

Show Secretarial Duties

1. Week before the show log into compete easy and approve coggins where appropriate. As you get further into the show season there will be less to approve. Email anyone whose coggins is not valid and request they upload another to compete easy or at minimum email it to you so you can verify.
2. Once show closes(two Fridays before show) Run report Entries to Excel with Horse/Rider Questions this will give you the full details – you'll be able to delete all the columns except rider/horse/test/ notes/a,O,J status columns. Add columns for bridle number and ride times.
3. Using the notes, begin to move rides around based on rider requests with who they are traveling with, being coached by am/pm etc.

Riding times are as follows

Western Dressage 7 minutes

Intro A/B 7 minutes

Intro C 7 minutes

Training 1 7 minutes

Training 2 & 3 8 minutes

First Level and above 8 Minutes

4. Assign numbers to horses/ we try to maintain the same bridle number for each horse for the entire season. File numbers into file box with envelope with corresponding rider name File alphabetically by last name. New riders/horse combo will get a new number, write name of horse in pencil on back of number if they have more than one horse.
5. Post ride times in pdf format to fb page. Email ride times to Kim for dispersal via email.
6. If there are late entries they automatically go to end of day rather than revising a posted schedule if at all possible.
7. Copy Ride times sheet into another excel tab and break into groups by test and then A/O/Jr. Add a column for the score.
8. Pull tests for day of show and file them in order of go- put labels on tests, ensure the judges reference file is up to date with all the tests they'll be expected to score that day.
9. Print 5 copies of ride times(announcer, board at secretary stand, show manager, gate keeper and ring steward) print two copies of score sheets – board at secretary stand and scorers

10. Day before or day of – if day of arrive one hour before show starts- set out numbers for people to help themselves to and post ride time/ score sheets on board. Get judges file and test for the day gathered with pens (reds and blues) bells and a charged walkie for judges gazebo.
11. Set out secretary box and extra numbers In the event they are needed.
12. Create a manilla folder with that month on it (July scores/ride times) and put all your backup info in it. Show manager should also put the score sheets/ amended ride times/ all data from the day in this folder at the end of the day and volunteer hours as well.
13. Print a list of High Score winners from previous show for the show manager to award items too if the winners stop by the secretary stand.
14. If you are not there at the end of day, have show staff put secretarial items in trailer for you to pick up or arrange to get them from somebody after show. You'll need to send out the final results of the show as well as High Point Winners in the next day or so. Volunteer time goes to Tonda Lewis for tracking. Post the results for the show on the FB page as well as send to Kim to email the membership. Send to Beth Major for posting on the website.