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.

📑 MainMenu				- 🗆 ×						
	SetCurrentShow	_	X							
Setup Exhibito	Select Show	Clear Current Show		xhibitor Score						
Update Class I	- Soloci Show	Set Show Selection		ssage Ride Times						
Quick Ent		Clear Show Selection		sage Test Score						
Print Class/Check		PT PT F 1. White of Freedom		lass Order-of-Go						
Update Placings	Update Placings/Points Standard Reports									
Set/Clear Curren	A.C.C.C Quick Link									



Select Input Dressage Test Score from the Main Menu.

The following screen is displayed.

🔳 Dressage	PointInputMenu			- 0 X
		Dressage T	est Score	e Input
Show	February Sweetheart Show	Class	~	
Entry				Go To Score Input to Place Class
				Got to Dressage Reports Menu
				Go To Freestyle Test Score Input
	Retrieve Test Data			
	Maneuver	Points Coef.	Score	Max Points: 0
				Calculate Score
				Subtotal:
				Errors:
				Total Points: 0
				Percentage: 0.000%
				Print Score Report
				Poseon For No Score or No Place
				Clear Jest Data

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

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.**

📧 Dressage	PointFreestyleInputMenu				- 🗆 X						
		Dress	age Freestyle Score	Input							
Show	March Spring Fling Show 🔍	Class 🗸									
Entry											
	Retrieve Test Data		Max Total Points: Ma	ax Technical Points: Max A	Artistic Points:						
	Maneuver	Points Coef. Score									
			Calculate Score	e							
			Final Results	Technical Results	Artistic Results						
				Subtotal Points:	Subtotal Points:						
			Tie Breaker 🗸 🗸	Errors/Deductions:	Errors/Deductions:						
			Total Points:	Total Points:	Total Dointe:						
			Percentage	Percentage:	Percentane:						
			Percentage.		r crocinage.						
			Print Score Repo	ort							
			Reason For No Score or No Place								
				✓							
			Clear Test Data	a							

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.

🔳 Dressage	PointIn	putMenu				- 0 X
		D	ressage T	est Score	Input	
Show	March	Spring Fling Show	Class 6	USEF Tr	aining Level	Test 3
Entry	142	Dentalia / Heather Snyder		TL3		Go To Score Input to Place Class
	145 146 148	Sudden Urges / Sarah Mackie Confidence Man / Sarah Mackie Shotinthefog / Alma Molander		TL3 TL3 TL3		Got to Dressage Reports Menu
	۲.				>	Go To Freestyle Test Score Input
<	Ret	rieve Test Data				
	Ma	aneuver	Points Coef.	Score	Max F	Points: 0

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.

😑 Dressage	ePointInputMer	nu								-		×
			Dressa	ige T	est So	core	e Input					
Show	March Spring	Fling Show	Class	6	V US	EF TI	raining Leve	I Test 3				
Entry	142 Dent 145 Sude 146 Cont 148 Shot	talia / Heather Snyder den Urges / Sarah Mackie fidence Man / Sarah Macki tinthefog / Alma Molander	e		TL3 TL3 TL3 TL3 TL3			Go 1 Go	To Score Inpu t to Dressage	t to Place Cla Reports Men	ass u	
	<						>	Go	To Freestyle	est Score In	put	
	Retrieve	Test Data						-				
	Maneuve	ər	Points	Coef.	Score		Мах	Points:	250			
	▶ 1		9		9							
	2		7.5	2	15			Ca	Iculate Score			
	3		7		7			Subtotal	100			
	4		7.5	ļ	7.5			Subtotal.	102			
	15		/					Errors:	0			
	6			2	14		Tete	1 Deleter				
			7.5		1 15	.	lota	il Points:	182	Tie Breaker		
	8		7.5	12	1 15		Pero	centage:	72 800%		~	
	10		7.5		7.5							
	11		6					Prir	nt Score Repo	rt		
	12		65	2	13		_					
	13		9	1 4	, iJ 9		Re	eason Fo	r No Score or	No Place		
	GAITS		75	1	75					~		
		ON	7	2	14							
	ISUBMIS	SION	7	2	14	- 1		(Clear Test Da	a		
	BIDEBE	Position and Seat	7.5	1	75	-						
	BIDEBI	lse of Aids	7		7							
	Errors		0	<u> </u>	, .							
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If a rider will not recive a Score for some reason, select the reason from the drop down list of reasons.

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.

		Dressa	ige 1	est S	core Input
ow Marc	n Spring Fling Show 🖂	Class	6	V US	SEF Training Level Test 3
n try 142 145 146 148	Dentalia / Heather Snyder Sudden Urges / Sarah Mac Confidence Man / Sarah M Shotinthefog / Alma Molan	:kie ackie der		TL3 TL3 TL3 TL3	Go To Score Input to Place Cl Got to Dressage Reports Men
۲					> Go To Freestyle Test Score In
R	etrieve Test Data				-
	laneuver	Points	Coet.	Score	Max Points: 250
				/	
		6.5	12	3	Calculate Score
		6	<u> </u>	6	Subtotal: 0
2		6.5	<u> </u>	6.5	- Abbonan - U
				/	Errors: 0
18			12	14	
- /		6	12	12	Tie Breaker
3			12	14	Percentage: 0.000%
19		8		8	
1	0	7		7	Print Score Report
	1	8		8	
		176	1.2	15	Reason For No Score or No Place
	2	1 7.5		-	
	3	6.5		6.5	
	2 3 SAITS	6.5 7.5		6.5 7.5	- · · · · · · · · · · · · · · · · · · ·
	2 3 GAITS MPULSION	7.5 6.5 7.5 8	1	6.5 7.5 16	Clear Test Data
	2 3 AATS WPULSION SUBMISSION	7.5 6.5 7.5 8 7	1 2 2	6.5 7.5 16 14	Clear Test Data
ר ר סו פו ק	2 3 3AITS MPULSION 3UBMISSION RIDER Position and Seat	7.5 6.5 7.5 8 7 7 7 5	1 2 2 1	6.5 7.5 16 14 7.5	Clear Test Data

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.

		ressa	ige T	est So	core	e Input
March	Spring Fling Show	Class	6	V US	EF T	raining Level Test 3
142 145 146 148	Dentalia / Heather Snyder Sudden Urges / Sarah Mackie Confidence Man / Sarah Macki Shotinthefog / Alma Molander	e		TL3 TL3 TL3 TL3		Go To Score Input to Place Cl Got to Dressage Reports Men
<						Go To Freestyle Test Score In
Ret	rieve Test Data					
Me	meuver	Points	Coef.	Score		Max Points: 250
1		7		7		230
2		6.5	2	13		Calculate Score
3		6		6		
4		6.5		6.5		Subtotal: 176.5
5		7		7		Errors:
6		7	2	14		
7		6	2	12		Total Points: 176.5
8		7	2	14		Tie Breake
9		8		8		Percentage: 70.600%
10		7		7	1	Dist Cours Depart
11		8		8		Print Score Report
12		7.5	2	15		Reason For No Score or No Place
13		6.5		6.5	1	
G/	NTS	7.5	1	7.5	1	×
IM	PULSION	8	2	16	1	Class Test Data
	JBMISSION	7	2	14	1	Clear Test Data
Isu			· · ·		11	
SU RI	DER Position and Seat	7.5	1	7.5		

Dressage	PointIng	putMenu								_		>
		D	ressa	ige T	est So	core li	nput					
Show	March \$	Spring Fling Show	Class	6	US	EF Train	ing Leve	el Test 3				
Entry	142 145 146 148	Dentalia / Heather Snyder Sudden Urges / Sarah Mackie Confidence Man / Sarah Mackie Shotinthefog / Alma Molander	9	-	TL3 TL3 TL3 TL3 TL3			Go To Got	o Score Inpu to Dressage	t to Place Cl Reports Mer	ass nu	
	<						>	Go Te	o Freestyle T	est Score In	put	
	Retr	ieve Test Data										
	Ma	neuver	Points	Coef.	Score		Max	Points:	250			
	1		7		7							
	2		6.5	2	13			Ca	Iculate Score	•		
	3		6		6			Subtotal:	176.5			
	- 4		0.0	<u> </u>	0.0							
	0		7		14	-		Errors:	0			
	10		6		19	-	Tot	al Dointe	176.6			
	-10		7	2	14	-	100	ur Points.	170.5	Tie Breake		
			8		8	-	Per	centage:	70.600%		~	
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	11		8	i i	. 8			Prin	t Score Repo	ort		
	12		7.5	2	15	-						
	13		6.5	i i	6.5	-	ĸ	eason For	NO SCOLE O	- No Place		
	GA	ITS	7.5	ίτί	7.5					~		
	- IM	PULSION	8	2	16			_				
	- Isu	BMISSION	7	2	14			C	lear Test Da	ta		
	- I'RI	DER Position and Seat	7.5	11	7.5							
	IRI	DER Use of Aids	7.5		7.5							
) ▶ Err	ors		ΠÍ	0	14						

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**

Y EQUI		USEA	20	22 USEF NC	OVICE TEST A								
Purp rema acce unles	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.												
	CONDIT	IONS:	Nam	e of Event		er /							
Bridle bridle	e: A plain , made e	snaffle entirely of	Date	of Event		nmand							
mater	er or ieau rial with	either a	Dutt	or Erent		ē							
regula	ar cavess	ion, a				ng							
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of per	rmitted b	oits and		(0)]		5 F							
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8	Good		2	Bad	4001 Wing Commander Way : LEXINGTON, KY 40511								
7	Fairly Go	bod	1	Very Bad	© Copyrighted 2022								
6	Satisfact	ory	0	Not Performed	Undated December 18, 2021								
5	Margina	I			Opulieu December 18, 2021								

4. Placing Classes

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

Click on Go To Score Input to Place Class.

ome Create	e E	xternal Data 🛛 Database Tools 🛛 Hel	p ${\cal P}$ Tell me what	you want	to do
😑 Dressage	PointIn	putMenu			– 🗆 ×
Show	March	Dress Spring Fling Show 🔽 Clas	age Test Score I s 6 🔽 USEF Trair	nput ning Level	Test 3
Entry	142 145 146 148	Dentalia / Heather Snyder Sudden Urges / Sarah Mackie Confidence Man / Sarah Mackie Shotinthefog / Alma Molander	TL3 TL3 TL3 TL3		Go To Score Input to Place Class Got to Dressage Reports Menu
	< Ret	rieve Test Data	Go To Freestyle Test Score Input		

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

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 sored 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.

e	Creat	ie E	xternal Data	Database loois	Help	Q	l ell me wha	t you want t	to do			
-8	Dressag	ePointIr	nputMenu							_		×
					Dressag	e Tes	st Score	Input				
	Show	March	Spring Fling Sh	ow 🗸	Class 6	~	USEF Tra	iining Level 1	Test 3			
	Entry	142 145	Dentalia / He Sudden Urge	ather Snyder s / Sarah Mackie			TL3		Go To Score Input to	Place Cl	ass	
		145 146 148	Confidence N Shotinthefog	/ Alma Molander	ie	י ד ד	1L3 1L3		Got to Dressage Re	ports Mer	nu	D
		۲.							Go To Freestyle Test	Score In	put	1
		Ret	trieve Test Dat	a								

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..

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.

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**.



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