

## IEO Schooling Show Secretary notes:

### Entries:

1. When received, check post mark. If not postmarked by closing date, mark in red that late fee is due if not included with fees. Then number them in order of receipt.
2. Open to check for complete entry, fees, coggins, and signatures.
3. If not complete, contact to have completed

Leave them in envelope until after the closing date. (I find this keeps everything together and from getting lost.)

4. Begin Data entry
5. After closing date: put any entries received on a wait list, unless show is not full. Be sure to check for included late fee. If not included, contact entry for late fee.

### Data Entry:

Use the secretary spreadsheets.

1. Enter all information on the Master Entry sheet. In the notes column include any information that will help you with scheduling, expense sheet, IOU's, class certificates, missing information you need, etc. This sheet is very important because it is a way to double check everything from entry information, and expense/income sheet.
2. Enter information on the expense sheet. Any fees due, put in red, until received. 3. Enter horse, rider information on class sheet (score sheet)
  - a. Once all of the entries are received, (I usually wait until the Monday or Tuesday the week of the show) Assign #'s.
    1. You can put them in the competitor envelopes with information on the front.
  - b. Double check actual entries to score sheet and master sheet.
  - c. I create the posters (these are hung up at the show for competitors to look at) after the score sheets, because this is mostly a copy and paste process. Be sure to enlarge a big as possible for good visibility.
  - d. Begin work on the schedule.

### Schedule:

Determine what classes you are going to start with, and what time the show will start.

I try to keep rider's times as close to no less than ½ hrs between rides or more than 1 hour between rides as possible. This is depending on # of entries. If you have small classes, you'll have to mix tests and levels up to give the riders an appropriate amount of time between rides.

Sometimes you will have to contact riders to see what their preference is. Sometimes, they'd prefer to ride back to back rather than wait a longer amount of time. This usually affects the Western Dressage, USEA and upper level classes, because they typically are smaller.

Depending on the size of the show, allow 2 min. between rides for very large show, and 3 -4 min. for small show. Typically, I allowed 3 min. Sometimes it is helpful to stick in a couple of ghost times (add a full ride of extra time) between rides. This helps with changes made day of

show, or if we get behind.

Be sure when scheduling 10 min. breaks and lunch you allow for the last ride to finish before starting the break time. So, for a 10 min. break, start it 8 min. (5 min. ride plus 3 extra) after the start of the last ride before the start of break, and then add the 10 min. for the start time of the first ride after the break.

If you have USEA rides, the lower levels usually go in the short arena. If the show is very large, or you only have a few USEA tests, you should contact the USEA riders and see if they mind riding in the large arena. (Most riders seem to prefer to ride in the large arena)

It works best to schedule short arena for first thing in the morning. It is quicker to reset the large arena than the other way around. You'll need about 10 min. to reset arena size. Be sure to schedule this time. Make sure show manager lines up ring crew for this. (If it makes sense to do the AM or PM 10 min. break during the ring change, do it then)

It is easiest to schedule MFS rides right after a break or lunch. It makes it easier to get music, equipment, etc. ready.

Pay attention to riders riding multiple horses. Try to give adequate time between horses. Also, try not to have them switching back and forth between horses.

Things to do after schedule is done and before show:

Email times to webmaster, to have posted on Wed. before show.

Riders will almost always contact you with requests or changes as soon as you post it.

If changes are significant, you'll have to alert all riders that new times are being reposted.

Make copies of schedules for packets and for ring steward, scribe, manager, secretary, and announcer. (Do this as late as you can, because there are usually changes that have to be made up to the last min.) Put one in each packet. There are clip boards for each of the others that need copies.

Put envelope packets in alphabetical order for ease of handing out and put in blue file box.

Fill out the test sheets in pen. Fill out the fronts of the test sheets. The place for the rider # on the test side is done by the scribe the day of the show. Be sure they are in the scheduled order. Put on clip board.

Print score sheets (2 sets)

Print posters

Print master sheet with all notes

Day of the show.

Arrive about 1 or so hours before first ride.

Unload all of the secretary stuff from IEO trailer. Big blue box, ribbons, small file box  
Set up scoring station. 2 calculators, pens, score sheet clip boards

Set up judge and scribe stuff (2 clip boards. One with all of the tests for the day with a copy of the schedule, 1 with an extra copy of each level test) bell, and pens

Make sure ring steward, announcer, manager and secretary have clipboards with schedule

Get packets ready to hand out, make sure master entry sheet is there for making notes and checking notes.

Hang score posters

Hand out packets, collect any fees, or information due and make notes as received

Make sure tests are collected about every 3 rides, post as soon scores are done. Make sure scorers are trained to score tests, and have one person double checking scoring before posting.

Make sure to check test sheet fronts (rider info) to # on the test side (by scribe) to see that they match.

Pin classes, hand out ribbons.

Pin High score each level and High score of the day awards. (see separate sheet for add'l info)

Hand in envelope with checks, IOUs, and class vouchers, and receipts to treasurer. You may  
want to include a preliminary copy of the treasurer's report.

Collect and note any money received for drinks, etc. and put in envelope

After the show:

Enter scores onto score sheet spread sheet, and forward to webmaster to have posted.

Forward scores to score keeper for year-end awards

Finish filling out expense sheet and forward it and Master entry sheet to treasurer. Mail any  
leftover tests and awards to anybody who was not there when awards were given out.