PONY CLUB RESULTS – USER GUIDE

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 etc to westperthshire@pcuk.org

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

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PRE EVENT SETUP

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.

Event Settings

Enter event name
Enter event date
Enter duration

The details in this section are shown on the Home Page calendar screen.
This information can subsequently be edited if required.

Note - Useful to include the branch name as part of the event name – then it shows in the home page.

Calendar Settings Section

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.

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.

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

Times Section

If competitor times are available check the "Publish Time" box. Times will be displayed up to the day prior to the event.

Check the "Show links for printable numbers" box – this allows competitors to print their number from the site.

Team Settings Section

If the competition includes teams, check the "This event includes a Teams Competition" box.
From the "Nationality" dropdown list, select "Branch".
Leave the remaining Sections unaltered.

Note - In "Classes", fill the number of team member boxes with 4 and 3 respectively or whatever permutation is appropriate. Click "Rider Name" to show their name on the team results.

Event Page Layout

Click on the red “Event Page Layout” button in the “Times” section.

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.

Setup Classes

Before setting up any classes –
Match your event classes to the PC Results classes.
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.

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 two ways of setting up classes –

Manually, class by class on the “Admin” – “Classes” page, or as part of importing your entries from a spreadsheet. This requires the spreadsheet to include the following columns -
    Section (mandatory)
    Class Name (optional but very, very helpful)

Manual Class Setup

Click on “Classes” at foot of screen.
Click on “Add New Class”.
Click on “Class Type” (This is actually Competition Type rather than Class Type).

Choices are –
    AE – Arena Event
    BD - Dressage – BD tests/classes
    CT – Combined Training
    Dressage – PC Dressage tests – choice of numerous dressage tests including dressage to music and PC eventing tests
    HPC – Horse and Pony Care
    HT – Hunter Trial
    MG – Mounted Games
    ODE – Eventing
    Quiz
    SJ – Show Jumping
    Special – Musical Ride
    TET – Tetrathlon

Click on “Class Code” – 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.

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, 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.

Also the class can be deleted at this stage prior to any other data etc being added.

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

Delete a Class

This can only be done if no Section has been added to 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”.

Add a Title to the 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 riders have 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 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

Enter the “Max Number in a Team” and “Scores to Count”.
Check the “Rider Name”, Horse Name” and “Number” as appropriate.
Select “Team Basis” from the dropdown list.

IMPORTING ENTRIES

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

Importing the whole competition

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, 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 will simply set these to “Ignore”. This could include blank columns which also need to be set to “Ignore”.

You will probably want to have a column called “Branch” giving the name of their branch. Please be aware that not everybody knows your abbreviations, so please try to use full names rather than APC, BPC etc. If your competition is also for Teams, then you need a separate column for “Team Name” – this can repeat the Branch name or have another team name e.g. “Northern” or “Northern Gold”.

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

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

Go to “Import Files”.
Upload your excel file using the “Select” button or 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 the column header. 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.

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 and Show Jumping. If you use “Bridle Number”, then 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.

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.

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 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

Note - Number or Bridle Number **-** The “Bridle Number” feature is only applicable when the same combination (horse + rider) is competing in more than one class at the event. This is most common in Dressage and Show Jumping. If you use “Bridle Number”, then the Cross-Country input pages won’t work properly.

Click on “Validate Entries”

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

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”.
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”.

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” and add the time for each phase.

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

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 “Beaufort 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 “Edit” 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 finished.

EVENT SCORING

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.

Note – This is slower than using “Phase Scores” but is useful if a change is required to an existing entry.

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 “Venues”
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”

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
Check the “Show qualifier Code on Results” box
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.
This will then show in the public results screen.

Provisional and Final Results Setting

For the “Sections” the “Section Results Status” should be set to “Provisional” Don’t change this to “Final” until after the event 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.

RESULTS

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.

SHOW JUMPING CLASS SETUP AND SCORING

Show Jumping Class Setup

Click on “Class Code” and select the appropriate class heading.
Edit “Class Name” as required.
Scroll down and click “Save”.
Click on arrows in “Pick a class to see details” and select class. Consider the most appropriate class – it is difficult to change this after you start scoring.
Remember that every class needs at least one section – they can be named like the class e.g. 1, 2, 3 or 40, 50, 60.

Round and Jump Off course distances and times can be left as the defaults for the moment but set the “Time Allowed” for the competition – see “Show Jumping Scoring” below.

In “Class Information”, check the “Show Branch/Club/School/ Nationality” box.
Add any relevant text in the “Class Info Field” – eg Course walk times.

If teams are competing, enter data in the “Teams” section.

Show Jumping Scoring

From the “Event Page” click on “SJ”.

Before the class / round starts, you need to set the Time Allowed so that the system can calculate the Time Faults. Click the button to open the Time Allowed pop-up. You will need to set the Team Allowed for each class, but you don’t have to do them all at the beginning of the day. The Time Allowed is shown is seconds e.g. 72. You can optionally set the distance and click the icon to calculate the Time Allowed. The Time Format will normally be “ss.dd” (seconds and decimals) but you may need to change it to “No SJ Time” if you are not recording time for this class.

If your class has more than one round, you need to set the Time Allowed for each round.

Type the competitor number and press enter – it will show their name and earlier scores.
Enter jumping faults and time taken.
Enter any relevant comments in the “Notes” box – particularly useful if separate rings and judges are being used for a 2 round competition, or at Horse Trials.
For 2 round classes or jump off, the previous round score will be shown along with any comments.

The “All Scores” page can also be used as an alternative but this is more useful to see the overall positions of competitors during the competition rather than for inputting individual faults and times.

DRESSAGE CLASS SETUP AND SCORING

Dressage Class Setup

Click on “Class Type and select “Dressage”.
Click on “Class Code” and select appropriate dressage test for the class from the drop down list.
Click on “Class Name” and edit as appropriate.
Click on “Section(s)” and input the section identifiers for the class.
Click “Save”.

Click on “Pick a Class to see the details” and select the class from the dropdown list.

In the Class Section (will be titled with the class name), set the “Sort Order”.

The “Max Marks” box should show the total available for the test selected.

If there is more than one judge select the number of judges.

If you only require PC Results to show the total marks per test – ie you are using another method to add up the score sheets move on the “Class Information” section.

Typing in the Movement Marks

If you want to use PC Results to type in all the movement marks and have it calculate the total dressage scores, click on the “Wheel” beside “Dressage” and scroll down to “Advanced Settings”.

Scroll down to “Dressage Test” and select the correct test from the drop down list. This will also put a link to the selected test on the Event Page.

In addition, in the “Dressage” Section on the Event Settings page

Check the “Show Complete Movements” box
Check the “Show Live Movements”

Display Collectives and Submission Marks Options

You will want these for dressage competitions but not for Horse Trials
Click on “Classes”.
Go to “Advanced”.
Check “Display Collectives”.
Check “Uses Extra Tiebreaker”.
Also check “Show Total Good Marks”.

Dressage Scoring

<u>Option 1 – Scores totalled manually</u>

Go to “Scoring” and “All Scores”
Select Class/Section
Enter total score for the competitor

<u>Option 2 – Scores totalled manually</u>

Go to “Scoring” and “Dressage”
Enter competitor number
Enter total score

<u>Option 3 – Score totalled by PC Results</u>

Go to “Scoring and “Dressage”
Enter competitor number
Click on “Available – click here” by “Movement Marks”
Enter individual movement scores

Note – For those movements whose scores are doubled, enter the mark out of 10 – it will automatically multiplied by 2.

Dressage Ride Off Setup

Ride off or entering rider into a new section

Go to “Add an Entry”
Enter Horse and Rider name
Enter rider number prefixed by either 1, 10 or 100 to create new entry. System recognises the last digits of the number – eg 12 would be 1012, 8 would be 1008, 108 would be 1108.

TETRATHLON CLASS SETUP AND SCORING

Tetrathlon Phase Setup

Shooting

Default settings should be ok.

Running

Default settings should be ok.

If you want a different running distance – say Open Boys only running 2,000m rather than 3,000m reset the distance to 2,000m and the Optimum Time to 7.00 minutes.

Swimming

Check the pool length is set correctly for each class. The default setting is 25 metres.

Riding

Enter the Course distance.
Enter the Speed per Minute for the class.
Click on "Calculate" – but it will not add 60 seconds to the Optimum Time for the Gate and Slip Rail.
Manually change the OT to include the additional minute.

Classes which are not timed

In "Ride" section, click on the "wheel" to access "Advanced Settings".

Set "Too Fast Penalties" to zero.
Set "Too Slow Penalties" to zero.
Set "Input Format" to "Penalties Only".
Set "Display Format" to "Penalties Only".

Scoring Tetrathlon

From the Event Page, click on "Phase Scores" (in the Scoring column at the bottom of the page)
Enter competitor number in the "Search by Number" box
Click on the relevant phase in the "Search" box at the top of the screen.
Enter the points in the "Points" box (Shooting)
Enter the time in the "Elapsed Time" box (Running)
Enter the lengths etc (Swimming)
Enter any comments in the "Notes" box
Repeat for next competitor.

Important Note – when entering times – eg minutes and seconds – type two decimal places, 7.1 or 7.01 will be read as 7 minutes 1 second 7.10 will be read as 7 minutes 10 seconds.

Ride Phase Scoring Tetrathlon

Enter competitor number as above
Click on "Control Page"
Enter competitor number
Enter Time Taken
Enter XC Jump Penalties as a minus figure – ie -70. If clear enter "0"

Note – As at November 2021 the "Time Held" option does not work so if a time held adjustment is required, do it manually.

EVENTING CLASS SETUP AND SCORING

ODE Class Setup

Click on “Class Type” and select “ODE”
Click on “Class Code” and select appropriate title from the drop down list.
Click on “Sections(s)” and input the Section identifiers for the Class
Click “Save”

Click on “Pick a Class to see the details” and select the appropriate saved class
In the first heading section set the “Sort Order”
Click on the “Wheel” to select “Advanced options” to –
Use this to add Sections to the class or change the class name, otherwise leave settings unchanged.

In the “Dressage” Section, if the dressage sheets are to be totalled by a different system, check the “Max Marks” figure is correct for the test to be ridden.

Click on the “Wheel” for “Advanced Settings”
Scroll down to “Dressage Test” and from the dropdown list select the appropriate test.
Check the “Uses Extra Tiebreaker” box. This will mean scores will be
ADD TEXT

Above to be edited.

In the “Show Jumping” Section, set the time format as appropriate. The default “ss.dd” is seconds and decimals of seconds.

Click the “Wheel” for Advanced Settings.
If the “Always Show Time Taken” box is checked, the results sheet for the class will show the rider’s as “Faults in Time” – eg 0 in 61.5seconds.