

The QuickPay Software Suite

Version 6.0

The QuickPay Software Suite

PayRaces Desktop Apps

**Essential Instructions for All Aspects of
Event Management and Broadcasting**

by John Howell

The QuickPay Software Suite

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1 Introduction

Welcome to the *QuickPay Software Suite or also referred to as watchmeDAD Desktop Apps!* The software you have installed or about to install represents more than seven years of research and development into the different aspects of broadcasting events as well as running timed, team and judged events. Whether you are a small time producer or a major production company you will find QuickPay extremely easy to use and learn while providing you with the flexibility to do almost anything you can imagine as a producer. It is my sincere hope that you will take advantage of all the tools available in QuickPay, because if you do I believe your contestants will reward you with praise and improved earnings.

The software suite includes QuickPay, the Race Form, the Workstation Setup and of course watchmeDAD.com. Each of these applications are integrated pieces of a complete production solution. QuickPay is a Windows based application that you install and run on your PC. It is here that you broadcast live streaming video, build ad playlists, maintain your contestant database, setup pay schedules, create events, post event info to the internet, register contestants, record times, generate payouts and write checks. Within QuickPay you have the ability to post race event information to the watchmeDAD.com web site that is visited by family friends and relatives of contestants from all over the country. Contestants can register and pay for your race right over the Internet, then you can download those registrations into your contestant database and run lists eliminating the need for data entry. We handle all of the money and transfer monies owed directly into your checking account without any charges passed onto you.

The Race Form is a standalone application that displays real time race standings, time to beat and drag information on a networked computer. By plugging a big screen monitor or a TV into this networked computer the audience is kept informed up to the minute on every aspect of the race. The impact it has on everyone is powerful, keeping them involved and plugged in as each rider has the potential to change everyone's standings. No longer will you be plagued with questions about where someone is in the standings. The WorkStation Setup program and it's accompanying help file makes it easy to network computers, something many shy away from due to it's complexity. The ability to use several computers networked to the same database allows you to handle much larger crowds and grow as your needs require.

Broadcasting and producing an event can be a daunting task for anyone especially if you don't have the proper tools to do it, QuickPay can make that job easier for anyone. This manual is designed to help you learn this process. If you will follow the step by step instructions outlined here I am sure you will be successful. We also provide free telephone support in the case something isn't quite clear, so please do not hesitate to take advantage of the resources that we provide.

1.1 Installation

Installation is straight forward and is managed by an industry accepted product called InstallShield. If you are downloading QuickPay from the watchmeDAD.com website the

whole process will take you through a series of wizards which will prompt you for answers to several questions. Once you have finished installing QuickPay the install program will create an icon on your computers desktop called "QuickPay". You should make sure that your computer is connected to the Internet before running this program so that the program can check for any new program updates.



QuickPay

The first time you click on this icon the software will recognize that this is your first time and take you through another wizard for setting up your association name, requesting a broadcast publishing point and downloading the Windows Media Encoder. Actually this wizard will continue until you have an event created, it will post your event to watchmeDAD.com and you'll be ready to sell online ads.

1.2 DEMO

QuickPay comes with a demo database available for review at anytime. When you first run QuickPay the application will place you into your own Association with your own event. This is fine but it doesn't give you any idea of what QuickPay can do so we have provided you with a demo race under the DEMO association. A race event with a database of 100 contestants is provided so that you can see how QuickPay works with data in it. You can manipulate this data anyway you like. In the DEMO association you can build new events, enter times, compute payouts, generate payments, and print reports. The demo affords you the ability to train and try new functions without disturbing your real data. When you are through training on the demo data you can switch back to your real data by changing back to your association through the Association drop down to the left of the Event name. You can always tell which association you are logged onto by looking at the Main Window title bar or the Association drop down field.

QuickPay Software Suite - Manager / DEMO

File View Generate Reports Accounting PayRaces Server Help

Association: DEMO Event: 4 Winter Blow Out Begin Date: 1/9/2004 End Date: 1/11/2004 Total: 24

Registrations Race Classes Time Manager Non-Race Classes Member Points

Lookup: By Last Hide Horses Hide Charges Hide Ledger 101 Contestants

Name	Due	Notes
Anna Obrlain	<input checked="" type="checkbox"/>	
Ashley Perkins	<input checked="" type="checkbox"/>	
Audrey Ridgeway	<input checked="" type="checkbox"/>	
Becky Brooks	<input checked="" type="checkbox"/>	
Britni Rawdon	<input checked="" type="checkbox"/>	
Brittany Giese	<input checked="" type="checkbox"/>	
Callie Oatman	<input checked="" type="checkbox"/>	
Cambra Blessing	<input type="checkbox"/>	
Carolyn Houston	<input checked="" type="checkbox"/>	
Chasity Tamburro	<input type="checkbox"/>	
Cindy Smith	<input type="checkbox"/>	
Cody Akridge	<input type="checkbox"/>	

Order	Horse	AQHA
1	Go Flame Go	

Post	Event Charges
<input type="checkbox"/>	1 1 Saturday Open
<input type="checkbox"/>	1 2 Sunday Open
<input type="checkbox"/>	1 1 Saturday Seniors
<input type="checkbox"/>	1 2 Sunday Seniors
<input type="checkbox"/>	1 1 Saturday Youth
<input type="checkbox"/>	1 2 Sunday Youth
<input type="checkbox"/>	1 1 Stalls
<input type="checkbox"/>	1 1 Processing Fees

Fees & Payouts Member Info

Ledger Beginning: \$0.00

Web	Ref	User	Date	Team	Name	Horse	Memo	Rnd	Loc	Grp	Draw	Carry	Gos	Price	Pmt	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	4/20/2004		Anna Obrlain	Go Flame Go	Stalls	1				<input type="checkbox"/>	1	\$20.00		\$20.00
<input type="checkbox"/>	<input type="checkbox"/>		4/25/2004				Petty Cash					<input type="checkbox"/>			\$75.00	
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	2/28/2004		Anna Obrlain	Go Flame Go	Saturday Open	1		1	1	<input checked="" type="checkbox"/>	1	\$45.00		\$45.00
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	2/9/2004		Anna Obrlain	Go Flame Go	Sunday Open	1		1	1	<input checked="" type="checkbox"/>	1	\$15.00		\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	8/10/2006		Anna Obrlain	Go Flame Go	Saturday Youth	1				<input type="checkbox"/>	1	\$15.00		\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	8/10/2006		Anna Obrlain		Processing Fees	1				<input type="checkbox"/>	1	\$5.00		\$5.00

☒ Update Run List
 ☐ Enable Card Reader
 ePayment
 Payment:

☐ View History
 ☐ Auto Pay
 Balance: (\$25.00)

1.3 Overview

If you are using QuickPay simply as a broadcast production tool then you should refer to the watchmeDAD Video Production documentation that can be found on the documentation page of watchmeDAD.com. This manual deals specifically with putting on a race event and taking registrations at that event. If that's what you plan on using QuickPay for then please read on.

Races are all about registering contestants, building run lists, taking times or recording scores and generating payouts. In order to streamline that process, QuickPay allows you to build lists of riders (run lists) at the point you are registering a contestant. The conventional method is to build run lists for each class and round using previously built lists of Contestants as a source of a look up. This age old approach is redundant and invites mistakes. QuickPay's method allows you to work directly with your Contestant's database as you would a point of sale system, recording entry fees and other event charges while building your Run Lists and performing all accounting tasks automatically. However, before you start recording fees and building Run Lists there are a few things you must do to ensure you have everything to start. First off, switch to the association you will be working with.

Following is a list of the items that must be completed before getting started.

Create an Event - Nothing really happens until you create an event record, it is here where

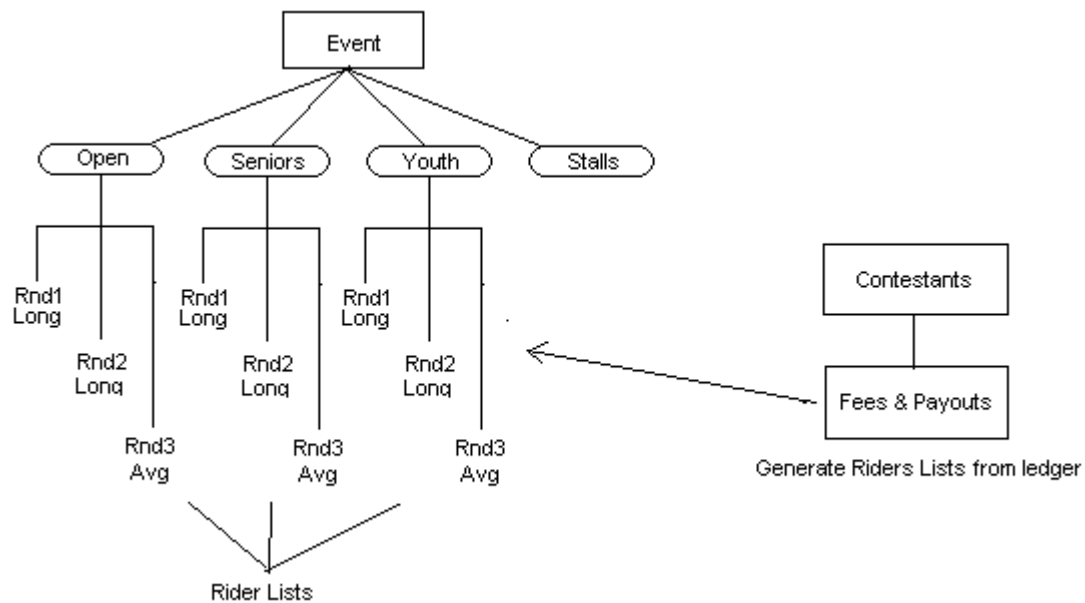
Race and Non-Race classes are defined, fixed event charges as well as general event information. You can create a new event by either clicking on the New Event button just below the main menu or from the File/New Event menu item. As soon as you ask QuickPay to create a new event the program will prompt you for the event Category and Type. Defining the Type of event you will be running will determine the way QuickPay looks and the names of the fields displayed. If you leave the "Do not use wizard" option unchecked the software will continue to take you through a series of questions, as well as loading default classes. If you check this option then you will find yourself in the Event Info screen that will have several pages that you can access thru the tabs at the top of the page. Once you have defined everything and you have pressed OK to save the information the main screen of the program will come alive with all of the different pieces of information you just entered. After creating an Event you can then start taking registrations for the event.

Post your Event to watchmeDAD.com - watchmeDAD.com is a website specifically designed to work with QuickPay so Producer's can post their event information and take registrations over the Internet. To post your event to watchmeDAD check the Post to Web option in the Event Info page. As soon as you do your race will be automatically posted for viewing by the public. You will also need to follow the directions spelled out in the manual on how to take online registrations.

Take Registrations - On the Registrations page you will see a list of names, a table to record horses and a table with event charges that you defined when you created the event. To record an entry fee for the Open class or any other class, with your mouse, click on a Contestant name then press <Enter> to move the cursor to the Horse table, then press <Enter> again to move the cursor to the Event Charges table. From the Event Charges table you can select which items you want to charge for by checking the "Put" field for the desired charge. After you are finished selecting, press the <Enter> key again and the program will record the items selected in the ledger for that contestant. Your cursor will also be positioned in the contestant ledger so that you can make corrections to any of the entries. At this time you can Add, Delete or Edit any record in the ledger. When you are finished, press <Enter> again to move your cursor to the payment field where you can record money received. NOTE: Do not make the mistake of recording payments in the "Pmt" field of each charge made in the ledger, instead let the system create a Petty Cash entry for you automatically by recording the payment in the Payment field.

You may not be aware of it yet, but each time you record a race charge in the Ledger the program is recording that Contestants name and horse in the run list for the class posted in the ledger.

This process just described reduces workload in that once an entry is recorded there is no need to maintain duplicate entries. Below is a drawing illustrating the concept just described.



Keep in mind that taking registrations is the focal point of all activity in the system. Once you have recorded your first Contestants fees you can click on the Race Classes tab where you will be able to see the Contestants name in the Class list for every Class they were recorded. Also, if you go to the Accounting Window that can be accessed on the Main Menu you will see their fees recorded in the General Journal. If you have properly defined your default accounts in the Accounting section and defined the Account for each Class in the Event record then the program will know how to charge the ledger entries to each account. QuickPay comes with a predefined Chart of Accounts and a preselected set of default accounts. It is highly recommended that you keep these accounts in place in the beginning until you understand the process, then you can change them to meet your own requirements as you become more familiar with the process.

Once registrations are complete you will be ready to Generate Random Draws for each Run list. After the Draws are generated you can print a list for each class sorted by the Draw. As soon as the Draw is done you are ready to start entering times. Race times are recorded through the Time Manager page, which can be entered by hand or received automatically from a FarmTek timer.

At the end of a Race you tell QuickPay to generate Payouts with a push of a button. If everything looks good then you can Generate Payments for all divisional money winners and then print checks. As soon as that is done you are ready to start the next round or race class. At the end of the day you can go to the Accounting Window to see how you did financially.

This is just an overview but it should give you a better idea as to how the work flow in QuickPay goes. If you are an experienced producer with your own methods we would encourage you to try to understand the workflow presented here and work within that model as opposed to doing it the same way you did it by hand. QuickPay's design is much more efficient than doing it by hand. If you will take the time to understand the basic concept of QuickPay you will find that the process of putting on an event is considerably more

streamlined using this approach than any other way you might have done it before.

1.4 Design Issues

With all software there are bugs and design issues that with time can be resolved. It is important that the manufacturer of any software keep it's user base up to date with the knowledge of these problems and informed when they are resolved. This section is designed to do just that. Also, check for updates regularly, they are free and we here at Deep Canyon Software are hoping you will help us by reporting problems that you might experience so that we may resolve any issues as soon as possible.

Changing an Event's Class Names - All class lists are linked and dependent on the classes name. Once a class has been defined and entries made to that class you should not change the name of the class. Doing so could cause some confusion between earlier entries entered under the old class names and the new entries. Everything will still work, but it could be confusing.

Changing the Class Order - Carryovers are the major concern when changing Class order values since carryovers from one class to another are dependent upon the order value. For example: A typical class scenario is 1 Open, 2 Seniors, 3 Youth. Everyone participates in the Open and carry's their times to the Seniors and Youth. However, occasionally a producer tries to get creative, running incentive classes. As long as the incentive classes have higher order numbers from the Class where the ride is being posted there is no problem. But if you place a class before that posting class the times will not carryover.

For example:

1 Incentive, 2 Open, 3 Senior, 4 Youth. In this scenario times posted to the Open will only carry to the Senior and Youth not to the Incentive.

1.5 Data Navigation

These navigation symbols are usually positioned above data grids for the purpose of allowing a user to insert, delete, edit, post, cancel and refresh data into a dataset. As you drag your mouse arrow across each symbol a hint will appear describing a buttons function.



Below is a description of each button in the navigation bar and in the case of Insert and Delete you can insert a record anytime by typing the "Ins" key and Delete by holding down the "Ctrl" key and pressing the "Del" key at the same time on your

keyboard.



- Insert new record <Ins>



- Delete current record <Ctrl>



- Edit current record (position cursor on field and start typing)



- Post changes of current record



- Cancel changes made to current record



- Refresh the contents of the dataset

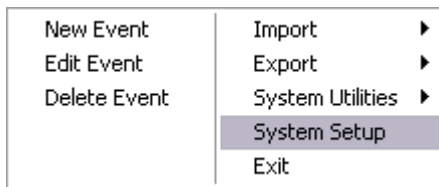
2 Getting Started

This help system is designed to aid you in the use of QuickPay. The help section is divided into topics which address the many different functions of the program.

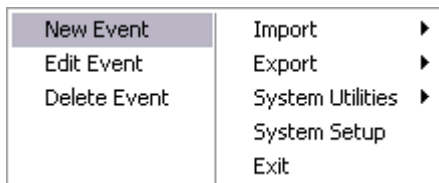
Getting Started is a brief tutorial on the process that you will need to perform after installation in order to complete your first event. Below, is the sequence that a producer must follow to run the first race.

1. Read the [Overview](#) to understand work flow
2. Learn to use the [On-Line Help](#)
3. Print out the Manual
4. [Order checks](#) so you can automate payouts
5. [Setup](#) your environment first
6. Create a [New Event](#)
7. [Take Registrations](#)
8. Generate the [Draw Order](#)
9. Set the [Drag](#)
10. [Run the race](#)
11. [Generate Payouts](#)
12. [Generate Payments](#)
13. [Printing Checks](#)
14. [Print Reports](#)

The first thing that a QuickPay user needs to do after installation is go to the [Setup](#) screen from the Main menu and edit the default information.



After finishing [Setup](#) create a new event by clicking on New Event under the File menu.



A [New Event](#) window will appear where you will need to record the Event name, the event classes and any other fees that might be charged to a contestant. After entering all the information for the event click on the Ok button to save this information. This will take you back to the main QuickPay Window.

Everything you do is now associated with this event. If you are just getting started with a new association then the Contestant database will be empty. Sometimes a producer will already have a database of their members in an Excel spreadsheet. If they so choose they can import this spreadsheet directly into the contestant database by using the Import Contestants function under the File menu.

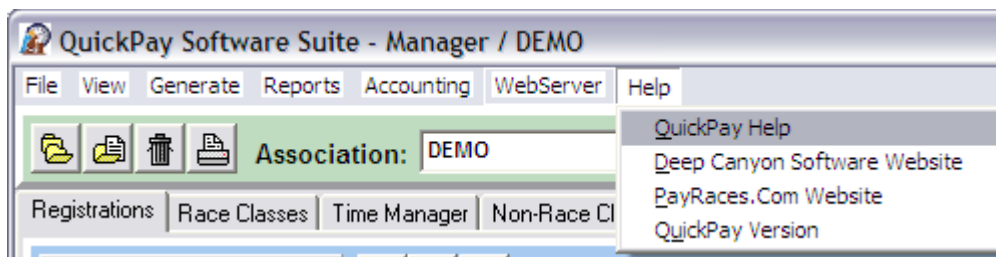
However, if you're in the DEMO the DEMO database already has 100 contestants and you should be using the DEMO right now. At this time take a moment to look over the screen and familiarize yourself with the screens functions. It is here that contestant names and their pertinent information are recorded.

The QuickPay Control Panel has five tabs that each show different pages. The Registrations Tab shows the Contestant database table, the Horse table, the Event Charges table as well as the Transactions Ledger. The Race Classes Tab shows the currently selected race class. It is on this page that you can see a list of everyone registered for a class. Use the drop down list box to change between classes. The Time Manager Tab is a specifically designed user interface for recording times for the race. It also shows the Timer and the Announcer all the statistics for the race. The Non-Race Classes Tab allows you to view everyone who purchased non-race class items such as Stalls, Hookups and anything else you want to charge for. The Member PointsTab shows association member points and money earned for each event.

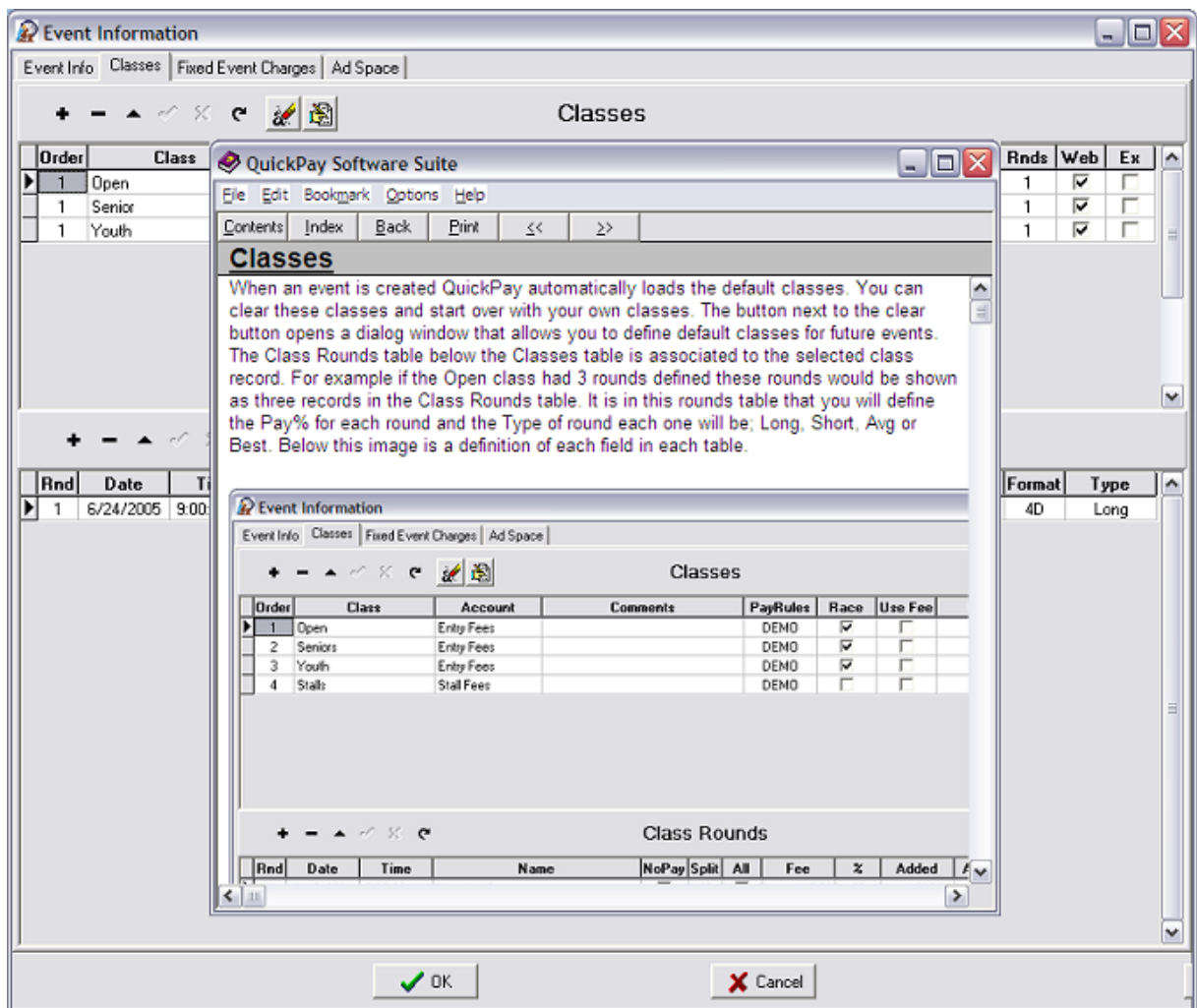
2.1 Using the On-Line Help

QuickPay has a built-in on-line help system that contains the full manual right at your finger tips. Within QuickPay you can open the on-line help by clicking on the help menu on the main menu or typing F1

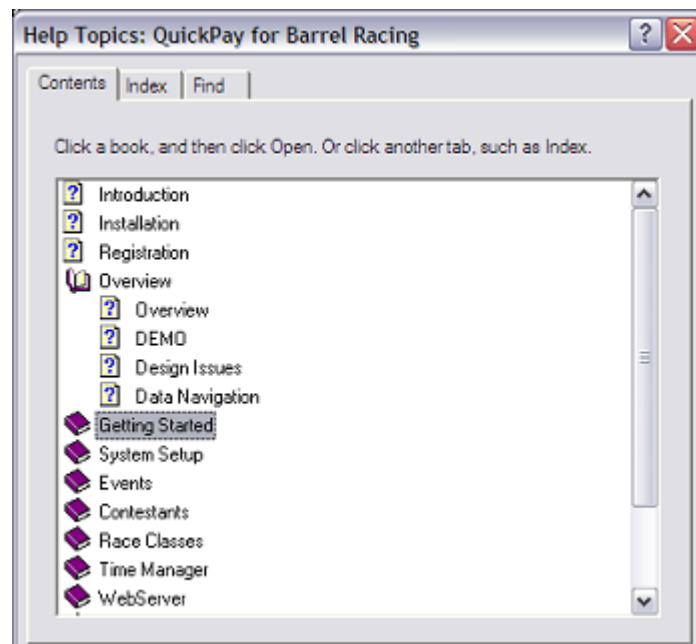
key at anytime for context sensitive help. This manual is also available for viewing in an HTML format over the Internet at our website at <http://www.deep-canyon.com>.



Pressing the F1 function key will open the help system to the topic relating to the area of the program you are working in.



The on-line help window contains a function bar with buttons that allow you to navigate to any section of the manual. The Contents button displays the manual by chapter and is a good place to start.



2.2 Ordering Checks

There is nothing more impressive than for a producer to have checks printed and waiting for everyone minutes after a race. With QuickPay and pre-printed checks you can easily generate payouts and print checks minutes after the last rider clears the course. QuickPay supports all of Nebs Business Forms ten formats, so whatever your desired format might be, Nebs will probably have it. You can see all of these formats at <http://www.nebs.com>.

We recommend the single sheet three part check with two vouchers, either the Nebs LT103C or LT104C formats. The value this format has for the producer is that the voucher parts contain the Riders name, horse, the event, the race class, the division and place run, as well as the amount won. You give the winner the check and middle voucher and you keep the bottom voucher for your own records. Kids love it since they can put their voucher up on their wall showing everyone that they won money doing something they love.

If you think you are saving money by not using printed checks, then consider the time you take to write them out by hand, and the inconvenience you generate to everyone else while they wait for you to finish. Two hundred and fifty checks can last a whole season and if you figure the cost per show for using pre-printed checks it comes to only \$5 to \$10 per race. The advantages far out weigh the cost, so take the plunge and do it, you won't regret it.

LT103C, Classic Laser/Inkjet Multipurpose Check - 250/\$69.95

FREE Business Design YOUR COMPANY NAME HERE
123 Main Street
YOUR TOWN, STATE and ZIP

YOUR BANK NAME HERE
CITY STATE and ZIP
12-308/1123

1001

PAY TO THE ORDER OF _____ \$ _____
_____ DOLLARS

MEMO _____ AUTHORIZED SIGNATURE _____

1001

1001

2.3 Choosing an Association

When you first start using QuickPay the program creates a default user assigned to the DEMO database. The reason QuickPay does this is so you will have a starting point and a chance to see live data. After you have done a little poking around then you need to go to the User Names tab in the

System Setup screen, and create user names for each person that will be using QuickPay. QuickPay will require that you assign an Association to each user in the list. The reason for this is because QuickPay maintains separate databases for each association. This means if you assign the NBHA association to Susie then the next time Susie logs onto QuickPay it will show all the contestants and events that were created for the NBHA database. It's very easy to switch association databases, just go to the Association drop down on the main screen and select any association from the displayed list and the system will assign this association to the current user.

The ability to change the association database and to create new associations allows the producer the ability to setup associations for local arenas as well as manage data for any number of associations.

2.4 Main Window

The QuickPay main window has several controls positioned for easy access. To select a different event click on the Event's drop down list box and choose from the list of events.

Below is a brief description associated with the four buttons next to the Event drop down box.



Below the menu and the Event buttons is a control panel with tabs that allow you to switch between different views of data. The Registrations tab gives you access to the contestants table, their horses, event charges and the contestant ledger. The Race Classes tab shows the run list for each class defined as a race. The Time Manager tab provides you with a configuration to record times, view standings after each run and monitor the drag. The Non-Race Classes tab provides views of stalls, hookups and any number of classes specified as not a race. The Member Points tab shows points and money earned for each event.

2.5 How do I create a run list

Run lists are a by-product of registering a contestant for an event. First you must create an event with race classes already defined before you can do anything. To register a contestant you must first create a record in the [contestant table](#), add all of their [horses](#) and then record their event charges in the [contestant ledger](#). QuickPay will automatically add their name and horse to the run list for the race they were entered into. Refer to the [Taking Registrations](#) section for a more in-depth explanation of the process.

2.6 Running a Race

Once you have finished setting up your [pay schedules](#), pay rules and electronic timer settings you are ready to create an event and take registrations. Here is the sequence you will follow with links to each section providing further explanation.

- 1) Create a New Event
 - a) Enter [event information](#)
 - b) Define race and non-race [classes](#) as well as [fixed event charges](#)
 - c) Logon to [watchmeDAD.com](#) and upload event information
- 2) [Contestant Registration](#)
 - a) [Downloading registrations](#) from watchmeDAD.com
- 3) [Generating a Draw](#)
 - a) [Posting the Draw](#) to watchmeDAD.com
 - b) [Setting the Drag](#)
- 4) Run the Race
 - a) Enter Times using the [Time Manager](#)
 - b) Using the [Race Form](#)
 - c) [Printing Standings Report](#)
- 5) [Compute Payouts](#)
 - a) [Printing Race Results](#)
- 6) [Generating Payments](#)
 - a) [Printing Checks](#)
- 7) Generating [Member Points & Earnings](#)
- 8) [Posting Results & Points](#) to watchmeDAD.com

Note: The advantages of posting your event information to watchmeDAD.com is that you now have a way for contestants to view through the Internet all of the particulars of your race saving you hundreds of dollars in advertising. By allowing contestants to register through watchmeDAD.com you the producer can download those registrations eliminating data entry. Posting Draws to the website allows everyone to see anytime where they stand in the draw giving them ample time to set their schedules. This draw information can be edited as often you like. Posting race results, member points and money earned to watchmeDAD.com when you get home gives your members information in a timely fashion never before realized.

2.7 What kind of reports do I print and when

Reports should only be printed when they are needed, otherwise you end up wasting paper and computer resources. Here are some of the reports you might be printing and when you might print them. To print these reports go to the main menu's Reports drop down menu.

Draw Positions	Contestants
ScoreKeeper Sheet	Mailing Labels
Carryovers	Member Earned Points
Run List By Name	Upcoming Schedule
Run List By Time	Event Information
Run List By Draw Order	Setup
Run List by Run Order	
Race Standings	
Race Results	
Non-Race Class	

1. After you have registered QuickPay, and finished setting everything up, you might want to Print the Setup report and file it away for quick review.
2. After you have created an Event then print the Event Information report and review its content before moving on.
3. After taking early entries and before you generate the draw you will want to print the Draw Positions report to make sure all of your entry forms match up with your run lists.
4. After generating the first draw print the run lists by Draw Order and make sure that same name riders are split properly and that there are no duplicate draw numbers.
5. During late registration you should print two statements for each registrant, one for them and one for you. Make sure they sign your copy so that in the case there is a question you can always refer to the signed copy.
6. Before the race starts print the Run Lists by Draw Order and post them on the Timers bulletin board.
7. During the race print Race Standings at every big drag and post them on the Timers bulletin board. Even if you have another computer displaying the places to pay standings using the Race Form, it is always a good idea to print and post a full Race Standings report for everyone to see.
8. After generating and confirming race results, then you should print Race Results and post them as soon as possible, even before you print out checks.

After the race print out these reports.

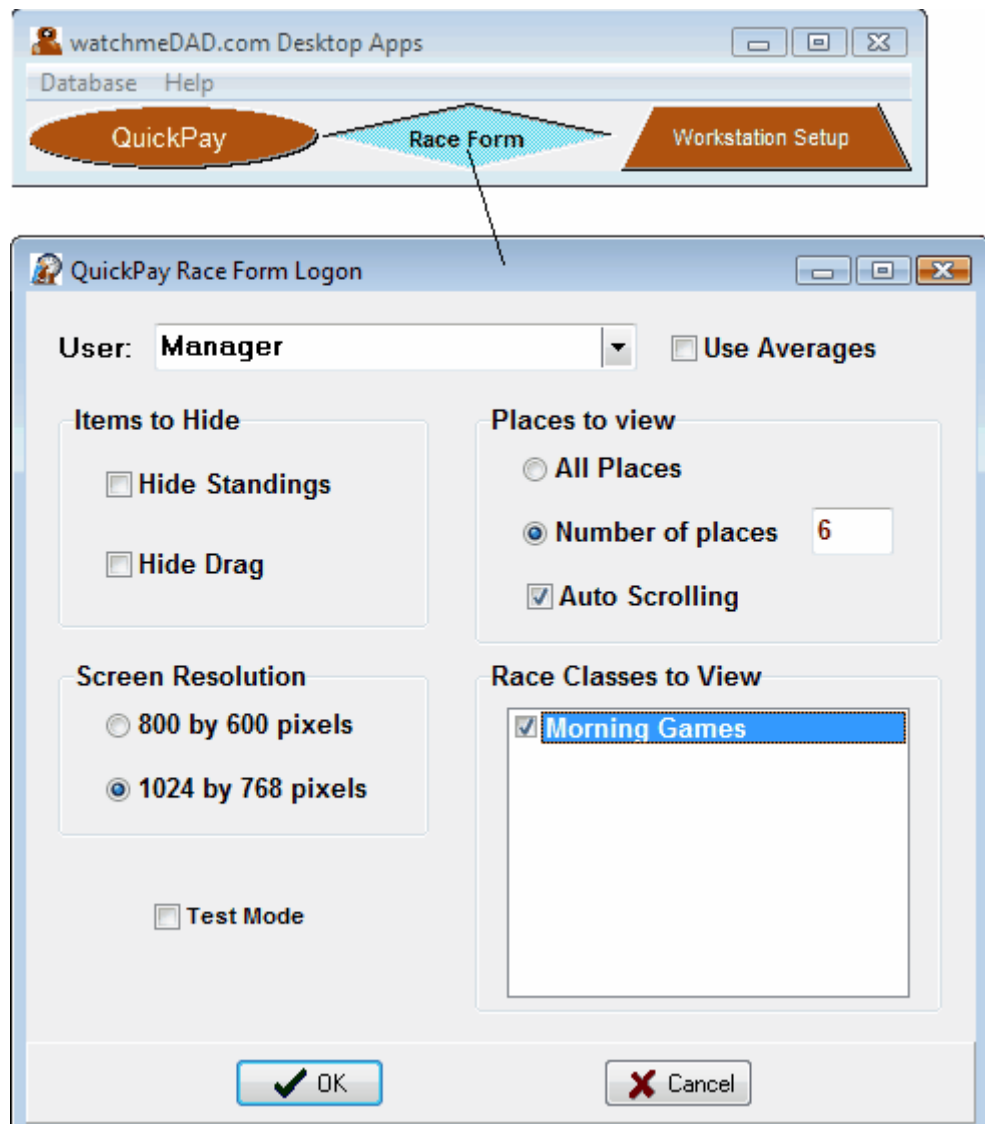
1. Race Results
2. Check register
3. General Journal
4. Income Statement
5. Balance Sheet

Note: These accounting reports can be found in the Accounting section. It is a good practice to file these reports for each Event run.

2.8 The Race Form

The Race Form is a standalone application that runs on a computer networked to the same database you are running your race from. The Race Form tracks the user running the Time Manager and displays standings, time to beat and the riders in the drag. It is an extremely powerful tool for keeping the audience involved in the race. Since computers generally have small screens it is advisable that you plug a big screen TV or monitor into the computer running the Race Form. A large monitor allows for better viewing by everyone.

From the QuickPay Software Suite banner click on the Race Form button and a logon screen will appear where you can specify which user to monitor and other specifics that govern its operation.



Once you specify the user you want the Race Form to track, the logon dialog will list the classes for the current event. Select which classes you want to display as well as the number of places to scroll. Unattended monitors should auto scroll, but sometimes when there are lots of incentive classes, a producer will setup a laptop and mouse so contestants can use the computer to switch between race classes. If the auto scrolling is "on" then the cursor will move down through the list until it comes to the end at which time it will move to the next page and continue to cycle thru all the pages as long as it is running. The riders in the drag on the right hand side of the window will move up automatically tracking the activity of the user operating the Time Manager. Any new leaders are also updated automatically as well. The graphics displayed in the upper right hand corner comes from the Ad graphics palette in the event information screen. If you are placing a screen back in the warm up pen you might want to Hide Standings and change the resolution to 800 by 600 so that contestants warming up their horses can more easily see the drag from atop their horse.

QuickPay's Race Form

Leader		Time To Beat
20	Fancy Stover / Homer	17.223
Rider Up		
12	Dione Teehee / Hauchos Warlock	17.283

Open Seniors Youth

1D

- 1 17.223 - Fancy Stover / Homer
- 2 17.266 - Danni Tamburro / Bulls Eye
- 3 17.283 - Dione Teehee / Hauchos Warlock
- 4 17.342 - Dawn Coleman / Firey Hot Chili
- 5 17.388 - Britni Rawdon / Buddy
- 6 17.522 - Haley Thorne / Perky Cowboy

2D

- 1 17.892 - Gail Hillman / Tight F Boots

3D

- 1 18.382 - Gayle Dickerlie / Threes Serious
- 2 19.225 - Audrey Ridgeway / JR Sixes
- 3 21.345 - Callie Oatman / Jet Perfection
- 4 22.891 - Gretchen Hilton / Patch

QuickPay for Barrel Racing

Open

On Deck

16 - Irene Wade / Magic

In the Hole

22 - Heather Abrams / Tiffany Sail

Stand By

2 - Haley Thorne / Perky Cowboy

Think About It

14 - Gretchen Hilton / Patch


Next Drag

15 - Glenda Thompson / Flits Desire
 7 - Gayle Dickerlie / Threes Serious
 10 - Gail Hillman / Tight F Boots
 20 - Fancy Stover / Homer
 13 - Eileen Wall / A Magic Storm
 17 - Edwyna Harmon / Lone Pine Sugar
 28 - Donya Emmons / Paycheck

 31 - Donna Ramsey / Dash

2.9 watchmeDAD.com

watchmeDAD.com and QuickPay are tightly integrated with one another allowing producers to broadcast events, sell ads, take registrations and post all kinds of event information over the Internet. This service is free to all QuickPay producers. Payments made by advertisers and contestants are processed by our back office software and transfers monies owed directly into the producers checking account.



[Signup](#) | [Login](#)

HOME SUPPORT ADVERTISING CONTACT US

Order by: [Select Month](#) [Select Association](#) [Select State](#) [Refresh](#)

April 2009	Event Type	Association	Event Name	Location	Broadcast
04/05 - 04/05	Barrel Race	NSBRA	JSD OPEN 4D-April 5th	Orland, CA	N/A
04/17 - 04/17	Barrel Race	BRN4D	SJVR 4D Barrel Race	Stockton, CA	N/A
04/17 - 04/17	Horse Show	NBHA	NBHA DISTRICT 03	MEDFORD, NY	N/A
04/24 - 04/26	Barrel Race	NBHA	Turn It Up- April 2009	Big Piney, WY	N/A
04/26 - 04/26	Barrel Race	NSBRA	JSD OPEN 4D-April 26th	Orland, CA	Archived
May 2009	Event Type	Association	Event Name	Location	Broadcast
05/01 - 05/01	Barrel Race	NSBRA	STONYFORD BARREL RACE	STONYFORD, CA	N/A
05/03 - 05/03	Barrel Race	NBHA	NBHA MA02 Barrel Race#1 5/3/09	Douglas, MA	N/A
05/10 - 05/10	Barrel Race	NBHA	NBHA MA01 POINTED RUN #1	Acushnet, MA	N/A
05/10 - 05/10	Girls Basketball	FWISD	primetimeGirls Bketball Tournament		Archived
05/16 - 05/16	Barrel Race	NSBRA	Glenn County Fair Open 4D	ORLAND, CA	Archived
05/17 - 05/17	Barrel Race	NBHA	NBHA MA02 Barrel Race #2 5/17/09	Douglas, MA	Archived
05/22 - 05/22	Barrel Race	NBHA	SD NBHA Sanctioned Barrel Race	Huron, SD	N/A
05/23 - 05/23	Barrel Race	NBHA	NBHA District 02 Barrel Race Co Sanctioned Dist 8	Belt, MT	N/A
05/23 - 05/23	Barrel Race	NSBRA	WHEELER RANCH-MAY 23	Biggs, CA	N/A
05/23 - 05/23	Girls Basketball	FWISD	Texas Express 5-23		Archived

2.10 Advantages to using watchmeDAD.com

Most event producers are women who have the respect of everyone involved and they look to get it right. These women are usually good organizers and dedicated volunteers, but not particularly experienced business women or promoters. If they make a little money then they feel like they have accomplished something. The biggest problem they have is managing their costs and time while still putting on a good smoothly run show. On average most producers quit producing after a couple of years due to the difficulty of putting it all together.

QuickPay and watchmeDAD.com have both been designed to give these producers all the tools they need to be successful with minimal effort. And both are products of Deep canyon Software, bringing you a completely integrated environment. By encouraging contestants to register on watchmeDAD.com all data entry is managed entirely by the contestant.

Here are just some of the features for producers taking registrations:

1. watchmeDAD.com provides a very user friendly registration process that takes the contestant only minutes to fill out.
2. Registrations can be paid for, months in advance or up to the closing date of the event.
3. watchmeDAD.com offers electronic check payments.
4. Monies collected are automatically transferred daily into your own checking account.
5. Using QuickPay you can download registrations from the watchmeDAD.com Server. These downloaded registrations automatically update your contestant database, member information, horses and run lists.

6. Using QuickPay you can upload to watchmeDAD.com draws, race results and member earned points for viewing by your contestants.
7. Full audit trail of all transactions is maintained in your own accounting system in QuickPay
8. You can post your whole years schedule on watchmeDAD.com
9. Make public announcements about any of your races

Here are just some of the benefits of taking registrations on-line:

1. No longer do you have to worry about bounced checks, we resolve all transactions before the race starts and adjust monies transferred, ledger entries and run lists before the race starts.
2. No longer do you need to enter contestant data or build run lists, virtually eliminating data entry.
3. Mistakes are kept to a minimum since contestants are responsible for completing their own registrations.
4. Monies collected from future races ensures a strong financial position
5. Early registrations help you budget your resources better
6. National exposure will help you get better sponsors and more added money, increasing payouts, resulting in increased attendance
7. Exposure to a whole new audience of barrel racers since your races are posted on a nationally recognized Internet site.
8. Since all accounting, data entry and money transfers are handled by software and not you, your workload is dramatically reduced virtually eliminating the cost of doing business.

Higher attendance, lower costs, and an efficiently run race are all the ingredients of good business practices.

While you may not be a big promoter it doesn't mean you can't look like one.

[How do I get everyone to register on](#) watchmeDAD.com

2.11 How do I offer on-line payment processing

Before doing anything go into the Defaults Tab of the Accounting section. Modify the Checking Account information and make sure that the Bank Online feature is solidly checked as well as your bank routing and account numbers are defined. Then make sure each event you want listed on watchmeDAD.com has the "Post to Web" option checked. If you are taking on-line registrations check the "Take online Reg's" option as well. Each time you logon to watchmeDAD.com through QuickPay the software will automatically update the server with any changes that have been made since the last logon.

When you post your race to the watchmeDAD.com website you are already offering electronic check processing. There is nothing else for you to do, all payments are processed by

watchmeDAD.com and monies collected are transferred directly into your checking account. There is no cost to the producer for this service. watchmeDAD.com charges the contestant a 3% processing fee, and it is watchmeDAD.com's responsibility to cover all bank costs with that processing fee.

2.12 How do I get everyone to register on Payraces

QuickPay is now equipped with the ability to send emails to all of your contestants. If you have been collecting email addresses on everyone then you now have the tools you need to contact and instruct your members to start using watchmeDAD.com By directing everyone to register in the same manner, you eliminate the cost of handling bad checks, and the hassle of dealing with improperly filled out registration forms. You also establish a uniform method for communicating with everyone.

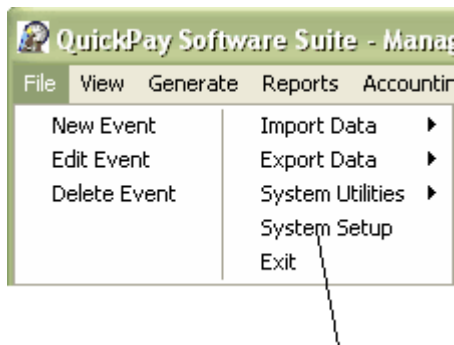
Please refer to the [Emailing Contestants](#) section on how to do this.

2.13 The Advantages to Networking Computers

Even if you are only running a small race with under a hundred riders, you might want to consider networking another computer. Even though QuickPay allows you to move quickly during a race between the Time Manager and the contestant database, once the race begins recording times should be the highest priority of the Timer. It's too easy to miss an overturned barrel if you are distracted by someone asking you to look something up. It's much better to have one computer dedicated to Timing and another for printing standings reports or running the Race Form.

If the idea of networking two computers seems to be to daunting a task, then be comforted by the fact that it is easier than you might think. The [WorkStation Setup](#) program and accompanying help files can easily guide you through the process.

3 System Setup



The information recorded in the Setup record includes Producer Info, a section for creating User Names, definition of Associations and their Payout Rules, RS232 Electronic Timer & Credit Card Reader settings and a list of Networked computers. You can access each page on the Setup screen by clicking on the tabs shown below.

The screenshot shows the 'Setup' window with the 'Producer Info' tab selected. The window has a title bar with a close button. Below the title bar is a tabbed interface with tabs for 'Producer Info', 'User Names', 'Associations', 'Rules', 'Device Settings', and 'Network'. The 'Producer Info' tab is active and contains a 'DEMO Association' section with the following fields: 'Producer' (Deep Canyon Software, LLC), 'Contact' (John), 'Address' (4200 Bridgeview Dr. #424), 'Address2' (empty), 'City' (Fort Worth), 'State' (TX), 'Province' (empty), 'Zip' (76109) with '(Country Code)' next to it, 'Country' (empty), 'Phone' ((817) 371-7450), and 'Email' (support@payraces.com). Below this is an 'Email Server Setup' section with fields for 'SMTP Host', 'Username', and 'Password', and a 'Test Server' button. A checkbox for 'Backup on Exit' is located to the right of the 'Email Server Setup' section. At the bottom of the window are three buttons: 'OK' (with a checkmark icon), 'Cancel' (with an X icon), and 'Help' (with a question mark icon).

Setup

Producer Info | User Names | Associations | Rules | Device Settings | Network

DEMO Association

Producer: Deep Canyon Software, LLC

Contact: John

Address: 4200 Bridgeview Dr. #424

Address2:

City: Fort Worth

State: TX

Province:

Zip: 76109 (Country Code)

Country:

Phone: (817) 371-7450

Email: support@payraces.com

Email Server Setup

SMTP Host: Test Server

Username:

Password:

☐ Backup on Exit

OK Cancel Help

3.1 Producer Information

The Producer information stored on this screen is used on reports and postings to the watchmeDAD.com website, it defines who you are, and will be used for the Producer Info link for each event posted on watchmeDAD.com.

Email Server Setup - This section is where you tell QuickPay how to handle email transmissions. If you do not know your SMTP Host or Username and Password information, then check your Outlook Account information.

Backup on exit - Checking this feature will prompt QuickPay to automatically backup the whole database upon exiting the program. In a multi-user configuration where others are logged into QuickPay this feature will act only if everyone else is logged out, and it will happen only from the server.

The screenshot shows the 'Setup' window with the 'DEMO Association' tab selected. The window has a title bar with a close button. Below the title bar is a tabbed interface with tabs for 'Producer Info', 'User Names', 'Associations', 'Rules', 'Device Settings', and 'Network'. The 'Producer Info' tab is active, showing a form for 'DEMO Association'. The form contains the following fields: 'Producer' (Deep Canyon Software, LLC), 'Contact' (John), 'Address' (4200 Bridgeview Dr. #424), 'Address2' (empty), 'City' (Fort Worth), 'State' (TX), 'Province' (empty), 'Zip' (76109) with a '(Country Code)' label, 'Country' (empty), 'Phone' ((817) 371-7450), and 'Email' (support@payraces.com). Below these fields is an 'Email Server Setup' section with 'SMTP Host', 'Username', and 'Password' fields, and a 'Test Server' button. A checkbox for 'Backup on Exit' is located to the right of the 'Email Server Setup' section. At the bottom of the window are three buttons: 'OK' (with a checkmark icon), 'Cancel' (with an X icon), and 'Help' (with a question mark icon).

Setup

Producer Info | User Names | Associations | Rules | Device Settings | Network

DEMO Association

Producer: Deep Canyon Software, LLC

Contact: John

Address: 4200 Bridgeview Dr. #424

Address2:

City: Fort Worth

State: TX

Province:

Zip: 76109 (Country Code)

Country:

Phone: (817) 371-7450

Email: support@payraces.com

Email Server Setup

SMTP Host: Test Server

Username:

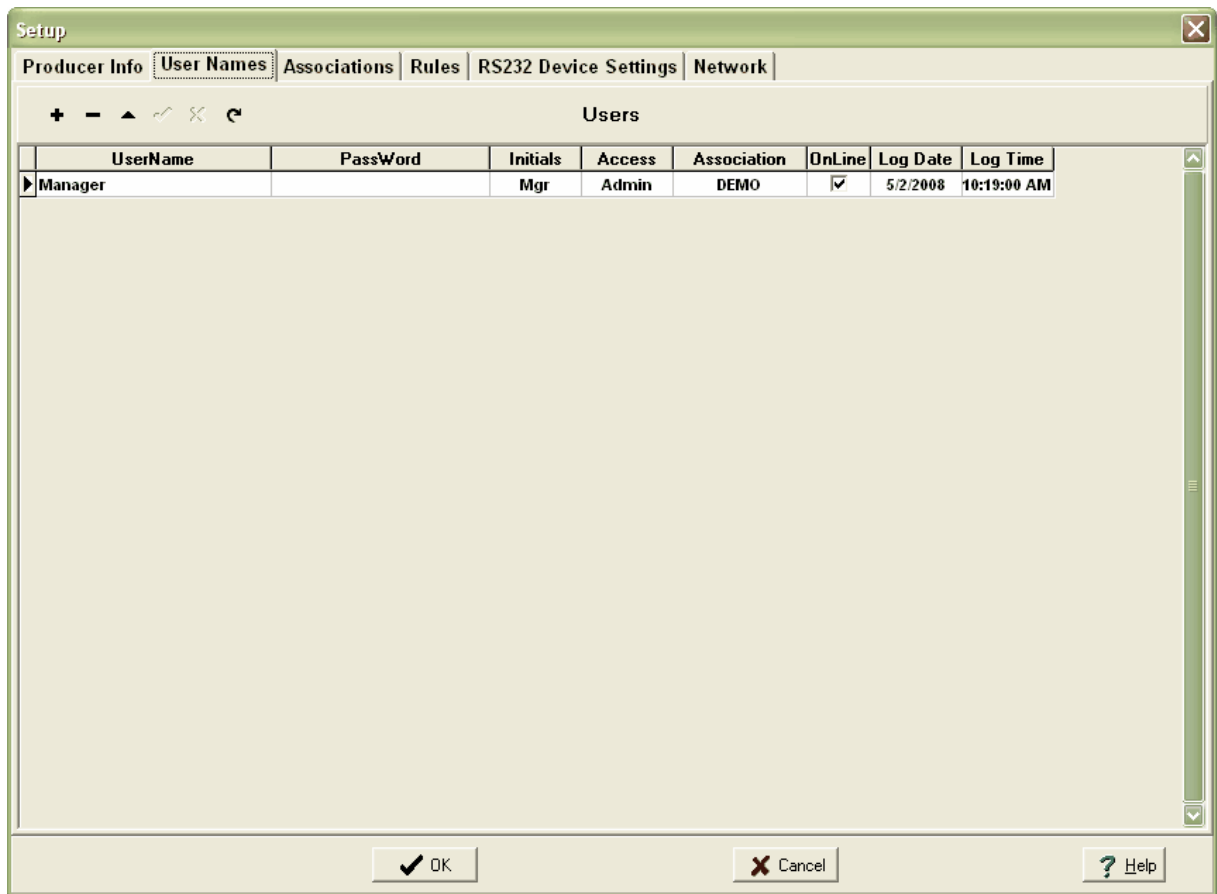
Password:

☐ Backup on Exit

OK Cancel Help

3.2 User Names

User names are added to the Users table on the User Names Tab in Setup. The only user that has access to this area of the program is the 'Administrator' (user) with 'Admin' access rights. If no users are defined then QuickPay creates a default user called Manager. You as the Administrator should assign user names and a User Code for each person using QuickPay. The User Code is used to stamp each transaction so that in the case that there is a question about something then you will know who made the entry. Access rights are broken down into three categories, Admin, Power, and Guest. Users with Admin rights can add and change user names, write checks and gain access to all areas of the program. Power users may do everything that an administrator can do except gain access to the user names tab. Guest users cannot write checks, generate payouts, enter the accounting area or change anything in System Setup. The OnLine field is marked or unmarked by QuickPay, which reflects whether a user is online or not. This field can sometimes be checked incorrectly if QuickPay is shutdown forcefully leaving the user still logged into the system. In which case the system might tell you that "the user is still logged on do you want to continue anyway?". If this happens the software will allow you to override and continue anyway. The Association field determines which association database a user will be working in upon logon.



Access Rights

Admin - Full access to all areas of the program

Power - Unable to access User Names, but access to all accounting areas.

Guest - Restricted access to User Names, accounting and check writing.

3.3 Associations

Currently, QuickPay comes with several associations already predefined. Some have format tables linked to them for use in payout schedules and others are simply association names like **FWISD** - Fort Worth Independent School District. However, you have the ability to define a new association by creating a new association record in the Associations table. After creating a new association you can define your own payout Format's and pay percentages, or you can copy them from an already existing association.

Associations Table - To create a new association, position your cursor in the top table and press <Ins>. Use an acronym for the Association field and then spell out the association in the Description field. If the association will be used for paying out on races run then, using the <Tab> key, move to the Payout Rule field. Use the drop down list that is embedded in that field to select the rule for paying open slots within divisions. After selecting a rule double click on the Disclaimer field and a memo dialog box will appear. Record any disclaimer your association uses for their entry forms.

Association Logo - The graphics palette to the right of the Association Table allows you to cut and

paste an association's logo graphics. Simply cut your logo graphics from Windows Paint or some other graphics program. Then click on the palette to make the palette active. Press <Ctrl><V> to paste the graphic onto the palette. The graphic placed here is used when printing a receipt.

Copy percentages from another association Print an Association's schedule

Producer Info | User Names | Associations | Rules | Device Settings | Network

Refresh

Associations

Association	Description	RuleDescription	AppType	Disclaimer
DEMO	Deep Canyon Software Demo	NBHA Payout Rules	Race	(Memo)
DISD	Dallas Independent School District		Race	(Memo)
FWISD	Fort Worth Independent School District		Race	(Memo)
IBRA	International Barrel Racing Association	IBRA Payout Rules	Race	(Memo)
NBHA	National Barrel Horse Association	NBHA Payout Rules	Race	(Memo)
WPRA	Womens Professional Rodeo Association	WPRA Payout Rules	Race	(Memo)

Formats | Handicaps

Refresh

Formats

Format	10%	1Dt	2D%	2Dt	3D%	3Dt	4D%	4Dt	5D%	5Dt	6D%	6Dt
3D	50	0.5	30	0.5	20							
4D	35	0.5	30	0.5	20	1	15					

Refresh

Places Paid

Entries	Money	Places	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
12		1	100																	
20		2	60	40																
40		3	50	30	20															
80		4	40	30	20	10														
120		5	30	25	20	15	10													

The Formats table records are directly linked to the selected association record, likewise the Places Paid table records are linked directly with the selected Format record. This hierarchical linking of records allows you to be very specific about how payouts are performed. Below is a more detailed explanation of the Formats and Places Paid tables.

Formats - The formats table allows you to define percentages to pay and time splits for each division. For example the 1D% value of 35 means 35% of the entry fees will be paid to the 1D. The 0.5 value in the 1Dt field means that anyone turning in a time within a half second from the best time is placed in the 1D. The 2Dt value of 0.5 means anyone running a half second off of the best time plus the 1Dt value are included in the 2D. Below is an example of how these splits might work for a 4D race with half splits in the 1D & 2D and 1 second split in the 3D.

Best Time	16.000
1D with 0.5 sec split	16.000 to 16.499
2D with 0.5 sec split	16.500 to 16.999
3D with 1 sec split	17.000 to 17.999
4D includes everyone else with a valid time	above 18.000

You should not define a 4D split unless you want it to be capped.

Places Paid - The Entries field tells QuickPay which places paid record to use. For example, if there are 10 or fewer contestants running in a specific race class then only 1 place is paid and 100% of the money is paid to the winner. If there are 73 contestants running in a race class then the up to 90 Entries record is used paying out 5 places.

The percentage of the money for a division is split up according to the percentages defined in each place field. These percentages are defined in whole numbers.

Handicaps - This table is used for defining iPnts (incentive points) for Teamed events. The seconds associated with each Point record is the time that is added to a teams time. Handicaps are usually computed at the end of a race.

Formats		Handicaps	
+ - ▲ ↶ ✕ ↷		Refresh	
Points	Time		
2	09.000		
3	08.000		
4	07.000		
5	06.000		
6	05.000		
7	04.000		
8	03.000		
9	02.000		
10	01.000		

3.4 Payout Rules

This page allows you to define how you want QuickPay to resolve unpaid divisions. Often times a contestant will blow the pack away and leave open places in the 1D & 2D. That means extra money is left unpaid and you need to tell QuickPay how you want this money paid out. Below is a description of each rule.

Producer Info | User Names | Associations | Rules | RS232 Device Settings | Network

Rule: **NBHA Payout Rules**

Payout Rules

Schedule

- ☒ By Entry Levels
- ☐ By Money
- ☐ Cover entry fee

Unpaid Money in a Division

- ☐ Pay by schedule in same division
- ☒ Pay evenly in same division
- ☐ Pay by schedule over all divisions
- ☐ Pay evenly over all divisions
- ☐ Do not payout unpaid money

Empty Divisions

- ☒ Pay by schedule over other divisions
- ☐ Pay evenly over other divisions
- ☐ Do not payout empty divisions

Time Format

- ☒ Thousands
- ☐ Hundreds
- ☐ Tens
- ☐ No decimals

Drag number:

Penalty:

Schedule

By Entry Levels - This selection will cause QuickPay to look for the places paid out based on the number of entries for the Class.

Cover entry fee - This selection will cause QuickPay to look for the places paid out schedule by finding the last place paid out that covers the entry fee of the last place winner.

By Division - This selection will cause QuickPay to determine places paid for each division based on the number of riders found in each division.

Unpaid Money in a Division

Pay by schedule in same division - QuickPay will use the places to pay schedule to pay out extra money in a division, and will pay it out within the same division. For example, if there are 8 places being paid out for all divisions and there are only 5 contestants in the 2D, this rule will use the 5 place payout schedule to distribute the extra money to the 5 contestants.

Pay evenly in same division - QuickPay will divide extra money by the number of places paid in a division and distributed among the winners evenly.

Pay by schedule over all divisions - QuickPay will take extra money in a division and divide it up among all the divisions according to the schedule defined in the Formats table (1D%, 2D%, etc). Then that money is distributed to each divisional winner by the places paid schedule for that division.

Pay evenly over all divisions - QuickPay will take extra money in a division and divide it up evenly to all the other divisions and the distributed within each division evenly by the number of winners in each division.

Empty Divisions

Pay by schedule over other divisions - QuickPay will redistribute empty divisional money over other divisions according to the schedule in the Formats table (1D%, 2D%, etc). It will then divide that money according to the rule in the Unpaid Money in a Division section.

Pay evenly over other divisions - QuickPay will redistribute empty divisional money evenly over other divisions according to the number of divisions paid out.

Time Format

This selection will determine how times are recorded for a race class using this rule.

For Example:

Thousands -	17.000	(3 places)
Hundreds -	17.00	(2 places)
Tens -	17.0	(1 place)
No decimals	17	(whole numbers only, digits are ignored)

The timer may record and transmit values to the thousands, but if your rule specifies Hundreds then the thousands digit value will be rounded.

Drag Number

The drag number is the default amount that is used when defining and setting the drag. If the Drag number is set to 5 then when you ask the software to set the drag for a race class the program will mark every 5th rider down the run list. This tells the Time Manager when to pause the timer during the race.

Penalty

The penalty value is the value used for classes that add a penalty to a riders time when a barrel is knocked over or some other event occurs requiring an additional value added to a riders time. Typically in amateur events classes are identified as No Times, in which case a "9" is placed in front of the riders time. However, professional organizations will often use a penalty value instead of a No Time. This is easily handled during the race from within the Time Manager. In order to make sure times are carried correctly to incentive classes you must set the "Carry" field to "No Time" or "Penalty" in the Edit Event Info record for the classes defined.

3.5 Electronic Timer

This page allows you to define and test Electronic Timer Settings. The FarmTek Timer is by default designed to send a Serial data stream from the Electric Eyes to the Timer console. This same data stream is also available for the large display unit FarmTek sells with a cable that has a 3.5 mm stereo male connector that plugs into the Display port on the Timers Console unit. In order to send this data from the console to the display as well as a printer or your computer you will need to get a Y-adapter from Radio Shack.

By buying a Y-adapter from Radio shack P/N 42-2570 you can plug in the Y-adapter to the Timer Console in the Display port and then connect your display to one leg of the Y-adapter and a FarmTek computer cable to the other leg of the Y-adapter which will send times to your computer for use by QuickPay.



This computer interface cable can be obtained from FarmTek and depending on whether you have an RS232 Serial port on your computer or not will determine whether you need to buy an additional cable for interfacing with a USB port. Most newer computers don't even come with a serial port anymore, in which case you need to have a Serial to USB connector in addition to the FarmTek Serial computer cable.

Connecting the Timer to the computer using just the FarmTek computer cable with an RS232 Serial connector

If your computer is more than a couple of years old there is a very good chance you have a DB 9-pin RS232 Serial female connector on the back of your computer. In which case you are in luck. There is no extra software needed to read the times coming in, all you need to do is connect your cable to the DB 9-pin Serial port, check the port settings in the Device Manager, set the port and baud settings to the same as the ones in the Device Manager and then test to see if the software can read a time coming in from the FarmTek Timer. If you have any trouble then try dialing the baud rate down to 1200 baud in both the Device Manager and QuickPay.

Connecting the Timer to the computer via USB

If you have a newer computer that doesn't have a Serial port, then you are going to have to buy an additional USB to Serial connector cable to fit between the FarmTek supplied Serial computer cable and the USB port on your computer.



Before you try setting up the Timer settings you should install the [software](#) that came with your USB/serial connector or you can install the USB/Serial device drivers that come with the QuickPay install disk. Once these drivers have been installed you should inspect the port settings defined in the Device Manager of the System Properties under Serial Ports and identify which port is being associated with a USB device. If you want you can use trial and error to first test the port then the Timer. The easiest way to do that is try testing the port at each com setting, Com1 then Com2, etc. Once you have a good port then hook up your Timer and before triggering the Timer, click on the Test Timer button. The software will then start polling the com port looking for a time value. If a time does not appear then you should look for another port. If you are still unsuccessful then go into the Windows Device Manager, find the port and check its properties. Often times ports will default to 9600 baud, but they work better if assigned a 1200 baud rate. Make sure that QuickPay's port and baud rate settings are the same as what is defined in the Device Manager.

When testing the Timer make sure that the cord coming out of the computer is plugged into the Display port on the FarmTek Timer. Then click on the Test Timer button and the caption on the button will change to "Waiting". Then run your hand through the timer twice to start and stop the Timer producing a time. The time displayed on the Timer should also appear in the field to the right of the Time label. If they are the same then your Timer is setup correctly.

NOTE: Windows can sometimes change the port set to the USB device, especially if you unplug the Timer cable to move it and plug it into a different USB slot later. In which case you might have to reconfigure your port settings in QuickPay to match what Windows has changed it to.

Producer Info | User Names | Associations | Rules | RS232 Device Settings | Network

Electronic Timer | Credit Card Reader

Com Settings

Port	Baud Rate
<input type="radio"/> Com1	<input checked="" type="radio"/> 1200
<input type="radio"/> Com2	<input type="radio"/> 2400
<input checked="" type="radio"/> Com3	<input type="radio"/> 4800
<input type="radio"/> Com4	<input type="radio"/> 9600
<input type="radio"/> Com5	<input type="radio"/> 19200
<input type="radio"/> Com6	
<input type="radio"/> Com7	
<input type="radio"/> Com8	
<input type="radio"/> Com9	
<input type="radio"/> Com10	

Test Port

Test Timer

Time:

3.6 Card Reader

QuickPay can be used with an IDTech credit card reader that hooks up to your computer using one of your USB ports. These new plug and play card readers provide the ability to read credit cards with a single swipe. Once you have enabled the card reader, QuickPay will automatically sense the card swipe and process the transaction, providing you with a notice as to whether the transaction was approved, rejected or couldn't read the card with a reason attached. The card reader comes with an install disk and a short installation guide.



Once the card reader drivers have been installed you will need to look at the Device Manager to see which com ports are mapped to USB ports. The Device Manager is located in your [System Information screen](#). Since you will be using a port for your Timer and one for your Card Reader you will have to test your connections to make sure the Timer and the Card Reader are mapped in QuickPay to the correct ports. The best way to do this is to test each connection for the proper output. It is recommended that you start with the lowest Baud Rate of 1200 baud and then test each port one at a time. To test a port click on the Test Port button and see if the port is active. When you find an active port click on the Test Reader button then swipe a card and wait a second to see if the data from

the card shows up in the fields on the screen. If you have problems please don't hesitate to call or email support.

Before you can start processing credit cards you need to setup a Gateway Account with Authorize.Net as well as a card processing account with a Merchant Vendor. QuickPay only interfaces with Authorize.Net, but you can choose any one of a dozen Merchant Vendors. Most of them interface with Authorize.net so it shouldn't be a problem to get a Login and Transaction Key from them. QuickPay will use that information to process transactions.

Merchant One

info@merchantone.com

800-910-8375/ Tel

800-315-6552/ Fax

<http://www.merchantone.com>

Producer Info | User Names | Associations | Rules | **Device Settings** | Network

Electronic Timer | **Credit Card Reader**

Com Settings

Port

- ☐ Com1
- ☐ Com2
- ☐ Com3
- ☐ Com4
- ☒ Com5
- ☐ Com6
- ☐ Com7
- ☐ Com8
- ☐ Com9
- ☐ Com10


Baud Rate

- ☐ 1200
- ☐ 2400
- ☐ 4800
- ☒ 9600
- ☐ 19200

Test Port

Test Reader

Authorize.Net Gateway Info

Login 

Transaction Key

☐ Test Mode

Track1:

Track2:

Name:

Card#:

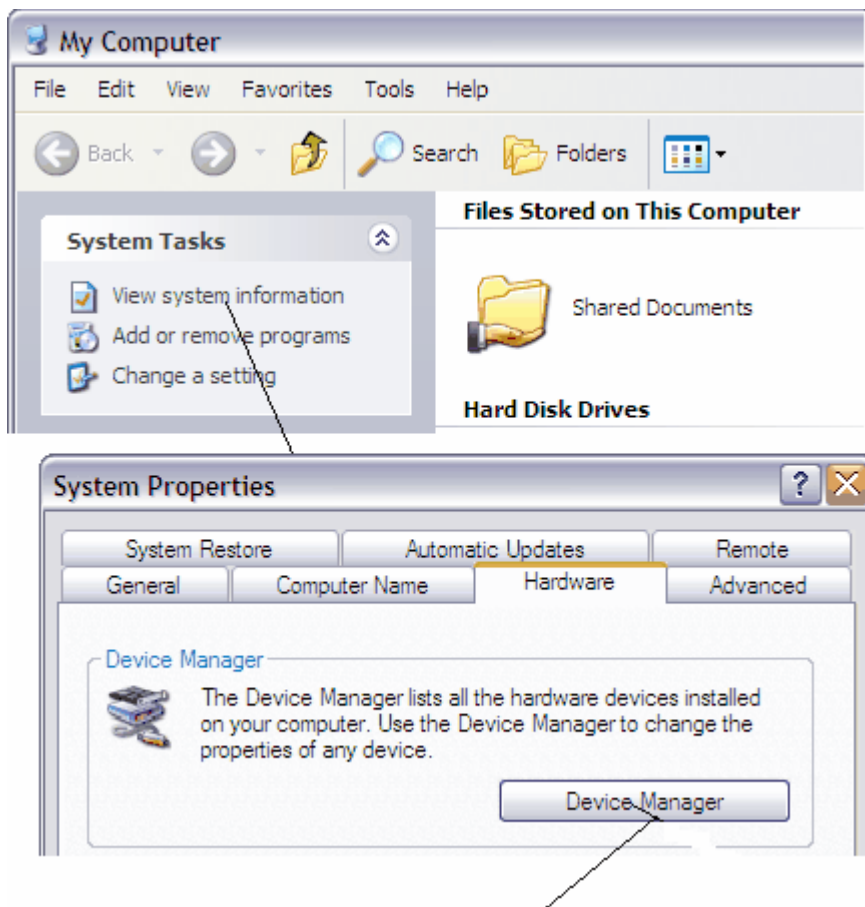
Exp:

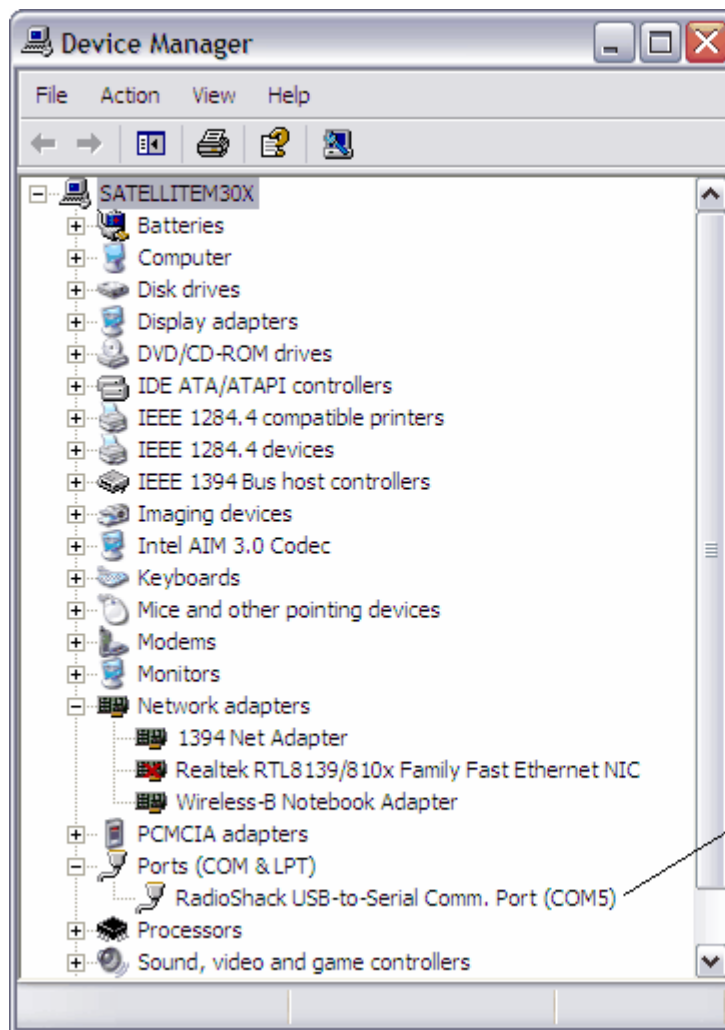
Messaging

☐

3.7 Identifying Com Port

The cable software you install will create a com port that is mapped to a USB port. To identify the com port assigned by the computer you will need to open the Device Manager screen found in the System Properties screen. Open "My Computer" and click on the View system information Hardware page. Then click on the Device Manager button to display all of the devices hooked to your computer as shown below. Scroll down until you find Ports and click on it to expand the com ports mapped to USB devices.





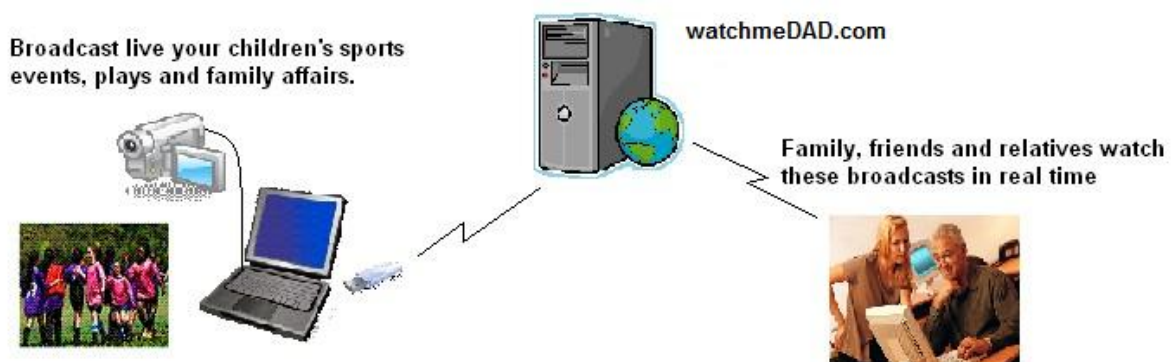
3.8 Network

This page shows all computers logged onto the Server. If you have not setup a multi-user network configuration then there will only be one entry which will be the computer you are running QuickPay. The type of database is a Local database which is what QuickPay initially installs. Each computer logged onto the database will create an entry into this table. The administrator can at anytime look here to see who is logged on and what their directory configuration consists of.

Databases and Machines on Network						
Machine	Type	Database	Netfiles	Help	Temp	Timer
▶ SATELLITE	server	c:\Program Files\Deep C	c:\Program Files\Deep	c:\Program Files\Dee	c:\Program Files\Dee	c:\Program Files\Dee

4 Broadcasting

Broadcasting an event simply means just that. You are going to take a video camera plugged into your computer which has an Internet connection and you're going to broadcast a live streaming video to the watchmeDAD Media Server and people are going to watch the event on watchmeDAD.com as it is actually taking place.



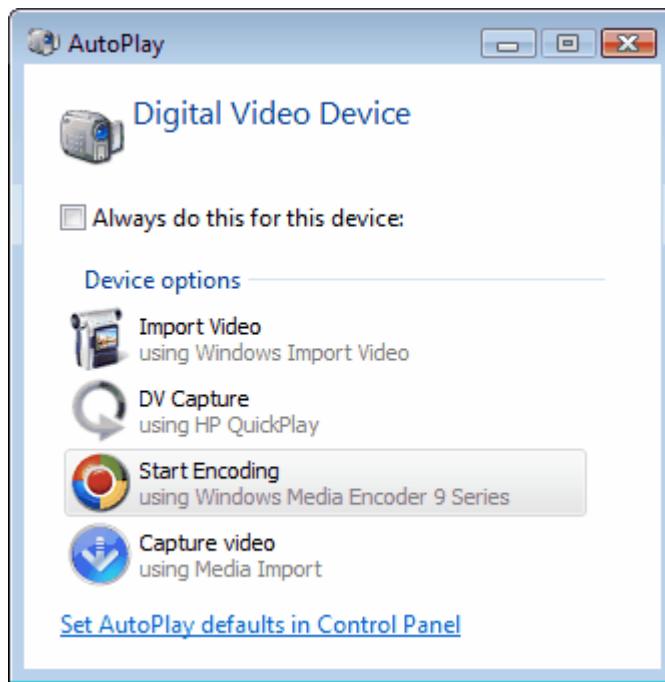
When you have breaks in the action you're going to queue up a high content video TV ad from within QuickPay that some advertiser has submitted to you to show, and you're going to get paid for showing that ad. When the ad is finished the broadcast will resume to the live feed coming from your video camera. It's that simple. In the beginning that will be enough, but as you go you will want to improve the quality of your broadcasts and viewing experience. The better the show the more people you will have watching it. The beautiful part about broadcasting is that it is earning you money which will give you the resources to improve the experience, and we will be there to help. Our job is to improve the software and give you better tools. The more broadcasts you do the easier it will be and the better you'll get at

improving the viewers experience.

4.1 Setting up Video

Before you can start broadcasting you need to have QuickPay and Windows Media Encoder installed on your computer. During installation the setup program wizard will allow you to submit a request for a publishing point and a link to a download page for the Windows Media Encoder. Publishing point requests are processed daily, so you should receive an email within 24 hrs informing you of the status of your request. QuickPay uses the Encoder components to provide an integrated broadcast production platform. However, you should not run QuickPay and the Encoder at the same time.

Whenever you turn your camera on Windows senses the presence of a Video Device and will launch an AutoPlay dialog asking you how to connect to the camera, just go ahead and close out that box. If you were to click on Start Encoding Windows would launch the Windows Media Encoder. Since you are going to be encoding your broadcasts through QuickPay it is not necessary to use the encoder, so just close this AutoPlay dialog by clicking on the red "X" button.



Now all you need to do is post an event to watchmeDAD.com, that is, if you haven't already done so.

1. Open QuickPay
2. Create or edit an event.
3. Check the Broadcast option
4. Set the broadcast dates to today
5. Click Ok to save the changes
6. Under the Help menu click on the watchmeDAD Website, a browser will open with watchmeDAD loaded
7. Scroll down the list until you see your event name and click on it.
8. A page will open with a viewer and within a couple of seconds your camera output stream will appear, 20 seconds in the past.

Congratulations Again!!! Except this time everyone can see you. As you can see, there really isn't a lot to this process. However, if you want to broadcast a football game then you're going to need some type of WiFi connection, probably an Internet 3G air card. You can get one from any of the more popular providers such as at&t, Verizon, Alltel and Sprint. Compared to the money you can make from advertising the average cost of \$50/mo is well worth the expense.

4.2 Selling Ads

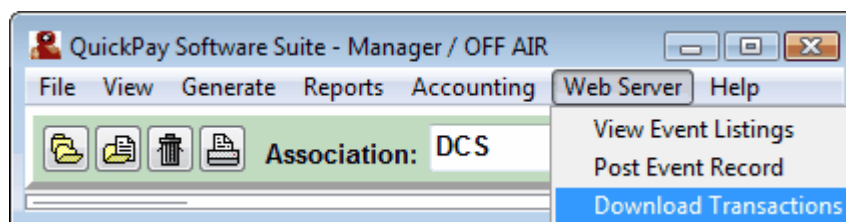
Selling ads is easy, just go into any event information record in QuickPay and check the Sell Ads option, set the Close Ads Date and click on the OK button. If you are already connected to the Internet QuickPay will automatically upload the change to the watchmeDAD server. This will cause watchmeDAD to display the "Place an Ad" button on your event main page just below the event name.



If you will notice the Close Ads Date is later than the Broadcast dates. You would think that the logical thing to do would be to have the Close Ads Date set a couple of days before the broadcast so you can review the ads before you air the broadcast. If all you were going to do is show ads during the live broadcast then that's the way you would do it, but if you'll recall, the broadcast is automatically archived on the watchmeDAD server and people will be viewing this broadcast for many more days after the original broadcast date. That means ads will be shown in an automated fashion during any viewing for as long as the event is available for viewing. That also means you can download new ads, generate a new Ads Playlist and upload that playlist to the server whenever you want. So it would behoove you to put the Close Ads List out into the future at least as long as you want to service the event.

4.3 Downloading Ads

You may have sold ads for your event, but unless you check the server you will never know. The way to do this is to click on the Download Transactions menu item.



This will open the Download Transactions screen. Below, you can see where I placed 3 commercials on my Paschal VS Heights Test. To download those transactions I must first select them by checking the Select All option, which will highlight all the records in the list and then click on the Download Selected button. This action will place these transactions in the General Journal and add the Ads to the Ads List.

Association	Event	Date	Inv	TF	Name	Horse	Rnd	Memo	Qty	Type	Debit	Credit	Chrg	Posted
DCS	7	2009-03-12	5514	0	John Howell	(Memo)		Blue Juice Media TV Logo	1	(Memo)	0	50		
DCS	7	2009-03-12	5514	0	John Howell	(Memo)		BlueXtv.com TV Logo	1	(Memo)	0	50		
DCS	7	2009-03-12	5514	0	Deep Canyon Distributing	(Memo)		POD Commercial	1	(Memo)	0	50		

Below is the transaction ledger for Deep Canyon Distributing for the ad that was just downloaded. You'll notice that there is a \$50 Pmt (debit) that is charged to watchmeDAD Receivable. That money is actually in reserve similar to an Escrow account. As soon as an ad is shown on your event then the commission for each ad is released to you. Currently the producer shares in the ad revenue with watchmeDAD.com 50/50. So if this ad was shown today then the watchmeDAD backoffice processor would automatically generate a bank transfer to you for \$25, and you would have two more journal entries reflecting the accounting. watchmeDAD Receivable would be credited \$50, Cash would be debited \$25 and Ad Revenue would be debited \$25 reflecting our share in the transaction.

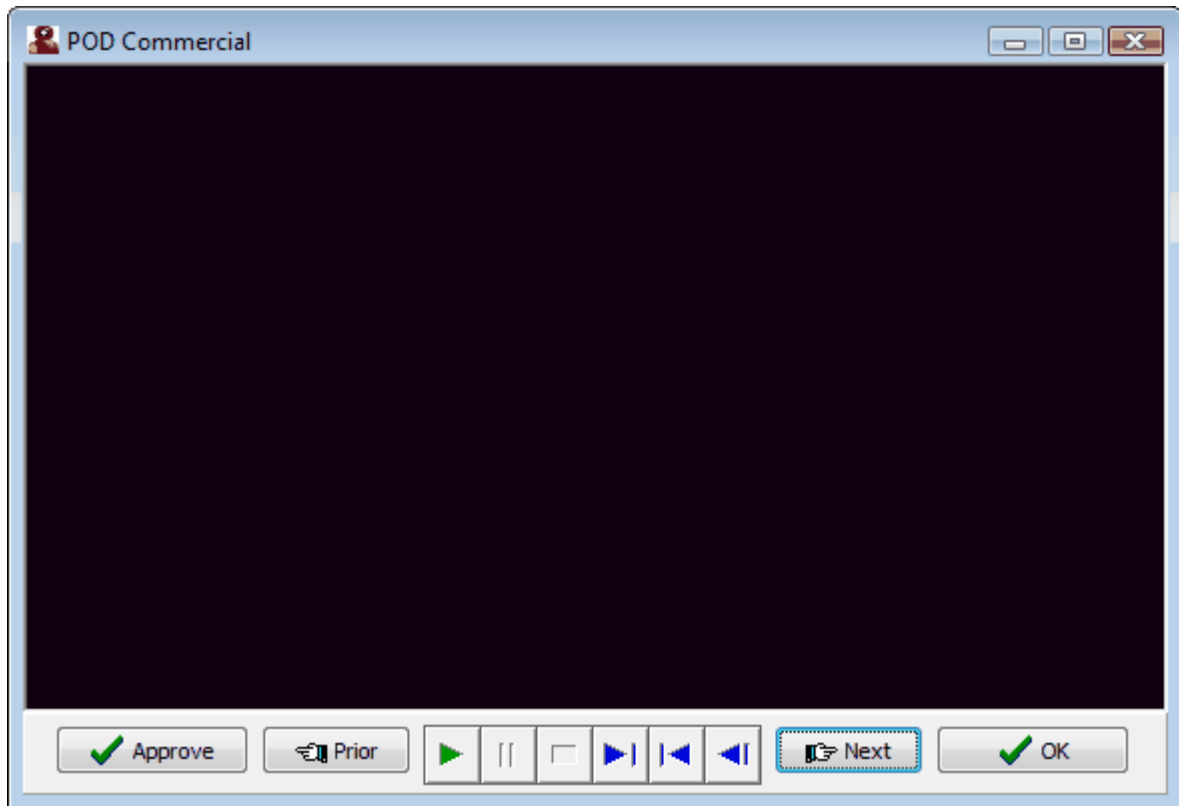
Web	Ref	User	Date	Name	Memo	Rnd	Qty	Price	Pmt	Fees	Ad
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mgr	2009-03-12	Deep Canyon Distributing	POD Commercial		1	\$50.00		\$50.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mgr	2009-03-12	Deep Canyon Distributing	watchmeDAD Receivable		1		\$50.00		<input type="checkbox"/>

4.4 Reviewing Ads

Click on the Broadcast Tab to find the Ads List of the ads we just downloaded from watchmeDAD. Your goal here is to review these ads before you build a BreakList. A BreakList is a playlist of commercials that you will use to queue during a live broadcast. It's important to review ads before placing them in the BreakList, because there might be content that you don't want your audience to see. For example, we wouldn't want someone's grandma to watch an ad for a porn shop just outside of town. So it's important that you approve all ads before they're allowed to be played during your broadcast.

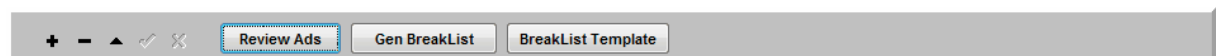
Web	Advertiser	VideoTitle	Duration	Rev'd
<input checked="" type="checkbox"/>	Blue Juice Media	Blue Juice Media TV Logo	4	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Blue Juice Media	BlueXtv.com TV Logo	5	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Deep Canyon Distributing	POD Commercial	30	<input type="checkbox"/>

Before you start make sure the row pointer is on the first record in the Ads List. The Review Video process starts on whichever record you want to start with. Now, click on the "Review Videos" button to open the viewer. The first ad will begin playing. If after watching the Ad you approve of its content, then click on the Approve button. This will cause the "Rev'd" field in the Ads List for that record to be checked showing that you have reviewed the ad. Click on the Next button to move to the next ad, repeat this process until you have approved all of the ads. If you don't want to include an ad in the Ads PlayList just make sure that the Rev field is unchecked.

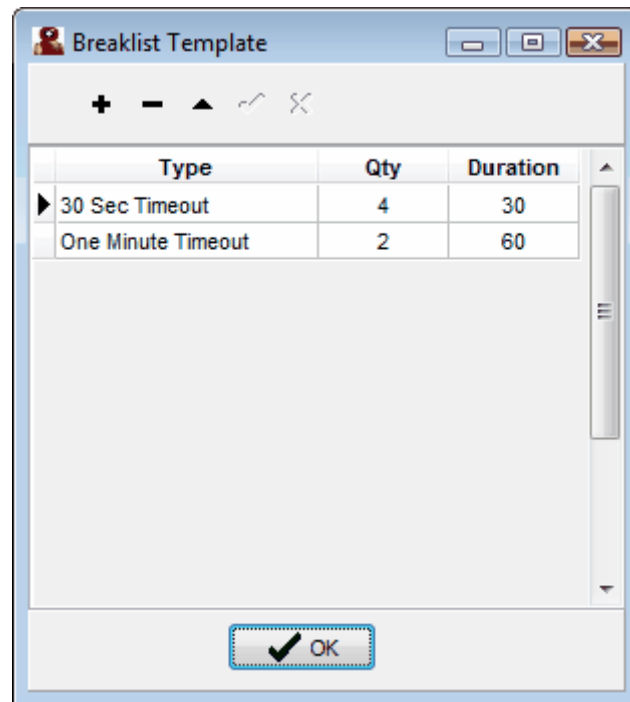


4.5 Generating the BreakList

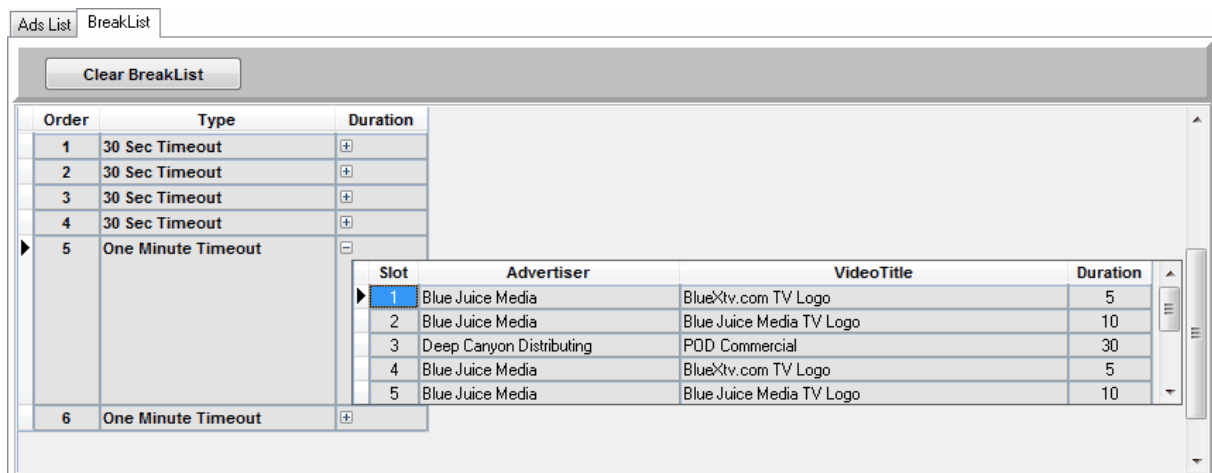
The BreakList is a table of commercial breaks that are made up of one to many Ads depending on the duration of the commercial break and the duration of the ads that are in that break. For example, if you had a commercial break of 2 minutes for a football timeout and you had 10 ads all of varying durations how would you determine which ads get played for that break. When you click on the "Gen BreakList" button the software will take those approved ads and by following the BreakList Template will build you a BreakList.



Every App in QuickPay already comes with a default BreakList Template which you can modify to fit your needs.

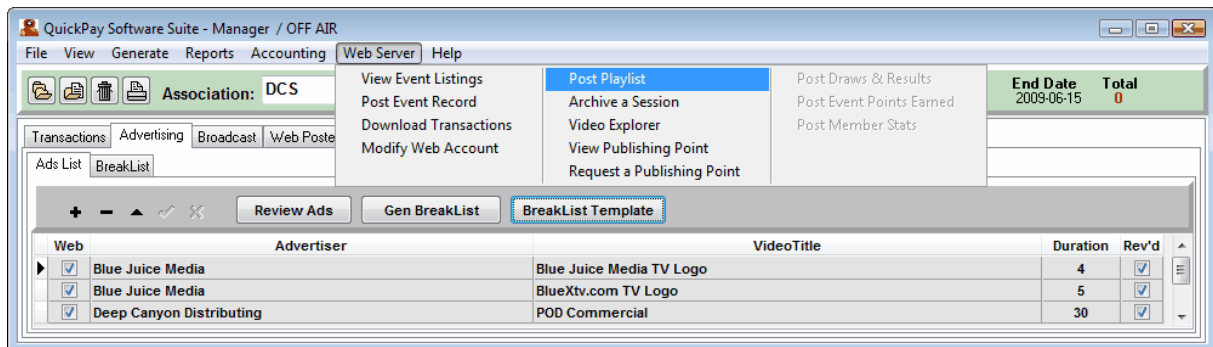


If the Template looks good and you have finished reviewing and approving all the ads you can now click on the "Gen BreakList" button which will create the commercial breaks that you will use to Queue Ads during a live broadcast. The process takes only a couple of seconds and when it is finished a new BreakList tab will appear which you will want to open. The number of commercial breaks for each type of break is based on the "Qty" value in the Template table. Since I only have 3 ads in my Ads List the software has to double up on a couple of them to fill the break. You can expand and edit any of the breaks by clicking on the + sign in the Duration field for any break. Remember, breaks don't have to always be filled with ads, there's nothing wrong with the broadcast returning to the live feed just before action is about to resume. In fact it is better that you allow some time between the end of the last ad and resuming play so that the audience has a little time to understand what is about to happen. Always be conservative when it comes to running ads during a break.



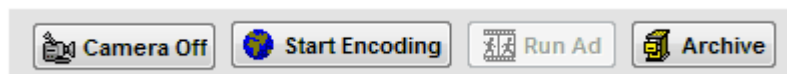
4.6 Uploading the BreakList

Before you can Queue an ad the BreakList needs to be uploaded to the watchmeDAD Server. You can do this by simply going to the Web Server menu in QuickPay and clicking on the Post Playlist menu option. The software will upload the adlist to the database on the server where it is used to build dynamic playlists for people viewing the event. If you want you can do this anytime even during a broadcast, so you can see it's easy to correct problems even on the fly.



4.7 Starting a Broadcast

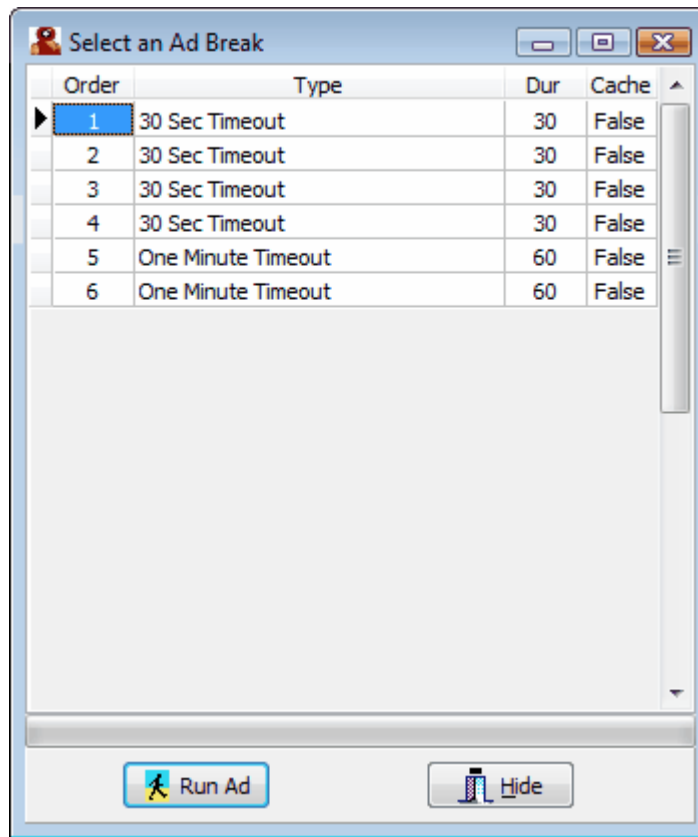
Just before your event is about to start, position your camera toward the field of play and go ahead and get your camera streaming through Windows Media Encoder. Start a session and make sure everything is working properly, then click on the "Off Air" button and it will toggle to "On Air". This lets everyone know your broadcasting live and it will tell watchmeDAD that you are now On the Air broadcasting live.



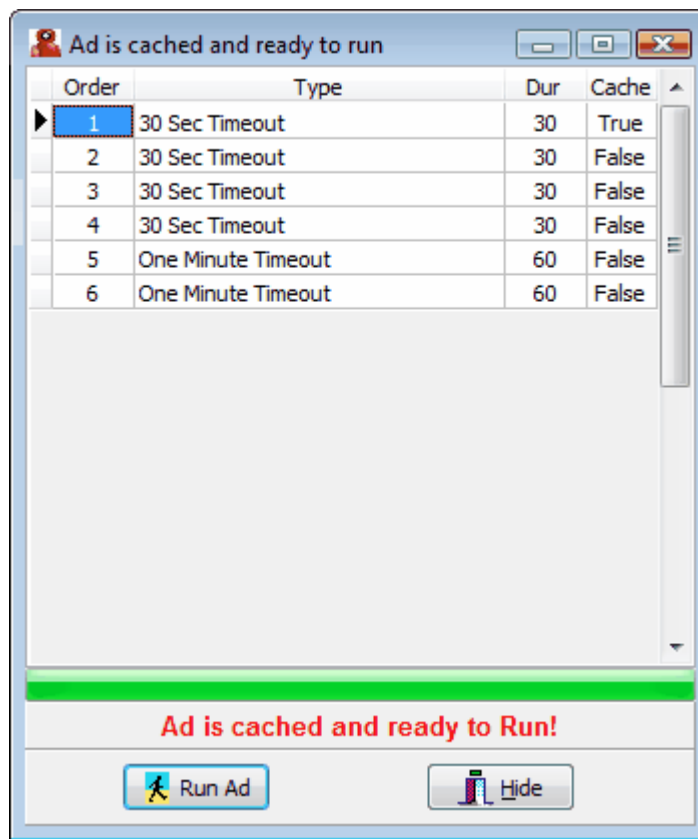
Then turn the camera to yourself or an announcer and announce the event and what's about to start happening. Be casual and take your time even take a minute to discuss the event with a friend or someone that everyone knows and get their opinion about the event. Once you've done that queue a commercial break. Don't leave the camera on you, instead put it on the contestants and the playing area so that when the broadcast returns to the live feed it doesn't catch you doing something like picking our nose. If you have a head mike and you have a good clear audio feed then begin discussing the activities with the audience as though they're your friends watching from afar. Actually, if you think about it your audience will most likely consist of family, friends and relatives that you know well so don't be shy.

4.8 Running a Live Ad

Running a commercial ad break is easy, all you have to do is click on the "Run Ad" button and QuickPay will display all of the breaks available to you. The current ad record is denoted by the marker next to the Order field. You can use your mouse pointer to select any break you want. But before you click on the "Run Ad" button it is advisable to cache the ad before running it. Caching allows the Media server to prepare the ad for delivery and makes for a smoother transition between switching from the live stream of your broadcast to the series of ads in the break.



Clicking on the Cache field will send an Open Event command to the server. As soon as the ad is cached a message will appear at the bottom of the break list telling you that the "Ad is cached and ready to Run." You can do this anytime before you run the ad. When the ad is cached you can run it or simply Hide the dialog window by clicking on the "Hide" button and then when your ready open the "Run Ad" window and click on the "Run Ad" button to start the ad break.



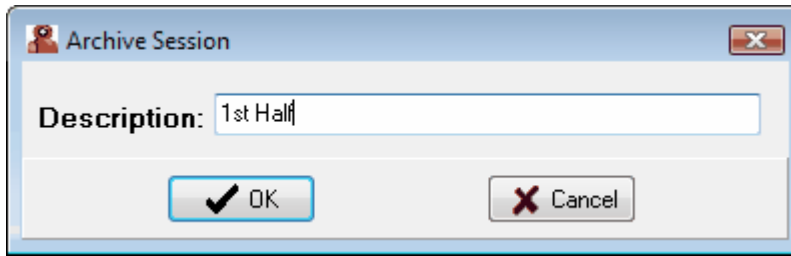
As soon as you do click on the "Run Ad" button the dialog window will disappear and you will see the "On Air" message replaced by a count down to zero from the number of seconds needed to run the break. You can tell when you're about to be live again by watching the counter count down to zero.



4.9 Archiving a Session

As soon as you finish with a session such as the 1st Half and you have just Queued an Ad then you should take a moment to archive that session. To do this bring up the Windows Media Encoder and click on the "Stop Session" button. Then go back to QuickPay, make sure that the Round is properly selected, then click on the Archive button. It takes less than a couple of seconds to archive a session. As soon as the archiving process is finished go back to the Encoder and click on the Start Encoder button to restart the Session. When the Encoder stops it closes the session files on the server. This allows QuickPay the ability to move the files to the proper folders on the server.

The reason you need to archive your broadcast into sessions (rounds) is that it makes it easier for people who are visiting your event after the fact to find what they are looking for. If you have a game that lasted an hour it's a lot easier to go to highlights if you know what quarter or half something happened in.



Note: These rounds are defined in the Classes table in the Event record.

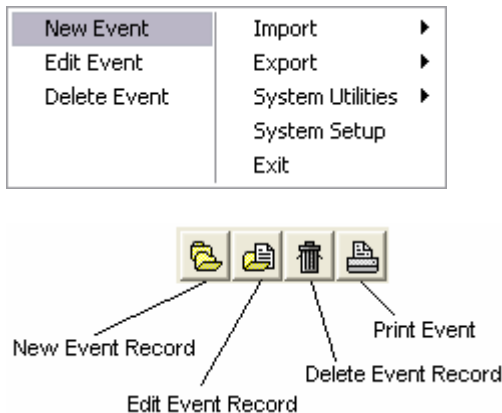
4.10 Ending a Broadcast

Once an event is over continue to broadcast to capture everyone's reaction to the outcome, then go to a commercial break. Upon returning from the break spend a few minutes discussing the outcome even getting the coaches or parents to comment on the game. This is always entertaining to anyone watch an event so don't miss this opportunity to capture this moment.

As soon as you're through, bring up the Encoder and click on the Stop Session button and turn off your camera. In QuickPay click on the "On Air" button to toggle to "Off Air". Then select the last round in the Round drop down list and click on the Archive button to archive the last session.

5 Setting up a Race

An event record must be created for each contest. An event record is the header record for all the classes maintained in an event. All run lists and transactions are linked to an event so that a proper accounting of the fees and payouts can be maintained. You can create an event from the main menu or from the buttons just below the menu.



Upon requesting a New Event the software will prompt you to identify the Category and Type of event you will be running. First select the Category and then the Type.



Creating a new event will display an event header in a window with several pages of information for you to fill out. Aside from the basic information you will fill out concerning the Event name and date you will also be asked to specify the race classes for the event. The relationship of an event and its race classes is explained in the [Overview](#).

A race is kept track of as a round within a Class. A Class can have any number of rounds. The program allows you to 'Type' a round for the purpose of performing different functions to these rounds. Long rounds are the typical race. Often times a producer will have a Long round on Friday, a Long round on Saturday and an Average round, which is the average of the two previous long rounds. Each of the Long rounds will have live riders with times, but the Average round is generated by the computer. A Short round is usually treated as a Final round in a series of long rounds.

5.1 Event Info

The Event Info page is where you define the event name, dates of the event, and all of the information that will be displayed on www.watchmeDAD.com. The best way to see how this information is treated then go to [watchmeDAD.com](http://www.watchmeDAD.com) and look at some of the races already posted. The primary fields of interest to [watchmeDAD.com](http://www.watchmeDAD.com) are the Close Entry Date, Website, Post to Web check box and Allow Web Pmts check box.

Event Category and Type: Setting the Event Type will determine how QuickPay will behave, for example if the Event Type is set to Barrel Race then the Ledger will display the Name and Horse in the ledger and the run lists. If the Event Type is set to Team Roping the Name and Horse fields are replaced by Header and Healer. If the Event Type is Team Penning then the Name and Horse field is replaced by Leader and Members, so on and so forth. The software behaves appropriate to the Event Type defined here. This setting is also displayed on [watchmeDAD.com](http://www.watchmeDAD.com) which gives the registrants a way to identify those events they are most likely interested in.

Event Name: Each event must have a name. This name will also be the value used on all reports and show up in the event listing on [watchmeDAD](http://www.watchmeDAD.com).

Header1 & Header2: These fields allow you to announce prizes and money added. These two banners will appear directly below the Event Name on the [watchmeDAD.com](http://www.watchmeDAD.com) server.

Event Dates: The begin date is posted on the event listing of [watchmeDAD.com](http://www.watchmeDAD.com). The end date and times are shown on the event page when an event is selected.

Post to Web: This option allows you to show or remove your event from being placed in the event listing on [watchmeDAD.com](http://www.watchmeDAD.com). You should not unpost an event after the event is over especially if you have taken registrations or sold ads. You could inadvertently stop payments owed to you.

Location and Address: This information is only shown on [watchmeDAD](http://www.watchmeDAD.com) if you are taking Registrations.

Broadcast Dates & Times: This option must be checked if you are going to broadcast your event. Doing so will cause the Broadcast Tab to appear on the main page. The Begin Date and Time is when you intend to begin broadcasting and the last day and time you will end broadcasting. These dates will effect what is seen on watchmeDAD.com when someone clicks on your event. When the Begin date arrives the Event Page on watchmeDAD displays a video player so the viewer can begin watching your live streaming broadcast.

Archiving Sessions: Make sure you have the Video field checked for those rounds that you plan on broadcasting. Rounds that have this field checked will appear in the drop down list on the Broadcast Tab so that when your finished broadcasting a round you can archive it on the spot.

Sell Online Ads: This option will make visible the "Place Ads" button below the Event Name and Headers on watchmeDAD.com.

Close Ads Date: This date will be the last day the "Place Ads" button will appear on the Event page. Since broadcasts are automatically archived and the ads list can be updated at anytime you could theoretically sell ads several weeks after the Broadcast dates.

Event Form Image: If you have a Bitmap or JPeg graphic with all of your event information on it you can use that instead of using the information on this page. If watchmeDAD identifies an image in this field then it will show that image only. If you are taking online registrations then the Register button will appear above the image.

Take Registrations: Checking this option will enable the Registrations box as well as bring into view many more options such as the Fixed Charges Tab, the Race Form Tab and many more pages on the main screen. This option puts QuickPay in a race management mode providing all the functions that this manual addresses.

Post to Web: Checking this option will post this event to watchmeDAD.com.

TAKING REGISTRATIONS

Checking the Take Registrations option expands QuickPay's functionality. This option gives you the ability to take registrations and run all types of race classes, record times or scores, generate payouts and write checks for winnings earned. The first thing you'll notice is that the event info screen will come alive. The Registrations panel will be enabled allowing you to set the values used for registrations.

Close Entry Date: This is the date that all online registrations will close. If there is no close date then set it to the first day of the race. However, doing this will allow contestants to pay for races and receive refunds up until this date. It is not uncommon for a producer to set the Close Date to the day before the first day of the event. Downloading registrations is easy and fast, which allows you to take registrations up until midnight of the clode date.

Online Registrations: This option turns on/off the "Register" button on watchmeDAD.com.

Hide Bank Fees: This option means that bank charges are not charged to the contestant, but instead will be charged to the producer. Unless you completely understand the implications of doing this and you have a way to make up for those chages through some other means we recommend that you do not check this option.

Require SS#: Anyone registering through watchmeDAD will be required to have a Social Security # on file before registering for this event.

Teams: This option allows you the ability to build and manage teams by associating multiple contestants to a single team number and perform several different functions on those teams.

Members: This option will make available the Members Tab which is situated right next to the Transactions Tab. The Members page allows you to record association information on each contestant such as member #'s, renewal date and horse name.

Points: Some associations want to track member points for each member based on how well they do in each sanctioned event they attend. Checking this option provides a Points Tab with tables for managing this process.

General Tab

The fields presented on this tab are self explanatory.

Disclaimer: The Disclaimer drop down box will produce a list of the associations defined in System Setup. Choosing one of these associations will copy the disclaimer for that association into the memo box to the right.

The screenshot shows the 'General' tab of a form. At the top are three tabs: 'Specifics', 'General' (selected), and 'Topics'. Below the tabs are several input fields: 'Approved:' with an empty text box; 'Eligibility:' with a dropdown menu showing 'Circuit Permits'; 'Dress:' with a dropdown menu showing 'Yes'; 'Rules:' with a text box containing 'Barrel race approved for first event in slack'; 'Member Dues:' with an empty text box; 'Contact:' with an empty text box; 'Comments:' with an empty text box; and 'Disclaimer:' with a dropdown menu. The dropdown menu is open, displaying a list of associations: ABRA, AW4D, BRI4D, DEMO, DISD, FWISD, IBRA, and IBHA. To the right of the dropdown menu is a large, empty text area for the disclaimer text.

5.2 Building Classes

When an event is created QuickPay automatically loads the default classes for the Event Type. Default classes can be defined by clicking on the Default Classes button to open a new window populated with a set of predefined classes. You can clear these classes and start over with your own classes or you can replace the existing ones with the classes you are currently working on. The Class Rounds table below the Classes table is associated to the selected class record. For example if the Open class had 3 rounds defined these rounds would be shown as three records in the Class Rounds table. It is in this rounds table that you will define the Pay% for each round and the Type of round each one will be; Long, Short, Avg. Below this image is a definition of each field in each table. All of these Classes shown here will appear in the Event Charges table on the registration tab unless you select the **Use buttons** option, in which case they will appear as buttons above the Ledger. This feature is explained in more detail below.

Event Info | Classes | Fixed Charges | Race Form

Classes

Order	Class	Account	Comments	Auto	Race	Type	Carrys	PayRules	Use Fee	Fee	Rnds	Stake	Web	Ex
1	Open	Entry Fees		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Timed	NoTime	DEMO	<input type="checkbox"/>	\$150.00	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Seniors	Entry Fees		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Timed	NoTime	DEMO	<input type="checkbox"/>	\$60.00	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Youth	Entry Fees		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Timed	Penalty	WPRA	<input type="checkbox"/>	\$45.00	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Stalls	Stall Fees		<input type="checkbox"/>	<input type="checkbox"/>			DEMO	<input type="checkbox"/>		1		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Class Rounds

Rnd	Date	Time	Round Name	Video	HoPay	Split	All	Fee	%	Added	AddRule	Format	Type
1	1/10/2004	9:00:00 AM	Saturday Open	<input type="checkbox"/>	<input type="checkbox"/>	20	<input type="checkbox"/>	\$50.00	80	\$500.00	By %	4D	Long
2	1/11/2004	9:00:00 AM	Sunday Open	<input type="checkbox"/>	<input type="checkbox"/>	20	<input type="checkbox"/>	\$50.00	80	\$500.00	By %	4D	Long
3	1/11/2004	2:00:00 PM	Open Average	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10	<input type="checkbox"/>	\$50.00	80		By %	4D	Avg

Class Table - Classes are really nothing more than a list of contestants. If the race field is checked these lists can be used to run races and in the event the race field is unchecked you can use the class to manage stalls, hookups and any number of things.

- Order** - The order of the classes will define how the classes will be treated in reports and carryovers. Times can only be carried from a lower order number to a higher number and will stop carrying if there is a non-race class between race classes.
- Class** - Maintains the name of the Class and should not be changed after entries have been recorded for that Class. A class is nothing more than a collection of records, if it's race field is checked then a class can be used to maintain run lists where times are collected and payouts made. If it's race field is not checked then you can use the class to maintain stalls, hookups or any other kind of information you want to collect for an event.
- Account** - This is the account that fees will credit. A drop down list box becomes available once you position your cursor in the account field listing your Chart of Accounts. You should not try to add new accounts here, but instead you should go to the Accounting section and add or change accounts there.
- Comments** - This field is used specifically for posting race information to watchmeDAD.com and reports. The value of this field is shown with the Class name on watchmeDAD.com when someone views your event.
- Race** - Select this field to designate a class as a race. A non-race class will still have a round record to identify fees charged.
- Type** - The Type field has a drop down list box of the different types a race class can become. There are Timed, Penning, Sorting, Team Roping and Judged types. The software will change the way a class behaves depending on which type it is. Penning, Sorting and Team Roping are Team classes and provide more functions than Timed classes.
- Riders** - This field defines how many riders for each record in a class. It is used in the computation of the payouts. For example Barrel Races and Calf Ropings will have one rider where Team Pennings will have 3, Sorting and Team Ropings 2.

13. **iPnts** - iPnts stands for Incentive points and is used primarily for Team Pennings and Team Sortings. The software will warn you when you have built a team with combined rankings higher than the iPnts for a class.
14. **Carrys** - This tells the software how to carry times from one class to another. For example - if the Open class you are recording times in uses a 9 in front of a riders time to signify a knocked over barrel and another class adds penaltys then you can define the Open as Default or NoTime and the class being carried into as Penalty.
15. **PayRules** - This field specifies which association's pay rules will be used to generate payouts for the Class.
16. **Use Fee** - Check this field if you want the program to use the Fee amount during registration. Normally you will leave this field unchecked and allow the program to use the fee value in the rounds table. However, if you are running a multi round race with qualifying long rounds and a finals Short round, and you are charging everyone a set fee for all three rounds, then check this field. Then define how this fee will be paid out in the rounds table. If you are running two rounds and an average and each round might have a different number of riders in each round then do not check this field, instead define the fee structure in the rounds table.
17. **Fee** - This amount is used if the 'Use' field is checked. It is primarily used for multiple round classes where the fee is broken down between rounds.
18. **Rnds** - Defines how many rounds for each class.
19. **Web** - This field determines whether a class is to be included in the classes posted to the web. Check the web field for those classes that you want people to register for. Often times people use classes for internal uses like tracking sign-in's, in which case the web field should not be checked.
20. **Ex** - The "Ex" field is used to identify Exempt classes. Exempt classes are specifically used on the web server to identify riders exempt from fixed event charges. An example of an exempt class is a Peewee or Mavericks class for riders 9 and under.

Note: If you are posting the event on www.watchmeDAD.com and you have only one round in the class, do not check the Use Fee or define a Fee amount. Let the rounds record define the fees charged for the class.

Rounds Table - The rounds table identifies how each round will be run and paid out for each class. All classes have at least one round regardless if it is a race or non-race class. Non-race classes do not need any information other than a Type of Long and a Fee amount. In some cases non-race classes are used to track check-ins. In which case a fee is not even necessary.

1. **Rnd** - The round number
2. **Date** - The date of the round
3. **Time** - The time of the round
4. **Name** - The name of the round. Usually this field is left blank unless there are multiple rounds. Ex. Friday Open, Saturday Open.
5. **Video** - Check this option if you want to include a round in the list of rounds being archived during a broadcast.
6. **NoPay** - The NoPay field designates whether a round will appear in the Event Charges table and whether the round will show up as a charge on watchmeDAD.com. The charge will be visible on [watchmeDAD](http://watchmeDAD.com) but there will not be a check box next to it. An example of a no pay round is an average round or a best time round. This way you can include on your web page 2 rounds and an average without a check box showing up next to the average round. This is an informative way for the producer to show that the first two rounds in the class apply to the average round.
7. **Split** - The split value defines how the random draw generator will split riders who are riding in a class multiple times. This is not an exact value especially if there are many multiple horse riders in a small race class. This is due to the inherent randomness of a draw and the overlapping of other same name riders.
8. **All** - This field checked forces the program to use the number of riders in round one for the entries value in the payout parameters for the selected round. This is useful paying short and final rounds made up of qualifying riders. An example of this is when you have two qualifying long rounds and a final short round. If a single fee is being paid for all three rounds the producer needs to specify how much of that fee is paid in each round. Let's say \$200 was put in the Fee field for the class

and the producer specified in the class record to "Use Fee". \$50 could be assigned to the Fee field of each of the first two rounds and \$100 to the final short round. If there are 100 riders in the first two rounds and only 30 in the short and final round, the program will look at the "All" field to see if it is checked. If it is checked then the program will go to the first round and take the total number of riders (100) and use that amount times the \$100 as opposed to the actual qualifying riders (30) times the \$100.

9. **Fee** - Entry fee amount for each round.
10. **%** - This is the payout percentage of the entry fees collected. It does not include the added money.
11. **Added** - This is the amount of money contributed to the payout by sponsors and is added to the % of entry fees collected.
12. **AddRule** - Identifies how the added money will be distributed among divisions. There are two ways to payout Added money. One is 'By %' the other is 'Evenly'. The By % method distributes added money by the schedule defined in the Setup Association division pay schedule. The 'Evenly' method divides it evenly between the number of divisions defined by the class Format.
13. **Format** - Defines how many divisions a class will payout winnings to. This field includes a drop down box with a list of available payout Formats for the current association.
14. **Type** - There are three types of rounds that can be run Long, Short and Avg.

Long - Everyone in a run list competes.

Short - Only those selected to Go either by manual selection, or the Top riders from the previous round defined by top number or percent of divisional winners.

Avg - The cumulative time for those riders that completed all the previous rounds successfully.

The **Use Buttons** option will expand the Classes table to include two new fields, Flow and BtnColor. This option replaces the Event Charges table with colored buttons for each class and round. The Flow check field allows you to consolidate rounds into a single class button. For example the current configuration you see below will place four buttons on a panel above the Ledger, the label of each button will have the class name underlined indicating the button flows to another set of buttons. This other set are buttons for all the rounds for that class. This feature is quite helpful in organizing your buttons when you have a bunch of incentive or non-race classes. Instead of creating a bunch of classes with single rounds you can have one class for all of your stalls and multiple rounds for all the different stall options. To change the color of a button place your cursor in the BtnColor field for any class and a drop down list will appear with all the different colors available.

Order	Class	Account	Comments	Race	Type	Riders	iPnts	Carrys	PayRules	Use Fee	Fee	Rnds	Stake	Web	Ex	Flow	BtnColor
1	Open	Entry Fees		<input checked="" type="checkbox"/>	Timed	1		NoTime	DEMO	<input type="checkbox"/>		3		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	clMaroon
2	Seniors	Entry Fees		<input checked="" type="checkbox"/>	Timed	1		NoTime	DEMO	<input type="checkbox"/>		3		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	clGreen
3	Youth	Entry Fees		<input checked="" type="checkbox"/>	Timed	1		NoTime	DEMO	<input type="checkbox"/>		3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clIvory
4	Stalls	Stall Fees		<input type="checkbox"/>					DEMO	<input type="checkbox"/>		1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	clYellow

Below is an example of what the buttons look like with their colors assigned to each class.

Registrations | Race Classes | Time Manager | Non-Race Classes | Member Points

Lookup: ☐ By Last ☐ Hide Horses ☐ Hide Ledger 101 Contestants

Name	Due	Notes	Bio	Address	C
Anna Obrlain	<input checked="" type="checkbox"/>				
Ashley Perkins	<input checked="" type="checkbox"/>				
Audrey Ridgeway	<input checked="" type="checkbox"/>				
Becky Brooks	<input checked="" type="checkbox"/>				
Britni Rawdon	<input checked="" type="checkbox"/>				
Brittany Giese	<input checked="" type="checkbox"/>				
Callie Oatman	<input checked="" type="checkbox"/>				
Cambra Blessing	<input type="checkbox"/>				
Carolyn Houston	<input checked="" type="checkbox"/>				
Chasity Tamburro	<input type="checkbox"/>				

Open Seniors Youth Stalls Processing Fees

Fees & Payouts Member Info

Ledger Beginning: \$0.00

Web	Ref	User	Date	Team	Name	Horse	Memo	Rnd	Loc	Grp	Draw	Carry	Gos	Price	Pmt	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	4/20/2004		Anna Obrlain	Go Flame Go	Stalls	1				<input type="checkbox"/>	1	\$20.00		\$20.00
<input type="checkbox"/>	<input type="checkbox"/>		4/25/2004				Petty Cash								\$75.00	
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	2/28/2004		Anna Obrlain	Go Flame Go	Saturday Open	1		1	1	<input checked="" type="checkbox"/>	1	\$45.00		\$45.00
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	2/9/2004		Anna Obrlain	Go Flame Go	Sunday Open	1		1	1	<input checked="" type="checkbox"/>	1	\$15.00		\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	8/10/2006		Anna Obrlain	Go Flame Go	Saturday Youth	1				<input type="checkbox"/>	1	\$15.00		\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	8/10/2006		Anna Obrlain		Processing Fees	1				<input type="checkbox"/>	1	\$5.00		\$5.00

☒ Update Run List ☐ Enable Card Reader Payment:
☐ View History ☐ Auto Pay Balance: (\$25.00)

If you click on the Open button the current list of buttons is replaced by the rounds associated with the Class in the same color as their host class. To get back to the base set of Class buttons click on the Prior button.

Prior Saturday Open Sunday Open

Clicking on either of these round buttons will generate a charge in the Ledger for that round.

5.2.1 Default Classes

The Default Classes screen allows you to define Classes and rounds that will be loaded each time an event is created. This feature can save a tremendous amount of time and reduce mistakes while setting up an event. The process for setting up these defaults is exactly like setting up an event's classes.

Default Classes

Classes

Order	Class	Account	Race	Type	Riders	iPnts	Carrys	PayRule	Use Fee	Fee	Rnds	Flow	BtnColor	Exempt
1	Open	Entry Fees	<input checked="" type="checkbox"/>	Timed	1	0	NoTime	DEMO	<input type="checkbox"/>	\$0.00	3	<input checked="" type="checkbox"/>	clMaroon	<input type="checkbox"/>
2	Seniors	Entry Fees	<input checked="" type="checkbox"/>	Timed	1	0	NoTime	DEMO	<input type="checkbox"/>	\$0.00	3	<input checked="" type="checkbox"/>	clGreen	<input type="checkbox"/>
3	Youth	Entry Fees	<input checked="" type="checkbox"/>	Timed	1	0	NoTime	DEMO	<input type="checkbox"/>	\$0.00	3	<input checked="" type="checkbox"/>	clHavy	<input type="checkbox"/>
4	Stalls	Stall Fees	<input type="checkbox"/>		0	0		DEMO	<input type="checkbox"/>	\$0.00	1	<input type="checkbox"/>	clYellow	<input type="checkbox"/>

Class Rounds

Rnd	Round Name	NoPay	Split	All	Fee	%	AddRule	Format	Type
1	Saturday Open	<input type="checkbox"/>	20	<input type="checkbox"/>	\$45.00	80	By %	40	Long
2	Sunday Open	<input type="checkbox"/>	20	<input type="checkbox"/>	\$30.00	80	By %	40	Long
3	Open Average	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	\$20.00	80	By %	40	Avg

OK Cancel

5.2.2 Barrel Races

Barrel Races are pretty straight forward Timed Classes. The iPnts field is the only field in the Class table that is not necessary for a Barrel Race. The Carrys field is only necessary if the incentive classes that times are being carried into is managed differently for a knocked over barrel than the originating class. The program will default to the originating class if nothing is defined in the incentive class.

5.2.3 Team Ropings

Since a Team Roping involves a Header and a Healer you must set the Riders field to 2. The iPnts (incentive points) field is important since each Header and Healer will have rankings that should not exceed the iPnts for that Class. When you are building teams for this Class the program will warn you when their combined rankings exceed the iPnts value.

5.2.4 Team Pennings

Since a Team Penning involves 3 riders who will be pushing as many cattle as they can into a pen within a 60 second period you must set the Riders field to 3. The iPnts (incentive points) field is important since each rider in the team will have rankings that should not exceed the iPnts for that Class. When you are building teams for this Class the program will warn you when their combined rankings exceed the iPnts value.

5.2.5 Team Sortings

Since a Team Sorting involves 2 riders who will be sorting and pushing cattle through a gate you must set the Riders field to 2. The iPnts (incentive points) field is important since each rider in the team will have rankings that should not exceed the iPnts for that Class. When you are building teams for this Class the program will warn you when their combined rankings exceed the iPnts value.

5.2.6 Judged

Judged Classes include events like Bull Riding, Bronc Riding, Cutting and any other type of competition where a judged value will be rendered to a competitor by a judging body. These type of Classes are the easiest to manage since they are very straight forward. Usually they only involve one rider and no iPnts or Carryovers to worry about.

5.3 Multiple Rounds

Multiple round races can take on a couple of different scenarios depending on what you're trying to do. As explained before each record in the rounds table is joined to the selected record in the Class Table. There are basically two different types of multiple round classes you can run, they are two or more long gos and an average, and two or more long gos and a short final round. The most important question you want to ask yourself is whether you want to allow the event is come and go or a structured multiple round race. A come and go basically allows anyone to pay and compete in any round, they just don't qualify for the final round unless they competed in all of the previous rounds and as well as had good times in all of those rounds. A structured multi round race states that everyone pays one fee and competes in all of the preliminary rounds, but only qualifying riders go to the final round.

Structured - In a structured race you want everyone to pay one registration fee for all of the rounds to be run. To do this check the **Use Fee** field and set the **Fee** amount equal to the total fees for all classes. For example below the total fees for all of the rounds came to \$95. This will tell the Event Charges table to only display the one charge of \$95.

Come as you go - In a come as you go race leave the **Use Fee** field unchecked and the **Fee** amount blank. This will tell the Event Charges table to show all of the rounds in that class that have the **No Pay** field unchecked available to be charged. This allows you to charge someone for Sunday and not Saturday or both if needed.

If you are running a Short go as your final round then checking the **All** field will cause the software to use the original number of contestants in round one as the number used to compute payouts. This is usually the case for a structured race with a short final go that is populated by qualifiers. This means everyone in the race paid money into that round but only the qualifiers are paid out of that round.

If you are running an average (Avg) go as your final round then you are probably not paying out money, so you will want to check the **No Pay** field to keep this round from showing up on the Event Charges table.

Event Info																
Classes																
<div> + - ^ v x ↺ Refresh </div> <div>Default Classes</div> <div>Classes</div> <div><input type="checkbox"/> Use buttons</div>																
Order	Class	Account	Comments	Race	Type	Riders	iPnts	Carrys	PayRules	Use Fee	Fee	Rnds	Stake	Web	Ex	
1	Open	Entry Fees		<input checked="" type="checkbox"/>	Timed	1		NoTime	DEMO	<input checked="" type="checkbox"/>	\$95.00	3		<input type="checkbox"/>	<input type="checkbox"/>	
2	Seniors	Entry Fees		<input checked="" type="checkbox"/>	Timed	1		NoTime	DEMO	<input type="checkbox"/>		3		<input type="checkbox"/>	<input type="checkbox"/>	
3	Youth	Entry Fees		<input checked="" type="checkbox"/>	Timed	1		NoTime	DEMO	<input type="checkbox"/>		3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Stalls	Stall Fees		<input type="checkbox"/>					DEMO	<input type="checkbox"/>		1		<input type="checkbox"/>	<input type="checkbox"/>	
<div> + - ^ v x ↺ Refresh </div> <div>Class Rounds</div>																
Rnd	Date	Time	Round Name	NoPay	Split	All	Fee	%	Added	AddRule	Format	Type				
1	1/10/2004	9:00:00 AM	Saturday Open	<input type="checkbox"/>	20	<input type="checkbox"/>	\$45.00	80	\$500.00	By %	40	Long				
2	1/11/2004	9:00:00 AM	Sunday Open	<input type="checkbox"/>	20	<input type="checkbox"/>	\$30.00	80	\$500.00	By %	40	Long				
3	1/11/2004	2:00:00 PM	Open Final Round	<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	\$20.00	80	\$1,000.00	By %	40	Short				

5.4 Fixed Event Charges

The fees specified in this table are for charges that you expect everyone to be charged for. These items will be used in the ledger, but they will not produce a list of contestants that are charged. If the Web field is checked and the event is posted to the watchmeDAD.com server these fees will appear under the Event Charges section of the web page. When a contestant registers they will be charged these fees once for each registration invoice. If the Repeat field is checked then they will be charged the fee for each rider/horse entry in the registration invoice.

Event Info Classes Fixed Charges PayRaces Sponsors PayRaces Topics				
+ - ^ v x ↺ Refresh				
Description	Fee	Web	Repeat	Color
Processing Fees	\$5.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	clHotLight
Arena Costs	\$5.00	<input type="checkbox"/>	<input type="checkbox"/>	clSkyBlue

6 Registrations

Registration is the process of signing people up for an event. This can be done either over the Internet through watchmeDAD.com or directly through QuickPay using the user interface supplied by the Registration Tab. If you are using watchmeDAD.com all you need to do is post an event to the watchmeDAD WebServer and periodically download registrations. If you are taking registrations through the mail or taking registrations at the arena then you will need to learn how to post charges to a contestants ledger. Both processes, downloading registrations and entering them by hand, automatically builds run lists for each round of each race. Please review the documentation for each process.

[Taking Registrations over the Internet](#)

[Taking Registrations in QuickPay](#)

6.1 Taking Registrations over the Internet

If you have access to the Internet, the watchmeDAD Server menu item provides you with the ability to logon onto the watchmeDAD.com web server, where you can post event announcements, broadcast live, post draws and results, and download registrations and funds transfers. QuickPay is the gateway to the race information displayed and registration data collected on watchmeDAD.com. All of the services provided by watchmeDAD are free to the producer including payment processing.

Whether your selling ads for your broadcasts or taking online registrations the first thing you should do is setup your bank account information which can be found in the [Defaults](#) section of the Accounting screen. The Post to Web option will check the **Web** field for all classes and fixed event charges. Unchecking the **Web** field of any Class or Charge will tell QuickPay not to post those records to the watchmeDAD Server.

Category: Rodeo	<input checked="" type="checkbox"/> Post to Web	<input checked="" type="checkbox"/> Take Registrations
Event Type: Barrel Race	<input type="checkbox"/> Broadcast Event	<input type="checkbox"/> Sell Online Ads
Event Name: Winter Blow Out		
Header1: \$13,000 Added + Saddles, Buckles and Blankets		
Header2: 		

Registrations
 Entry Close Date: **2004-01-02** (12:00 am)
☐ **Online Registrations**
☐ **Hide Bank Fees**
☐ **Require SS #**
☐ **Teams**
☒ **Members**
☒ **Points**

Notice that each Class has it's Web field checked. If for some reason you do not want a specific Class to not show up on the registration page on watchmeDAD.com then uncheck the Web field for that Class and then repost the event to the watchmeDAD server.


Order	Class	Account	Comments	Race	Type	Riders	iPnts	Carrys	PayRules	Use Fee	Fee	Rnds	Stake	Web	Ex
1	Open	Entry Fees		<input checked="" type="checkbox"/>	Timed	1		NoTime	DEMO	<input checked="" type="checkbox"/>	\$95.00	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Seniors	Entry Fees		<input checked="" type="checkbox"/>	Timed	1		NoTime	DEMO	<input type="checkbox"/>		3		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Youth	Entry Fees		<input checked="" type="checkbox"/>	Timed	1		NoTime	DEMO	<input type="checkbox"/>		3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Stalls	Stall Fees		<input type="checkbox"/>					DEMO	<input type="checkbox"/>		1		<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Posting Races to the Internet](#)

[Downloading Registrations](#)

[watchmeDAD Transactions](#)

Below is a partial viewing of a race posted to watchmeDAD.com.



C BAR T-DIAMOND BAR-MEMORIAL DAY WEEKEND

SIERRA GOLD SUPPLEMENTS FOR HORSES

DIAMOND BAR ARENA / May 26 2006

[View Draw](#) | [View Results](#) | [View Points](#)

JULY 1, 2005

WORLD POKER TOUR™

The easiest way to produce barrel races.
www.deep-canyon.com



DEEP CANYON RANCH
Offering Horses & Cattle for sale

Race Information : [View Producer Information](#)

Race Time : 7:00:19 PM

Race Approved By : BRN4D, NSBRA, NBHA CA13

Eligibility : NO MEMBERSHIP REQUIRED

Membership Dues : BRN4D DUES \$ 50

Website : www.brn4d.com

Deadline for Entry (midnight) : 05/24/2006

Rules : BRN4D

Contact : ERIK JACOBSON 541-998-3385 OR SHARRA DENIZ CELL 530-520-4846

Dress Code Required : DRESS CODE-PANTS, LONG SLEEVE SHIRT, BOOTS, HAT

Races :

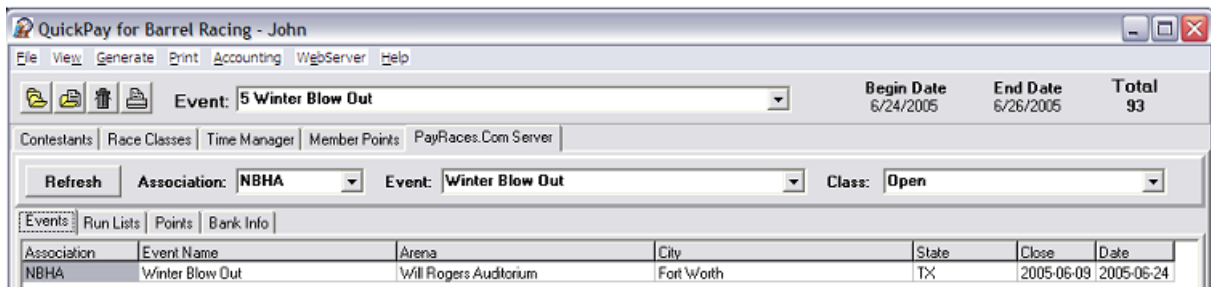
Timed - Open :

Race Times				Fees and Payouts			
Round	Description	Date	Time	Fee	Added	Format	Type
1	FRIDAY OPEN RACE	05/26/2006	07:00:00	60.00	1000.00	4D	Long
2	SATURDAY OPEN RACE	05/27/2006	12:00:00	60.00	1000.00	4D	Long
3	SUNDAY OPEN RACE	05/28/2006	10:00:00	60.00	1000.00	4D	Long
4	FINAL AVERAGE STANDINGS	05/28/2006	03:00:00	0.00	2225.00	4D	Avg

6.1.1 View Event Listings

View Event Listings Post Event Record Download Transactions Modify Web Account	Post Playlist Archive a Session Video Explorer View Publishing Point Request a Publishing Point	Post Draws & Results Post Event Points Earned Post Member Stats
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Clicking on the View Event Listings option under the Web Server menu will tell QuickPay to show you what is up on the server.



QuickPay for Barrel Racing - John

File View Generate Print Accounting WebServer Help

Event: 5 Winter Blow Out Begin Date: 6/24/2005 End Date: 6/26/2005 Total: 93

Contestants Race Classes Time Manager Member Points PayRaces.Com Server

Refresh Association: NBHA Event: Winter Blow Out Class: Open

Association	Event Name	Arena	City	State	Close	Date
NBHA	Winter Blow Out	Will Rogers Auditorium	Fort Worth	TX	2005-06-03	2005-06-24

As soon as you log onto the server the watchmeDAD.com Server page will appear with a group of sub pages and drop downs for you to select queries to the data on the server. The Events page displays all of the posted events, while the Run Lists page shows the run list for the selected class. You can sort the list by the Draw by clicking on the Sort by Draw button or by divisional places by clicking on the Sort Results button.

QuickPay for Barrel Racing - John

File View Generate Print Accounting WebServer Help

Event: 5 Winter Blow Out Begin Date 6/24/2005 End Date 6/26/2005 Total 93

Contestants Race Classes Time Manager Member Points PayRaces.Com Server

Refresh Association: NBHA Event: Winter Blow Out Class: Open

Events Run Lists Points Bank Info

Sort by Draw Sort Results

Find	Div	Place	Name	Horse	Time	Money	Draw	Draw
1	4D	1	Chasity Tamburo	Cashem In	18.283	\$121.20	1	X
1	4D	3	Haley Thorne	Perky Cowboy	18.372	\$48.48	2	
1	2D	3	Cody Akridge	Moon Worlds Eclipse	16.938	\$96.96	3	
1	3D	2	Anna Oblain	Go Flame Go	17.283	\$80.80	4	
1	1D	2	David Thompson	Midget Gal	16.374	\$169.68	5	
1	3D	7	Donelle Kverild	Azucar Bum	17.388	\$0.00	6	X
1	1D	5	Gayle Dicklerle	Threes Serious	16.673	\$0.00	7	
1	3D	5	Carolyn Houston	Pepper	17.328	\$0.00	8	
1	4D	10	Audrey Ridgeway	JR Sixes	19.923	\$0.00	9	
1	1D	4	Gail Hilman	Tight F Boots	16.555	\$0.00	10	
1	3D	1	Callie Oatman	Jet Perfection	17.238	\$161.60	11	X
1	3D	7	Dione Teehee	Hauchos Warlock	17.388	\$0.00	12	
1	3D	12	Eileen Wall	A Magic Storm	17.933	\$0.00	13	
1	1D	3	Gretchen Hilton	Patch	16.377	\$113.12	14	
1	2D	2	Glenda Thompson	Fits Desire	16.839	\$145.44	15	
1	1D	1	Irene Wade	Magic	16.233	\$282.80	16	X
1	3D	6	Edwyna Harmon	Lone Pine Sugar	17.372	\$0.00	17	
1	3D	13	Britni Rawdon	Buddy	18.230	\$0.00	18	
1	3D	4	Dara Hopkins	Desert Eagle	17.288	\$0.00	19	
1	2D	1	Fancy Stover	Homer	16.733	\$242.40	20	
1	3D	2	Camira Blessing	Bone	17.283	\$80.80	21	X
1	3D	11	Heather Abrams	Tiffany Sails	17.444	\$0.00	22	
1	3D	10	Danni Tamburo	Bulls Eye	17.432	\$0.00	23	
1	4D	2	Ashley Perkins	Gambling Goldust	18.366	\$72.72	24	
1	4D	9	Becky Brooks	Trucka Glen	19.882	\$0.00	25	
1	4D	6	Brittany Giese	Exclusively Family	19.234	\$0.00	26	X
1	4D	5	Dawn Coleman	Frau Hot Chili	18.662	\$0.00	27	

The Points page shows what Member Points records you have posted to the server.

6.1.2 Post Event Record

This function allows you to upload data stored on your computer to the watchmeDAD.com web server for display to the Internet. The instant you are through uploading your data that information is viewable through the watchmeDAD.com website.

View Event Listings	Post Playlist	Post Draws & Results
Post Event Record	Archive a Session	Post Event Points Earned
Download Transactions	Video Explorer	Post Member Stats
Modify Web Account	View Publishing Point	
	Request a Publishing Point	

Post Event Record - Selecting this option will ask QuickPay to check for any un posted event information and upload it to the server, however if you have already made any prior changes to the server QuickPay will automatically make any changes as you go, so you don't have to keep reposting Event record changes.

Post Draws & Results - This function will upload only the active race class. You don't have to worry about whether it is posting draws or results since the run list is posted as a whole. If all you have is a draw done then there will be no results to view on the website. As soon as you have results generated then re-upload the class and the results will be posted.

Post Event Points Earned - This function uploads any points generated for the active event. You will have to change to each event and re-upload to post member points from other events.

Post Member Stats - This function posts stats for all contestants that you are maintaining member information. This information is viewable in the Producer Information section of any event on the website.

6.1.3 Downloading Registrations

There are three types of data that you will download from the watchmeDAD.com web server, they are Registrations, Ad sales and Fund Transfers.

View Event Listings	Post Playlist	Post Draws & Results
Post Event Record	Archive a Session	Post Event Points Earned
Download Transactions	Video Explorer	Post Member Stats
Modify Web Account	View Publishing Point	
	Request a Publishing Point	

Downloading Transactions - will affect the contestant database, horses, member information, journal and run lists for all associations and events. These entries, both charges and payments will appear in each contestants journal as Web entries. Charges are recorded as Credits and payments are recorded as Debits. However, while cash payments are normally a Debit to Petty Cash, web payments are recorded as a Debit to Accounts Receivable watchmeDAD.com. This is because you have not yet received payment. It is not until the money is transferred into your bank account three days later that the transaction is complete.

Fund Transfers - do not effect anything other than the General Journal where they are recorded as a Credit to Accounts Receivable watchmeDAD.com and a Debit to your Checking Account. However, these transfers are tied to the association and event that payments were received.

Note: You can always go to the General Journal to see all the transactions posted for any day or any event.

[To learn more about how these transactions are handled go to the watchmeDAD Transactions section](#)

When you click on the Download Transactions function QuickPay will open the Download Transactions window displaying Open transactions. To view Posted transactions click on the Show Posted option and press Refresh. You can be more selective about which transactions you want to view by clicking on the check box next to either the Association, Event or Date Range combo boxes and then clicking on the Refresh button. You can always tell if a transaction has been downloaded by the value in the Posted field. Posted = "0" means the transaction is ready to be downloaded, and Posted = "1" means the transaction has already been downloaded into your database. Each of the buttons above the current view are functions that you can perform on the list.

PayRaces.Com Registrations

☒ Show Open
 ☐ Association:
☐ Event:

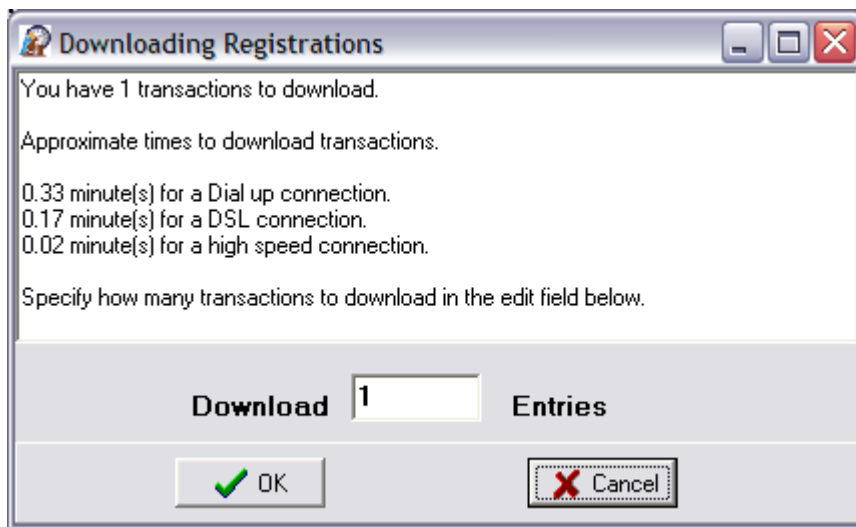
☐ Show Posted
 ☐ Date Range:

☐ Show All
 ☐

☐ Select All
 ☐ Select All Open
 ☐ Select All Posted

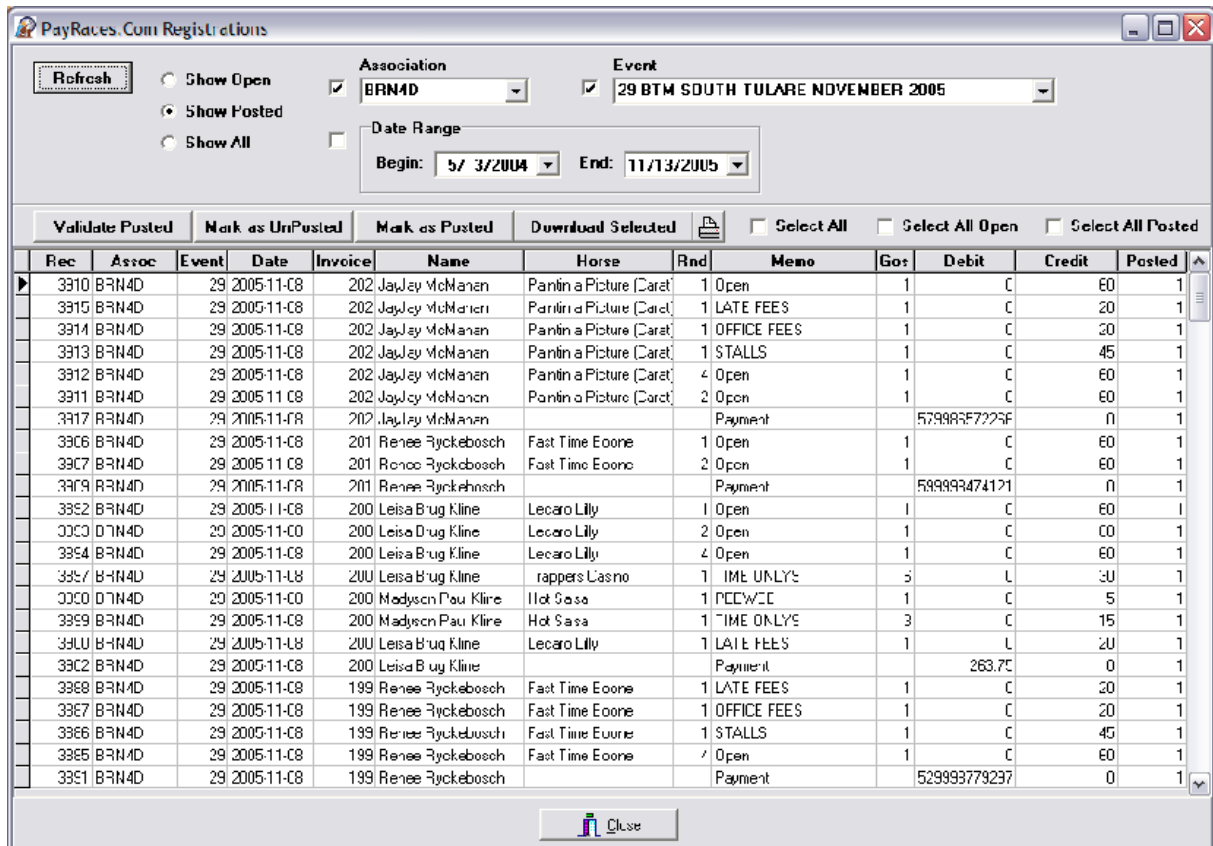
Rec	Assoc	Event	Date	Invoice	Name	Horse	Rnd	Memo	Go	Debit	Credit	Posted
▶ 3324	BRN4D	29	2005-11-09	204	PayRaces.Com	(Memo)		transfer		232	0	0

The Download Selection button allows you to be specific about which transactions you wish to download. To mark a transaction either click on one of the Select check boxes which will mark several transactions at one time, or use the keyboard and the mouse to be specific about which records you want to select. To select specific records hold the Ctrl key down and using your mouse click on each record. To select a range of records click on the first record and then while holding down the Shift key select the last record in the range, and the computer will highlight all the records between the two choices. Once all the records are selected, click on the Download Selection button. The program will then tell you how many un posted entries are available for download. If you are using a dial up connection and there are a lot of entries then you might want to split up the download between sessions. You can do that by specifying how many entries you trying to download and calculate the approximate time it will take. If the time is to long you can specify a lower number to download. Pressing OK will start the download process. After the program is finished downloading the transactions, the list will refresh itself showing all of the posted transactions and then ones that were downloaded will be highlighted.



[Learn how these transactions affect your accounting](#)

Below is a list of posted transactions for a specific race. It is always a good idea to Validate posted transactions before a race, since there is always the possibility that a transaction did not get downloaded, but still marked as Posted. The Validate function will highlight all transactions not posted. You can then click on the Mark as UnPosted button to set the Posted field to "0". Then you can try downloading them again. This function is also important if you have restored to a previous backup and the restored database doesn't have the posted transactions in your database.



6.1.4 watchmeDAD Transactions

Downloading registrations and payments will affect your accounting in a number of ways. All of this is managed by the software automatically. To help you understand what is going on, we have provided an example of a typical registration, transfer of funds and finally what happens if an electronic check is returned due to insufficient funds. At the end of this section is a summary of the journal entries.

Here is a simple example of myself registering for an event where I am riding in the Open and Senior Classes. I paid with a check but the entry shows up as an watchmeDAD Receivable because the money hasn't hit your account yet. watchmeDAD.com still owes you the money, which will be transferred into your account in three days.

This field checked means the entry came from a Web registration

Web	Ref	User	Date	Name	Horse/Notes	Memo	Rnd	Draw	Loc	Carry	Gos	Price	Pmts	Fees
<input checked="" type="checkbox"/>		JH	2005-06-14	John Howell		PayRaces Receivable							\$75.00	
<input checked="" type="checkbox"/>		JH	2005-06-14	John Howell	Digger	Processing Fees	1	0	0		1	\$10.00		\$10.00
<input checked="" type="checkbox"/>		JH	2005-06-14	John Howell	Digger	Open	1	0	0		1	\$45.00		\$45.00
<input checked="" type="checkbox"/>		JH	2005-06-14	John Howell	Digger	Senior	1	0	0		1	\$20.00		\$20.00

☒ Update Riders ☐ Auto Pay Payment:
☐ View History Balance: \$0.00

The run lists for the Open and the Senior Race Classes are also automatically updated in the download.

Rnd	Name	Horse	Group	Draw	Run	Drag	Time	Carry
1	John Howell	Digger				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

The General Journal will also reflect these transactions.

Accounting

Accounts General Journal Checks Reports Close Year Help

<Fiscal Year> Begin: 6/15/2005 End: 6/15/2005

Accounts General Journal Checks A/P Vendors Defaults

Account: Refresh

Web	Ref	User	Date	Check	Name	Horse	Account	Memo	Debit	Credit
<input checked="" type="checkbox"/>		JH	2005-06-14		John Howell		1200	PayRaces Receivable	\$75.00	
<input checked="" type="checkbox"/>		JH	2005-06-14		John Howell	Digger	5200	Processing Fees		\$10.00
<input checked="" type="checkbox"/>		JH	2005-06-14		John Howell	Digger	4000	Open		\$45.00
<input checked="" type="checkbox"/>		JH	2005-06-14		John Howell	Digger	4000	Senior		\$20.00

Three days later a download of Funds Transfers

Accounts General Journal Checks A/P Vendors Defaults

Account: Refresh

Web	Ref	User	Date	Check	Name	Horse	Account	Memo	Debit	Credit
<input checked="" type="checkbox"/>		JH	2005-06-17		PayRaces.Com		1200	Funds Transfer	\$75.00	
<input checked="" type="checkbox"/>		JH	2005-06-17		PayRaces.Com		1200	Funds Transfer		\$75.00
<input checked="" type="checkbox"/>		JH	2005-06-14		John Howell		1200	PayRaces Receivable	\$75.00	
<input checked="" type="checkbox"/>		JH	2005-06-14		John Howell	Digger	5200	Processing Fees		\$10.00
<input checked="" type="checkbox"/>		JH	2005-06-14		John Howell	Digger	4000	Open		\$45.00
<input checked="" type="checkbox"/>		JH	2005-06-14		John Howell	Digger	4000	Senior		\$20.00

Accounts Receivable is credited offsetting the original entry
\$75 is debited to checking

Now, let's see what happens if the check was returned due to insufficient funds. The block of entries are automatically reversed, removed from the Race Classes and marked as refunded by checking the REF field in each record. Two entries are needed to complete the transaction, one to reverse the Accounts Receivable entry and the other to reverse the Entry Fees recorded by the first set of transactions.

Fees & Payouts Member Info

Contestant Ledger Beginning: \$0.00

Web	Ref	User	Date	Name	Horse/Notes	Memo	Rnd	Draw	Loc	Carry	Gos	Price	Pmts	Fees
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JH	2005-06-14	John Howell		PayRaces Receivable							\$75.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JH	2005-06-14	John Howell	Digger	Processing Fees	1	0	0		1	\$10.00		\$10.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JH	2005-06-14	John Howell	Digger	Open	1	0	0		1	\$45.00		\$45.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JH	2005-06-14	John Howell	Digger	Senior	1	0	0		1	\$20.00		\$20.00
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JH	2005-06-15	PayRaces.Com		Returned Check							\$75.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	JH	2005-06-15	PayRaces.Com		Returned Check							\$75.00	

☒ Update Riders ☐ Auto Pay Payment:
☐ View History Balance: \$0.00

Here is a summary of the transactions.

		Debits	Credits
Registrations -	Accounts Receivable watchmeDAD.com	\$75.00	
	Entry Fees		\$75.00
Producer Pmts -	Cash on Hand	\$75.00	
	Accounts Receivable watchmeDAD.com		\$75.00
Returned Checks -	Entry Fees	\$75.00	
	Cash on Hand		\$75.00

6.2 Taking Registrations in QuickPay

The Registrations tab allows you to enter contestant names, their horses, Member ID #'s, entry fees, event charges as well as receive payments for amounts owed. Use the <Enter> key to navigate in a circular fashion around the screen. Pressing the <Enter> key will move the cursor around the page as illustrated below. This is the logical sequence used during the registration process. Below you will find an explanation of each table in the sequence.

The screenshot shows the QuickPay Registrations tab. At the top, there are tabs for Registrations, Race Classes, Time Manager, Non-Race Classes, and Member Points. Below these is a navigation bar with icons and a 'Lookup' field containing 'Gail Hi'. To the right of the navigation bar are checkboxes for 'By Last', 'Hide Horses', 'Hide Memo', and 'Hide Ledger', and a counter for '101 Contestants'. The main area is divided into three sections: a Contestant Table, a Horses Table, and an Event Charges Table. The Contestant Table lists names and has checkboxes for 'Due', 'Notes', and 'Bio'. The Horses Table lists horses and has checkboxes for 'Put', 'Gos', 'Rnd', and 'Memo'. The Event Charges Table lists charges and has checkboxes for 'Put', 'Gos', 'Rnd', and 'Memo'. Below these tables is a 'Fees & Payouts' section with a 'Member Info' tab. The 'Contestant Ledger' section shows a table with columns for Web, Ref, User, Date, Team, Name, Horse, Memo, Loc, Rnd, Gos, Grp, Draw, Carry, Price, Pmt, and Fees. The bottom section includes checkboxes for 'Update Run List', 'Enable Card Reader', 'View History', and 'Auto Pay', along with a 'Payment' field and a 'Balance' field showing \$95.00.

Contestant Table - The Contestants data table is where contestants name, and personal information are recorded. The text typed in the Lookup field will cause the record cursor in the Contestant's table to move to the record that most closely matches that text. If you have determined that the name does not exist then typing <Enter> will move the cursor down to the Contestant table where you can then press the <Ins> key to insert a new blank record. The text that was typed in the Lookup field will be inserted into the Name field automatically. The names and addresses stored here is maintained here permanently and can be used for each event.

Horses Table - Horse records are directly tied to the current contestant record, so you can add as many horses for a contestant and order them based on which horses are being ridden. The order is important since the number of Gos entered in the Memo table will determine which of the horses in the table to enter in the ledger. If Gos are set to three then posting the Memo table will create ledger entries for the first three horses in the horse table.

Event Charges Table - Lists the current event's Classes and charges so that you can identify which items to bill the contestant. The cursor will be positioned in the Put field of the first Class record in the list. Pressing the <spacebar> while your cursor is on the Put field will place a check in that field. Using your arrow keys you can navigate through the table. The Go field is the equivalent to a quantity field and is the amount multiplied by the fee amount for a total charge. Do this for each Class or Item that you are charging a contestant. If a contestant is going to race 2 times in the same Class then change the Gos value to 2 for that Class. After you have selected all the classes or fees for a contestant by

checking the Put field then press <Enter> and the program will generate ledger entries for all checked Charges. The cursor will then move to the Contestant ledger and be positioned in the Team field where you can move between fields of the first record or by using your arrow keys make any necessary changes to any of the entries just made.

Contestant Ledger - The Contestant ledger reflects a contestants transactional activity for the current event as well as past events. If there is a balance from a previous event that balance is reflected in the Beginning: field. Clicking on the View History check box will display all previous activity. Once your cursor is positioned in the ledger you can edit or add additional ledger entries. To create a new entry press the + sign in the data navigator bar or press the <Ins> key to create a new record. Below is a list of things you can do in the ledger. If the Update Riders check box is checked, ledger entries will also be posted to the respective run list automatically eliminating the need to build run lists.

Multiple Horses in the same Run List - In the case that a contestant is riding more than once in the same class but on different horses then make separate journal entries for each Go selecting a different horse for each Go. Just make sure the Memo field has the same Class name and Rnd (round) value for each record. To make a charge for a particular horse simply select the horse you want to create an entry in the ledger, click the Put field for the class the rider and horse will ride in and press the Post button. An entry for that class will be generated in the ledger for that horse and rider.

Poker Chip Draws - Record the draw number in the Draw field and it will be included in the run list for that contestant's name and horse.

Time Only Fees - Create a Class or an Item for the Time Only charge. An example of a Time Only class would be a Class called "Time Only". Then use the Gos field to identify the number of times the contestant will run. The Gos field will be multiplied by the Price amount for a total Fee charged.

Stalls, Hookups, and other lists - Any journal entry to a Class will create an entry in the Class list. If a Class is defined as a race then the Class will produce a run list. If a Class is not defined as a race then the Class can be used to keep track of stalls, hookups, merchants or any number of ways you might find useful. The Loc (Location) field is used to identify the stall or hookup location and when you select one of these non-race classes from the main window you will be able to sort the list by it's Loc field.

Record a Payment - To record a payment simply type the amount received in the Payment field and type the <Enter> key. The program will create a ledger entry reflecting the amount you entered and charge it to the default Petty Cash account. By selecting the Auto Pay function, QuickPay will automatically fill in the Payment field with the Balance owed.

Update Riders - If this feature is selected then each Class's run list is automatically maintained directly from the Ledger.

View History - This check box will show all journal entries for a contestant from previous events. This is quite helpful if a contestant owes money from a previous event and you need to identify what the amount owed is for.

Print Receipt Button - The Print button found on the Fees and Payouts Tab allows you to print a receipt at anytime for the selected contestant. If the Logo graphic is defined in the association table then that graphic will be printed on the statement as well.

6.2.1 Contestants

The Registration Tab allows you to keep your contestant list intact from race to race. Not shown here are all the other fields in the table, such as CSZ, Phone, Email, SS, DOB, Pay and Sponsor. The Pay and Sponsor fields are important for riders with a sponsor who needs the check written to them. If the

Pay field is checked then checks written to the contestant will be paid to the Sponsor. Another field of note is the Due field that is driven by balances owed in a contestants ledger. This field is automatically updated when money is owed. It is extremely helpful in quickly identifying contestants who still owe you money.

The Lookup field is for finding names in the table. With each letter you type in this field forces the table pointer to move to the closest corresponding name. Pressing the <Enter> key will move your cursor to the positioned name. If you find the name is not present in the list then you should keep typing completing the whole name, so that when you type <Enter> and are positioned in the table you can press the <Ins> key and the name you typed will be inserted into the table. This reduces typing and helps speed up the process of entering names.

To view more of the contestant table fields then you can hide the Horses, Charges and Ledger. This opens most of the table to regular viewing. By double clicking on a contestant name a window will appear with the full record exposed.

The "By Last" check box allows you to sort the contestant table by Last Name.

Adding a contestant record is done by clicking on the + sign in the navigator bar or by clicking on any part of the contestant table and pressing the Ins key. This will insert a new record that you can start typing information into. Editing a contestant record is straight forward, simply click on any field of any record and start typing. Clicking on the check mark in the navigator bar will post the record or you can simply move to any other record to post your changes. Posting a record saves it in the contestant table on your computers hard disk.

The screenshot shows the 'Registrations' software interface. At the top, there are tabs for 'Registrations', 'Race Classes', 'Time Manager', 'Non-Race Classes', and 'Member Points'. Below the tabs is a navigation bar with icons for adding (+), deleting (-), moving up/down, undo, redo, and a 'Lookup' field containing 'Gail Hi'. To the right of the navigation bar are checkboxes for 'By Last', 'Hide Horses', 'Hide Charges', and 'Hide Ledger'. Above the navigation bar are links for 'Clear All Contestants', 'Email Contestants', and 'Print Contestants'. The main area is a table with columns: Name, Due, Notes, Bio, Address, CSZ, and Phone. The table contains several records, with 'Gail Hillman' selected. A double-click action on 'Gail Hillman' has opened a window showing the full record for 'Alvaredo, TX 74999'.

Name	Due	Notes	Bio	Address	CSZ	Phone
Donna Ramsey	<input type="checkbox"/>					
Donya Emmons	<input type="checkbox"/>					
Edwynna Harmon	<input type="checkbox"/>					
Eileen Wall	<input type="checkbox"/>					
Fancy Stover	<input checked="" type="checkbox"/>					
Gail Hillman	<input checked="" type="checkbox"/>				Alvaredo, TX 74999	
Gayle Dickertie	<input checked="" type="checkbox"/>					
Glenda Thompson	<input type="checkbox"/>					
Gretchen Hilton	<input type="checkbox"/>					
Haley Thorne	<input type="checkbox"/>					

6.2.2 Horses

Horses, dogs or any kind of critter you want are maintained in a separate data table directly linked to each contestant. Any time the cursor is in the contestant table you can press the <Enter> key and the cursor will move to the Horse table ready for you to enter or edit horse records.

To add a new blank record, press the plus sign in the data navigator bar above the table or press the <Ins> key to add a new blank record. If the table is empty and it is your first horse then simply start typing the horses name and the typing action will create a new record. After you have finished typing the name of the horse in the table press <Enter> to save the record and move your cursor to the Memo Table. You can delete a horse record anytime by selecting a horse record and clicking on the minus sign in the data navigator bar or <Ctrl>Del to delete the currently selected record. The order field allows you to order each horse based on which horse a contestant rides most often. The AQHA field allows you to record a horses American Quarter Horse Association number.

+ - ▲ ✎ ✕ ↺		
Order	Horse	AQHA
▶ 1	Bone	
2	Gail	
3	Hal	

Note: You can change the label name from Horse to Dog by going into the Event Record and click on the Apps button. This will open an app config page where you can change the name that appears in that table.

6.2.3 Event Charges

The Event Charges table lists all of the event class round fees and fixed event charges. The purpose of this table is to provide you with rapid data entry into the contestant ledger. Those records with their **Put** field checked are created in the contestants ledger when the **Post** button is clicked or the <Enter> key is pressed when the table has focus.

Post		Event Charges		
	Put	Gos	Rnd	Memo
▶	<input type="checkbox"/>	1	1	Open
	<input type="checkbox"/>	1	1	Saturday Seniors
	<input type="checkbox"/>	1	2	Sunday Seniors
	<input type="checkbox"/>	1	1	Saturday Youth
	<input type="checkbox"/>	1	2	Sunday Youth
	<input type="checkbox"/>	1	1	Stalls
	<input type="checkbox"/>	1	1	Arena Costs
	<input type="checkbox"/>	1	1	Processing Fees

The number of ledger entries created for each charge is determined by the **Gos** value. If you have checked the **Use Fee** field in a Class then QuickPay will only show the Class name and record a charge for whatever value was entered into the **Fee** field for that Class. Otherwise all rounds for a Class with the **No Pay** field unchecked will appear in the Event Charges table listing. In addition Rounds defined as Avg or Short do not show up in the Event Charges table since these type of rounds require qualifying times from previous rounds and should not be charged to the contestant before the race starts.

if you have checked the **Use buttons** option in the Event Information Record the Event Charges table is replaced by colored buttons that when clicked will generate the appropriate charge in the contestants ledger.

Registrations | Race Classes | Time Manager | Non-Race Classes | Member Points | PayRaces Comments

Lookup: ☐ By Last ☐ Hide Horses ☐ Hide Ledger 101 Contestants

Name	Due	Notes	Bio	Address	
Anna Obrlain	<input checked="" type="checkbox"/>				
Ashley Perkins	<input checked="" type="checkbox"/>				
Audrey Ridgeway	<input checked="" type="checkbox"/>				
Becky Brooks	<input checked="" type="checkbox"/>				
Britni Rawdon	<input checked="" type="checkbox"/>				
Brittany Giese	<input checked="" type="checkbox"/>				
Callie Oatman	<input checked="" type="checkbox"/>				
Cambra Blessing	<input type="checkbox"/>				
Carolyn Houston	<input checked="" type="checkbox"/>				
Chasity Tamburro	<input type="checkbox"/>				

Horses

Order	Horse	AQHA
1	Go Flame Go	

Open Seniors Youth Stalls Arena Costs Processing Fees

Fees & Payouts Member Info

Ledger Beginning: \$0.00

Web	Ref	User	Date	Team	Name	Horse	Memo	Rnd	Loc	Grp	Draw	Carry	Gos	Price	Pmt	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	4/20/2004		Anna Obrlain	Go Flame Go	Stalls	1				<input type="checkbox"/>	1	\$20.00		\$20.00
<input type="checkbox"/>	<input type="checkbox"/>		4/25/2004				Petty Cash								\$75.00	
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	2/28/2004		Anna Obrlain	Go Flame Go	Saturday Open	1		1	1	<input checked="" type="checkbox"/>	1	\$45.00		\$45.00
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	2/9/2004		Anna Obrlain	Go Flame Go	Sunday Open	1		1	1	<input checked="" type="checkbox"/>	1	\$15.00		\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	8/10/2006		Anna Obrlain	Go Flame Go	Saturday Youth	1				<input type="checkbox"/>	1	\$15.00		\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	8/10/2006		Anna Obrlain		Processing Fees	1				<input type="checkbox"/>	1	\$5.00		\$5.00

☒ Update Run List ☐ Enable Card Reader Payment:
☐ View History ☐ Auto Pay Balance: (\$25.00)

6.2.4 Contestant Ledger

The Ledger is where charges are rendered for each contestant and these entries are directly tied to the currently selected contestant. As you scroll through the contestant table the ledger will change reflecting entries made for each contestant. Entries are normally generated from posting Event Charges or clicking on Charge buttons, but if you want you can place your cursor inside the Ledger and create a new Ledger entry by pressing the "Ins" key on your keyboard or the + sign on the [Data Navigation](#) bar just above the table. The [data navigator](#) bar controls the creation of new entries or editing and deleting existing entries.

The speed button to the right of the Data Navigation bar is the Delete Records button. This function allows you to delete selected records or clear the ledger all together. However, it requires a user with Admin rights to do so.

The Print Statement speed button next to the Delete Records button allows you to print a receipt for a contestant at the point of registration. In order to facilitate good management practices you should print out two statements and have the contestant review and sign one of them. The signed copy should be placed in a stack that you can reference later.

The Expand Ledger Fields button to the right of the Print Receipts button allows you to expand the Ledger to include the Day and TOD (time of day) fields. These fields are not very useful at this time, but eventually QuickPay will allow you to specify when in the draw the contestant wants to run.

The watchmeDAD Comments button opens a dialog that displays any comments that contestant recorded while registering on watchmeDAD.com.

The screenshot shows the 'Delete Records' dialog box with three options: 'Delete Selected' (selected), 'Delete No-Times', and 'Clear Ledger'. Below the dialog is the 'Ledge' window. The 'Ledge' window has a toolbar with icons for adding, deleting, and other actions. Below the toolbar is a table with columns: Web, Ref, User, Date, Team, Name, Horse, Memo, Rnd, Loc, Grp, Draw, Carry, Gos, Price, Pmt, Fees. The table contains several entries for Anna Oblain. At the bottom of the 'Ledge' window, there are checkboxes for 'Update Run List' (checked), 'View History', 'Enable Card Reader', and 'Auto Pay'. There is also an 'ePayment' button and a 'Payment' field with a 'Balance' of (\$25.00).

Insert new record

Delete Records

Expand Ledger Fields

PayRaces Comments

Ledge

Beginning: \$0.00

Web	Ref	User	Date	Team	Name	Horse	Memo	Rnd	Loc	Grp	Draw	Carry	Gos	Price	Pmt	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	4/20/2004		Anna Oblain	Go Flame Go	Stalls	1				<input type="checkbox"/>	1	\$20.00		\$20.00
<input type="checkbox"/>	<input type="checkbox"/>		4/25/2004				Petty Cash					<input type="checkbox"/>			\$75.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mgr	2/28/2004		Anna Oblain	Go Flame Go	Saturday Open	1		1	1	<input checked="" type="checkbox"/>	1	\$45.00		\$45.00
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	2/9/2004		Anna Oblain	Go Flame Go	Sunday Open	1		1	1	<input checked="" type="checkbox"/>	1	\$15.00		\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	8/10/2006		Anna Oblain	Go Flame Go	Saturday Youth	1				<input type="checkbox"/>	1	\$15.00		\$15.00
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	8/10/2006		Anna Oblain		Processing Fees	1				<input type="checkbox"/>	1	\$5.00		\$5.00

☒ Update Run List ☐ Enable Card Reader Payment:
☐ View History ☐ Auto Pay Balance: (\$25.00)

The check boxes at the bottom of the ledger are defined below.

Update Run List - If this check box is checked then each entry made in the ledger for a race class will also create an entry in that class. By default this option is checked and unless you specifically do not want these entries recorded in a Class then it is advisable to keep this feature checked. However, you can always rebuild a run list using the Compare button positioned on the Race Classes Tab in which case data entry will go faster if the software doesn't need to maintain the run lists.

View History - If this option is checked the Ledger will show entries from previous events.

Enable Card Reader - This option needs to be checked to use a credit card reader. By enabling a Card Reader the software allows you to simply swipe a card to process a payment.

Auto Pay - This option allows you to press <Enter> in the Payment field without entering an amount to record a payment for the balance owed. This saves typing and reduces mistakes.

ePayment - This button opens an ePayment dialog box that allows you to type in credit card or check payment information. If for some reason there is something wrong with the magnetic strip on the card you can open the ePayment dialog box and enter the card number and expiration date manually. It is also where you would record a check for electronic processing.

Each field in the ledger is defined below.

Web - If this field is checked then it means that this record was created on watchmeDAD.com and downloaded from the watchmeDAD web server.

Ref - If this field is checked then the entry is a refund to a Web entry. Returned checks, cancelled credit card charges will all be handled by reverse entries and deducted from transfers to the producers account. Refund entries are backed out of run lists and non-race classes automatically.

User - This field is the User Code defined in the Usernames table. Each record stamped with a code tells the producer who made the entry. Often times questions arise about what happened and the best person to deal with those questions is the person who made the entry.

Date - The date the entry was made.

Team - The Team field is used for Team Classes. If the Class charge is a team class then you can double click on this field and it will open up the [Build Teams](#) dialog where you can create a new team or add this contestant to another team already in existence. However, typically this is not the best place to build teams, the best place to manage teams is on the Pick Teams button in the Race Classes Tab.

Name - This is the name of the rider or person the charge was made for, the default is the name of the contestant. Often times a Mother will pay for her children, in which case a child's name can be placed in this field so that the record created in the run list will reflect the child and not the parent. It is recommended that each child have their own contestant record so they are more easily tracked in the system. In the case of a parent registering a child through watchmeDAD.com the system will create a record for each child in the contestant database and record each child's charges in their own ledger, the payment will be recorded in the parents ledger with reference from each child's ledger to the parent showing payment.

Horse - This field is usually populated with the horse that the contestant will ride in a Race Class, but it can also be associated to a stall class. However, some classes have nothing to do with races or stalls, such as hookups or vendor booths, in which case this field can be used for notes.

Memo - This is the description of the transaction and usually contains the name of the Class or Event Charge.

Rnd - Is short for Round and designates which round the fee is intended. It will also determine which run list the entry will be placed.

Loc - The loc value is usually associated with stall numbers or hookup locations.

Grp - The Grp (group) value is directly related to the draw. This value is usually generated when you build a draw for a run list. Rarely will you need to fill this value in by hand, but when you generate the draw from the Race Classes Tab the Group for the draw generated will also be recorded in the Ledger for cross reference purposes.

Draw - The draw value recorded in the ledger is also reflected in the run list. Likewise draw values entered in the run list will be reflected in the ledger.

Carry - If a time is to be carried from one class to another then check this field in both classes. The time recorded in the lower ordered class will be carried to the same rider/horse record in the higher ordered class of the same round. For example if the Open has a Class Order number of 1 and the Senior Class has an Order number of 3 then QUickPay will carry the time recorded in the Open to the Senior automatically if the Carry field is checked in both Classes.

Gos - A Go is really a quantity field which is used to determine how many times the price should be multiplied by to compute the total charge. A good example of this is in a Times Only Class where someone buys 4 rides or 4 Gos.

Price - This is amount of the charge and it is multiplied by the value in the Gos field to calculate the total line item Fees.

Pmt - This is a debit field where payments are recorded. When recording payments always allow QuickPay to make the payment entry for you by entering the amount in the Payment box and pressing the Enter key. QuickPay will lookup the account for Petty Cash and record the entry for you. Whatever you do do not break out the payment and place it into each charges Pmt field. This will cause untold confusion and result in a completely screwed up set of books.

Fees - This is a credit field where fees (sales) are recorded.

Payment - The amount recorded in this field below the ledger is the amount the contestant is paying for charges made. Once a value is entered and the <Enter> key is pressed the program will create a

petty cash ledger entry (debit) reflecting the amount entered. If you are using a credit card reader then the payment entry will be automatically made for the balance owed as soon as you swipe the card.

Balance - The balance field reflects the amount owed by a contestant. This amount includes previous balance plus charges minus payments. If there is a negative balance then the Due field will be checked showing the contestant still owes money.

6.2.5 Taking Electronic Payments in QuickPay

If the Enable Card Reader option is checked then the software is waiting for a card swipe. As soon as you do swipe the card the software will try to process the card and will return a notice as to Approved, Declined or an Error with a reason. If the card is approved then a payment transaction will be recorded in the Ledger and a receipt will be printed. If there is a problem reading the magnetic strip on the back of the card you can click on the ePayment button to open the Electronic Payment dialog and record the card number and expiration manually. If you are processing a check then you will need to use the Electronic Payment processing screen to record the bank routing number and account number. To do this click on the ePayment button and then click on the Check tab to get access to those fields.

If you do not have a credit card reader you can still process credit card and check payments, just use the Electronic Payment screen to manually enter the payment information. Also, before starting whether you have a card reader or not you should first check to see if the Print Receipt option is checked.

IMPORTANT RATE INFORMATION: Card present transactions which are Tier 1 transactions must contain Track1 or Track2 information retrieved from an electronic card swipe. If you hand enter the information be sure to include the CID # which will be processed as a Tier 3 transaction otherwise the transaction will be treated as Tier 4. Check with your Merchant Vendor for the rate structure for each Tier. Tier 1 being the lowest and Tier 4 being the highest rate.

Online Processing - All you need to do to perform an Authorize/Capture of a card is to have access to the Internet. Click on the Online Processing check box and the program will try to connect to the watchmeDAD server. If a connection is established then the Process button will verify the card and display whether the card has been approved or denied.

Offline Processing - In many cases Producers are unable to get access to a telephone line to establish connection to the Internet. QuickPay still allows you to take electronic payments that you can process later by logging onto the watchmeDAD Server and Uploading ePayments.

Electronic Payment

☐ Online Processing ☒ Print Receipt

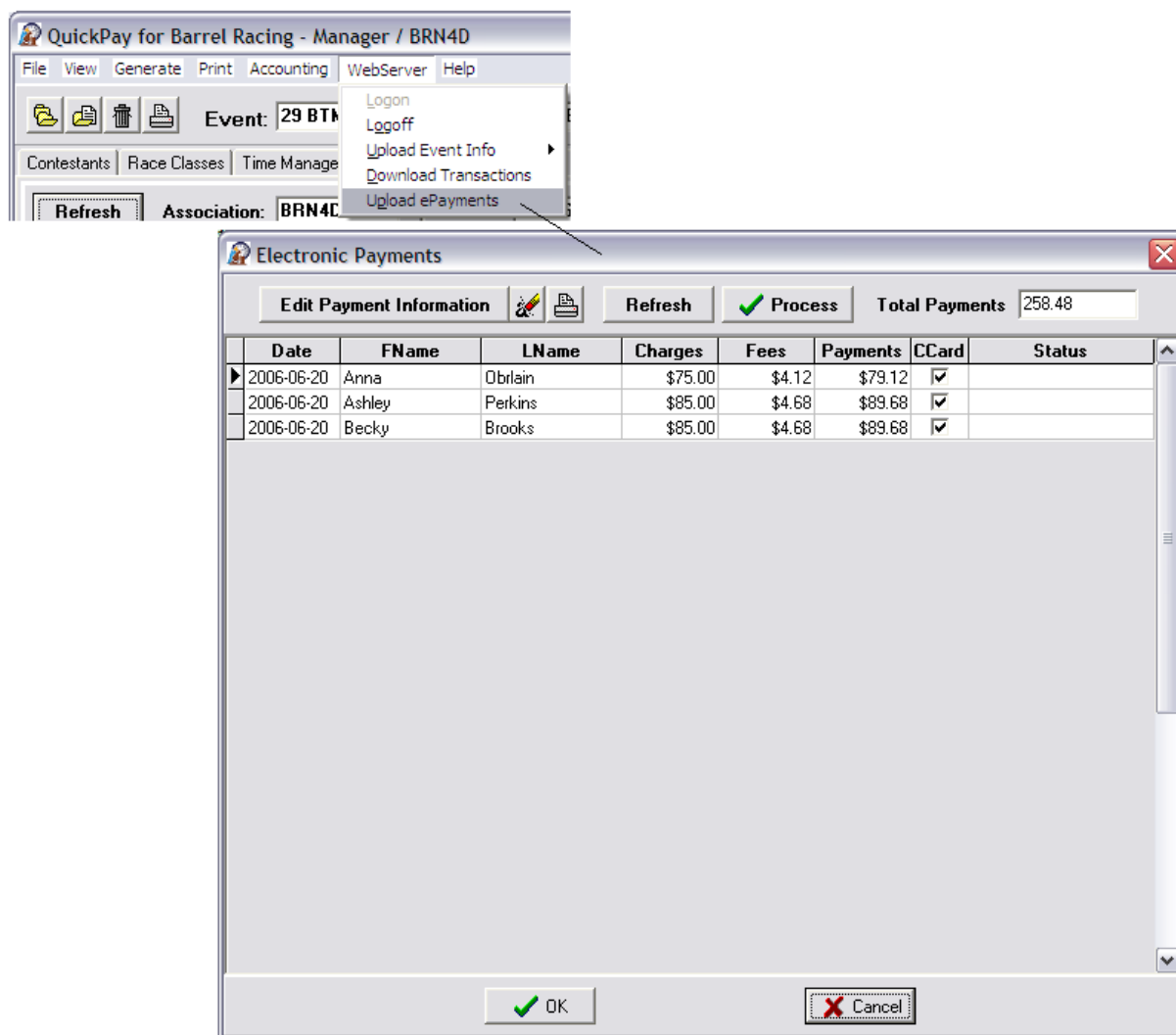
Processing OffLine

First Name: Anna Last Name: Obrlain

Card Number: Exp: CID #:

Amount to Process: 75.00

Each electronic payment that is processed offline is saved in the database for the purpose of uploading the payment to the watchmeDAD Server later. This means you can take credit cards at a race even though you do not have Internet access, and later at home or even from your hotel room when you do access to the Internet, upload those payments for processing. To do this logon to the watchmeDAD WebServer and click on the Upload ePayments menu. The Electronic Payments window will appear with a list of ePayments that were processed offline. Simply click on the Process button to have QuickPay process each ePayment. If a payment is declined then the Status field will be set to the error message. If a card returns as an Invalid Card then you must go back to the contestant and get their card information again. You can edit the card information by selecting a record and clicking on the Edit Payment Information button.



Fees & Payouts | Member Info

Contestant Ledger Beginning: \$0.00

Web	Ref	User	Date	Team	Name	Horse	Memo	Rnd	Loc	Grp	Draw	Carry	Gos	Price	Pmt	Fees
			2/9/2004				Petty Cash	0							\$75.00	
			2/9/2004		Eileen Wall	A Magic Storm	Open	1		1	31	<input checked="" type="checkbox"/>	1	\$45.00		\$45.00
			2/23/2004		Eileen Wall	A Magic Storm	Youth	1		1	3	<input checked="" type="checkbox"/>	1	\$15.00		\$15.00
			2/9/2004				Processing Fees	1					1	\$5.00		\$5.00
		Mgr	7/19/2006		Eileen Wall	A Magic Storm	Seniors	1					1	\$20.00		\$20.00
		Mgr	7/19/2006		Eileen Wall	Digger	Seniors	1					1	\$20.00		\$20.00

☒ Update Run List ☒ Enable Card Reader ePayment Payment:
☐ View History ☐ Auto Pay Balance: (\$30.00)

6.3 Barrel Races

QuickPay was originally designed to manage a Barrel Race as a Timed event. So when you run a Timed Class you are already situated to take registrations for a Barrel Race. Simply identify the contestant and the horse(s) that will be ridden and post charges. QuickPay will make ledger entries for Race Classes with the Name of the contestant and the horses selected. Below is an example of these types of transactions. This ledger shows that Anna is riding Go Flame Go in the Open and the Youth and has purchased a Stall for Go Flame Go in location #23. The Loc field is alphanumeric which allows you to be more definitive as to the location of the Stall, such as B1S1 for barn 1 Stall 1. The Rnd field can also be used to identify days such as day 1, day 2. The Grp and Draw fields reflect the Group and Draw numbers that Anna has for each Race Class.

Fees & Payouts | Member Info

Ledger Beginning: \$0.00

Web	Ref	User	Date	Team	Name	Horse	Memo	Rnd	Loc	Grp	Draw	Carry	Gos	Price	Pmt	Fees
		Mgr	4/20/2004		Anna Obrlain	Go Flame Go	Stalls	1	23				1	\$20.00		\$20.00
			4/25/2004				Petty Cash								\$75.00	
		Mgr	2/28/2004		Anna Obrlain	Go Flame Go	Saturday Open	1		1	1	<input checked="" type="checkbox"/>	1	\$45.00		\$45.00
		Mgr	2/9/2004		Anna Obrlain	Go Flame Go	Sunday Open	1		1	1	<input checked="" type="checkbox"/>	1	\$15.00		\$15.00
		Mgr	8/10/2006		Anna Obrlain	Go Flame Go	Saturday Youth	1					1	\$15.00		\$15.00
		Mgr	8/10/2006		Anna Obrlain		Processing Fees	1					1	\$5.00		\$5.00

☒ Update Run List ☐ Enable Card Reader ePayment Payment:
☐ View History ☐ Auto Pay Balance: (\$25.00)

6.4 Team Ropings

In this example we changed the event type from a Barrel Race to a Team Roping and changed the Open Class to a Team Class. This caused the software change a few things, such as changing the Journal fields Name and Horse to Header and Healer. By changing the Open Class from a Timed Class to a Team Class the software will now allow us to build Teams from the Journal.

Registering someone for a Team Roping initially follows the same regime that you would use for any other Type of Class. The only difference is that once you have recorded charges for a Team Roping Class you will need to add the contestant to a team and identify that contestant as a Header or Healer. Below is an example of registering two teams. This process is done as people walk up and register for the event.

Registrations | Race Classes | Time Manager | Non-Race Classes | Member Points | PayRaces Comments

Lookup: ☐ By Last ☒ Hide Horses ☐ Hide Charges ☐ Hide Ledger 102 Contestants

Name	Due	Notes	Bio	Address	CSZ	Phone	DOB
Abe Smith	<input type="checkbox"/>						
Anna Obrlain	<input checked="" type="checkbox"/>						
Ashley Perkins	<input checked="" type="checkbox"/>						
Audrey Ridgeway	<input checked="" type="checkbox"/>						
Becky Brooks	<input checked="" type="checkbox"/>						
Britni Rawdon	<input checked="" type="checkbox"/>						
Brittany Giese	<input checked="" type="checkbox"/>						
Callie Oatman	<input checked="" type="checkbox"/>						
Cambra Blessing	<input type="checkbox"/>						
Carolyn Houston	<input checked="" type="checkbox"/>						

Open Seniors Youth Stalls Arena Costs Processing Fees

Fees & Payouts Member Info

Ledger Beginning: \$0.00

Web	Ref	User	Date	Team	Header	Healer	Memo	Rnd	Loc	Grp	Draw	Carry	Gos	Price	Pmt	Fees
<input type="checkbox"/>	<input type="checkbox"/>											<input type="checkbox"/>				

☒ Update Run List ☐ Enable Card Reader ePayment Payment:
☐ View History ☐ Auto Pay Balance: \$0.00

To select a Team double click on the Team field, this will open a Build Teams dialog. The first time you register someone for a Team Roping and double click on the Team field the Build Teams dialog will open empty. Clicking on the New button will prompt you whether the contestant is a Header or Healer.

Fees & Payouts Member Info Build Teams

Web	Ref	User	Date	Team
<input type="checkbox"/>	<input type="checkbox"/>	Mgr	6/16/2006	

New Add Delete

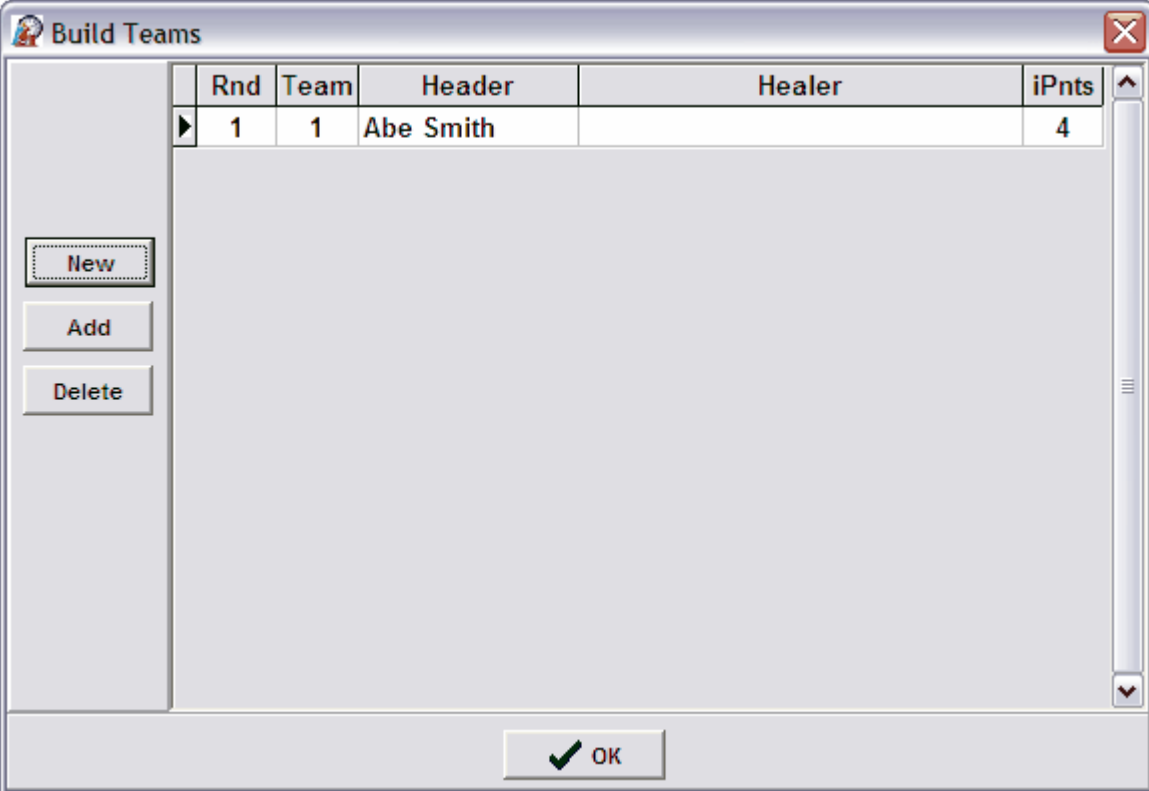
Assign Contestant as

Header Healer Cancel

OK

Pmt Fees
\$200.00
(\$200.00)

If you click on Header then a Team record will be created with the name of the contestant recorded in the Header field along with their ranking added to the iPnts field. A contestants rank is maintained under the Member Info tab for the Association defined in the PayRules field of the Class.

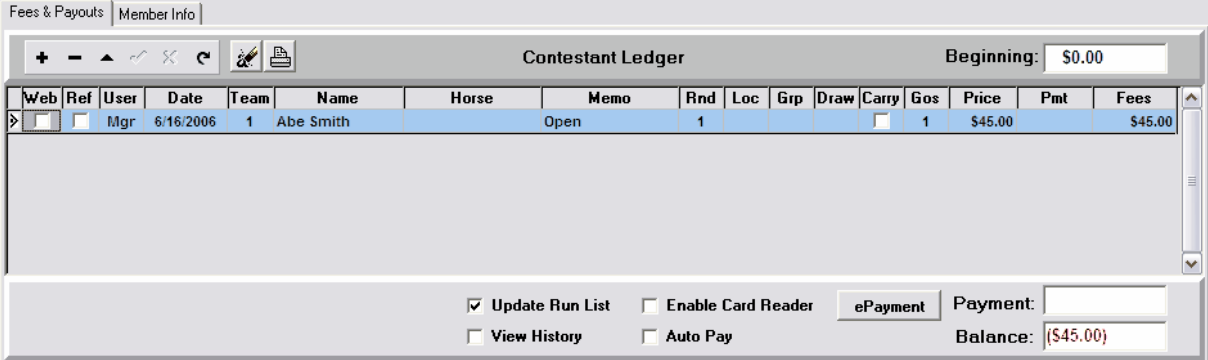


The "Build Teams" dialog box contains a table with the following data:

Rnd	Team	Header	Healer	iPnts
1	1	Abe Smith		4

On the left side of the dialog are three buttons: "New", "Add", and "Delete". At the bottom center is an "OK" button with a green checkmark icon.

Pressing Ok will record the Team number in the Team field and the name of the Header in the Name field of the contestant ledger.



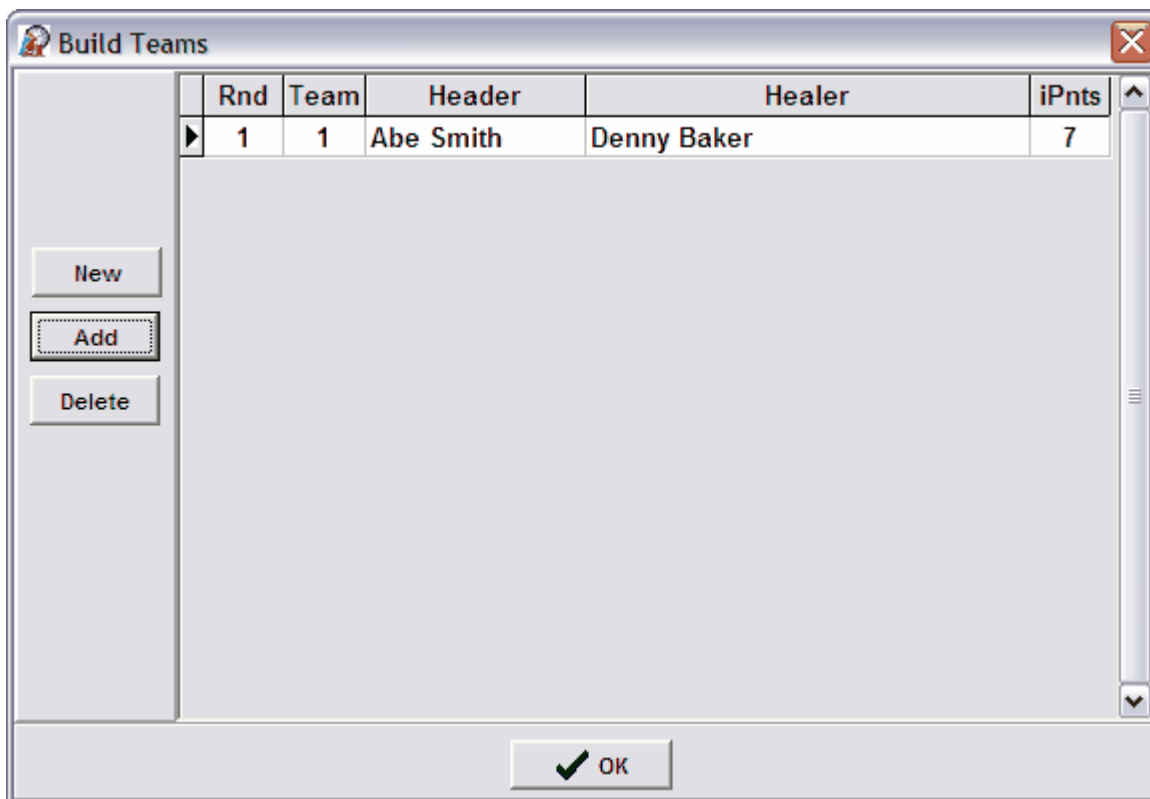
The "Contestant Ledger" window shows a table with the following data:

Web	Ref	User	Date	Team	Name	Horse	Memo	Rnd	Loc	Grp	Draw	Carry	Gos	Price	Pmt	Fees
		Mgr	6/16/2006	1	Abe Smith		Open	1					1	\$45.00		\$45.00

At the bottom of the window, there are several options and a balance display:

- ☒ Update Run List
- ☐ Enable Card Reader
- ☐ View History
- ☐ Auto Pay
- ePayment button
- Payment:
- Balance: (\$45.00)

Now another contestant registers and we go thru the same process but this time we add him to the same Team as the Healer. Now the iPnts field is updated with the combined rankings of both contestants on the team. If their combined ranking exceeds the iPnts value defined for the Class then a warning will pop up telling you that iPnts for this team exceed that for the class.



The "Build Teams" dialog box contains a table with the following data:

Rnd	Team	Header	Healer	iPnts
1	1	Abe Smith	Denny Baker	7

On the left side of the dialog are three buttons: "New", "Add", and "Delete". At the bottom center is an "OK" button with a green checkmark icon.

Clicking on OK will update the record for this team in each of the contestant's ledger. If you were to look in the Open run list you will see a single team entry even though there were two ledger entries, one for each contestant.

Web	Ref	User	Date	Team	Name	Horse	Memo	Rnd	Loc	Grp	Draw	Carry	Gos	Price	Pmt	Fees
>		Mgr	6/17/2006	1	Abe Smith	Denny Baker	Open	1					1	\$45.00		\$45.00

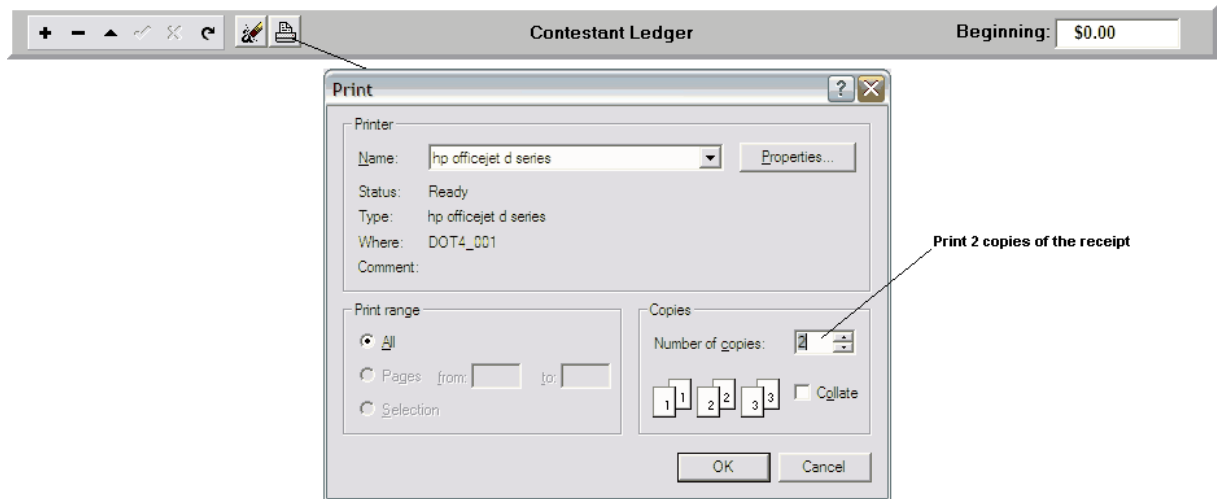
6.5 Teams Pennings

Registering someone for a Team Penning or Sorting is identical to registering contestants and building teams for a [Team Roping](#). The only difference is that the Team fields are Leader and Members instead of Header and Healer. Please read thru the [Team Ropings](#) section in Registrations to see the process needed to register and build teams for a Class.

6.6 Print Receipt

After you have registered someone for the event then you will want to print out two receipts. One receipt is for them and the other is a hard copy for your own records. You should also get them to sign your copy. That way if they lose their receipt and they come back to you and claim they were registered for a Class that they are not in, you will be able to show them a signed hard copy. To print a receipt

simply click on the Print button in the Contestant ledger.



7 Preparing the run list

The run list is the list of contestants that will be running in each Class and is accessed from the Classes Tab on the QuickPay Control Panel. This list is generated automatically when you create a ledger entry for a Class in the Contestant's record. The buttons to the right of the Class drop down list box allow you to perform different functions on the current Class. Everything you need is right at your fingertips, from defining the drag, generating random draws, payouts, to printing checks as well as the ability to print reports for each phase of the race.

Registrations

Race Classes

Time Manager

Non-Race Classes

Member Points

Class:

Open

Round

1

Split

20

Next Rnd

Draw

Drag

Payouts

Refresh

Compare

Format 4D

Saturday Open (Long)

(

31

 X

2

 X

\$50.00

 X

80

) +

\$500.00

 =

\$2,980.00

Go	Name	Horse	Group	Draw	Run	Time
<input type="checkbox"/>	Anna Obrlain	Go Flame Go	1	1		921.277
<input type="checkbox"/>	Cody Akridge	Moon Worlds Eclipse	1	2		18.789
<input type="checkbox"/>	Chasity Tamburro	Cashem In	1	3		20.733
<input type="checkbox"/>	Heather Abrams	Tiffany Sails	1	4		918.722
<input type="checkbox"/>	Donna Ramsey	Dash	1	5		19.723
<input type="checkbox"/>	Callie Oatman	Jet Perfection	1	6		21.345
<input type="checkbox"/>	Audrey Ridgeway	JR Sixes	1	7		19.225
<input type="checkbox"/>	Dione Teehee	Hauchos Warlock	1	8		17.283
<input type="checkbox"/>	Becky Brooks	Trucka Glen	1	9		19.273
<input type="checkbox"/>	Brittany Giese	Exclusively Family	1	10		17.229
<input type="checkbox"/>	Dara Hopkins	Desert Eagle	1	11		18.723
<input type="checkbox"/>	Cambra Blessing	Bone	1	12		19.330
<input type="checkbox"/>	Irene Wade	Magic	1	13		17.923
<input type="checkbox"/>	Carolyn Houston	Pepper	1	14		17.822
<input type="checkbox"/>	Cindy Smith	Deets	1	15		19.772
<input type="checkbox"/>	Fancy Stover	Homer	1	16		17.223
<input type="checkbox"/>	Haley Thorne	Perky Cowboy	1	17		17.522
<input type="checkbox"/>	Gayle Dickerlie	Threes Serious	1	18		18.388
<input type="checkbox"/>	Gail Hillman	Tight F Boots	1	19		17.382
<input type="checkbox"/>	Gretchen Hilton	Patch	1	20		22.891
<input type="checkbox"/>	Britni Rawdon	Buddy	1	21		17.388
<input type="checkbox"/>	David Thompson	Midget Gal	1	22		18.652
<input type="checkbox"/>	Dawn Coleman	Firey Hot Chili	1	23		17.342

Round Selector - This button allows you to move backwards and forwards thru a classes rounds table and will display the run list for the current round displayed in this field.

Split - The Split is for seperating same name contestants in the draw and is initially defined in the Class round record, but you can use this spin control to change this value before you generate the draw. It is especially helpful for adding a draw for new riders to an existing draw where the number of new riders are few in number and the split needs to be reduced.

Next Rnd - The Generate Next Round button is an automated function that will populate the next round with riders from the current list based on the type of round the next round is.

Draw - The Generate Draw function allows you to generate a new draw for all of the riders in the run list or you can add a new draw order to the existing draw for new riders.

Payouts - After all times have been recorded for this Class you can quickly generate divisional payouts by clicking on this button.

Gen Checks - After Payouts have been generated you can click on this button to start the check generation process.

Edit Checks - After checks have been generated for a class you can click on the Edit Checks button to open a window displaying all the checks for the current class.

Refresh Data - This button refreshes the run list across the network.

Clear Run List - Clears the run list, but does not effect journal entries that were used to build the run list.

Drag - This is the value that is currently set for the drag. If this value is set then the Draw report will highlight riders falling on the drag. It also governs how riders are grouped in the Time Manager. The Time Manager will pause at the end of each drag.

Format - This is the format being paid out for the current class.

Race Results - This button only appears after results have been generated for a race class. It allows you to toggle the current view between the run list and the race results for the current class.

Edit Payout Parameters - This button opens a dialog box with the Payout fields. You can edit these parameters if you were unable to resolve payout issues in the Event Edit window.

Entries in Run List - This value equals the number of riders in the round.

Entry Fee / Rider - This value is the entry fee recorded in the Class rounds table in the Event Record.

Payout % - This percentage is the percent of the money paid of the total entry fees in a round.

Added Money per Round - This money represents money added to the entry fees from advertisers and contributors.

Total Payout - This is the amount that will be paid out to winners of each division.

7.1 Compare

The Compare function looks through the Contestant Ledger transactions for every entry that is related to the current race class and then creates an entry in the Run List if it does not already exist. The

number of entries created in a classes Run List is dependent on the amount entered in the "Gos" field of each Ledger entry. If you are taking registrations on several computers networked together, then the Compare function is an essential function to perform before running a race. Often times transactions are not completed due to poor network connections and a rider may be in the ledger but not in the run list. Compare will fix this problem.

The compare function does not remove riders from a run list, it only adds riders that were not added to the run list during registration. It is not uncommon for a producer to clear the run list and repopulate the run list with the Compare function, before a race starts. This will not effect the draw since the draw values are automatically updated in the ledger when a draw is generated.

Warning: Clearing the run list and running Compare after times have been recorded will not restore the times. So never clear the run list after times have been recorded or they will be lost forever. However, Compare can be run at anytime, usually at the beginning of a race and the software will notify you if any riders were added to the list.

7.2 Carryovers

If you have selected a rider to carry over their time from one class to another there are three arguments that must be satisfied before times will be carried over.

1. The class that is being carried over into must have a class order greater than the originating class. (refer to event classes)
2. The rider and horse name must agree.
3. The rider/horse names in the other class(es) must also be marked for carryover as well.

You can select or deselect all riders in a class for Carryover by clicking on the Carry column title button.

You can also mark a contestants journal entries for a class as a carryover and when the system updates the rider's list the carryover selection will be made automatically from the journal.

Select the Carry title button check or uncheck all records in the run list.

	Rnd	Name	Horse	Group	Draw	Carry	Time	Drag
▶	1	Fancy Stover	Homer	1	4	<input checked="" type="checkbox"/>	17.223	<input type="checkbox"/>
	1	Brittany Giese	Exclusively Family	1	2	<input checked="" type="checkbox"/>	17.229	<input type="checkbox"/>
	1	Danni Tamburro	Bull's Eye	1	17	<input checked="" type="checkbox"/>	17.266	<input type="checkbox"/>
	1	Dione Teehee	Hauchos Warlock	1	27	<input checked="" type="checkbox"/>	17.283	<input type="checkbox"/>
	1	Dawn Coleman	Firey Hot Chili	1	23	<input checked="" type="checkbox"/>	17.342	<input type="checkbox"/>
	1	Dara Hopkins	Desert Eagle	1	16	<input checked="" type="checkbox"/>	17.345	<input checked="" type="checkbox"/>

Note: If you are running a race where everyone runs in the Open and Times are suppose to carry to all of the incentive classes, it is a good practice to deselect and reselect the Carry title button. This will reinitialize and carry all times to all of the other incentive classes.

7.3 Splits



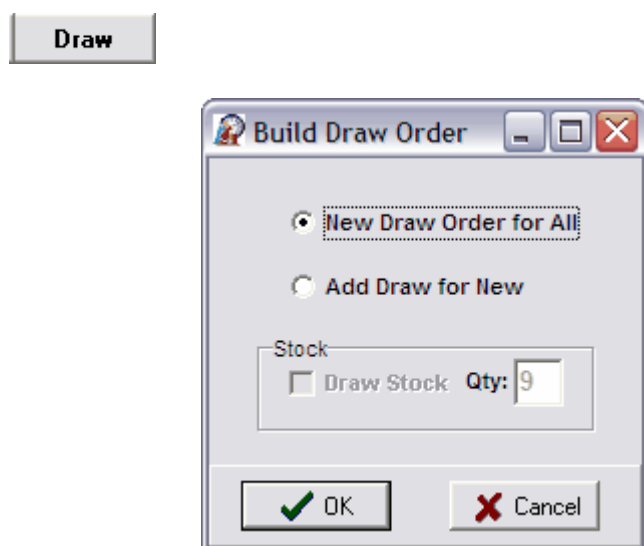
The value displayed in the Split field is the number of riders that same name riders are separated in the draw for the run list. For example if Ellen Smith is riding 3 horses then when you ask QuickPay to generate a Draw, QuickPay will make sure Ellen has draw numbers at least 10 numbers apart for each

horse she is riding.

Expectations: This function is not perfect and it is impossible for it to perform a perfect split for all same name riders. This is due in large part to the randomness of the draw. Another factor that will drive split accuracy are the number of same name riders for the size of the run list. If 20 people are riding and 8 are riding two horses then there split will be heavily influenced. The larger the number in a race and the fewer the number of same name riders in relation to that total the better the results.

7.4 Generate Draw

The Draw function will populate the Run List with random draw numbers. Clicking on the Draw button will display a Build Draw Order dialog box. If you want to generate a new draw for all riders then select that option, if you need a draw for late entries then select the Add Draw for New Riders. Adding a draw for late entries will not disturb the existing draw, and will assign a 'Group' value higher than the previously generated draw. The purpose of the 'Group' value is to allow you first to identify late entries and second to flip draws in a descending order by Group and Draw. This will place late entries at the end of the draw sorted in descending order.



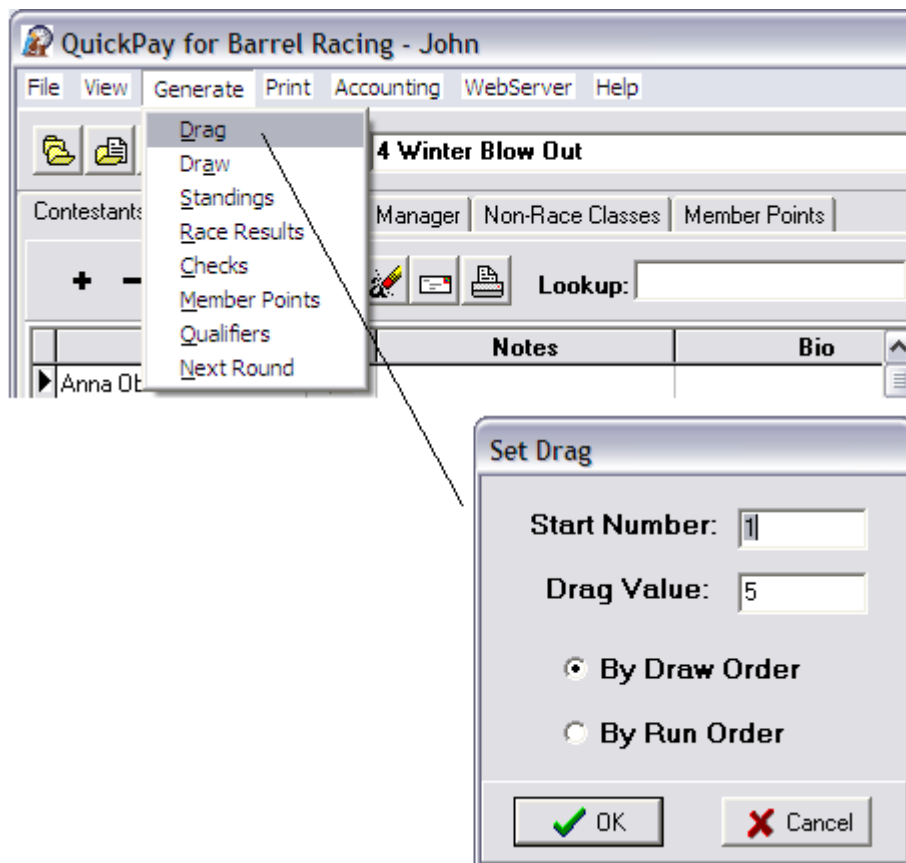
Pennings & Sortings - If the Event Type is "Team Penning" or "Team Sorting" then the Stock option will be enabled. Team Pennings and Team Sortings have stock numbers on each of the cattle they are penning or sorting. Usually there are 10 head and they are numbered 0-9. The program will automatically assign each team a stock number if the Draw Stock option is checked.

7.5 Setting the Drag

Setting the drag is critical for the Time Manager to function correctly. This function will check the drag field of all the riders that fall on the drag value from the starting point. As the Time Manager moves through the draw it will pause the timer every time a rider comes up with it's drag field checked. You can set the drag either from the Generate menu or the Drag button on the Race Classes page.

Selecting the Generate/Drag function opens a Set Drag dialog box, set the starting number and the drag value then check whether the Drag is based upon the Draw or the Run field. This value tells the program how to set the drag throughout the run list. The program starting at the Start Number of the Draw sets each record the Drag value apart. As soon as you press the OK button the program will set the drag in the run list by checking the Drag field for each record in the list. The Draw report will highlight each record with the Drag field selected.

If you are running a race with multiple rounds and you need the drag to run off of the Run Order then select By Run Order. This becomes extremely helpful when running 2 qualifying rounds and a third and final round sorted by the run field.



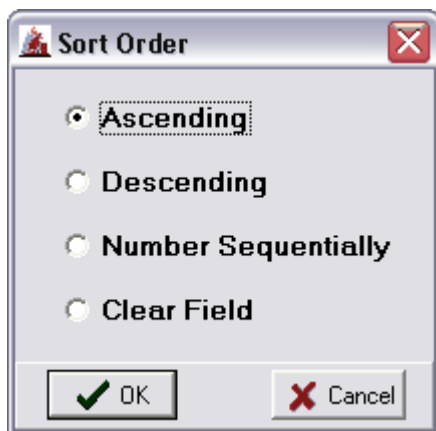
7.6 Sorting the Draw

After a draw has been generated you can sort the Run List by the Draw Order by clicking on the title button of the Draw column.

Click on Draw title button to sort run list by Draw

Rnd	Name	Horse	Group	Draw	Carry	Time	Drag
▶ 1	Fancy Stover	Homer	1	4	✓	17.223	☐
1	Brittany Giese	Exclusively Family	1	2	✓	17.229	☐
1	Danni Tamburro	Bull's Eye	1	17	✓	17.266	☐
1	Dione Teehee	Hauchos Warlock	1	27	✓	17.283	☐
1	Dawn Coleman	Firey Hot Chili	1	23	✓	17.342	☐

Clicking on the Draw button displays a Sort Order dialog box.



Ascending - will sort the run list by the draw numbers from lowest to highest. e.g. 1,2,3...n

Descending - will sort the run list by Group and Draw from highest to lowest. e.g. Group=1 & Draw= n..1 then Group=2 & Draw= n..1 then Group=3 & Draw= n..1

Number Sequentially - Overwrites the existing draw values and numbers each rider 1 to n. This is a useful function when you want to sort riders by Time in a Descending order from Slowest to Fastest and assign sequential numbers to each rider. For example, if you have two qualifying rounds and a short round where the top five riders from each division for each long round will ride in the last short round. At the end of the second race generate the next round for the Short round and the computer will maintain the Times for each qualifying rider. After selecting the Short round sort the run list by Time by Descending order then click on the Draw title button and number sequentially. The run list is now sorted slowest to fastest. Then clear the Times field for the run list and you are ready to run the last round.

Clear Field - This function is available for clearing the Draw and the Time fields.

7.7 Entering Times

The preferred way to run a race is with the [Time Manager](#), but times can be entered directly into the run list. However, It is strongly advised that you take advantage of the Time Manager's many features.

If you do choose to enter times directly into the run list then this is how you do it. After sorting the Draw Order you are ready to enter rider times. As a rider completes each ride simply type their time in the Time field to the right of the rider's name, and when finished use the down arrow key or press <Enter> to move to the next rider while staying in the Time column.

	Name	Horse	Draw	Carryover	Time
	Daniele Holister	Drifter	1	<input type="checkbox"/>	17.221
	Beth Smart	Big Dan	2	<input type="checkbox"/>	16.881
	Julie Smith	Creepers	3	<input type="checkbox"/>	18.562
	Ashley Maynard	Girly	4	<input type="checkbox"/>	16.481
	Theresa Blake	Holly	5	<input type="checkbox"/>	16.326
	Brady Glendale	Gallop	6	<input type="checkbox"/>	17.023
	Brook Howard	Tasker	7	<input type="checkbox"/>	19.287
	Susan Bailey	Howie	8	<input type="checkbox"/>	16.442
	Elizabeth Gardner	Runaway	9	<input type="checkbox"/>	18.231
	Virginia Durham	Buff	10	<input type="checkbox"/>	17.555
	Marty Thompson	Hal	11	<input type="checkbox"/>	17.928
	Frieda Gunder	Tadpole	12	<input type="checkbox"/>	16.326
X	Ashley Maynard	Girly	13	<input type="checkbox"/>	17.32
	Megan Jenner	Bo	14	<input type="checkbox"/>	
	Gail Edwards	Buffle	15	<input type="checkbox"/>	
	Gloria Benner	Tad	16	<input type="checkbox"/>	
	Jill Baker	Big Ben	17	<input type="checkbox"/>	
	Mimi Nickel	Terry Jo	18	<input type="checkbox"/>	
	Alexas Davies	Heart Felt	19	<input type="checkbox"/>	
	Nancy Frost	Digger	20	<input type="checkbox"/>	

Enter time

No Times - Are shown as a 9 + the riders time (ex. 917.432). However, any number over 900 is treated as a no time. That allows you to record a riders time and if they have a no time you can place a '9' before their time and the system will treat it as a no time but the time of the rider is still preserved. The system will also treat a zero or a blank entry as a no time, but a blank entry should signify that the rider hasn't run yet.

Note: You can use FarmTek's software to enter times automatically. Simply place the cursor in the next rider's Time field and execute the FarmTek software. When the timer records a time the value will appear in the Time field and then move to the next record ready for the next time. However, when running the FarmTek software you will be unable to use QuickPay for any other tasks. Close the FarmTek software at each Drag to avoid times being entered automatically every time the tractor passes thru the beam.

When setting up the FarmTek software set the software to these settings.

Basic Settings

Mode - Normal Operation
Send Times To - QuickPayXP

Advanced Settings

Follow Times With - ENTER key

7.8 Pay Parameters

Race Results	Entries	Fee	%	Added
	(31 X	\$45.00 X	80) +	\$500.00

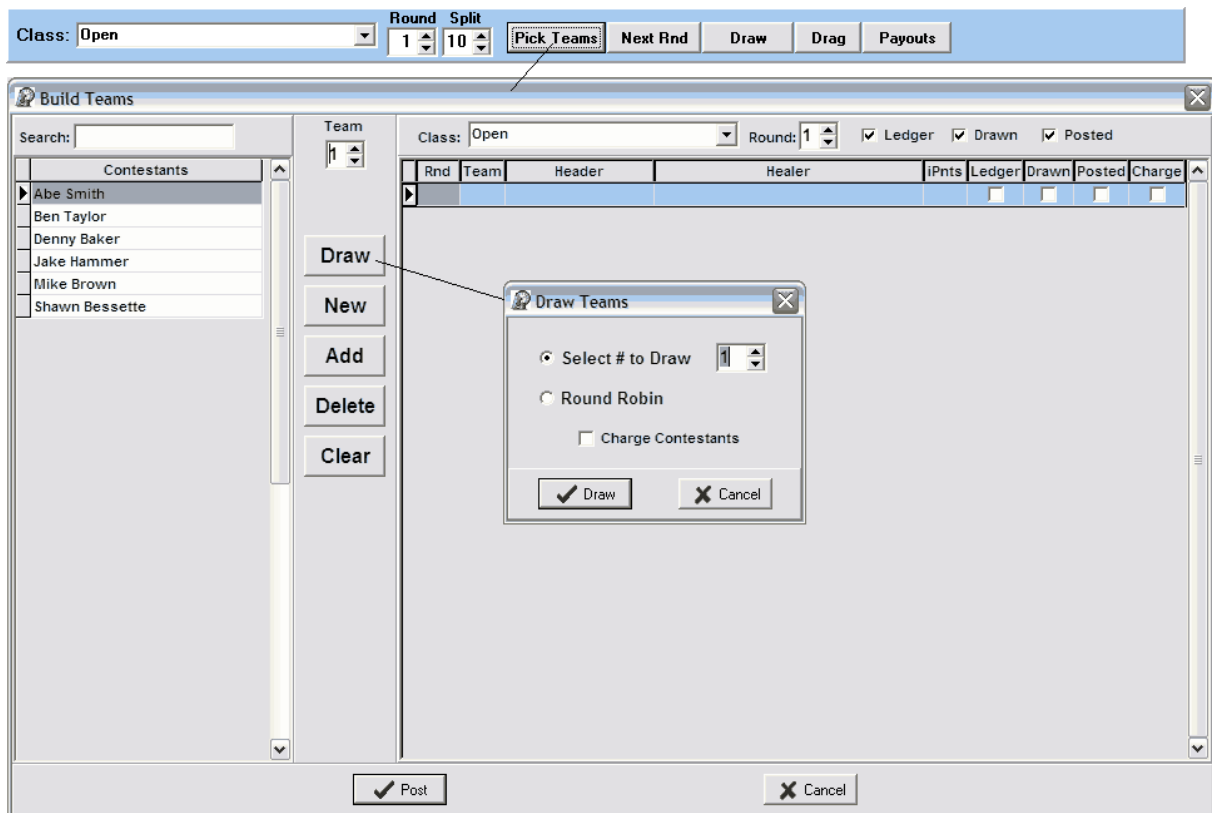
A screenshot of a software dialog box titled "Round Payout". It contains several input fields: "Entries" with the value 28, "Fee" with \$45.00, "Percent" with 80, "Added" with \$500.00, and "Money" with \$1,508.00. Below these fields is a checkbox labeled "Maintain" which is checked. At the bottom is an "OK" button with a green checkmark icon.

Entries	28
Fee	\$45.00
Percent	80
Added	\$500.00
Money	\$1,508.00
<input checked="" type="checkbox"/> Maintain	
OK	

These parameters are initially set in the Class Rounds Table in the Event record. Sometimes a producer wishes to override these parameters to fit their specific payout needs. Checking the Maintain field restricts the program from updating the entries value and recalculating the Money paid out.

7.9 Building Teams

Earlier we showed you how to build teams from the ledger as you are registering contestants for Team class types such as Team Ropings, Team Pennings, and Team Sortings. But sometimes it is easier to build the teams directly from the Race Class tab. This is because you might have a bunch of registrations that were downloaded from watchmeDAD.com or you might want to draw teams from all the riders who have registered. Go to the Race Classes tab and click on the Pick Teams button to open the Build Teams window. The buttons in the middle of the screen allow you to build a Draw from already existing registrations or build teams one at a time. The New, Add and Delete buttons work exactly the same as the build teams function introduced in the ledger. The Draw button will display a Draw Teams dialog box that allows you perform Pick One and Draw Two or Draw directly from ledger entries. If there are no teams built for a class round you can draw from the ledger, if teams are already built for a round you can then draw new teams from the existing list of teams. A round robin will compute automatically how many teams to draw to allow every contestant to ride with all other contestants. By checking the Charge Contestants option the program will record in each contestant's ledger charges for each instance.



The New, Add and Delete Teams button work the same as the build teams feature supplied in the Ledger. This feature is documented in the Team Ropings section of Taking Registrations. The Clear button allows you to clear all of the teams for a round.

8 Running a Race

The Time Manager is where the race is run. It has been designed to provide the time keeper with ease of use and lots of information for the announcer. At first glance things look confusing, but with a little familiarity you will find that all you need is right here. Whether you are running a single or multi-round race. The left panel shows all that is known about the rider up. The draw and run number, the rider and horse name, the city, state and zip, the contestant's bio and any previous round times make up the top half of the panel. The large field with hands on either side is for the time value generated by the electronic timer. The hands buttons allow you to move forward and backward through the current run list. The greyed out buttons below the time field will be enabled as soon as a time is received. If you do not have an electronic timer then you can manually type the time in by hand, by not enabling the Timer. When you click on the Paused button the focus of the cursor will move to the Time field waiting input.

Below is a description of each buttons function as well as further explanation of each item on the page.

Accept - Saves the time presented in the time field and advances the drag to the next rider.

No Time - Will place a "9" before the received time and will place focus back on the Accept button. Ex. 917.734 The time will not be saved until Accept is pressed.

Scratch - Will replace any time received with "999.999" and place focus back on the Accept button.

Penalty - Will add to the time the penalty value specified in System Setup under the Time Manager page.

Note: Valid times are values below 900.000. The value of placing a 9 before a riders time on a turned barrel is that it allows you to go back and see the actual time run.

Cancel - Clears the time field.

Started - When you first start the program this button will read "Paused" until it is pressed after which it will change to "Started". The program will not accept times unless this button reads "Started". If you are using an electronic timer then you must first enable the timer before pressing the "Paused" button.

Enable Electric Timer - Checking this field will tell the program to start looking at the com port for times as soon as the "Paused" button is pressed.

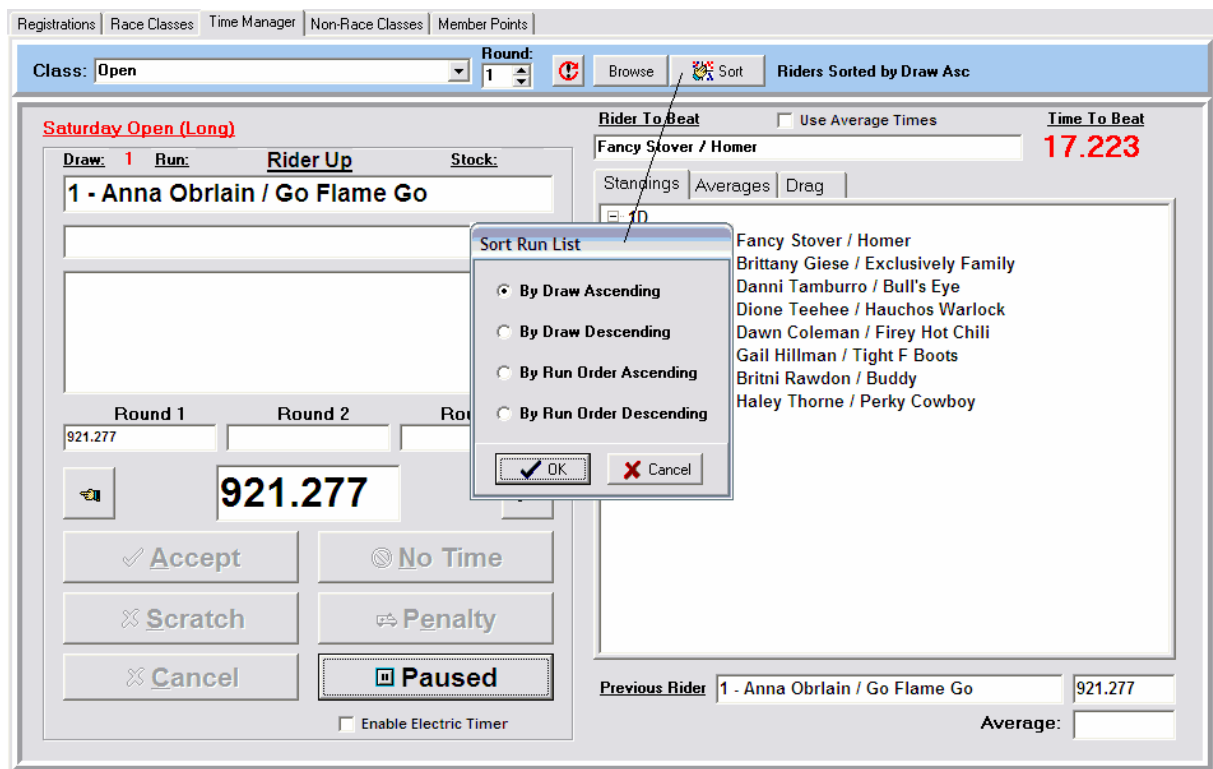
The rider and time to beat as well as race standings is automatically updated after each time is accepted. The previous rider is shown at the bottom right hand corner with the time received and if it is the second round of a two round average the average is shown as well. This allows the announcer to report on the riders average time seconds after the run.

The drag automatically advances after each accepted time. This is especially helpful identifying where you are in the drag and gives the announcer the ability to call out the names for the next drag.

Standings	Drag
<u>On Deck</u>	18 - Britni Rawdon / Buddy
<u>In the Hole</u>	19 - Dara Hopkins / Desert Eagle
<u>Stand By</u>	20 - Fancy Stover / Homer
<u>Think About It</u>	
<u>Next Drag</u>	<div>----- 21 - Cambra Blessing / Bone 22 - Heather Abrams / Tiffany Sails 23 - Danni Tamburro / Bulls Eye 24 - Ashley Perkins / Gambling Golddust 25 - Becky Brooks / Trucka Glen</div>

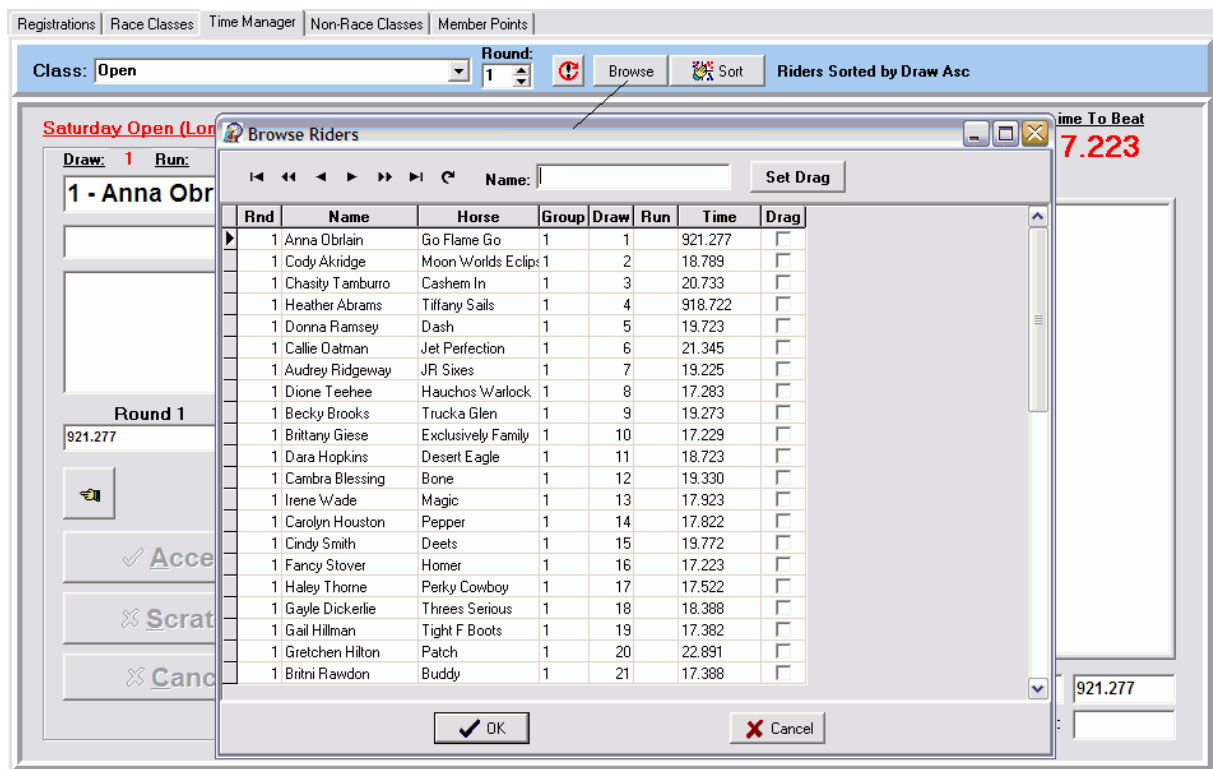
8.1 Sorting the run list

Always make sure the run list is properly sorted before collecting times. The Time manager will move through the list in the fashion that it is sorted.



8.2 Browsing the run list

The Browse button opens the run list in a dialog window so that you can see all the times entered. It is a quick way to go back and make corrections quickly. Whichever record you place the record pointer on will be the record that is displayed as the Rider Up in the time manager when you exit resetting the drag accordingly.



8.3 Generate Payouts

Once all the rider's have completed their runs, and times have been recorded using the Time Manager you can ask QuickPay to generate Payouts for the race by going to the Race Classes Tab. After selecting the current Class and Round, click on the Payouts button. The program will run through all the times and compute who should be paid what. After the program has finished breaking down the payout between divisions and riders a payout statistics panel will appear showing how the money is broken out between each division. The Money to pay, the amount paid, the number of places paid and the best time for each division. Below the statistics panel is a list of contestants sorted by division and place, and Money earned that was awarded each contestant by QuickPay. QuickPay ranks and pays each contestant based upon the Payout Schedules defined in Setup.

Once Payouts have been generated for a round and you have validated their accuracy then you will want to generate payment by clicking on the [Gen Pmts](#) button.

Registrations Race Classes Time Manager Non-Race Classes Member Points

Class: Open Round Split 1 20 Next Rnd Draw Drag Payouts Gen Pmts Edit Pmts

Refresh Compare Format 4D Saturday Open (Long) Entries Riders Fee % Added Money
 (31 X 1 X \$45.00 X 80) + \$500.00 = \$1,816.00

1D Payout				2D Payout				3D Payout				4D Payout			
Money	Paid	Places	Time	Money	Paid	Places	Time	Money	Paid	Places	Time	Money	Paid	Places	Time
\$565.60	\$565.60	3	17.223	\$484.80	\$484.80	2	17.723	\$323.20	\$323.20	3	18.223	\$242.40	\$242.40	3	19.223

Div	Place	Name	Horse	Group	Draw	Run	Drag	Time	Carry	Money	Check	Cash
1D	1	Fancy Stover	Homer	1	16			17.223	✓	\$282.80	<input type="checkbox"/>	<input type="checkbox"/>
1D	2	Brittany Giese	Exclusively Family	1	10			17.229	✓	\$169.68	<input type="checkbox"/>	<input type="checkbox"/>
1D	3	Danni Tamburro	Bull's Eye	1	25			17.266	✓	\$113.12	<input type="checkbox"/>	<input type="checkbox"/>
1D	4	Dione Teehee	Hauchos Warlock	1	8			17.283	✓		<input type="checkbox"/>	<input type="checkbox"/>
1D	5	Dawn Coleman	Firey Hot Chili	1	23			17.342	✓		<input type="checkbox"/>	<input type="checkbox"/>
1D	6	Gail Hillman	Tight F Boots	1	19			17.382	✓		<input type="checkbox"/>	<input type="checkbox"/>
1D	7	Britni Rawdon	Buddy	1	21			17.388	✓		<input type="checkbox"/>	<input type="checkbox"/>
1D	8	Haley Thorne	Perky Cowboy	1	17			17.522	✓		<input type="checkbox"/>	<input type="checkbox"/>
2D	1	Carolyn Houston	Pepper	1	14			17.822	✓	\$290.88	<input type="checkbox"/>	<input type="checkbox"/>
2D	2	Irene Wade	Magic	1	13			17.923	✓	\$193.92	<input type="checkbox"/>	<input type="checkbox"/>
3D	1	Donya Emmons	Peycheck	1	28			18.232	✓	\$161.60	<input type="checkbox"/>	<input type="checkbox"/>
3D	2	Gayle Dickertlie	Threes Serious	1	18			18.388	✓	\$96.96	<input type="checkbox"/>	<input type="checkbox"/>
3D	3	Glenda Thompson	Flits Desire	1	30			18.392	✓	\$64.64	<input type="checkbox"/>	<input type="checkbox"/>
3D	4	David Thompson	Midget Gal	1	22			18.652	✓		<input type="checkbox"/>	<input type="checkbox"/>
3D	5	Dara Hopkins	Desert Eagle	1	11			18.723	✓		<input type="checkbox"/>	<input type="checkbox"/>
3D	6	Cody Akridge	Moon Worlds Eclipse	1	2			18.789	✓		<input type="checkbox"/>	<input type="checkbox"/>
4D	1	Audrey Ridgeway	JR Sixes	1	7			19.225	✓	\$121.20	<input type="checkbox"/>	<input type="checkbox"/>
4D	2	Becky Brooks	Trucka Glen	1	9			19.273	✓	\$72.72	<input type="checkbox"/>	<input type="checkbox"/>
4D	3	Cambra Blessing	Bone	1	12			19.330	✓	\$48.48	<input type="checkbox"/>	<input type="checkbox"/>
4D	4	Donna Ramsey	Dash	1	5			19.723	✓		<input type="checkbox"/>	<input type="checkbox"/>

8.4 Generate Payments

The Gen Pmts button is invisible until Payouts are computed.

The Gen Pmts button collects all the riders with winnings and presents them in a dialog window. If you want to pay all the winners with a check then click on the Pay w/Checks button. Clicking on the OK button will generate checks for each rider. In the event that a rider is paid by cash then uncheck the check field and check the cash field. QuickPay will make the appropriate journal entries for check and cash payments.

Registrations Race Classes Time Manager Non-Race Classes Member Points

Class: Open Round 1 Split 20 Next Rnd Draw Drag Payouts Gen Pmts Edit Pmts

Refresh Compare Format 4D Saturday Open (Long) Entries Riders Fee % Added Money
 (31 X 1 X \$45.00 X 80) + \$500.00 = \$1,616.00

Pay Winnings

Pay w/Checks Pay w/Cash Clear Pay Checking: Checking

Div	Pay	Check	Cash	Name	Sponsored	Horse	Div	Place	Amount
1D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fancy Stover		Homer	1D	1	\$282.80
1D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brittany Giese		Exclusively Family	1D	2	\$169.68
1D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Danni Tamburro		Bull's Eye	1D	3	\$113.12
1D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carolyn Houston		Pepper	2D	1	\$290.88
1D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Irene Wade		Magic	2D	2	\$193.92
1D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Donya Emmons		Psychcheck	3D	1	\$161.60
1D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gayle Dickerlie		Threes Serious	3D	2	\$96.96
1D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Glenda Thompson		Flits Desire	3D	3	\$64.64
1D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Audrey Ridgeway		JR Sixes	4D	1	\$121.20
2D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Becky Brooks		Trucka Glen	4D	2	\$72.72
2D	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cambra Blessing		Bone	4D	3	\$48.48

OK Cancel

Div	Pay	Check	Cash	Name	Sponsored	Horse	Div	Place	Amount
4D	2	Becky Brooks	Trucka Glen	1	9				
4D	3	Cambra Blessing	Bone	1	12				
4D	4	Donna Ramsey	Dash	1	5				

After clicking on OK, QuickPay will make the necessary entries in the check register with each check's Status field set to "Print". At which time you can click on the Print Checks button to start printing the checks listed. To view checks from other classes use the Class drop down list box to change to another class.

Event Payments

Check Payments | Cash Payments

Class: Open

Check Payments | Cash Payments

Starting Check # 1012 ☒ Use Starting Check #

Rnd	Date	Check	Name	Account	Memo	Amount	Print	Void	Status
1	6/12/2006		Fancy Stover	1000	Winter Blow Out Payout	\$282.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Brittany Giese	1000	Winter Blow Out Payout	\$189.88	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Danni Tamburro	1000	Winter Blow Out Payout	\$113.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Carolyn Houston	1000	Winter Blow Out Payout	\$290.88	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Irene Wade	1000	Winter Blow Out Payout	\$193.92	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Donya Emmons	1000	Winter Blow Out Payout	\$161.60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Gayle Dickerlie	1000	Winter Blow Out Payout	\$96.96	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Glenda Thompson	1000	Winter Blow Out Payout	\$64.64	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open

Check Voucher

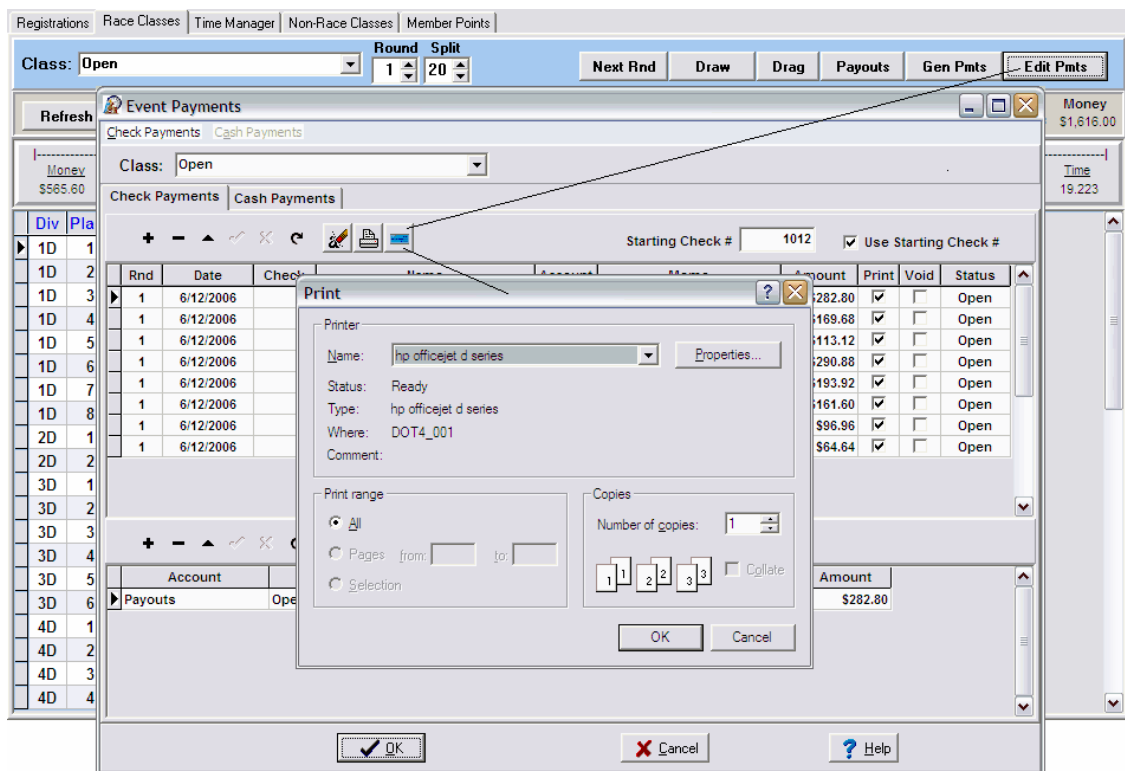
Account	Memo	Amount
Payouts	Open 1D: 1st Place with Homer - 17.223	\$282.80

OK Cancel Help

The table at the bottom of the page represents the voucher detail of each check selected in the above table.

8.5 Print Checks

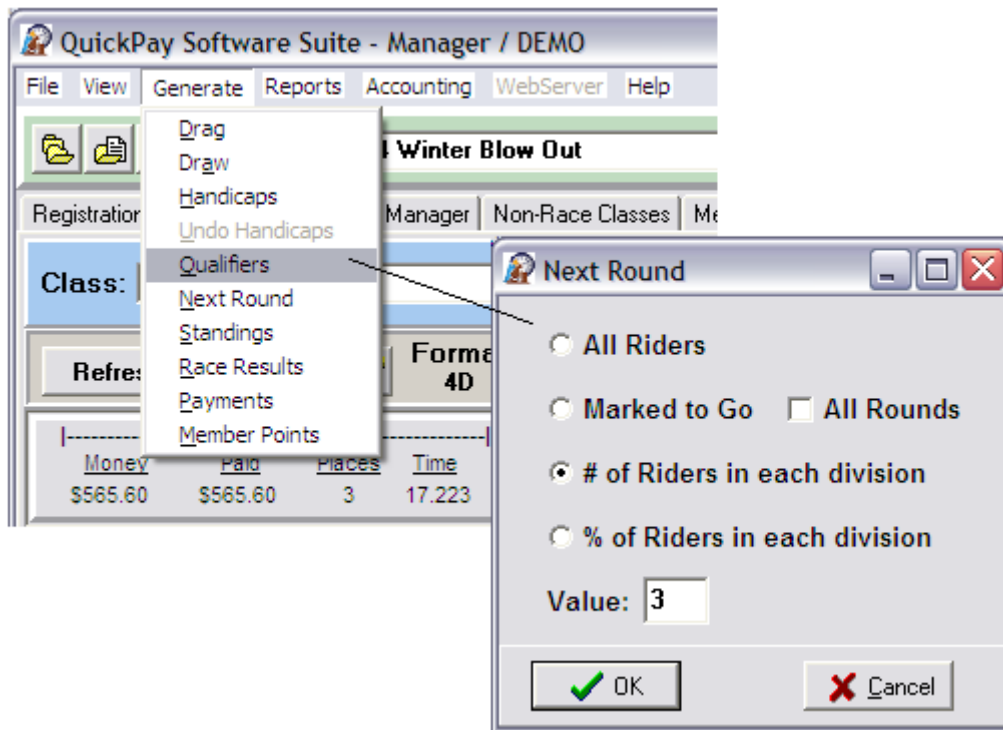
To edit or print checks written specifically for a Class click on the Edit Pmts button on the Race Classes tab and a window will appear listing the checks for that class. In order to mark all Open checks for printing click on the title button for the Print column. The program will mark all Open checks to Print. Once you are ready to print checks click on the button with the blue icon of a check.



The title buttons of some of the columns will perform different functions.

Rnd	Date	Check	Name	Account	Memo	Amount	Print	Void	Status
1	6/12/2006		Fancy Stover	1000	Winter Blow Out Payout	\$282.80	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Brittany Giese	1000	Winter Blow Out Payout	\$169.68	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Danni Tamburro	1000	Winter Blow Out Payout	\$113.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Carolyn Houston	1000	Winter Blow Out Payout	\$290.88	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Irene Wade	1000	Winter Blow Out Payout	\$193.92	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Donya Emmons	1000	Winter Blow Out Payout	\$161.60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Gayle Dickerlie	1000	Winter Blow Out Payout	\$96.96	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open
1	6/12/2006		Glenda Thompson	1000	Winter Blow Out Payout	\$64.64	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open

8.6 Generate Qualifiers



This function can be found on the main menu under the Generate menu. It is extremely helpful in identifying qualifiers for multi round races where you have two qualifying long rounds and a short final round. If it is the first round in the series then it will take the top number of riders that you specify in each division. If it is the second round in the series then it will first look back at the first round and choose the next group of qualifiers making sure not to qualify the same riders from the previous round. Qualifiers are denoted by their Go field checked.

This function works in conjunction with the [Generate Next Round](#) function.

8.7 Generate Next Round

You can ask the program to generate the next round either from the Generate menu or from the Next Round button on the Race Classes page. This function is useful if you want QuickPay to build your next round's run list for you automatically. Depending on what type of round the next round is will determine what the program does.

Next Round is Type -

1. **Long** - The program will copy the complete run list of the current round to the next round with draw values and times.
2. **Short** - The program will prompt you to copy all qualifiers from previous rounds. Short rounds are considered final rounds and only qualified riders will appear in a short round. Previous round qualifiers are indicated by their Go field checked.
3. **HiMan** - The program will copy the complete run list of the current round to the next round with draw values and times (exactly like a Long round).
4. **Avg** - The program will look back over all of the long rounds and only those riders with valid times in all of the long rounds will be added to the next round with their summed times.

Note: When QuickPay moves riders from previous rounds to the next round, all the data including draw

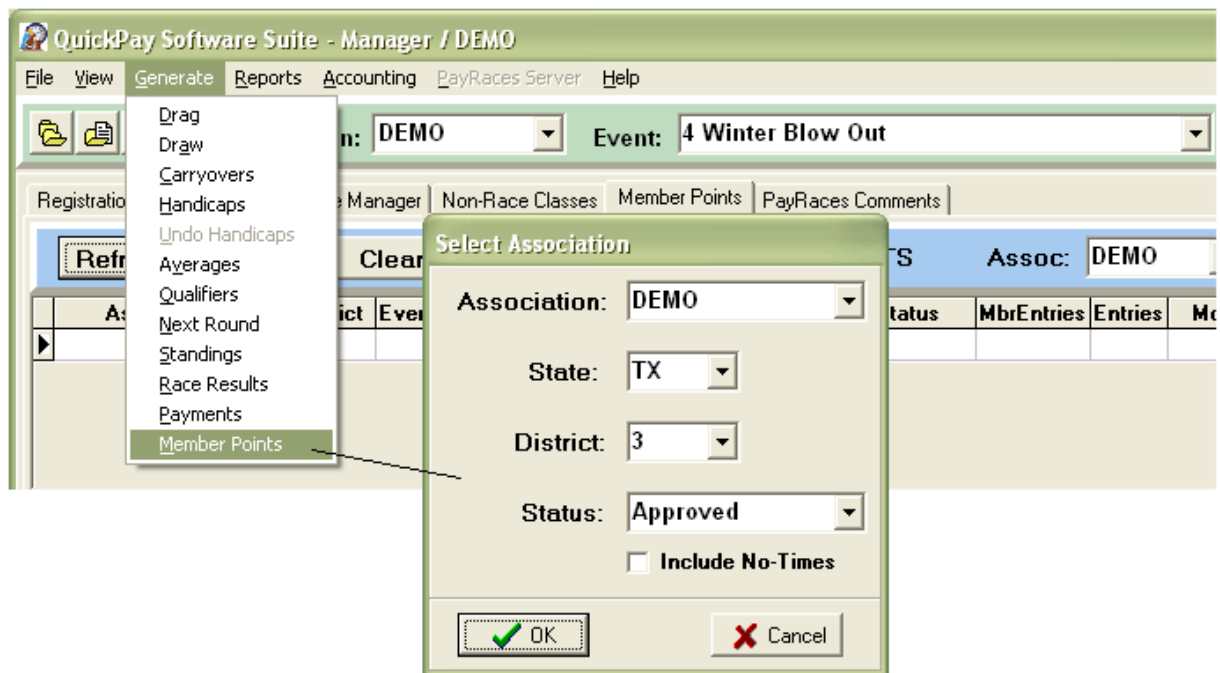
numbers and times are copied as well. You can use this data as you see fit. An example of how this can be helpful is in a final (Short) round you may want to sort the run list from slowest to fastest. By clicking on the "Run" title button the sort dialog box will appear where you can sequentially number the "Run" field. After you have numbered the run list you can clear the Time field using the same process. Now, draw numbers are maintained, but the list is now sorted from slowest to fastest by the Run field.

This function works in conjunction with the [Generate Qualifiers](#) function.

8.8 Generate Member Points

As soon as your event is over and all payouts have been paid you now can generate Member Points for all the members of your association. Currently points can only be generated for the NBHA, but monies earned can be generated for any association.

This process is initiated from the Generate menu under Member Points. This will open a dialog box asking you to identify an association and district as well as a status of the event. The program will then go through all of the different race classes with results and compute points earned for each member on file. The results of this process are then displayed on the Member Points page for the event record.



Selecting an Association and District then clicking on the Refresh button all event points records generated will be displayed in the tables below. There is a hierarchical relationship between each table. The Divisions table shows all records linked to the Events table, and the Member Statistics table shows all records of riders who earned points for the Division record selected.

Registrations | Race Classes | Time Manager | Non-Race Classes | Member Points | PayRaces Comments |

EVENTS Assoc: DEMO State: TX District: 3

Assoc	State	District	Event	Event Name	Date	Status	MbrEntries	Entries	Money	Added	Format	Web	Posted
DEMO	TX	3	4	Winter Blow Out	1/9/2004	Approved	21	0	\$1,496.00	\$1,350.00	4D	<input type="checkbox"/>	<input type="checkbox"/>

DIVISIONS

Class	Div	Fastest
Open	1D	34.446
Open	2D	35.644
Open	3D	36.464
Open	4D	19.225
Seniors	1D	17.223

MEMBER STATISTICS

Round	Div	Place	Member	Name	Horse	RTime	RMoney	Points
1	1D	1	24	Fancy Stover	Homer	17.223	\$282.80	5
1	1D	2	6	Brittany Giese	Exclusively Family	17.229	\$169.68	4
1	1D	3	13	Danni Tamburro	Bull's Eye	17.266	\$113.12	3
1	1D	4	17	Dione Teehee	Hauchos Warlock	17.283	\$0.00	2
1	1D	5	16	Dawn Coleman	Firey Hot Chili	17.342	\$0.00	1
2	1D	6	5	Britni Rawdon	Buddy	17.388	\$0.00	5
2	1D	7	29	Haley Thorne	Perky Cowboy	17.522	\$0.00	4

Defining [Member Information](#)

8.9 NonRace Classes

Non-race classes include stalls, hookups or any thing else that you might want to track. The Horse field can contain notes as well. The Loc field is alphanumeric to accommodate alphabetically grouped numbered stalls. To sort the list by Name or Loc click on the respective title button. The Compare button checks the contestant journal for missing entries that might have been caused by a failed transaction. Failed transactions are usually a result of poor network connections between computers.

Registrations

Race Classes

Time Manager

Non-Race Classes

Member Points

Class: **Stalls**

Round
1

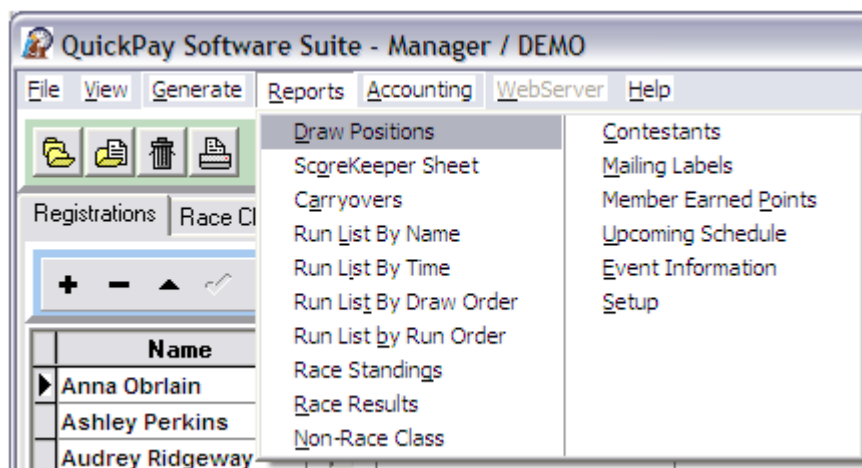
Refresh

12 Stalls

Date	Name	Horse	Loc	Amount
2/28/2004	Gail Hillman	Tight F Boots		\$20.00
2/9/2004	Becky Brooks	Trucka Glen	1	\$20.00
2/9/2004	Danni Tamburro	Bull's Eye	10	\$20.00
2/9/2004	Donna Ramsey	Dash	11	\$20.00
2/9/2004	Dione Teehee	Hauchos Warlock	12	\$20.00
2/9/2004	Edwyna Harmon	Lone Pine Sugar	13	\$20.00
2/9/2004	Brittany Giese	Exclusively Family	3	\$20.00
2/9/2004	Cambra Blessing	Bone	4	\$20.00
2/9/2004	Ashley Perkins	Gambling Golddust	5	\$20.00
2/9/2004	Cody Akridge	Moon Worlds Eclipse	7	\$20.00
2/9/2004	Audrey Ridgeway	JR Sixes	8	\$20.00
2/9/2004	DJ Reed	Dans Little Security	9	\$20.00

9 Reports

The main menu Print item displays all of the reports needed during a race. The list on the left are reports needed during a race and the reports on the right are reports used before and after a race. Below is a description of each report in the list.



Following is a description of each report available through the Print menu.

Draw Positions - This report lists all contestants participating in the event and their draw positions for each race class. This is presented in a landscape format for easy viewing.

ScoreKeeper Sheet - This report prints a run list similar to the Run List by Draw Order report except in

large font and underlines for the Time field. This report is useful for that person writing down times.

Carryovers - This report will print those contestants in a run list that have carryovers.

Run List by Name - Lists riders sorted by name (ascending)

Run List by Time - Lists riders sorted by time (ascending)

Run List by Draw Order - Lists riders sorted by draw order (ascending).
This report also highlights riders that fall on the drag order.

Non-Race Class - Non race classes will produce lists by Loc. If you have a non race class defined as Stalls then By Riders Name and By Location will be enabled and the other items in the list will be disabled.

Race Standings - Lists riders grouped by division and sorted by place

Race Results - Lists riders grouped by division and sorted by place with a column revealing money paid

Non-Race Class - Lists all the records in the currently displayed Non-Race Class.

Contestants - This report allows you to query the contestant database and print a list of those contestants defined in the query.

Mailing Labels - This report option allows you to query the contestant database and print mailing labels from the generated query. This report is formatted to fit 1" X 2 - 5/8" labels 30 labels to a sheet. Avery at www.avery.com sells labels that meet this format.

Member Earned Points - This is a report of the selected Earned Points record under the Member Points Tab.

Upcoming Schedule - Generates a report on upcoming events, the classes in each event, the fees for each class and added money.

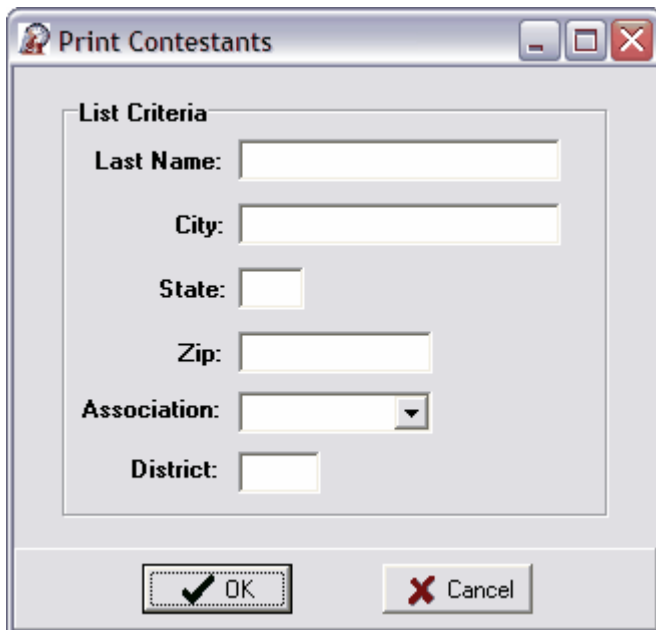
Event Information - Provides a basic statistical report on the events classes and money paid.

Setup - Provides a report on the producer information, the default classes, fees and accounts.

[What kind of reports do I print and when](#)

10 Print Contestants

Printing Contestants can be done from the main Print menu or from the Contestants window where you record names and journal entries. Upon selecting the print function a dialog box will appear giving you the option that allows you to query the contestant database. A typical query may be to define a listing for everyone from a specific State or all members of your district. Not specifying anything will give you everyone.



Print Contestants

List Criteria

Last Name:

City:

State:

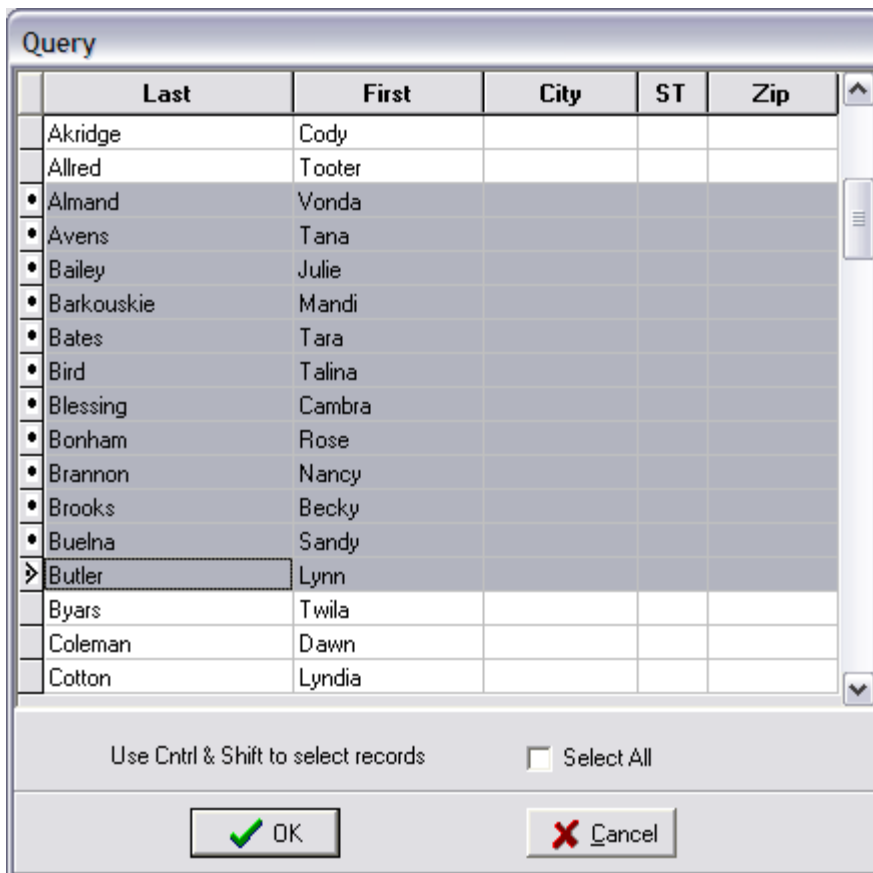
Zip:

Association:

District:

☒ OK ☐ Cancel

Clicking on OK will display another dialog box with all the names that fit the search criteria.



Query

	Last	First	City	ST	Zip
	Akridge	Cody			
	Allred	Tooter			
•	Almand	Vonda			
•	Avens	Tana			
•	Bailey	Julie			
•	Barkouskie	Mandi			
•	Bates	Tara			
•	Bird	Talina			
•	Blessing	Cambra			
•	Bonham	Rose			
•	Brannon	Nancy			
•	Brooks	Becky			
•	Buelna	Sandy			
>	Butler	Lynn			
	Byars	Twila			
	Coleman	Dawn			
	Cotton	Lyndia			

Use Ctrl & Shift to select records ☐ Select All

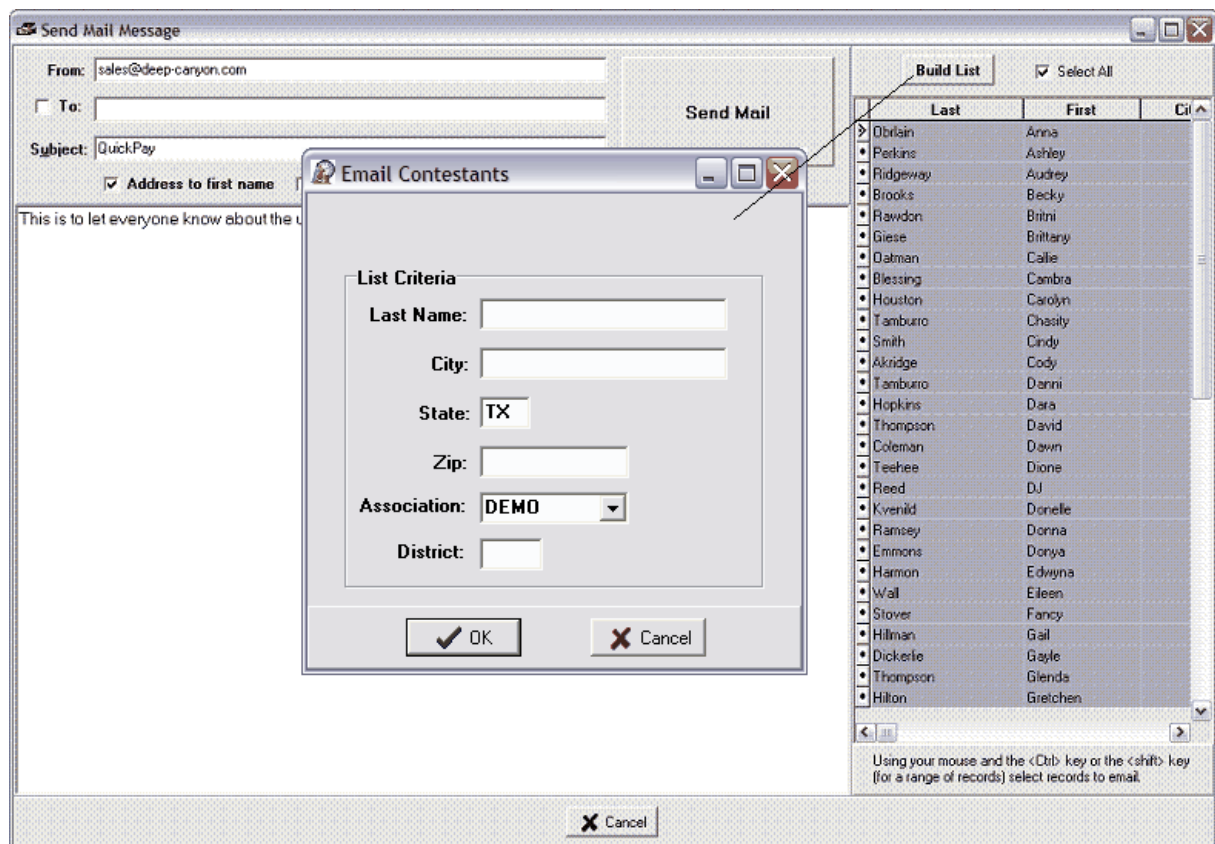
☒ OK ☐ Cancel

You must select which names to print. Clicking on the Select All check box will highlight all records or you can be more specific by using the Ctrl and shift keys. Holding the <Ctrl> key down while marking a

record with your mouse will either highlight or un-highlight a row. To mark a range of records click on the first record and then press the <Shift> key and click on the last record in the range. Doing this will highlight all the records between the first selection and the last selection.

11 Emailing Contestants

Clicking on the Email button on the Contestant page will display the Send Mail Message window. The list to the right will be empty when you first open the window, but you can click on the Build List button to query the contestant database to email to. Checking the Address to first name check box will insert each contestant in the list in the first line of each email sent. If you want to send a single email to someone you can do so by checking the To: check box and filling in the email address in the field to the right.



12 Member Information

Member information is maintained in a separate data table directly linked to each contestant. This table is positioned on a tab next to the Contestant Ledger. The purpose of the Member table is to store membership numbers for each association that a contestant belongs to, and to track points and money earned. There are two tables, the left table is where you store an association, state, district, member number, expiration date and horse (if appropriate) and the members rank associated to the member number. The Rank field is related to team events like Team Roping or Team Penning and is used to determine the ranking of a team by adding all the ranks of all team members and using that total rank value for team grading. If you have specified a value in the iPnts field of a Class then the software will restrict team members who exceed the iPnts value.

The table to the right of the member table is a detail of money and points earned by Class and

Division. The records in the detail table are created when member points are generated for a race.

Fees & Payouts								Member Info			
Order	Assoc	ST	District	Member	Expires	Horse	Rank				
1	DEMO	TX	3	9	4/4/2008						
								Class	Div	Points	Money
								Open	2D	5	\$290.88
								Youth	2D	5	\$59.04

13 Accounting

The accounting section is accessible from the main menu and opens a window that provides 5 tabs and a menu for viewing different accounting functions. Each menu item has a list of functions that are also available on each tab page. You can access these functions from the menu or click on the tab and use the buttons on the tab.

Tabs on the Accounting Page

Accounts - is a table of your chart of accounts that maintain balances for each account.

General Journal - is a table of journal transactions for all contestants ledgers, checks and deposits.

Checks - is a table that lists all checks written.

Vendors - is a table of accounts payable vendors that you can use to lookup names during the writing of checks.

Defaults - Displays default accounts that tell QuickPay how to manage special accounting procedures that virtually automates the accounting process. It is also on this tab that checking account specifics are stored. Specifics such as the next check number to print, the check form to use when printing checks and graphics palettes for storing two signatures.

Accounting

Accounts General Journal Checks Deposits Reports Close Year Help

<Fiscal Year> Begin: 5/ 5/2008 End: 5/ 5/2008

Accounts General Journal Checks Vendors Defaults

+ - ▲ ↺ ↻ Refresh Compute

Account	Description	Category	Prior	Debit	Credit	Balance
1000	Checking	Current Asset		\$75.00	\$1,616.00	(\$1,541.00)
1100	Petty Cash	Current Asset		\$1,355.00	\$0.00	\$1,355.00
1200	Accounts Receivable	Current Asset		\$720.00		\$720.00
2000	Accounts Payable	Current Liability				
2010	Member State Fees	Current Liability				
3000	Owners Equity	Equity				
3100	Retained Earnings	Equity				
3200	YTD Earnings	Equity				
4000	Entry Fees	Income		\$0.00	\$1,650.00	\$1,650.00
4010	Processing Fees	Income		\$0.00	\$120.00	\$120.00
4020	Stall Fees	Income		\$0.00	\$380.00	\$380.00
4030	Bedding Fees	Income				
4040	Hookup Fees	Income				
4050	Merchant Fees	Income				
4060	Member District Fees	Income				
4100	Added Money	Income				
5000	Payouts	Expense		\$1,616.00	\$0.00	\$1,616.00
5100	Arena Costs	Expense				
5110	Processing Fees	Expense				
5200	Advertising	Expense				
5300	Auto Repairs	Expense				
5400	Cash Refunds	Expense				
5500	Equipment Rental	Expense				
5600	Insurance	Expense				
5700	Rent	Expense				
5800	Office Supplies	Expense				

OK

13.1 Accounts

QuickPay comes with a default set of accounts that should take care of the requirements of most producers. The system comes with a set of these accounts already loaded and when you create a new Association these accounts are created for you. You can add, change or delete accounts as is fitting for your own business. In the case you want to start over you can always load a fresh set of accounts by clicking on the Load Default Accounts button. To generate balances for an event or for the Fiscal Year, select an event in the drop down list box above the accounts then click on the Refresh button. QuickPay will run through the journal entries maintained in the General Journal and recalculate balances for each account.

Account	Description	Category	Prior	Debit	Credit	Balance
1000	Checking	Current Asset		\$75.00	\$1,616.00	(\$1,541.00)
1100	Petty Cash	Current Asset		\$1,355.00	\$0.00	\$1,355.00
1200	Accounts Receivable	Current Asset		\$720.00		\$720.00
2000	Accounts Payable	Current Liability				
2010	Member State Fees	Current Liability				
3000	Owners Equity	Equity				
3100	Retained Earnings	Equity				
3200	YTD Earnings	Equity				
4000	Entry Fees	Income		\$0.00	\$1,650.00	\$1,650.00
4010	Processing Fees	Income		\$0.00	\$120.00	\$120.00
4020	Stall Fees	Income		\$0.00	\$380.00	\$380.00
4030	Bedding Fees	Income				
4040	Hookup Fees	Income				
4050	Merchant Fees	Income				
4060	Member District Fees	Income				
4100	Added Money	Income				
5000	Payouts	Expense		\$1,616.00	\$0.00	\$1,616.00
5100	Arena Costs	Expense				
5110	Processing Fees	Expense				
5200	Advertising	Expense				
5300	Auto Repairs	Expense				
5400	Cash Refunds	Expense				
5500	Equipment Rental	Expense				
5600	Insurance	Expense				
5700	Rent	Expense				
5800	Office Supplies	Expense				

An Account is made up of seven fields. The Account #, Description, Category, Prior, Debit, Credit and Balance fields. Below is a description of each field.

Account # - The account number can be any number you choose, however, standard accounting practices would dictate that Asset accounts are 1000-1999, Liabilities are 2000-2999, Owners Equity are 3000-3999, Income are 4000-4999 and Expenses are numbered 5000+.

Description - should reflect how the account relates to the activity you are tracking.

Category - Allows you to group accounts within the number ranges of the different classes of accounts. For example Assets are numbered in the 1000's, but the easiest way to tell if an asset is current or fixed is to simply categorize the account as such. QuickPay supplies a list of category's already defined. These category's are accessed through a drop down list box when you click on the Category field of the account you are working with. It is critical that each account receives a category or financial reports will not reflect accurately the state of your accounting.

Prior - Is the prior year balance. It is established after you have closed the year.

Debit - Increases Assets and Expenses and decreases Liabilities and Income.

Credit - Increases Liabilities and Income and decreases Assets and Expenses.

Balance - The balance value will depend on whether you have asked QuickPay to Generate Balances for an event or for the Fiscal Year. Generating Balances for an event will hide the Prior column and look at only the Debit and Credit amounts for each journal entry for the selected event as it effects each Account. Generating Balances for the Fiscal Year will look at all the General Journal entries for the current year and add them to the Prior Balances resulting in an up-to-date balance for each account.

13.2 General Journal

The General Journal is a table that shows all the transactions for an event or for the Fiscal Year. These transactions will include fees collected, checks written and deposits made. The view reflected in the

journal is dependent on the search criteria you select. To see all journal entries for the Fiscal Year select <Fiscal Year> in the events drop down box. To see journal entries for a date range select the radio button to the left of Begin and define the Begin and End dates. Clicking on the Refresh button will display those entries that reflect the search criteria. The Print button allows you to print out the journal entries displayed.

Web	Ref	Charge	User	Date	Ck	Inv	TF	Name	Account	Memo	Debit	Credit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mgr	8/30/2006				Brittany Giese	4020	Stalls		\$20.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mgr	8/30/2006				Britni Rawdon	4020	Stalls		\$20.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mgr	8/30/2006				Becky Brooks	4020	Stalls		\$20.00

Each of the check options and fields represents part of the search criteria.

By clicking on the Account check box you can see just those journal entries for a specific account within an event or a date range.

Web	Ref	Charge	User	Date	Ck	Inv	TF	Name	Account	Memo	Debit	Credit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Stall Fees				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Bedding Fees				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Hookup Fees				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Merchant Fees				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Member District Fees				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Added Money				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Payouts				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						Arena Costs				

Checking the following check box options will produce entries with these attributes.

Web - Those entries that came from watchmeDAD.com, such as registrations, payments, refunds and money transfers from our back office system

Refunded - Transactions involved in a refund typically a web transaction to reverse a bad check for a watchmeDAD registration.

Charges - These are charges from our back office system for fees generated on watchmeDAD registrations. You won't see charges unless you hide watchmeDAD fees from your contestants, in which case these fees will be charged back to you.

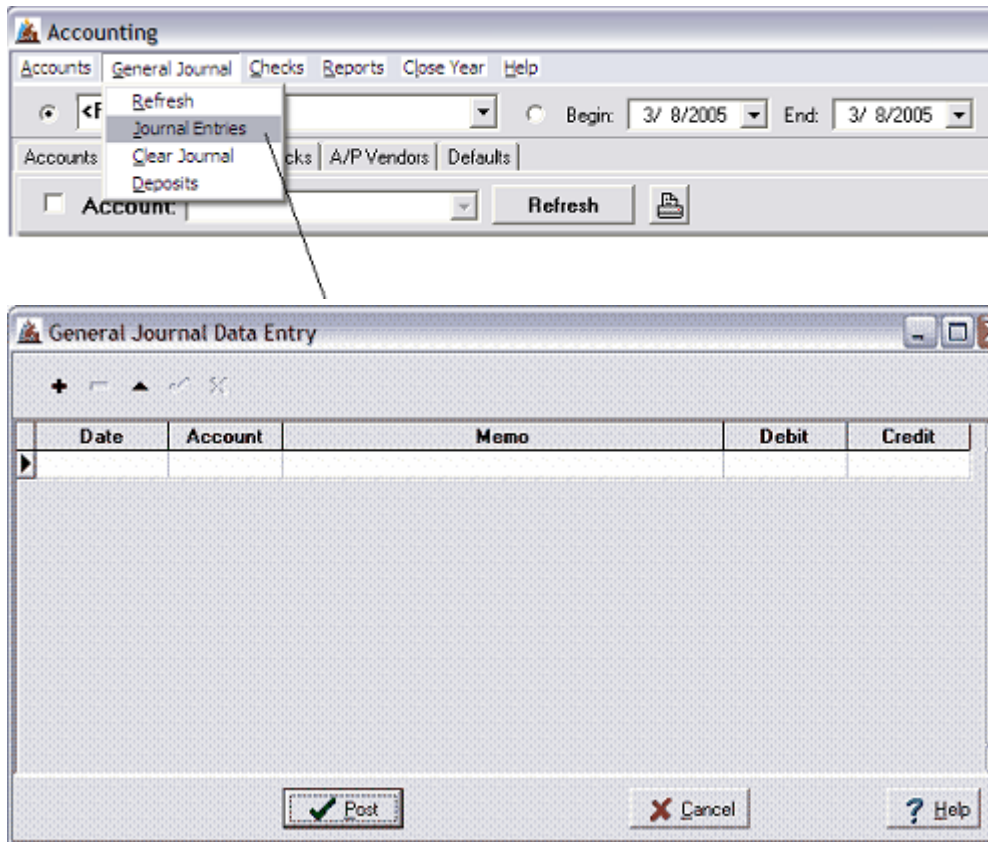
Inv - This field allows you to specify transactions from a single invoice number.

TF - This field allows you to specify transactions from a single Transfer Funds folio number. Sometimes you want to see all of the payments that are related to a single transfer funds amount. If you want to see if everything balances out you can take a TF folio number enter it into this field and tell it to refresh, only those payments with that TF folio value will appear in the list.

NOTE: Remember, the more things you check and specify the more selective the search becomes.

13.2.1 Journal Entry

The General Journal Data Entry screen is accessed by clicking on the General Journal menu from the Accounting Window. It is here that adjusting entries are made.



The date field provides a date calendar for easy entry and the account field has a drop down list box for accessing the chart of accounts. The Debit and Credit fields take dollar amounts. Adjusting entries should always balance, meaning that the total debits should equal total credits.

13.2.2 Bank Deposits

The Bank Deposits data entry screen is accessed by clicking on the Deposits menu item under the General Journal menu item from the Accounting Window. It is here that bank deposits are made. The default Checking account is already selected and will be debited the amount of the accounts credited. The date field provides a date calendar for easy entry and the account field has a drop down list box for accessing the chart of accounts to select the account(s) to credit. After making your deposit you can view the transaction in the [General Journal](#).

The screenshot shows a 'Bank Deposits' window with the following details:

- Date:** 3/11/2005
- Checking:** Checking
- Table:**

Account	Name	Memo	Credit
▶ 3000		Owners Equity	\$2,500.00
- Deposit Amt:** 2,500.00
- Buttons:** Post (with checkmark), Cancel (with X), Help (with question mark)

When making deposits you have to specify which account is going to be credited. If you are depositing your own money then you should either credit Owners Equity or some Liability account that shows that the association owes you this money. Such as a Loans Payable - Jane Doe account. If you are depositing money received from a sponsor then you should credit an income account such as Sponsors Money or Added Money Paid In. The amount of money paid out should offset this amount by the end of the race by debiting the expense account - Added Money. This will be reflected in your Net Income on your Income Statement.

13.3 Checks

The check register is found in the Accounting Window accessible from the Main Menu. Clicking on the Checks Tab displays the register for the default Bank Account defined in Defaults tab. However, if you are using more than one checking account then you can use the drop down list to select other accounts. To display checks for an event or a date range then select your search criteria from the controls below the menu line and then click on the Refresh button. The Detail Account drop down allows you to look up checks with debit charges for a specific account. Check the option box to the left of the Detail Account label to enable the drop down list of accounts. The trash can button will delete only the checks in the list.

Accounting

Accounts General Journal Checks Deposits Reports Close Year Help

<Fiscal Year> Begin: 5/ 5/2008 End: 5/ 5/2008

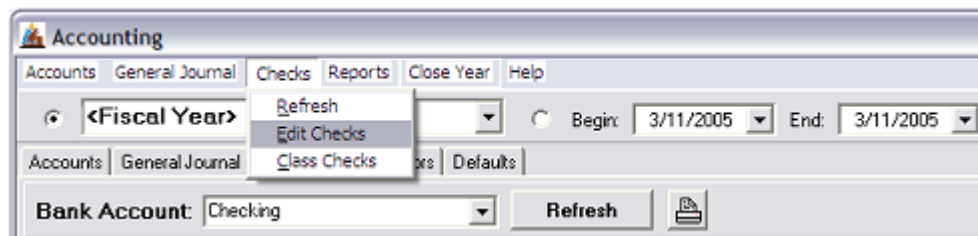
Accounts General Journal Checks Vendors Defaults

Bank Account: Refresh Detail Account:

Check	Status	Print	Date	Description	Debit	Credit
	Open	True	8/13/2006	Gayle Dickerlie		\$96.96
				5000 Payouts - Open 3D: 2nd Place with Threes Serious - 18.388	\$96.96	
	Open	True	8/13/2006	Cambra Blessing		\$48.48
				5000 Payouts - Open 4D: 3rd Place with Bone - 19.330	\$48.48	
	Open	True	8/13/2006	Becky Brooks		\$72.72
				5000 Payouts - Open 4D: 2nd Place with Trucka Glen - 19.273	\$72.72	
	Open	True	8/13/2006	Audrey Ridgeway		\$121.20
				5000 Payouts - Open 4D: 1st Place with JR Sixes - 19.225	\$121.20	
	Open	True	8/13/2006	Glenda Thompson		\$64.64
				5000 Payouts - Open 3D: 3rd Place with Flits Desire - 18.392	\$64.64	
	Open	True	8/13/2006	Fancy Stover		\$282.80
				5000 Payouts - Open 1D: 1st Place with Homer - 17.223	\$282.80	
	Open	True	8/13/2006	Donya Emmons		\$161.60
				5000 Payouts - Open 3D: 1st Place with Paycheck - 18.232	\$161.60	
	Open	True	8/13/2006	Irene Wade		\$193.92
				5000 Payouts - Open 2D: 2nd Place with Magic - 17.923	\$193.92	
	Open	True	8/13/2006	Carolyn Houston		\$290.88
				5000 Payouts - Open 2D: 1st Place with Pepper - 17.822	\$290.88	
	Open	True	8/13/2006	Danni Tamburro		\$113.12
				5000 Payouts - Open 1D: 3rd Place with Bull's Eye - 17.266	\$113.12	
	Open	True	8/13/2006	Brittany Giese		\$169.68
				5000 Payouts - Open 1D: 2nd Place with Exclusively Family - 17.229	\$169.68	

13.4 Edit Checks

To write and edit checks on an individual basis click on the Checks menu item and then the Edit Checks menu item to view the Write Checks window. This window allows you to move through the check register one check at a time both forward and backward by using the Next and Previous buttons. If you want to edit an existing check then click on the Edit button to place the screen in edit mode. This will highlight the Post button so that after you have finished editing the check you can save any changes that you make by clicking on that button. Clicking on the New button will create a blank check that you can fill out and save. Clicking on the Delete button will delete the currently viewed check. The Print button will print a check using the form value defined in the Defaults Tab section of the Accounting screen. You can maintain checks for as many checking accounts as you have created.



Write Checks

Bank Account: Checking Balance: (\$1,433.00)

Previous Next Find Print New Edit Delete Post Cancel

Deep Canyon Software
 3924 Thistle Ln
 Fort Worth TEXAS 76109
☐ Void ☒ Print Status: Open No:
☒ Contestants ☐ Vendors Date: 6/12/2006
 Pay to the Order of: Glenda Thompson Amount: \$64.64
 Memo: Winter Blow Out Payout

Add Edit Delete **Check Voucher**

Account	Memo	Amount
Payouts	Open 3D: 3rd Place with Flits Desire - 18.392	\$64.64

OK Cancel Help

13.5 Vendors

The Vendors window is accessible from the Accounting window and maintains a table of vendor names. These names are available when writing checks. To create a new record just click on the + sign in the data navigator.

Accounts General Journal Checks Vendors Defaults						
+ - ^ v X C Refresh						
Name	Address	CSZ	Phone	E Mail	SS/TaxID	
ABC Insurance Co	123 Main St	Anywhere, TX 76108	(817) 555-3333	abc@insurance.com	123456789	
Dales Hats	444 Denton	Alvaredo, TX 76230	(817) 222-3939	Dales@yahoo.com	465-00-1234	

13.6 Default Accounts

The Defaults Tab in the Accounting screen shows default accounts used by QuickPay to automatically charge fees and make payments. The system automatically loads a default chart of accounts for each association and it is on this page that you identify which accounts you will use for your Bank Account, Petty Cash and the rest of the accounts needed to keep your accounting balanced.

The Bank Account Specifics section of this page is directly associated to the Bank Account selected. The Signature fields are graphic palettes that allow you to paste bitmaps of the signatures that you want to be printed on checks. The Modify button will open a dialog box that allows you edit each of the Bank Account Specifics. This dialog box looks just like the Bank Account Specifics shown below, which

means you will be able to copy and paste your signatures directly into the signature palettes. One way to copy a bitmap onto a signature palette is to write out your signature on a piece of paper and then scan it into your computer using the Windows Paint program. Then using the crop feature copy the cropped area into the memory's buffer, then switch to QuickPay and click on the signature palette and click on the **Paste** button.

Accounts | General Journal | Checks | Vendors | Defaults

Default Accounts

Bank Account:	1000	Checking
Petty Cash:	1100	Petty Cash
Receivables:	1200	Accounts Receivable
Payables:	2000	Accounts Payable
Entry Fees:	4000	Entry Fees
Added Money:	4100	Added Money
Payouts:	5000	Payouts
Merchant Fees:	4130	Merchant Fees
Ret. Earnings:	3100	Retained Earnings
YTD Earnings:	3200	YTD Earnings

Bank Account Specifics

Modify ☐ Bank Online

Bank Name:

Route #:

☐ Savings

Name on Account:

Account #:

Starting Ck: Form:

Signature 1:

Signature 2:

13.7 Reports

Accounting

Accounts | General Journal | Checks | Deposits | Reports | Close Year | Help

<Fiscal Year>

Accounts | General Journal | Checks

Reports

- Income Statement
- Balance Sheet
- General Journal
- Chart of Accounts
- Default Account Info
- Check Register
- Vendor Listing

Refresh

5/ 5/2008

The Income Statement and the Balance Sheet reports are going to be based on the balances viewed in the Chart of Accounts table. The balances are the result of the search criteria. Since you can ask QuickPay to compute balances for any event, Fiscal Year, or date range you should always click on the **Refresh** button under the Accounts Tab before printing a report.

Income Statement - is a report on Income and Expenses. An Income Statement tells you how much money you made on each event, or is printed at the end of each accounting period to show you how much you made for the period.

Balance Sheet - is a report on Assets, Liabilities and Owners Equity. A Balance Sheet is snap shot of how you stand at any moment in time.

General Journal - Prints a list of all displayed Journal entries shown under the General Journal Tab.

Chart of Accounts - Prints a list of all displayed accounts and their balances reflected under the Accounts Tab.

Default Account Info - Prints a list of the default accounts.

Check Register - Prints the displayed check register under the Checks Tab.

Vendor Listing - Prints the list of Vendors under the Vendors Tab.

13.8 Close Year

Closing the Year clears out the balances of all income and expense accounts and posts the net balance to the Retained Earnings account defined in Setup. It also sets the Prior field of each account to the Balance value of that account. Before closing the year you should print out the Income Statement and Balance Sheet for the year and any other unprinted periods.

If you want to archive your data before you close the year then you can very easily copy and paste the Database folder to your "My Documents" folder. Then rename it to the year it pertains to.

Database --> QPDatabase 2004

You can always re-access the data by using the [Workstation Setup](#) program.

[Refer to Managing the Database](#)

14 Managing the Database

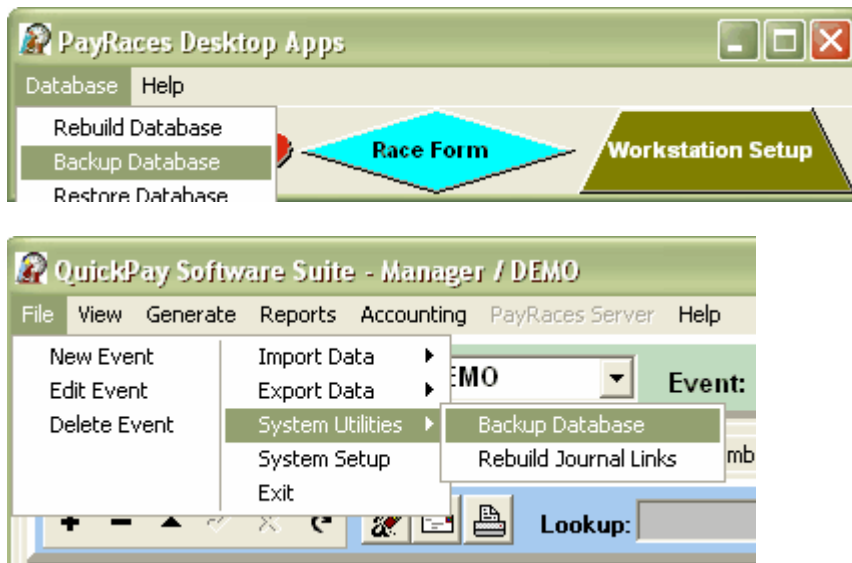
When QuickPay is installed, a local database is created under the Database folder under the c:\Program Files\Deep Canyon Software\QuickPay folder. This Database folder contains all of the tables needed to run QuickPay. The other folders are temporary folders that QuickPay uses to manage temporary files. A full explanation of these folders is described in the [WorkStation Setup](#) section of this manual. You can install QuickPay on any number of computers and move the Database folder to any of these computers and run the software with no other modifications. You can even rename the database and as long as you point to the new database using the WorkStation Setup you can use the data. This capability is extremely helpful if you would like to archive and maintain multiple instances of your data especially when you have finished out a year and you are wanting to start fresh. All you have to do in this instance is copy the Database folder to your "My Documents" folder and rename it to whatever you want. Now that you have a backup of the database you can go back into QuickPay and delete all of your events and journal entries as well as checks. Once you have done that then you now have a fresh database to start the new year with.

QuickPay also allows you to backup your data at anytime to a folder under the date of the backup. Go to the [Backup/Restore Data](#) section of the manual to see how this is done. Using the WorkStation Setup program you can inspect any of these backups by pointing at these databases. This is helpful if you want to check out the contents of a database before restoring it or looking at last years database for something your accountant might have a question about.

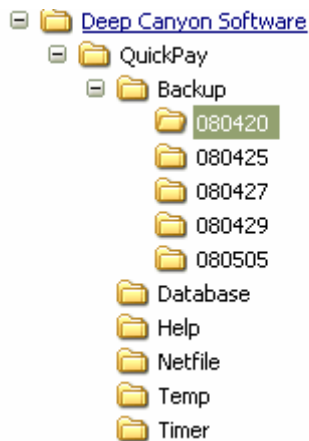
14.1 Backup/Restore Data

Backup Database - There are two ways to manually backup the Database using QuickPay. One is from the QuickPay Software Suite banner and the other way is from within QuickPay by going to the System Utilities / Backup Database menu shown below. You can also have QuickPay backup the

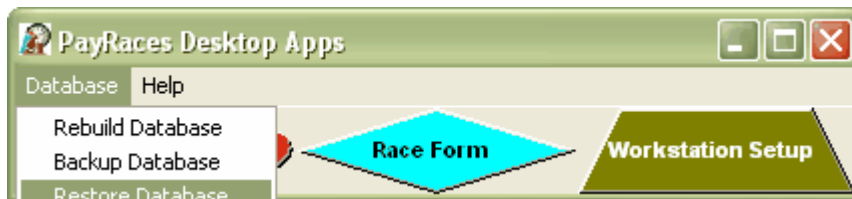
database for you automatically by going into System Setup and clicking on the "Backup database on exit" option, which will force a backup of the entire database everytime you exit the program.



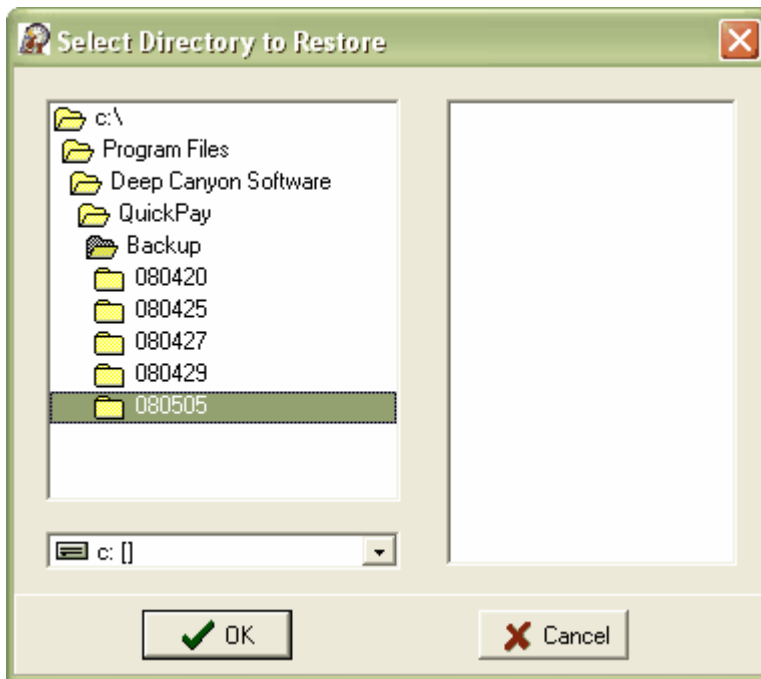
The backup procedure copies the tables in the Database folder to the Backup folder of the current date. QuickPay maintains backups for the last 5 days. For example the last backup shown under the Backup folder shown below was 080505 or May 5th 2008. If you backup the database several times in a single day then each backup will write over the previous backup for the day.



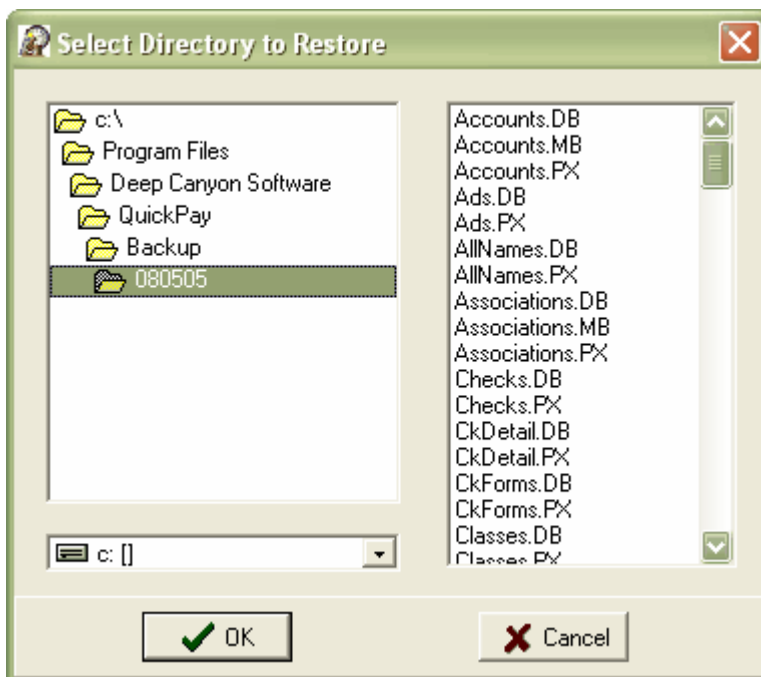
Restore Database - To restore your database you must do it from the QuickPay Software Suite banner under the Database menu as shown below.



Clicking on the Restore Database menu will open a dialog box with the Backup folder already open.



You must double click on the folder you want to restore so that you can see the database tables in the right list box before pressing on the OK button. Then once you do select OK the software will remove the current database and replace it with the backup you selected.



14.2 Importing Data

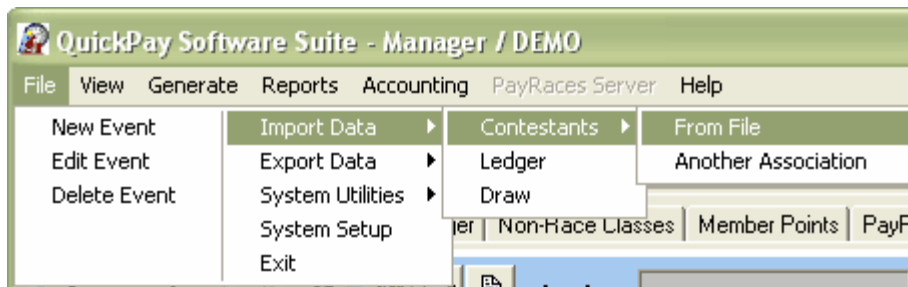


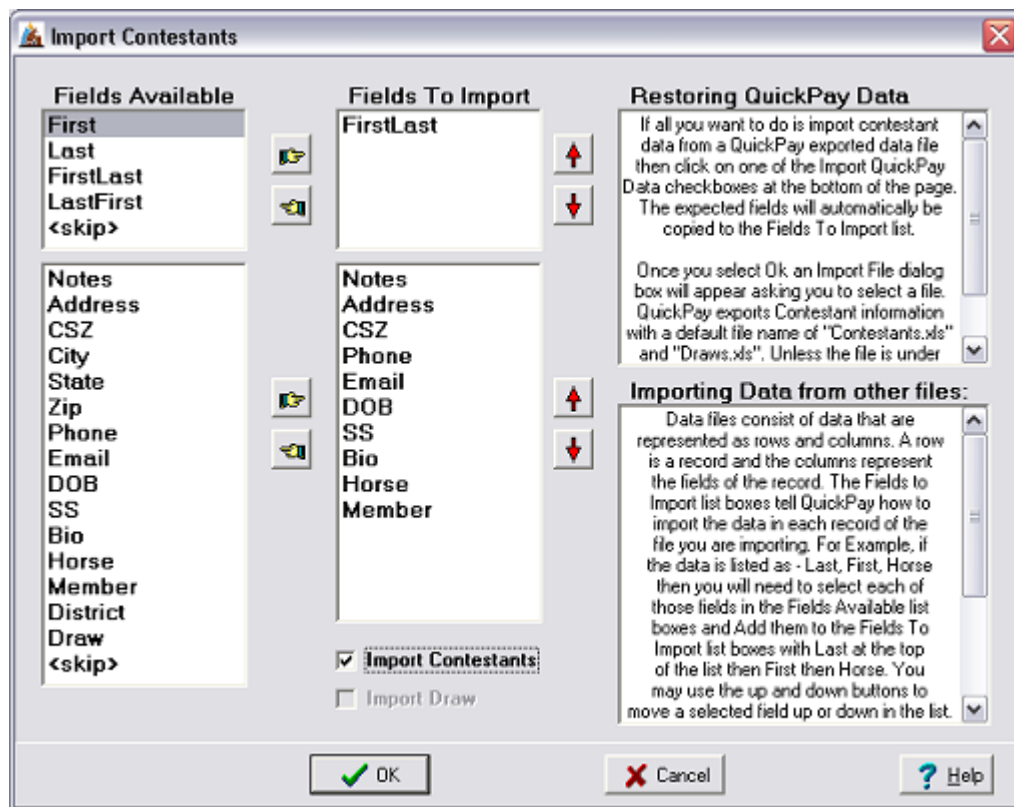
The Import function allows you to import data stored in an Excel spreadsheet or an ASCII text file.

14.2.1 Importing Contestants

When you select an association for the first time the contestant database is empty. You may have a list of contestants already saved in a data file or in another associations database and now you want to import those contestant's into this association.

From File - Selecting the From File menu item will display the Import Contestants window. This window allows you to map the fields in the contestant database with the fields in your Excel spreadsheet or ASCII text file. The fields in the list boxes on the left hand side of the window are the fields available in the contestant database. Use the buttons with the hands on them to move selected fields to the list boxes on the right.

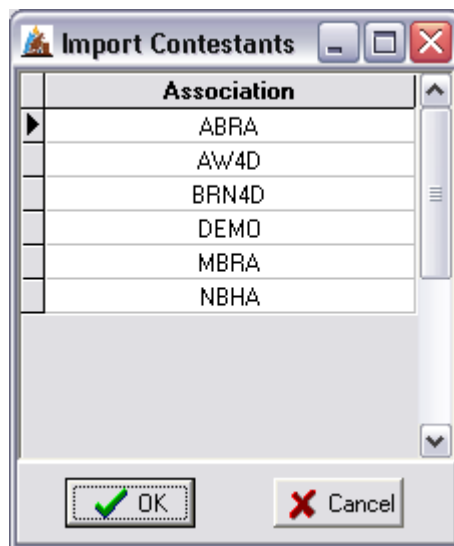




Clicking on the OK button will take you to the Import Contestants dialog where you can select the data file to import.

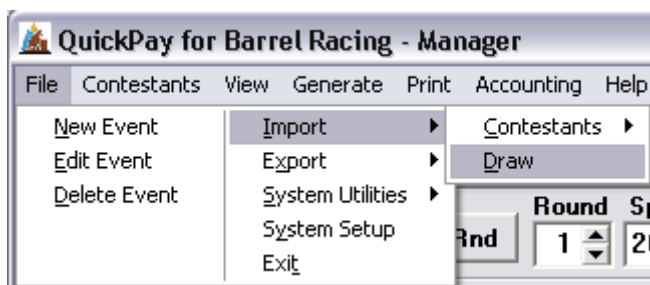
Another Association - Selecting Another Association opens the Import Contestants dialog with a list of the available associations. Choose the association that possesses the contestants you want to import and click on the OK button.



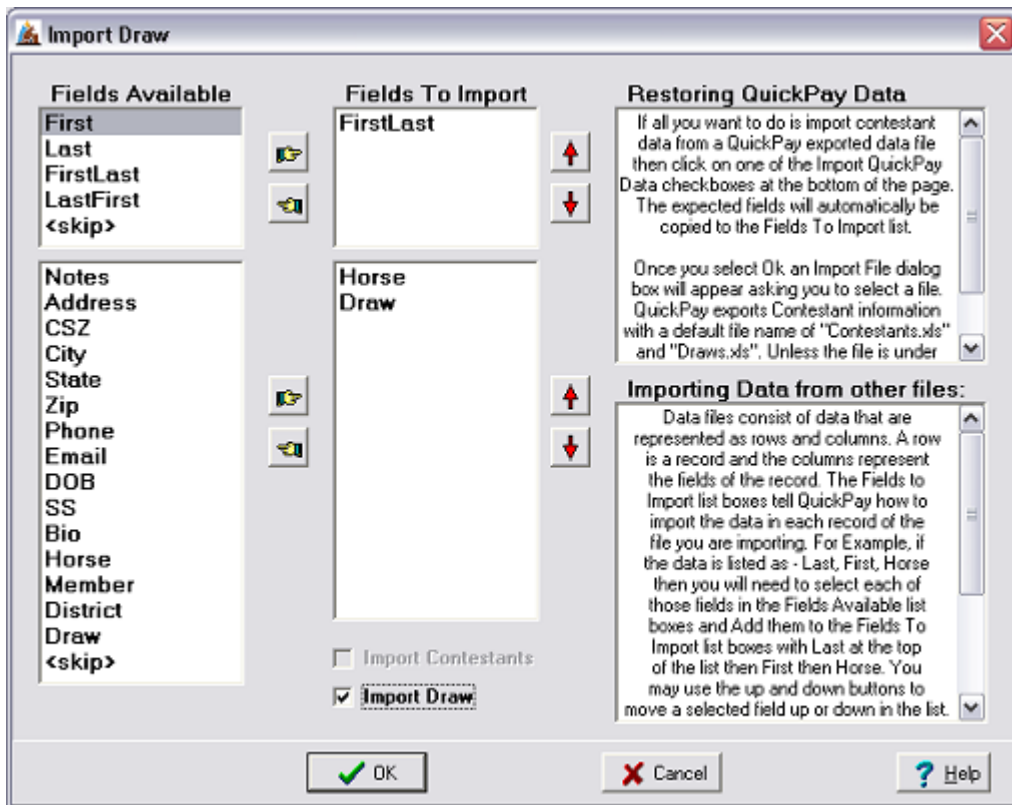


14.2.2 Importing Draw

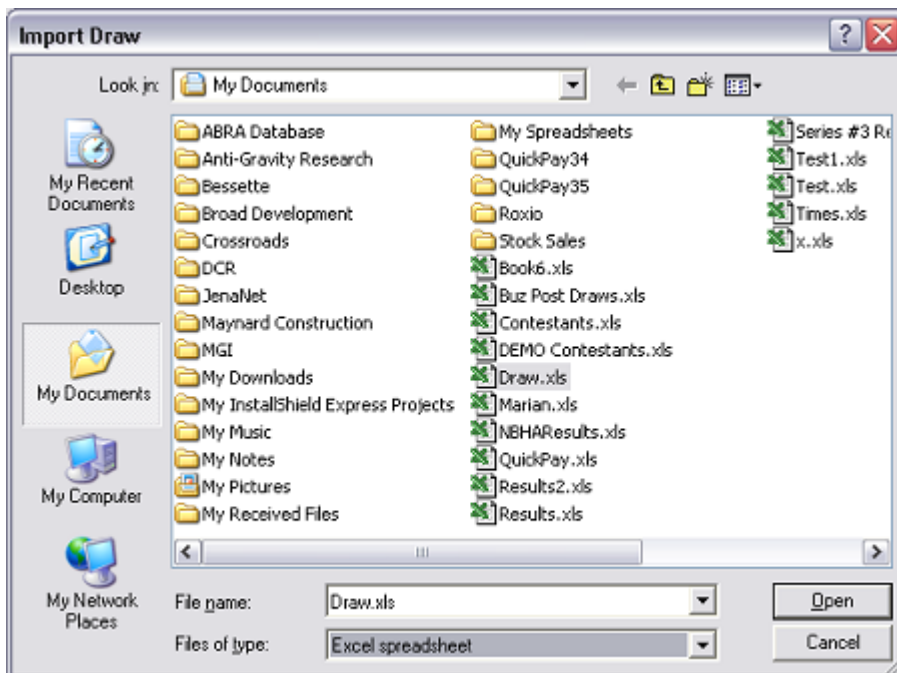
The Import Draw function allows you to import a draw list from an Excel spreadsheet or an ASCII Text file.



Selecting the Import Draw menu item opens the Import Draw window. The fields in the left hand list boxes contain the fields available for mapping. To simplify things click on the Import Draw check box to choose automatically typical fields to import.

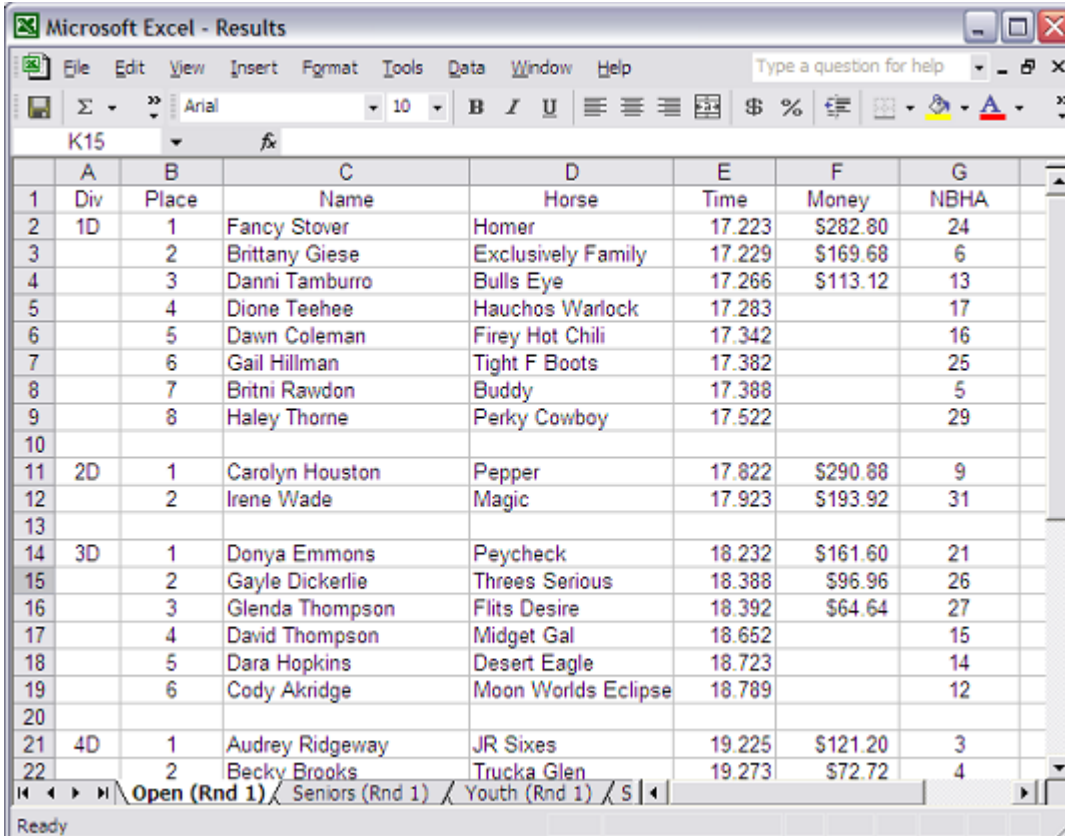


Clicking on the OK button will open a dialog to select the file to import,



14.3 Exporting Data

The Export function allows you to export data from QuickPay's files to an Excel spreadsheet.



	A	B	C	D	E	F	G
	Div	Place	Name	Horse	Time	Money	NBHA
1	1D	1	Fancy Stover	Homer	17.223	\$282.80	24
2		2	Brittany Giese	Exclusively Family	17.229	\$169.68	6
3		3	Danni Tamburro	Bulls Eye	17.266	\$113.12	13
4		4	Dione Teehee	Hauchos Warlock	17.283		17
5		5	Dawn Coleman	Firey Hot Chili	17.342		16
6		6	Gail Hillman	Tight F Boots	17.382		25
7		7	Britni Rawdon	Buddy	17.388		5
8		8	Haley Thorne	Perky Cowboy	17.522		29
9							
10							
11	2D	1	Carolyn Houston	Pepper	17.822	\$290.88	9
12		2	Irene Wade	Magic	17.923	\$193.92	31
13							
14	3D	1	Donya Emmons	Peyscheck	18.232	\$161.60	21
15		2	Gayle Dickerlie	Threes Serious	18.388	\$96.96	26
16		3	Glenda Thompson	Flits Desire	18.392	\$64.64	27
17		4	David Thompson	Midget Gal	18.652		15
18		5	Dara Hopkins	Desert Eagle	18.723		14
19		6	Cody Akridge	Moon Worlds Eclipse	18.789		12
20							
21	4D	1	Audrey Ridgeway	JR Sixes	19.225	\$121.20	3
22		2	Becky Brooks	Trucka Glen	19.273	\$72.72	4

Rider's by Draw - The run list for the currently selected Class is saved in an Excel file sorted by the Draw.

Rider's by Time - The run list for the currently selected Class is saved in an Excel file sorted by Time.

Race Results - This export function saves the results from all race classes to an Excel file, each round of each class is stored in a separate spreadsheet.

Contestants - This export function saves the contestants for the currently selected association to an Excel spreadsheet.

Database - The Database export function exports Contestants, Checks and the General Journal to an Excel spreadsheet.

14.4 Rebuilding Indexes

Rebuild Indexes - If QuickPay is forced to close in an unexpected manner then files can be left open and indexes can be corrupted. Often times data is not lost just the view into that data. Rebuilding indexes will try to fix broken indexes. However, sometimes the corruption is too deep and QuickPay is unable to rebuild the database. In that case you might experience a QPfuncs database error while trying to rebuild. If this happens then you will need to restore the database from a previous backup or

send the database to us for repair.

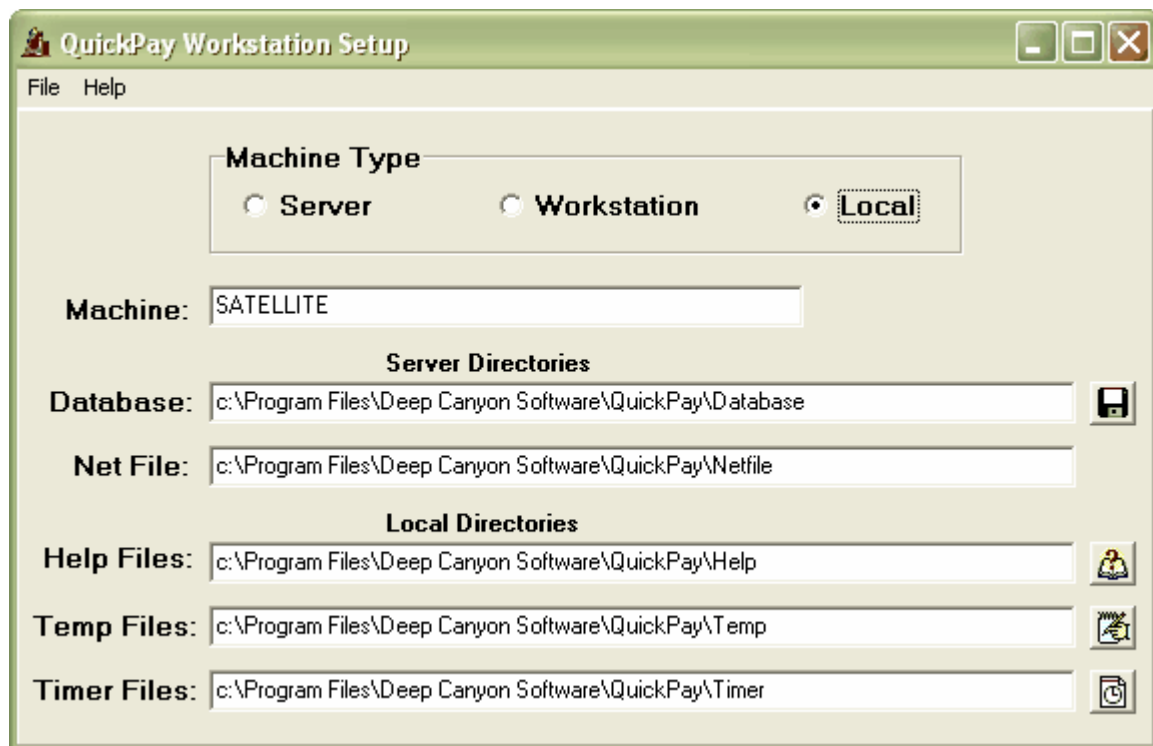
If you are unable to logon to QuickPay as a result of a busted data table then delete the two Version files in the Database folder. Then execute QuickPay and the program will automatically try to rebuild the database.

If all else fails contact us at support@deep-canyon.com.

15 WorkStation Setup

The Workstation Setup program is run from the QuickPay Software Suite banner. You can switch between databases using this utility or use it to setup a multiuser networked system where multiple computers are all working off of the same database located on a central server.

This program is designed to aid in the configuration of the server and each workstation on the network that will be accessing the server's database. When QuickPay is initially installed it is configured to access the local database and its folders used by the program are shown below. When QuickPay is initially installed it creates a Local database that can only be used by the user on the computer it was installed. If you want to allow other computers on the network to access this database then you need to run the Workstation Setup program.

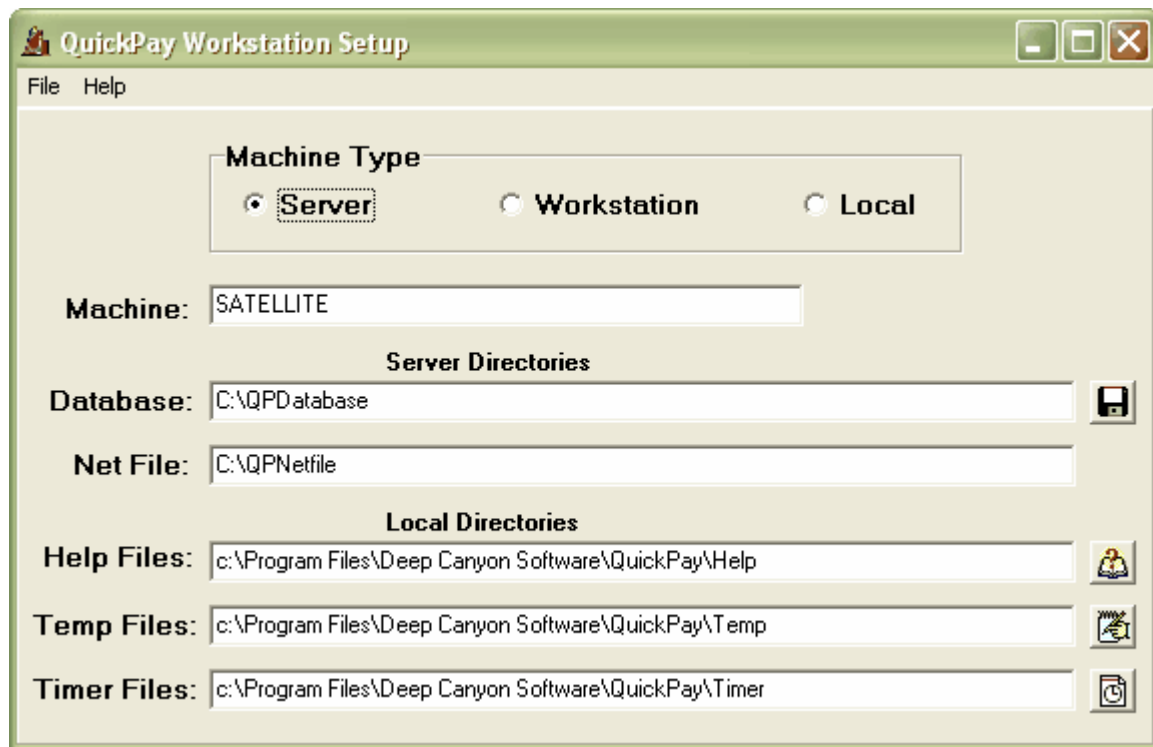


If you will notice all of the folders reside under the C:\Program Files\Deep Canyon Software\QuickPay Folder.

Creating a MultiUser configuration - If you want to have one Database that all other computers can refer to, you will need to setup one computer as a server and all the other computers as workstations. Typically you want the most stationary and fastest computer as your server, such as a desktop computer with a fast processor and a fast hard disk. The faster the better. Also, make sure all the

computers are properly networked together with Windows XP Professional before proceeding. You will have problem mapping drives if you try using Windows XP Home edition and Windows XP Professional together.

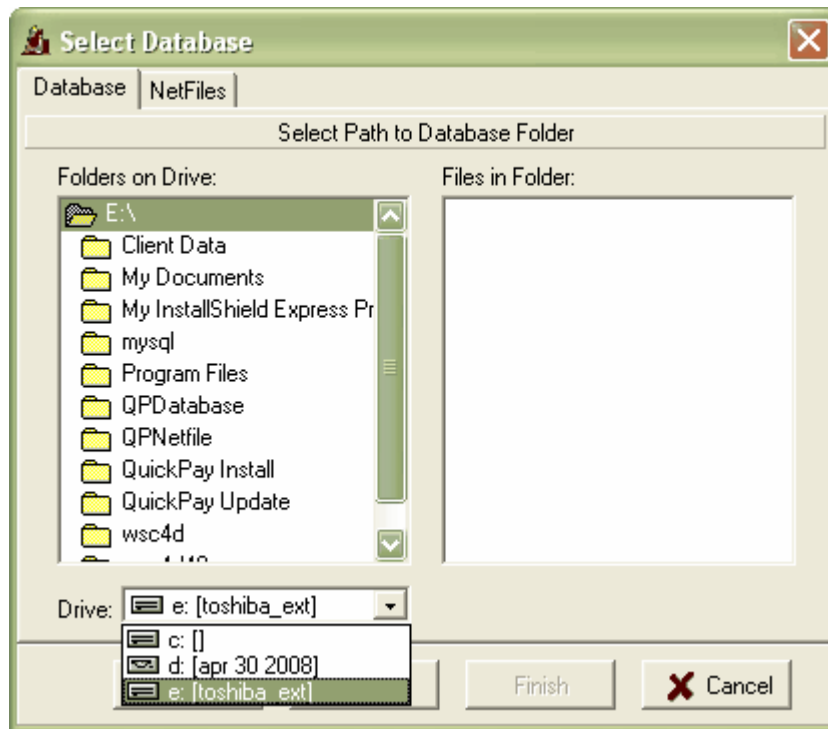
Once you have decided which computer is going to be your server then go into Workstation Setup on that computer and click on the File / Setup Server menu function. It will ask you if you want to setup this machine to be your server, and you say yes. The software will then move your Database and NetFile folders to the C-Drive and rename them as C:\QPDDatabase and C:\QPNetfile as well as set your Machine Type to Server just like the picture below.



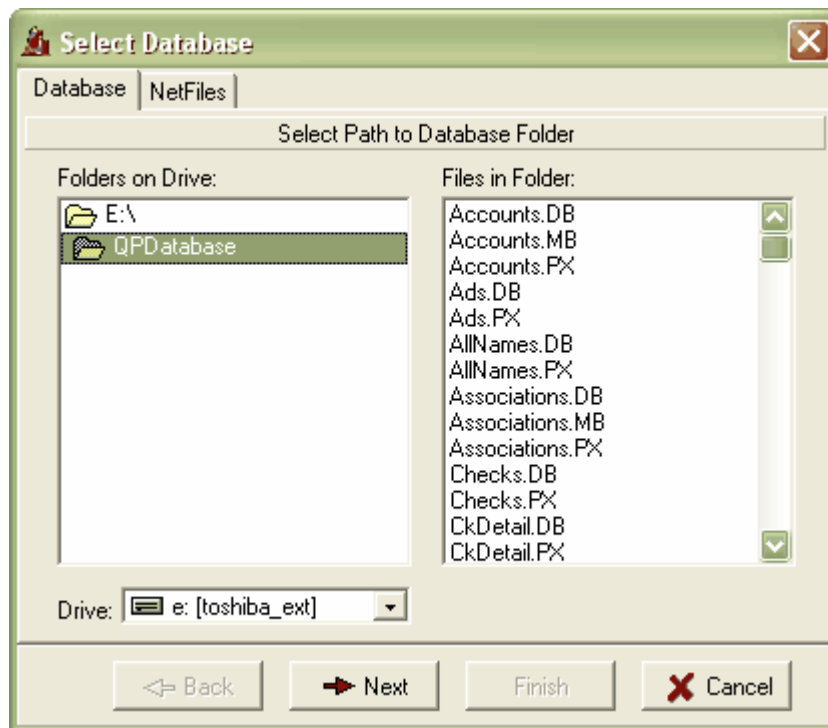
You can now exit the Workstation Setup program. Your computer is now setup as the Server, but there are still a couple of things left to do before other computers on the network can access the Database on the Server. You can still use QuickPay and access the Server Database as long as you are running QuickPay on the Server itself.

Preparing the Server - The next step is to share the Drive that QPDDatabase resides on with the other users on the network. WindowsXP by default restricts access to devices on a computer from other computers on a network until an Administrator shares a drives access to those computers. In order to share a drive you must have administrator rights. Please refer to the section on Sharing to get a more detailed explanation of the process. Once your Server's drive is [shared](#) you can now move to each computer on the network where you will need to [map](#) the Server's [shared](#) drive as well as install a version of QuickPay. Refer to the section on [Mapping the Server](#) for a more detailed explanation of this process.

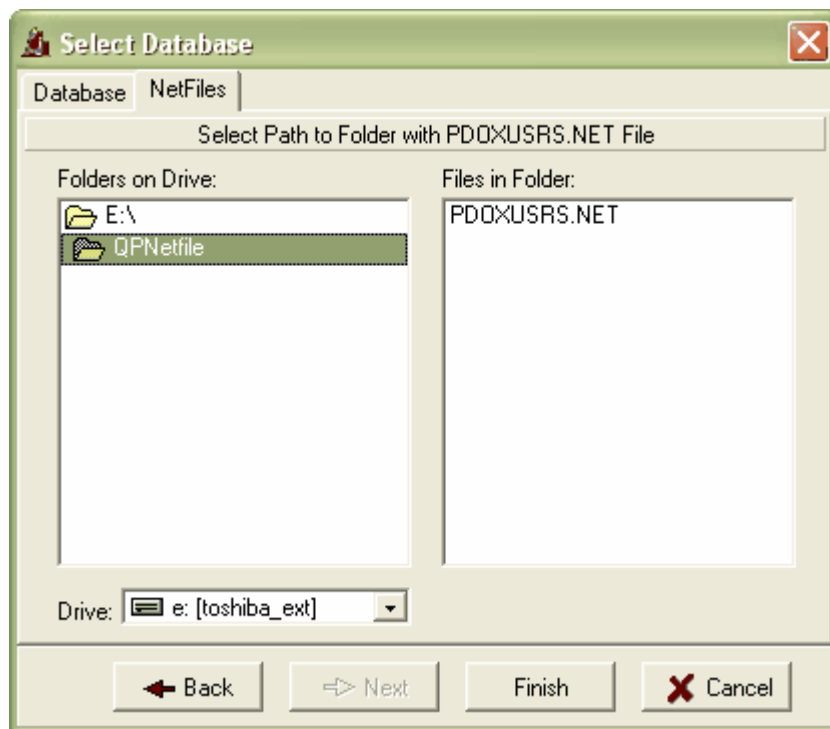
Setting up each workstation - Install QuickPay on each computer and make sure the server is properly mapped to some common drive letter such as "Z". It just so happens that in the example below it is drive "E", but the higher the better. Then run the Workstation Setup program on each computer. Set their Machine Type to Workstation and then click on the speed button to the right of the Database field. The Select Database window will appear pointing to the Local database. If you have [mapped](#) the drive that the Server's QPDDatabase resides then you will need to first click on the Drive drop down box and select the [mapped](#) drive letter like below.



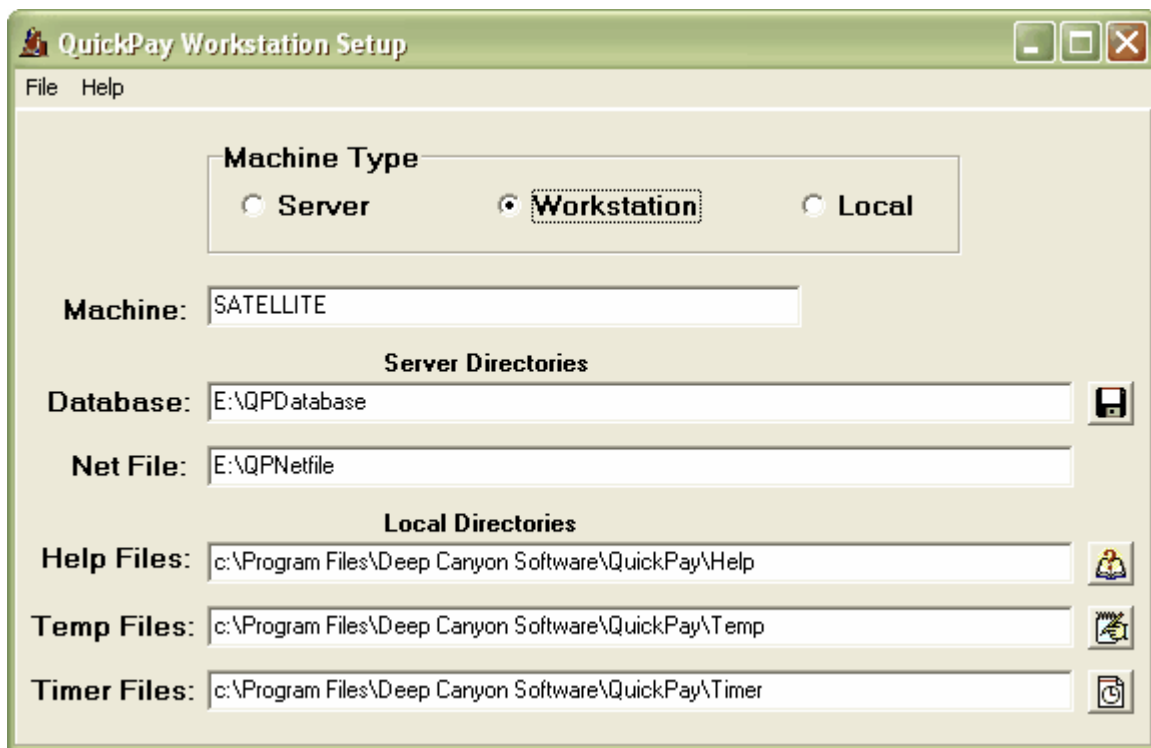
Then double click on the QPDatabase folder on the server until you see all the tables in the folder.



Once you see the tables on the server click on the Next button.



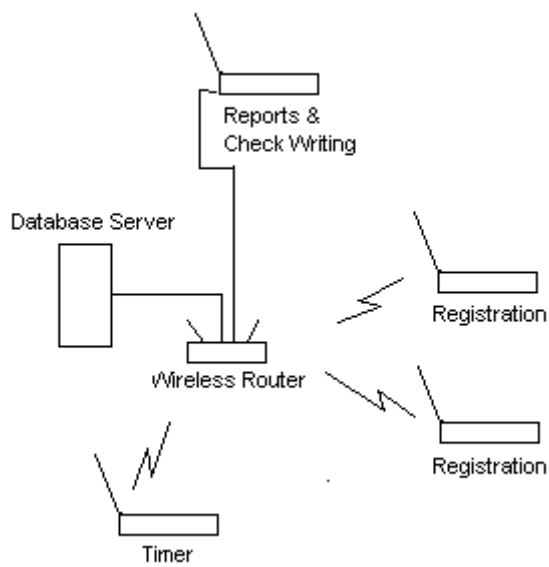
Then map the QPNetfile folder on the Server the same way you mapped the database. There will be only one file in this folder and it is the PDOXUSRS.NET file. This NET file is a common locks file that is shared by all users so that everyone knows what records are in use, so others trying to write data to the same record do not write over one another. Once this is done click on the Finish button and you will be returned back to the Workstation Setup main screen showing the newly mapped drives. Upon exiting the Workstation Setup the program will tell you that it is saving the configuration.



You are now ready to run QuickPay from the workstation.

15.1 Networking

A network connects several computers together so that they can share files, printers and data. A pier to pier network is a network where all of the computers stand alone with the ability to share these devices. A client/server network is where each computer in a network is sharing data on a single computer called a Server. This Server is responsible for managing access to the database by all of the users on the network. QuickPay's Workstation Setup program allows you to turn a pier to pier network into a client/server network. Imagine using one computer near the arena floor to collect times of riders throughout a race, another computer in the office is generating standings reports every time there is a drag, race results and checks at the end of each race, and two other computers are available to take late entries. All of these computers are working together recording and reporting on the same data stored on the Server.



15.2 Databases

A database is a Folder of data tables that QuickPay uses to store contestant, race and accounting data. There are two types of databases, one is a Local database and the other is a Server database. Whenever you install QuickPay on a computer it automatically creates a Local database under the C:\Program Files\Deep Canyon Software\QuickPay program folder by the name of Database. If you configure a computer to be a Server then the Workstation Setup program moves the Local database and its NetFile folder to the root directory and renames them QPDatabase and QPNetFile.

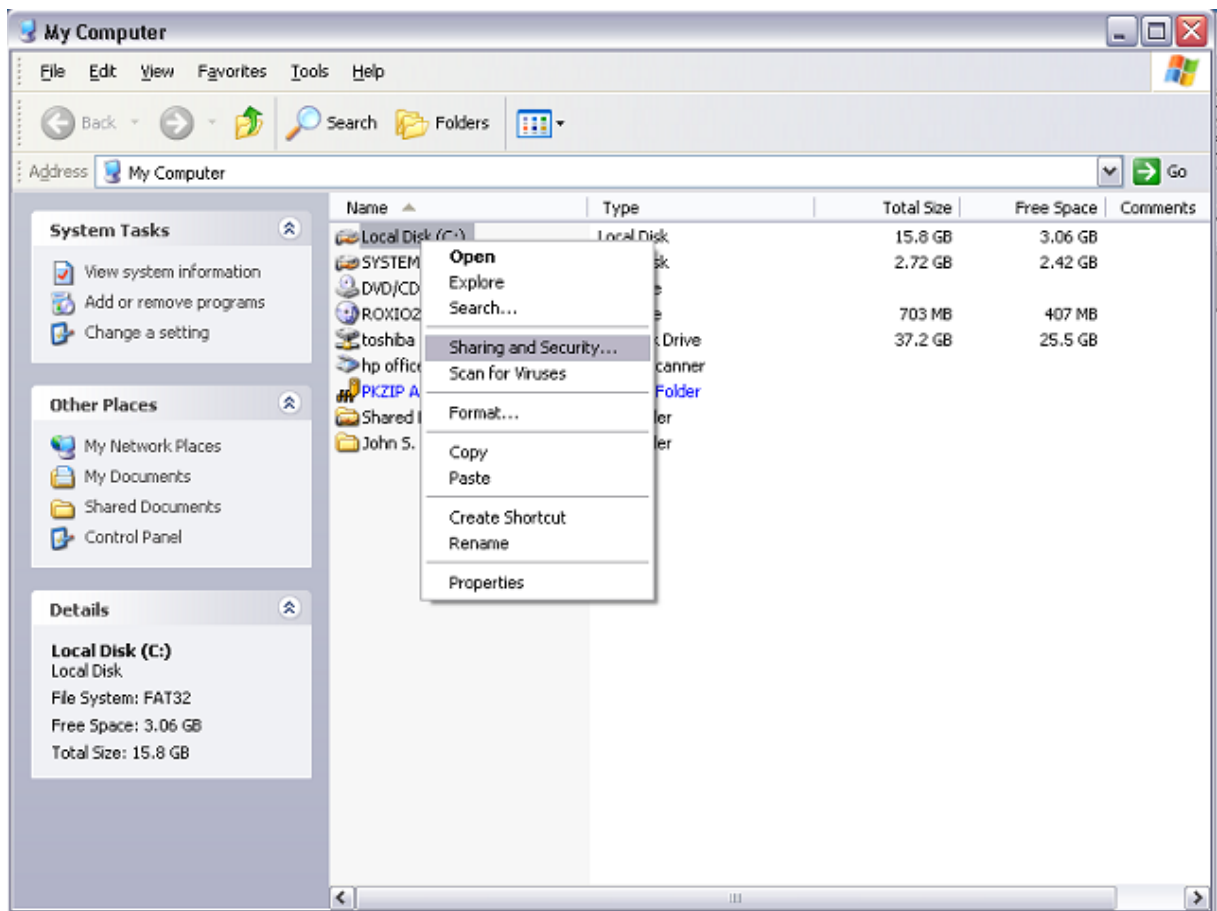
Once the Database and NetFile folders have been positioned and renamed on the root directory of a computer other computers on the network can read and write to the data tables in the QPDatabase. The QPNetFile folder contains a single file called PDOXUSERS.NET that is used by the database management system to coordinate activity between users reading and writing to data tables. All users should refer to the same QPNetFile folder for proper record locking. The administrator should make sure each user on the network is pointing to the same QPNetFile folder on the network or there will be unauthorized writes to the database, which will result in corrupted indexes.

15.3 Sharing a Drive

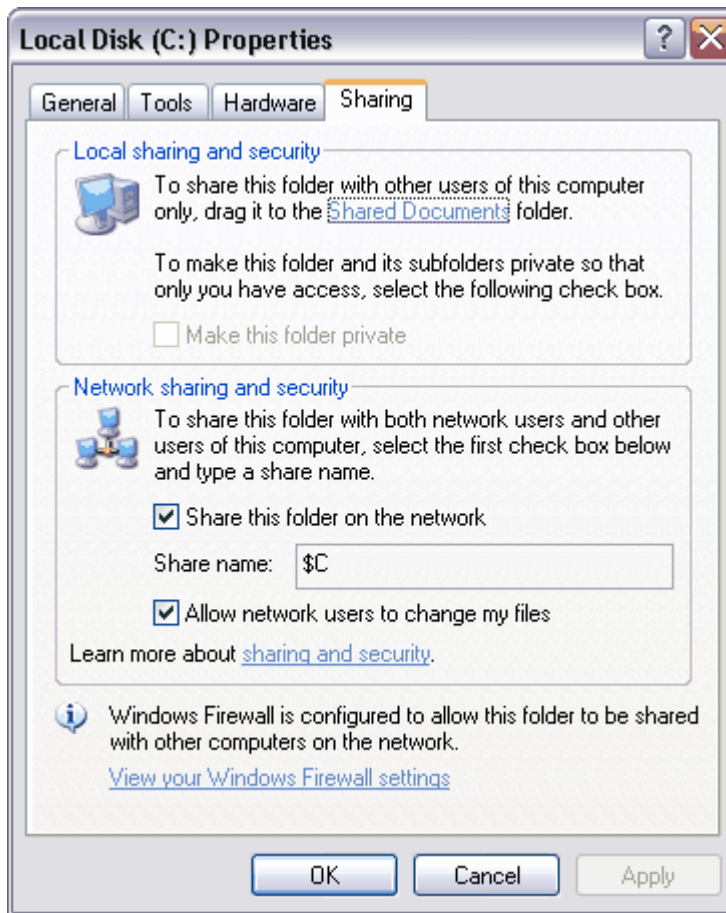
In order for other workstations to access the server's database the Administrator must Share the root directory of the Server with all the other computers on the network. To do this go to My Computer which is found on the Start menu.



The My Computer window will display all of the drives and devices on the computer. The root directory is usually the C: drive. With your mouse right click on this drive and when the properties popup menu is displayed select the Sharing and Security menu item.



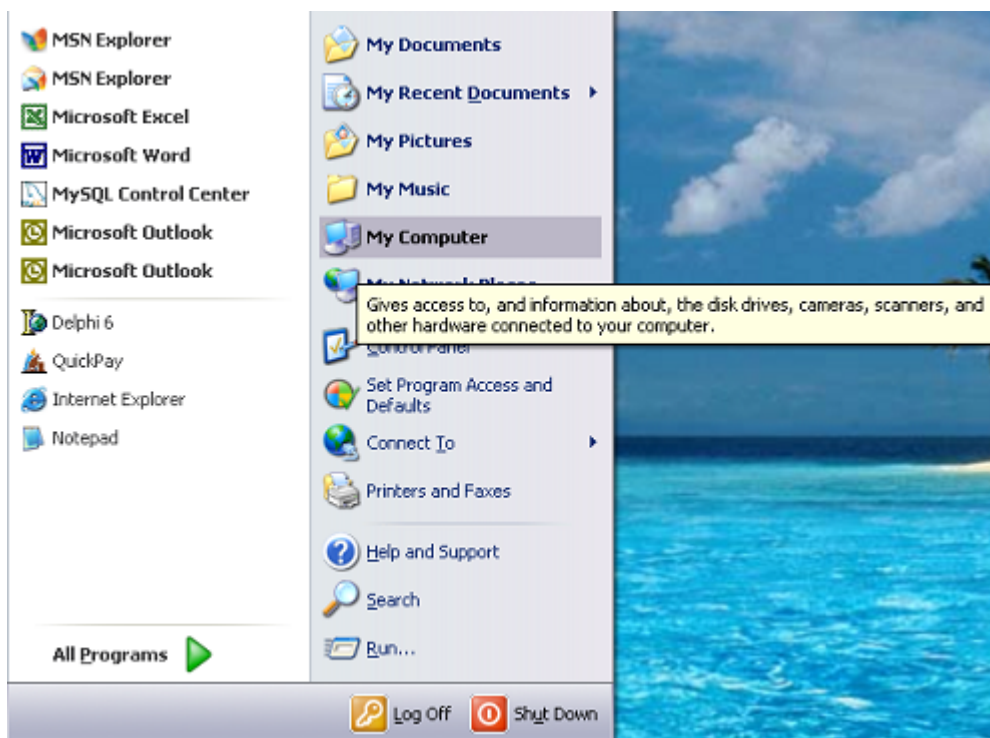
This will open the Properties dialog. Make sure that the Network sharing and security items are setup the same way as displayed below.



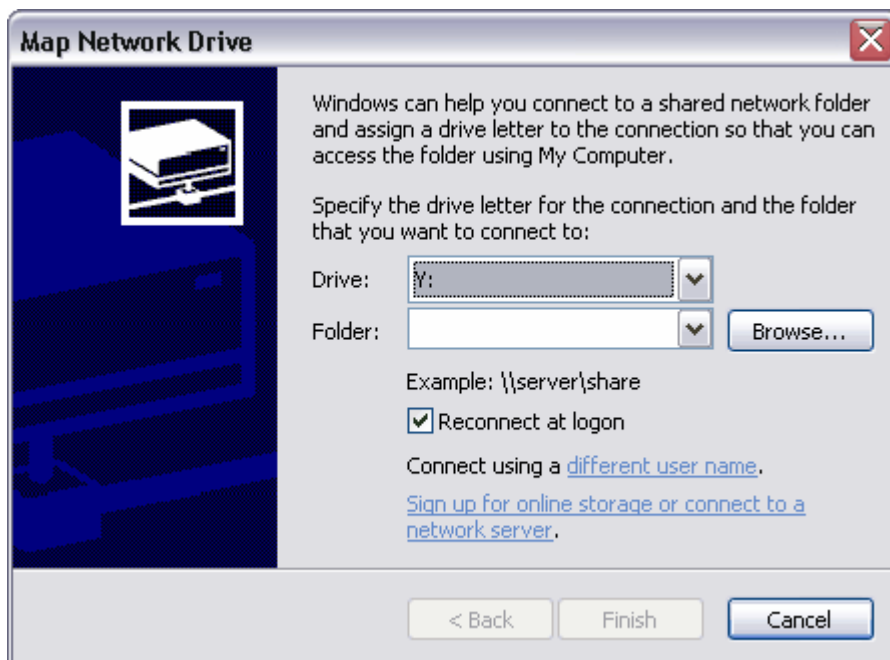
To finish Sharing the drive click on the Apply button and wait for WindowsXP to finish sharing the drive before clicking on OK. As soon as you have shared the drive you will need to go to each workstation and [map](#) this drive.

15.4 Mapping a Drive

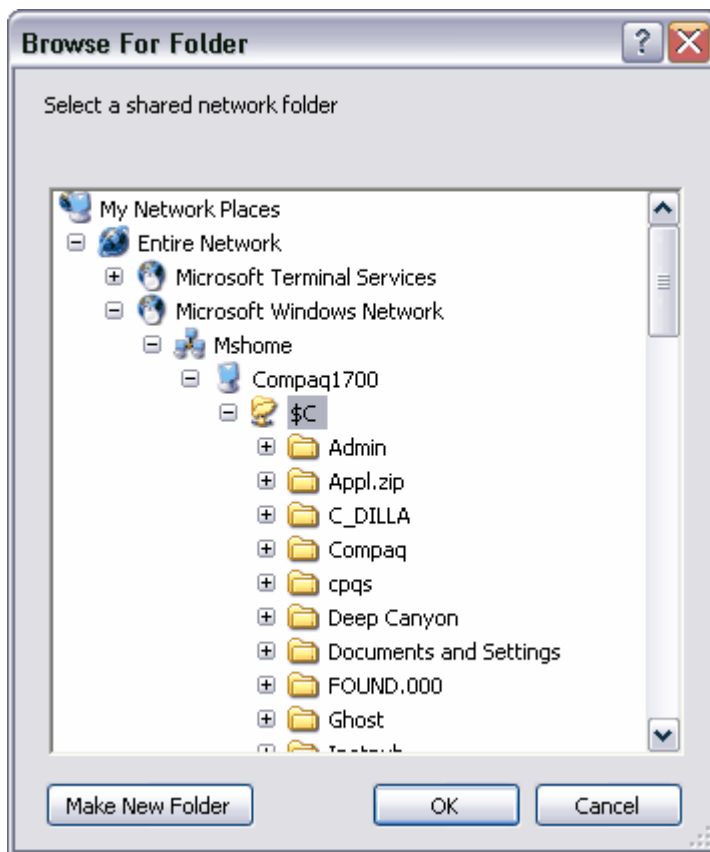
In order for a workstation to gain access to the Server's Shared root directory, the Administrator must map that directory from the workstation itself. To do this open the My Computer window from the start menu.



From the My Computer window click on the Tools menu item then select Map Network Drive. This opens the Map Network Drive dialog box.



Use the Browse button to navigate to the Servers \$C drive. Highlight only the drive and not any Folders on the drive, then press OK. The Universal Naming convention will be mapped to the drive letter displayed above. Then press Finish to complete the mapping.



16 Glossary

Many of the Barrel Racing producers that own QuickPay are not that comfortable using a computer and the idea of sharing data between computers is often more than they dare attempt. The Workstation Setup program is designed to make this task simple. But, first it is important to understand some basic concepts. To see more on each item click on the green link to view a broader explanation.

Single User - is when only one user is allowed to use the data in a database. When QuickPay is installed on a computer it is configured for usage by one user with all the data stored in the Database folder in the C:\Program Files\Deep Canyon Software\QuickPay directory. The files in the Database folder cannot be shared by others on a network unless you change the database configuration.

Multi-User - is when many users on a network share the same data at the same time. After you have setup QuickPay to share the data on a network server then QuickPay keeps everyone coordinated and updated with data changes made by all users.

Networking - is when several computers are connected together for the purpose of sharing data and files. WindowsXP Professional provides you with the ability to connect several computers together either using a wired or wireless network router. If you are only networking two computers together then you do not need a router. A network cable specifically configured to connect two computers can be purchased at any computer store.

Database - a database is a collection of data tables usually stored in a single directory folder on your computer. QuickPay stores its database in the Database folder under the QuickPay directory (ie.

C:\Program Files\Deep Canyon Software\QuickPay\Database).

Server - is the computer that maintains the database that all other users on the network access. After QuickPay has been installed on the server you must run the Workstation Setup program to setup the server. The Setup the Server function moves the Database and NetFile folders under the C:\Program Files\Deep Canyon Software\QuickPay folder to the root directory and renames them to QPDatabase and QPNetFile respectively, where they can be shared by all users on the network.

Workstation - a workstation is a computer on a network that accesses data on a central server. The Workstation Setup program allows QuickPay to access data on a Server's database.

Record Locking - is a function managed by the server that locks a record that is being edited by one user from being changed by other users until it is posted and released by the user that locked the record. By turning on the Multi-User function in the Workstation Setup program on all computers accessing the same Server database, you ensure proper data integrity between users.

Sharing - is when a device on a network is designated as sharable by others on the same network. Even though a computer is on a network, it does not mean that everyone else on the network can look at the computers devices (disk drives, printers, etc.). When you designate a computer as the Server on the network, you must share the drive that the database (QPDatabase) resides. While on the Server open the My Computer window and click on the Local Disk (C:) Folder and right click the Folder with your mouse. You will see a pop up menu where you can select the Sharing and Security menu item. A dialog box will appear allowing you to tell Windows how to share the drive across the network.

Mapping - is when a workstation maps a shared drive on the server. Since all computers have a C drive a workstation must map the C drive on the server as another lettered drive, usually Z is a good letter since it is unlikely that the letter Z is being used.

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