



Judging Application User Guide  
Version 1.0.0.0

## Introduction

This document is aimed at first time users of the British Showjumping Application with the aim of familiarising them with the operation of the application and its features. Users of the application will normally fall into two categories: officials (judges) and Show organisers. The application will work the same for both these categories, but the preparation is slightly different.

It is assumed that readers of this document are familiar with the rules and operations of British Showjumping competitions, as these are not covered by this document.

## First Steps

Before using the application, we need to get it installed, and before we do that we need to make sure some things are in place first.

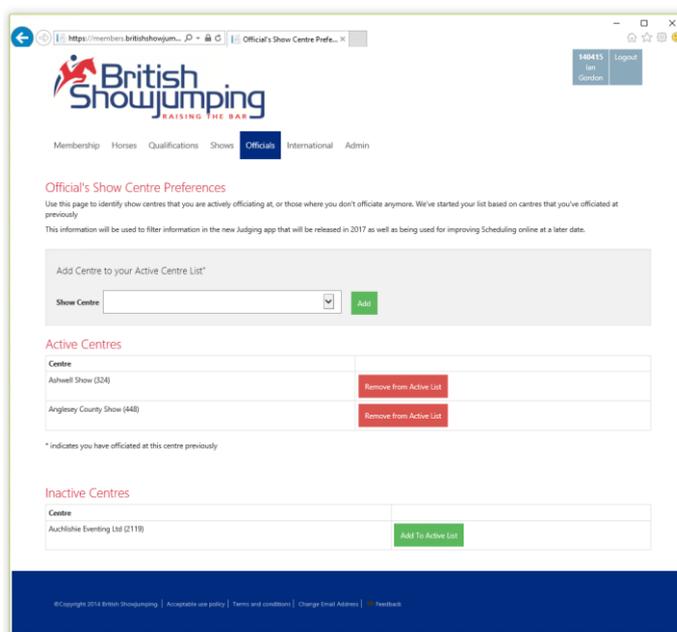
### Create a Members Online Account

Access to the judging application requires a valid Members Online account, and a valid National Membership. If you don't have either of these then please do so before continuing. If you haven't used Members online before, you'll find it at: <https://members.britishshowjumping.co.uk>.

### Setup Show Centre Preferences

NB. Show organisers don't need to do this; their Show Centres are selected directly based on which centres the current member is responsible for.

For judges, select the "Show Centre Preferences" menu option from the "Officials" menu.



This page allows you to add and remove centres from your active list. The application will only download shows held at centres in your active list so it's important you keep this up to date.

You may already have some centres in your active list. These have been automatically selected based on shows where you officiated previously or where you've been invited to officiate.

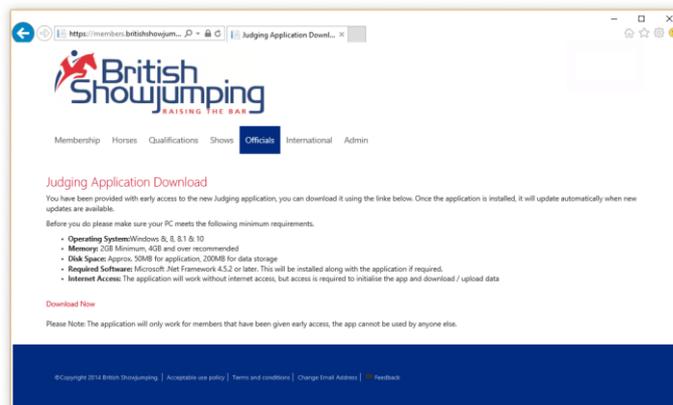
You can come back anytime to keep your list up to date, but for now you can continue.

## Download the Application

Again, from the Officials menu on Members Online, select the “Download Judging App” menu option.

NB. If you don't have this option, it means that the app is still at an early preview stage, and distribution is being limited to a small number of judges, the app will be released to everyone shortly, and we'll make sure everyone is made aware when this happens.

If you can access the page, check that your PC meets the minimum requirements, then click the “Download Now” button.



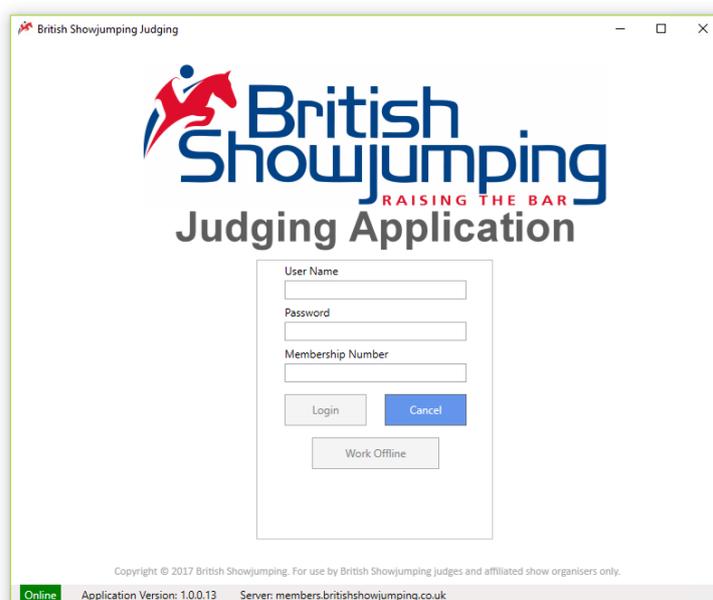
This will install the application, and, if required, Microsoft .Net Framework 4.5.2 (this is a common library from Microsoft used to run applications built using their tools). Shortcuts will be placed on the desktop and Start Menu.

## Logging in

### First Login

The first time you run the app you will need to register the app to your membership account. To do this you will enter your Members Online username & password as well as your Membership Number. Then click the Login button.

If you have entered your credentials (username & password) and the Login button is not enabled, check that the server is online (bottom left of the screen). You can only login to the server when you have internet access and the server is available. For this reason, it's always a good idea to download / upload data when you are in a location with good internet connectivity,



Because each application is locked to a single user, if you have more than one user per machine, you can create new Windows user accounts for them, each with their own login. Doing this means they'll all download their own version of the app without conflict with anyone else.

### Important

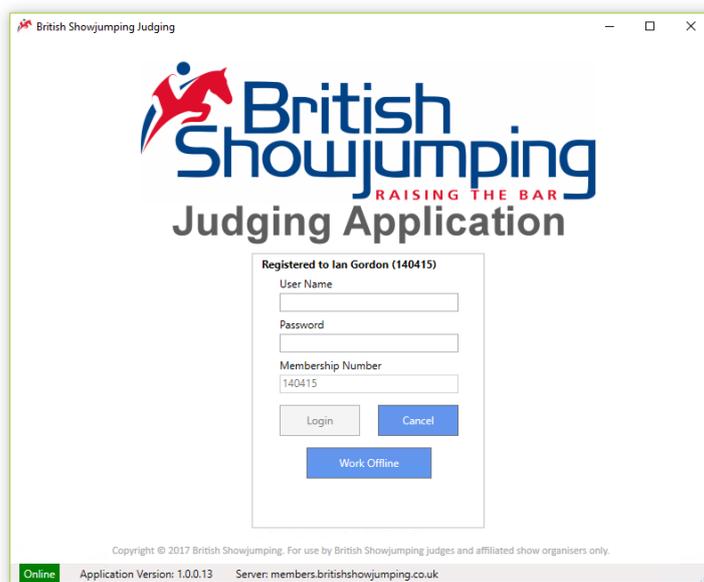
You can only download data from British Showjumping, and upload data to British Showjumping after you've verified your identity with your username and password. Keep your credentials secure, and if you think your account has been compromised, please take steps to change the password using Members Online.

## Subsequent Logins

After the first successful login, the login screen will change. You'll no longer be able to change your Membership Number. And you should have a "Work Offline" button which gives you access to the application without requiring access to the internet.

If you haven't connected to the BS server in the last 14 days, the "Work Offline" button will be disabled until you do.

If you choose to work offline, and then decide to access the server, you'll be able to do so, you'll just be prompted for your credentials, you don't need to come out of the app to do so, you just need an internet connection.



The screenshot shows a window titled "British Showjumping Judging". The window contains the British Showjumping logo and the text "Judging Application". Below the logo, there is a registration status: "Registered to Ian Gordon (140415)". The login form includes fields for "User Name", "Password", and "Membership Number" (which is pre-filled with "140415"). There are "Login" and "Cancel" buttons, and a "Work Offline" button. At the bottom of the window, there is a status bar with the text "Online", "Application Version: 1.0.0.13", and "Server: members.britishshowjumping.co.uk".

## Main Screen

### Left Side (System)

There are 3 tiles (also buttons) on the left hand side of the screen, these relate to the operation of the application.

#### Reference Data

Reference data is downloaded from British Showjumping, this data contains rules, class setup and officials, as well as shows that you may be involved with.

Ideally this data will be downloaded the day of, or the day before every show you attend. The colour of the tile indicates how current the data is. Red indicates its missing, out of date, Orange indicates it needs refreshing, Green indicates its relatively up to date.

As a general rule try to update this data whenever you have good internet coverage. You will need to log in to get this data.

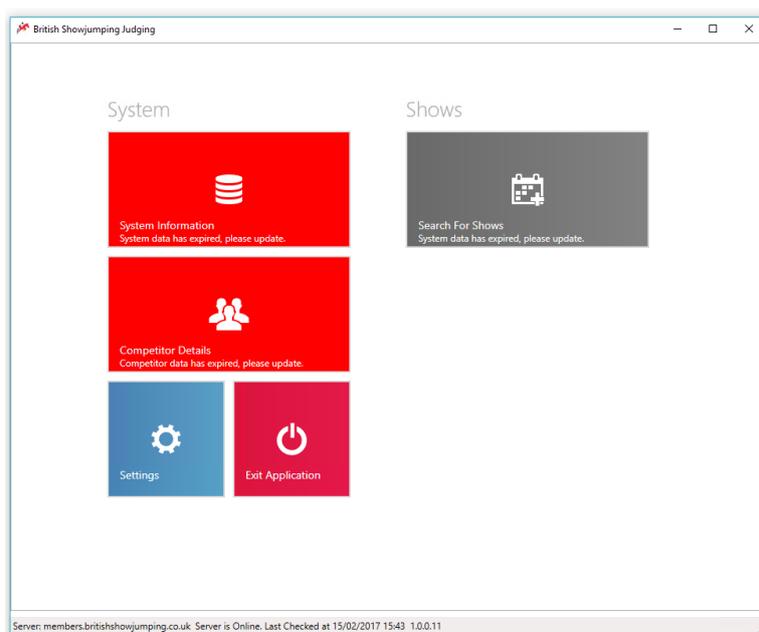
#### Competitor Details

Similar to reference data, this information about horses, riders and owners is downloaded on demand. Its size (approx. 15MB) makes it a bit slower to download than reference data but it generally takes less than a minute.

Again, its colour indicates its relevance, so try to update it every time you have good internet coverage. You will need to log in to get this data.

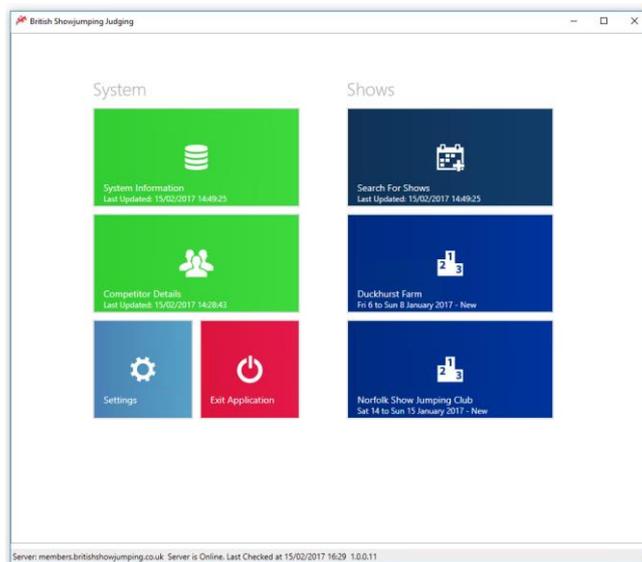
#### Settings

The Settings tile provides access to system maintenance functions like backup / restore of data, housekeeping functions etc. This will be covered in more detail later. You will need to log in access this screen.



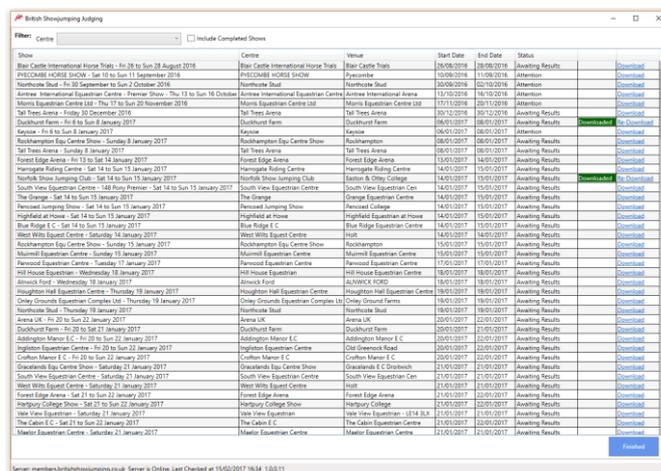
## Right Side (Shows)

In the screenshot below, you can see that the Reference & Competitor data are both up to date so the “Search for Shows” button is available. And that two shows have been downloaded to use.



## Show Search

The Show Search screen displays all shows that are relevant to the user for their show centres, preferred or otherwise. The grid can be filtered to a specific centre, or the columns can be sorted to make find a show easier. Once you’ve found the show you want, click the “Download” link and it will appear on the main screen. You’ll need to login to download a show.



Show	Centre	Venue	Start Date	End Date	Status	Download
Blue Castle International Horse Trials - Fri 26 to Sun 28 August 2016	Blue Castle International Horse Trials	Blue Castle Trials	26/08/2016	28/08/2016	Awaiting Results	Download
PROCCOBI World Centre - Sat 10 to Sun 11 September 2016	PROCCOBI World Centre	Parsippana	09/09/2016	11/09/2016	Attention	Download
Norfolk Stud - Fri 20 September to Sun 2 October 2016	Norfolk Stud	Norfolk Stud	20/09/2016	20/10/2016	Attention	Download
Arms International Equitation Centre - Pioneer Show - Thu 13 to Sun 16 October	Arms International Equitation Centre	Arms International Equitation Centre	13/10/2016	16/10/2016	Attention	Download
Mornix Equitation Centre Ltd - Thu 17 to Sun 20 November 2016	Mornix Equitation Centre Ltd	Mornix Equitation Centre Ltd	17/11/2016	20/11/2016	Attention	Download
Sat Trees Arena - Friday 20 December 2016	Sat Trees Arena	Sat Trees Arena	20/12/2016	20/12/2016	Awaiting Results	Download
Duckhurst Farm - Fri 6 to Sun 8 January 2017	Duckhurst Farm	Duckhurst Farm	06/01/2017	08/01/2017	Awaiting Results	Download
Roachampton Eq Centre Show - Sunday 8 January 2017	Roachampton	Roachampton	08/01/2017	08/01/2017	Awaiting Results	Download
Sat Trees Arena - Sunday 8 January 2017	Sat Trees Arena	Sat Trees Arena	08/01/2017	08/01/2017	Awaiting Results	Download
Forest Edge Arena - Fri 12 to Sat 14 January 2017	Forest Edge Arena	Forest Edge Arena	12/01/2017	14/01/2017	Awaiting Results	Download
Harrigate Riding Centre - Sat 14 to Sun 15 January 2017	Harrigate Riding Centre	Harrigate Riding Centre	14/01/2017	15/01/2017	Awaiting Results	Download
Norfolk Show Jumping Club - Sat 14 to Sun 15 January 2017	Norfolk Show Jumping Club	Station & City College	14/01/2017	15/01/2017	Awaiting Results	Download
South View Equitation Centre - 1st Show Premier - Sat 14 to Sun 15 January 2017	South View Equitation Centre	South View Equitation Cen	14/01/2017	15/01/2017	Awaiting Results	Download
The Grange - Sat 14 to Sun 15 January 2017	The Grange	Orange Equitation Centre	14/01/2017	15/01/2017	Awaiting Results	Download
Revised Jumping Show - Sat 14 to Sun 15 January 2017	Revised Jumping Show	Revised College	14/01/2017	15/01/2017	Awaiting Results	Download
Higfield at Home - Sat 14 to Sun 15 January 2017	Higfield at Home	Higfield Equitation at Home	14/01/2017	15/01/2017	Awaiting Results	Download
Blue Ridge E.C. - Sat 14 to Sun 15 January 2017	Blue Ridge E.C.	Blue Ridge Equitation Centre	14/01/2017	15/01/2017	Awaiting Results	Download
West With Equit Centre - Saturday 15 January 2017	West With Equit Centre	WOP	14/01/2017	14/01/2017	Awaiting Results	Download
Roachampton Eq Centre Show - Sunday 15 January 2017	Roachampton	Roachampton	15/01/2017	15/01/2017	Awaiting Results	Download
Marnell Equitation Centre - Sunday 15 January 2017	Marnell Equitation Centre	Marnell Equitation Centre	15/01/2017	15/01/2017	Awaiting Results	Download
Revised Equitation Centre - Tuesday 17 January 2017	Revised Equitation Centre	Revised Equitation Centre	17/01/2017	17/01/2017	Awaiting Results	Download
Hill House Equitran - Wednesday 18 January 2017	Hill House Equitran	Hill House Equitation Centre	18/01/2017	18/01/2017	Awaiting Results	Download
Alwick Equit - Wednesday 18 January 2017	Alwick Equit	ALWICK FC&D	18/01/2017	18/01/2017	Awaiting Results	Download
Houghton Hall Equitation Centre - Thursday 19 January 2017	Houghton Hall Equitation Centre	Houghton Hall Equitation Centre	19/01/2017	19/01/2017	Awaiting Results	Download
Osney Grounds Equitation Complex Ltd - Thursday 19 January 2017	Osney Grounds Equitation Complex Ltd	Osney Grounds	19/01/2017	19/01/2017	Awaiting Results	Download
Norfolk Stud - Thursday 19 January 2017	Norfolk Stud	Norfolk Stud	19/01/2017	19/01/2017	Awaiting Results	Download
Arms UK - Fri 20 to Sun 22 January 2017	Arms UK	Arms UK	20/01/2017	22/01/2017	Awaiting Results	Download
Duckhurst Farm - Fri 20 to Sat 21 January 2017	Duckhurst Farm	Duckhurst Farm	20/01/2017	21/01/2017	Awaiting Results	Download
Addington Manor E.C. - Fri 20 to Sun 22 January 2017	Addington Manor E.C.	Addington Manor E.C.	20/01/2017	22/01/2017	Awaiting Results	Download
Ingston Equitation Centre - Fri 20 to Sun 22 January 2017	Ingston Equitation Centre	Old Greenock Road	20/01/2017	22/01/2017	Awaiting Results	Download
Crofton Manor E.C. - Fri 20 to Sun 22 January 2017	Crofton Manor E.C.	Crofton Manor E.C.	20/01/2017	22/01/2017	Awaiting Results	Download
Frankwell Eq Centre Show - Saturday 21 January 2017	Frankwell Eq Centre Show	Frankwell E.C. Chesham	21/01/2017	21/01/2017	Awaiting Results	Download
South View Equitation Centre - Saturday 21 January 2017	South View Equitation Centre	South View Equitation Cen	21/01/2017	21/01/2017	Awaiting Results	Download
West With Equit Centre - Saturday 21 January 2017	West With Equit Centre	WOP	21/01/2017	21/01/2017	Awaiting Results	Download
Forest Edge Arena - Sat 21 to Sun 22 January 2017	Forest Edge Arena	Forest Edge Arena	21/01/2017	22/01/2017	Awaiting Results	Download
Hartley College Show - Sat 21 to Sun 22 January 2017	Hartley College Show	Hartley College	21/01/2017	22/01/2017	Awaiting Results	Download
Wye View Equitran - Saturday 21 January 2017	Wye View Equitran	Wye View Equitran - L14 SLX	21/01/2017	21/01/2017	Awaiting Results	Download
The Cabon E.C. - Sat 21 to Sun 22 January 2017	The Cabon E.C.	The Cabon Equitation Cen	21/01/2017	22/01/2017	Awaiting Results	Download
Waverlo Equitation Centre - Saturday 21 January 2017	Waverlo Equitation Centre	Waverlo Equitation Centre	21/01/2017	21/01/2017	Awaiting Results	Download

## Shows

Shows are displayed on the main screen until the user removes them (from the Settings screen) or they are removed automatically 14 days after the show was uploaded. It is recommended to download the show as close to the date of the show as possible to make sure any last minute changes are included in the data.

## Show Screen

Selecting a Show from the Main screen displays the Show Screen.

## Show View

The Show screen displays the days the show is running and the competitions per day. Split / Combined competitions are displayed here together. The “Export Show To Excel” button exports the show to an Excel spreadsheet for the users own records, normally once the show is finished with.

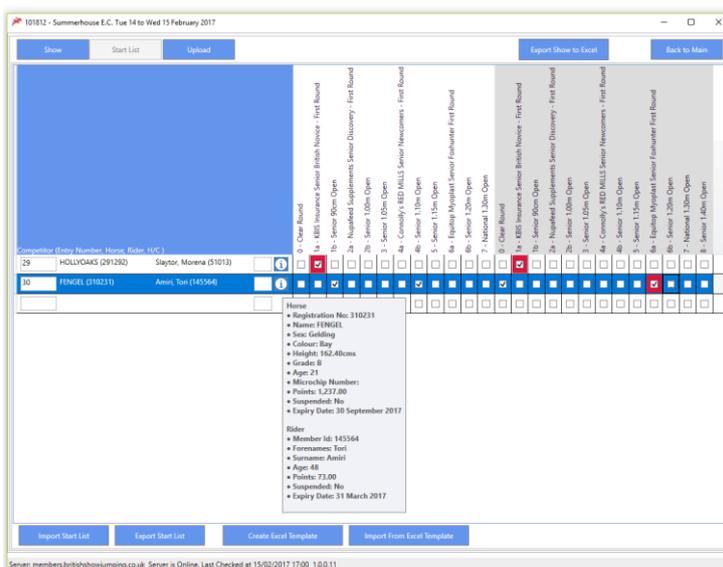
If you don’t own Microsoft Office, or Excel, you can download a free Excel file viewer from Microsoft, search for “excel file viewer”, but take care to only download it from Microsoft’s site.

The “Back to Main” button returns to the main screen



## Start List

The Start List screen allows a user to build a start list and share it, if required.



To add a competitor, select the Entry Number (first) text box, doing this should enable the lookup boxes for Horse & Rider. Enter the Entry Number and tab onto the horse field. The best way to find a

BS registered Horse or Rider is to enter their Membership Number if this is known. Doing this should filter the dropdown list to a single item, press the down arrow to select the correct entry, then press the enter key to select it, then press the Tab key to move on.

Important.

You need to select the item from the dropdown, the easiest way to do this is as above, use the up down keys to identify the correct entry, the hit the Enter key to select it.

Once you have entered a horse and rider, you can select the competitions they will compete in. If there is a potential problem with the horse and / or rider in a particular competition, the checkbox will be highlighted in red. Hovering over the checkbox with the mouse will provide an explanation as to the reason for the potential issue.

Likewise, hovering the mouse over the “i” symbol, as per the above screenshot, lists information about the horse and rider.

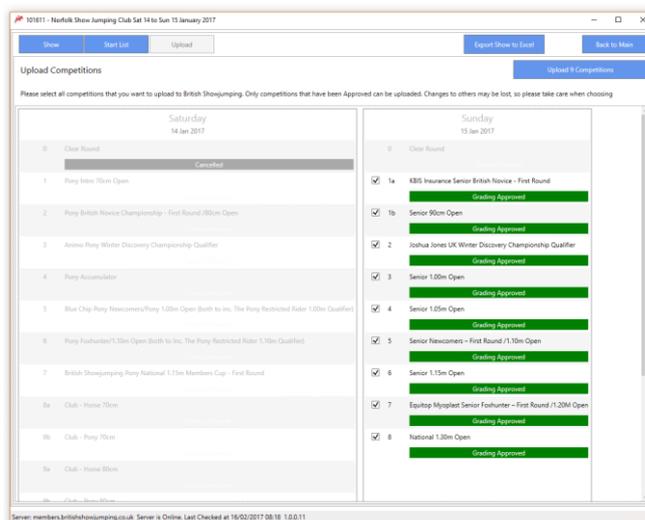
The aim of the above check is to reduce fines, etc. but bear in mind that the data would have been correct when you downloaded it, but may not be on the day of competition, so it’s best to advise competitors of the potential issues rather than prevent them from competing.

The buttons at the bottom of the screen allow you to Export the Start List as a file and import it again on a different computer. Alternatively, you can export this start list screen to an Excel document and enter the information manually within Excel. And again you can import the results from that file back into the judging app. But bear in mind that this approach will not validate the competitors as you enter them, only when you import them.

## Upload

When you have finished officiating at the show, and all the classes are complete, you need to upload the data to British Showjumping. You do this from the Upload screen.

Important: Only competitions marked as “Complete” will be submitted to British Showjumping. In the screenshot below, competitions from the first day have not been completed, so will be ignored, the nine competitions from the second day coloured green will be submitted.



Make sure that you have a good internet connection and click the “Upload XX Competitions” button. You’ll be asked to confirm the action, then asked to login if you haven’t already done so, and the competitions will be uploaded.

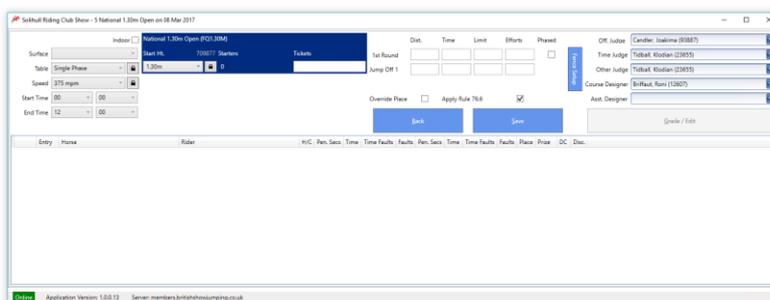
Once the upload is complete, you’ll be asked if you want to save the show to an Excel spreadsheet. We recommend you do this for your own records, as the show will be removed automatically after 14 days if you don’t remove it in the meantime.

## Competition Screen

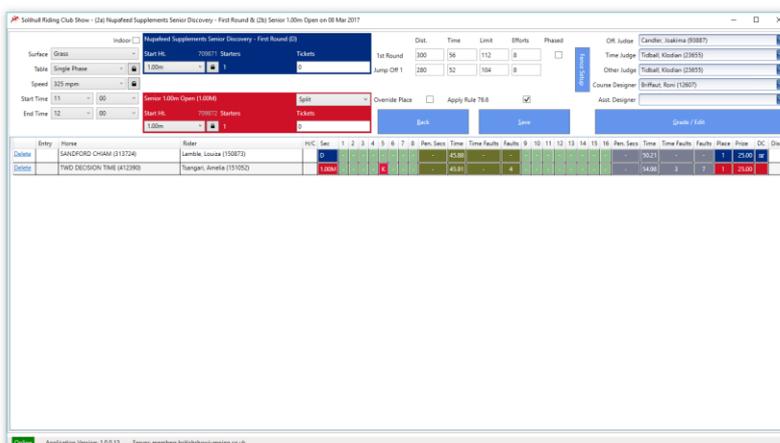
The competition screen(s) are the most important screens in the app where most time will be spent. This section won’t cover the technicalities of judging, only how this screen should be used.

When you select a competition from the Shows screen, this screen will show an empty class setup as it was scheduled. In the example below, the Table, Speed and Start height are all set. In this case the officials have been setup too, this will only happen if there is one official per role across the whole show, so it won’t always be populated by default.

A surface will need to be entered as well as a start time, entering a distance will default the Time Allowed / Time limit to the correct values based on the speed selected. Once all the information is entered you can click the Grade / Edit button to start judging the class.



The example below shows a split class, note that the competitors are colour coded to show which section they are competing in.



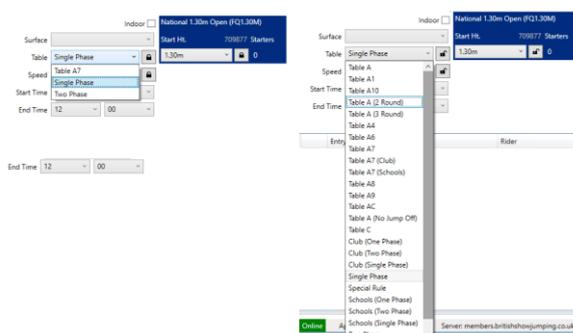
The class will auto-save every 5 minutes or so to reduce the risk of losing data, when you are finished with the class click the Save button and marks the class as complete if its finished with. Doing this means it will be submitted to British Showjumping when you upload the show.

## Unlocking the Competition

Important: While the class is initially setup as it was scheduled, it can be changed within the rules, i.e. only valid options for the class are available. If you need to run the class outside the British Showjumping rules, then you can “unlock” the class by clicking a button with the padlock icon. When you unlock a class you will need to enter a reason for doing so, so this can be reviewed by the Shows Dept. who may contact you to discuss further.

This is a temporary solution, in future, depending on how the unlock buttons are used, it may be necessary to obtain an unlock code from British Showjumping before you can unlock a class.

Below is an example of the tables available for the class when it is locked and when it is unlocked



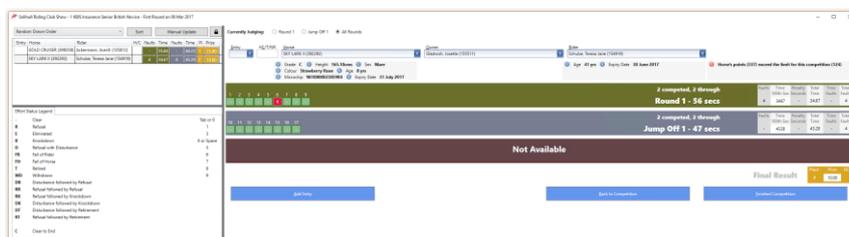
## Competition Judging Screen

Clicking the Grade / Edit screen takes you to the Competition Judging screen. This screen is where you judge or grade the competition.

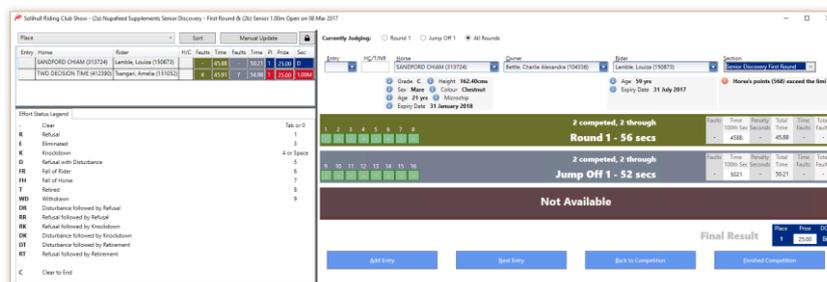
At the top of the screen is the “Currently Judging” section, this determines which part of the competition you’re judging. For a judge, this will default to the first round, not the whole class as selected below.

At the top left is a grid of all riders who are eligible for the round being graded, these can be sorted by place or drawn order by changing the drop down and clicking the “Sort” button. You can manually sort the entries, by clicking the “Manual Update” button, click the button again to continue. Selecting an entry in the grid will display it on the right hand side of the screen.

At bottom left is a legend of keys and shortcuts permitted for entry against each fence.



To add a new entry, click the “Add Entry” button. “Back to Competition” button will return you to the Competition Screen. “Finished Competition” button will save the competition, mark it as complete and return you to the Shows screen.



When adding competitors, you can use the Entry Number from the Start List to populate or add the horse and rider individually. If doing this, you must do the same as with the Start List, filter to find the horse or rider, then select the entry from the list. When you do this details of the horse or rider will display as above. And any potential issues will be displayed to the right. In the case above the horse may be fined for having too many points for this class.

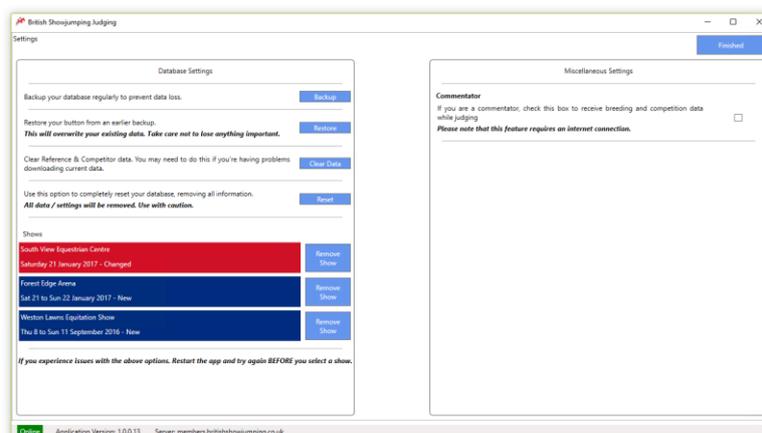
Because this is a split class you need to specify which section the combination will compete in.

For Club and “Just for Schools” competitions there will be an indicator (CL or SC) to indicate if the combination are valid combinations for that competition. And for “Just for Schools” competitions there will be an option to select a team, if a combination is eligible.

Note that some labels have underscore character in the label, holding down the Alt key and pressing this key will take you to that field. For example, pressing Alt + E will take you to the Entry Number field.

## Settings Screen

The settings screen allows you to make changes to your system, this screen will evolve over time as we add features requested by users.



### Backup Database

This option creates a backup copy of the database in a separate file. You should backup regularly, after every show would be a good interval.

### Restore Database

You can restore your database to an earlier point in time if you have accidentally deleted data or suffered data loss by selecting a backup file you created as a backup. Your current database will be overwritten, so make sure your data is protected before doing this.

### Clear Reference & Competitor Data

This removes the Reference and Competitor data from the database, reducing its size. You can do this before making a backup to reduce the size of the backup file. You may need to do this if your data becomes corrected, or we ask you to send us a backup file for fault investigation purposes.

### Reset Database

This option will delete everything in your database and start from scratch. After you do this you'll have to register the application to your account again, and repopulate the data. You should do this before uninstalling the application.

### Remove Shows

When you have finished with shows, you can remove them from the database. Before using this option make sure that you no longer need the data, saving the show to an Excel format at the very least.

### Commentator

If you are a commentator you can select this option to receive breeding information, and results for horses and riders. You will need to select this option each time you start the application, because it requires a Live connection to the internet to download information as required. Once information is downloaded for a particular horse / rider at a show it is held until the show is uploaded, so it will only be downloaded once per show.