



Fox Village/Equestrian Entries Show Setup and Entry Import Manager's Guide (June 1, 2011)

> Part I: Show Setup Part II: Fee Setup Part III: Publishing Part IV: Entry Import

This guide will show you step-by-step how to setup a show in Fox Village so that it can be published to Equestrian Entries, enabling the entries created on Equestrian Entries to be imported back into Fox Village.*

Use of show templates in Fox Village is necessary for each show to have a unique publication number. Shows which have already been published cannot be copied and republished as a different show.

Published shows can be modified in Fox Village and republished if information is updated that impacts entries or a prize list becomes available for the show.

Most of the show setup is very similar to past show setup in Fox Village.

Follow the guidelines to ensure proper setup for the

Fox Village / Equestrian Entries interface.

Use of the FV/EE interface program requires the user to have a Fox Village license, and an Equestrian Entries Show Manager User Account. Use of the interface program by permission only, and agreement to both Fox Village and Equestrian Entries terms of agreement.

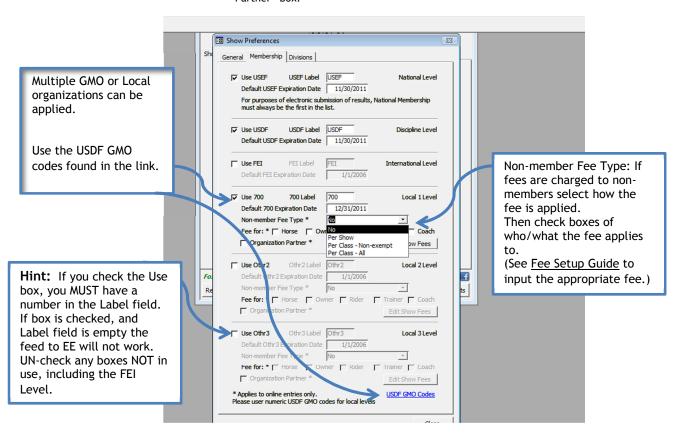
*Entries created on Equestrian Entries are available for import to Fox Village even if the entry was not paid and submitted online.

FV Show Setup for EE Interface - Manager's Guide Part I Show Preferences, Show Information, and Class lists

Please read through <u>carefully</u>, as this will impact the fees that are charged to the entrant in Equestrian Entries. If you have a fee or situation that is not covered here, please email Helpme@eqentries.com

Show Preferences:

- General Tab: Set up as normal no impact to interface
- Membership Tab:
 - Select Memberships as needed for USEF, USDF, and FEI
 - GMOs Multiple GMO, or local organizations can be used.
 IMPORTANT: You must use the USDF GMO codes in the L1, L2 and L3 Label boxes. Use the USDF GMO Codes link at the bottom of the page to find your GMO number.
 - Non-member Fee Type: Use this to indicate if the GMO charges a non-member fee, and how it is applied.
 - Fee For: Select what the non-member fee applies to you can select as many as are required to have memberships.
 - Organization Partner: If you have 2 GMOs that work in partnership, and only require competitor to be a member of ONE of the organizations, check the "Organization Partner" box.



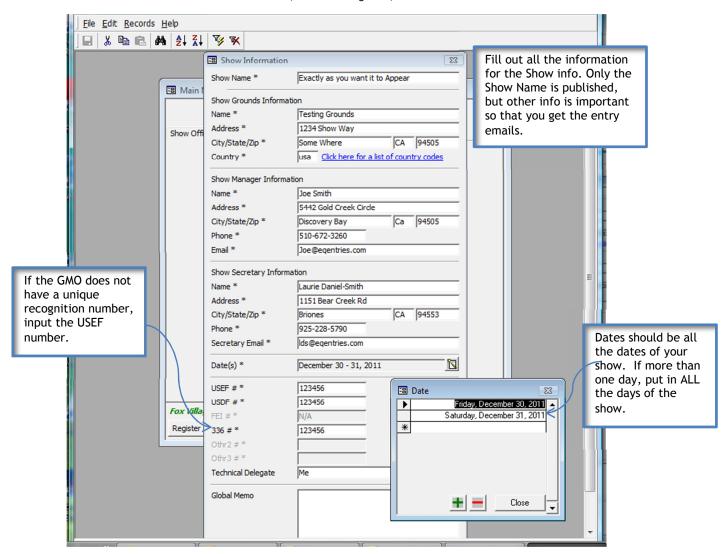
Divisions Tab: Setup as normal - no impact to interface.

Show information:

This page is important as it tells Equestrian Entries who to contact and where to send information.

Required Fields:

- Show Name: Input as you want it to appear to the competitor should match advertised show name.
- Grounds, Show Manager, Show Secretary: Information is for internal use only. This is not published. Show Secretary is where the entries will be sent and communication directed. Make sure the Secretary email is where you want the entries to be emailed.
- Dates: Need to be all the dates of the show. Input as many dates as the show runs.
- USEF, USDF and other show recognition numbers: For a GMO recognized show must input the same number as the USEF number. If show is not USEF, or USDF recognized, leave blank.



Class Lists:

The class list will appear to entrants exactly as you have setup. This is important to convey exempt classes, Test of Choice classes, USDF/GIAG Qualifying classes, fees etc. Please read carefully.

Required Fields:

- Class Number and Text: Each class must have a unique class number. 101A, 101J etc. are acceptable.
- Class Name: Name exactly as you want the competitor to see it. Include JR, YR, AA, or Open in the class name if the class is division specific.
- Level Type:
 - Opportunity, Intro, Quadrille, Pas De Deux, are "Exempt" regardless of level. This selection removes any Non-member fees that would ordinarily be charged.
 - o Recommend also making Para classes Exempt, as they are USDF exempt. If competitor does not have USEF membership, you will need to collect that at check-in.
 - o Classes NOT exempt from USEF and USDF member fees should match the level, or class type.
 - Use "Other" if no other selection applies. ("Other" will still require memberships, or non-member fee will be applied.)
- Test of Choice: Check box ONLY if the class is a TOC this will require entrant to put in a note stating test desired.
- **Default Test:** Assign the test as you normally would. **Hint:** For Test of Choice classes, make the default test "Online Test Place Holder". This is a new option available in the dropdown. You can then assign the desired test once the entry is imported.
- Date: This is important, particularly if you have a multi-day show. The date assigned to the class determines which day it can be selected. If NO date is selected the class will NOT feed to Equestrian Entries, and thus cannot be selected.
- Class Fee: If not filled in, then they won't be charged for the class!
- Qualify: Select "Qualifying Allowed" ONLY if the class is a USDF/GAIG Qualifying class. (*Not to be used for any other type of qualifying class.)
- Divisions: Open, AA, JR/YR, and Other are only needed for the "Qualifying Allowed" Classes. Select the divisions that can select to add the \$10 fee to the class. (If "No Q" then leave boxes unchecked.)
- Judge: You must assign at least ONE Judge to ONE of the classes for the feed to work. You can change this
 later as needed.

*For other types of qualifying classes, need to use the Custom Fee Section to allow competitor to select an additional Qualifying fee. (See System and Custom Fee Guidelines)

