



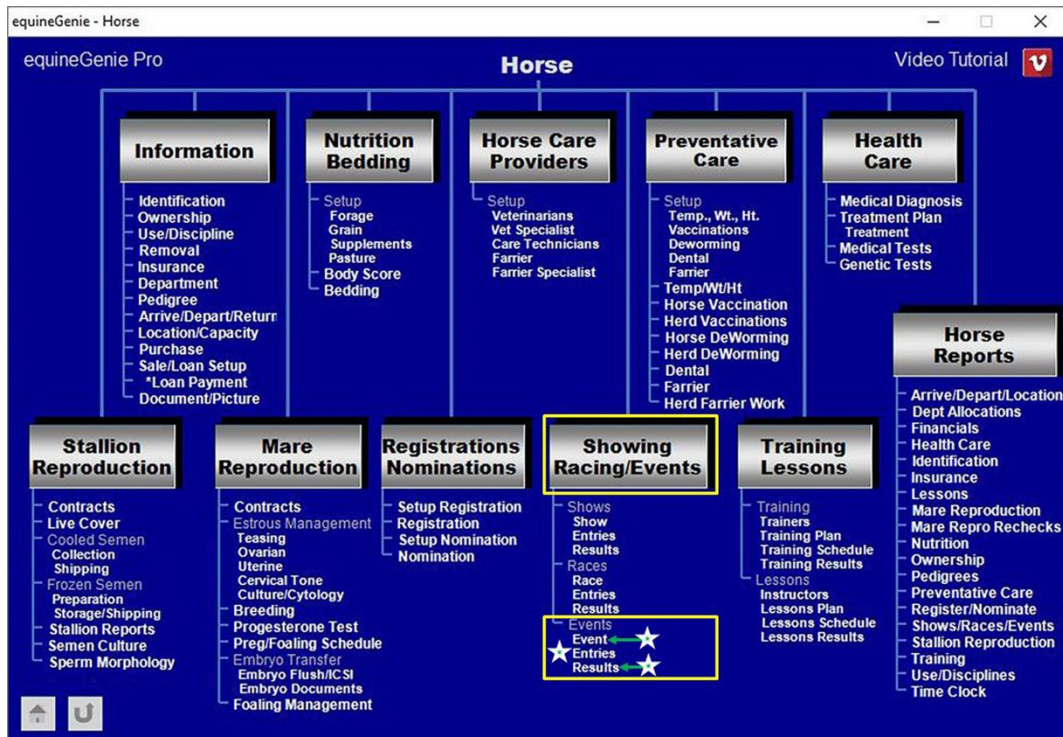
# Horse Eventing

**Setup**  
**Entries**  
**Results**

# Horse Eventing

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## Horses Eventing – Event Setup

Path: Home: Horses: Showing/Racing/Events: Events Event

*There are no prerequisites required before horse eventing can be entered.*

equineGenie Horse Eventing Event - Setup

**Event Setup**

Enter / Select Event ①

② Event Date

Event Location

Event Sponsor

Type Of Event Entry Closing Date

☒ Go To Event Financial Account\* ③

☐ Delete Event Reminder ④

☐ Remove Selected Event ⑤

① Events Scheduled Current Year

② Events Scheduled Previous Year

③ Events Scheduled Date Specified

\*NOTE: Event Name should be to who payments are made for event expenses.

**Event Setup Comments**

⑥

Enter ⑦ Video Tutorial

Popup And Red Flag  
equineGenie  
Notes

① **Enter or select** a horse event from the *Enter / Select Event* dropdown.

**Note 1:** If a previous event had been entered, equineGenie would have remembered it and it would be available for selection. If it is a new event entry, select **[New Item]** from the *Enter / Select Event* dropdown and enter the event. EquineGenie will remember the event for future selection.

② **Enter the event date** in the *Event Date* dropdown. A date can be entered by either selecting the calendar icon or selecting **[New Date]** from the *Event Date* dropdown. Selection of a date from the calendar icon will enter the calendar's selected date. Selection of **[New Date]** in the dropdown requires a date to be entered in the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

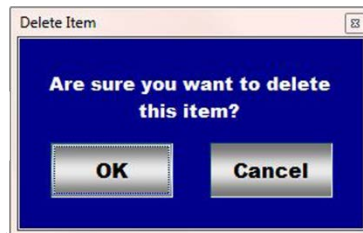
**Enter or select** the event location from the *Event Location* dropdown. If the location had been previous entered it can be selected. If it is a new event location, 'click' in the *Event Location* dropdown and enter the event location. equineGenie will remember the event location entered for future selection.

**Enter or select** the event sponsor from the *Event Sponsor* dropdown. If the sponsor had been previous entered it can be selected. If it is a new sponsor, 'click' in the *Event Sponsor* dropdown and enter the sponsor. equineGenie will remember the sponsor entered for future selection.

**Select the type of event** from the *Type Of Event* dropdown. If a new type of event needs to be added, 'click' in the *Type Of Event* dropdown and enter the new type. equineGenie will remember the type of event entered for future selection.

**Enter the event closing date** in the *Enter Closing Date* box. A date can be entered by selecting the date from the calendar icon or by 'click' in the *Enter Closing Date* box and entering the date in the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

- ③ The event sponsor is a vendor to your horse business. **If the event sponsor's financial information has not been previously setup, select the *Go To Event Financial Account\** button.** Selection of the *Go To Event Financial Account\** button will enter the event setup information and display the *Financial – Vendor / Supplier Account Setup* screen where the event sponsor's financial account can be setup. *Path – Home: Financials: Financial Business Setup: Vendor Setup. (See the Genie Academy, Financial Setup – Accounts training document).*
- ④ equineGenie will automatically set an event closing date reminder for the selected event setup. The reminder will be set for one week before the event closing date. The reminder can be deleted by selecting the *Delete Event Reminder* **Red** button.
- ⑤ **If you need to remove a selected event setup**, it can be removed by displaying the entire event setup information and selecting the **Red Remove Selected Event** button. When the button is selected a *Delete Item* popup will be displayed to make sure you want to delete the selected event setup.



After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button⑦.

- ⑥ **Enter** any comments or notes associated with the selected event setup information.
- ⑦ **Select** enter before leaving the *Horse Eventing Event – Setup* screen.
- ① **Selection** of the '*Events Scheduled Current Year*' button will enable the current year event schedule information to be viewed, exported and/or printed.
- ② **Selection** of the '*Events Scheduled Previous Year*' button will enable the previous year event schedule information to be viewed, exported and/or printed.
- ③ **Selection** of the '*Events Scheduled Date Specified*' button will enable event schedule information within a specified date range to be viewed, exported and/or printed.

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## Horses Eventing – Event Entries

Path: Home: Horses: Showing/Racing/Events: Events Entries

**There are prerequisites required before a horse's event entries can be entered. A horse must be entered in equineGenie, (Horses: Information: Identification). A horse must be identified for events in equineGenie, (Horses: Information: Use/Discipline).**

equineGenie Horse Eventing Event - Entries

**Event Entries/Fees**

Select Horse ①

Select Event ②

Event Date

Select Event Class/Fee

Class #

Event Nominated Award Class

Enter / Select Class Judge (s)

Event Class/Fee Date

Event Class/Fees

Another Class Same Event

Another Event Same Horse

Remove Selected Event Fee ③

Horse Entries Current Year ①

Horse Entries Previous Year ②

\*Note: Event fees may be for stabling, event entries or other event charges.\*

**Event Entries Comments**

④

Enter ⑥

Video Tutorial

Enter and Charge the Horse/Customer (Go To Horse Billing Log) ⑤

Popup And Red Flag

equineGenie Notes

Event Entries Current Year ③

Event Entries Previous Year ④

① Select the horse from the *Select Horse* dropdown.

**Note 1:** A horse must have been previously entered in equineGenie to appear in the *Select Horse* dropdown. Horses are entered in equineGenie on the *Horse Information – Identification* screen. A horse must have been previously identified in equineGenie for racing to appear in the *Select Horse* dropdown. Horses are identified for events in equineGenie on the *Horse Information – Use / Discipline* screen.

② Select a horse event from the *Select Event* dropdown. The horse events displayed in the *Select Event* dropdown are the events entered on the *Horse Eventing Event – Setup* screen.

**Note 2:** An event must be entered on the *Horse Eventing Event – Setup* screen to be displayed in the *Select Event* dropdown.

Select the event date of the selected event from the *Event Date* dropdown. Event dates from previously entered events will be displayed in the *Event Date* dropdown. Event dates from previous events can be selected to recall previous event entries or to make changes to previously entered event entries.

**Important:** Be sure to select the correct date for the selected event.

**Select an event class the horse will be eventing in or a fee for event charges** from the *Select Event Class/Fee* dropdown. Previously entered events will be displayed in the *Select Event Class/Fee* dropdown. If a new event class or fee needs to be entered, select **[New Event Fee]** and enter the event class or eventing charge. equineGenie will remember the event class or evening charge entered for future selection.

The *Class #* box will be activated when the *Select Event Class* is selected or entered. **Enter the class number** in the *Class #* box.

**If the class is a nominated award class, select the nominated award** from the *Event Nominated Award Class* dropdown. Event nominated award classes previously entered will be available for selection. If a new event nominated award class needs to be entered, 'click' in the *Event Nominated Award Class* dropdown and enter the nominated award class. equineGenie will remember the new award class for future selection.

**Enter or select the class judge or judges** from the *Enter / Select Class Judge(s)* dropdown. If the class has more than one judge, enter all the judges on one line in the *Enter / Select Class Judge(s)* dropdown.

**Enter the event class or charge fee date** in the *Event Class/Fee Date* box. The date can be entered by selecting the date from the calendar icon or by 'click' in the *Event Class/Fee Date* box and entering the date in the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

**Enter the event class entry fee** in the *Entry Fee* box.

**Note 3:** If a fee is entered, the \$ to the right of the *Event Class/Fee* box will turn **Red**. Selection of the \$ will display the *Payment Method* popup to initiate recording the financial transaction associated with the fee for the associated event class or eventing charge. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

**If there is another class for the same horse at the same horse event**, selecting the orange **Another Class Same Event** will enter and clear the previous event class information so another event class for the same horse at the same event can be entered.

**If the same horse needs to be entered in a different horse Event**, selecting **Another Event Same Horse** will enter and clear the previous event's information enabling the information for a new horse event with the same horse to be entered.

**Important:** If the eventing entry is for an event fee other than a class fee, the *Class #* box, the *Nominated Award Class* and *Enter / Select Class Judges* dropdowns do no need to have information entered.

- ③ **If you need to remove a selected eventing fee**, it can be removed by displaying the event entry information to be removed and selecting the **Red Remove Selected Event Fee** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to delete the selected event class or eventing charge.



After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button<sup>⑥</sup>.

- ④ **Enter** any comments or notes associated with the selected event entry information.
- ⑤ If the horse being evented is a customer horse, **selecting** the, '*Enter and Charge the Horse/Customer (Go To Horse Billing Log)*' button will enter the horse's event information; the entry fee business cost transaction and display the *Horse Billing Log*. The event horse's name and the horse event date will be automatically displayed on the *Horse Billing Log*.
- ⑥ **Select** enter before leaving the *Horse Eventing Event – Entries* screen.
- ① **Selection** of the '*Horse Entries Current Year*' button will enable the selected horse's event entry information for the current year to be viewed, exported and/or printed.
- ② **Selection** of the '*Horse Entries Previous Year*' button will enable the selected horse's event entry information for the previous year to be viewed, exported and/or printed.
- ③ **Selection** of the '*Event Entries Current Year*' button will enable all horse event entry information for the current year to be viewed, exported and/or printed.
- ④ **Selection** of the '*Event Entries Previous Year*' button will enable all horse event entry information for the previous year to be viewed, exported and/or printed.

**Information:** Additional horse eventing reports are available in the *Horse Reports – Shows/Races/Events* screen. *Path - Home: Horses: Horse Reports: Shows/Races/Events*.

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## Horses Eventing – Event Results

Path: Home: Horses: Showing/Racing/Events: Events Results

*There are prerequisites required before a horse's event results can be entered. A horse must be entered in equineGenie, ([Horses: Information: Identification](#)). A horse must be identified for events in equineGenie, ([Horses: Information: Use/Discipline](#)). A horse must have been entered in a horse event on the [Horse Eventing Event – Entries](#) screen ([Horses Eventing – Event Entries](#)).*

equineGenie Horse Eventing Event - Results

**Event Results**

Select Horse ①

Select Event ②

Event Date ③

Select Event Class Event Class Date

Distance Time Score

Course Condition Entries Placing

Points ④ Class Exhibitor

Monies Won Class Winnings

**Another Event Class**

**Event Documents / Pictures / Videos**

Identify Event Documents / Picture / Videos

**Event Files** ⑤ Locate View Clear

**Another Event Picture**

**Another Event** ⑥

**Event Results Comments**

⑧

**Document, Picture, Video Comments**

⑨

☐ Enter ① **Video Tutorial**

☐ Enter and Charge the Horse/Customer (Go To Horse Billing Log) ⑩

**Popup And Red Flag equineGenie Notes**

② ☐ Horse Event Results (Dates Specified)

③ ☐ Event Results Current Year

④ ☐ Event Results Date Specified

⑤ ☐ List of Event Pictures / Videos

**Remove Selected Event Result** ⑦

- ① **Select** the horse whose event results will be entered from the *Select Horse* dropdown.

**Note 1:** A horse must have been previously entered in equineGenie to appear in the *Select Horse* dropdown. Horses are entered in equineGenie on the *Horse Information – Identification* screen. A horse must have been previously identified in equineGenie for events to appear in the *Select Horse* dropdown. Horses are identified for eventing in equineGenie on the *Horse Information – Use / Discipline* screen. A horse must have been previously entered in an event on the *Horse Eventing Event – Entries* ([Horses Eventing – Event Entries](#)) screen to appear in the *Select Horse* dropdown.

- ② **Select** the horse event in which the selected horse's event results will be entered from the *Select Event* dropdown.

**Note 2:** The selected horse must have been previously entered in a horse event for a horse event to be displayed in the *Select Event* dropdown.

- ③ **Select the event date of the selected event** from the *Event Date* dropdown. Event dates from previously entered events will be displayed in the *Event Date* dropdown. Event dates from previous events can be selected to recall previous event results or to make changes to previously entered event results.

**Important:** Be sure to select the correct date for the selected event.

- ④ **Select the event class** to enter the event results for the select horse and horse event from the *Select Event Class* dropdown.

**Note 3:** The available class events for selection will only be the class events that were previously entered for the selected event on the *Horse Eventing Event – Entries* ([Horses Eventing – Event Entries](#)) screen.

**Enter the event class date** in the *Event Class Date* dropdown. A date can be entered by either selecting the calendar icon or 'clicking' in the *Event Class Date* dropdown. Selection of a date from the calendar icon will enter the calendar's selected date. Clicking in the *Event Class Date* dropdown requires a date to be entered in the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

**Enter the Event distance** in the *Distance* box.

**Enter the event time** in the *Time* box.

**Enter the event score** in the *Score* box.

**Select the track condition** from the *Course Condition* dropdown. If a course condition is not available for selection in the *Course Condition* dropdown, 'click' in the *Course Condition* dropdown and enter the course condition. equineGenie will remember the course condition entered for future selection.

**Select the number of entries in the event class** from the *Entries* dropdown. If the number of entries is not available in the *Entries* dropdown, 'click' in the *Entries* dropdown and enter the new number of entries. equineGenie will remember the number entered for future selection.

**Select how the selected horse placed in the identified event class** from the *Placing* dropdown. If the event placing is not available in the *Placing* dropdown, 'click' in the *Placing* dropdown and enter the event class placing. equineGenie will remember the placing entered for future selection.

**If points are awarded for the event class placing**, enter the point awarded in the *Points* box.

**Select the event class exhibitor** from the *Class Exhibitor* dropdown. If an event exhibitor is not available in the *Class Exhibitor* dropdown an event exhibitor can be added by 'clicking' in the *Class Exhibitor* dropdown and enter the new exhibitor. equineGenie will remember the exhibitor entered for future selection.

**Enter any event class monies won** by the selected eventing horse in the *Monies Won* box.

**Information:** equineGenie tracks, manages and reports the event monies won by a horse.

Enter the event class winnings in the *Class Winnings* box.

**Note 4:** If any event class winnings are entered, the \$ to the right of the *Class Winnings* box will turn **Red**. Selection of the \$ will display the *Payment Method* popup to initiate recording the financial transaction associated with the event class winnings for the associated event class. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

If there is another event class for the same horse at the same horse event, selecting the orange **Another Event Class** will enter and clear the previous event class results information so another event class results for the same horse at the same event can be entered.

⑤ To Enter any event documents, pictures or videos for the selected event:

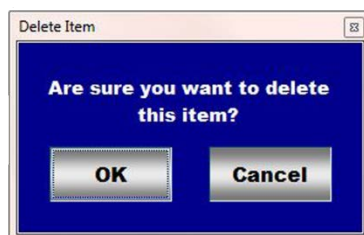
Enter or select the item's storage identity from the *Identify Event Document / Picture / Videos* dropdown. To enter a new storage item, select **[New Item]** from the *Identify Event Document / Picture / Videos* dropdown and add the new item's identity. To recall a previously stored item, select the item's identity from the *Identify Event Document / Picture / Videos* dropdown.

The item can be stored in equineGenie by selecting the **Locate button** to locate the item's file. Selecting open will automatically add it to equineGenie. Selecting the **View button** allows you to view the item. Selecting the **Clear button** will remove the item from equineGenie.

To store another item for the same event, select the orange **Another Event Picture**. Selecting **Another Event Picture** clears the previous item's storage information enabling a new item to be entered.

⑥ Selection of **Another Event** enters and clears the previous horse event's results information enabling a new horse event results to be entered.

⑦ If you need to remove a selected event results, it can be removed by displaying the event result information to be removed and selecting the **Red Remove Selected Event Result** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to delete the selected event result.



After selecting **OK** on the **Delete Item** popup you need to select the **Enter** button ①.

⑧ Enter any comments or notes associated with the selected event result information.

- ⑨ **Enter** any comments or notes associated with the selected event document, picture or video information.
- ⑩ If the horse being evented is a customer horse, **selecting** the, '*Enter and Charge the Horse/Customer (Go To Horse Billing Log)*' button will enter the horse's event results information; any event results financial transaction and display the *Horse Billing Log*. The event horse's name and the horse event date will be automatically displayed on the *Horse Billing Log*.
- ① **Select** enter before leaving the *Horse Eventing Event – Results* screen.
- ② **Selection** of the '*Horse Event Results (Date Specified)*' button will enable the selected horse's event results within a specified date range to be viewed, exported and/or printed.
- ③ **Selection** of the '*Event Results Current Year*' button will enable the current year event result information to be viewed, exported and/or printed.
- ④ **Selection** of the '*Event Results Date Specified*' button will enable the event result information within a specified date range to be viewed, exported and/or printed.
- ⑤ **Selection** of the '*List of Event Pictures / Videos*' button will enable a list of event documents, pictures and videos to be viewed, exported and/or printed.

**Information:** Additional horse eventing reports are available in the *Horse Reports – Shows/Races/Events* screen. [Path - Home: Horses: Horse Reports: Shows/Races/Events](#).

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