Horse Performance Show User Guide

Updated: June 22, 2016

PENNSTATE
1855
College of Agricultural Sciences
Information Technologies

Penn State College of Agricultural Sciences research, extension, and resident education programs are funded in part by Pennsylvania counties, the Commonwealth of Pennsylvania, and the U.S. Department of Agriculture.

Contents

OBJECTIVES

1. To provide a method of printing catalogs for Horse Performance Shows.
2. To provide a method of sending files of county entries to the district shows.
3. To provide method of sending files of district entries to the state show.
4. To provide a method of reporting local show entries to determine class quotas for next year.

CAPABILITIES

1. A Main Menu Screen provides a "home base" from which the user can add and edit records or navigate using buttons or scripts to where reports can be produced.
2. This program will generate the following reports:

Exhibitor List (with classes) (w/o classes)	District Exhibitor List (with classes) (w/o classes)
County Show Catalog (no page break)	District Show Catalog (no page break)
County Show Catalog (with page break)	District Show Catalog (with page break)
County Show Catalog (large margins)	District Show Catalog (large margins)
Judging and Announcer Cards	District Media Report
Media Report	District Media Report (w/ parent)
Media Report (w/ parent)	Exhibitor Back Numbers
Working Order	Mailing Labels
Next Show Summary Report and Forms	Various State Reports
Breed Counts	Breed Association Catalog

SYSTEM REQUIREMENTS

The Horse Performance Show program is available as a FileMaker 11 stand-alone re-distributable package. The package can be installed and run on any computer without the need for the full FileMaker 11 application to be installed. More details on using the redistributable package are available later in this guide.

SUPPORT CONTACTS

If you are having difficulties using the Horse Performance Show program, please FIRST refer to this user guide. If after reviewing the guide you still have difficulties, for assistance you can email:
L-AG-SHOWPROGRAMS@LISTS.PSU.EDU
IMPORTANT: When emailing for assistance, please enter the following in the subject line of the email message - **"ASSISTANCE REQUESTED: Horse Performance Show"**. For horse related questions not related to the program itself, please contact the state 4-H Horse Program Office.

USER GUIDE CONVENTIONS

<table>
<tr><td>Italic Text</td><td>Indicates the name of a disk, file or icon. An example file name would be: Horse Performance</td></tr>
<tr><td>Step-by-Step Instructions</td><td>Numbered text will ask to perform some action. Bulleted text are items of information about the previous or upcoming step. Alert items are key items that could be of informational note or ask you to perform an action.

Examples:

1. From the File menu choose Print.
• Be sure to enter mixed case text.
☼ Each record must have a value entered in this field.</td></tr>
<tr><td>Bold Text and Specific Keys</td><td>Indicate items you enter by typing from the keyboard or pressing specially named keys.

Type, refers to spelling out the word or character. For example:

Type 2/4/2000 in the Birthdate field
- Your action would be to type the date in that particular field.

Press, refers to pressing a specific key on the keyboard. At times you may need to press more than one key to perform a command. For example:

Press F12
- Your action would be press the F12 key on your keyboard.

Press SHIFT + TAB
- Your action would be to press and hold the SHIFT key; then, press the TAB key, and then release both keys.

Click, refers to clicking (left-click with a Windows computer) the mouse button when selecting an item on screen. For example:

Click the Printing Screen Tab; or, Click the Preview button.
- Your action would be to position the mouse pointer on the correct spot, then press and release the mouse button.</td></tr>
</table>

GETTING STARTED

MULTIPLE HORSE PERFORMANCE SHOW DATABASES ON ONE COMPUTER

If you want to maintain multiple copies of the Horse Performance program on your computer, they must be stored in their OWN folders. You are REQUIRED to do this because the names of the FileMaker files must not be changed.

Ex: You can't change the filename *Horse Performance.fp7* to *Fulton Horses* in order to better describe what that file means to you. If you do, the program will not function properly.

If you need to use multiple programs, you need to be certain which folder is your "working" folder. Here are four ways to avoid confusion between Horse Performance files:

- Follow the instructions on page 29 to "name" the file at the Printing Screen. This will provide you with a visual clue as to which program you're using.
- When switching between multiple programs, you should QUIT the FileMaker application rather than just close the current files. By quitting/exiting, you help to ensure that FileMaker will "see" correctly the next set of program files you open.
- To create a "new" set of files for another show, **DON'T** copy existing files into a new folder/directory, delete existing records, and begin to work. These "copies" will **remember** their links to the original files. Confusion will reign. Re-install the Horse Performance Show files from the downloaded master files and start over.
- If you do keep multiple copies of the program on one computer, we would **strongly recommend** that you temporarily RENAME one of the sets of files (ex: add a "1" in front of all the filenames) before working with the other set of files. This further helps keeping files in the same folder pointing to the correct ones in that same folder.

USING THE REDISTRIBUTABLE PACKAGE

The Horse Performance Show program is available as a FileMaker 11 stand-alone re-distributable package. The package is a self-contained application that provides the functionality of the program without the need to install the full FileMaker 11 Pro application. The Redistributable application will operate the same as the full Pro version, with the following limitations:

- The data files do not have the .fp7 extension. The data files have the extension .USR and are included with the files of the package. These files are not compatible with the original FileMaker application and are tied to the redistributable package.
- Any changes to form layouts or data structures will be limited to the installed package.

DOWNLOADING AND EXTRACTING THE PACKAGE

You will be required to download the program file from the website identified to you via email and save it to your computer's **desktop**. The file will be in a .zip compressed format that you will need to extract using the steps below.

1. Once you have downloaded and saved the **HorsePerformance.zip** file to your desktop
    a. Extract the .zip files
        i. Right-click the **HorsePerformance.zip** file and select the **Extract All** option
        ii. Click **OK**
        iii. Click **Extract**

RUNNING THE PROGRAM

To run the program:

1. Locate and double-click the **HorsePerformance.exe** file in the Horse Performance folder on your desktop
2. Enter **edit** in the account name field
3. Enter **edit** in the password field
4. Click **OK**

When you exit the application, the Horse Performance Show file will be closed and data will automatically be saved.

If you execute the "Next Show" functionality or the Compress or Clone functions, the program will generate the new files (e.g. compHorse Show.fp7) in the same folder as the package. Follow the procedure outlined in the HOW TO: PREPARE DATA FOR NEXT SHOW section of this guide (page 36), to prepare these files.

HOW TO: UNDERSTAND THE HORSE PERFORMANCE PROGRAM

NOTE: Using the re-distributable program will require you to access file contents through the Horse Performance Show Main Menu screen.

This "program" is a set of **related** FileMaker Pro databases. *Horse Performance, Perf_Horses, and Perf_Entries* are the "primary" files of the Horse Performance program. They are joined by a "Full" relationship. In other words, if you change information in one of the files, the other file is automatically updated through the link. The other files are linked to the three main files via relationships as well. These relationships may either be a "Full" or "Lookup" relationship type. In a "Lookup" relationship, information flows one way only. Example, you enter a color code during data entry and the color is looked up in the animal's entry.

File name	Reference data in file	Relationship
Perf_Assc	Breed and Breed Association names.	Lookup
Perf_Breeds	Breeds Codes and Breed Name	Lookup
Perf_Classes	Class Numbers that bring in the state class names and **Show Order**. See Pages 13 & 14.	Lookup
Perf_Color	Color Codes that bring in the animal's color.	Lookup
Perf_Districts	Contains one record per county. Used as part of the	Full
Perf_DistrictsQ	Used as part of the Next Show process.	Full
Report_County_Entries	Used to report County Horse Show Entries to the State. See Page 34.	Full

** *Report_County_Entries* is an important part of the Next Show process. It is used to report your LOCAL Entries for this year. These entries will be used by the State committee to tabulate next year's quotas. It is not linked to any files however.

☼ You may also add classes; assign a Show Order, trophy sponsors, etc., in *Perf_Classes* before adding records.

- Various reports may be printed from these files. Most of the printing is done from the Printing Screen in *Perf_Entries*. Other reports may be printed from data entry screens directly through the use of Print buttons at those screens.

- When the time comes to pass your data "upstream" to the next Show, you will be sending copies of your FileMaker files. You will prepare and send copies of the three main files: *Horse Performance*, *Perf_Horses*, and *Perf_Entries.*

HOW TO: EDIT PREFERENCE FIELDS

When you open the program for the first time, you will be asked to enter your account name and password. Both of these are “edit” (page 8). You will then get a dialogue box asking to complete the information. Click Okay.

A blue window will open asking you to enter and verify values for your specific show. Fields include:

- County or Show Name – (A) If this is a local show, please select your county name. (B)If this is a district show, please select your district number and show name.
- Next Show – (A) For County shows, please select your district show. (B) For District Shows, please select the State Show
- Next Show Entry Fee – Fee per entry for the next show.
- Next Show Admin Fee – If the next show requires an administration fee, please enter the fee amount.
- Next Fee Type – If the next show requires an administration fee, please select how that fee is to be applied, i.e. per entry, per exhibitor, per horse
- Last Day District Show – Please enter the date of the last day of your district show.
- Last Day State Show – Please enter the date of the last day of the state show
- Year – Please enter the current year.
- Enter Yes in Follow PDA Guidelines if this show must follow these guidelines (Rabies Date required for horses 3 months and over).
- Enter Yes in Display CVI Information to have the CVI Date field displayed on Entry Screens and reports.
- The date field is used in the EIA Test and Rabies Date calculations. If needed, click in the **Last Day District Show** field. Edit the date.

Once you have entered/verified the values, click **Continue** and you can begin using the program.

HOW TO: USE THE MAIN MENU

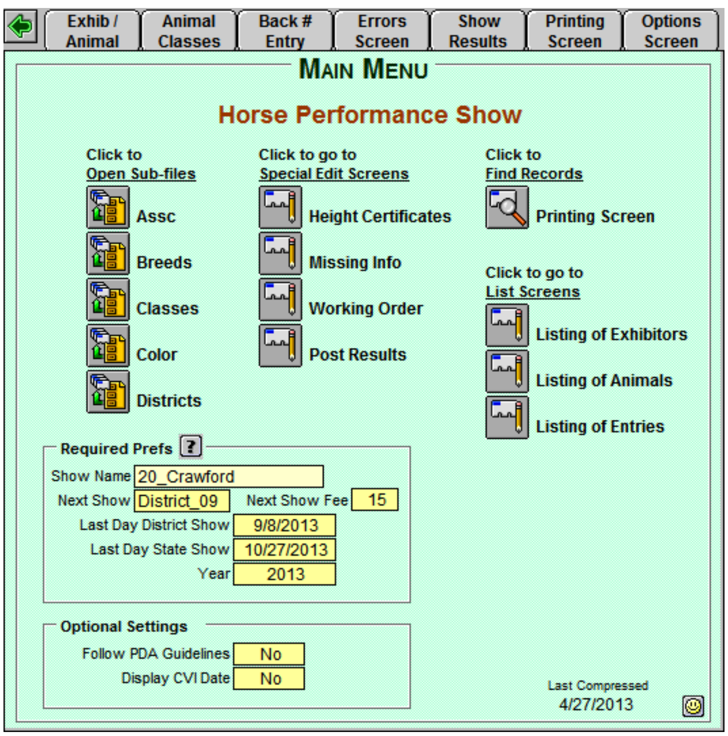
The program has a Main Menu with buttons to simplify steps when entering or editing records. The Main Menu will take you to the find screens used to generate catalogs and reports.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK.**

    - After you log in the first time, the program will always open to the Main Menu.

2. There are five types of buttons on the Main Menu:

    - **Tabs** - These eight buttons across the top appear in all program files. They allow you to navigate easily to the various Entry, Printing and Options screens.
    - **Open Sub files** - Clicking on any of these buttons switches to the Entry screen of that file.
    - **Special Edit** - Clicking these buttons takes you to a screen to perform the specific action described by the button's name.
    - **Find Records** - Clicking this button switches you to the printing screen and enters Find mode.
    - **List Screen** - Clicking on any of these buttons will switch you to a list view of your data.



- When not at the Main Menu, you will see a large, left-pointing, green arrow in the upper-left corner of all screens. This button returns you to the Main Menu.

Final Note: Clicking the Smiley button in the lower-right corner of this screen will display System and File information. You may click this button at any time.

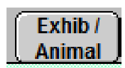
HOW TO: NAVIGATE USING BUTTONS AND SCRIPTS

The Horse Performance program uses buttons and scripts to simplify (pre-define) certain actions.

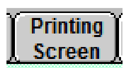
USING BUTTONS

To active a button, you will click it once. (You do not need to double click).

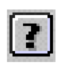
- Buttons at the top of Entry Screens are also referred to as TABS. Clicking on a Tab will switch you between screens. Another common button in the Horse Performance program is the Help button (shaped like a question mark). Clicking this button will display a short bit of help text about a particular field or action.



Exhibitor/Animal Entry



Printing Screen



Help

USING SCRIPTS

You can access scripts from the Scripts menu at the top of the program window. From the menu choose the appropriate script.

- The script performs its pre-defined instructions. In most cases, scripts take you to an Entry Screen.

CHOOSING BETWEEN PRE-DEFINED ACTIONS

You may have several choices of pre-defined or scripted actions. For example, you can use either a Tab at the top of the screen to go to an Entry screen or you can use a script.

To simplify this guide, the guide will normally list only one of your choices. If you are aware of other ways to navigate between screens or perform other actions, please use the method that is easily remembered and most comfortable for you.

☼ Be aware. If you choose to circumvent pre-defined actions, the program may not act as expected. Example: Reports may not print correctly.

HOW TO: ASSIGN SHOW ORDER

You will enter a Show Order of classes for your catalog. Later, you can decide to have the Show Order or the official State Class Number printed in the catalog. In addition, you can assign a Ring # and a Show Date for each class. These values are used by a Show Order report found in the *Perf_Classes*.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK.**

2. From the Main Menu, click the **Classes** button.

3. From the Select Menu, select **Find All**. If the Find All command is grayed out, all the records are found. Go to the next step.

   - By assigning a Show Order, you can tell your Show Catalog how to print.

4. Assign a Show Order Number for **each** class. Do not leave any blank.

   - The **Clear Class Order** button clears the field to allow user to reassign values.
   - The **Restore Class Order** button sets the Show Order to match the Class No.
   - For help during assigning Show Order number, use the **Class Order** sort, **Class No** sort buttons or create your own sort.

5. Assign **Sort Catalog Entries by** for each class from the drop down list.

   - The Sort Catalog Entries by value (Back_No, Short_Tall, Dir_Name, or Randomly) tells your catalog how to sort the entries in each class.
   - “Back_No” will be the default for most classes. The Class over Fences has a “height” choice.
   - Note: “Randomly” is generated by FileMaker. A random number is assigned each time.

   ☼ Entering Ring #, Show Date or Trophy Sponsor is optional.

   - If you use more than one ring or arena you can assign each class to a ring (Ex: English Classes ring #1, Western Classes ring #2, and Trail Classes ring #3)

6. Enter Ring #
7. Enter Show Date.
8. Enter Trophy Sponsor. (Optional, used by the Show Catalog)

   - If desired, you may preview or print 2 reports by clicking the Preview or Print button. The Judging Labels will pause at the Sort dialog box allowing you to sort the records as you desire.

9. To return to *Horse Performance, click the Main Menu button.*

   ☼ If you need additional classes: see How To: Add District and Local Level Classes on page 14.

HOW TO: ADD DISTRICT AND LOCAL LEVEL CLASSES

The state-defined classes are shipped in the *Perf_Classes.* Don't edit the class number for state-defined classes. You may add district or local classes. All new classes should be assigned Class numbers greater than the last state-defined class. **When creating a "District" class, check with the District Show Manager and follow same class numbers and names.**

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK.**
2. From the Main Menu, click the **Classes** button. Scroll to the bottom of the file to see if your classes have been added. If not, continue with the steps.
3. From the Mode Menu, choose New Record or use the keyboard equivalent.
    - Remember; follow a standard set of numbers and names for classes set by District Show Manager.
    - If you use more than one ring or arena you can assign each class to a ring (Ex: English Classes ring #1, Western Classes ring #2, and Trail Classes ring #3)
4. Enter a Show Order Number. Press **TAB**.
    - By assigning a Show Order, you can then tell your Show catalog to print in that order.
5. Edit the Sort Catalog Entries by value from the drop down list. If Back_No is OK, press **TAB**.
    - Assigning a (Back_No, Short_Tall, Tall_Short, Dir_Name, or Randomly) value tells your catalog how to sort the entries in each class. "Back Number" will be auto entered as the default in new classes.
6. Enter Ring # or leave blank. Press **TAB**.
7. Enter Show Date or leave blank. Press **TAB**.
8. Enter Show Level (from the drop-down list) or leave blank. Press **TAB**.
9. Enter Class Number. Press **TAB**.
10. Enter Class Name. Press **TAB**.
11. Enter Trophy Sponsor. (Optional. Used by the Show Catalog)
    - If desired, you may preview or print a class listing by click the Preview or Print button.
12. Repeat Steps 3 - 11 to add additional classes.
13. To return to *Horse Performance*, click the Main Menu button.

HOW TO: ADJUST NEXT SHOW CLASS QUOTAS

Perf_Districts is a reference file that assists you in assigning Next Show Values for entries going on to a District or State shows (see How To: Enter Show Results on page 32). The number you enter as a "class quota" will appear on the Show Results screen. For example, you will be able to see at a glance that 4 animals may go to the next show. In addition, once you entered the placings for the animals, a button will assign the Next Show and Alternates for you automatically.

- **If a Local Show doesn't VERIFY these values for their District Show, you need to assign the Next Show and Alternates values MANUALLY!**

These "Next Show Quotas" for classes within a given District were determined from **last year's** number of local show entries. You may need to add a District Class if needed. **District Manager's will know class quotas used by your District**.

- Local Shows may adjust the quotas for the State Classes listed in this file. They can also add extra classes for their District as needed.
- **District Shows that are preparing records for the State Show may NOT adjust these values**

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK.**
2. From the Main Menu, click the **Districts** button.
3. Under the on-screen Step 1, click the **Find icon** button.
4. Type your County's name in the County Field or enter your District No in the District field.
5. Click **Perform Find**.
   - You should have contacted your District Manager for needed quotas before proceeding.
6. Using a list provided by your District Manager, you can edit the values in the Quota column for your county. Scroll down as needed.
   - District level classes will need to be added to the state-defined list because they advance. Local classes don't need entered since they do not advance.
7. Scroll to bottom of portal list.
8. Click in the quota field in the empty portal row. Enter the quota. Press **TAB**.
9. Enter the number for the district class. Press **TAB**.
   - The class name should lookup.
10. Continue to assign values for each district class.
    - If desired, you may preview or print the quotas by clicking the Preview or Print button.
11. To return to *Horse Performance*, click the Main Menu button.

NOTE: THIS WILL NOT BE AN OPTION IN 2016

HOW TO: IMPORT LAST YEAR'S FILES (local show only)

You can choose to import information from LAST YEAR'S files into this year's Horse Performance program files. This process will import the Exhibitor's as well as the animal and class information. Certain information will not be imported. EIA Test Date, Rabies Date, Placing and Back No are examples. Note: following the steps in this How To are ***optional***! You may choose to bring in current Exhibitor information such as name, address, etc., by following the steps for Import ACCESS 4-H Excel Data, or you may also re-enter all data from scratch.

- Here's the basic process: Backup last year' files, from last year's files delete unneeded records, compress these files, move compressed files to this year's Horse Performance folder, and import the records.

☼ All FileMaker files should be closed and you should Exit from FileMaker.

1. Create a BACKUP of last year's Horse Performance folder. Depending upon your computer, you could back up the files to a USB drive or to a Shared drive. If you already have a backup, you may need to copy last year's files back on to the computer with this year's files on it.

   ☼ It is very important that you **have a backup** or that you don't care to save all of last year's data. In the next steps, you will be deleting data from last year's files. At this point, **the files from last year should be in their own folder** on your computer. The new files that will be this year's files should also be on your computer but **in a separate folder**

2. Open LAST YEAR'S folder. Open *Horse Performance*. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.

3. You should now DELETE records that will not be transferred! You MUST DELETE the records you don't want. From the Main Menu, click on **Exhib/Animal** Tab. You may perform a Find to find records to be deleted. Use either the Delete Record or the Delete All command from the Mode menu. How you delete records is up to you. When you are finished deleting records or if you don't want to delete any records, go to Step 4.

4. When you have the records that will be transferred, from the Select menu choose Find All. If the Find All command is grayed out, all the records are found. Go to the next step.

   - You now need to ensure that all the records are found in the other file to be transferred.

5. Click on **Animal Classes** Tab (this will switch you to the *Perf_Horses* file). From the Select menu choose Find All. If the Find All command is grayed out, go to the next step.

6. Click on **Printing Screen** Tab (this will switch you to the *Perf_Entries* file). From the Select menu, choose Find All. If the Find All command is grayed out, go to the next step.

   - You will now save a compressed copy of these files and move these copies to this year's folder.

7. Click the **Options Screen** Tab. Click the **Compressed** button. Read the message. To proceed, click **Ready**. If you receive a warning message saying that "There may not be enough disk space to complete this operation...", you may IGNORE the warning. Click **OK** when these messages appear. When the process completes, FileMaker will Exit.

    - In the same folder with last year's Horse Performance files you will see three new files: *compHorse Performance*, *compPerf_Entries,* and *compPerf_Horses*.

8. Move these three "comp" files into the folder with THIS YEAR'S files. You only need. When finished, close last year's folder.

9. If not already open, open THIS YEAR'S folder. Open *Horse Performance*. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.

10. Click the **Options Screen** Tab.

11. Click the **Import Last Year's Files** button.

12. To stop the process, click **Cancel**. To proceed, click **Ready**.

13. If you clicked Ready, wait for the process to complete.

14. When it finishes, you should review the data. Keep the following in mind.

    - If data was in the Years in 4-H field, it will be updated by 1 year.
    - Conduct and Medical info were brought in from the previous year. EIA Test, Rabies and Risk are not.

15. You can now use this information as a starting point for this year's program.

☼ The three "comp" files may be deleted from this year's folder

NOTE: THIS WILL NOT BE AN OPTION IN 2016

HOW TO: IMPORT ACCESS 4-H EXCEL DATA (local show only)

Exhibitor information such as name, address, phone number, birthdate and parent/guardian is stored in ACCESS 4-H. You can choose to import this information into *Horse Performance*.

Here's the basic process: Use the reporting process from ACCESS 4-H to create a CSV file with Name and Address information for Members then import its data.

1. Login to ACCESS 4-H. Click **Reports**.

    - When generating the report, you NEED the 13 fields listed below. **Please select them in this order**. They need to be in this order so they will be imported correctly.

      Member Info (13 Fields)
      First Name
      Last Name
      Db Id
      Birth date
      Parent's First Name
      Parent's Last Name
      Primary Phone
      Primary Email
      Address1
      City
      State
      Zip
      Photo/Media Release

2. Using the ACCESS 4-H report screen, place checks in the above fields in the order given.

3. Use the Filters section to choose **Only Youth** for export. You can choose to add any additional filters to limit the results to youth from dairy-related clubs.

4. In Report Title, name the report *TransferMemberNames*.

5. Click **Run Report**.

6. Under (export all rows) on the right side, click the **CSV** button. Save the file to your Show Program folder. Note: Filename should be TransferMemberNames.csv.

    - Your Horse Performance folder should contain 1 file called *TransferMemberNames.fp7*. This file is used for the ACCESS 4-H import process.

7. From the desktop, double-click *Horse Performance* to open the file. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.

8. Click the **Options Screen** Tab. Click the **Import A_4-H** button.

9. To import only Members, click **Basic**. When the process finishes, click OK.

    - To import Members and add a blank record animal record, click **Complete**. Then click **Add Blanks**. When the process finishes, click **OK**.

10. You are now at the Exhib/Animal screen. Check the exhibitor's information for accuracy. If needed, delete records for exhibitor's that are not showing Performance animals.

Final Note: Once you have verified the ACCESS 4-H import, the *TransferMemberNames* files may be deleted from the folder.

HOW TO: ENTER NEW EXHIBITORS

- You **must** have only ONE RECORD for each Exhibitor in *Horse Performance*. If multiple records are present for the same person, **delete** extra records. If they exist, multiple records for the same person will create problems for you down the road. Use the Listing of Exhibitors screen to check for multiple records.

- *Horse Performance* is, in essence, the "people" file of the Horse Performance Show program. You will have one record per person in this file.
- If you already imported records from last year's files you don't need to do these steps. But if needed you may use them to add a new exhibitor to the file at any time.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK.**

2. From the Main Menu, click on **Exhib/Animal** tab.

3. Click the New Record Icon or select New Record form the Records Menu

4. Enter Exhibitor information.

- Enter Codes and Notes (optional for office use).
- Repeat Steps 3 and 4 for each "new" exhibitor. If you want to enter animal information for each exhibitor as you add them, follow How To: Enter or Update New Animal Information on the next page.
- Enter **Y** from the drop-down list for Code of Conduct and Medical forms if on file, or leave blank for reminder.
- The Fair Code field is optional. It is a text field. You may choose to enter a number or code assigned by your Fair to an exhibitor in this field. You may use it later to perform a Find. It is not included on any reports and should not be confused with Back Numbers (see below). You may view/edit the Fair Code field on the Listing of Exhibitors Screen.
- To match the imported program files, the fields Photo Release, Code of Conduct, Medical, Ethics, Vet-Client-Patient-Relationship, Extra 1, and Extra 2 were added to all Show program files. All six fields may not be needed in all programs. They may be left blank as needed. Code of Conduct and Medical are required. In addition, a Chaperone form release field was added.

- Back numbers (exhibitor numbers) will be assigned later. See page 28 for more info.

- Exhibitor Mailing Labels printed from the Printing Screen will not be available until you enter animal information. If you require mailing labels before animal info is entered, there is a mailing label layout in Horse Performance. Find the needed records. Then, choose **Go to Mailing Labels** from the Script menu. Preview and Print buttons are on this screen for your use.

HOW TO: ENTER OR UPDATE ANIMAL INFORMATION

These steps will walk you through adding new animal records. And, if you chose to import last year's records, you will need to only update those records.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.

2. From the Main Menu, click on **Exhib/Animal** tab.

3. ***NOTE: THIS WILL NOT BE AN OPTION IN 2016*** **Proceed to step 4.**

   If you imported records from last year's files you can sort the records in order to enter and/or update animal info. From the Mode Menu, choose **Sort**. Highlight the **Directory Name** field and click **Move**. Click the **Sort** button. Locate the desired exhibitor record.

   - If you imported records from last year's files, go to Step 9.

4. In the Animal Info section, click the **Add New** button;

5. Enter the animal's name in the Name field. Press **TAB**.

   - Note: Click the Replace Reg Name blue arrow to copy the barn name to the Reg Name field.

6. Enter **Height** from the drop-down list Height in Hands for all animals. Enter a Height in inches for a Miniature Horse. Maximum height is 40 inches.

7. Enter the animal's **Sex** from the drop-down list.

8. Enter or verify the animal's **Age** in years, Press **TAB**.

   - You may leave Reg Name and Reg No blank if the animal is not registered.

9. If this is a Registered Animal, enter **Registered Name**. Press **TAB**. Enter **Registered Number.** Press **TAB**.

   - Note: When entering Breed, choose *Grade_Unregistered* or *Other* if the animal is not registered with any Breed Association. 18 of the Breeds have a single Breed Association. When you select one these Breeds (ex: Appaloosa) the Breed Association will automatically be entered for you.

   - Note: 8 of the Breeds (Arabian, Hackney, Miniature Horse, Palomino, Saddlebred, Warmblood, and Welsh Pony / Half Welsh) have two possible Breed Association choices. You will need to select the correct Association from the drop-down list.

10. Enter **Breed** by selected a value from the drop-down list.

11. If not automatically entered, enter **Breed Association** by selected a value from the drop-down list.

12. Enter **Type** by selected a value from the drop-down list.

13. Enter **Division** by selected a value from the drop-down list.

14. If the not already entered, enter Breed code. Press **TAB**. (Breed name will be looked up).
15. Enter **Color Code** (see page 47). Press **TAB**. (Animal color will be looked up).

- Reminder Alerts appear if **Rabies date, EIA Test date, and VCPR** fields are blank. **See current Year Rule Book or E-mail updates from the State 4-H Horse Program office for the most up-to-date requirements**. If you haven't collected these dates from the Exhibitor yet, you may enter (check) an "X" in the NO field next to that field. This "X" will prevent the error message for blanks from appearing. **When you receive the information, you should un-check the "X" and enter the correct data**.
- Animals under *X months of age* aren't required to have an EIA Test or Rabies certificate. If you chose Yes in "Follow PDA Guidelines" field at the Main Menu, this will display as Under 3 Mo. If you chose No in "Follow PDA Guidelines" field, this will display as Under 3 Mo. If the animal is under X months, you may enter (check) an "X" in the **Under 3 Mo** or **Under 6 Mo** field. This "X" will prevent the error message for blank EIA Test and Rabies from appearing.

16. Enter **Rabies Date**. Press **TAB**. Enter **EIA Test Date**. Press **TAB**.
17. Enter **CVI Date**, if you chose to display this field at the Main menu. Press **TAB**.

- Note: to easily add the Y for VCPR (or clear) from all the animal entries for this individual, click the VCPR button (appears as a Blue Arrow).

18. Enter **VCPR**. Press **TAB**.

- The **Assign Animal (Rule 10)** field will auto enter **Perform**. If the youth has an ***additional driving animal to be shown in classes 41, 42, 43 or 44***, you edit the field to be **Secondary**. Otherwise, leave the field at the default entry of Perform. ***See the Performance Rule 10 in the Horse Show Rule Book***.

19. If needed, edit the **Assign Animal (Rule 10)** field to **Secondary** to indicate this as an additional driving animal.

- Note the right-pointing, green arrow in the selected Animal Info screen. This button will take you to the expanded Animal entry record for that specific Animal. If you click this button, a left-pointing, green arrow is available that will bring you back to this screen.
- To delete an animal, click the **Trash Can** button in that portal row. Checking **Scratch** from this screen will keep the animal info and mark all entered classes as scratched.
- Exhibitors are permitted to show more than one animal. See current Rule Book for more clarification on when this may occur. If the "second" animal already exists in the file, follow How To: Enter an Existing Animal on the following page to speed up data entry.

READ THIS!

20. **If the Animal Classes form is displaying the message "Animal ID not formatted. (In red print located next to the VCPR box) Click this message to fix", the internal animal ID was not created properly. Click the message BEFORE entering class numbers for the animal. You will see a dialog box "No records match this find criteria", which is part of the fix routine: click OK to complete. The repaired Animal ID will then be properly inserted into the class records you enter on this form. If it does not clear and gives you a message**

that this is being used on another screen, click the green arrow to go to the animal classes tab. When at the animal classes tab, Click the green error to go back to the Exhib/Animal tab. And then click the "click here" message again.

21. To enter a second "new" animal in the Animal Info section, repeat steps 4 – 19.
    To enter a new animal for another Exhibitor, locate the exhibitor's record. Start with Step 4.

HOW TO: ENTER AN EXISTING ANIMAL

This feature was created to save data entry time and keep track of shared animals. Exhibitors are permitted to share an animal. See current Rule Book for more clarification.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.

2. From the Main Menu, click on **Exhib/Animal** tab.

3. Locate the desired Exhibitor record. Sort the records if needed.

   ☼ Remember you should only have one record per exhibitor.

4. Locate the desired Exhibitor record.

5. In the Animal Info section, click the **drop-down arrow** below **List of Already Entered Animals**.

6. Select an **Existing Animal** from the drop-down list.

   ☼ Click the **Clear** button to remove an incorrect existing animal selection and repeat Step 5 if you select the wrong animal.

7. Click the **Add Existing** Button.

   ☼ The animal record will appear. Confirm its information. Be sure to check the VCPR field.

   - To delete an animal, click the **Trash Can** button in that portal row.
   - If an exhibitor is showing an animal owned by another exhibitor, the borrowed animal must be entered first with the owner. The animal can be selected from the Existing Animal list, and the **Is Borrowed** checkbox can be selected. This will mark the animal as a borrowed animal in reports.
   - Checking **Scratch** from this screen will keep the animal info and mark all entered classes as scratched.
   - Note the right-pointing, green arrow in the selected Animal Info screen. This button will take you to the expanded Animal entry record for that specific Animal. If you click this button, a left-pointing, green arrow is available that will bring you back to this screen.
   - Once a shared animal is entered, if you are at the **Animal Classes Tab,** exhibitors and their shared animals appear in the Shared Animals portal at the bottom of the screen.

HOW TO: ENTER ANIMAL INTO A CLASSES

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.
2. From the Main Menu, click the **Animal Classes** tab.
3. Locate Exhibitor & Animal Record combination.
   - You may also get to this screen by clicking the right-pointing green arrow for an animal at the Exhibitor/Animal Screen. PREFFERED METHOD!
   - **If you get the Animal ID not formatted message: See page 22, #20 of how to remove it. However, if you have already entered class numbers, you may wish to "reset" the Animal Classes form by clicking the Green Arrow button to return to the Exhibitor/Animal Screen, clicking the Green Arrow button for the animal to return to the Animal Classes form, then click the Fix Animal ID message. If you are seeing a popup message stating "This record cannot be modified in this window because it is already being modified in a different window", you may wish to return to the Exhibitor/Animal screen, delete the horse, and re-enter.**

READ THIS!

☼ If you imported records from last year's files, these animals will have last year's class information. You will need to verify these records.

☼ Based on the Division, you will see the eligible State classes for this animal. You may enter local or district classes that are numbered above 49.

4. Click in the Class # field. Enter the number for this class (see page 41). Press TAB.
   - Class Name will display.
5. Enter the next Class #. Press **TAB**.
6. Continue to enter classes as needed.

☼ Reminder warnings will appear to make you aware of Class conflicts between (Exhibitor age & Class), (Animal Height & Class), and (entering both Equation Over Fences & on the Flat) See Rule Book for final clarification. Please correct errors as they occur. See How To: Understand and Respond to Alert Messages on page 27 .

- Note the left-pointing, green arrow in the selected Animal Info screens. This button will take you to the Exhibitor/Animal entry screen record for that specific Exhibitor. If you click this button, a right-pointing, green arrow is available that will bring you back to this screen.
- To delete a class, click **Trash Can** button in that portal row.
- Checking **Scratch** from this screen will keep the animal info and mark all entered classes as scratched.

7. **If you get "this record is being modified on another screen, click the green arrow to toggle back to the exhibitor/animal page and then click the green arrow again to come back to the Animal Classes screen. This should clear the connection.**

HOW TO: CHECK FOR MISSING INFORMATION

The Horse Performance program is able to detect data entry errors and missing info alerts. If you receive a message, follow the instructions to correct the problem.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.

2. From the Main Menu, click on **Missing Info** tab.
   - Following the on-screen steps will help walk you through the process of locating and correcting the entries that are missing information.

3. Click the **Find Missing Info** button.

   - If no records match this request, click OK. You're done. If records are found, please keep going.

4. Sort the found records by clicking either the sort by **Directory Name** or sort by **County & Directory Name** buttons.

5. You are now at on-screen Step 3: Correct Values. There is no button to help with this. You must visually scan the records and read the message that appears below each record. The message will instruct you on what needs corrected or added.

☼ Be sure to follow How To: Understand and Respond to Alert Messages on page 27.

HOW TO: UNDERSTAND AND RESPOND TO ALERT MESSAGES

The Horse Performance program is able to detect data entry errors and can also provide data entry Alerts. If you receive a message, follow the instructions to correct the problem. See Rule Book for final clarification.

Alerts will appear and make you aware of when required information is missing or invalid. Alerts will also appear for Class conflicts between (Exhibitor Age & Class), (Animal Height & Class), and (entering both Equation over fences & on the flat).

- During general data entry, Alert icons like those shown below may appear.

Warning **Reminder**

1. When an icon appears at a data entry screen, click the Icon. Alert message text will be displayed. Click the OK button to dismiss the message.

2. At this point, if you have the information that is required to correct the alert (ex: EIA date), correct the entry. Press TAB.

   - If you've corrected an alert and the icon didn't change, go back to the previous record then come forward to the original record. The alert should be gone.
   - Before printing your catalog and before sending your data on to the next show use the Error Screen to be sure you have everything correct.

3. Click the **Error Screen** tab.

4. Click the **Find Errors** button. Take action on found results.

5. Click the **Find Reminders** button. Take action on found results.

6. Alert explanations you might see:

   - 4-H Age does not meet class requirement.
   - Height indicates a Horse, this is a Pony class.
   - Height indicates a Pony, this is a Horse class.
   - Need EIA test within 12 mo. of District required.
   - EIA, Rabies, Conduct and Medical are required.
   - Reminder. Additional driving animals are to be shown in classes 63, 64, 65, 66, and 67 only.

     Note: This reminder will appear when you enter a "Secondary" animal in its one class. If you attempt to enter a "Secondary" animal in more than one class, you will see an error message like this "Additional driving animals are to be entered in one DRIVING class."

HOW TO: ASSIGN BACK NUMBERS

Before you print a Show Catalog or Exhibitor List, Back Numbers ***must be assigned***.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK.**
2. Select **Back # Entry** tab.
   - Following the on-screen steps will help walk you through the process of assigning the numbers.
   - To be able to edit the values in the red fields, you must be in "Form View." If you can't click in a red field, you should click the Step 1 button. You may click this button at any time to switch between Form and List views.
3. Click the **Toggle to Form View** button if needed to choose Form View (you see only one record on the screen).
   - In on-screen Step 2 you will setup how you want the Back #'s assigned. You set a value to start the numbers (ex: 100) and the increments (ex: by 1's = 101, 102, 103; or, by 5's = 105, 110, 115).
4. Click in the Start at field. Enter a number.
   - If values will not allow edit, you are not in form view, click the Toggle to Form View button again.
5. Click in the Increment by field. Enter a number.
   - In on-screen Step 3, you sort the records. When Back #'s are assigned, they will follow this order.
6. Select desired value to sort by from the drop-down list.
7. Click the **Sort** button.
8. You will be switched to List View. Review the sort order. If everything appears OK, proceed to the next step. If you would like to perform another sort, click the **Toggle to Form View** button again. Select another value to sort by from the drop-down list. Click the **Sort** button.
9. When ready to apply Back Numbers (on-screen Step 4), click **Replace Loop**.
   - Animals marked as "Scratched" will be skipped by the process.
   - To re-assign numbers start at on-screen Step 1 again.
   - Use **Sort by Back No** button to review the assigned Back #'s, hand enter last minute entries, or edit if necessary.

   ☼ You may use the Sort command to sort the records in another order of your choosing. You may also assign the value manually by going through the records one at a time.
10. To return to *Horse Performance*, click the Main Menu button.

HOW TO: USE THE HEIGHT CERTIFICATE ENTRY SCREEN

This screen is optional. It may be used to generate a Measurement List for use when animals are measured and Height Certificates.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.
2. At the Main Menu, click the **Height Certificate** button.
   - You are now in *Perf_Horses*. This file has one record per animal.
3. Find desired records. Use the Preview or Print buttons next to Measurement List to generate this report. This report will pause at the Sort Order button. You may change the Sort order if desired.
   - The Withers Height column will display the value you have already entered for the animal's height.
4. After data is collected, use this same screen to edit the results. The "Thickness @ Heel" and "Unshod Height" fields are printed on the Height Certificates.
5. Use the Preview or Print buttons next to Certificates to generate certificates.

HOW TO: USE THE PRINTING SCREEN

The Printing Screen allows you to find a set of records. These records can then be used to print the various catalogs and reports of the program. In addition, you can also set customized report preferences and sort orders for several of the reports.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK.**
2. To go to the Printing Screen in **Find** mode, from the Main Menu, click the **Printing Screen** button under Find Records. To go to the Printing Screen in **Browse** mode, click the **Printing Screen** Tab.

REPORT PREFS AND REPORT STAMPS

These fields allow you to customize how the program prints catalogs or reports.

- "Report Header" will name this file. It will appear on the Main Menu. It is also used by reports as the default Report title. Ex: **Crawford Horse and Pony Roundup**.

- "Class # or Show # on Catalog" allows you to select whether you want the state-defined class number or the show order number you entered in *Perf_Classes* to print on the Catalog.
- "Label Next to Class Names on Catalog" allows you to define the text or "label" that appears next to the class number or the show order number. Leave blank or enter a SHORT descriptor. (Ex: Ring 1)

- "Label Separator" allows you to define the Separator between the above Label text and the Class # or Show # number you selected to print. This field may also be left blank.
- You may choose a desired sort order for four reports including whether you want your catalog sorted by the state-defined class number or the show order number you entered in *Perf_Classes*.
- Report Stamps allow you to choose whether you want page numbers, and/or Date or Time to be printed on reports. If **No** or **<none>** is selected, they will not be used. Change these as needed.

FIND MODE FIELDS

These fields allow you to perform a "find" in FileMaker before printing catalogs or reports.

1. From the View menu choose Find or click the Find Icon. Type your criteria in the field(s) in Find Mode Fields.

    - To exclude "scratched" records, create your Find request. Click the Omit box to the right of the “matching records”. Then click (check) the desired Scratch field.
    - To generate a report on all records, from the Select menu choose Find All.

2. Click the **Find** button; or, press **ENTER**. You are now ready to print.

PREVIEW AND PRINTING RECORDS

1. In **Report Selection** section, choose the desired report from the drop-down list.
2. Once your choice is made, click **Preview** or **Print**.
3. If you chose Preview, you will preview the catalog or report. Click **Continue** to return. If you chose Print, you will have the opportunity to name reports and you will have preview/print options. Simply make your selections.

OTHER OPTIONS

This button allows the State Show added functionality. The State Show catalog is partially done in Microsoft Word. They export text and re-format it.

HOW TO: USE LIST SCREENS

These screens can be viewed to verify data. You may make changes to the data from any of these screens. They were not designed for printing.

☼ DO NOT add records at these screens. They will not be linked properly to the other program files if you do this.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK.**

2. At the Main Menu, choose desired **List** button.

    - **Listing of Exhibitors**: This button will show records in *Horse Performance*.
    - **Listing of Animals**: This button will show records in *Perf_Horses*.
    - **Listing of Entries**: This button will show records in *Perf_Entries*.

3. Find records. Sort records. View as needed to verify data in these files.

4. To return to *Horse Performance*, click the Main Menu button.

HOW TO: USE THE WORKING ORDER SCREEN

This screen is used at the State Show and can be useful at any level. Working order is the order in which an animal and its rider enter the ring for competition.

- This one form may serve several purposes: check-in with the ring steward, announcer to use for call-out and posting so exhibitors can see the working order.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.

2. At the Main Menu, choose **Working Order** button**.**

3. Under on-screen Step 1, click the **Enter Find Mode** button.

4. Enter Class # you wish to search for.

5. Click the **Find** button; or, press **ENTER**.

    - Back No, Height Ascending, Height Descending, Directory Name, or Randomly tells your Working Order Report how to print the entries for the found class.
    - If your catalog printed this class in random order and you choose Randomly in the working order they will not match. FileMaker assigns the random order and it will reassign each time it is selected.

6. **KEY STEP**! Under the on-screen Step 2, click the desired Sort button.

7. Once your sort choice is made, click the desired **Preview** or **Print** button.

    - The LOCAL report prints a large text report containing Back #, Exhibitor name, Animal, & County. The STATE report prints a breakdown by Class with only the Back #.

HOW TO: ENTER SHOW RESULTS

You should have recorded the Show results on an actual Show Catalog or some other paper means during the show. After entering show results in Horse Performance, we recommend that information be recorded on paper as a backup to the computer.

- After entering class placings, if an exhibitor qualifies for the Next Show and chooses to go, you enter a "Y" value in the Next Show field. Ex: if 1, 2, and 3 can go to the next show. Enter a **Y** in Next Show for all 3 records. You can also list TWO Alternates. To track Alternates, enter 1st or 2nd in the Alternates field. Using the above example, exhibitors that placed 4 and 5 would be entered as **1st** and **2nd** Alternates.
- If an animal scratched from the entire show, place a check in the **Animal** field. If they scratched from a class, select **Class**. These animals should not be marked to go on.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK.**
2. Click **Show Results** tab.
   - Following the on-screen steps will help walk you through the process. First, you need to find the class you need to enter results.
3. Click the Enter Find Mode button under the on-screen Step 1.
4. Enter a Class #. Click the **Perform Find** button; or, press **ENTER**.
5. Use the **Sort by …** buttons to re-order the found records as desired.
   - Placing should be entered as a number (ex: **1**, **2**, **3**, etc.)
6. Enter the placings.
   - To advance to the next record while staying in the Placing field, press **CTRL** + **DOWN ARROW**.
7. Continue to enter placings. When all placings for this class are entered, click the **Sort by Catalog, Placing** button to confirm placing.

- If this is a District Show, you can click the **for Next Show, Alternates** button in the next step. This will automatically assign Next Show and Alternates values using the Class Quotas numbers. (See the blue numbers to the right). **Local Shows are encouraged to enter their results manually**. Local Shows **may use** this button, **but only** if you have followed the steps from How To: Adjust Next Show Class Quotas on page 15.

8. If a Local Show, enter your **Next Show** and **Alternates** results manually. If a District Show or a Local Show that did the steps from page 1514, you can click the **for Next Show, Alternates** button. Click **OK**. Review these entries for accuracy.

- If needed, click the **Clear Value** button in the event you find an error. Fix placing and reassign next show and alternates value.
- The Preview Entry Forms and Print Entry Forms will display the hard-copy entry form for the next show that can be signed by the exhibitor.
   - The Preview and Print buttons on the Show Results screen will display the placings and who entered the class but didn't place.

9. You may preview or print the Entry Forms or the results by clicking the appropriate button.

HOW TO: USE THE POSTED RESULTS SCREEN

Use of this screen is optional. It would require using a computer and printer at the show. This report can be used to print a set of results. Once printed these results are tagged to help keep track of the fact that they have been printed.

- Example: For the public display, you might want to print the first seven placings for each class as your show day progresses.
- You may use this screen as a quick alternative to the Show Results screen to enter placings and print them out.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.
2. From the Main Menu, click the **Post Results** button.
3. Click the **Perform Find** button under the on-screen Step 1.
    - To find all values between two values, including the first and last value, use an Ellipsis (…). To find classes from 1 to 5, type **1…5** in the Class number field. To find placing range 1st to 7th, type **1…7** in the Placing field.
4. Type your criteria in the field(s) in Find Mode Fields. Then click **Perform Find** button.
5. **KEY STEP**! Click the desired **Sort By…** button under the on-screen Step 2 to re-order the found records as desired.
6. If you click the **Preview** button, then **Continue** at the Preview screen, you will leave the results un-tagged. They will not be "posted."
    - If you click the **Print** button, then **Print**, you will mark those entries as posted.
7. Repeat these steps to "post" additional classes.
8. To return to *Horse Performance*, click the Main Menu button.

HOW TO: REPORT COUNTY HORSE SHOW ENTRIES TO STATE

In order to determine the state show quotas for next year, each county must report the number of entries in each class at the county qualifying show. The classes that are reported are the 49 classes that compete at the State Show.

All counties should send their county entry report form as described below no later than October 1 of the current year. District Shows should SKIP this How To. This form is only for reporting local show information.

☼ The following are the RULES FOR REPORTING COUNTY SHOW ENTRY DATA:

Numbers reported should reflect only the actual number of horses shown in state show qualifying classes in the current year. According to current rules, numbers reported should reflect numbers shown either in Western or English attire, not both (exceptions Driving). Qualifying classes for the state show must follow state show rules with no additions, deletions, or modifications.

The total number of ***different*** exhibitors that **actually showed this year** in each class at the lowest level of county competition for district/state show qualification will form your District's quota base **for next year**. If your county has a single show or roundup for district/state show qualification, it is a simple matter of reporting the number of exhibitors in each class. However, at least two other situations exist of which we are aware:

Two or more shows are held as qualifying shows for District/State--Record the total number of ***different*** exhibitors that **actually showed** in each class. (Count each exhibitor only one time for each class.)

Club shows, in total or in part, e.g. Grooming and Showmanship Classes are held as qualifying shows for County Roundup--Record the total number of ***different*** exhibitors that **actually showed** in each class. (Count each exhibitor only one time for each class.)

STEPS

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.
2. Click **Options Screen** Tab. Click the **Report Entries** button.
3. If you didn't use the program for your LOCAL Show or you have data from MORE THAN ONE Local Show to report (see A and B above), click **Manually** and go to Step 4.
   If you had only one Local show and you used the program to generate the catalog, your entry information can be transferred for you, click **Proceed**. When the process finishes, click **OK**.
   - *Sometimes this screen will come up behind the main screen so that you do not see that it is open. If you do not see the report quotas screen, minimize the current screen or drag it to the left to get to the report quotas screen.*
4. If you are entering the totals manually, enter them now. If data was transferred for you, verify that the number of entries being reported is correct (edit the # of Entries if needed).
   - In *Report_County_Entries*, the # of Entries field may be left blank for classes with no entries.

- If you have data in the *Perf_Entries* file, two reports are available at the Printing Screen to help you to verify data: Number_Class_Entries and Number_Class_Entries_Detail. Example: the Number Class Entries Detail report lists Classes with Exhibitor names.

5. **When all Entries are entered/edited, click the Print button in the upper-right corner**. When your printer dialog box comes up, Under printers – **choose ADOBE PDF** as your printer. Then save the report to your computer using your county name in the title (XXXX Report County Entries).
6. After clicking print, read the message. Then click EXIT to quit FileMaker Pro.

- If you have Local data that is being sent on to a District Show (see How To: Send Data to the Next Show on page 37), you will be sending additional files to **your district show contact unless you receive specific instructions from the show programs committee.**

7. Please send your "XXXX Report County Entries" PDF document to **ShowPrograms@psu.edu** This document is what we use to create state quotas for the following year.

HOW TO: PREPARE DATA FOR NEXT SHOW

This How To is part 1 of the two-stage process of sending data "upstream" to the next show. A special screen is available in the program that allows you to confirm and error check entries that are marked as going on to the next show. The screen is called Next Show, Stage 1. As with other screens, Steps are laid out in the window's header that will help to walk you through the process. Please follow these steps **carefully**.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.

2. Click **Options Screen** Tab. Click the **Transfer to Next Show** button.

3. Under on screen Step 1, choose **Next Show w/Alt** button or **Next Show w/o Alt** button.

   - This will find and sort records marked with a Y in the Next Show field.

   - The **Omit Scratch** button is optional. If you send records to more than one District Show, you may enter a check ("x") in the Force Scratch field. This button will then OMIT those records. It will also omit any other "Scratched" records. You can proceed with the remaining records as your found set.

   - The **Find Scratch** button will find any records with a ("x") in the Force Scratch field or any other "Scratched" records. The **Do my Own** button will let you do your own searches.

4. Under the on-screen Step 2, verify that the number of entries going to the next show is correct. You will see the number to be sent in RED.

5. To check for errors, scroll through the listing of records. Correct as needed. You may want to switch to the Errors Screen tab as well.

6. Under the on-screen Step 3, click the **Summary Report** button.

   ☼ The field "Total.Next.Show.Check" will begin to summarize. This field prevents records with errors from being transferred to the next Show. If no errors are found, you should print the Summary Report. If errors are found, you **must correct them**. Repeat steps 4 - 5 to correct errors. Attempt to print again.

7. Click the **Entry Forms** button.

8. Choose how you want the forms sorted. Then, select your Print option.

   - These paper forms will be sent as a hard copy backup to the next show. See step 12 on next page.

9. If you are ready to proceed with sending your files, click the green, right-point arrow next to the on-screen Stage 4. See How To: Send Data to the Next Show on the next page.

HOW TO: SEND DATA TO THE NEXT SHOW

You will send copies of the program's main files: *Horse Performance*, *Perf_Entries*, and *Perf_Horses* to the **appropriate district/state contact** for preparation and sending on to the next show. Please follow these steps **carefully**.

1. If you are not already at the Next Show, Stage 2 screen, click the **Options Screen** tab. Click the **Transfer to Next Show** button. Click the Step 4 **Next Stage Arrow** to switch screens.
    - You may go back to the Stage 1 screen at any time by clicking the Back to Stage 1 button.

☼ Before proceeding, you must re-confirm that the correct records are found. See the RED number under on-screen Step 5: Confirm No.'s.

2. If this number is correct, please go on. If it is incorrect, go back to the Stage 1 screen and find the correct set of records to go on. Then return to this screen.
    - The Mark Entries button will mark and find the related records in *Horse Performance* and *Perf_Horses*.
3. Under the on-screen Step 6, click **Mark Entries** button. Read the message. Click OK.

☼ Records are now marked. DON'T perform any Finds until the copies are created.

- The Copy No's button will provide you with a block of text information that may be pasted into an E-mail message.

4. Under the on-screen Step 7, click the **Copy** button. A window will appear listing the number of records being sent on. This information has been copied. It is ready to be pasted.
5. Under the on-screen Step 8, click the **Quit/Exit FMP** button. Read the following message. Click **Ready**.
6. Wait for the process to complete and FileMaker to Exit.
    - In the same folder/directory with your original files you will see three new files: *compHorse Performance.fp7*, *compPerf_Entries.fp7*, and *compPerf_Horses.fp7*. **DO NOT OPEN THESE FILES**.
7. Replace the letters **comp** from the front of the filenames with your **two digit county code**. See County code list on page 43 . Ex: Adam county's files would be called *01Horse Performance.fp7*, *01Horse_Entries.fp7*, and *01Perf_Horses.fp7*.
8. Create a message for your appropriate district/state contact. In the Subject line, type **ATTN: Horse Performance Next Show files**.
9. In the body of your message. From the Edit menu choose Paste. This should enter the copied text from FileMaker.
10. Attach the Next Show files created in Step 7 to this message. When ready, send it.
11. **Finally, send the hard copy entry forms to the appropriate district/state contact via surface mail. DON'T send these forms to Ag IT.**

HOW TO: PREPARE FOR DISTRICT SHOW

Counties acting as the host for the District Show should follow these steps for files sent to them to prepare their District Show file.

- If you are hosting the District Show and have your own local records to import, you will still follow the previous How To in order to "send" the files to yourself.
- **Prior to your show, contact offices from whom you expect data and remind them to send their data to the designated show supervisor**.

GETTING STARTED

1. Follow the instructions in the DOWNLOADING AND EXTRACTING THE PACKAGE (page 8) and RUNNING THE PROGRAM (page 8) sections of this guide to get and open a copy of the program.
2. Follow the instructions in the HOW TO: EDIT PREFERENCE FIELDS (page 10) section of this guide to set your district preferences.
3. Create **additional folders on your desktop** for each office you expect to receive files from. (Ex: Washington, Jefferson).
4. See the following sections of the guide to set up the file.

   HOW TO: ASSIGN SHOW ORDER (page 13)
   HOW TO: ADD DISTRICT LEVEL CLASSES (page 14)

MOVE/COPY "NEXT SHOW" FILES INTO THE DISTRICT FOLDER

- When you receive a "Next Show" file from IT, **NEVER OPEN THE FILE**. You will simply be importing the data.

1. When the files arrive as an E-mail attachments, **Right Click** on the attachment and choose **Save As**. Save the file to the into the office's folder.
2. If necessary, open the District folder you've already created. Open the sub-folder you created for this office's files. The files should be there.
3. Repeat Steps 1 - 2 as needed when you receive these "Next Show" files.
   - These sub-folders should contain three "Next Show" files for each county.

HOW TO: IMPORT RECORDS FOR A DISTRICT SHOW

The district shows will be responsible for importing the data for their show. We know that this is a big change and could be challenging if you do not follow the user guide. If you find this to be too overwhelming of a process, please contact the show programs committee in advance so we can plan to help give you the assistance that you will need. We will need to know the counties you will be importing, the date entries are due, date when the catalog needs to be ready and dates you have available to work on it.

You should have "Next Show" files ready to be imported before proceeding with these steps.

1. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK.**
2. Click the **Options Screen** tab. Click the **Import District Files** button.

- ☼ Click these buttons under the on-screen Step 1 in the ORDER THEY APPEAR ON SCREEN when importing records from local shows to your District files. You should have a set of files ready to be imported before going any further. I place all the compressed and labeled files right into my horse performance folder so they are easily accessible for the transfer.

3. Click the **xx Horse Performance.fp7** button. You will be importing this file first.
4. If necessary, switch the Open dialog box to the appropriate county folder.
5. Select *xxHorse Performance.fp7*. It should be the first file in this folder. Click Open.
6. When the import finishes, click OK.

- ☼ You won't see records in this file. Don't be concerned. Please keep going.

7. Click the **xx Perf_Entries.fp7** button.
8. Select *xxPerf_Entries.fp7*. It should be the second file in this folder. Click Open. When the import finishes, click OK. You still won't see records yet in this file.
9. Click the **xx Perf_Horses.fp7** button.
10. Select *xxPerf_Horses.fp7*. It should be the third file in this folder. Click Open. When the import finishes, click OK.
11. When done importing, use Review Records buttons to switch to the other files to check their records. The numbers of exhibitors, animals, and entries should match what the other office has sent you.

- ☼ If the number of records doesn't match or if the data appears to be in the wrong fields, contact showprograms@psu.edu for assistance.

12. To import additional files, repeat steps 3 - 11.
13. When all records are imported, click **Finalize Show**. You may see a box come up to Delete XXX

files. Click to delete files. This process is getting rid of any files that may have been transferred and was not tagged for the next show. Click to confirm delete.

You can now begin to setup your District Show (assign Back #'s, etc.).

HOW TO: SAVE A COMPRESSED SET

NOTE: Compressed Set can be produced with the Redistributable Package. The files themselves can then be imported using the Show application or the File->Import Data menu option in the Filemaker re-distributable package.

The Horse Performance program saves automatically as you work. A compressed copy is a compact copy of a FileMaker Pro file that contains all the contents of the original file.

Since the Horse Performance program is made up of "related" files, you should use the button found on the Options Screen in the Save File As ... section to compress your files. Do not attempt to manually save compressed copies of all your files.

1. Please review all the steps in this How To before beginning. If unsure what a step is asking you to do, contact Computer Support for assistance.

2. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK.**

3. Click the **Options Screen** Tab.

4. Click the **Compressed** button.

   - A message appears telling you what is about to occur. Please note that FileMaker Pro will Quit when the process completes.

5. To stop the process, click **Cancel**. To proceed, click **Ready**.

6. If you clicked Ready, wait for the process to complete and FileMaker to Exit.

☼ If you receive a warning message saying that "There may not be enough disk space to complete this operation. FileMaker will not be able to open the file if this operation fails. Proceed Anyway?", you may IGNORE the warning. Click **OK** when these messages appear.

   - In the same folder/directory with the original Horse Performance files you will see three new files: *compHorse Performance.fp7*, *compPerf_Entries.fp7*, and *compPerf_Horses.fp7*.
   - The other files do not need to be compressed and are ignored by the process.

7. Delete the original files that were compressed.

☼ The compressed files will now become the "new" files. You must remove **comp** from the front of the filenames. If you don't the "relationships" will not function.

8. If using a Windows computer and you don't see the ".fp7" file extension at the end of any of your FMP files, don't add this extension to the name in Step 9. Just remove **comp** from the front of the filenames.

9. Re-name each compressed file by removing **comp**. When finished, the file names should be: *Horse Performance.fp7*, *Perf_Entries.fp7*, and *Perf_Horses.fp7*.

10. Open *Horse Performance* normally.

HOW TO: SAVE A CLONED SET

FileMaker Pro saves automatically as you work. A cloned copy is an empty copy of a FileMaker Pro file that contains none of the original records. These files may be used to start a new show.

☼ Since the Horse Performance program is made up of "related" files, you should use the button found on the Options Screen in the Save File As … section to clone your files. Do not attempt to manually save cloned copies of all your files.

1. Please review all the steps in this How To before beginning. If unsure what a step is asking you to do, contact Computer Support for assistance.

☼ Before opening your files, make a **duplicate copy** of your Horse Performance program folder. You must do this or the Clone process will destroy your original data.

2. To create a copy using a Windows PC, right-click the Horse Performance folder at the desktop, select Copy and left-click. Right-click again in the folder (or wherever you want the copy to appear), select Paste and left-click.
3. Open the new folder. (the copied one)
4. Open the program by double-clicking **HorsePerformance.exe**. In the username field, type **edit.** In the password field, type **edit.** Click **OK**.
5. Click the **Options Screen** Tab. Click the **Cloned Set** button.
   - A message appears telling you what is about to occur. Please note that FileMaker Pro will Quit when the process completes.
6. To stop the process, click **Cancel**. To proceed, click **Ready**.
7. If you clicked Ready, wait for the process to complete and FileMaker to Exit.
   - In the same folder/directory with the Horse Performance files you will see three new files: *clonHorse Performance.fp7*, *clonPerf_Entries.fp7*, and *clonPerf_Horses.fp7*.
   - The other files do not need to be cloned and are ignored by the process.
8. Delete the three original Horse Performance files from the copied folder.

☼ The cloned files will now become the "new" files. You must remove **clon** from the front of the filenames. If you don't the "relationships" will not function.

9. If using a Windows computer and you don't see the ".fp7" file extension at the end of any of your FMP files, don't add this extension to the name in Step 10. Just remove **clon** from the front of the filenames.
10. Rename each compressed file by removing **clon**. When finished, the file names should be: *Horse Performance.fp7*, *Perf_Entries.fp7*, and *Perf_Horses.fp7*.
11. Open *Horse Performance* normally.
    - This file will be empty when you open it. You will need to start by adding data to the Required Preference fields. See How To: Enter Required Preference Fields on page 10.

APPENDICES

LIST OF COUNTY CODES

Please use your office's code when naming the files sent on to the Next Show.

01	Adams	34	Juniata
02	Allegheny	35	Lackawanna
03	Armstrong	36	Lancaster
04	Beaver	37	Lawrence
05	Bedford	38	Lebanon
06	Berks	39	Lehigh
07	Blair	40	Luzerne
08	Bradford	41	Lycoming
09	Bucks	42	McKean
10	Butler	43	Mercer
11	Cambria	44	Mifflin
12	Cameron	45	Monroe
13	Carbon	46	Montgomery
14	Centre	47	Montour
15	Chester	48	Northampton
16	Clarion	49	Northumberland
17	Clearfield	50	Perry
18	Clinton	51	Philadelphia
19	Columbia	52	Pike
20	Crawford	53	Potter
21	Cumberland	54	Schuylkill
22	Dauphin	55	Snyder
23	Delaware	56	Somerset
24	Elk	57	Sullivan
25	Erie	58	Susquehanna
26	Fayette	59	Tioga
27	Forest	60	Union
28	Franklin	61	Venango
29	Fulton	62	Warren
30	Greene	63	Washington
31	Huntingdon	64	Wayne
32	Indiana	65	Westmoreland
33	Jefferson	66	Wyoming
		67	York

IF YOU ARE SENDING TO MULTIPLE DISTRICT SHOWS, you should add a letter code in addition to the county code (ex: **01aHorse Performance.fp3**) to keep these files separate.

STATE-DEFINED CLASSES

These are the State-defined classes that shipped with the program in **2016**.

Class number	***Class Description***
1	English Grooming and Showmanship, (Ages 8-11)
2	English Grooming and Showmanship, (Ages 12-14)
3	English Grooming and Showmanship, (Ages 15-18)
4	Western Grooming and Showmanship, (Ages 8-11)
5	Western Grooming and Showmanship, (Ages 12-14)
6	Western Grooming and Showmanship, (Ages 15-18)
7	Open Trail Ponies (14.2 hands and under)
8	Open Trail Horses, (Ages 8-13)
9	Open Trail Horses, (Ages 14-18)
10	Beginner Trail
11	Beginner Western Horsemanship
12	Beginner Western Pleasure
13	Beginner English Equitation
14	Beginner English Pleasure
15	Western Horsemanship, (Ages 8-11)
16	Western Horsemanship, (Ages 12-14)
17	Western Horsemanship, (Ages 15-18)
18	Western Pleasure Ponies (13.2 hands and under)
19	Western Pleasure Ponies (over 13.2 hands and not over 14.2 hands)
20	Western Pleasure Horses, (Ages 8-13)
21	Western Pleasure Horses, (Ages 14-18)
22	Working Western Horse or Pony
23	Novice Reining
24	Pole Bending Ponies (14.2 hands and under) (Ages 8-13)
25	Pole Bending Ponies (14.2 hands and under) (Ages 14-18)
26	Pole Bending Horses (Ages 8-13)
27	Pole Bending Horses (Ages 14-18)
28	Barrel Race Ponies (Ages 8-13) (14.2 hands and under)
29	Barrel Race Ponies (Ages 14-18) (14.2 hands and under)
30	Barrel Race Horses (Ages 8-13)
31	Barrel Race Horses (Ages 14-18)
32	Raised Box Keyhole Ponies (Ages 8-13) (14.2 hands and under)
33	Raised Box Keyhole Ponies (Ages 14-18) (14.2 hands and under)
34	Raised Box Keyhole Horses (Ages 8-13)
35	Raised Box Keyhole Horses (Ages 14-18)
36	Cutback Ponies (Ages 8-13) (14.2 hands and under)
37	Cutback Ponies (Ages 14-18) (14.2 hands and under)

38	Cutback Horses (Ages 8-13)
39	Cutback Horses (Ages 14-18)
40	Saddle Seat Equitation, (Ages 8-13)
41	Saddle Seat Equitation, (Ages 14-18)
42	Saddle Seat Pleasure
43	Hunt Seat Equitation On the Flat (Ages 8-11)
44	Hunt Seat Equitation On the Flat (Ages 12-14)
45	Hunt Seat Equitation On the Flat (Ages 15-18)
46	Low Equitation Over Fences (Ages 8-13)
47	Low Equitation Over Fences (Ages 14-18)
48	Equitation Over Fences (Ages 8-13)
49	Equitation Over Fences (Ages 14-18)
50	Hunter Under Saddle Ponies (13.2 hands and under)
51	Hunter Under Saddle Ponies (over 13.2 hands and not over 14.2 hands)
52	Classic Hunter Under Saddle Horses (Ages 8-13)
53	Classic Hunter Under Saddle Horses (Ages 14-18)
54	Breed Type Hunter Under Saddle Horses (Ages 8-13)
55	Breed Type Hunter Under Saddle Horses (Ages 14-18)
56	Low Working Hunter Ponies
57	Low Working Hunter Horses
58	Working Hunter Ponies
59	Working Hunter Horses
60	Hunter Hack Ponies (14.2 hands and under)
61	Hunter Hack Horses
62	Pleasure Pony Driving (14.2 hands and under)
63	Pleasure Horse Driving
64	Draft Horse Driving
65	Miniature Horse Driving (Ages 8-13)
66	Miniature Horse Driving (Ages 14-18)
67	Miniature Horse In Hand Trail, (Ages 8-13)
68	Miniature Horse In Hand Trail (Ages 14-18)
69	Miniature Horse Jumping
70	Obstacle Trail, Maximum Assistance
71	Obstacle Trail, Minimum Assistance
72	Walk Trot Equitation, Maximum Assistance
73	Walk Trot Equitation, Minimum Assistance

Please enter breed and type information in computer program. This feature provides information about breeds and types to assess program needs and determine future plans.

Horse Types

Draft Type
Hunter Type
Stock Type
Warmblood or Sport Horse
All Other Types

Breeds and Breed Associations

Breed	Association
Appaloosa	Appaloosa Horse Club, Inc.
Arabian	The Arabian Horse Assn
	Canadian Arabian Horse Registry
Buckskin	American Buckskin Registry Assn
	International Buckskin Horse Assn
Haflinger	American Haflinger Registry
Half Arabian	International Arabian Horse Assn
Miniature Horses	American Miniature Horse Assn
	American Miniature Horse Registry
Morgan	American Morgan Horse Assn Inc.
Paint	American Paint Horse Assn
Palomino	Palomino Horse Breeders of America
	Palomino Horse Assn Inc.
Paso Fino	Paso Fino Horse Assn. Inc.
Pinto	Pinto Horse Assn. of America Inc.
Pony of Americas	Pony of Americas Club Inc. Am.
Quarter Horse	American Quarter Horse Assn
Saddlebred	American Saddlebred Horse Assn
	Canadian American Saddlebred Horse Registry
Shetland Pony	American Shetland Pony Club
Standardbred	U.S. Trotting Assn
Tennessee Walking	Tennessee Walking Horse Breeders and Exhibitors Assn
Thoroughbred	The Jockey Club
Welsh Pony / Half Welsh	Welsh Pony and Cob Society of America
	Welsh Section Canadian Pony Society
Warmblood	Performance Horse Registry
	Respective Warmblood Breed Registry
Belgian	Belgian Draft Horse Corporation of America
Clydesdale	Clydesdale Breeders of the US
Percheron	Percheron Horse Assn. of America
Shire	American Shire Horse Assn

FILEMAKER OPERATIONAL PROCEDURES

Editing Records

- Ensure that the text typed into a particular field will fit in the field box on screen. If it is not completely displayed on the entry screen, then it may not be printed in the labels or reports.
- Be consistent with letter case used among records. We recommend that mixed case be used.
- Press Tab to move between fields in a record. "Tabbing" always places the insertion point at the end of any text currently in the field.
- To replace the text in a field, highlight the current text and type in new data.

Deleting Records

- Find the record that should be deleted. Choose Delete Record. At the warning dialog box, click Delete. This will delete any related records as well.
- You may also click the Trash Can icon in a portal to delete related animal or class records.

Finding Records

Finding Records

- Click Find. Click in the field you wish to search, and type in the criteria.
- Criteria can include symbols as well as words, numbers or dates. The symbols that can be used in a FileMaker Find request are found in the **Insert Operators Drop Down Menu** while in the Find Mode, and are defined as:

  < Less Than — Finds records containing all the words that are alphabetically before, numbers that are smaller than, or dates that are earlier than the value typed.
  Example: in a Date field, type **< 6/4/13** to find all records dated up to but not including June 4, 2013.

  > Greater Than — Finds records containing all the words that are alphabetically after, numbers that are larger than, or dates that are later than the value typed.
  Example: in a Date field, type **> 5/1/13** to find all records dated after but not including May 1, 2013.

  <= Less Than or Equal To — Finds records containing all the values that match or are alphabetically before, numerically smaller than, or chronologically earlier than the value typed. Example: in a Date field, type **<= 6/4/13** to find all records dated up to and including June 4, 2013.

  >= Greater Than or Equal To — Finds records containing all the values that match or are alphabetically after, numerically larger than, or chronologically later than the value typed. Example: in a Date field, type **>= 5/1/13** to find all records dated after but not including May 1, 2013.

  … Ellipsis — Finds all the values between two values, including the first value and the last value.
  Ex: in the Class No. field, type **1…10** to find classes 1 through 10.

  ! Exclamation Point — Finds duplicate values.
  Ex: in the Phone No. field, type **!** to find records with the same phone number.

  = Equal sign — Finds exact match values.
  For example, in the Codes field, type **=CC** to find all records with the code CC.

  = Equal sign with no value — Finds records with no entries (a blank field).
  Ex: in the County field, type **=** to find all records with no County name.

  // Double Slash — Finds records with today's date. Ex: in a Date field, type **//** to find today's records.

== Field Content Match — Finds an exact match of the field's contents in the order entered and the field contains no other values. Ex: in the Codes field, type **==DA** to find records with just DA.

Moving between Records

- While in a field and doing data entry/edit (e.g. Entering Sale Buyer Numbers), to go to next record, press **Ctrl** + **Down Arrow**. To go to the previous record, press **Ctrl** + **Up Arrow**.
- If your mouse has a **Scroll wheel**, to go to next record, scroll the wheel toward you. To go to the previous record, scroll the wheel away from you.
- NOTE: Be aware that if you are in a scrollable text field, using the Scroll Wheel does not scroll through the field as you might expect. The Scroll Wheel moves you between records while in Browse mode.

ROUTINE MAINTENANCE PROCEDURES

- You should save a compressed set of your program files after printing the Show Catalog. See the HOW TO: SAVE A COMPRESSED SET (page 41) section of this guide for information on compressing these files.

- You should backup the contents of your program files using your office's normal backup procedure.

HORSE PERFORMANCE SHARED DATA ENTRY SCREEN FIELDS

These fields appear across the various Entry screens. If you were to edit a field at one screen, the value will be changed if you were to switch to another screen. Use mixed case on the Entry screens. Reports look better when printed in mixed case.

Fields	Definitions
4-H Age	Calculated field based on current year and the person's Birthdate.
Age	Enter the animal's age (in years).
Alternate	If an entrant qualified for a next Show chooses not to go, an alternate exhibitor qualifies. To track Alternates, enter 1st or 2nd in this field.
Assign Animal (Rule 10)	Used to track a youth's secondary animal to be shown in classes 41, 42, 43 or 44. By default, **Perform** is checked when an Animal record is created. Choose **Secondary** if Animal will be used as additional driving animal per Performance Rule 10 (and Miniature Horse Division rule) in the Horse Show Rule Book.
Back #	Assign a number to each Exhibitor & Animal combination.
Birthdate	Enter the Exhibitor's birthdate; e.g., 1/3/1996.
Is Borrowed	Marks a shared animal as an animal borrowed from another exhibitor.

Breed	Looked up based on the Breed Code entered.
Breed Code	Enter values as defined in Perf_Classes.fp3. Ex: AP (Appaloosa), AR (Arabian). **Note: Breed Code will auto-enter from Horse Breed Reg field**.
City	Lookup value from within this file. Need to enter City (Ex: DuBois) of an individual the first time that Zip is used. Afterwards, the value will lookup.
Class	Looked up based on the class number entered.
Class #	Enter the designated code for each class as defined in *Perf_Classes.*
Color	Looked up based on the Color Code entered.
Color Code	Enter **ch** (Chestnut), **pl** (Palomino), **bl** (Black), **gr** (Gray), **wh** (White), **dn** (Dun), **ap** (Appaloosa), **sr** (Sorrel), **by** (Bay), **br** (Brown), **rn** (Roan), **bk** (Buckskin), **pt** (Paint or Pinto).
Codes	Enter codes if desired. Codes may be used later to do Finds. Codes are printed on the Exhibitor # Label. The Codes field in *Horse Performance* applies to the Exhibitor record. The Codes field in *Perf_Horses* applies to the Animal record.
CVI Date	Enter a Certificate of Veterinary Inspection (CVI) issued by an accredited veterinarian within 30 days prior to the opening date of the event.
EIA Test Date	Equine Infectious Anemia. It is required to have a negative EIA test within twelve months of the last day of the District and State Shows respectively. So depending upon the date of the EIA test, the test may be valid for a District show (in August), yet expire by the completion of the State Show (in October).
Conduct	Enter **Y** (from list box) if Code of Conduct is signed; required for State Show.
County	Lookup value from within this file. Need to enter County (Ex: Jefferson) of an individual the first time that Zip is used. Afterwards, the value will lookup.
District	Looked up based on the County entered.
DistrictQ	Enter Quota set number of exhibitors to advance for each Class.
Division	Enter the Division for the animal from the drop-down list [Open (G&S-Trail-Only), Western, Contest, Saddle-Seat, Hunter-Seat, Driving, Miniature-Horse, Therapeutic-Riding]. **Note: When entered, you will see help text for the classes that the animal may compete in**.
Fair Code	This is an optional text field. You may choose to enter the number or code assigned by your Fair to an exhibitor. You may use it later to perform a Find. It is not included on any reports and should not be confused with Back Numbers (see Back #).
Gender	Enter gender of animal from list box.
Handler/Attendant/Aide	Since you are required to track an acknowledgement of risk for adults that may be handlers in the therapeutic classes and/or attendants in driving

	classes, you may use these three fields to enter the name(s) of the handlers or attendants for a rider.
Height (hands)	Enter the animal's height animal from list box. (required for Pony and Over Fences classes).
Height (inches)	Enter the Miniature Horse's height in inches (with the 40 inches being the maximum). Height is required for Miniature Horse's.
Height Certificate Done	At the Height Certificate Entry Screen, place a check "X" this field if you have a completed Height Certificate for this animal.
Height Certificate Fields	The Height Certificate Entry Screen has the following fields that may be used to track this data: Date Measured, Shod, Shoe at Heel, Unshod Height, Show at Toe, Length of Toe, Length of Heel
Horse Age	Calculated field based on current year and the animal's Birthdate.
Horse Breed Assc	Enter the animal's breed association. See list on page 42.
Horse Breed Reg	Enter the animal's registered breed. See list on page 42. When entering Breed, choose Grade_Unregistered or Other if the animal is not registered with any Breed Association.
Horse Name	Enter the animal's name. Registered Name can be entered here.
Horse Reg Name	If registered, enter the animal's registered name.
Horse Reg No	If registered, enter the animal's registration number.
Horse Reg Type	Enter the animal's horse type. See list on page 42.
Name	Enter the Exhibitor's first, middle, last, suffix name.
Long Ears	Long Ears (Donkey and Mule type). Both grade and registered animals are shown together in Long Ears classes. Breed Association and Registration Names are not required for Long Ears.
Medical	Enter **Y** (from list box) if a Medical Consent form is completed; required for State Show.
Next Show	Enter a **Y** if exhibitor qualifies for next Show and chooses to go.
Notes	Enter notes if desired. The Notes field in *Horse Performance* applies to the Exhibitor record. The Notes field in *Perf_Horses* applies to the Animal record.
Parent/Guardian	Enter the Exhibitor's parents' or guardians' name info (Prefix, First, Last).
Phone No.	Enter the Exhibitor's Phone No. Be consistent with format used among records. Phone numbers must be entered for all district and state entries.
Placing	Enter the show placing. Should be a number (e.g. 1, 2 & 3)
Rabies	It is required to have a Rabies test within twelve months of the last day of the District and State shows respectively. So depending upon the date, the certificate may be valid for a District show (in August), yet expire by the completion of the State Show (in October).

Release Forms fields	Enter a Y if you have exhibitor information for any of the following fields: Photo Release (may enter an N here), Chaperone, Code of Conduct, Medical, Ethics, Vet-Client-Patient-Relationship, Extra 1, and Extra 2.
Ring #	Allows you to assign a number to each ring in use during your show.
Risk	An Acknowledgement of Risk Form must be signed and completed once per year for all 4-H members participating in 4-H horse program events. Original forms should be kept on file in the county extension office. 4-H members should keep a copy of their signed Acknowledgement of Risk Form and bring the form with them to all 4-H equine events.
Show Date	Enter a date when event occurs.
Show Level	Enter if a class is Local–only or District.
Show #	Number entered that dictate the order classes print in the show catalog.
State	Lookup value from within this file. Need to enter State (Ex: PA) the first time. Afterwards, the value will lookup.
Street	Enter the Exhibitor's street address. Use street, RR, or PO Box.
Trophy Sponsor	Enter a Sponsor name. Leave blank if no sponsor.
Under 6 Months	Enter (check) an "X" in this field when entering an animal record if the animal is under 6 months, Animals under 6 months of age aren't required to have an EIA Test or Rabies. This "X" will prevent the error message for blank EIA Test and Rabies from appearing.
Unit Name	Enter Unit name (4-H).
VCPR	PDA has requirements regarding the listing of a VCPR (Veterinarian-Client-Patient Relationship) for each animal shown. You should collect this data for this Horse Show. Contact Pat Comerford for questions.
Years 4-H	Imported field. See page 17 for more information. You aren't required to enter this field for exhibitors. It is being imported for informational purposes only.
Zip	Enter the Exhibitor's zip code. Five (5) or nine (9) digit codes may be used. Complete addresses must be entered for all District and State entries.