

## Flagging Qualifiers at PC Area Competitions

When your class is complete, go to All Scores and check down each of the sections to confirm that all entries have a green background. Any with a blue or white background are missing some scores. You need to resolve these.

Then go to the Event Page and have a look at the Teams results. You are looking for two things:

- Do the results look logical (i.e. they are the right way round and for SJ competitions then are using the relevant round's time). If not, you may have an incorrect Teambasis. You can set this on the Classes page. Call Hayley or Miranda if you need advice.
- Which teams have qualified. The system doesn't tell you which have qualified – you need to consult with the Area Rep to confirm this. Make a note of the team names.

Now you need to flag those teams as qualified. Go to the Teams page on the Admin part of the menu and find the qualifying teams (using the filter boxes at the top helps if there are loads of teams). Click the Details button for that team and then put a Q in the Result Code field. It will show on the Team Results page.

The screenshot shows the 'Team Details' page for 'Dinas Powys (10)'. The 'Result Code' field is circled in red and contains the letter 'Q'. Below it, a note says: 'Optional. Put a Q or T here to indicate that the team has qualified.' Other fields include 'Team Name (required) Dinas Powys (10)', 'Flag', and 'Team Competition'.

Now go to the All Scores page and click the button for the relevant section. When it is displayed, click the blue Qualifiers button. It will do a few things:

- List the competitors in place order
- Show the Qual box on the right of each competitor
- Underneath some of the Qual boxes, it will show the Team Qualification code if that competitor is a member of a qualifying team.

You can now put in your qualifying letter (one letter only). In this example, we used T for Team Qualifiers and Q for Individual Qualifiers. We used q for wildcards.

Finally, click the checkbox to "Show qualifier code on results"

The screenshot shows the 'All Scores' page with the 'QUALIFIERS' button highlighted in red. A checkbox 'Show qualifier code on results?' is checked. Below is a table of competitor results with qualification codes.

No	Good Marks	Dressage	SJ	SJ Time ss.dd	XCJ	XCJ Time mm.ss	Total	Place	Qual
899	144	28.0	0	68.94 0	0	5.06 0	28	1	T Q
896	136.5	31.8	0	81.01 0	0	5.01 0	31.8	2	T Q
891	135	32.5	0	83.43 0	0	5.12 0	32.5	3	T Q
900	142	29.0	4	69.74 0	0	5.19 0	33	4	Q