

Scorer Instructions using Horse Show Management System (HSM)

1. Scorer Responsibilities

As Scorer for a DHD Schooling Dressage Show, your responsibilities include:

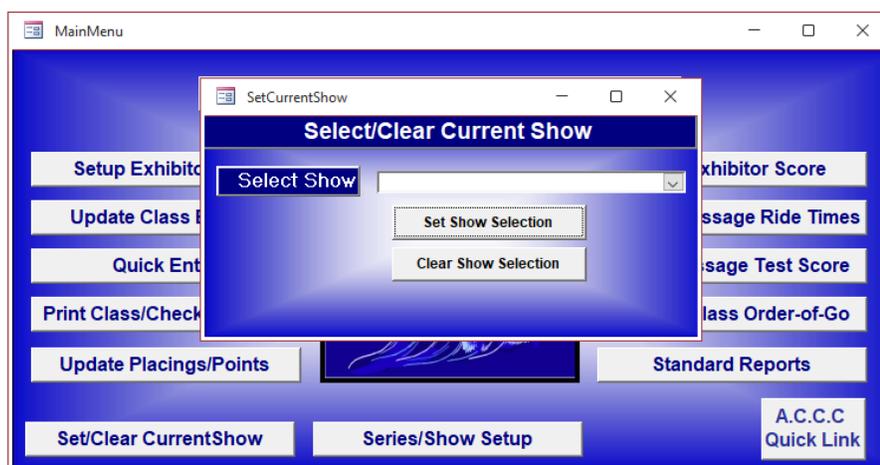
1. Inputting Dressage Test Scores and printing the Score Report to attach to the Score Sheet
2. Placing a class when all rides in the class have been scored; breaking ties if necessary
3. Periodically printing Class Results and posting the printout on the cork board
4. Printing High Score Reports

2. Getting Started

Prior to beginning any effort, set the current show by selecting **Set/Clear Current Show** from the Main Menu



Select your show from the drop down list and click on Set Show Selection. Close this window.

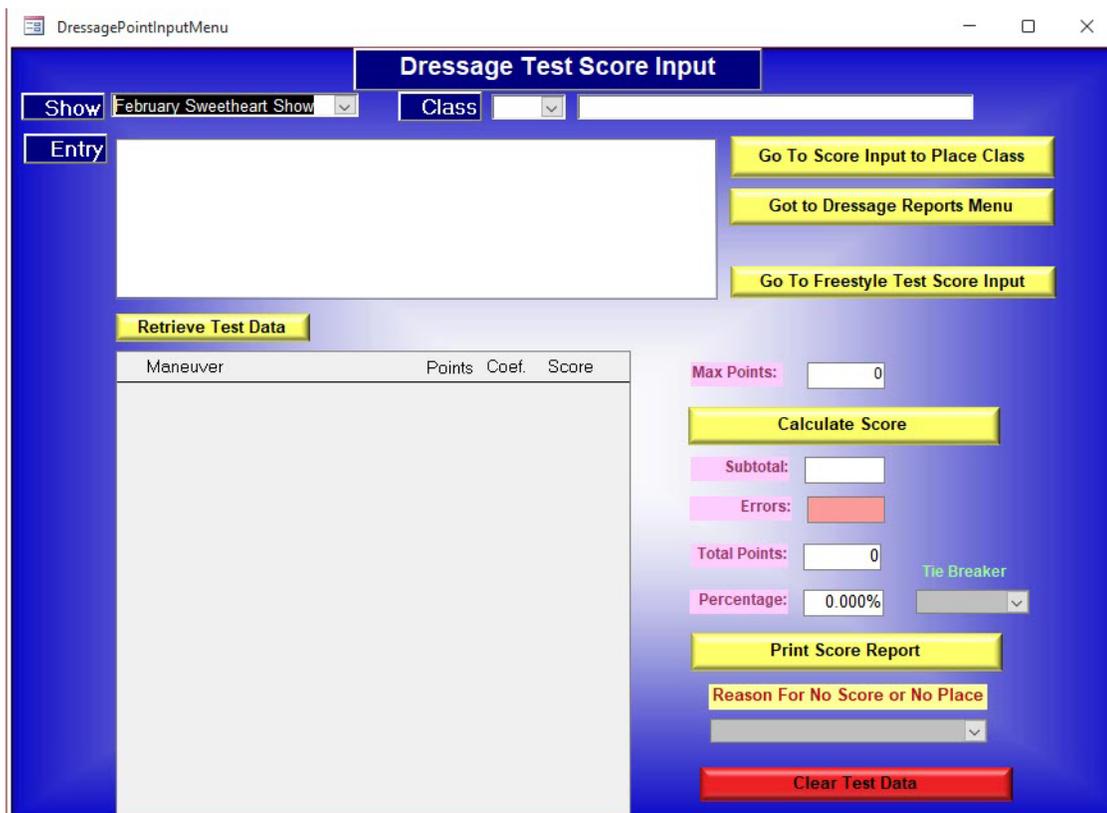


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Select **Input Dressage Test Score** from the Main Menu.



The following screen is displayed.



If you are scoring a class that is NOT a Freestyle class, this Screen will serve that purpose.

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If you are scoring a class that IS a Freestyle class, then Select **Go to Freestyle Test Score Input**.

Regardless of which type of test you are scoring, the two input screens will function the same. The difference will be in the calculated results that are displayed and the data that is reported on the **Score Report**.

Maneuver	Points	Coef.	Score
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The following instructions will suffice for both types of tests.

3. Inputting Dressage Test Scores and Printing Score Report

Select **Class No.** from the dropdown list of classes and class entries will appear in the **Entry** box.

Click on the exhibitor entry that you want to enter data for.

Click **Retrieve Test Data**.

Maneuver	Points	Coef.	Score
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Selecting **Retrieve Test Data** will populate the Maneuver spreadsheet that will allow you to enter the points for each test maneuver for the test that was being ridden for the rider selected.

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Dressage Test Score Input

Show: March Spring Fling Show Class: 6 USEF Training Level Test 3

Entry: 142 Dentalia / Heather Snyder TL3
145 Sudden Urges / Sarah Mackie TL3
146 Confidence Man / Sarah Mackie TL3
148 ShotintheFog / Alma Molander TL3

Go To Score Input to Place Class
Go to Dressage Reports Menu
Go To Freestyle Test Score Input

Retrieve Test Data

Maneuver	Points	Coef.	Score
1	9		9
2	7.5	2	15
3	7		7
4	7.5		7.5
5	7		7
6	7	2	14
7	7.5	2	15
8	7.5	2	15
9	7.5		7.5
10	7		7
11	6		6
12	6.5	2	13
13	9		9
GAITS	7.5	1	7.5
IMPULSION	7	2	14
SUBMISSION	7	2	14
RIDER Position and Seat	7.5	1	7.5
RIDER Use of Aids	7	1	7
Errors	0		0

Max Points: 250

Calculate Score

Subtotal: 182

Errors: 0

Total Points: 182

Percentage: 72.800%

Print Score Report

Reason For No Score or No Place

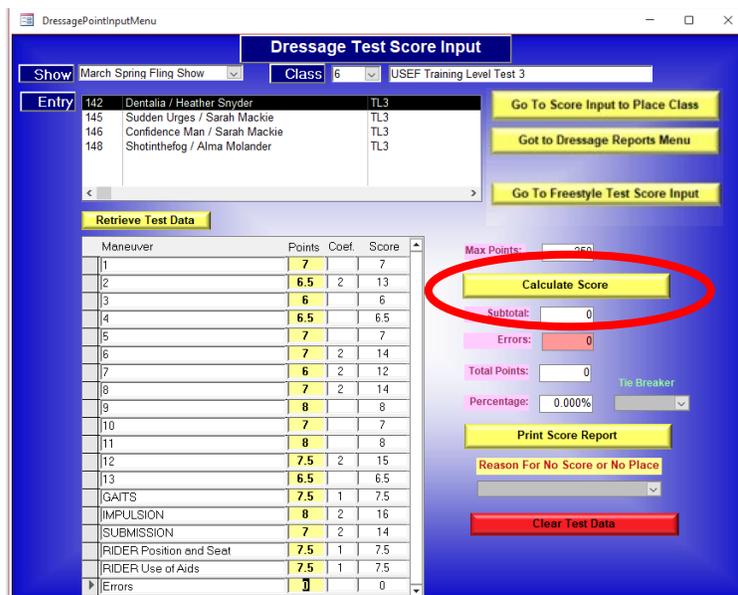
Clear Test Data

If a rider will not receive a Score for some reason, select the reason from the drop down list of reasons.

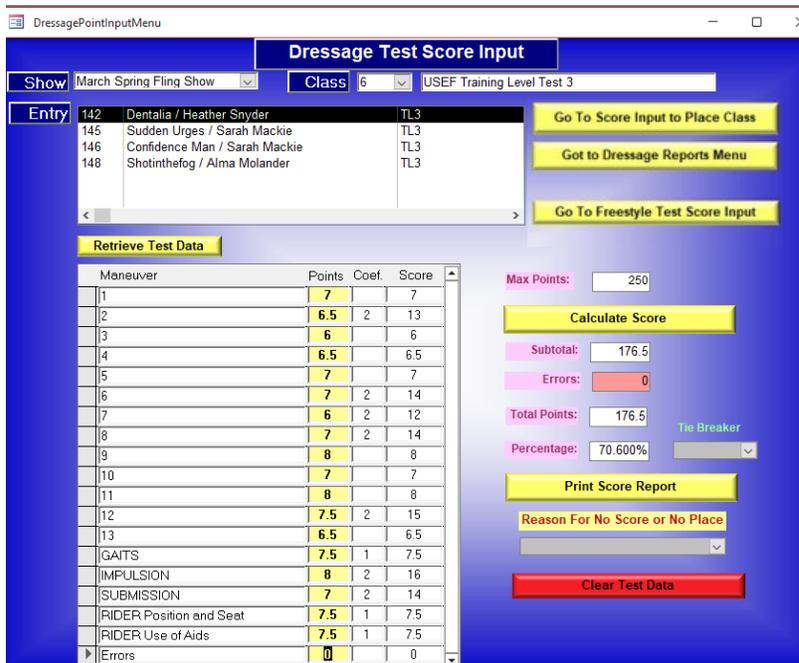
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Enter **Points** from the rider's Score Sheet. The **Score** for each movement will automatically be calculated. Scroll the maneuver spreadsheet window as necessary. If errors were noted on the test, enter total error points as noted on test as a **negative number**. Note that Freestyle tests may record both Technical and Artistic Errors and these are entered separately in the Maneuver spreadsheet.

After all Points have been entered, Click on **Calculate Score**.

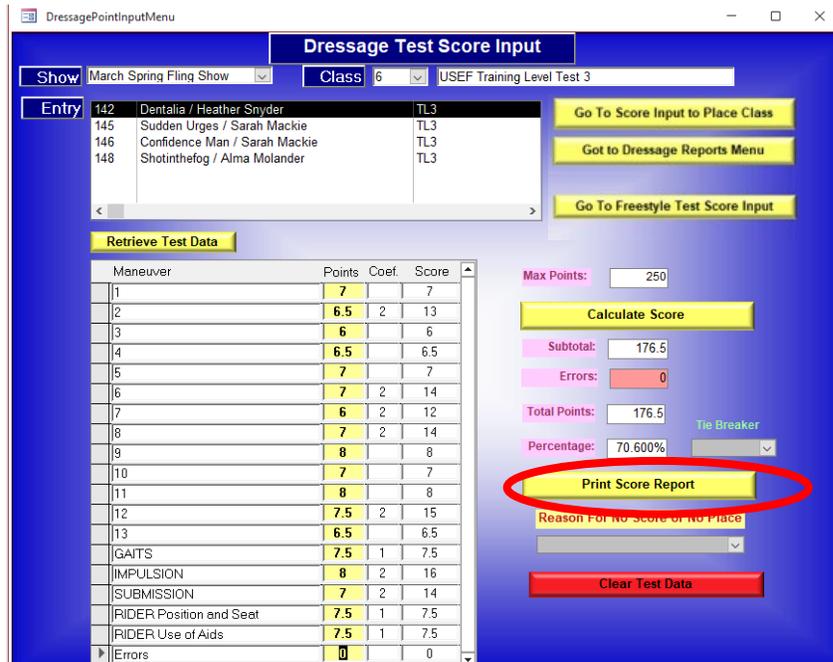


When you click on Calculate Score, all the Point Totals and Percentages will be calculated and displayed on the screen. Note that if you are scoring a Freestyle test, subtotals for Technical and Artistic marks are displayed.



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Select **Print Score Report** to print the report to the default printer.



Ask an Office Worker to compare points on handwritten test to print out to verify inputs are correct. If a data entry mistake was made, input the correct data, select **Calculate Score** and then select **Print Score Report**. Re-verify the corrected data.

Write in the Points and the Percentage on the Score Sheet and attach the verified Score Report to the Score Sheet.

There is an additional step for USEA tests. The **FINAL SCORE** that is reported on the front page is recorded as a floating point number calculated as: 100.000 - **Percent**

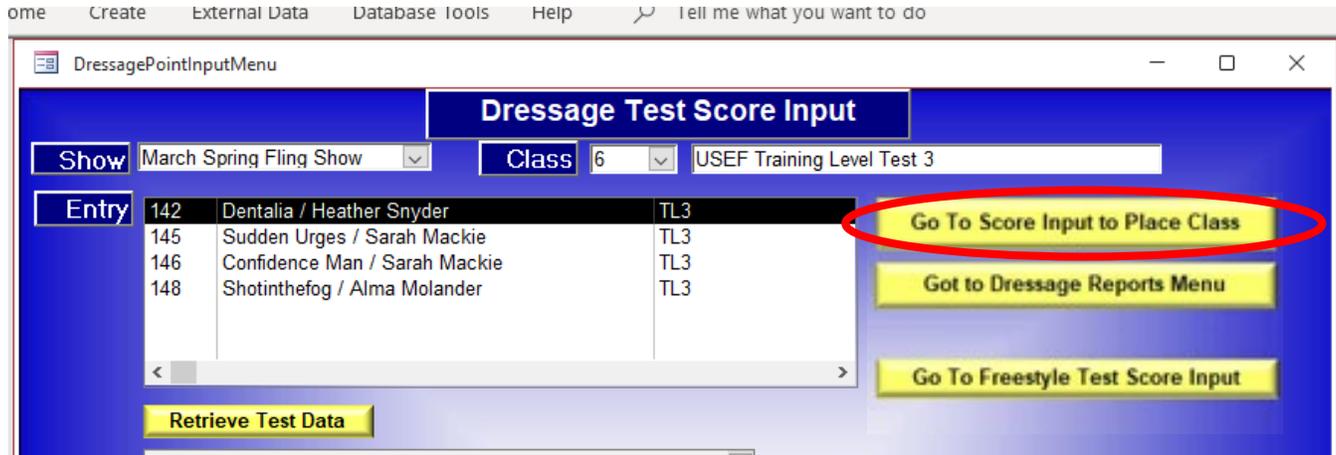
US EQUESTRIAN FEDERATION		2022 USEF NOVICE TEST A																									
<p>Purpose: To confirm that the horse and rider, in addition to the requirements of the Beginner Novice level, remains supple with correct bending, and moves freely forward in all gaits with a clear and steady rhythm, accepting contact with the bit, but not necessarily being "on the bit". All trot work may be rising or sitting unless specified. Halt may be through the walk.</p>																											
<p>CONDITIONS:</p> <p>Bridle: A plain snaffle bridle, made entirely of leather or leather like material, with either a regular cavesson, a dropped noseband, a flash noseband or crossed noseband. For drawings of permitted bits and nosebands please see Annex 1.</p> <p>Small Arena: 20m x 40m Time: Approximately 4:00</p> <p>Large Arena: 20m x 60m Time: Approximately 4:30</p> <p><i>Suggested to add at least 2 minutes for scheduling purposes.</i></p>		<p>Name of Event</p> <p>Date of Event</p> <p>Name and Number of Horse</p> <p>Name of Rider</p>																									
		<p>FINAL SCORE</p>																									
		<p>Points Percent</p>																									
		<p>NAME OF JUDGE:</p> <p>SIGNATURE OF JUDGE:</p>																									
<p>SCORING:</p> <table border="1"> <tbody> <tr><td>10</td><td>Excellent</td><td>4</td><td>Insufficient</td></tr> <tr><td>9</td><td>Very Good</td><td>3</td><td>Fairly Bad</td></tr> <tr><td>8</td><td>Good</td><td>2</td><td>Bad</td></tr> <tr><td>7</td><td>Fairly Good</td><td>1</td><td>Very Bad</td></tr> <tr><td>6</td><td>Satisfactory</td><td>0</td><td>Not Performed</td></tr> <tr><td>5</td><td>Marginal</td><td></td><td></td></tr> </tbody> </table>				10	Excellent	4	Insufficient	9	Very Good	3	Fairly Bad	8	Good	2	Bad	7	Fairly Good	1	Very Bad	6	Satisfactory	0	Not Performed	5	Marginal		
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<p>UNITED STATES EQUESTRIAN FEDERATION 4001 Wing Commander Way : LEXINGTON, KY 40511 © Copyrighted 2022 Updated December 18, 2021</p>																											

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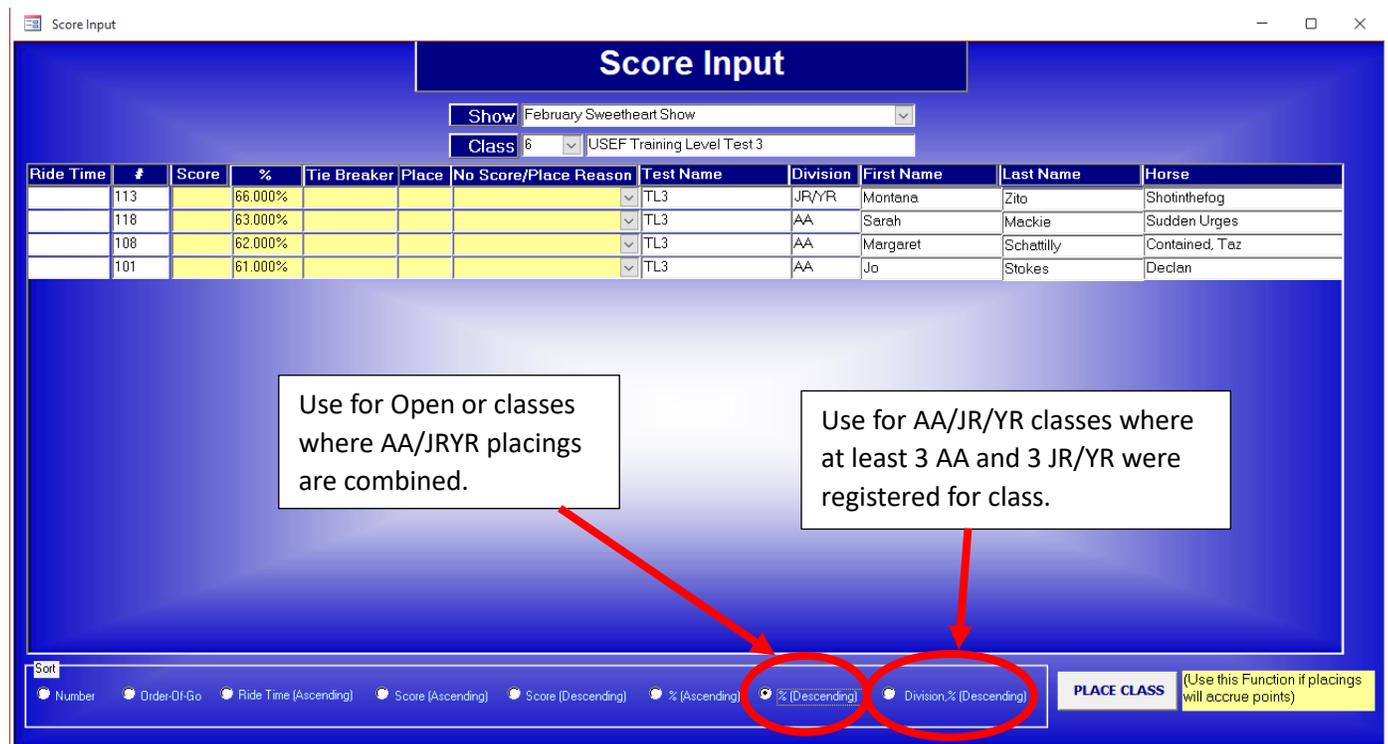
4. Placing Classes

Once a class is complete, you are ready to place the class.

Click on **Go To Score Input to Place Class**.



Select Class to be placed from the drop down list of classes. Determine whether there are at least 3 entered AA and 3 JR/YR or not. This is based on the number of entered competitors (including scratches, retired, or eliminated rides). If not, select **% (Descending)** for Sort option. If so, select **Division, % (Descending)** for Sort option. Manually enter place numbers in the **Place** field based on scores.



If Percentages indicate ties, ties should be broken based on the sum of the collective marks. Indicate tie breakers by entering 1 to 4 plus signs in the **Tie Breaker** field where the plus indicates

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the higher placing. If a tie can not be broken on the sum of the collective marks, the tie will stand and identical places awarded to the tied scores. The next highest score below the ties will receive the next place (example: 1 2 2 3 4 5 6).

If a test was not scored or placed and a reason was not previously entered, select the Reason from the drop down list of reasons. If a test was not scored for any reason, **DO NOT** enter a Score or Percentage on this screen.

Close this window when all placings for the class have been entered.

5. Printing Class Results

Periodically throughout the day, you should print the Class Results and post to the cork board. You do not have to wait for a class to be complete and placed as exhibitors are interested in seeing their scores soon after they have ridden.

Click on **Go to Dressage Reports Menu** to print the report to the default printer.

Entry	Name	Score
142	Dentalia / Heather Snyder	TL3
145	Sudden Urges / Sarah Mackie	TL3
146	Confidence Man / Sarah Mackie	TL3
148	Shotinthefog / Alma Molander	TL3

Post the printed results on the cork board. And note that the report is typically two pages but you should only post pages with calculated scores..

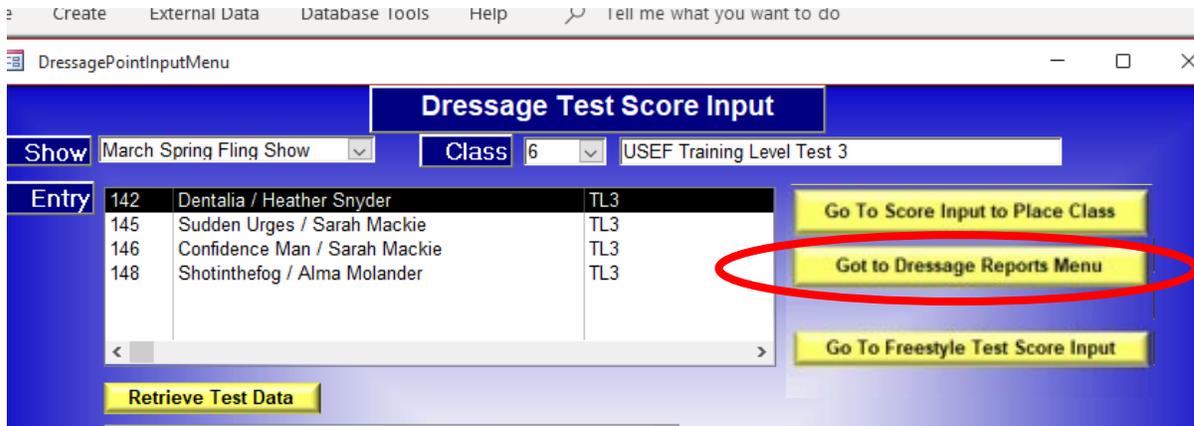
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6. Printing High Score Results

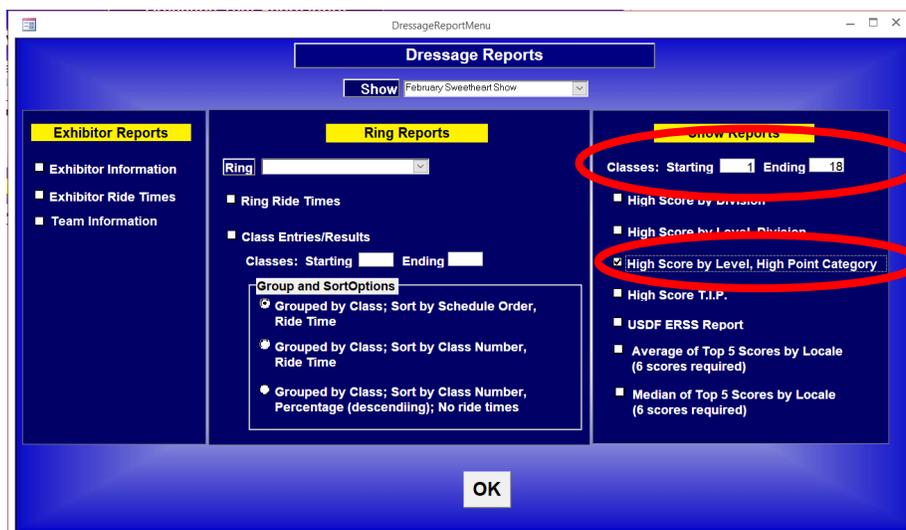
The DHD Schooling Shows award high score for 5 different levels and 2 categories of riders at each level. In addition, we award the highest scoring T.I.P. Horse/Rider.

Once all rides for a given High Score Level/Category is complete, the high score can be awarded.

Select **Go to Dressage Reports Menu**.



Under Show Reports, enter 1 for Starting and 18 for Ending. Select **High Score by Level, High Point Category**. Select **OK**.



Once OK is selected, a Print window will pop up. Select **Print** and then **Close Print Preview**

Note that a high score category must have 2 eligible horse/rider combinations for the high score to be awarded.

Every effort should be made to announce the High Score winners as soon as they can be determined.

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At the end of the show or as soon as you can determine that the last T.I.P. ride has been scored, run the **High Score T.I.P. Report**.

Select **Go To Dressage Reports Menu**. Under Show Reports, enter 1 for Starting and 18 for Ending. Select **High Score T.I.P.** Select **OK**.

DressageReportMenu

Dressage Reports

Show February Sweetheart Show

Exhibitor Reports

- Exhibitor Information
- Exhibitor Ride Times
- Team Information

Ring Reports

Ring

- Ring Ride Times
- Class Entries/Results
- Classes: Starting Ending
- Group and Sort Options**
- Grouped by Class; Sort by Schedule Order, Ride Time
- Grouped by Class; Sort by Class Number, Ride Time
- Grouped by Class; Sort by Class Number, Percentage (descending); No ride times

Show Reports

Classes: Starting 1 Ending 18

- High Score by Division
- High Score by Level, Division
- High Score by Level, High Point Category
- High Score T.I.P.**
- USDF ERSS Report
- Average of Top 5 Scores by Locale (6 scores required)
- Median of Top 5 Scores by Locale (6 scores required)

OK

Once OK is selected, a Print window will pop up. Select **Print** and then **Close Print Preview**