



**Fox Village/Equestrian Entries
Show Setup and Entry Import
Manager's Guide
(December 9, 2014)**



**Part I: Show Setup
Part II: Fee Setup
Part III: Publishing
Part IV: Entry Import**

This guide will show you step-by-step how to setup a show in Fox Village so that it can be published to Equestrian Entries, enabling the entries created on Equestrian Entries to be imported back into Fox Village.*

Use of show templates in Fox Village is necessary for each show to have a unique publication number. Shows which have already been published cannot be copied and republished as a different show.

Published shows can be modified in Fox Village and republished if information is updated that impacts entries or a prize list becomes available for the show.

Most of the setup for publishing a show is the standard Fox Village set up with a few additional fields.

Follow the guidelines to ensure proper setup for the Fox Village / Equestrian Entries interface.

Use of the FV/EE interface program requires the user to have a Fox Village license, and an Equestrian Entries Show Manager User Account. Use of the interface program by permission only, and agreement to both Fox Village and Equestrian Entries terms of agreement.

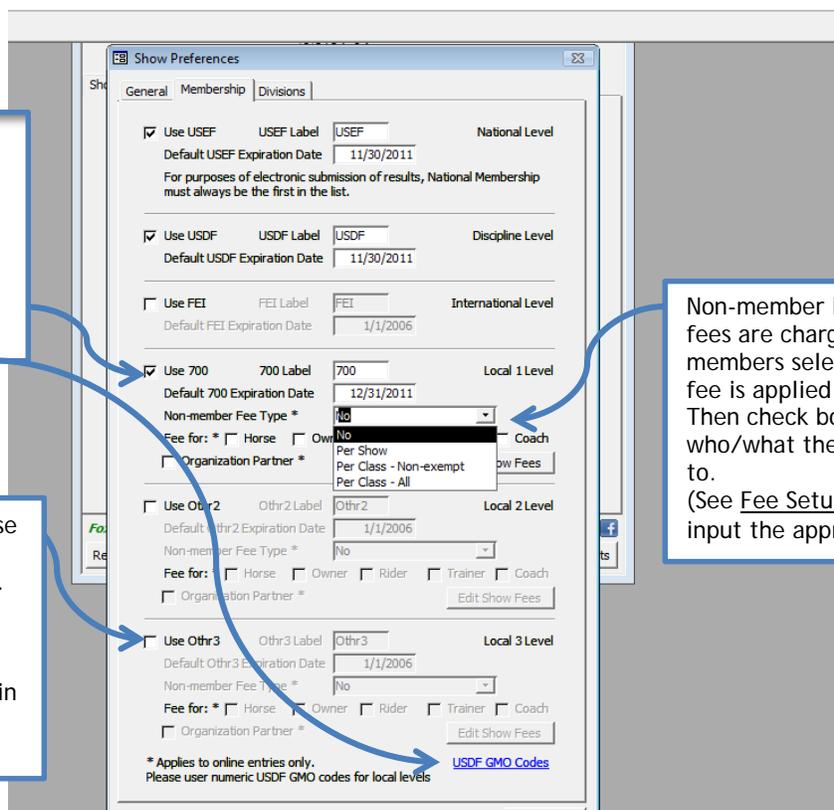
***Entries created on Equestrian Entries are available for import to Fox Village even if the entry was not paid and submitted online.**

FV Show Setup for EE Interface - Manager's Guide Part I Show Preferences, Show Information, and Class Lists

Please read through carefully, as this will impact the fees that are charged to the entrant in Equestrian Entries. If you have a fee or situation that is not covered here, please email Helpme@eqentries.com

Show Preferences:

- General Tab: Set up as normal - no impact to interface
- Membership Tab:
 - Select Memberships as needed for USEF, USDF, and FEI
 - GMOs - Multiple GMO, or local organizations can be used.
 IMPORTANT: You must use the USDF GMO codes in the L1, L2 and L3 Label boxes. Use the [USDF GMO Codes](#) link at the bottom of the page to find your GMO number.
 - Non-member Fee Type: Use this to indicate if the GMO charges a non-member fee, and how it is applied. (Use only for non-USEF recognized shows.)
 - Fee For: Select what the non-member fee applies to - you can select as many as are required to have memberships.
 - Organization Partner: If you have 2 GMOs that work in partnership, and only require competitor to be a member of ONE of the organizations, check the "Organization Partner" box.



Multiple GMO or Local organizations can be applied.

Use the USDF GMO codes found in the link.

Non-member Fee Type: If fees are charged to non-members select how the fee is applied. Then check boxes of who/what the fee applies to. (See [Fee Setup Guide](#) to input the appropriate fee.)

Hint: If you check the Use box, you MUST have a number in the Label field. If box is checked, and Label field is empty the feed to EE will not work. UN-check any boxes NOT in use, including the FEI Level.

- Divisions Tab: Setup as normal - no impact to interface.

Show information:

This page is important as it tells Equestrian Entries who to contact and where to send information. We highly recommend that you create templates (KDF file) for your shows so that you can reuse them over-and-over.

Required Fields:

- **Show Name:** Input as you want it to appear to the competitor - should match advertised show name.
- **Grounds, Show Manager, Show Secretary:** Information is for internal use only. **Show Secretary** is where the entries will be sent and communication directed. Make sure the Secretary email is where you want the entries to be emailed. Show secretary and contact information is published on EqEntries web page.
- **Dates:** Need to be all the dates of the show. Input as many dates as the show runs.
- **USEF, USDF and other show recognition numbers:** For a GMO recognized show must input the same number as the USEF number. If show is not USEF, or USDF recognized, leave blank.

Callout 1 (left): If the GMO does not have a unique recognition number, input the USEF number.

Callout 2 (top right): Fill out all the information for the Show info. Only the Show Name is published, but other info is important so that you get the entry emails.

Callout 3 (bottom right): Dates should be all the dates of your show. If more than one day, put in ALL the days of the show.

Class List:

The class list will appear to entrants exactly as you have setup. This is important to convey exempt classes, Test of Choice classes, USDF/GIAG Qualifying classes, fees etc. Please read carefully.

Required Fields:

- **Class Number and Text:** Each class must have a unique class number. 101A, 101J etc. are acceptable.
 - **Class Name:** Name exactly as you want the competitor to see it. Include JR, YR, AA, or Open in the class name if the class is division specific.
 - **Level Type:**
 - *Opportunity, Quadrille, Pas De Deux, are “Exempt” of all membership and registration requirements, and from paying the USEF \$16 drug fee.
 - **USDF Introductory Classes are “Exempt with Drug” and are exempt from all membership and registration fees, but pay the USEF \$16 drug fee.**
 - *Para classes are “USDF Exempt” and do not require memberships or registration to USDF, do require membership and registration to USEF and payment of USEF \$16 drug fee.
 - Classes NOT exempt from USEF and USDF member fees should match the level, or class type.
 - Use “Other” if no other selection applies. (“Other” will still require memberships, or non-member fee will be applied.)
- *12/1/2014 Classifications for “Exempt” and “USDF Exempt” are pending release. Current “Exempt” available satisfies the Intro Class needs only.*
- **Test of Choice:** Check box ONLY if the class is a TOC - this will require entrant to put in a note stating test desired.
 - **Default Test:** Assign the test as you normally would. **Hint:** For Test of Choice classes, make the default test “*Online Test Place Holder*”. This is a new option available in the dropdown. You can then assign the desired test once the entry is imported.
 - **Date:** This is important, particularly if you have a multi-day show. The date assigned to the class determines which day it can be selected. If NO date is selected the class will NOT feed to Equestrian Entries, and thus cannot be selected.
 - **Class Fee:** If not filled in, then they won’t be charged for the class!
 - **Qualify:** Select “Qualifying Allowed” ONLY if the class is a USDF/GAIG Qualifying class. (*Not to be used for any other type of qualifying class.)
 - **Divisions:** *IGNORE - boxes are not currently active 12/1/2014*
 - **Judge:** A name needs to be entered into the judge list using the “gavel” icon. Judge does not need to be assigned to any class, but one does need to exist. (Name can be “Judge Judge” if judge is not yet hired.)

*For other types of qualifying classes, need to use the Custom Fee Section to allow competitor to select an additional Qualifying fee. (See System and Custom Fee Guidelines)

Example of Class setup:

EQENTRIES / FOX VILLAGE SHOW SETUP GUIDE

TOC - for Test of Choice Classes only.

Assign the default test to be "Online Test Place Holder".

Need to enter a fee, or no fee will be charged.

You must have at least one judge assigned to one class for the feed to work. You can change later.

Use Exempt for any class that is NOT subject to USEF/USDF non-member fees.

Date must be assigned for the class to feed - if you do not want the class to be available, leave date off.

The screenshot shows the 'Class' configuration window with the following details:

- Class Number:** 11.0
- Class Name:** USDF Introductory Level Test A
- Level Type:** Exempt
- Default Test:** Introductory Walk-Trot Test A 2011
- USEF/AHA Code:** 1500
- Date:** Monday, December 12, 2011
- Standard Fee:** \$35.00
- Qualifying Fee:** \$45.00
- Qualify:** No Q
- Judges:** Judge at C is assigned 'Great, Judge'.