



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 carefully, 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.

Multiple GMO or Local organizations can be applied.

Use the USDF GMO codes found in the link.

Hint: If you check the Use box, you MUST have a number in the Label field. If box is checked, and Label field is empty the feed to EE will not work. UN-check any boxes NOT in use, including the FEI Level.

Non-member Fee Type: If fees are charged to non-members select how the fee is applied. Then check boxes of who/what the fee applies to. (See Fee Setup Guide to input the appropriate fee.)

Multiple GMO or Local organizations can be applied.

Use the USDF GMO codes found in the link.

Hint: If you check the Use box, you MUST have a number in the Label field. If box is checked, and Label field is empty the feed to EE will not work. UN-check any boxes NOT in use, including the FEI Level.

Non-member Fee Type: If fees are charged to non-members select how the fee is applied. Then check boxes of who/what the fee applies to. (See Fee Setup Guide to input the appropriate fee.)

- 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.

The screenshot shows the 'Show Information' form with the following fields and values:

- Show Name ***: Exactly as you want it to Appear
- Show Grounds Information**
 - Name ***: Testing Grounds
 - Address ***: 1234 Show Way
 - City/State/Zip ***: Some Where CA 94505
 - Country ***: usa [Click here for a list of country codes](#)
- Show Manager Information**
 - Name ***: Joe Smith
 - Address ***: 5442 Gold Creek Circle
 - City/State/Zip ***: Discovery Bay Ca 94505
 - Phone ***: 510-672-3260
 - Email ***: Joe@eqentries.com
- Show Secretary Information**
 - Name ***: Laurie Daniel-Smith
 - Address ***: 1151 Bear Creek Rd
 - City/State/Zip ***: Briones CA 94553
 - Phone ***: 925-228-5790
 - Secretary Email ***: lds@eqentries.com
- Date(s) ***: December 30 - 31, 2011
- USEF # ***: 123456
- USDF # ***: 123456
- FEI # ***: N/A
- 336 # ***: 123456
- Othr2 # ***:
- Othr3 # ***:
- Technical Delegate**: Me
- Global Memo**:

Callouts and additional information:

- Top Right Callout:** Fill out all the information for the Show info. Only the Show Name is published, but other info is important so that you get the entry emails.
- Left Callout:** If the GMO does not have a unique recognition number, input the USEF number.
- Bottom Right Callout:** Dates should be all the dates of your show. If more than one day, put in ALL the days of the show.
- Date Picker:** A 'Date' dialog box is open showing 'Friday, December 30, 2011' and 'Saturday, December 31, 2011'.

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.
 - 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.
 - 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)

Example of Class setup:

The screenshot shows the 'Class' setup window with the following fields and annotations:

- TOC - for Test of Choice Classes only.** Annotation pointing to the 'Test of Choice' checkbox, which is currently unchecked.
- Assign the default test to be “Online Test Place Holder”.** Annotation pointing to the 'Default Test' dropdown menu, which currently shows 'Introductory Walk-Trot Test A 2011'.
- Need to enter a fee, or no fee will be charged.** Annotation pointing to the 'Standard Fee' field, which is set to '\$35.00'.
- Use Exempt for any class that is NOT subject to USEF/USDF non-member fees.** Annotation pointing to the 'Level Type' dropdown menu, which is set to 'Exempt'.
- Date must be assigned for the class to feed - if you do not want the class to be available, leave date off.** Annotation pointing to the 'Date' field, which is set to 'Monday, December 12, 2011'.
- You must have at least one judge assigned to one class for the feed to work. You can change later.** Annotation pointing to the 'Judge at E' dropdown menu, which is set to 'Great, Judge'.

The 'Class' window displays the following information:

- Class Number:** 11.0
- Text:** 11
- Class Name:** USDF Introductory Level Test A
- Level Type:** Exempt
- Test of Choice:** ☐
- Default Test:** Introductory Walk-Trot Test A 2011
- USEF/AHA Code:** 1500
- Default EC Code:** [dropdown]
- Date:** Monday, December 12, 2011
- Ring:** [dropdown]
- Standard Fee:** \$35.00
- Qualifying Fee:** \$45.00
- Qualify:** No Q
- Divisions:** ☐ Open ☐ AA ☐ JR/YR ☐ Other
- Prize:** [dropdown]
- Sponsor:** [dropdown]
- Report Style:** Standard and Breed
- Max Ribbons:** 6
- Exclude from eScores:** ☐
- Judges:** Judge at E, Judge at H, Judge at C, Judge at M, Judge at B
- Buttons:** Class (Lookup), [icon], [icon], [icon], [icon], [icon], Close

* Applies to online entries only.