically for you. If the class is more expensive the invoice will show a payment due for the balance.
- You can also transfer within the same show if the rider enters the wrong class by mistake. Again, all reports and lists will be updated automatically.

Dashboard → Manage My Shows → Entry Transfer

## Entry Transfer within same Event

You are transferring the following entry:

Rider	Horse	Owner	Transferred From	Invoice
Penny Birch	Platinum Rosine	Penny Birch	27/06/2022 - Bury Farm Equestrian Village British Dressage - 1 Preliminary Test 17(a)	<a href="#">PDF</a> / <a href="#">HTML</a>

Select the event and class to transfer to below.

Discipline:  Type:  Select Event:

Select Class:

[Transfer](#)

## FINANCIAL SUMMARY FOR TRANSFERRING ENTRIES

Entries can be transferred between different events and within one and the same event. An entry can be transferred from the original event to a new event from:

- The Class List:

Navigation: Show List, Class List, Stabling, Add Entries, Fast Track, Starters, Start Times, Upload Times, Live Stream, Results, Upload Results, Show Settings, Accounts, Exports

Class:  Search:  [Go](#) [Reset](#)

[Save Changes](#) [Export Class List into Excel](#) [Plain Export](#) [Full Class List Export](#) [Export Mailing List](#) [Withdrawn Entries](#) [Split Class](#)

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Class	Section	Rider	Horse	Owner	Billing Contact	Status	Payment	Notes	Actions
1	Gold	Penny Birch	Platinum Rosine	Penny Birch	Name: Penny Jones Email: pennyjones18@icloud.com Contact: 07725366712	Withdraw	PDQ/MQTH	Class Notes: Event Notes:	Options
1	Gold	Louise Robson	Mount St John Finale	Louise Robson	Name: Louise Robson Email: louise@thoroughbreddressage.com Contact: 07709510393	Entered	Online	Class Notes: Event Notes:	<a href="#">Withdraw (no credit)</a> <a href="#">Withdraw (credit invoice)</a> <a href="#">Save Entry</a> <a href="#">Add/Edit Entry</a> <a href="#">Adjust Invoice</a> <a href="#">Invoice PDF</a> <a href="#">Invoice HTML</a> <a href="#">Transfer Within Event</a> <a href="#">Transfer to Carried Over</a> <a href="#">Transfer to Future Event</a> <a href="#">Replace Entry</a>

- The Carried Over list

Management List for Carried Over Entries

Use the OPEN search to find a Carried Over Entry

[\*\*Search fields: Horse, Rider, Billing Name, Telephone, Email]

Booking Year  
2022

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Select All	Billing Contact	Rider	Horse	Owner	Transferred From	Transfer Status	Notes	Actions
<input type="checkbox"/>	Francesca Thomas	Lara Thomas	JB Milan	Lara Thomas	30/01/2022 - Bury Farm EC Senior British Show Jumping 4 Day Show - 14 Sj Nupafeed Supplements Senior Discovery/ 1m Open 1.00m	Holding	Transferred from 06/01/2022 - Bury Farm EC Senior British Show Jumping 4 Day Show - 14 Sj Nupafeed Supplements Senior Discovery/ 1m	<input type="button" value="Options+"/> Invoice PDF Invoice HTML Adjust Invoice <b>Transfer to Event</b> Delete
<input type="checkbox"/>	Francesca Thomas	Lara Thomas	JB Milan	Lara Thomas	30/01/2022 - Bury Farm EC Senior British Show Jumping 4 Day Show - 15 Sj Equitop Senior Newcomers 1.10m	Holding	Transferred from 06/01/2022 - Bury Farm EC Senior British Show Jumping 4 Day Show - 15 Sj Senior 1.05m Open 1.05m	<input type="button" value="Options+"/>
<input type="checkbox"/>	Rebecca Longley	Grace Longley	Bowerbrook Wish On A Star	Rebecca Longley	16/01/2022 - Bury Farm EC Unaffiliated Arena Eventing - 1 Arena Eventing 0.70m	Holding		<input type="button" value="Options+"/>
<input type="checkbox"/>	Olivia Mccaul	Olivia Mccaul	happy feet by bloemhofz	Olivia Mccaul	30/01/2022 - Bury Farm EC Senior British Show Jumping 4 Day Show - 23 Sj National 1.15m Members Cup Qualifier 1.15m	Holding		<input type="button" value="Options+"/>

- We allow transfers between all disciplines and event statuses. If after a transfer any required information is missing then the secretary is responsible for adding data.

After a transfer the following happens:

- A new order/ invoice is created for the new event if there is no existing orders against the same Billing Contact. The new order is based on the transferred entry.
- The entry and related costs are marked as transferred in **GREEN** text.

OR

- The existing order is updated if there is another previously created order against the same Billing contact. If there are multiple orders created against the same Billing Contact, the latest one updates. The transferred entry is added to the already existing order.
- A Transferred entry and related costs are marked as transferred in **RED** text.

If a Paid entry is transferred, Transferred out Total Paid shows in the original order. Transferred out Total Paid is equal to the amount related to the transfer that shows as PAID in the new order.

The Transferred out Total Paid reflects amount that is accounted twice - both in the original and new invoices.

- All competitors' lists and reports are updated accordingly in both original and new events.
  - Entry is no longer present in original event or carried out list.
  - Entry is present in new event.

## **WE TRANSFER THE FOLLOWING COSTS:**

- Class Entry Fee
- Late entry fee (if applicable in source, then we take it into account on transferring out paid amounts which means that already paid late entry fee can be used to cover new entry costs), but the late entry fee will not apply in the new order no matter when a transfer is made.
- Member Fee setting (true/ false)
- MRL Booking Fee if already paid
- First Aid Fee related to the transferred entry (if applicable)

## **IMPORTANT:**

- We DON'T transfer vouchers/ discounts applied as well as any additional options like Stables, Sundry items etc. These items all remain in the original order.
- We DON'T transfer event and class notes
- We DO transfer Section and HC mark if those sections are available in the new event.

## **GENERAL FINANCIAL RULES:**

- Paid entry is transferred as Paid and therefore is Paid in the new event. Paid cost for transferred entry remains in the original invoice with a note that it was transferred (this note in the original invoice is in RED, and in the new invoice it is green). If the new order created is based on a transferred PAID entry, the payment reference will be a link leading to the original invoice.
- If a Paid entry is transferred to another class within the same event, then the original class is marked as Transferred out and transferred out paid amount is excluded from the invoice. The new class with Transferred In mark adds to the invoice and it is either fully paid or partially paid depending on its cost versus the original entry cost.

In this case we don't use the Transferred out total paid field. (NOTE that for transfers between different orders this works in a different manner: we don't exclude transferred paid amount, we just show it separately as Transferred out total paid).

- A due entry is transferred as Due and therefore is Due in the new event. Due transferred costs are removed from the original and then are to be paid within the new invoice.
- In the new invoice we show all fees as they are for the new event.
- If the cost (class entry fee/member fee + class ticket fee (if applicable) + first aid fee (if applicable) in the new event is lower than in the original event, the difference is not refunded.
- If the cost (class entry fee/member fee + class ticket fee (if applicable) + first aid fee (if applicable) in the new event is higher than in the original event then the difference goes to the new invoice as Due amount.
- In Completed new orders we feed all transfers via Adjustments and we don't update the Payment summary section.
- In Due new orders we feed all transfers via the Payment summary.
- Important! Each transfer is a completely separate transaction and accounted for separately.

## THE TRANSFERRED OUT TOTAL PAID

The Transferred Out Total Paid was introduced to avoid double accounting for transferred paid entries between different events and orders. The Transferred Out Total Paid shows in the original event and equals to transfer-related amount that is stated as PAID in the new invoice right after the transfer.

Transferred Out Total Paid has been added to all accounts related exports and pages:

- TailoredExport.aspx
- TailoredExportAccounts.aspx
- Full Class List Export
- Export from
- EOnlineEntries\_ALL.aspx
- EOnlineEntries\_ALL.aspx
- ViewClassSummary.aspx
- EventProfitLoss.aspx
- Invoice



## REMOVING AN ENTRY FROM A SHOW DUE TO THE RIDER WITHDRAWING - WITH & WITHOUT REFUND OPTIONS

We offer 2 clear options for Withdrawing a Rider from a Show as displayed below from the Class List page

- Withdraw (No Credit)
  - Use this option when withdrawing a rider from the show and you are NOT refunding them
- Withdraw (Credit Invoice)
  - Use this option when withdrawing a rider from the show and you ARE refunding them their entry in full (Exc booking fee)

The screenshot displays the 'My Show Secretary' web application interface. At the top, there is a navigation bar with various tabs: Show List, Class List, Stabling, Add Entries, Fast Track, Starters, Start Times, Upload Times, Live Stream, Results, Upload Results, Show Settings, Accounts, and Exports. Below this is a search bar with a 'Go' button and a 'Reset' button. A row of action buttons is visible, including 'Save Changes', 'Export Class List into Excel', 'Plain Export', 'Full Class List Export', 'Export Mailing List', 'Withdrawn Entries' (which is highlighted with a red box), and 'Split Class'. Below the buttons is a table with columns: Class, Section, Rider, Horse, Owner, Billing Contact, Status, Payment, Notes, and Actions. The table contains three entries. The first entry is for Penny Birch, Platinum Rosine, with a status of 'Withdrawn'. The 'Actions' column for this entry has a dropdown menu open, showing options: 'Withdraw (no credit)', 'Withdraw (credit invoice)', 'Save Entry', 'Add/Edit Entry', 'Adjust Invoice', 'Invoice PDF', 'Invoice HTML', 'Transfer Within Event', 'Transfer to Carried Over', 'Transfer to Future Event', and 'Replace Entry'. The 'Withdraw (no credit)' and 'Withdraw (credit invoice)' options are highlighted with red boxes.

Class	Section	Rider	Horse	Owner	Billing Contact	Status	Payment	Notes	Actions
1	Gold	Penny Birch	Platinum Rosine	Penny Birch	Name: Penny Jones Email: pennyjones18@icloud.com Contact: 07725366712	Withdraw	PDQ/MOT	Class Notes: Event Notes:	Options- Withdraw (no credit) Withdraw (credit invoice) Save Entry Add/Edit Entry Adjust Invoice Invoice PDF Invoice HTML Transfer Within Event Transfer to Carried Over Transfer to Future Event Replace Entry
1	Gold	Louise Robson	Mount St John Finale	Louise Robson	Name: Louise Robson Email: louise@thoroughbreddressage.com Contact: 07709510393	Entered	Online	Class Notes: Event Notes:	Options-
1	Gold	Jayne Turney	Penhaligon Freigest	Shirley Rixon	Name: Shirley Rixon Email: rixonathome@aol.com Contact: 07801475539	Entered	Online	Class Notes:	Options-

### WITHDRAW - NO CREDIT

Use this option when withdrawing a rider from the show and you are NOT refunding them. This will remove the rider from your Class List and place them in your separate "Withdrawn Entries" tab hi-lighted above. You can view any withdrawn entries here and print lists as needed. You can also transfer back into the show if required or Adjust their Invoice.

## **IMPORTANT:**

Before you withdraw a rider from a show - if they have additional items such as Stabling, Hookup, Bedding etc which you would like to remove first so it updates the Stabling & Sundry Items Reports and Caps, please go into the Add/ Edit Entry page and update each of the Tabs as required and go through to Payment so it updates the Invoice/ Accounts Reports with these changes.

You have the option and flexibility to remove these individual items WITH and WITHOUT a refund in addition to the class entries.

## **WITHDRAW - CREDIT INVOICE**

Use this option when withdrawing a rider from the show and you ARE refunding them their entry in full (Exc booking fee).

As per the Important Note above - please Credit any Stabling, Hookup, Bedding etc items first and then remove their class entries using the Withdrawn (Credit Invoice) button. This will update all exports, invoices and accounting reports.

## **IMPORTANT - HOW TO REFUND THE CUSTOMERS CARD:**

All monetary refunds are completed via your own Payment Service Provider – the money will be securely refunded onto the customers card they paid with. You can specify the amount you wish to refund and minus any admin fees in line with your own Terms & Conditions. Our Booking Fee is always non-refundable.

Simply login to your Payment Service Provider (Stripe, PayPal, SagePay etc), find the Customers Transaction, click Refund and enter the amount.

## **REMOVING AN ENTRY FROM A SHOW – CREDIT ON MSS**

Rider is withdrawing and you are NOT refunding but allowing them to use a credit at a later date.

- Go to Manage my Shows – Manage my Event
- Find your Show
- Go into your Class List for the Show with the original entry
- Search for the rider in the list (you can use the class filter or open search box to find them)

- Next to each rider's entry on the right is an orange "Options" button – select "Transfer to Carried Over"
- This will remove their entry from the Class List (you can still access it via accounts for accounting purposes)
- Entries you "Transfer to Carried Over" are moved to your "Carried Over List", which you can access via Manage my Shows - Carried Over List, in the menu.
- You can store their original entry here and then transfer their entry to another show at any time as needed. See example below.

#### Management List for Carried Over Entries

Use the OPEN search to find a Carried Over Entry

[\*\*Search fields: Horse, Rider, Billing Name, Telephone, Email]

Booking Year

[Click to Save Any Changes to Notes](#)

[Delete Selected Entries](#)

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Select	Billing Contact	Rider	Horse	Owner	Transferred From	Transfer Status	Notes	Actions
<input type="checkbox"/>	Francesca Thomas	Lara Thomas	JB Milan	Lara Thomas	30/01/2022 - Bury Farm EC Senior British Show Jumping 4 Day Show - 14 Sj Nupafed Supplements Senior Discovery! 1m Open 1.00m	Holding	Transferred from 06/01/2022 - Bury Farm EC Senior British Show Jumping 4 Day Show - 14 Sj Nupafed Supplements Senior Discovery! 1m	<a href="#">Options*</a>
<input type="checkbox"/>	Francesca Thomas	Lara Thomas	JB Milan	Lara Thomas	30/01/2022 - Bury Farm EC Senior British Show Jumping 4 Day Show - 15 Sj Equitop Senior Newcomers 1.10m	Holding	Transferred from 06/01/2022 - Bury Farm EC Senior British Show Jumping 4 Day Show - 15 Sj Senior 1.05m Open 1.05m	<a href="#">Options*</a>
<input type="checkbox"/>	Rebecca Longley	Grace Longley	Bowerbrook Wish On A Star	Rebecca Longley	16/01/2022 - Bury Farm EC Unaffiliated Arena Eventing - 1 Arena Eventing 0.70m	Holding		<a href="#">Options*</a>
<input type="checkbox"/>	Olivia Mccaul	Olivia Mccaul	happy feet by bloemhofz	Olivia Mccaul	30/01/2022 - Bury Farm EC Senior British Show Jumping 4 Day Show - 23 Sj National 1.15m Members Cup Qualifier 1.15m	Holding		<a href="#">Options*</a>

- [Options\\*](#)
- [Invoice PDF](#)
- [Invoice HTML](#)
- [Adjust Invoice](#)
- [Transfer to Event](#)
- [Delete](#)
- [Options\\*](#)

## ADDING A POSTAL/ TELEPHONE ENTRY IN MSS

- Go to Manage my Shows – Manage my Event
- Find your Show
- Go into your Class List for the Show
- Click on "Add Entries"
- Use the search to find the riders existing MRL account in the first instance
  - In the Open Search box put the riders "First Name"
  - In Last Name box put their "Last name"
  - Click search
- If the correct rider comes up in the list, click on the "thumbs up" select button
- You can then process the entry by selecting the class, section, horse, rider, owner and adding to basket. Repeat for each class.
- Proceed through the tabs completing all info required.

- On the final “Make Payment” button, click this and then you will be prompted to select from a dropdown the payment method i.e. cash/cheque/ PDQ
- Select payment type – enter a reference
- Then choose:
  - “Pay now” if payment has been received or
  - “Pay later” if you haven’t received the money yet – this will flag the invoice in your class list and accounts reports as being unpaid.
- This will take you back to the class list page, having added the new entries for you.
- An invoice will be created and stored in MSS but also sent to the riders MRL account directly too so they have a copy to view/ print as needed.

### **If you run a search and the rider is not listed:**

- If you do a search and nothing comes up or it’s not the rider you are looking for, you can click the orange “Person not listed” button in the bottom right to create a new MRL account for the rider.
- This will save all data you enter, so next time you can search and bring up the account to save re-typing the same info for each show. It will speed up the process for you.
- Make sure you do a robust search before creating a new account i.e. you can also search by email address/ mobile too if the name doesn’t bring up a match.
- If you do a search and you get duplicate records for a rider, you can click on the “sweeping brush” icon and this will send us a notification and we will merge the accounts and clean the database for you

### **CHANGING A HORSE/ RIDER/ OWNER ON AN EXISTING ENTRY (SUBSTITUTIONS)**

- Go to Manage my Shows – Manage my Event
- Find your Show and click into your class list
- To change a horse, click on the horse name in the Class List
- You will come into the page as shown below. Using the dropdown menu, you can select another of that riders’ horses from the list – Click Save
- This will update your class list, invoices, times and results sheets for you automatically

- If the horse isn't already listed in their MRL account, and it is their horse, you can add this on the right under "Change Current Horse to a new Horse" – click Save.
- For Affiliated Competitions, you will see 2 extra fields you can edit if required - BD or BS Horse Name and their Registration number.

## IMPORTANT:

If it's a totally different horse and rider and not linked to the original entry, DON'T add to the account, (this will contravene Data Protection and mix Account Data up). Simply process a fresh entry and withdraw the horse/ rider no longer competing.

### Change current horse to an existing horse

Current Horse

Lorcan

Change Horse To

Lorcan (251412) ▼

Please select

Dexter (230745)

Lorcan (251412)

Lucky Molyo (101521)

securious (35157)

Change current horse info



**IMPORTANT:** We have prevented changes in some fields to protect user information and prevent issues with your accounts/invoices. If you need to make typo or spelling change please contact MSS with the details and we will sort for you.

Horse Name

Lorcan

BD Horse Name

Lorcan

BD Registration Number

1936029

Save Cancel

OR

### Change current horse to a new horse



**IMPORTANT:** This Horse MUST be linked to the Current Owner or Billing Contact, IF they are a New Horse then you must use the REPLACE option and NOT this process otherwise you will be INCORRECTLY adding Horses into a person's account.

Horse Name

BD Horse Name

BD Registration Number

Save Cancel

- It's the same process for changing a Rider or Owner too
- All new Riders, Horses & Owners you add, will be stored in their MRL accounts for future use by the rider when entering online and by secretaries in MSS

## IMPORTANT:

If you see multiple accounts for the same Rider in the Rider Name dropdown list, please ensure you select the same Rider for each class entry otherwise it will issue separate Bridle Numbers and potentially charge multiple times for First Aid as it will assume its a different Rider. You can contact our Team to "Clean" the account or ask the rider to do this via their own MRL account.



## REPLACING AN ENTRY

If you have run your times and bridle numbers and a rider withdraws and you would like to replace that time and number with another competitor (a new entry) please follow the steps below. This is not used in the case of changing a horse or rider within the riders account - this is used for a brand new entry being placed into a show

- Go to Manage my Shows – Manage my Events
- Find your Show
- Using the Left Menu select “Start Times”
- Scroll down past the timings grid
- You will see your list of Riders entered. Find the horse/ rider combination withdrawing and that you would like to replace
- In the right "Options" menu select Replace Entry (as shown below)

The screenshot shows the 'Manage my Shows' interface. At the top, there's a table with columns: From Date, To Date, Name, ID, Status, Discipline, and Status. Below this is a navigation bar with tabs: Show List, Class List, Stabling, Add Entries, Starters, Start Times, Upload Times, Live Stream, Results, Upload Results, Show Settings, Accounts, and Exports. The 'Start Times' tab is selected.

Below the navigation bar is a 'Show/Hide Grid?' section. Underneath is a 'Time Allocation Summary' table with columns: No., Entries, Start (HH:mm), End Test (HH:mm), End (HH:mm:ss), Arena, and Judges. Below this table is a 'Class' dropdown menu set to '\*\* Show All \*\*'. There's also a checkbox for 'Show In Conflict Entries'.

Below these are several buttons: Save Changes, Export Times to Excel, Entries Pending, Highlight Riders, Reset Highlight, and Reorder Entries.

At the bottom, there's a pagination bar showing 'Last Number Allocated = 0' and '1 of 1' items. Below this is a table with columns: Class, Section, Rider, Bridle No., Horse name, Time Pref, Time, Rider Status, Notes, and Actions. The 'Actions' column for the first row has a dropdown menu open, showing options: Remove From List, Add Break, and Replace Entry (which is highlighted).

- This will take you straight through to the "Add Entries" page where you can search and select the new rider you wish to enter. Once the entry is completed it will position the new Horse & Rider into the class with the previous competitors start time and bridle number - its a seamless replace of combination against a different Billing Contact to the original entry you are withdrawing from the show.

## APPLYING BRIDLE NUMBERS MANUALLY ONCE ENTRIES HAVE CLOSED

If you are applying Bridle Numbers once entries have closed following these steps. Its the same process for all Shows.

- Go to Manage my Shows – Manage my Events
- Find your Show
- Using the Left Menu select “Start Times”
- Scroll down past the timings grid
- Above the Class List you will see a “Bridle Number” section.
- Simply put the Bridle Number you want to start from i.e. 1 in the box.
- Click “Allocate Bridle Numbers”
- The page will refresh and the system will allocate numbers per combination across the whole show for you.

Bridle Number

1	Allocate Bridle Numbers	Allocate Bridle Numbers per Combination	Reset Bridle Numbers
---	-------------------------	---	----------------------

## APPLYING BRIDLE NUMBERS AUTOMATICALLY UPON ENTRY

You can set the system to apply Bridle Numbers automatically as riders enter online so the riders see their Bridle Number on their invoice and you as the secretary within the start times page and on all exports. It will also generate a bridle number for postal/ telephone entries you manually add into MSS.

You can set this on a per show basis by following the steps below. If you duplicate shows then this setting can be carried across to new shows

- Manage Schedules
- Add/ Edit Schedules
- Find the Show
- Left Menu – select “Edit Event”
- Scroll to very bottom of the schedule
- You will see “Bridle Numbers by Combination”
- Select “Yes” in the “Allocate Bridle Numbers on Entry” box
- A 2nd box will appear prompting you to put in a starting Bridle Number i.e. 1
- Click the orange “Save” Button
- This will then automate the Bridle Number allocation the moment your first entry for a show is received.

### Bridle Numbers by Combination

Allocate Bridle Numbers On Entry

Yes

Start Bridle Numbers From

1

### **IMPORTANT:**

Bridle numbers are allocated based on unique Horse & Rider combinations within a show. If a rider is entered in multiple classes on the same horse, they will have the same number throughout the show. For each horse they are riding, they will have a separate number.

Its really important that riders enter the show correctly and don't have duplicate riders / horses within their account as this will affect the way Bridle Numbers are issued and could result in them having more than 1 number for the same combination across the show. If you think this is the case, our Team can "clean" the account and merge the duplicates for you or the rider can do this via their MRL account.

## SETTING UP STORED TIMES & TOTAL SCORES FOR DRESSAGE TESTS:

All Dressage Test Times & Total Scores are managed in MSS and are tailored to you. You can access this to Add Tests or Edit them by going to the “Show Settings” tab in the sub menu across all shows or via the Start Times page as below for your Show.

When you store a Test Time and Total Score against a Dressage Test, the MSS software uses this to allocate your times per class and to calculate Scores & Placings for live results.

### Add Dressage Times

The screenshot displays the MSS software interface. At the top, there's a header with fields for 'From Date', 'To Date', 'Name', 'ID', 'Status', 'Discipline', and 'Status'. Below this is a navigation bar with various tabs: 'Show List', 'Class List', 'Stabling', 'Add Entries', 'Fast Track', 'Starters', 'Start Times', 'Upload Times', 'Live Stream', 'Results', 'Upload Results', 'Show Settings' (highlighted with a red box), 'Accounts', and 'Exports'. Below the navigation bar is a 'Show/Hide Grid?' toggle. The main area is titled 'Time Allocation Summary' and contains a table with columns: 'No.', 'Entries', 'Start (HH:mm)', 'End Test (HH:mm)', 'End (HH:mm:ss)', 'Arena', and 'Judges'. The table has three rows of data. In the 'End (HH:mm:ss)' column, there are orange icons with a clock symbol, which are highlighted with red boxes. Below the table is a 'Save Arena' button. At the bottom, there's a 'Class' dropdown menu, a 'Search' field, and a 'Go' button. Below these are several buttons: 'Save Changes', 'Export Times to Excel', 'Withdrawn Entries', 'Highlight Riders', 'Reset Highlight', 'Reorder Entries', and 'Time Settings' (highlighted with a red box).

No.	Entries	Start (HH:mm)	End Test (HH:mm)	End (HH:mm:ss)	Arena	Judges
1	4	00:00	00:00	00:07:00	Select	Select Judges
2	23	00:00	00:00	00:07:00	Select	Select Judges
3	8	00:00	00:00	00:07:00	Select	Select Judges

Class: \*\* Show All \*\* Search: Go

Save Changes Export Times to Excel Withdrawn Entries Highlight Riders Reset Highlight Reorder Entries Time Settings

- Click into the Show you are allocating Times for via the Start Times tab
- In the "End" column in your Grid you will see if a Time is already stored for the Test i.e. it may display 00:07:00 as shown above.
- If there is no Time saved simply click on the orange icon as hi-lighted above. This will take you to that specific Test to set / or edit your Time and the Total Score. Set and click save. You can then allocate Times for that Class.

You can also click on the "Time Settings" Tab as hi-lighted above to see ALL Tests for this Show only and check/ edit or add Times and Scores as needed.

If you are wanting to check all Times and Total Scores on your MSS its best to access this via the Show Settings page as this will provide you with a comprehensive list rather than tailoring to the individual show.

- Go to "Show Settings"
- Click on "MAINTENANCE - Manage Dressage Times"
- Once you click through, if there are already Dressage Tests Times and Scores saved in your MSS Database they will display in the Grid as shown above.
- You can simply click on the "Edit" icon next to each Test if you need to make any changes
- To add a new Test to your List, simply click on "Add Class"
- In the dropdown menu is a pre populated list of options.
- All BD Tests are pre-fixed BD in the list and are in alphabetical order
- All PC Tests are pre-fixed PC in the list and are in alphabetical order
- All BE Tests are pre-fixed BE in the list and are in alphabetical order
- All RC Tests are pre-fixed BRC in the list and are in alphabetical order
- Find your Test in the List and select
- Add your Test Time i.e. 7 minutes
- Add your Total Score as shown on the Test Sheet i.e. 240
- Click Save

Once added, this time is now permanently stored in your MSS for future use. When you apply times for this class it will use the stored time to run the test intervals for that class

#### Add Class Secretary Definition

Class ⓘ  
BD Advanced Medium Test 85(2011, Long) ▼

DR Test Time (mm) ⓘ  
07 ▼

Dressage Total Score Date ⓘ  
dd/mm/yyyy

Dressage Total Score ⓘ  
340

Dressage Total Score 2 ⓘ

Save Cancel

- You will see there is a field for "Dressage Total Score 2"
- This is used when a Test Total Score is adjusted by BD for example.

In these instances, you can add an updated Test Score for that test and also use the "Dressage Total Score Date" to state on which date forwards, the new Total Score should be applied. This protects all historical results from changing.



## FEI TEST SCORING - HOW TO CALCULATE A 2% ERROR

Take the total test score (e.g. 340 in a PSG) and divide this by 100 = 3.4.

This is 1% of the total test score.

$3.4 \times 2 = 6.8$ . This is 2% of the total test score and so 6.8 needs to be deducted from the competitor's original score to find the revised total after the 2% deduction.

Example: If a competitor's score was 270 in a PSG test where the total is 340 you would input 270 into the score box. Without an error the competitor would have scored 79.41% in the test -  $(270/340) \times 100 = 79.41\%$ .

To re-submit the total in MSS with the 2% error represented you will need to take 6.8 off the original 270 score to make a revised total of 263.2.

263.2 should then be inputted into the competitor score to show a revised % of 77.41%  $(263.2/340) \times 100 = 77.41\%$

N.B. Always ensure that the Test Score is set up for the class. The FEI Test Total can either be inserted into the PYO column for pick your own classes, or, for individual tests, the total should be inputted via the Maintenance menu.

## FEI TEST SCORING - PSG FSM TESTS

Total score in Maintenance menu = 200.

Front page of the PSG FSM sheet - total score 200. Divide by 2 to start from a total of 100. Add up the marks as you would do a normal sheet. Example score = 131. Divide by two to make 65.5. Input this score in the Technical execution % on the other side of the sheet.

Back page of the sheet - total score 200. Add up each of the five artistic scores and multiply by 4 to make a total. Example score = 140. Divide by two to make 70. Input this score in the Artistic execution % at the bottom of the sheet.

Add 65.5 (technical) & 70 (artistic) = 135.5.

This 135.5 is the total you enter onto the results page to make a % score of 67.75 on MSS.

As a cross check you can add the two % scores of 65.5 and 70 and divide by two to make the same 67.75% result.

## DRESSAGE TIMES

The instructions below should be helpful as a guide, but don't hesitate to contact the Team if you would like some 1-1 Training on this area leading up to your first show.

You can set this on a per show basis by following the steps below. If you duplicate shows then this setting can be carried across to new shows

- Go to Manage my Shows – Manage my Events
- Find your Show
- Using the Left Menu select “Start Times”
- You will see a grid at the top containing your class numbers in order, no. of entries per class and then start/ end times. This is useful as an overall guide to your show and when classes start, the last rider goes in and then the final end time across multiple arenas.
- The end column before you add times will show the time interval that the test is currently set to i.e. 7 minutes.
- If there is no time shown, see below for a guide to setting this.
- You can also select “Arenas Name” for each class and apply a “Judge” Name – this will all feed into your final exports for BD if affiliated.

### NOTE:

All Dressage Test Times/ Total Scores (for results)/ Judges and Arenas are managed in MSS and are tailored to you and your centre – you can access this to add/ edit by going to the “Show Settings” in the sub menu across all shows.

- To begin adding your times, below the grid on the left is a “Class” dropdown menu – select the first class
- This will load the entries below
- In the box “Class Start Time (hh:mm)” put your class start time i.e. 09:00 in this format
- Click “Allocate Times”.
- Riders in Class 1 will now have a time allocated to them – you can see this in the list below.
- Before repeating this process for each class, see below if you need to add a “Judges Break” within a class as you allocate times.

## ADDING A BREAK MID CLASS

If the class is large, and you want to add a break mid-class, then scroll down the class list to where you want to add the break

- On the right next to each rider is an options menu – select “AddBreak”
- On the next page enter the break i.e. 10 minutes (don’t set hours by mistake!)
- Put in the name “Judges break” for example
- Click Save
- This will take you back to the times list with your break now in place.
- Riders times after the break in this class only will be adjusted automatically to take into account the break you have added.
- You can remove the break by clicking on “Add Break” again in the same place and setting back to 0 and removing the name and clicking Save.

Once you are happy with this class you can then work through each class applying the same process i.e. select Class 2, put in your start time (you can obviously leave natural Judge breaks in between classes by just starting 10 mins later) and allocate. Put in your Judge Breaks as needed for each class as you go.

### Dressage Breaks

The screenshot shows a form titled "Dressage Breaks". It has two main input fields: "Break Time (hh:mm)" and "Break Time Name". The "Break Time (hh:mm)" field is split into two parts: the first part shows "00" and the second part shows "10". The "Break Time Name" field contains the text "Judges Break". Below these fields are two buttons: "Save" and "Cancel".

## RE-ORDERING YOUR ENTRIES

- On this page you can click on any rider, and drag and drop them into any position within the class. When you let go, the times will refresh and adjust accordingly based on their new position. You will see against each rider in each class, their other times in other classes so you can see their gaps between tests
- Each rider is also colour coded – refer to the key at the top of the page
- If the rider has a “red” asterix against them it means they have left a message for you – if you hover over this it will appear. You will also see for dressage only, a riders request for either an “early/ late or don’t mind” time. This is purely for you to bear in mind and not a guarantee for the rider!!

- Once you have done reordering the times click on the orange “submit order to times page” button. This will return you to the start times page and save your changes.
- You can then export a copy for your records (orange export button). We advise this as standard as a backup!

#### Reorder your Entries into your Preferred Running Order

West Wilts Unaffiliated Evening Dressage (320877) , 25/08/2020 - 25/08/2020, Dressage, unaffiliated

**S** = Single rider, only riding in one class

**D** = Double rider, riding in 2 classes (shows which class No's they are also riding in)

**M** = Multiple Rider, riding more than 2 classes (shows which class No's they are also riding in)

Drag and Drop: left click on an entry and hold, drag it with your mouse to where you want it to be and then let go.

**NOTE:** If there are over 100 entries the Show All option will be read only, if you wish to move entries via drag and drop please select the class from the drop down.

Submit Order to Times Page

\*\* Show All \*\*

1	N/A	BN: 10	Georgette Baker, Sambucca, Early	Time: 17:30 [S, 1]
1	N/A	BN: 6	Pippa Acton, Larks, Don't Mind	Time: 17:36 [S, 1]
1	N/A	BN: 11	Emily Clarke, Jones, Don't Mind	Time: 17:42 [S, 1]
1	N/A	BN: 17	Kelly Mccarthy Maine, Maggie, Don't Mind	Time: 17:48 [S, 1]
1	N/A	BN: 8	Sharon Crabbe, Winsome Ribbons, Early	Time: 17:54 [D, 1 = 17:54, 2 = 18:25]
1	N/A	BN: 1	Chloe Fry, Ella, Don't Mind	Time: 18:00 [D, 1 = 18:00, 2 = 18:32]
1	N/A	BN: 18	Hannah weston, Whitehawk Mystery, Don't Mind	Time: 18:06 [D, 1 = 18:06, 2 = 18:39]
1	N/A	BN: 15	Thomas Dyer, Sir Lloyd, Late	Time: 18:12 [D, 1 = 18:12, 2 = 18:46]
1	N/A	BN: 12	Emelia Penny, Redlays Theus, Late	Time: 18:18 [S, 1]

## PUBLISHING DRESSAGE TIMES:

- Go to “Upload Times”
- Click orange “Get Live Feed URL”
- Click orange “Publish” button
- Click Save
- This will send the Times/ Bridle Numbers to the riders in their MRL account and also publish to your times page on your new website.
- If you need to take times down temporarily you can do this by just clicking the orange “Hide” button. You can make your changes and then just click “publish” again to display
- If you substitute a horse or rider or change an entry status to “Withdrawn” etc, you don’t need to re-publish, these changes will show as you make them on the class list page

## Upload Results

From Date	To Date	Name	ID	Status	Discipline	Status
03/10/2022	03/10/2022	Bury Farm Equestrian Village British Dressage - FREESTYLE CLASSES ADDED	387167	Affiliated	Dressage	Results Available

Show List	Class List	Stabling	Add Entries	Fast Track	Starters	Start Times	Upload Times	Live Stream	Results	<b>Upload Results</b>	Show Settings	Accounts	Exports
-----------	------------	----------	-------------	------------	----------	-------------	--------------	-------------	---------	-----------------------	---------------	----------	---------

From Date: 03/10/2022 00:00:00  
 To Date: 03/10/2022 00:00:00  
 Name: Bury Farm Equestrian Village British Dressage - FREESTYLE CLASSES ADDED  
 Discipline: Dressage  
 Photographers website:   
 Results Document:  No file chosen  
  Not Active  
 Results URL Link:

- If you are uploading an external times document i.e. Excel instead, simply use the grey "Choose File" button to attach a local file from your PC.
- Once selected, click Save. This will upload your document to your Times page.

## ENTERING DRESSAGE RESULTS ON THE SHOW DAY:


- Go to "Results" from the class list page
- All Test scores for automated calculations are stored in your "Show Settings" page as mentioned above. We will populate most for you as a starting point when we create your MSS account
- Simply select the class from your Class dropdown menu
- It will default to a single Judge automatically – you only need to change this and save if using more than 1 Judge for your show
- The class entries will now load below
- You will see the empty boxes for you to populate i.e. Final Score/ Collectives
- Click "Save"
- The page will refresh and now show a final % as well as section and overall placings for that horse/ rider combination
- Work through the full class, saving as you go.
- You can change a rider's section if needed using the dropdown – simply change and click "Save"
- If a rider "Withdraws" or "Retires" during the show, again you can change their status on the right.
- For BD shows, this will then feed into your final "BD Results Export" for BD purposes. At the end of the show you can then export Results

Please select a class to load dressagescoring results. Set Number Of Judges

Please select a class 1 Judge Set Number Of Judges

☐ Exclude unaffiliated section from overall results

[Export Class List into Excel](#) [BD Export](#) [Withdrawn Entries](#) [Scoring Settings](#)

 << < 1 of 2 > >> 80 Items 50 /Page Go

Class	Section	Bridle No.	Class Notes	Rider	Horse	Time	PYO Total Score	Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	Final Score	%	Colls	Place	OP	Rider Status	Actions
1	<span>Gal</span>			Angela Collins	Thistledown L. See. Fire	00:00							0.00	0 %	0.00	0	0	<span>Ne</span>	Replace
1	<span>Bro</span>			Jessica Burr	Alright Doris	00:00							180.00	62.069 %	0.00	1	2	<span>Er</span>	Replace
1	<span>Bro</span>			Chloe Knapp	Flawless star	00:00							168.50	58.103 %	0.00	2	3	<span>Er</span>	Replace
1	<span>Stiv</span>			Emma Delport	Carrick Diamond Express	00:00							193.00	66.552 %	0.00	1	1	<span>Er</span>	Replace
2	<span>Bro</span>			Jessica Burr	Alright Doris	00:00							151.00	62.917 %	0.00	2	2	<span>Er</span>	Replace
2	<span>Gal</span>			Angela Collins	Thistledown L. See. Fire	00:00							0.00	0 %	0.00	0	0	<span>Ne</span>	Replace

## EXPORTING DRESSAGE RESULTS INTO EXCEL:

- For BD Shows, click on the “BD Export” – save to your PC and email to BD. This is all you need to do!
- For Unaffiliated, just click the “Export Class List in Excel” and use as you need


## PUBLISHING DRESSAGE RESULTS:

- Go to “Upload Results”
- Click the orange “Get Live Feed URL”
- Click the orange “Publish” button
- Click Save
- This will send the results and final placings to the riders in their MRL account and also publish to your results page on your website.
- If you need to take results down temporarily you can do this by just clicking the orange “Hide” button. You can make your changes and then just click “publish” again to display.
- If you substitute a horse or rider or change an entry status to “Withdrawn” etc, you don’t need to republish, these changes will show as you make them on the class list or results page.
- You will see there is also an option to add a "photographers website" link if you would like to promote photos from the show on your results page.



From Date 28/10/2022 00:00:00  
 To Date 28/10/2022 00:00:00  
 Name Bury Farm EC NSEA Inter-Schools Dressage  
 Discipline Dressage  
 Photographers website   
 Results Document  No file chosen  
  Not Active  
 Results URL Link

## LIVE STREAMING DRESSAGE RESULTS TO TV SCREENS AT THE VENUE



08:46:51

Feb 25 - 1, 2018

Wellington Riding British Dressage Winter Regional

Wellington Riding

WELLINGTON RIDING

Waterloo Arena 1 Class 1 Sun Elementary Silver Championship BD Elementary Test 59 2010 Long

32

CLOSED

Start: 10:16 | Close: 15:40

JUDGES: Nereide Goodman, Kim Ratcliffe, Sophie Dickinson

SHOWN 21/30 of 36

Section	Rider No.	Rider / Horse	Judge 1	Judge 2	Judge 3	Time	Score	Calls	%	Place	GP	Rider Status
Silver	129	Emma Station <i>Buckland Romantic</i>	204.5	214	210	11:59	628.5	158	65.469	21	21	Declared
Silver	316	Hayley Singleton <i>Woodlands unbelievable</i>	207.5	208	212	11:12	627.5	157	65.365	22	22	Declared
Silver	298	Verity Woods <i>Hilltop Stud Decorous</i>	206.5	202.5	210.5	13:09	619.5	157	64.531	23	23	Declared
Silver	132	Samantha Wood <i>Blunwood Tornado</i>	200	207.5	211.5	14:44	619	156	64.479	24	24	Declared
Silver	140	Sophie Skymne <i>Carnagh cruise</i>	210	204	204.5	15:08	618.5	157	64.427	25	25	Declared
Silver	317	Sue Jackson <i>Filinsky</i>	207	199	207.5	10:56	613.5	157	63.906	26	26	Declared
Silver	165	Rosie Morgan <i>Cence</i>	206	200	205.5	13:33	611.5	157	63.698	27	27	Declared
Silver	436	Lindsey Dawes <i>Blunwood Tamarin</i>	197	199.5	206	10:32	602.5	153	62.76	28	28	Declared
Silver	299	Verity Woods <i>Hilltop Stud Decorous</i>	199	200.5	202.5	11:35	602	150	62.708	29	29	Declared

- Go to "Live Stream"
- Scroll down to "PUBLIC DISPLAY SCREENS" on the left menu
- Click on "View Big Screen"
- This is the view of your Show (only on the show day) and you can cast this page to a TV screen or any Public display monitor.
- If you prefer you can copy and paste the URL to a web page and livestream this way
- You will see there are up to 4 Big Screen Settings - this allows you to use multiple screens for live display of results.
- Each Screen has its own "Big Screen Settings" tab underneath.

- If you click into this page you can choose/ filter Classes you display on each screen
- You can set the duration of Big Screen pagination in seconds (for shorter or longer viewing time per page)
- How the results are displayed i.e. Time order or Placing order.
- Just Show Top Ten Placings Only
- Simply make your selections and click "Save"

NOTE: Settings can be easily changed during a show and will update real-time on your screens/ monitors

## BRITISH DRESSAGE API SUPPORT INFORMATION FOR SECRETARIES USING MSS

Preparation for successful submission of results via the BD API using MSS.

1. When your event is being created/entered into MSS ensure that the Event itself has a BDEventID and that all classes have the correct BDClassID associated to them with the following exceptions
  - a. PYO Classes should be set with a BDClassID of "0"
  - b. Unaffiliated Classes should be set with a BDClassID of "0"
  - c. Any Secretaries using a Class just for Stabling and not a class that will require submitting to BD will need to have the BDClassID of "0" in it as well.

If in doubt you can find your BDEventID and BDClassIDs in your BD Organisers Portal where you submit events via BDOnline as shown in the images below

The screenshot displays the 'Event info' section for 'Bury Farm Equestrian Village (P-GPJ+FS)'. The 'Event ID' is '1122955', which is circled in red. A red arrow points from this ID to the 'BD Event ID' field on the right, which also contains '122955'. Another red arrow points from the 'Event ID' label to the '1122955' value. A red box highlights the '122955' value in the 'BD Event ID' field, with a red arrow pointing to it from the 'Event ID' label. A red arrow points from the 'Event ID' label to the 'BD Event ID' field.

Bury Farm Equestrian Village (P-GP)+PS (12295) **Event ID**

MyShow Secretary

Classes | Show classes

Add class Import class from similar events **Class IDs**

ID	Day	Order	Class	Test	Year	Q	Sections	Fee	1st prize	2nd
1447260	Mon	1	Preliminary 15	PI5	2008	Q	G S B	£ 22.00	£ 25.00	£ 15
1447261	Mon	2	Preliminary 19	PI9	2008	Q	G S B	£ 22.00	£ 25.00	£ 15

Action	Class Name	BD Class ID	Test Year
	L 1 P Test 15 (Rev 2016) Summer Q	1447260	2008
	L 2 P Test 19 Summer Q	1447261	2008

MyShow Secretary

Add/Edit BD Event Class

BD Class ID **1447260** Type

If British Dressage Class ID is equal to zero, then this class will not be submitted to BD Online. Enter 0 if Unaffiliated, PYO or if you have used the Class for Stabling.

Before the Event - ensure that all your classes have a Judge assigned correctly to them and that the Judge is assigned to a Position (this is done via your Start Times Page in the Grid at the top of the page)

When you are informed by both BD and MSS that your venue will now start using the BD API, you will find that a button appears on your Results Page for Dressage as shown below

MyShow Secretary

DASHBOARD - | MANAGE MY SHOWS - | ACCOUNT MANAGEMENT - | MANAGE SCHEDULES - | MARKETING - |

Dashboard → Manage My Shows → Results

### Dressage Scoring

From Date	To Date	Name	ID	Status	Discipline	Status
Sun, Jan 7, 2024	Mon, Jan 8, 2024	Bury Farm Equestrian Village British Dressage (P-GP)+PS (12295)	438498	affiliated	Dressage	Going Ahead

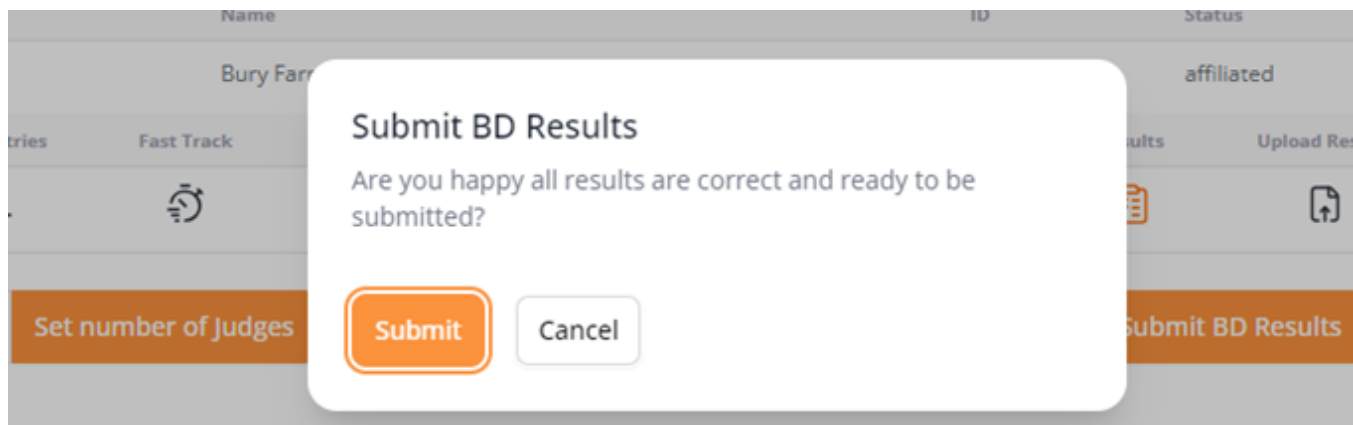
Show list Class list Stabling Add Entries Fast Track Starters Start Times Upload Times Live Stream Results Upload Results Show Settings Accounts Exports

All classes 1 Judge Set number of Judges Export More **Submit BD Results** Update Live Feed Save Results

22 entries

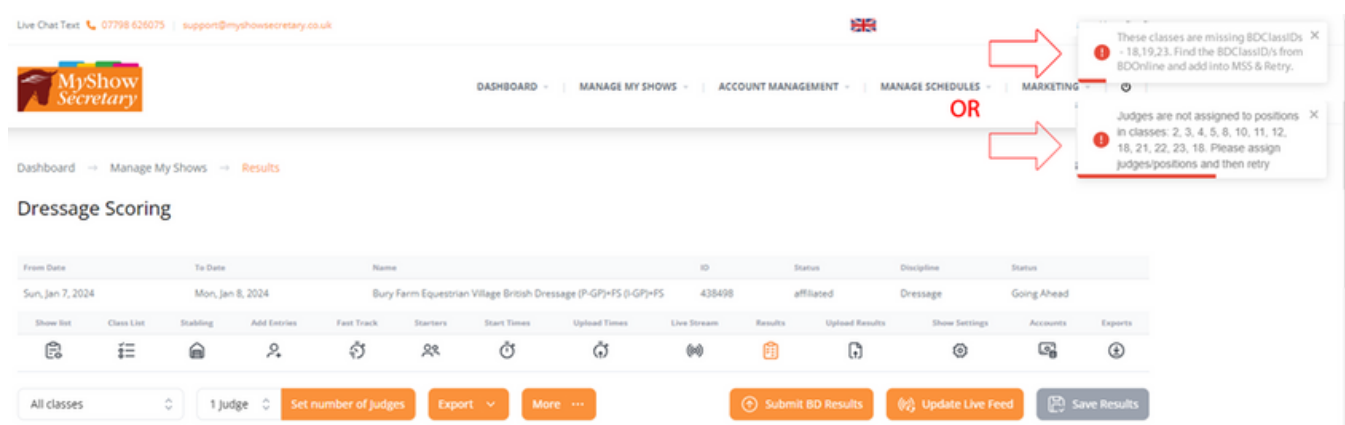
Class	Section	Bridle No.	Class Notes	Rider	Horse	Time	PYO Total Score	Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	Final Score	%	Colts	Place	OP	Rider Status
2	Bronze			Kimberley Marshall	Spring Cover	00:00							0.00	0 %	0.00	0	0	Entered Replace

When you have completed the event and you are happy that the results are ready, please click on the button “Submit BD Results” and you will get the below message (do not click more than once)



If you are happy then click on Submit and wait for approx. 60 seconds depending on the size of your event and the internet connection. DO NOT CLICK MORE THAN ONCE.

You will then either get a message on the top right hand side of your screen saying there is an issue and you need to check the Class IDs or Judges - in which case you will see something like this



You can Update BDCClassIDs in the Add/Edit Schedule area, then Edit Classes and save.

Classes | Show classes

Add class
Import class from similar events

Class IDs

ID	Day	Order	Class	Test	Year	Q	Sections	Fee	1st prize	2nd
1447260	Mon		Preliminary 15	PI5	2008	Q	G S B	£ 22.00	£ 25.00	£ 15
1447260	Mon	2	Preliminary 19	PI9	2008	Q	G S B	£ 22.00	£ 25.00	£ 15

MyShow Secretary

Add/Edit BD Event Class

BD Class ID
1447260

Type

If British Dressage Class ID is equal to zero, then this class will not be submitted to BD Online. Enter 0 if Unaffiliated, PYO or if you have used the Class for Stabling.

You can Update Judges via the Start Times Screen – Select Judge Option alongside each Class, Select Judge and add to Class, Add the Position into the Position Column and select the Judge against the right Position and save.

ID	Status	Discipline	Status
438498	Affiliated	Dressage	Going Ahead

Results
Upload Results
Show Settings
Accounts
Exports

Arena
Select

Judges
Ross Algar

Select

Select Judges

Select

Select Judges

Select

Select Judges

Judges

Ross Algar

Add
Add and Close
Add to All Classes
Close

Selected Judges

Judge Name
Ross Algar

Judges Positions

Number	Position	Judge
Judge 1	A	Ross Algar
Judge 2	Judge 2	Select
Judge 3	Judge 3	Select
Judge 4	Judge 4	Select
Judge 5	Judge 5	Select

Save Positions

Return to the Event Results and Submit the API, when all is entered correctly you will get the screen below.

The screenshot shows the My Show Secretary dashboard. At the top, a green arrow points to a notification box that says "BD Results were successfully submitted!". Below the notification, there is a navigation bar with links: "MANAGE MY SHOWS", "ACCOUNT MANAGEMENT", "MANAGE SCHEDULES", "MARKETING", and a power icon. The main content area displays a table of show classes. The table has columns: ID, Status, Discipline, and Status. The first row shows "Message (P-GP)+FS (I-GP)+FS" with ID 438498, Status "affiliated", Discipline "Dressage", and Status "Going Ahead". Below the table, there are buttons for "Submit BD Results", "Update Live Feed", and "Save Results". At the bottom, there is a table with columns: Judge 1, Judge 2, Judge 3, Judge 4, Judge 5, Final Score, %, Colls, Place, OP, and Rider Status.

ID	Status	Discipline	Status
Message (P-GP)+FS (I-GP)+FS	438498	affiliated	Dressage
			Going Ahead

Judge 1	Judge 2	Judge 3	Judge 4	Judge 5	Final Score	%	Colls	Place	OP	Rider Status
---------	---------	---------	---------	---------	-------------	---	-------	-------	----	--------------

If you would like specific support or training around the new BD API please contact Hayley via [support@myshowsecretary.co.uk](mailto:support@myshowsecretary.co.uk)

## EXPORTING PRE-ENTRIES FOR THE BS JUDGES APP

The screenshot shows the "Main Class List" page in My Show Secretary. It includes a breadcrumb trail: "Dashboard → Manage My Shows → Class List". Below the breadcrumb, there is a section titled "Main Class List - View Entries, Move to Withdrawn List, Move to Carried Over List, Transfer between Classes". The main content area displays a table of show classes. The table has columns: From Date, To Date, Name, ID, Status, Discipline, and Status. The first row shows "Golden Cross Equestrian Centre Senior British Show Jumping Cat 2 Show" with ID 449652, Status "affiliated", Discipline "Showjumping", and Status "Times Available". Below the table, there are buttons for "Save Changes", "Export Class List into Excel", "Plain Export", "Full Class List Export", "Export Mailing List", "Withdrawn Entries", "Split Class", and "BS App Export". The "BS App Export" button is highlighted with a red box.

From Date	To Date	Name	ID	Status	Discipline	Status
18/02/2024	18/02/2024	Golden Cross Equestrian Centre Senior British Show Jumping Cat 2 Show	449652	affiliated	Showjumping	Times Available

Class:  Search:

Simply click on the BS App Export to download into Excel a tailored export of all pre-entered combinations. This can be sent to your BS Judge who will import all entries into the BS Judges App for scoring and results on the day.



## SHOW JUMPING DRAWN ORDERS (DRAWS WITH NO INDIVIDUAL RIDER TIMES)

- Go to Manage my Shows – Manage my Events
- Find your Show
- Either Click on the orange show name or use the menu on the right and select “Start Times”
- You will see a grid at the top of the page, which displays a summary of the show with class no’s, entries, arena names, tables and the options to apply Judges.
- If you don’t want to give riders individual times, but want to create a Drawn Order only, then follow these steps
  - Select your Class from the Class drop-down menu hi-lighted below – the class list will appear below
  - Click on the orange “Create Drawn Order” button as hi-lighted below
  - A pop-up box will appear to state a Drawn Order will be randomly created – click ok
  - The page will refresh and a drawn order will now appear.
  - You can now export this as needed using the “Export Times to Excel”

NOTE: If you would like to make any final manual adjustments to a Draw once done, you can do this in the normal way via the “Reorder Entries” page.

[Show List](#) [Class List](#) [Stabling](#) [Add Entries](#) [Fast Track](#) [Starters](#) [Start Times](#) [Upload Times](#) [Live Stream](#) [Results](#) [Upload Results](#) [Show Settings](#) [Accounts](#) [Exports](#)

Show/Hide Grid?

Time Allocation Summary

No.	Entries	Start	End Test	End	Arena	Class Table	Judges
1	31	09:00	10:00	10:02:00	Select	Single Phase	Select Judges
2	37	10:30	11:42	11:44:00	Select	Single Phase	Select Judges
3	49	12:10	13:48	13:50:00	Select	Single Phase	Select Judges
4	47	14:30	16:04	16:06:00	Select	Single Phase	Select Judges
5	28	16:45	17:39	17:41:00	Select	Single Phase	Select Judges
6	8	18:00	18:14	18:16:00	Select	Single Phase	Select Judges
					Save Arena	Save Class Table	

Class

\*\* Show All \*\*

Search

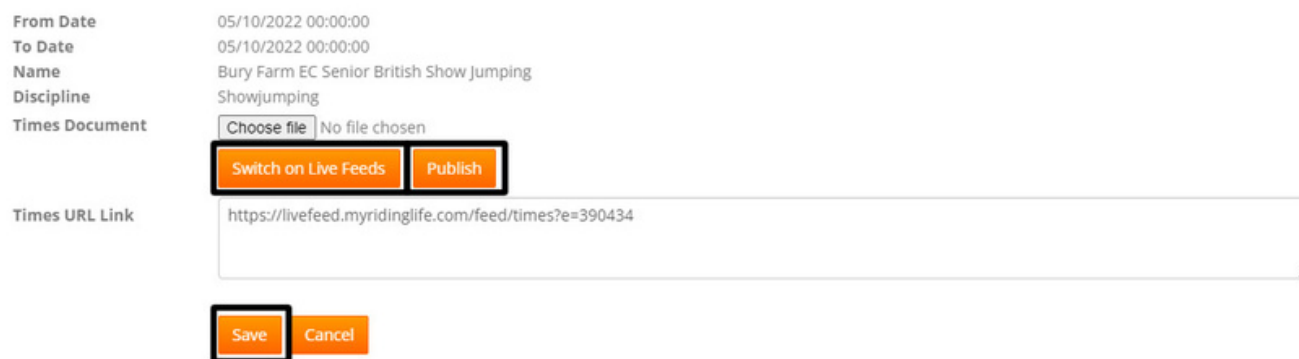
Go

☐ Show In Conflict Entries

[Save Changes](#) [Export Times to Excel](#) [Entries Pending](#) [Highlight Riders](#) [Reset Highlight](#) [Reorder Entries](#) [Create Drawn Order](#)

## PUBLISHING DRAWN ORDERS

- Go to “Upload Times”
- Click orange “Get Live Feed URL”
- Click orange “Publish” button
- Click Save



The screenshot shows a web form for uploading times. The form fields are as follows:

From Date	05/10/2022 00:00:00
To Date	05/10/2022 00:00:00
Name	Bury Farm EC Senior British Show Jumping
Discipline	Showjumping
Times Document	<input type="button" value="Choose file"/> No file chosen
	<input type="button" value="Switch on Live Feeds"/> <input type="button" value="Publish"/>
Times URL Link	<input type="text" value="https://livefeed.myridinglife.com/feed/times?e=390434"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

The 'Switch on Live Feeds' and 'Publish' buttons are highlighted with black boxes. The 'Save' button is also highlighted with a black box.

- This will send the drawn order list to the riders in their MRL account and also publish to your times page on your website.
- Riders can click into their class to view the draw for the class, as shown in the image below
- If you need to take the draws down temporarily you can do this by just clicking the orange “Hide” button.
- You can make your changes and then just click “publish” again to display

Enter Class Number or Part of Class Name

**Ponderosa Equestrian Centre  
Junior & C1 British Show  
Jumping**


Event Date: **02 Oct 22** Venue: **Ponderosa Equestrian Centre** Total Entries: **97** Last Time Updated: **08 Oct 2022 01:10:11 AM**

0	Clear Round Show Jumping			0	Closed	Times	Results
1	Pony Intro 70cm Open	(0.70m) Single Phase 325mpm	09:00 - 09:12 Class Time	4	Closed	Times	Results
2	Pony BritiNovice Championship/ 0.80m Open	First Round (0.80m) Single Phase 325mpm	09:25 - 10:01 Class Time	12	Closed	Times	Results
3	Pony Discovery / 90cm Open	First Round (0.90m) Single Phase 325mpm	10:12 - 10:39 Class Time	11	Closed	Times	Results
4	Blue Chip Pony Newcomers/ 1m Open (both to inc The Pony Restricted Rider Qualifier)	First Round (1.00m) Single Phase 325mpm	10:50 - 11:02 Class Time	4	Closed	Times	Results

## SHOW JUMPING TIMES (APPLY INDIVIDUAL JUMPING TIMES TO RIDERS)

The instructions below should be helpful as a guide, but don't hesitate to contact the team if you would like some 1-1 training on this area leading up to your first show.

- Go to Manage my Shows – Manage my Events
- Find your Show
- Using the Left Menu select “Start Times” You will see a grid at the top containing your class numbers in order, no. of entries per class and then start/ end times. This is useful as an overall guide to your show and when classes start, the last rider goes in and then the final end time across multiple arenas
- The end column before you add times will show the time interval that the "Table" is currently set to i.e. Single Phase - 2 minutes
- If there is no time shown, see below for a guide to setting this within the "Show Settings" page
- You can also select “Arenas Name” for each class and apply a “Judge” Name – this will all feed into your final exports for BS if affiliated.

### NOTE:

All Table Times/ Judges and Arenas are managed in MSS and are tailored to you and your needs – you can access this to Add/ Edit by going to “Show Settings” in the sub menu across all shows.

- To begin adding your times, below the grid on the left is a “Class” dropdown menu – select the first class
- This will load the entries below
- In the box “Class Start Time (hh:mm)” put your class start time i.e. 09:00 in this format
- Click “Allocate Times”
- Riders in Class 1 will now have a time allocated to them – you can see this in the Class List below
- Before repeating this process for each class, see below if you need to add a "Course Change/ or Judge Break" within a class as you allocate times.

## ADDING A BREAK MID CLASS

If the class is large, and you want to add a break mid-class, then scroll down the class list to where you want to add the break

- On the right next to each rider is an options menu – select “Add Break”
- On the next page enter the break i.e. 10 minutes (don’t set hours by mistake!)
- Put in the name “Course Change Break” for example
- Click Save
- This will take you back to the times list with your break now in place.
- Riders times after the break in this class only will be adjusted automatically to take into account the break you have added.
- You can remove the break by clicking on “Add Break” again in the same place and setting back to 0 and removing the name and clicking Save.

Once you are happy with this class you can then work through each class applying the same process i.e. select Class 2, put in your start time (you can obviously leave natural Judge Breaks in between classes by just starting 10 mins later) and allocate. Put in your Judge Breaks as needed for each class as you go.



Break Time (hh:mm)

00 : 10

Break Time Name

Judges Break

Save Cancel

## RE-ORDERING ENTRIES

Once all classes have their times and breaks as needed you can then “Re-order” your entries to take into account special requests/ multiple riders etc

- Click on the orange button entitled “Reorder Entries”
- On this page you can click on any rider, and drag and drop them into any position within the class
- When you let go, the times will refresh and adjust accordingly based on their new position
- You will see against each rider in each class, their other times in other classes so you can see their gaps between rounds
- Each rider is also colour coded – refer to the key at the top of the page
- If the rider has a "red" Asterix against them it means they have left a message/ special request for you – if you hover over this it will appear
- Once you have done reordering the times click on the orange “submit order to times page” button. This will return you to the start times page
- You can then export a copy for your records (orange export button). We advise this as standard as a backup!

## Manage My Shows

Reorder your Entries into your Preferred Running Order


Merrist Wood Unaffiliated Show Jumping (305739) , 28/03/2020 - 28/03/2020, Showjumping, unaffiliated

**S** = Single rider, only riding in one class

**D** = Double rider, riding in 2 classes (shows which class No's they are also riding in)

**M** = Multiple Rider, riding more than 2 classes (shows which class No's they are also riding in)

Drag and Drop: left click on an entry and hold, drag it with your mouse to where you want it to be and then let go.

 NOTE: If there are over 100 entries the Show All option will be read only, if you wish to move entries via drag and drop please select the class from the drop down.

Submit Order to Times Page

\*\* Show All \*\*

‡ 2, N/A, Jamie Barklem, Autumn, Don't Mind, Time: 00:00 [S, 2]

‡ 2, N/A, Cecily Townrow, Felledge Ash, Don't Mind, Time: 00:00 [D, 2 = 00:00, 3 = 00:00]

‡ 3, N/A, Vicky Grzechnik, Leo, Don't Mind, Time: 00:00 [D, 3 = 00:00, 4 = 00:00]

‡ 3, N/A, Susan McKenzie, Bruno, Don't Mind, Time: 00:00 [S, 3]

‡ 3, N/A, Elena Barklem, Ranger, Don't Mind, Time: 00:00 [S, 3]

‡ 3, N/A, Kathy Loweth, Pauldary's Ayanda, Don't Mind, Time: 00:00 [D, 3 = 00:00, 4 = 00:00]

‡ 3, N/A, Alicia Corbett, RATHNALEEN ROY, Don't Mind, Time: 00:00 [D, 3 = 00:00, 4 = 00:00]

‡ 3, N/A, Cecily Townrow, Felledge Ash, Don't Mind, Time: 00:00 [D, 2 = 00:00, 3 = 00:00]

## PUBLISHING SHOW JUMPING TIMES

- Go to “Upload Times”
- Click orange “Get Live Feed URL”
- Click orange “Publish” button
- Click Save
- This will send the Times/ Bridle Numbers to the riders in their MRL account and also publish to your times page on your new website
- If you need to take times down temporarily you can do this by just clicking the orange “Hide” button.
- You can make your changes and then just click “publish” again to display
- If you substitute a horse or rider or change an entry status to “Withdrawn” etc, you don’t need to republish, these changes will show as you make them on the Class List page

The screenshot shows a web form for uploading show jumping times. It includes fields for 'From Date' and 'To Date' (both set to 05/10/2022 00:00:00), 'Name' (Bury Farm EC Senior British Show Jumping), and 'Discipline' (Showjumping). There is a 'Times Document' section with a 'Choose file' button and the text 'No file chosen'. Below this are two orange buttons: 'Switch on Live Feeds' and 'Publish'. A 'Times URL Link' field contains the URL 'https://livefeed.myridinglife.com/feed/times?e=390434'. At the bottom are 'Save' and 'Cancel' buttons.

## HOW TO ENTER SHOW JUMPING RESULTS

- Click on RESULTS in the menu as shown below
- Select the CLASS from the dropdown menu as shown. This will then load the class details (i.e. Table, Number of Entries, List of entered Riders).
- You can adjust the “Table” if this needs to change on the day and is different to the schedule.
- Enter the Phase 1 and Phase 2 Times in the boxes (i.e. 42.00 seconds). You can also adjust the Time Penalty CoEff from class to class if needed otherwise leave as the default.
- You will see the number of riders declared, left to jump and those that have completed their rounds

**My Show Secretary** DASHBOARD - MANAGE MY SHOWS - ACCOUNT MANAGEMENT - MANAGE SCHEDULES - MARKETING -

### Judging / Results management

Class: 1 SJ Senior British Novice Championships/ 90cm Cp Table: Single Phase No. of Entries: 21 Class Cap: Open Class Status: Open

PHASE1: 42.00 (sec) PHASE2: 30.00 (sec) Time Penalty CoEff: 1 Penalty Applied for Every: 1 (sec)

**LIVE ENTRY TOTALS** Declared/Entered: 21 To Jump: 21 Completed: 0

**ENTRIES**

Bridle No.	Rider	Horse	Section	Status
6	Lucy Goodey (125296)	Lady Guinevere Elm (425178)	British Novice	Entered
16	Georgina Burchmore Eames (125207)	ROYLLE (420695)	British Novice	Entered
17	Georgina Burchmore Eames (125207)	Hamberlins Vistocor (unreg)	British Novice	Entered
18	Anna Robins (15693)	Eleanor Untamed (425356)	British Novice	Entered
19	Anna Robins (15693)	Karakoram (141336)	Open	Entered
29	Chris Whinnell (126809)	cavalier gold (427079)	British Novice	Entered

**CURRENT COMPETITOR**

Bridle No.	Rider	Horse	Owner	Entries Summary
6	Lucy Goodey	Lady Guinevere Elm	Lucy Goodey	1, 2

**PHASE 1** Time allowed: 42.00 (sec) Faults

Knockdowns	-	0	+
Refusals	-	0	+
Rec. Time (sec)	00.00		
Time Adj. (sec)	00.00		
<b>TOTAL</b>	<b>0.00 (sec)</b>		

**PHASE 2** Time allowed: 30.00 (sec) Faults

Knockdowns	-	0	+
Refusals	-	0	+
Rec. Time (sec)	00.00		
Time Adj. (sec)	00.00		
<b>TOTAL</b>	<b>0.00 (sec)</b>		

- On the left you will see the list of riders in the class, these will be in their drawn order as the class list and include their Bridle Number, Reg No's, Section and status of entry.
- You can move riders in any order, if this changes. You can also use the search to filter riders/ horses by name
- To move a rider to the Judging Panel (right) at the start of their round, click on their name once and this will move them across to the right.

**My Show Secretary** DASHBOARD - MANAGE MY SHOWS - ACCOUNT MANAGEMENT - MANAGE SCHEDULES - MARKETING -

PHASE1: 42.00 (sec) PHASE2: 30.00 (sec) Time Penalty CoEff: 1 Penalty Applied for Every: 1 (sec)

**LIVE ENTRY TOTALS** Declared/Entered: 21 To Jump: 21 Completed: 0

**ENTRIES**

Bridle No.	Rider	Horse	Section	Status
6	Lucy Goodey (125296)	Lady Guinevere Elm (425178)	British Novice	Entered
16	Georgina Burchmore Eames (125207)	ROYLLE (420695)	British Novice	Entered
17	Georgina Burchmore Eames (125207)	Hamberlins Vistocor (unreg)	British Novice	Entered
18	Anna Robins (15693)	Eleanor Untamed (425356)	British Novice	Entered
19	Anna Robins (15693)	Karakoram (141336)	Open	Entered
29	Chris Whinnell (126809)	cavalier gold (427079)	British Novice	Entered
30	Chris Whinnell (126809)	odysseia 1 (427080)	British Novice	Entered
35	Imogen Ginoag (160726)	Quarrycrest Buxton (427542)	British Novice	Entered
41	Karl Robins (113540)	Jakarta IV (425410)	British Novice	Entered

**CURRENT COMPETITOR**

Bridle No.	Rider	Horse	Owner	Entries Summary
6	Lucy Goodey	Lady Guinevere Elm	Lucy Goodey	1, 2

**PHASE 1** Time allowed: 42.00 (sec) Faults

Knockdowns	-	0	+
Refusals	-	0	+
Rec. Time (sec)	00.00		
Time Adj. (sec)	00.00		
<b>TOTAL</b>	<b>0.00 (sec)</b>		

**PHASE 2** Time allowed: 30.00 (sec) Faults

Knockdowns	-	0	+
Refusals	-	0	+
Rec. Time (sec)	00.00		
Time Adj. (sec)	00.00		
<b>TOTAL</b>	<b>0.00 (sec)</b>		

Please write your notes



- Using the Phase 1 and 2 boxes you then simply select the + or – symbol to add the number of knockdowns/refusals.
- The system will allocate faults based on this. Add the recorded time and again the system will calculate any Time Faults for you. You can edit if needed.
- You can add any private notes or the fence numbers if needed in the notes box Tick the Qualifier Box if applicable
- Click Save
- The Horse/ Riders result and current placing/ Prize Money allocation will then be saved at the bottom. These will continue to dynamically update as riders complete their rounds. You can edit a rider's Jumping round if needed by clicking on the "Edit" button and re-saving. When you have finished the class, the final scores/ placings will be saved and the riders invoices updated with final Prize Money allocations.
- If it's a Split Class, simply click "Class Judged as a split Class". You can export the BS Final Results into Excel using the Export Buttons provided. You can also just export single class results if you prefer

## **IMPORTANT**

- If there are spaces left in your class please mark as No Show in order to allow the class results to calculate – no entries should be left in the top left panel in order for results to process
- If there is a minimum number of riders required according to BS rules for prize money to be given and you do not have enough and want to apply PM then add some "Spaces" (see how to add a Space – do NOT create dummy records) then mark them with what ever Section you need and mark as Status = No Show. This will then allow the PM to be allocated into invoices etc.

## **PUBLISHING SHOW JUMPING RESULTS**


- Go to "Upload Results"
- Click the orange "Get Live Feed URL"
- Click the orange "Publish" button
- Click Save
- This will send the results and final placings to the riders in their MRL account and also publish to your results page on your website
- If you need to take results down temporarily you can do this by just clicking the orange "Hide" button. You can make your changes and then just click "publish" again to display

- If you substitute a horse or rider or change an entry status to “Withdrawn” etc, you don’t need to republish, these changes will show as you make them on the class list or results page

## Uploading your Results as an external File

- If you are calculating results outside of MSS and you simply wish to upload an external file i.e. excel/ word/ PDF document of your final Show Results. Please use the "Results Document" option instead.
- Simply click on the "Choose File" button
- Select the file from your local PC
- Click "Save".
- This will upload your file and display on your website. Riders can then download and view the results


## LIVE STREAMING SHOW JUMPING RESULTS TO TV SCREENS AT THE VENUE



12:43:37

Jul 8 - 8, 2020

Mendip Plains Equestrian Centre Unaffiliated Dressage



Mendip Plains Equestrian Centre

Class 1

1

Emily Dimery

Croxlea Nip

COLL 68

% 66.304

2

Sylvie Forman

Maisie

COLL 66

% 65.435

3

Rosie Robinson

Rupert Bear

COLL 65

% 63.261

Classes

SHOWN 1-5 of 5

1 Intro C 2016 Short

2 P Test 12 2005 Short

3 P Test 14 2006 Short

4 N Test 24 2010 Short

5 PYO PYO n/a n/a

Arena 1 Class 1 Introductory BD Introductory C 2016 Short

6

CLOSED

Start: 10:45 | Close: 11:20

JUDGES: Liz Down

SHOWN 1-6 of 6

Rider No.	Time	Rider / Horse	Score	Colls	%	OP	Rider Status
16	10:45	Emily Dimery Croxlea Nip	152.5	68	66.304	1	Entered
25	10:52	Ella Garratt Buddy	142.5	63	61.957	4	Entered
36	10:59	Roxy Johnston Poppy	135	60	58.696	6	Entered
38	11:06	Nicky Parfitt Titus Secret	136	60	59.13	5	Entered
1	11:13	Rosie Robinson Rupert Bear	145.5	65	63.261	3	Entered
37	11:20	Sylvie Forman Maisie	150.5	66	65.435	2	Entered

- Go to “Live Stream”
- Scroll down to "PUBLIC DISPLAY SCREENS" on the left menu
- Click on "View Big Screen"
- This is the view of your Show (only on the show day) and you can cast this page to a TV screen or any Public display monitor. If you prefer you can copy and paste the URL to a web page and live stream this way
- You will see there are up to 4 Big Screen Settings - this allows you to use multiple screens for live display of results - useful for shows running multiple arenas so you can cast specific classes to specific screens.

- Each Screen has its own "Big Screen Settings" tab underneath. If you click into this page you can choose/ filter
  - Classes you display on each screen
  - You can set the duration of Big Screen pagination in seconds (for shorter or longer viewing time per page)
  - How the results are displayed i.e. Time order or Placing order
  - Just Show Top Ten Placings Only
  - Simply make your selections and click "Save"

**NOTE:**

Settings can be easily changed during a show and will update real-time on your screens/ monitors

## EVENTER TRIAL/ CHALLENGE TIMES

The instructions below should be helpful as a guide, but don't hesitate to contact the team if you would like some 1-1 training on this area leading up to your first show.

- Go to Manage my Shows – Manage my Events
- Find your Show
- Using the Left Menu select "Start Times"
- You will see a grid at the top containing your class numbers in order, no. of entries per class and then start/ end times. This is useful as an overall guide to your show and when classes start, the last rider goes in and then the final end time across multiple arenas.
- You can also select an "Arena Name" for each class and apply a "Judge" Name – this will all feed into your final exports and live feeds during the show

**NOTE:**

Judges and Arenas are managed in MSS and are tailored to you and your needs – you can access this to Add/ Edit by going to "Rules/Reports" in the sub menu across all shows.

- To begin adding your times, below the grid on the left is a "Class" dropdown menu – select the first class
- This will load the entries below. Scroll to the bottom of the Class List
- In the box "Class Start Time (hh:mm)" put your class start time i.e. 09:00 in this format

- In the box "Class Interval (mm:ss)" put your interval time for each round i.e. 02:00 (2 minutes)
- Click "Allocate Times".
- Riders in Class 1 will now have a time allocated to them – you can see this in the Class List

The screenshot displays the 'Class List' interface. At the top, a table lists riders for Class 1. The first rider, Charlotte Holder (number 101), has an allocated time of 00:00. The table includes columns for rider number, name, and allocated time. Below the table is a pagination bar showing '1 of 1' items. The bottom section contains input fields for 'Class Start Time (hh:mm)' (09:00) and 'Class Interval (mm:ss)' (02:00). There are three buttons: 'Allocate Times' (highlighted with a red box), 'Reset Times For Event', and 'Reset Class Times'. Below these are fields for 'Bridle Number' and three buttons: 'Allocate Bridle Numbers', 'Allocate Bridle Numbers per Combination', and 'Reset Bridle Numbers'.

## ADDING A BREAK MID CLASS

If the class is large, and you want to add a break mid-class, then scroll down the class list to where you want to add the break

- On the right next to each rider is an options menu – select "AddBreak"
- On the next page enter the break i.e. 10 minutes (don't set hours by mistake!)
- Put in the name "Judges break" for example
- Click Save
- This will take you back to the times list with your break now in place.
- Riders times after the break in this class only will be adjusted automatically to take into account the break you have added.
- You can remove the break by clicking on "Add Break" again in the same place and setting back to 0 and removing the name and clicking Save.

Once you are happy with this class you can then work through each class applying the same process i.e. select Class 2, put in your start time (you can obviously leave natural Judge breaks in between classes by just starting 10 mins later) and allocate. Put in your Judge Breaks as needed for each class as you go.

The screenshot shows the 'Add Break' form. It has two main input fields: 'Break Time (hh:mm)' and 'Break Time Name'. The 'Break Time' field is set to 00:10, and the 'Break Time Name' field contains 'Judges Break'. Below these fields are two buttons: 'Save' and 'Cancel'.

## RE-ORDERING YOUR ENTRIES

- On this page you can click on any rider, and drag and drop them into any position within the class. When you let go, the times will refresh and adjust accordingly based on their new position. You will see against each rider in each class, their other times in other classes so you can see their gaps between tests
- Each rider is also colour coded – refer to the key at the top of the page
- If the rider has a “red” asterisk against them it means they have left a message for you – if you hover over this it will appear. You will also see for dressage only, a riders request for either an “early/ late or don’t mind” time. This is purely for you to bear in mind and not a guarantee for the rider!!

### Reorder your Entries into your Preferred Running Order


Wellington Riding Unaffiliated Arena Eventing (311392) , 22/03/2020 - 22/03/2020, Eventer Trial, unaffiliated

S = Single rider, only riding in one class

D = Double rider, riding in 2 classes (shows which class No's they are also riding in)

M = Multiple Rider, riding more than 2 classes (shows which class No's they are also riding in)

Drag and Drop: left click on an entry and hold, drag it with your mouse to where you want it to be and then let go.

 NOTE: If there are over 100 entries the Show All option will be read only, if you wish to move entries via drag and drop please select the class from the drop down.

Submit Order to Times Page

\*\* Show All \*\*

1, N/A, Eleanor Thomson, Angel, Don't Mind, Time: 00:00 [S, 1]

1, N/A, Erin Meakins, carhu traveller, Don't Mind, Time: 00:00 [S, 1]

1, N/A, Suzan Van Rhoon, Elmhurst Pixie, Don't Mind, Time: 00:00 [S, 1]

1, N/A, Anne Coombs, Carbonado Joe, Don't Mind, Time: 00:00 \* [S, 1]

1, N/A, Melanie Widdows, Coolatooder Mat, Don't Mind, Time: 00:00 [S, 1]

1, N/A, Emily Bruce, Belles Boudier, Don't Mind, Time: 00:00 [S, 1]

2, N/A, Paula Best, Will to Win, Don't Mind, Time: 00:00 [S, 2]

2, N/A, Sharon Ede, Colour me danny, Don't Mind, Time: 00:00 [S, 2]

## PUBLISHING EVENTER TRIAL/ CHALLENGE TIMES

- Go to “Upload Times”
- Click orange “Get Live Feed URL”
- Click orange “Publish” button
- Click Save
- This will send the Times/ Bridle Numbers to the riders in their MRL account and also publish to your times page on your new website.

- If you need to take times down temporarily you can do this by just clicking the orange “Hide” button. You can make your changes and then just click “publish” again to display
- If you substitute a horse or rider or change an entry status to “Withdrawn” etc, you don’t need to re-publish, these changes will show as you make them on the class list page

Times Document

Choose file No file chosen

Get Live Feed URL Publish Not Active

Times URL Link

http://www.myshowsecretary.co.uk/myshowsecretary/LiveStream/LiveTimesFeedDR.aspx?e=320817

Save Cancel

- If you are uploading an external times document i.e. Excel instead, simply use the grey "Choose File" button to attach a local file from your PC.
- Once selected, click Save. This will upload your document to your Times page.

## ENTERING EVENTER TRIAL/ CHALLENGE RESULTS ON THE SHOW DAY

Basic Scoring Score by Optimum Time

Please enter Time Penalty Coefficient (Over Time)

0.00 Save

Please enter Time Penalty Coefficient (Under Time)

0.00 Save

Please select a class to load the results.

Please select a class

Please enter class Optimum Time (secs)

0.00 Save

Rules ⓘ

\*\*Over Time Rule: For every second in excess of the optimum time, this penalty is given.

\*\*Under Time Rule: For every second in excess 0.00 seconds under the optimum time, this penalty is given.

Export Class List into Excel Entries Pending

Class	Section	Bridle No.	Rider	Horse	Time	SJ Penalties	XC Penalties	Total Jumping Faults	Time (secs)	Time Penalties	Total Score	Place	OP	Rider Status	Actions
1	N/A		Eleanor Thomson	Angel	00:00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Er	Replace
1	N/A		Erin Meakins	carhu traveller	00:00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	Er	Replace

- Go to “Results” from the class list page
- We offer 2 scoring options for this Discipline:
  - Basic Scoring: This simply works based on overall faults and time. The combination with the lowest Total Score is deemed the winner

- Optimum Time: This works on an optimum time you enter for each class with the option to also apply Time Penalty Coefficients for being over or under the time. The settings can be altered for each class as needed. Once saved, you can then start to enter results.
- As per other disciplines, you simply select the class you are Judging, entering penalties for each section and their overall time.
- Click Save
- The Total Score for the combination will then appear along with the Section (if applicable) and overall placing.
- If a rider "Withdraws" or "Retires" you can change their entry status using the dropdown menu in the far column.

## EXPORTING EVENTER TRIAL/ CHALLENGE RESULTS INTO EXCEL

- Simply click on the "Export Class List into Excel" button to download a copy of the Show Results into excel. If you only want a single class, select the class in the drop-down before clicking Export.

## PUBLISHING EVENTER TRIAL/ CHALLENGE RESULTS

- Go to "Upload Results"
- Click the orange "Get Live Feed URL"
- Click the orange "Publish" button
- Click Save
- This will send the results and final placings to the riders in their MRL account and also publish to your results page on your website
- If you need to take results down temporarily you can do this by just clicking the orange "Hide" button. You can make your changes and then just click "publish" again to display

Results Document

Choose file No file chosen

Get Live Feed URL Publish Not Active

Results URL Link

<http://www.myshowsecretary.co.uk/myshowsecretary/LiveStream/LiveResultsFeedDR.aspx?e=320817>


Save Cancel




## Uploading your Results as an external File

- If you are calculating results outside of MSS and you simply wish to upload an external file i.e. excel/ word/ PDF document of your final Show Results. Please use the "Results Document" option instead.
- Simply click on the "Choose File" button
- Select the file from your local PC
- Click "Save".
- This will upload your file and display on your website. Riders can then download and view the results

## LIVE STREAMING EVENTER TRIAL RESULTS TO TV SCREENS AT THE VENUE



**Venue :** Prestige Equestrian  
**Event :** Treehouse Sporting Colours Eventer Challenge  
**Event Date** 1 Mar 2020 - 1 Mar 2020  
**Today is** 14 Mar 2020

**01:30:37 PM**  


Page refreshes at set intervals driven by the Secretary: Last Time Updated: 14 Mar 2020 1:30:33 PM

FULL LIVE Results also available from your Mobile : See the Website, Results, Live Feed

Arena		Class No:	Class Name	Entries	Status	Class Starts	Class Ends
Olympic Arena 1 Outdoor		1	Eventers Challenge (0.70m)	16	Closed	09:00	09:48:00

Class	Section	Rider No.	Rider / Horse	Time	SJ Penalties	XC Penalties	Time (secs)	Total Score	Place	OP	Rider Status
1	N/A	15	Hattie Fancourt <i>Millie</i>	09:00	0.00	0.00	77.96	0.00	2	2	Entered
1	N/A	20	Elle Howell <i>Taco</i>	09:06	0.00	4.00	68.90	4.00	10	10	Entered
1	N/A	23	Christine Esling <i>Arthur</i>	09:09	0.00	0.00	68.05	0.00	5	5	Entered
1	N/A	27	Jo Jaynes <i>Duke of Spain</i>	09:12	4.00	0.00	69.81	4.00	9	9	Entered
1	N/A	28	Nicola Ainsworth <i>Butterfly</i>	09:15	0.00	0.00	76.56	0.00	3	3	Entered
1	N/A	48	Matthew Ainsworth <i>The Piano Man</i>	09:18	0.00	0.00	0.00	0.00	0	0	Withdrawn

- Go to "Live Stream"
- Scroll down to "PUBLIC DISPLAY SCREENS" on the left menu
- Click on "View Big Screen"

- This is the view of your Show (only on the show day) and you can cast this page to a TV screen or any Public display monitor. If you prefer you can copy and paste the URL to a web page and live stream this way
- You will see there are up to 4 Big Screen Settings - this allows you to use multiple screens for live display of results - useful for shows running multiple arenas so you can cast specific classes to specific screens.
- Each Screen has its own "Big Screen Settings" tab underneath. If you click into this page you can choose/ filter
  - Classes you display on each screen
  - You can set the duration of Big Screen pagination in seconds (for shorter or longer viewing time per page)
  - How the results are displayed i.e. Time order or Placing order
  - Just Show Top Ten Placings Only
  - Simply make your selections and click "Save"

#### **NOTE:**

Settings can be easily changed during a show and will update real-time on your screens/ monitors

### **HUNTER TRIAL TIMES**

The instructions below should be helpful as a guide, but don't hesitate to contact the team if you would like some 1-1 training on this area leading up to your first show.

- Go to Manage my Shows – Manage my Events
- Find your Show
- Using the Left Menu select "Start Times"
- You will see a grid at the top containing your class numbers in order, no. of entries per class and then start/ end times. This is useful as an overall guide to your show and when classes start, the last rider goes in and then the final end time across multiple arenas.
- You can also select an "Arena Name" for each class and apply a "Judge" Name – this will all feed into your final exports and live feeds during the show

#### **NOTE:**

Judges and Arenas are managed in MSS and are tailored to you and your needs – you can access this to Add/ Edit by going to "Show Settings" in the sub menu across all shows.

- To begin adding your times, below the grid on the left is a “Class” dropdown menu – select the first class
- This will load the entries below. Scroll to the bottom of the Class List
- In the box “Class Start Time (hh:mm)” put your class start time i.e. 09:00 in this format
- In the box "Class Interval (mm:ss)" put your interval time for each round i.e. 02:00 (2 minutes)
- Click “Allocate Times”.
- Riders in Class 1 will now have a time allocated to them – you can see this in the Class List

1	N/A	Charlotte Holder	101	Penmawddwy Prime Elodir	Don't Mind	00 : 00	Entered	Class Notes: <input type="text"/>	Options▼
Notes: <input type="text"/>									

<< < 1 of 1 > >> 4 Items 50 /Page GO

Class Start Time (hh:mm) 09:00 Class Interval (mm:ss) 02:00 **Allocate Times** Reset Times For Event Reset Class Times

Bridle Number  **Allocate Bridle Numbers** **Allocate Bridle Numbers per Combination** **Reset Bridle Numbers**

## ADDING A BREAK MID CLASS

If the class is large, and you want to add a break mid-class, then scroll down the class list to where you want to add the break

- On the right next to each rider is an options menu – select “AddBreak”
- On the next page enter the break i.e. 10 minutes (don’t set hours by mistake!)
- Put in the name “Judges break” for example
- Click Save
- This will take you back to the times list with your break now in place.
- Riders times after the break in this class only will be adjusted automatically to take into account the break you have added.
- You can remove the break by clicking on “Add Break” again in the same place and setting back to 0 and removing the name and clicking Save.

Once you are happy with this class you can then work through each class applying the same process i.e. select Class 2, put in your start time (you can obviously leave natural Judge breaks in between classes by just starting 10 mins later) and allocate. Put in your Judge Breaks as needed for each class as you go.

Break Time (hh:mm)

00 : 10

Break Time Name

Judges Break

Save

Cancel

## RE-ORDERING YOUR ENTRIES

- On this page you can click on any rider, and drag and drop them into any position within the class. When you let go, the times will refresh and adjust accordingly based on their new position. You will see against each rider in each class, their other times in other classes so you can see their gaps between tests
- Each rider is also colour coded – refer to the key at the top of the page
- If the rider has a “red” asterisk against them it means they have left a message for you – if you hover over this it will appear. You will also see for dressage only, a riders request for either an “early/ late or don’t mind” time. This is purely for you to bear in mind and not a guarantee for the rider!!

S = Single rider, only riding in one class

D = Double rider, riding in 2 classes (shows which class No's they are also riding in)

M = Multiple Rider, riding more than 2 classes (shows which class No's they are also riding in)

Drag and Drop: left click on an entry and hold, drag it with your mouse to where you want it to be and then let go.

NOTE: If there are over 100 entries the Show All option will be read only, if you wish to move entries via drag and drop please select the class from the drop down.

Submit Order to Times Page

\*\* Show All \*\*

1, N/A, Eleanor Thomson, Angel, Don't Mind, Time: 00:00 [S, 1]

1, N/A, Erin Meakins, carhu traveller, Don't Mind, Time: 00:00 [S, 1]

1, N/A, Suzan Van Rhoon, Elmhurst Pixie, Don't Mind, Time: 00:00 [S, 1]

1, N/A, Anne Coombs, Carbonado Joe, Don't Mind, Time: 00:00 \* [S, 1]

1, N/A, Melanie Widdows, Coolatooder Mat, Don't Mind, Time: 00:00 [S, 1]

1, N/A, Emily Bruce, Belles Boudier, Don't Mind, Time: 00:00 [S, 1]

2, N/A, Paula Best, Will to Win, Don't Mind, Time: 00:00 [S, 2]

2, N/A, Sharon Ede, Colour me danny, Don't Mind, Time: 00:00 [S, 2]

## PUBLISHING HUNTER TRIAL TIMES

- Go to “Upload Times”
- Click orange “Get Live Feed URL”
- Click orange “Publish” button
- Click Save
- This will send the Times/ Bridle Numbers to the riders in their MRL account and also publish to your times page on your new website.

Text 07798 626075 for Support

My Show Secretary - Help Guide 2024

- If you need to take times down temporarily you can do this by just clicking the orange “Hide” button. You can make your changes and then just click “publish” again to display
- If you substitute a horse or rider or change an entry status to “Withdrawn” etc, you don’t need to re-publish, these changes will show as you make them on the class list page

Times Document

Choose file No file chosen

Get Live Feed URL Publish Not Active

Times URL Link

<http://www.myshowsecretary.co.uk/myshowsecretary/LiveStream/LiveTimesFeedDR.aspx?e=320817>

Save Cancel

- If you are uploading an external times document i.e. Excel instead, simply use the grey "Choose File" button to attach a local file from your PC.
- Once selected, click Save. This will upload your document to your Times page.

## ENTERING HUNTER TRIAL RESULTS ON THE SHOW DAY

Please enter Time Penalty Coefficient

e.g. 0.4 Save

Please select a class to load the results

1 Hunter Trials 0.60m

Please enter Optimum Time (mm:ss)

e.g. 02:00 Save

Export Class List into Excel Entries Pending

**Warning:** Following information is required to be saved before viewing/saving results

- Time Penalty Coefficient.
- Class Optimum Time

« < 1 of 0 > » Items 50 /Page Go

Class	Section	Bridle No.	Rider	Horse	Time	Jump Penalties	Time (mm:ss)	Time Penalties	Total Score	Place	OP	Rider Status	Actions
-------	---------	------------	-------	-------	------	----------------	--------------	----------------	-------------	-------	----	--------------	---------

- Go to “Results” from the Class List page
- Select your Class and enter the Time Penalty Coefficient and the Optimum Time in the formats shown and click "Save" for each
- Your competitors for this class will then display in their Time Order
- Simply enter the Penalties and Time for each combination
- The Total Score for the combination will then appear along with the Section (if applicable) and overall placing.
- If a rider "Withdraws" or "Retires" you can change their entry status using the dropdown menu in the far column.

## EXPORTING HUNTER TRIAL RESULTS INTO EXCEL

- Simply click on the "Export Class List into Excel" button to download a copy of the Show Results into excel. If you only want a single class, select the class in the drop-down before clicking Export.

## PUBLISHING HUNTER TRIAL RESULTS

- Go to "Upload Results"
- Click the orange "Get Live Feed URL"
- Click the orange "Publish" button
- Click Save
- This will send the results and final placings to the riders in their MRL account and also publish to your results page on your website
- If you need to take results down temporarily you can do this by just clicking the orange "Hide" button. You can make your changes and then just click "publish" again to display

The screenshot shows a web interface for managing results. At the top, there's a 'Results Document' section with a 'Choose file' button and 'No file chosen' text. Below this are two orange buttons: 'Get Live Feed URL' and 'Publish'. To the right of the 'Publish' button is the text 'Not Active'. Below these buttons is a 'Results URL Link' field containing the URL: <http://www.myshowsecretary.co.uk/myshowsecretary/LiveStream/LiveResultsFeedDR.aspx?e=320817>. At the bottom of the interface are two orange buttons: 'Save' and 'Cancel'.

## Uploading your Results as an external File

- If you are calculating results outside of MSS and you simply wish to upload an external file i.e. excel/ word/ PDF document of your final Show Results. Please use the "Results Document" option instead.
- Simply click on the "Choose File" button
- Select the file from your local PC
- Click "Save".
- This will upload your file and display on your website. Riders can then download and view the results

## LIVE STREAMING HUNTER TRIAL RESULTS TO TV SCREENS AT THE VENUE



Venue : Heath Farm - Munstead  
Event : Surrey Union Hunter Trials  
Event Date 28 Mar 2020 - 28 Mar 2020  
Today is 14 Mar 2020

02:07:59 PM



Page refreshes at set intervals driven by the Secretary: Last Time Updated: 14 Mar 2020 2:07:15 PM

FULL LIVE Results also available from your Mobile : See the Website, Results, Live Feed

Arena	Class No:	Class Name	Entries	Status	Class Starts	Class Ends
1		Hunter Trials (0.60m)	19	Open	00:00	00:00:00

Class	Section	Rider No.	Rider / Horse	Time	Jump Penalties	Time (m:s)	Time Penalties	Total Score	Place	OP	Rider Status
1	N/A		Sarah McWilliam Ted	00:00	0.00	00:00	0.00	0.00	0	0	Entered
1	N/A		Hayley Kennedy CASTLE KNOCK BILLY	00:00	0.00	00:00	0.00	0.00	0	0	Entered
1	N/A		Lily Stiff Peppa	00:00	0.00	00:00	0.00	0.00	0	0	Entered
1	N/A		Hayley Hill Look Sharp Z	00:00	0.00	00:00	0.00	0.00	0	0	Entered

- Go to "Live Stream"
- Scroll down to "PUBLIC DISPLAY SCREENS" on the left menu
- Click on "View Big Screen"
- This is the view of your Show (only on the show day) and you can cast this page to a TV screen or any Public display monitor. If you prefer you can copy and paste the URL to a web page and live stream this way
- You will see there are up to 4 Big Screen Settings - this allows you to use multiple screens for live display of results - useful for shows running multiple arenas so you can cast specific classes to specific screens.
- Each Screen has its own "Big Screen Settings" tab underneath. If you click into this page you can choose/ filter
  - Classes you display on each screen
  - You can set the duration of Big Screen pagination in seconds (for shorter or longer viewing time per page)
  - How the results are displayed i.e. Time order or Placing order
  - Just Show Top Ten Placings Only
  - Simply make your selections and click "Save"



## NOTE:

Settings can be easily changed during a show and will update real-time on your screens/ monitors

## COMBINED TRAINING TIMES

The instructions below should be helpful as a guide, but don't hesitate to contact the team if you would like some 1-1 training on this area leading up to your first show.

Show/Hide Grid?

Dressage Times Summary		Show Jumping Times Summary				
No.	Entries	DR Start (HH:mm)	DR End Test (HH:mm)	DR End (HH:mm:ss)	DR Arena	Judges
1	2	00:00	00:00	00:06:00	Select ▼	Select Judges
2	1	00:00	00:00	00:06:00	Select ▼	Select Judges
3	2	00:00	00:00	00:06:00	Select ▼	Select Judges
4	2	00:00	00:00	00:06:00	Select ▼	Select Judges
5	0				Select ▼	Select Judges
					Save Arena	

Class

\*\* Show All \*\* ▼

Search

Go

Save Changes Export Times to Excel Entries Pending Highlight Riders Reset Highlight Reorder Entries

- Go to Manage my Shows – Manage my Events
- Find your Show
- Using the Left Menu select “Start Times” You will see a grid at the top containing your class numbers in order, no. of entries per class and then start/end times. This is useful as an overall guide to your show and when classes start, the last rider goes in and then the final end time across multiple arenas.

For Combined Training Shows you will have 2 Tabs as shown above...

- 1 for Dressage Times
- 1 for Show Jumping Times

## DRESSAGE TIMES

- Start with allocating your Dressage Times. This is the same process as per a normal Dressage Show. The end column before you add times will show the time interval that the test is currently set to i.e. 7 minutes. If there is no time shown, see below for a guide to setting this.
- You can also select “Arenas Name” for each class and apply a “Judge” Name – this will all feed into your final exports
- To begin adding your times, below the grid on the left is a “Class” dropdown menu – select the first class
- This will load the entries below . Scroll to the bottom of the page.
- In the box “Class Start Time (hh:mm)” put your class start time i.e. 09:00 in this format
- Click “Allocate Times”. Riders in Class 1 will now have a time allocated to them – you can see this in the list below

## ADDING A BREAK MID CLASS

If the class is large, and you want to add a break mid-class, then scroll down the class list to where you want to add the break

- On the right next to each rider is an options menu – select “AddBreak”
- On the next page enter the break i.e. 10 minutes (don’t set hours by mistake!)
- Put in the name “Judges break” for example
- Click Save
- This will take you back to the times list with your break now in place.
- Riders times after the break in this class only will be adjusted automatically to take into account the break you have added.
- You can remove the break by clicking on “Add Break” again in the same place and setting back to 0 and removing the name and clicking Save.

Once you are happy with this class you can then work through each class applying the same process i.e. select Class 2, put in your start time (you can obviously leave natural Judge breaks in between classes by just starting 10 mins later) and allocate. Put in your Judge Breaks as needed for each class as you go.

The screenshot shows a form titled 'Add Break'. It has two main input fields: 'Break Time (hh:mm)' and 'Break Time Name'. The 'Break Time (hh:mm)' field is split into two parts: a dropdown menu showing '00' and a text input field containing '10'. The 'Break Time Name' field is a single text input field containing 'Judges Break'. Below these fields are two orange buttons: 'Save' and 'Cancel'.

## RE-ORDERING YOUR ENTRIES

- On this page you can click on any rider, and drag and drop them into any position within the class. When you let go, the times will refresh and adjust accordingly based on their new position. You will see against each rider in each class, their other times (both Dressage and Show Jumping) in other classes so you can see their gaps between tests & rounds.
- Each rider is also colour coded – refer to the key at the top of the page
- If the rider has a “red” asterisk against them it means they have left a message for you – if you hover over this it will appear. You will also see for dressage only, a riders request for either an “early/ late or don’t mind” time. This is purely for you to bear in mind and not a guarantee for the rider!!

### Reorder your Entries into your Preferred Running Order

Cherwell Competition Centre Unaffiliated BE Combined Training (309845) , 25/03/2020 - 25/03/2020, Combined Training, unaffiliated

S = Single rider, only riding in one class  
D = Double rider, riding in 2 classes (shows which class No's they are also riding in)  
M = Multiple Rider, riding more than 2 classes (shows which class No's they are also riding in)  
Drag and Drop: left click on an entry and hold, drag it with your mouse to where you want it to be and then let go.

**NOTE:** If there are over 100 entries the Show All option will be read only, if you wish to move entries via drag and drop please select the class from the drop down.

Submit Order to Times Page

\*\* Show All \*\*

1, N/A, Erin Forsyth, Poker Van Het Keizershof, Don't Mind [D, 1 = DR 00:00, SJ 00:00, 2 = DR 00:00, SJ 00:00]
1, H/C, Jo Lovett, Fudge, Don't Mind, Time: DR 00:00, SJ 00:00 [S, 1]
2, N/A, Erin Forsyth, Poker Van Het Keizershof, Don't Mind [D, 1 = DR 00:00, SJ 00:00, 2 = DR 00:00, SJ 00:00]

## SHOW JUMPING TIMES

For Combined Training Shows you have the option to apply individual Jumping times for each combination, as per the Dressage, or you can simply allow riders to present themselves to the Show Jumping ring within 20 minutes of their Dressage to Jump their round.

If you are not giving Show Jumping times then you can simply publish your Dressage Times in the normal way.

If you are applying individual jump times then please follow the steps below:

- Click on your Show Jumping Tab
- You will see a grid at the top containing your class numbers in order, no. of entries per class and then start/ end times. This is useful as an overall guide to your show and when classes start, the last rider goes in and then the final end time across multiple arenas. You can also select “Arenas Name” for each class and apply a “Judge” Name – this will all feed into your final exports
- To begin adding your times, below the grid on the left is a “Class” dropdown menu – select the first class
- This will load the entries below. Scroll to the bottom of the Class List
- In the box “Class Start Time (hh:mm)” put your class start time i.e. 09:00 in this format
- In the box "Class Interval (mm:ss)" put your interval time for each round i.e. 02:00 (2 minutes)
- Click “Allocate Times”.
- Riders in Class 1 will now have a time allocated to them – you can see this in the Class List

At this point, you can choose to re-order entries and apply any breaks to this class. Once you are happy with this class you can then work through each class applying the same process i.e. select Class 2, put in your start time (you can obviously leave natural Judge breaks in between classes by just starting 10mins later) and allocate

## **PUBLISHING COMBINED TRAINING TIMES**

- Go to “Upload Times”
- Click orange “Get Live Feed URL”
- Click orange “Publish” button
- Click Save
- This will send the Times/ Bridle Numbers to the riders in their MRL account and also publish to your times page on your new website.
- If you need to take times down temporarily you can do this by just clicking the orange “Hide” button. You can make your changes and then just click “publish” again to display
- If you substitute a horse or rider or change an entry status to “Withdrawn” etc, you don’t need to re-publish, these changes will show as you make them on the class list page

## ENTERING COMBINED TRAINING RESULTS ON THE SHOW DAY

Please select a class to load the results.

1 BE 90 Combined Training BE Dressage Test 91 C ▼

●BD ●BE

☐ Exclude unaffiliated section from overall results

Save Changes

Export Class List into Excel

Entries Pending

Update Live Feed

<< < 1 of 1 > >> 2 Items 50 /Page Go

Class	Section	Bridle No.	Class Notes	Rider	Horse	Time	PYO Total Score	Judge	Dressage Score	SJ Penalties	%	Colls	Total CB Score	Place	OP	Rider Status	Actions
1	NA ▼			Erin Forsyth	Poker Van Het Keizershof	DR: 00:00			0.00	0.00			0.00	0	0	Er ▼	Replace
1	HC ▼			Jo Lovett	Fudge	DR: 00:00			0.00	0.00			0.00	0	0	Er ▼	Replace

- Go to “Results” from the class list page
- We offer 2 scoring options for this Discipline:
  - Score under BD Rules or
  - Score under BE Rules
- Simply select the Rules in which you will be Judging the event
- As per other disciplines, you simply select the class you are Judging, entering their Dressage Score and Show Jumping penalties and Dressage Collectives.
- Click Save
- The Total Score for the combination will then appear along with the section (if applicable) and overall placing.
- If a rider "Withdraws" or "Retires" you can change their entry status using the dropdown menu in the far column.

## EXPORTING COMBINED TRAINING RESULTS INTO EXCEL

- Simply click on the "Export Class List into Excel" button to download a copy of the Show Results into excel. If you only want a single class, select the class in the drop-down before clicking Export.

## PUBLISHING COMBINED TRAINING RESULTS

- Go to “Upload Results”
- Click the orange “Get Live Feed URL”
- Click the orange “Publish” button
- Click Save
- This will send the results and final placings to the riders in their MRL account and also publish to your results page on your website

- If you need to take results down temporarily you can do this by just clicking the orange "Hide" button. You can make your changes and then just click "publish" again to display

Results Document  No file chosen


Not Active

Results URL Link

## Uploading your Results as an external File

- If you are calculating results outside of MSS and you simply wish to upload an external file i.e. excel/ word/ PDF document of your final Show Results. Please use the "Results Document" option instead.
- Simply click on the "Choose File" button
- Select the file from your local PC
- Click "Save".
- This will upload your file and display on your website. Riders can then download and view the results

## LIVE STREAMING COMBINED TRAINING RESULTS TO TV SCREENS AT THE VENUE




Venue : Wellington Riding

Event : Ideal Saddles Wellington Riding British Dressage Combined Training

Event Date 1 Dec 2019 - 1 Dec 2019

Today is 14 Mar 2020

03:16:16 PM



Page refreshes at set intervals driven by the Secretary: Last Time Updated: 14 Mar 2020 3:16:13 PM

FULL LIVE Results also available from your Mobile : See the Website, Results, Live Feed

Arena	Class No:	Class Name	Entries	Status	Class Starts	Class Ends
Waterloo Arena 1	1	Combined Training Prelim - Test 2 (0.70m)	20	Closed	08:30	11:05:00

Judges: Dougie Simpson

Class	Section	Rider No.	Rider / Horse	DR Time	SJ Time	Score	SJ Penalties	Colls	% Total Score	Place	OP	Rider Status
1	Gold	101	Rosie Thorp Dolly	08:30	10:55	162.00	8.00	61.00	154.00	14	14	Entered
1	Gold	103	Samantha Brown Rodgebrook Golden Girl	08:37	10:57	193.00	0.00	68.00	193.00	6	6	Entered

- Go to "Live Stream"
- Scroll down to "PUBLIC DISPLAY SCREENS" on the left menu
- Click on "View Big Screen"
- This is the view of your Show (only on the show day) and you can cast this page to a TV screen or any Public display monitor. If you prefer you can copy and paste the URL to a web page and live stream this way
- You will see there are up to 4 Big Screen Settings - this allows you to use multiple screens for live display of results - useful for shows running multiple arenas so you can cast specific classes to specific screens.
- Each Screen has its own "Big Screen Settings" tab underneath. If you click into this page you can choose/ filter
  - Classes you display on each screen
  - You can set the duration of Big Screen pagination in seconds (for shorter or longer viewing time per page)
  - How the results are displayed i.e. Time order or Placing order
  - Just Show Top Ten Placings Only
  - Simply make your selections and click "Save"

#### **NOTE:**

Settings can be easily changed during a show and will update real-time on your screens/ monitors

## **BOX OFFICE ACTIVITIES**


The Discipline "Box Office" has been set up for any activity you are running which doesn't require Horse & Owner information. Examples of when you would use this are:

- Ticketing Events
- Lecture Demos
- Pub Meals/ Quiz Nights
- Membership
- Car Boot/ Table Top Sales
- Unmounted Activities

When you set these up in MSS, you can set up the "Ticket" types using class names and setting a cost per item you list. When riders book online, they can select the ticket type first, and then they have the option to specify a quantity for each. See an example below from the riders view.



In MSS, simply click on "Export Class List into Excel" to download a full report of all the tickets sold and the revenue.



Event: Your HorsemanSHIP 1-1 Surgery Clinic with Jason Webb  
(Spectator Tickets)

From: Tuesday, Mar 17, 2020  
To: Tuesday, Mar 17, 2020

Event ID: 302937

Account Number: 117373 (Test19071  
Test19071)  
[Login as different user](#)

Shopping Basket:  
You have ( 1 ) item(s) in your Basket

My Tickets

Emergency Contacts

Summary

Payment

Click to : [Remind me of Payment Details](#)

All payments go directly to the Event. For Shopping Basket support call 07798 626075.


Select Ticket Type:

Enter No. of / Quantity:

Add To Basket

Apply Member's Rates

**SHOPPING BASKET SUMMARY**

Delete	Ticket Type	Cost	Tickets
	1 Training Clinic (Spectators/ Non-Riders)	£ 150.00	10

SAVE & NEXT

## SHOWING TIMES

The instructions below should be helpful as a guide, but don't hesitate to contact the team if you would like some 1-1 training on this area leading up to your first show.

Its not often Showing classes are timed, however, in some cases where you would to give individual times please follow the steps below:

- Go to Manage my Shows – Manage my Events
- Find your Show
- Using the Left Menu select “Start Times”
- You will see a grid at the top containing your class numbers in order, no. of entries per class and then start/ end times. This is useful as an overall guide to your show and when classes start, the last rider goes in and then the final end time across multiple arenas.
- You can also select an “Arena Name” for each class and apply a “Judge” Name – this will all feed into your final exports and live feeds during the show

## NOTE:

Judges and Arenas are managed in MSS and are tailored to you and your needs – you can access this to Add/ Edit by going to “Show Settings” in the sub menu across all shows

- To begin adding your times, below the grid on the left is a “Class” dropdown menu – select the first class
- This will load the entries below. Scroll to the bottom of the Class List
- In the box “Class Start Time (hh:mm)” put your class start time i.e. 09:00 in this format
- In the box "Class Interval (mm:ss)" put your interval time for each rider i.e. 02:00 (2 minutes)
- Click “Allocate Times”.
- Riders in Class 1 will now have a time allocated to them – you can see this in the Class List

## ADDING A BREAK MID CLASS

If the class is large, and you want to add a break mid-class, then scroll down the class list to where you want to add the break

- On the right next to each rider is an options menu – select “AddBreak”
- On the next page enter the break i.e. 10 minutes (don’t set hours by mistake!)
- Put in the name “Judges break” for example
- Click Save
- This will take you back to the times list with your break now in place.
- Riders times after the break in this class only will be adjusted automatically to take into account the break you have added.
- You can remove the break by clicking on “Add Break” again in the same place and setting back to 0 and removing the name and clicking Save.

Once you are happy with this class you can then work through each class applying the same process i.e. select Class 2, put in your start time (you can obviously leave natural Judge breaks in between classes by just starting 10 mins later) and allocate. Put in your Judge Breaks as needed for each class as you go.

Break Time (hh:mm)      Break Time Name

00 : 10      Judges Break

Save      Cancel

## RE-ORDERING YOUR ENTRIES

- On this page you can click on any rider, and drag and drop them into any position within the class. When you let go, the times will refresh and adjust accordingly based on their new position. You will see against each rider in each class, their other times (both Dressage and Show Jumping) in other classes so you can see their gaps between tests & rounds.
- Each rider is also colour coded – refer to the key at the top of the page
- If the rider has a “red” asterix against them it means they have left a message for you – if you hover over this it will appear.
- Once you have done reordering the times click on the orange “submit order to times page” button
- This will return you to the start times page
- You can then export a copy for your records (orange export button)

## PUBLISHING SHOWING TIMES

- Go to “Upload Times”
- Click orange “Get Live Feed URL”
- Click orange “Publish” button
- Click Save
- This will send the Times/ Bridle Numbers to the riders in their MRL account and also publish to your times page on your new website.
- If you need to take times down temporarily you can do this by just clicking the orange “Hide” button. You can make your changes and then just click “publish” again to display
- If you substitute a horse or rider or change an entry status to “Withdrawn” etc, you don’t need to re-publish, these changes will show as you make them on the class list page

Times Document

Choose file No file chosen

Get Live Feed URL Publish Not Active

Times URL Link

<http://www.myshowsecretary.co.uk/myshowsecretary/LiveStream/LiveTimesFeedDR.aspx?e=320817>

Save Cancel

## ENTERING SHOWING RESULTS ON THE SHOW DAY

- Go to “Results” from the class list page
- Simply select the class from your dropdown
- The class entries will now load below
- You will see a column hi-lighted "Selected Results" Simply choose the Final Placing for each combination from the dropdown
- Click "Save"
- Work through the full class, saving as you go. You can change a rider's section if needed using the dropdown – simply change and click "Save"
- If a rider “Withdraws” or “Retires” during the show, again you can change their status on the left.
- At the end of the show you can then export Results

Please select a class to load showscoring results.

6 RWHS Novice Lightweight Hunter

Class	Section	Bridle No.	Rider	Horse	Time	Selected Results	Place	Rider Status	Actions
6	N/A		Jo Jack	Oh So Fair	00:00	1	0	Entered	Replace
6	N/A		Isabel Southworth	Bloomfield Imperial	00:00	2	0	Entered	Replace
6	N/A		Katie Jerram Hunnabale	Kluane	00:00	3	0	Entered	Replace
6	N/A		Jayne Ross	Bloomfield Greystones	00:00	4	0	Entered	Replace
6	N/A		Sam Tanner	Cotswold manor Cadbury	00:00	5	0	Entered	Replace
6	N/A		Sophie Curry	Bordergrove Harrard	00:00	6	0	Entered	Replace

## EXPORTING SHOWING RESULTS INTO EXCEL

- Simply click on the "Export Class List into Excel" button to download a copy of the Show Results into excel. If you only want a single class, select the class in the drop-down before clicking Export.

## PUBLISHING SHOWING RESULTS

- Go to “Upload Results”
- Click the orange “Get Live Feed URL”
- Click the orange “Publish” button
- Click Save

- This will send the results and final placings to the riders in their MRL account and also publish to your results page on your website
- If you need to take results down temporarily you can do this by just clicking the orange “Hide” button. You can make your changes and then just click “publish” again to display

Results Document

Choose file No file chosen

Get Live Feed URL Publish Not Active

Results URL Link

<http://www.myshowsecretary.co.uk/myshowsecretary/LiveStream/LiveResultsFeedDR.aspx?e=320817>

Save Cancel

## Uploading your Results as an external File

- If you are calculating results outside of MSS and you simply wish to upload an external file i.e. excel/ word/ PDF document of your final Show Results. Please use the "Results Document" option instead.
- Simply click on the "Choose File" button
- Select the file from your local PC
- Click "Save".
- This will upload your file and display on your website. Riders can then download and view the results

# MARKETING

Below is a summary of the key functions and features available via the “Marketing” main menu:





## CREATING A VOUCHER OR DISCOUNT CODE

### Marketing

#### Event Vouchers

Search:

Voucher Code

Action	ID	Voucher Code	Discount Type	Amount	Percentage	Expiry Date
 	774	helper5	Amount	£ 5.00	0 %	26/04/2018
 	775	helper10	Amount	£ 10.00	0 %	26/04/2018

#### Add/Edit Voucher

Voucher Code

Discount Type (selected discount type will be applied to total in shopping basket)

Amount (£)  Percentage  Date Expires

Description

- Go to Marketing in the main menu
- Select “Vouchers” from the dropdown menu
- See screen shot above as a guide – you can create and save as many voucher codes as you wish and associate them to either “All” or “selected” events/clinics.
- Start by creating a voucher code – this is the code you give to the riders to redeem. Its case sensitive
- You can then choose a discount type - % or £ value
- Enter the amount or percentage depending on what you choose
- Set an expiry date (you can come back in and edit as needed should you wish to extend the date anytime)
- Add a description so you know what the voucher is for
- Then scroll down to view your dates – you can either pop a tick in the top box (left) to select “ALL” dates or use the tick boxes next to certain dates and then click save
- This will then enable riders to redeem vouchers/ discounts online which are then tracked in MSS

- Before making payment, on the final summary page, riders will see a discount box if a voucher is attached to that date – if they enter their code, they can redeem it on their entry.
- If the voucher is 100% - it will skip payment altogether and simply send a confirmation to the rider of entry and send the details into your MSS.
- When the voucher is less than the overall amount due, the rider will simply pay the balance.
- If the voucher value i.e. £50 is greater than the entry, the rider can draw down on a voucher. However, the voucher can only be used once per event or clinic

## MAILING LIST

- Go to Marketing in the main menu
- Select “Mailing List” from the dropdown menu
- This page enables you to search and view rider records on your database and edit if needed. This data is shared with the rider and is linked to their own MRL account. PLEASE ONLY EDIT DATA IF REQUIRED.
- You will see there is a specific column which shows you whether riders have opted in or out of your database for marketing purposes only.
- When you export data from the “Email Riders” or “User Marketing Data” pages, any riders which have “opted out” will be filtered from your reports and not included.

### Mailing List

**IMPORTANT NOTICE:** Records in your database are protected by GDPR, do not misuse or market to people that have not either entered your events or have agreed to be on your database. **If you edit ANY record the user will be notified** so please make sure any record you update has accurate information in it before saving! All holders of personal records for marketing purposes should be legally registered with the ICO. Please note you have signed up to the MSS GDPR Shared Data Agreement by using MSS as part of your License. Please ensure you comply with these legal responsibilities. For more information see your License and also visit <https://ico.org.uk/>

Search My Database						Search Rider Database					
User Type:						Search:					
All											
						Go					
						Search New Users					
User ID	First Name	Last Name	BD Reg No.	BS Reg No.	BE Reg No.	Email	Mobile	County	OptIn/OptOut	Edit	Remove
3914	Muirmill	Equestrian Centre	N/A	N/A	N/A	entries@muirmillic.co.uk	07968622701	E Ayrshire			
4839	Shona	Morton	101788	N/A	N/A	shonamorton@aol.com	07801 685584	Dumfries & Galloway			
21299	Sarah	Tubbs	274500	104114	N/A	sarahtubbs@btinternet.com	07886485201	Durham			
40172	Katrina	Dorrington-Ward	340545	340545	N/A	katrinamward@aol.com	07736339192	Renfrewshire			
53616	Mary	Turnbull	N/A	N/A	N/A	ashtonstud@aol.com	07792514502	Fife			
55141	Emma	Geddes	N/A	N/A	N/A	charlotte-g123@hotmail.co.uk	07901 818083	Ayrshire			



## EMAIL RIDERS

- Go to Marketing in the main menu
- Select “Email Riders” from the dropdown menu
- This page allows you to filter your riders email addresses from your database or specific shows and training so you can export and email them directly via your own email program.

### Email Broadcasting

#### EMAIL BROADCASTING - CONTROL PANEL

\* **Note:** Events will show up in this list as soon as AN entry has been made. If no entries are in the event then it will not display in the list.

##### Email your members

[Click here to search by user type](#) OR [Click here to search by event type](#)

Subject

Message

Export Users

Send Email

##### Sent items

No Records Found

You have two filter options:

- Firstly, you can “Click here to search by user type” – this allows you to filter your entire database by “Rider”, “Owner” or “Billing Contact”
- Secondly, you can “Click here to search by event type” – this allows you to view all upcoming show dates and select a specific show only. Useful when you need to contact riders re changes to shows or with latest news updates i.e. cancellations or changes to show timings.
- You then have a further option to export “All” entrants email addresses or you can choose from the classes/ sessions you are running on the day for class specific updates
- Once you have made your selection click on “Export Users”. This will export the email addresses only into a .txt file, ready to copy/ paste or import into third party emailing software.

## MANAGE USERS

- Go to Marketing in the main menu
- Select “Manage Users” from the dropdown menu
- This page enables you to look up specific customers accounts to view their
  - Personal information
  - View all past entry history with you including all past invoices
  - View vouchers they have claimed.
- You can also edit customer information if this has changed i.e. an address or contact number.

### Manage Users

Open Search

Henderson

OR

Last Name

County

Email Address

Select county

MRL Account Number (Preferred option)

BSJA Registration Number

BD Registration Number

Search

Reset

<< < 1 of 1 > >> 6 Items 25 /Page GO

Edit	MRL A/C No.	Account Type	First Name	Last Name	BD No.	BSJA No.	Address 1	Town	County	Post Code	Email	Telephone	Mobile	Vouchers	Invoices
	368915	 Rider Owner Billing Contact	Wendy	Gillings			129 Henderson Drive	Cumnock	E Ayrshire	KA18 3QA	wendynrandi2012@gmail.com	07852 199915	07852 199915		
	403126	 Rider Owner Billing Contact	Gillian	Henderson			15 Arrothill Drive	Kilmarnock	Ayrshire	KA1 1UJ	gillianh37@gmail.com		07341 825565		
	407361	 Owner Rider Rilline	Sean	Henderson		139947	High armsheugh	Irvine	Ayrshire	KA11 2AW	seanphenderson2@gmail.com		07534322953		

## USERS MARKETING DATA

- Go to Marketing in the main menu
- Select “User Marketing Data” from the dropdown menu
- This page enables you to search and filter your database by date, discipline, affiliated/ unaffiliated, payment method and more. This is useful for discipline specific marketing.
- You will see there is a specific column which shows you whether riders have opted in or out of your database for marketing purposes only.
- When you export data from the “Email Riders” or “User Marketing Data” pages, any riders which have “opted out” will be filtered from your reports and not included.

### Account Management

#### User Marketing Data

Event Date Range  To  Location  Type  Payment Method

Discipline   
Arena/CourseHire  
Box Office  
Combined Training

Open Search   
[search by ID, Name, address, telephone, mobile, email]

« < 1 of 45 > » 1106 Items 25 /Page Go

User Type/s	MRL ID	First Name	Last Name	Address	Email	Mobile	Telephone	OptIn/OptOut	Share/DoNotShare
Rider, Owner, Billing Contact	4839	Shona	Morton	Maryfield House, Terregles	shonamorton@aol.com	07801 685584	01387721147		
Rider, Owner, Billing Contact	21299	Sarah	Tubbs	Travellers Rest, Marwood	sarahtubbs@btinternet.com	07886485201	01833 631959		
Rider, Owner, ..	40172	Katrina	Dorrington-	Strathmuir, Duchal Road	katrinamward@aol.com	07736339192			

# MANAGE SCHEDULES

Below is a summary of the key functions and features available via the “Manage Schedules” main menu:

## HOW TO EDIT AN EXISTING EVENT, CLINIC OR HIRE DATE

MyShow Secretary

DASHBOARD - MANAGE MY SHOWS - ACCOUNT MANAGEMENT - **MANAGE SCHEDULES** - MARKETING -

Disabled: No Online Entries: All Vouchers: All

Search

1 of 2 70 Items 25 /Page Go

View/Edit	From Date	To Date	Event ID	Event Name	Event Status	Classes	Online Entry	Stabling	Bedding	First Aid	Extras	Sundry	Add Info	Voucher	Disabled	Entries
Go to	07/07/2022	07/07/2022	386557	Prestige Equestrian Dressage Arena Hire Afternoon - Arena 1 (20mx60m)	Going Ahead	✓	✗	✗	✗	✗	✗	✓	✓	✗	✗	
Edit Event																
Classes			386558	Prestige Equestrian Dressage Arena Hire Afternoon - Arena 2 (20mx60m)	Going Ahead	✓	✗	✗	✗	✗	✗	✓	✓	✗	✗	
Entries On/Off																
Stabling																
Bedding																
Horsebox			376279	Prestige Equestrian Centre British Dressage	Entries Closed	✓	✗	✗	✗	✗	✗	✗	✗	✓	✗	
Sundry Items																
Additional Info			367268	Unaffiliated Dressage	Going Ahead	✓	✗	✗	✗	✗	✗	✗	✓	✗	✗	
Duplicate an Event																
Duplicate Multiple Events			386547	Prestige Equestrian Full BS Course Arena Hire SJ	Going Ahead	✓	✗	✗	✗	✗	✗	✓	✓	✗	✗	

- Go to Manage Schedules.
- Select Add/ Edit Schedules.
- You can filter your shows using the Discipline i.e. “Dressage”
- Click Search.
- Your future dates will come up in the list – go to the date you wish to edit.
- On the Left, in the orange “Go to” menu
  - Select “Edit Event” to change any general text/ closing dates and so on. In this page you can adjust all narrative boxes including Terms & Conditions.
  - Select "Classes" if you wish to edit Class names, entry fees, tests, jump heights and individual class notes.
- Changes you make within these pages will update the schedule for you immediately.
- You will be able to see at a glance the items "active" for any show in the grid (as highlighted above). A green tick indicates a page is active i.e. Stabling, Sundry Items. You can edit any of these items by selecting the relevant page in the left "Go to" Menu.

# MANAGE SCHEDULES

## HOW TO CREATE A NEW SHOW, CLINIC OR HIRE DATE

Adding new dates always begins with duplicating an existing date and then editing as needed.

This ensures key information and settings are pre-filled for you as standard saving time!

If you are a Club or Show and need a new location adding to your MSS account please contact us

MyShow Secretary

DASHBOARD - MANAGE MY SHOWS - ACCOUNT MANAGEMENT - **MANAGE SCHEDULES** - MARKETING -

Disabled: No Online Entries: All Vouchers: All

Search

« < 1 of 3 > » 70 items 25 /Page Go

View/Edit	From Date	To Date	Event ID	Event Name	Event Status	Classes	Online Entry	Stabling	Bedding	First Aid	Extras	Sundry	Add Info	Voucher	Disabled	Entries
<a href="#">Go to</a>	07/07/2022	07/07/2022	386557	Prestige Equestrian Dressage Arena Hire Afternoon - Arena 1 (20mx60m)	Going Ahead	✓	✗	✗	✗	✗	✗	✓	✓	✗	✗	<a href="#">E</a>
<a href="#">Edit Event</a>			386558	Prestige Equestrian Dressage Arena Hire Afternoon - Arena 2 (20mx60m)	Going Ahead	✓	✗	✗	✗	✗	✗	✓	✓	✗	✗	
<a href="#">Classes</a>			376279	Prestige Equestrian Centre British Dressage	Entries Closed	✓	✗	✗	✗	✗	✗	✗	✗	✓	✗	<a href="#">E</a>
<a href="#">Entries On/Off</a>			367268	Unaffiliated Dressage	Going Ahead	✓	✗	✗	✗	✗	✗	✗	✓	✗	✗	<a href="#">E</a>
<a href="#">Stabling</a>			386547	Prestige Equestrian Full BS Course Arena Hire SJ	Going Ahead	✓	✗	✗	✗	✗	✗	✓	✓	✗	✗	<a href="#">E</a>
<a href="#">Bedding</a>																
<a href="#">Horsebox</a>																
<a href="#">Sundry Items</a>																
<a href="#">Additional Info</a>																
<a href="#">Duplicate an Event</a>																
<a href="#">Duplicate Multiple Events</a>																

- Find the most suitable show in your list as a starting point and then select from the menu "Duplicate an Event" as hi-lighted above.
- To Duplicate an old show/ clinic/ hire which has now past, use the date selector at the top of the page to bring up past dates.
- On the next page which loads you will see you can select the "Start Date" of the new show. You can then copy this to the "End Date" if its a 1 day show. For multi day shows simply select the last day of the show
- You can then choose whether to copy "Vouchers", "Caps" and "Classes" across to the new show in the same format. You simply select "Yes" or "No" as needed for each item.
- Then Click the orange "SAVE AND GO TO EVENT" button. This is important! It will then take you into your NEW show to edit the schedule  
(SEE SCREEN SHOT BELOW)

# MANAGE SCHEDULES

## Duplicate Event

Go to▼

\* This function is to duplicate from 1 event to another single event date Example: To copy 03/10/2019 to 04/11/2019 you would make sure the correct Event date is selected e.g 03/10/2019 Event and then enter in the fields the Date of the new Event Date = where Start Date = 04/11/2019 and the End Date = 04/11/2019, if you wish to create multiple new event dates please use the Duplicate Multiple Events option from the GoTo Menu on Add/Edit Schedules.

YOU ARE ABOUT TO DUPLICATE THE FOLLOWING EVENT...

Unaffiliated Dressage | (367268) | 09/07/2022 - 09/07/2022 | Going Ahead | Prestige Equestrian

TO THE NEW DATE BELOW...

Start Date		End Date	
28/07/2022	Copy to End Date	28/07/2022	
Copy Voucher/s Across	Cap Entries Settings	Copy Event Classes	
No	No	Yes	

Save and Go to Event

Save and Duplicate Another Event

## IMPORTANT!

If you notice you have entries against your new date you think you have created, it means you haven't clicked on the "Save and go to Event" button hi-lighted above and you have used the top "Go to" menu instead and are now editing the past show. **STOP IMMEDIATELY!**

You will need to reinstate the previous date so all entries/ accounts/ times and results remain with the original show. Go back to the steps above and repeat the process again and ensure you click the correct button.

- When you click the "Save and go to Event" button it will take you straight into the "Edit Event" page to change any general text/ closing dates and so on. In this page you can adjust all narrative boxes including Terms & Conditions. Once changes have been made click "Save".
- Scroll to the top of the page and select "Maintain Classes" if you wish to edit Class names, entry fees, tests, jump heights and individual class notes. You can also create new classes and change class numbers too.
- You will see further items in the menu you can edit and/ or activate too including Stabling, Sundry Items, Additional Information fields and so on. See detailed sections within the Help Guide on setting up Stabling, Hookup etc for your show.
- Changes you make within these pages will update the schedule for you immediately.

## REMOVING OR DELETING A DATE FROM YOUR CALENDAR & MRL

- Go to Manage Schedules.
- Select Add/ Edit Schedules.
- Find the date you wish to remove or delete
- Click on "Edit Event" from the left "Go to" menu
- On this page you will see an option as hi-lighted below to "Disable this Event"
- Select "Yes"
- Click the Save button

This will remove the date from the calendar on your website and the listing on My Riding Life for you. If you wish to enable the event again and publish it, simply search for the date on the Add/ Edit schedules page, click into the date as before and this time select "No" to "Disable this Event" and then click Save. This will make the date live again for you and you can open entries if required.

This function is also useful if you would like to create a show schedule and work on this privately before making it "Live" to the public.

You can filter the search on the Add/ Edit Schedules page to show disabled dates.

**MyShow Secretary**

DASHBOARD ▾ **MANAGE MY SHOWS ▾** ACCOUNT MANAGEMENT ▾ MANAGE SCHEDULES ▾ MARKETING ▾ ⚙

Dashboard → Manage My Shows → **Edit Schedule**

**Go to ▾**

**You are now Editing :** [Beechwood Equestrian Centre Unaffiliated Dressage | 22/09/2020 - 22/09/2020 | unaffiliated at Beechwood Equestrian Centre]

**Save**

Location: Beechwood Equestrian Centre ▾

Event Name: Beechwood Equestrian Centre Unaffiliated Dressage

Event Date Range (Start/End): 22/09/2020 To 22/09/2020

Discipline: Dressage ▾

Status: Unaffiliated ▾

Event Status: Going Ahead ▾

Vendor: BeechwoodEC ▾

Type: Live ▾

Closing Date: 15/09/2020

Final Closing Date and Time: 19/09/2020 11:59 PM

Late Entries Accepted: Yes ▾

Late Entry Fee Enforce: Yes ▾

Late Entry Fee: 2.00

Secretary: Show Secretary, Beechwood Eque: ▾

Event Email: info@beechwooddec.co.uk

Event Website: www.beechwooddec.co.uk

Pony Club: Select if applicable ▾

Riding Club: Select if applicable

**Disable this Event**

Yes ▾

Select

**Yes**

No



## SETTING A TOTAL CAP FOR A SHOW OR CLINIC

- Go to Manage Schedules.
- Select "Turn Entries on/ off"
- Find your date and click on the "Edit" button.
- On this page you can set an "Event Cap of Entries" - this is the total number of entries you can accept for the whole show.
- Enter the number of entries allowed i.e. 60
- Click Save
- Once a total of 60 entries are reached, the online entries will automatically close

### Manage Schedules

The screenshot shows the 'Manage Schedules' form for the event 'Muirmill Equestrian Centre Thursday Evening Show Jumping' (Event Id: 326932, From Date: 10/09/2020). The form includes fields for 'Closing Date', 'Accept Late Entries', 'Summary', 'Private Hire', 'Closing Date FINAL', 'Late Entry Fee Enforce', 'Event Cap Of Entries', 'Current No Of Entries', and 'Online Entries Deadline'. The 'Event Cap Of Entries' field is highlighted with a black box and contains the value '60'. A 'Save' button is also highlighted with a black box. In the top right corner, there are links for 'Back to Events Listing' and 'Edit Schedules'.

## SETTING CAPS FOR INDIVIDUAL CLASSES, LESSONS/ TRAINING & SHARED ARENA HIRE

- Go to Manage Schedules.
- Select "Turn Entries on/ off"
- Find your date and click on the "Edit" button.
- On the page which loads, scroll down to the grid of classes/ sessions.
- Next to each you will see a "Cap of Entries" box as shown below.
- Enter your cap here and then click "Save Cap of Entries".
- Once this total number of entries is reached, entries will automatically close for that class/ session, regardless of closing dates set

### Event Classes:

Class Number	Class Sort	Class Name	Class Definition	ID	Online Entries	Open/Close	No. Of Entries	Cap Of Entries
Class 1		1 Show Jumping 0.20m		2032721	Open	<input type="checkbox"/>	0	<input type="text" value="10"/>
Class 3		3 Show Jumping 0.40m		2032722	Open	<input type="checkbox"/>	0	<input type="text" value="25"/>
Class 4		4 Show Jumping 0.50m		2032723	Open	<input type="checkbox"/>	0	<input type="text" value="10"/>
Class 5		5 Show Jumping 0.60m		2032724	Open	<input type="checkbox"/>	0	<input type="text" value="15"/>
Class 6		6 Show Jumping 0.70m		2032725	Open	<input type="checkbox"/>	0	<input type="text" value="20"/>
Class 7		7 Show Jumping 0.80m		2032726	Open	<input type="checkbox"/>	0	<input type="text" value="20"/>
Class 8		8 Show Jumping 0.90m		2032727	Open	<input type="checkbox"/>	0	<input type="text" value="20"/>

Cap Of Entries

Save Cap Of Entries

Online Entries Status:

Open All

Close All

Open Selected

Close Selected

Back

## PRIVATE HIRE SETTING FOR ARENA & COURSE HIRE DATES

- When adding and setting up Arena & Course Hire dates in Add/ Edit Schedules, if you have set the date to "Private Hire" only, this allows 1 transaction per session, it will show in the settings on this page.
- Caps are therefore not required as it will automatically close a hire slot once booked.
- You can turn this setting on and off via the Add/ Edit Schedules - Edit Event page.

## Manage Schedules

Open/Close Entries

Open/Close Discount/Additions

Event Name: Muirmill Equestrian Centre Show Jumping Course Hire 1pm - 6pm  
Event Id: 326931  
From Date: 10/09/2020

[Back to Events Listing](#)  
[Edit Schedules](#)

Closing Date ?

Accept Late Entries

Summary

Private Hire

Closing Date FINAL ?

Late Entry Fee Enforce

Event Cap Of Entries ?

Current No Of Entries

Online Entries Deadline ?  
 :  :

Late Entry Fee:

Save

## SETTING/ EDITING A CLOSING DATE FOR A SHOW / SETTING LATE ENTRIES & LEVIES

- Go to Manage Schedules.
- Select "Turn Entries on/ off"
- Find your date and click on the "Edit" button.
- On the page which loads you will see various Closing Date options and fields.
  - The First Closing Date box: Set this to your initial Closing Date (i.e. 7 days before the show at midnight).
  - If you want to Accept Late Entries – set this to "Yes".
  - If you want to enforce a Late Entry Fee per Class – set this to "Yes".
  - In the Late Entry Fee box – enter the amount you wish to charge per class for Late Entries i.e. £3 per class.
  - The Closing Date Final – this is your Final Closing Date when you need entries to close.
  - Online Entries Deadline – this allows you to set a specific time on the final Closing Date.
  - Click Save
- Please refer to screen shot below to see how the automation works when completed fully.

### Manage Schedules

Open/Close Entries

Open/Close Discount/Additions

Event Name: Muirmill Equestrian Centre Thursday Evening Show Jumping

Event Id: 326932

From Date: 10/09/2020

[Back to Events Listing](#)  
[Edit Schedules](#)

Closing Date ⓘ

08/09/2020

Accept Late Entries

Yes ▼

Summary

Going Ahead ▼

Private Hire

No ▼

Closing Date FINAL ⓘ

09/08/2020

Late Entry Fee Enforce

Yes ▼

Event Cap Of Entries ⓘ

60

Current No Of Entries

0

Online Entries Deadline ⓘ

12 ▼ : 00 ▼ : AM ▼

Late Entry Fee:

3

Save

## CHANGING THE STATUS OF AN EVENT, CLINIC OR HIRE DATE

- Go to Manage Schedules
- Select "Turn Entries on/ off"
- Find your date and click on the "Edit" button.
- On the page which loads you will see under Closing Date options a Summary drop-down menu
- Click to expand, select the most appropriate Event Status
- Click Save

### NOTE:

When you select a status' such as Cancelled then online entries will close automatically for you and your calendar listing and show schedule will be updated too.

### Manage Schedules

Open/Close Entries    Open/Close Discount/Additions

Event Name: Muirmill Equestrian Centre Thursday Evening Show Jumping  
Event Id: 326932  
From Date: 10/09/2020

Back to Events Listing  
Edit Schedules

Closing Date     Accept Late Entries

Closing Date FINAL     Late Entry Fee Enforce

Online Entries Deadline  :  :     Late Entry Fee:

Save

Summary

- Going Ahead
- Select
- Cancelled
- Entries Closed
- Entries Full
- External Hire
- Going Ahead
- Late Entries
- Postponed
- Provisional
- Results Available
- Times Available
- Wait List

Private Hire

Current No Of Entries

## ADDING A NEW LOCATION

### NOTE:

If you need a new location adding to your list in MSS please email [support@myshowsecretary.co.uk](mailto:support@myshowsecretary.co.uk) and we can arrange this for you.


Simply let us know the date and full location address and this can be associated,

## SETTING UP/ EDITING STABLING FOR A SHOW

- Go to Manage Schedules
- Select Add/ Edit Schedules
- You can filter your shows using the Discipline i.e. "Show Jumping" and Status "Affiliated" Click Search
- Your BS Dates will come up in the list – go to the date you wish to edit
- On the Left, in the orange "Go to" menu, select "Stabling"
- Ensure its set "Yes" to Display Stabling within the Shopping Basket?
- Select "Stabling Day"
- Enter in "Stabling Type" a description of the Stable offered i.e. Stables for Show Duration or Stabling for Tuesday Night
- Enter Stabling Cost i.e 80.00
- In Total Stabling box enter the amount of Stables Available for the Show
- In Stabling Cap enter the maximum available. Once this cap is reached, the Stables will be marked as Closed
- The Cost Center can be selected from the drop-down menu i.e. Stabling
- Status should be set to "Open". If you need to close a Stabling option, you would edit this to "Closed"
- Stabling Display set to "Display" – again, if you need to close this, select "Hide"
- The Display Order is the order in which they are listed on your website
- If you are only offering Duration Stables for the Show, ensure "Duration Only" is set to "Yes". If you are also offering individual nights as well, set to "No"
- Click Save

### Display Stabling within the Shopping Basket?

### Add/Edit Stabling

 Changing a Stabling Item will change any reports, invoices, bookings against this item, this should only be used for Typos or slight changes, if you need to create a major change please add a new Stabling Item and hide this one so data is not corrupted.

Stabling Day Duration	Stabling Type Stables for Show Duration	Stabling Cost 80.00
Total Stabling 500	Stabling Cap 500	Cost Center Stabling (Stabling)
Stabling Status Open	Stabling Display Display	Display Order 1
		Duration Only Yes

of 1  /Page

Edit	ID	StablingDay	StablingType	Cost	2nd Cost	3rd Cost	4th Cost	5th Cost	6th Cost	7th Cost	Cap	Total	Booked	Available	CostCentre (Code)	Status	Display	DisplayOrder
	4424	Duration	Stables for Show Duration	E 80.00	E 0.00	E 0.00	E 0.00	E 0.00	E 0.00	E 0.00	500	500	3	497	Stabling (Stabling)	Opened	Display	1

## SETTING UP/ EDITING BEDDING FOR A SHOW

Muirmill Equestrian Centre Junior British Show Jumping inc Second Rounds | (326693) | 26/09/2020 - 27/09/2020 | Going Ahead | Muirmill Equestrian Centre

Display Bedding within the Shopping Basket?

Yes

Save

Add/Edit Bedding

Bedding Type	Bedding Cost Per Bale	Bedding Cost Centre
Shavings	8.00	Bedding (Bedding)
Total Bedding	Bedding Cap	Bedding Status
5000	5000	Open
Bedding Display		
Display		

Save

<< < 1 of 1 > >> 1 Items 25 /Page Go

Edit	ID	Bedding Type	Bedding Cost	Cost Centre (Code)	BeddingCap	TotalBedding	BeddingBooked	BeddingAvailable	Status	Display	Last Updated
	859	Shavings	£ 8.00	Bedding (Bedding)	5000	5000	0	5000	Opened	Display	31/08/2020

- Go to Manage Schedules
- Select Add/ Edit Schedules
- You can filter your shows using the Discipline i.e. “Show Jumping” and Status “Affiliated” Click Search
- Your BS Dates will come up in the list – go to the date you wish to edit
- On the Left, in the orange “Go to” menu, select “Bedding”
- Ensure its set "Yes" to Display Bedding within the Shopping Basket?
- Select Bedding Type i.e. Shavings
- Enter Cost per bale i.e. 8.00
- Cost Center is “Bedding”
- Set your Caps and Totals
- Status is “Open” – if you need to close a Bedding option, you would edit this to “Closed”
- Bedding display set to “Display” – again, if you need to hide, select “Hide”
- Click Save

## SETTING UP/ EDITING HOOK-UP FOR A SHOW


Display Sundry Items within the Shopping Basket?

Yes

Save

Export Report

Add/Edit Sundry Items

 Changing a Sundry Item will change any reports, invoices, bookings against this item, this should only be used for Typos or slight changes, if you need to create a major change please add a new Sundry Item and hide this one so data is not corrupted.

Select an Item Please select	Item Code HookUp	Name/Description Hook-up for the Show Duration	Item Amount £ 20.00
Item has Vat? No	Item Vat Rate % 0.00	Item Net Cost 20.00	Item Credit or Item Cost Cost
Cost Center Hookup (Hookup)	Is Compulsory No	Display On SB Yes	Is Open Yes
Sundry Period Duration	Sundry Cap 500	Hook Up Yes	

Save

« < 1 of 1 > » 2 Items 25 /Page GO

Edit	Name (Code)	Amount	VAT?	VAT Rate %	Net Cost	Credit/Cost	CostCentre (Code)	Compulsory?	Display On SB	Is Open	Hook Up	Sundry Period	Sundry Cap	Booked
	Hook-up for the Show Duration (HookUp)	£ 20.00	No	0.00%	£ 20.00	Cost	Hookup (Hookup)	No	Yes	Yes	Yes	Duration	500	1

- Go to Manage Schedules
- Select Add/ Edit Schedules
- You can filter your shows using the Discipline i.e. "Show Jumping" and Status "Affiliated". Click Search .
- Your BS Dates will come up in the list – go to the date you wish to edit
- On the Left, in the orange "Go to" menu, select "Sundry Items"
- Ensure its set "Yes" to Display Sundry Items within the Shopping Basket?
- Select an Item – we may have populated this for you so you can specify Hook-up Nights, which will be helpful on the reporting.
- Select the first option.
- It will then populate most of the fields for you automatically.
- If it was a compulsory fee such as Postage & Packing for sending out passes, you could set "Is Compulsory" to "Yes" as well.
- Set "Display On SB" to "Yes"
- Set "Is Open" to "Yes"
- Set "Hook-up" to "Yes"



- In Sundry Period you can select the Individual Day (if offering Hookup per night) or Duration
- In Sundry Cap enter the number of Hook-up points available to sell.
- Once this cap is reached it will close bookings for that Day or Show Duration as needed.
- Click Save
- Repeat for further nights as required

## SETTING UP/ EDITING HORSEBOX REPORTS FOR A SHOW

- Go to Manage Schedules
- Select Add/ Edit Schedules
- You can filter your shows using the Discipline i.e. "Show Jumping" and Status "Affiliated". Click Search .
- Your BS Dates will come up in the list – go to the date you wish to edit
- On the Left, in the orange "Go to" menu, select "Horsebox"
- Ensure its set "Yes" to Display Horsebox within the Shopping Basket?
- Select Day or simply Duration – it will default to display and open
- Click Save
- The repeat for further nights if needed. If duration only, you are all done!

If this is set up for your show, then you can run reports for this information but it will also feed into your "Hook-up" reports too so you can run spot checks during the show and ensure the right boxes are connected to your Hookup points.

Display Horsebox within the Shopping Basket?

Save

Add/Edit Horsebox

Horsebox Day	Horsebox Display	Status
Duration	Display	Open

Customer Notes

Secretary Notes

Save

<< < 1 of 1 > >> 1 Items 25 /Page GO

Edit	ID	Day	Display	Status	Bookings	Customer Notes	Secretary Notes	Last Updated
	1558	Duration	Display	Opened	0			28/08/2020

# SHOW, STABLE, SUNDRY & ACCOUNTING REPORTS

## FINAL SHOW ACCOUNTING REPORT

this is a useful report and export to produce following each Show or Activity. This report provides a detailed breakdown of all your transactions for that Activity.

In addition to seeing the overall revenue per customer and for the whole show it also breaks down each transaction into individual Cost Centres for you. This shows at a glance total revenue for each element of the Show i.e. Entries, First Aid, Stabling, Hook-up and any other items riders have purchased. This is particularly useful for seeing total income per Cost Centre and splitting out items which may or may not included a VAT element.

- Go to Manage my Shows
- Manage My Events
- In the Sub Menu for each show you will see a button called "Accounts". Click into the page

From Date	To Date	Name	ID	Status	Discipline	Status
03/03/2021	03/03/2021	Merrist Wood Evening Clear Round Show Jumping	334124	unaffiliated	Showjumping	Provisional

Show List Class List Stabling Add Entries Fast Track Starters Start Times Upload Times Live Stream Results Upload Results Show Settings **Accounts** Exports

Class

\*\* Show All \*\*

Search

Go

Reset

Save Changes

Export Class List into Excel

Plain Export

Full Class List Export

Export Mailing List

Entries Pending

Split Class

<<

<

1

of 1

>

>>

3 Items

50 /Page

Go

Class	Section	Rider	Horse	Owner	Billing Contact	Status	Payment	Notes	Actions
1	N/A	Amelie Bignore	Singelwood's Magnum	Holly Bignore	Name: Holly Bignore Email: h.bignore@icloud.com Contact: 07958465465	Entered	Online	Class Notes: Please can Amelie & Jackson ride one after	Options

- The page will load showing all transactions for this show only.
- Click "Detailed Export"
- This will provide a complete financial report which can be reconciled with your Bank Statements and used as part of a Profit & Loss Report.
- If you want to view or print a specific invoice from a rider, click on the orange "Options" menu and select the Invoice link

## TAILORED ACCOUNTING REPORT PER SHOW

- Go to Manage my Shows
- Tailored Export Events
- On this page you can run specific reports for each show – click the report for “Export Acct Info”
- Then tick all the fields below you would like in your report (I tick the top box for each section as this selects them all in one go for you!)
- Sort by “Date/Time Processed” (so it matches your Bank statement for easily reconciling)
- Click Export
- You can then choose to delete any columns you feel you don’t need at this point
- For Larger Shows where you are offering Stabling/ Bedding/ Hook-up etc. it will break out each invoice for you so you can see total income for each area.

## GENERAL ACCOUNTING REPORTS

- Go to Account Management
- Select Online Entries Report
- Use the “Date Range” box to select a period for the report i.e. 01/09/2024 – 30/09/2024 if you want to see a monthly report all of payments.
- You can then filter further by selecting a payment method if you only want the report to contain “Online” payments.
- You can also run a report for “Manual” entries you process in MSS.
- You can also use the “Status” filter to only show “Completed” entries/ payments.
- If you want to see all i.e. failed, aborted, or those who still haven’t paid (if they are ones you have entered via post/ email and they are due to pay on the day) then leave this as it is.
- Click Search
- It will then bring up all the relevant transactions below.
- You can then export into Excel using the orange "Summary Export" button.
- For detailed Reports which spilt out all invoices into Cost Centres too use the "Detailed Export" button. This is advisable if your shows include additional items such as First Aid, Stabling, Hook-up, Bedding and so on.
- If you want to view or print a specific invoice from a rider, click on the orange “invoice” link next to their entry.

## STABLING & BEDDING REPORTS

- Go to Manage my Shows
- Find your Show
- You will see a column for Stables Booked with an orange number showing i.e. “3” which is the number currently sold.

Search for

Date Range  To  Location  Type  Discipline

« < 1 of 1 > » 4 Items 25 /Page GO

Action	From Date	To Date	Name	Type	Discipline	Status	Stabling Booked	Hook Up Booked	No of Entries	Total Cap	Online Entry	Entries
<input type="button" value="Go to"/>	25/08/2020	25/08/2020	Muirmill Equestrian Centre Senior British Show Jumping Cat 1	affiliated	Showjumping	Results Available		0	79	0	✗	£
<input type="button" value="Go to"/>	30/08/2020	30/08/2020	Muirmill Equestrian Centre Senior British Show Jumping Cat 1	affiliated	Showjumping	Results Available		0	193	0	✗	£
<input type="button" value="Go to"/>	12/09/2020	12/09/2020	Muirmill Equestrian Centre Senior British Show Jumping Cat 1	affiliated	Showjumping	Going Ahead		0	2	0	✓	£
<input type="button" value="Go to"/>	26/09/2020	27/09/2020	Muirmill Equestrian Centre Junior British Show Jumping Inc Second Rounds	affiliated	Showjumping	Going Ahead	3	1	5	0	✓	£

- If you have no number showing i.e. “0”, then stabling isn’t active for the show or none have been booked to date.
- Click on the orange number which will take you into the Stabling Area.
- You will see at the top an orange button entitled “Stabling/Bedding Report”

Muirmill Equestrian Centre Junior British Show Jumping Inc Second Rounds | (326693) | 26/09/2020 - 27/09/2020 | Going Ahead | Muirmill Equestrian Centre

Display Stabling within the Shopping Basket?

Add/Edit Stabling

Stabling Day  Stabling Type  Stabling Cost  Stabling Second Cost

- Click on this and it takes you through to the report page with all the columns pre-ticked for you
- Click Export

### NOTE:

If you want to close stable bookings, where it states “Display Stabling within the Shopping Basket?” Just change this to “No” and click “Save”. You can also click on individual days below if you just want to close a single night as required. There is a cap option too per night, which you can set and adjusted as needed.

Text 07798 626075 for Support

My Show Secretary - Help Guide 2024

## HOOK UP REPORTS

- Go to Manage my Shows
- Find your Show
- You will see a column for Hookup Booked with an orange number showing i.e. “1” which is the number currently sold.

Search for

Date Range  To  Location  Type  Discipline

< < 1 of 1 > > 4 items 25 /Page GO

Action	From Date	To Date	Name	Type	Discipline	Status	Stabling Booked	Hook Up Booked	No of Entries	Total Cap	Online Entry	Entries
<input type="button" value="Go to"/>	25/08/2020	25/08/2020	Muirmill Equestrian Centre Senior British Show Jumping Cat 1	affiliated	Showjumping	Results Available		0	79	0		
<input type="button" value="Go to"/>	30/08/2020	30/08/2020	Muirmill Equestrian Centre Senior British Show Jumping Cat 1	affiliated	Showjumping	Results Available		0	193	0		
<input type="button" value="Go to"/>	12/09/2020	12/09/2020	Muirmill Equestrian Centre Senior British Show Jumping Cat 1	affiliated	Showjumping	Going Ahead		0	2	0		
<input type="button" value="Go to"/>	26/09/2020	27/09/2020	Muirmill Equestrian Centre Junior British Show Jumping Inc Second Rounds	affiliated	Showjumping	Going Ahead	3	1	5	0		

- If you have no number showing i.e. “0”, then Hookup isn’t active for the show or none have been booked to date.
- Click on the orange number which will take you into the Hookup Area.
- You will see at the top an orange button entitled “Export Report”
- Click on this and it takes you through to the report page where you can select your items and the fields you wish to export
- We advise you select all fields, and then you can delete any columns you don't require once exported
- You will notice for Hookup reports you can export data relating to Horseboxes and their registrations so you can make spot checks during the show
- Click Export

## SUNDRY ITEMS REPORTS

- Go to Manage my Shows
- Tailored Export Events
- On this page you can run specific reports – click the report for “Sundry”
- Select from the “Sundry Items” dropdown “Hook-up (Show Duration)” and/or “Hay” (you can run joint or individual reports)
- Then tick all the fields below you would like in your report

- Then tick all the fields below you would like in your report
- Order by “Code” (in case you are selling lots of items, this will separate them into groups for you)
- Click Export

## HORSEBOX REPORT

For larger shows you may wish to activate this so you have horsebox registrations on file for all vehicles on the Showground and those who have booked Hook-up.


- Go to Manage my Shows.
- Tailored Export Events
- On this page you can run specific reports – click the report for “Horseboxes” which is under “more” at the end under a heading of Export
- Click on this and it takes you through to the report page with all the columns pre-ticked for you
- Click Export – this will show you which boxes are on site on any given day

## PROFIT & LOSS REPORTS

- Go to Accounts Management
- Select Profit/ Loss Reports
- On this page you can view a Profit & Loss Report by clicking on the "View" button.
- This will generate an Excel Export of the data for you
- Once downloaded, you can view and edit as required
- You can view "Past" shows by using the date selector option in the search filter

You can set up "Standard Outgoings" for your shows to reflect costs such as Venue Hire, Judges, Course Builders, Rosettes, Prize Money and so on. This will provide you with a more accurate report for the Show. See the steps below to set these up:

- Go into your Show via Manage my Event
- Click on "Show Settings"
- Select "MAINTENANCE - ACCOUNTS: Set up Standard Names for Outgoings to create your Profit/Loss"
- You can view all your outgoings you have saved
- You can "Add new Standard Outgoing" too



You can apply "costs" and "adjustments" to your show and standard outgoings by following the steps below

- Go to Accounts Management
- Select Profit/ Loss Reports
- Click on the "Event Name" which is an orange text link
- On this page you can click on "Add New Cost"
- A dropdown menu will appear with a list of your Standard Outgoings you added using the steps above. Select each and add a cost and save
- You can also apply Adjustments too using the "Add New Adjustment" button for both Income & Costs.
- These will all feed into the Excel Report for a final P&L report for the Show

## MISCELLANEOUS REPORTS

### EXPORTING EMERGENCY CONTACT NUMBERS/ NEXT OF KIN INFO

- Go to Manage my Shows
- Select Tailored Export Events
- Find your Date
- Click on the "Extras" report
- Select the fields you want Export - this can be tailored to you and the activity
- Click Export



# My Show Secretary

The software that manages all your events, training & facility hire!



## Get in touch with the Team

Equine Affairs Ltd  
29 Denton Drive  
Bedford  
MK43 0NA

Main Office: 0871 2303649  
Text Support/ Out of Hours: 07798 626075

Email: [info@myshowsecretary.co.uk](mailto:info@myshowsecretary.co.uk)  
Website: [www.myshowsecretary.co.uk](http://www.myshowsecretary.co.uk)



### **VICTORIA LEWIS**

Founder/ Managing Director  
United Kingdom  
[victorialewis@affairsgroup.co.uk](mailto:victorialewis@affairsgroup.co.uk)

### **HAYLEY SHARMAN**

Director  
United Kingdom  
[hayleysharman@affairsgroup.co.uk](mailto:hayleysharman@affairsgroup.co.uk)



Equine Affairs Ltd  
29 Denton Drive, Bedford, MK43 0NA  
Main Office: 0871 2303649  
Text Support/ Out of Hours: 07798 626075  
Email: [info@myshowsecretary.co.uk](mailto:info@myshowsecretary.co.uk)