

PONY CLUB RESULTS – USER GUIDE



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This Guide has been compiled by David Lindsay of West Perthshire Branch. It is based on my experience of using the site. If you find an error or know a better way to carry out any process, or want to write a new section for inclusion, let me know and I shall update the Guide accordingly.

Email any comments regarding the guide to westperthshire@pcuk.org

There are sections applicable to most competitions plus additional Sections relating to specific completion types.

While these notes may look a bit daunting at first sight I have broken them down into specific activities so that when you come back to use the system after a winter off and you know it can do something but you can't remember how you did it the last time, you can get a reminder here.

If you are a first time user it helps you with the event set up and on the day scoring.

Scoring on the day is extremely easy including making any last minute changes to entries, or adding, for example, show jumping course distances as the first rider is entering the ring!!

The PC Results site is based on Eventing Scores and has options at various locations which are not relevant to PC competitions and hence can be ignored.

This guide covers general event setup and other common procedures. See Event Setup and Scoring files for specific types of competition.

Be aware that you need an internet connection or 4G/5G to live score on the day. You will need wifi at the venue, a dongle or you can hotspot from a phone. Don't try to do the scoring on a phone. Scoring on PonyClubResults for one day will use about 0.5GB of data. There is also a test event available for you to practice on. Look under HOME – TEST EVENT. You can also set up your own practice event if you wish (make sure you hide it on the calendar).

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SETUP COMMON TO ALL EVENTS

Create an Event

In the Home screen, click on “Create Event” at the bottom of the screen. It will open the “Event Settings” page which has a number of Sections -

General Settings

Enter event name

Enter event date

Enter duration (Publish Times section for more information)

This information can subsequently be edited if required.

Note - Useful to include the branch name as part of the event name (not initials please) – then it shows in the home page.

People & Suppliers

For most events you don't need to add or change anything here.

Calendar Settings

Live Scoring on this Site - Check this option to have the event displayed on the PC Results Home page. This must be checked to make the event live and therefore visible to all on the website.

Hide on the Calendar - If you don't want the event visible to the public to start with, check this option. Useful while inputting the event details but important to change this setting to “Live Scoring on this Site” before the start of the event.

If using this setting, to find the event go to “My Account” and scroll down to the “Events” section.

Show in Grey on Calendar - Check this option to show the event title on the public calendar but not allow access to any details.

Event Page Settings

Publish Times

If competitor times are available, check the “Publish Time” box. Times will be displayed up to the day prior to the event. It is wise to leave this unchecked until the last minute and publish as stated on your schedule.

If you want to show the rider times on the day of the event, go to the relevant Class Section and click on the Wheel to go to “Advanced Settings” and check the “Show Times on Day” box. On the day individual times will show until a score is entered for a rider.

Times can be imported along with entries (See Importing Entries Section for more information on times)

Show Equine Health Declaration - Creates a button for competitors to confirm that their horse meets the BEF Equine Health Declaration. It is probably only needed if your competition takes place on a Jockey Club site.

Show links for printable numbers - This allows competitors to print their number from the site. If this option is checked, by going to the relevant class, a competitor can click on their name to print their number.

Click on the red “**Event Page Layout**” button for more Event Settings sections.

Event Menu Settings

Show Vaccination Dates - Checking this box will display a yellow Post It note style message on the Event Home page giving details of the current flu vaccination rules and dates.

The other options in this section – “Show Results”, “Show Classes boxes on Event page” and “Show competitor links when set” - can normally be left at their default settings.

Images Lets you put one image onto your event page. This image needs to be hosted elsewhere e.g. Facebook and then you put its URL into this field.

Waffle

This provides the means to add information to the “Event Page” such as details of the event etc. There are three sections for text – “Introduction”, “Competitor Information” and “Visitor Information”, plus a location map.

Introduction on Event Page

Use to publish general details about the event. This will show on the Event home page as a separate section.

Competitor Information on Event Page

Use to publish relevant details about the event. This will show on the Event home page as a separate section

Visitor Information on Event Page

Use to publish relevant details about the event. This will show on the Event home page as a separate section

Media – Not normally used. Can provide an Audio Player for visitors to your event page to listen to the XC commentary from your event. This needs to be set up in conjunction with your PA supplier who will need a cable from their amplifier to a spare computer that is online. Ask support@ponyclubresults.co.uk if you want to know more about this.

Location Settings

This will add a location map to the “Event Page” – check the “Show mini map on event page” at the bottom of the section.

Event Page Links

Links can be added from the red ‘Links’ button at the foot of the page, e.g. Photographer, Schedule, Entries etc. These can be added as a .pdf file only or as a URL link to a page such as your PC website, Horse Events.

Live Scoring Settings

Primarily used for larger One Day Events with multiple scoring inputs – not generally required for most PC competitions.

Team Settings

If the competition includes teams, check “This event includes a Teams Competition” box. From the “Nationality” dropdown list, select “Branch”.

One Class only / Combined teams – switch option to suit.

For example combined Tetrathlon Boys and Girls Teams where there are separate classes for each.

See **TEAMS** section for more details about setting up and scoring teams.

Note - In “Classes”, check the number of team member boxes, the default is 4 and 3 respectively or change to whatever permutation is appropriate. Click “Rider Name” to show their name on the team results.

SETUP CLASSES

My observations

PC Results is based on the Eventing Scores website, therefore the basic structure of the website is based on eventing scoring processes and in particular the use of Sections. The key driver of the system is the Section name and competitor number.

I find it easier to do class setup – ie sorting entries, adding Section identifiers etc in excel first, leaving the final import of entries to PC Results until the entries are in a more or less finalised form.

Before setting up any classes;

Match your event classes to the PC Results classes sections.

Decide on the section references per class – eg Section reference to match the class number or split a class into Boys Section 1A and Girls Section 1B.

It is worthwhile deciding on the number of Sections required for each Class and noting these down against each class - makes it easier when creating/adding classes and when importing entries from an excel file. You can use the Timetable Planner available under HOME – USEFUL THINGS.

Also decide on the Sort Order for classes – this dictates the order they will appear on the Home screen when the event is opened.

There are a number of ways of setting up classes;

Manually, class by class on the “Admin” – “Classes” page, or as part of importing your entries from a spreadsheet.

I would suggest setting up classes in PC Results then importing entries until you are confident with this process.

It is possible to have PC Results create the Classes/Sections as part of the entry import process but I would leave that until you are feeling more adventurous with the system.

This requires the spreadsheet to include the following columns -

Section (mandatory)

Class Name (optional but very, very helpful)

See **Importing Entries** for more details on how to set up the entry import file.

Class Setup

Click on “Classes” at foot of screen.

Click on “Add New Class” button

Click on “Class Type” (This is actually Competition Type rather than Class Type).

Class Type

Choices are –

AE – Arena Eventing/Eventers Challenge

BD - Dressage – BD tests/classes

CT – Combined Training

Dressage – PC Dressage tests

HPC – Horse and Pony Care

HT – Hunter Trial

MG – Mounted Games

ODE – Eventing

Quiz

SJ – Show Jumping

Special – Musical Ride

TET – Tetrathlon/Triathlon

Class Code

This lists classes within the particular Class Type, or for Dressage, various dressage tests.
Select a class / test.
The “Class Name” field will show the Class Name selected.

Sections

Every class must have at least one section. Most SJ, Dressage, Arena Eventing and Tet classes will have exactly one section each.

Input Section reference (optional at this stage) – eg A, B etc – must be unique, ie cannot have a Section A in two separate classes.

To add multiple sections at the outset to a class, enter the Section names separated by a comma – eg A,B,C1,C19.

Section identifiers don’t like spaces – C19 works but C 19 does not.

Click “Save”

Note – this is one of the few occasions you have to specifically save an item – most other additions/changes are saved automatically.

Once saved go back to the “Pick a class to see details” box and select the class just created to add further class information.

Add the Sort Order for the Class. This will set the order the classes are shown for the event.

“Provisional” status - the default setting is to show “Provisional” See Provisional Scoring section for more information about Provisional and Final score.

Other Sections in this screen will vary dependant on the type of competition.

Class Information

This section appears for most competitions. In the “Class Info Field” box add information specific to the Class – eg course walk break times etc.

Note - For some classes – eg Hunter Trials, if you enter the course distance and speed and calculate the optimum time this information will show in the Class box on the Event page. You can add additional information by typing it in the “Class Info Field” box.

To hide the Class from public view, check the “Hide Class” box.

To show the rider’s branch after their name check the “Show Branch/Club/School/Nationality box

To show the rider’s branch PC Area, check the “Show PC Area” box. You need to include an “Area” column when importing the entries.

To include a logo in the Class header, select a logo from the drop down list.

Also, the class can be deleted at this stage providing no data has been imported into the section/s.

See also specific competition “Class Setup and Scoring” Sections below.

Delete a Class

This can only be done if no data has been uploaded into the class.

Select the class to be deleted.

Click on the “Wheel” beside the class name.

Scroll to the bottom of “Advanced Options”.

Click on “Delete Class”.

Section

The “Import Entries” button allows you to import entries for that section only – See Importing Entries Section for more information

The “Preview Numbers” button lets you see what information will be printed on the riders’ bib number.

The default top text on the bib number is “The Pony Club” To change this, add text in the “Top Text for Bib Numbers” box

Similarly text can be added to the bottom in the “Lower Text for Bib Numbers” box.

Be wary of adding too much info here so as not to obscure the rider number for jump judges.

Add a Title to a Section

By default the Section letter or other identifier will be shown. These can be changed if required.

Click on “Classes”.

Select the class from the drop down list.

Go to the “Section” and click on the “wheel” at the right hand side.

Scroll down to “Advanced Options”.

Type text into “Bespoke List Label”– this will show in the drop down list when viewing results.

Type text into “Bespoke Button Label” – this will show in place of the Section letter when viewing results.

Add a Section to a Class

Go to “Class Name” and click on the “Wheel” at the right hand side.

In “Advanced Options” click on “Click to add a new Section”.

Delete a Section from a Class

This can only be done if no rider data has been imported to the Section.

Click on the “Wheel” beside “Section”

Scroll down to “Advanced”.

Click on “Delete this Section”.

Set a Class as “Inactive”

Use this if a class is no longer required but cannot be deleted - ie there is data saved against the class

Click on the relevant class.

Click on “Class Information”.

Check the “Hide Class” box.

The class will now show as an “Inactive Class” in the Classes dropdown list and will not be visible to users.

Add Information relating to a Class.

Go to “Class Information”

In the “Class Info Field” box type any relevant text relating to the class – eg Section start time, breaks, course walks, prizegiving info etc. It will be shown in the Class section on the Event Home page above the Section Titles.

Check the “Show/Club/School/Nationality” box.

Teams

The “Max Number in a Team” and “Scores to Count” The default is 4 in a team, 3 to count.

Check the “Rider Name”, Horse Name” or “Number” as appropriate.

Select “Team Basis” from the dropdown list.

Note if no “Teams” option available go to “Event Settings” and in “Team Settings” check “This Event includes a Teams competition” box.

View Previous Events

Click on “My Account”

Scroll down to “Events” section

Alternative - scroll back through the Calendar on the “Home” page

IMPORTING ENTRIES

Entries can be imported Section by Section or for the whole competition.

I find it easier to import for the whole competition but what is key is organising the competitor information in excel before importing.

Importing the whole Competition Entry

You do not have to create the classes and sections first in PC Results but the excel file must contain the Section identifiers.

In all cases, the excel file must include the Section Identifier, Competitor Number or Bridle Number, Rider Name and Horse Name (important - can be blank of data, but the column heading must be there).

Your imported excel file can contain additional columns that are not relevant for scoring – you simply set these to “Ignore”. This could include blank columns which also need to be set to “Ignore”.

You will usually want to have a column called “Branch” giving the name of the competitor’s branch. Be aware that not everybody knows your abbreviations, so use full names rather than APC, BPC etc.

The branch name will appear in brackets beside the rider’s name in the class output page.

If your competition is also for Teams, then you need a separate column for “Team Name” – this can be a repeat of the Branch name or have another team name e.g. “Northern” or “Northern Gold”. But on the Team Results page it will just show the team name so it is preferable to include the branch name in the team name – eg West Perthshire Perfectionists.

The top row of the excel file to be imported must contain the Column Headings and there should not be any empty rows anywhere below the top title row.

Note – for Triathlon Competitions / Classes you still need to include a column headed “Horse” even though it will be blank.

Go to “Import Files” (in the Admin column at the bottom of the screen).

Click on the “Select” button and find the excel file with the relevant entry information.

Note – it tends not to like files containing multiple sheets. I normally save a specific file titled “xxxPCResults Upload File.xxx”.

Upload your excel file using the “Select” button and drop it onto the grey drop zone. Scroll down to the list of loaded files and click the “View” button next to your uploaded file. Scroll down again to preview the imported file. Leave the radio buttons on “Sectioned”.

Scroll down to the table. Each column has a drop-down list below your column header name. Use it to pick the appropriate destination for that data – it may already be picked for you if the excel header matches an option in the list.

These are the Drop down column titles

- Area – if you include this column the information appears alongside the rider’s branch
- Branch – shows the rider branch
- Bridle Number – use this for dressage or SJ etc when a rider is in more than one class with the same horse
- Class Code
- Class Date
- Class Name
- Class Type
- Commentary Notes
- Due Time Cross country – use the Due Time headings when importing competitor times
- Due Time Dressage
- Due Time HPC
- Due Time SJ Round 2
- Due Time Show Jumping

Due Time Tet Run
Due Time Tet Shoot
Due Time Tet Swim
Email address
Field Type
Forename
HC
Horse Name – this field heading must be included even if there is no data in the import
Horse Description
Horse Reg
Ignore – use this for imported columns which are not required
Number
Owner
Postcode (useful if you are running your times on the site to see how far away they are)
Results Subset (e.g. Bronze/Silver/Gold in dressage)
Rider
Rider (removing title)
Rider Reg – use this if importing riders' PC Membership number (essential for Area Qualifiers)
Running Order
Section – essential and matched to the relevant PC Results Section
Team – use if a team competition
Tet Run Time – use when copying Triathlon results to a Tetrathlon class
Tet Shoot Score – use when copying Triathlon results to a Tetrathlon class
Tet Swim Extra Metres – use when copying Triathlon results to a Tetrathlon class
Tet Swim Lengths – use when copying Triathlon results to a Tetrathlon class
Timing Requests

Click the “Validate” button to check your preparations.

It will stop you if you have made a mistake e.g. picked “Number” twice, not picked “Rider” at all, or missed out some of the pickers.

Fix any validation issues and "Validate" again.

When it passes the Validation, and only if the classes and sections have not already been created, it will show you the Creating Classes pop-up. This is where you can create the classes if you have not already done so. Start with the Class Type, then Class Code, then Class Name and date if the competition is not all on one day. Click the red button to save and go.

It will create the classes and the sections, then load the entries. The counters will show you how many there are still to go.

If entries subsequently change an updated excel file can be imported and the existing imported data will be overwritten.

You can check the import by going to “All Scores” and checking each class /section.

Note - Creating the Classes and Sections and inserting these into the excel file before importing the entries can be an easier option.

Importing Section by Section

The classes and sections must be created manually before any data can be imported.

In all cases, the excel file must include the Competitor Number, Rider Name and Horse Name (can be blank, but the column must be there).

The file can contain additional columns that are not relevant for scoring – set these to “Ignore”.

The top row of the file must contain the Column Headings and there should not be any empty rows.

Click on Classes.

Click on the relevant class from the drop down list.

Scroll down to the Section and click on “Import Entries”.

Click the “Import Entries” button.

Copy your excel entries – including their column headings – from excel and paste them into the box as indicated (looks a bit random until you click on “Read”)

Click on “Read”.

Scroll down to “Review your Data”.

The excel file headings are shown with a box below them saying “Ignore”

Click on the arrowheads in the box and select the appropriate PC Results column heading –

Key headings required are “Number” or “Bridle Number” (see note below), “Rider” and “Horse”

Useful to also include “Branch”

Leave all other excel headings not required set as “Ignore”

Note – if the excel heading matches a PC Results heading it will be selected automatically

Scroll down to “Import Validation”

Click on “Validate Entries”

Check the box beside “Bridle Number” if not using Bridle Numbers. (See Bridle Number or Number below).

It will stop you if you have made a mistake e.g. picked “Number” twice, not picked “Rider” at all, or missed out some of the pickers.

The Import Validation will ideally say OK in all the "Valid" boxes. You will need to tick the checkbox against “Bridle Number” to confirm that you did intend to use “Number” rather than “Bridle Number”. Fix any validation issues and "Validate" again.

In “Import Validation” Section

Click on “Save Entries”

Click on “Return to Admin Classes” and repeat for other Sections

To check the import is correct go to “All Scores”

Click on the relevant Class / Section

Competitor Numbers and Names will be listed

Entry lists can be imported more than once in which case new import will overwrite the existing import.

Bridle Number or Number

You want to normally choose “Number” rather than “Bridle Number”.

The “Bridle Number” feature is only applicable when the same entrant (horse + rider) is competing in more than one class at the event.

This is most common in Dressage, Arena Eventing and Show Jumping.

Do not use Bridle Number if cross country is involved – the cross country input pages won't work properly.

If you are using “Bridle Number”, then have another column in your spreadsheet called “Number” and make sure that it is completely unique - i.e. no repetitions.

While it will use the Header “Number”, in this case it is the unique identifier for the system, not the actual competitor number though in some cases the two may well be same.

Edit Competitor Details

Click on “All Scores” at the bottom of the screen.

Click on the appropriate “Section” at the top of the screen.

Click on the “Pen” at left of the rider's number.

Change appropriate details -

Eg - click if “HC”, or move between Sections and or Classes.

Alternative Edit Competitor Details

Click on “Entry Summary” at foot of the page.

Click on a number for the class or the total number if you want to see everyone.

Click on “Column Visibility” and click on “Edit Entry” from the drop down list.

Click on the relevant rider and make appropriate changes – eg move from one class to another, mark HC, etc.

Withdraw a competitor

Click on “Entry Summary” at the bottom of the screen.

Click on a number in the list of classes.

Go to the competitor name on the class list that appears.

Change “Accepted” to “Withdrawn”.

Click on “Check and Save”.

Click on “Save Changes”.

The rider will no longer show as a competitor in the relevant class. They will disappear from the Results lists.

Alternative method to withdraw a Competitor.

Enter “W” as their score for any / all phases.

The rider will still be shown in the Results list but with a “W” as their score.

Reinstate a withdrawn competitor

Click on “Entry Summary”.

Click on the “Total Number of Entries” total figure at the bottom of the table.

Go to the competitor name on the list that appears and change “Withdrawn” to “Accepted”.

Click on “Accept and Save”.

Click on “Save Changes”.

OR remove the “W” from the All Scores page.

Add an Individual Late Entry after the Entries have been Imported

Click on “Add an Entry”.

Enter the Horse name, Rider and their Number.

From the “Select a section here” dropdown list, click on the relevant class / section.

Click on “Check and Save”

To add phase times go to “All Scores” and click on the “Pencil” beside the competitor’s number.

Click on “Scores/Times” and add the time for each phase. Note: You must enter the time specifically as yyyy-mm-dd hh:mm

Note – for Triathlon entries you need to include a notional horse name or in the “Horse” field hit the space bar.

TEAMS

Add a Team

Go to the “Teams” page on the menu. If you can’t see “Teams” on the menu, go to “Event Settings” and tick the checkbox to indicate the event includes teams.

On the “Teams” page, click the red “New Team” button

Set the “Team Type” – this can be “Combined” if your team competition covers competitors from different classes within the same team, or if your team competition is restricted to one class only then pick that class. If it isn’t shown on the list of “Team Types”, go to the “Classes” page and amend that class so that it has a team size.

Change the Team Name. The branch name won’t be shown alongside, so “West Perthshire Red” is a better team name than just “Red”.

Click the "Save New" team button, then add some members to it.

Add or Remove a Team Member

Go to the “Teams” page.

Find the team that you want to edit – you can type the team name into the boxes at the top of the page to filter a long list.

Click the “Details” button to open the “Team Editor”.

Remove a team member by clicking the X to the right of their record.

Add a team member by clicking the “Add a Team Member” button, then typing in their number and press enter.

Team members can be amended at any time – even after the class has started.

If you are moving someone from one team to another you need to remove them first then add them to the new team. A competitor cannot be in 2 teams.

SCORING AN EVENT

There are two ways to enter score – All Scores or Phase Scores.

Which works best depends on the particular competition and personal preference.

For example scoring Tetrathlon when competitor information comes in randomly, Phase scoring is quicker.

Scoring show jumping or arena eventing when located in the judges score box, “All Scores” can be better as it gives an immediate update on placings etc – useful for commentating.

See individual competition Set Up and Scoring Files for more information.

Scoring and/or updating existing scores using All Scores

Click on “All Scores”

Click on the “Section” button (top of screen)

Go to the appropriate box and enter the competitor phase score / faults / time.

Times not showing on the event page or All Scores? Check you have entered a “Time allowed” or “Optimum time” (In Classes page).

Find Existing Event

Click on the event in the Calendar – you can scroll back or forward through the Calendar – or for your own events -

Go to “My Account”

Scroll down to “Events”

Click on “Click to go to event” for the required Event.

Qualifying Teams and Individuals

Mark the Team Qualifier first as when you look at the individual section scores, qualifying team members will be shown.

Add Team Qualification “T”

Do this first, before the individual qualifiers

Click on “Teams” at foot of screen

Select team and click on “Details” button – you need to know the qualifying team before you go here

Type “T” in “Result Code” field

Click “Close” button at bottom right of screen

Add Individual Qualification “Q”

Go to “All Scores”

Click on appropriate “Section” button

Click on “Qualifiers” button

The riders who have qualified as a team member will show with a “T” below the “Qual” box

Type “Q” in the appropriate “Qual” box

For the Team qualifiers – enter either “T” or “Q” in the “Qual” box against the relevant team member name.

Check the “Show Qualifier Code on Results” box. This is important otherwise the “Q”s and “T”s won’t show.

These will then show in the public results screen.

If you check this box before setting the “Q”s and “T”s it sometimes does not work. Uncheck, refresh the page and recheck the box should sort it.

RESULTS

Provisional and Final Results Setting

For the “Sections” the “Section Results Status” should be set to “Provisional” Don’t change this to “Final” until you are certain there are no changes to be made as changes to individual scores cannot be made if the status is set at “Final”

Setting can be changed back to “Provisional” if any changes are required.

Alternatively the “Provisional” and “Final” options can be switched off by unchecking the “Show Provisional” status box in “Classes”, Class Name section.

But beware switching this off. Scores are immediately visible to competitors so if a subsequent change is made to a score the competitor may not see the update and then feel aggrieved if their place changes.

If a score is showing as “Provisional” and is changed for whatever reason, you have an answer for the aggrieved rider!

Also by going to the “Dashboard” – see below – to check the Section status it will tell you if data is missing for any competitor.

For the Section to be changed from Provisional to Final all score fields for every competitor need to have an entry.

To check on the status of a Section,

Click on “Dashboard”

Click on “Sections”

The screen will now show all the Sections for the competition, the number of “Starters” and the number “Complete”.

If the starters and complete are equal the “Status” column will show “Provisional” and give the option to change the status to “Final”

If the “Status” option for the Section is blank it means there is score data missing for one or more competitors.

Reports

Click on “Reports”

The Section titled “Area Qualifier Results Sheets” includes team and individual qualifier details. But can also be used for other competitions.

The Section titled “Results” provides a number of options to print overall class results or phase results.

These can be saved / printed as either pdf or excel files.

Backup Data

The system can create an excel backup file of all scores inputted up to the time of the backup. We recommend that you do this every time you enter a batch of scores.

Go to “All Scores” and click on “Excel Backup”

This will create a file with the Event Title and the time the backup was made. It will be saved in the computer’s Download folder and provides a useful backup of the online data should you lose your internet connection.

The excel file will have a separate sheet for each class/section in the event.

If you need any help along the way email support@ponyclubresults.co.uk