How To Score An Event:

IMPORTANT NOTES:

- *Dressage scoring must always be done first for the class/height.*
- *Cross Country and Show Jumping scoring can be done in any order (Some event run show jumping before cross country and other cross country before show jumping), You will do the scoring in the order of events/phases.*
- *Do XC Time Scoring/Keeping BEFORE XC Jump Scoring.*
- *ALWAYS finalise the classes/height when you are done except for the XC Time Scoring/Keeping, that you will save!*
- *Remember that you can check the Legend if you are unsure of what the codes/amounts mean.*
- *2 stops/refusals in show jumping is a elimination.*
- *In cross country 3 stops/refusals at a single jump is a elimination and 4 stops/refusals in total on the track is a elimination.*
- *Incorrect tack is a DSQ (Disqualification), this includes horses wearing boots in Dressage.*
- *As a scorer you are responsible to know the rules of the sport.*

GETTING STARTED:

Step 1: Ensure that you are registered as a scorer on the 'Scorers' System.

Step 2: Ensure you have been added to the event as a scorer.

Step 3: Log in to your account on the 'Scoring' System using the details you created for scoring on your scorers profile.

Step 4: Select the Event you wish to score - If there is no events listed it means you have not been selected as a scorer for any events.

Step 5: Select the phase you would like to score - You might not be able to score them all.

DRESSAGE SCORING:

Step 1: Once you have selected the Dressage phase to score you will see all the available classes listed.
    <u>DO NOTE</u>: **ALL pony riders and SANESA primary school riders for the height are grouped together and ALL the junior riders and SANESA high school riders for the height are grouped together.**
    - Click on the class you would like to score;
    - There will be a pop up requesting the total mark that the dressage test is out of, put that amount in the field (the amount is found on the back of the dressage test);
    - Select 'Submit'.

Step 2: You will now be looking at a list of the riders available to score for that class, find the rider that you would like to score and select 'Enter Score'.

Step 3: You are now looking at the page that you will use to score that riders dressage.

- Confirm that it is the correct horse and rider combination by reading the 'Horse Name' and 'Rider Name' fields given.
- After calculating the total marks given to the rider for their test you can insert that amount into the correct blank field.
You need to ensure you put the correct mark by the correct judge (i.e. 'Judge at C - Test totaled up to 125' insert 125 next to the C) Not all tests have Judges at E/B or M/H, just leave those blank fields as they are.

If the rider did not complete their test you will need to select one of the following by 'No Dressage Score':

- EL - Refers To Eliminated
- RET - Retired
- WD - Withdrawn
- DSQ - Disqualified (View our 'When To Use DSQ' for further details)
- EL-FR - Fall of Rider
- EL-FH - Fall of Horse
- EL-DR - Dangerous Riding
- EL-AH - Abuse of Horse

When to use DSQ:
- Horse too old or too young
- Athlete too old or too young
- Athlete suspended
- Horse suspended
- Not a pony
- Not a horse
- Athlete not qualified
- Not conforming with rules
- Horse not qualified
- Athlete not registered
- Horse not registered
- Combination not registered
- Unknown horse
- Unknown athlete
- Rest period not respected
- Horse not entered
- Athlete not entered
- Combination not entered

Step 4: Once you have put in the marks or selected a no dressage score option, click on 'Enter Score'.

Repeat the above steps until all the riders have been scored.

NB: Once you are finished scoring the class, and you are on the page that lists all the riders you will see there is a button called 'Finalise' with the class name behind it.
Click on this button to finalise the classes scores and calculate the total penalties for the riders.

Once Finalised you may export a score sheet for printing purposes.

SHOW JUMPING SCORING (SJ):

Step 1: Once you have selected the Show Jumping phase to score you will see all the available heights listed.
DO NOTE: ALL riders (Pony, Junior, SANESA and Adult) are grouped together under their entered height.

- Click on the height you would like to score;
- There will be a pop up requesting the amount of jumps and the time allowed - A,B & C obstacles are counted as one jump, so if there are 10 numbers on track you will put 10 jumps;
- Select 'Submit'.

Step 2: You will now be looking at a list of the riders available to score for that height, find the rider that you would like to score and select 'Enter Score'.

Step 3: There will then be a pop up available for you to score the rider with.
- Confirm that it is the correct horse and rider combination by reading the 'Horse Name' and 'Rider Name' fields given.
- You will now see that there is a start, the amount of jumps and a finish listed, only use the start and finish fields when the rider is does not go through them or something happens between the jumps. If the rider went clear you can leave it all as it stands.
- Then you will see a field for you to put the time taken in, always remember that the time taken in show jumping is rounded up regardless, so if its 60.01 it will round up to 61.
If the rider did not complete the SJ you can leave the time as blank.

If the rider did not complete their SJ or did not go clear you will need to select one of the following by the correct jump or at the start/finish:
(Do Note: 2 stops/refusals in Show Jumping is a elimination(EL-R))

- 4 - 1 Stop OR 1 Pole
- 8 - 2 Poles OR 1 Pole WITH 1 Stop
- 12 - 2 Poles WITH 1 Stop OR 3 Poles
- 16 - 3 Poles WITH 1 Stop
- EL - Refers to Eliminated
- RET - Retired
- WD - Withdrawn
- DSQ - Disqualified (View our 'When To Use DSQ' for further details)
- EL-OT - Other, Error of course, Incorrect behaviour
- EL-R - Elimination due to Refusal
- EL-FR - Fall of Rider
- EL-FH - Fall of Horse
- EL-DR - Dangerous Riding
- EL-AH - Abuse of Horse

When to use DSQ:
- Horse too old or too young
- Athlete too old or too young
- Athlete suspended
- Horse suspended
- Not a pony
- Not a horse
- Athlete not qualified
- Not conforming with rules
- Horse not qualified
- Athlete not registered
- Horse not registered
- Combination not registered
- Unknown horse

- Unknown athlete
- Rest period not respected
- Horse not entered
- Athlete not entered
- Combination not entered

Step 4: Once all the correct information has been put into the correct fields click on 'Enter Score'.

Repeat the above steps until all the riders have been scored.

NB: Once you are finished scoring the height, and you are on the page that lists all the riders you will see there is a button called 'Finalise' with the height name behind it.
Click on this button to finalise the heights scores and calculate the total penalties for the riders.

<u>Once Finalised you may export a score sheet for printing purposes.</u>

CROSS COUNTRY SCORING (XC):

ALWAYS START WITH XC TIME SCORING/KEEPING:

Step 1: It is best practice to score the time keeping first.
Once you have selected the XC Time Scoring/Keeping page you will see all the available height available to score.
<u>DO NOTE:</u> ALL riders (Pony, Junior, SANESA and Adult) are grouped together under their entered height.

- Click on the height you would like to score;
- There will be a pop up requesting the distance in meters and the speed in meters per minute, put the correct info into their fields;
- Select 'Submit'.

Step 2: You will now be looking at a list of the riders available to score for that height, with column for 'Time Out' (the time the rider started their XC on) and 'Time In' (the time the rider finished their XC on).
- Find the rider/horse you need to score;
- Put the riders time out into the correct fields (format is HH:MM:SS (Hours : Minutes : Seconds));
- Put the riders time in into the correct fields (format is HH:MM:SS (Hours : Minutes : Seconds));

<u>Using the 'Tab' key on your keyboard is the quickest way to move through the fields.</u>

- It will then calculate the riders time on track you can have a look and see if this looks correct, usually something like 34:21 is something outrageous and could be a input error.
- If the rider was eliminated, fell off etc or does not have a time in or time out just 'Tab' through the riders fields and it will give them a 00:00 time.

Repeat the above steps until all the riders have been scored.

NB: Once you are finished time keeping for the height, and you are on the page that lists all the riders you will see there is a button called 'Save'.
Click on this button to save the times you have captured. Once you have saved you may leave the page.

CROSS COUNTRY JUMP SCORING:

Step 1: Once you have selected the XC Jump Scoring page you will see all the available heights listed.
DO NOTE: ALL riders (Pony, Junior, SANESA and Adult) are grouped together under their entered height.

- Click on the height you would like to score;
- There will be a pop up requesting the amount of jumps - A,B & C obstacles are counted as one jump, so if there are 22 numbers on track you will put 22 jumps;
- Select 'Submit'.

Step 2: You will now be looking at a list of the riders available to score for that height, find the rider that you would like to score and select 'Enter Score'.

Step 3: There will then be a pop up available for you to score the rider with.
- Confirm that it is the correct horse and rider combination by reading the 'Horse Name' and 'Rider Name' fields given.
- You will now see that there is a start, the amount of jumps and a finish listed, only use the start and finish fields when the rider is does not go through them or something happens between the jumps.
If the rider went clear you can leave it all as it stands.

If the rider did not complete their XC or did not go clear you will need to select one of the following by the correct jump or at the start/finish:
(Do Note: 3 stops/refusals at a jump in XC is a elimination(EL-R) and 4 stops/refusals on track in XC is a elimination(EL-R))

- 15 - Missed Flag
- 20 - 1 Stop
- 35 - 1 Stop <u>WITH</u> 1 Missed Flag
- 60 - 2 Stops
- 75 - 2 Stops <u>WITH</u> 1 Missed Flag
- EL - Refers to Eliminated
- RET - Retired
- WD - Withdrawn
- DSQ - Disqualified (View our 'When To Use DSQ' for further details)
- EL-OT - Other, Error of course, Incorrect behaviour
- EL-R - Elimination due to Refusal
- EL-FR - Fall of Rider
- EL-FH - Fall of Horse
- EL-DR - Dangerous Riding
- EL-AH - Abuse of Horse
- EL-FOF - Fall On Flat, a fall <u>NOT</u> related to an <u>obstacle/jump</u>

<u>When to use DSQ:</u>
- Horse too old or too young
- Athlete too old or too young
- Athlete suspended
- Horse suspended
- Not a pony
- Not a horse
- Athlete not qualified
- Not conforming with rules
- Horse not qualified
- Athlete not registered
- Horse not registered
- Combination not registered
- Unknown horse

- Unknown athlete
- Rest period not respected
- Horse not entered
- Athlete not entered
- Combination not entered

Step 4: Once all the correct information has been put into the correct fields click on 'Enter Score'.

Repeat the above steps until all the riders have been scored.

NB: Once you are finished scoring the height, and you are on the page that lists all the riders you will see there is a button called 'Finalise' with the height name behind it.
Click on this button to finalise the heights scores and calculate the total penalties for the riders.

Once Finalised you may export a score sheet for printing purposes.

WHEN THE ENTIRE EVENT HAS BEEN SCORED:

NB:
On any of the phase's main pages where the classes/height are listed:
You will see a button near the top before the classes/height called 'Finalise Event Scoring' Click on that button to set all scores to final scores.

Do Note: that scores are also listed as Final Scores if all 3 Phases have been finalised for the class/height.