Tracking-Up! – Your first show

Getting Started
To load the program locate the file downloaded from www.trackingup.com and double click on it. Follow the onscreen instructions and then double click on the Tracking-Up! icon on the desktop.

Creating a new Show
Before creating a new Show, time should be taken to plan the number of Classes, their sequence, and which Test will be run in each Class. A new Show is created by using the "New" option from the "Show" drop down menu on the main screen. A Start Date and the number of classes must be entered. The Start Time is the time that the first Class on each day will commence. If a starting Bridle Number is required it must be entered now. Once Classes are created, the program will ask if Tests are to be allocated to each Class. Replying "Yes" will display the standard Test Selector for each Class. The "Close" button will end the new Show creation.

Processing Entries
As Entries are received they are input by using the Open Entries option from the "Show" drop down menu on the main screen. If there are no existing Entries, reply "Yes" to the displayed message and the "Insert Entry" screen will be displayed. If Entries already exist, the "Maintain Show Entries" screen will be displayed. Click on the "Insert New Entry" button. Select the Rider and Horse from the drop down displays. Once the correct Horse and Rider combination has been selected, click on the "Accept Entry" button. If another Entry is required answer Yes to the message, otherwise answer No to return to the "Maintain Show Entries" screen. Competitor requests can be set here please see the help file for further details.

Entering new Horses or Riders
If the required Horse or Rider cannot be found, then click on the "Cannot Find Horse" or "Cannot Find Rider" button to insert a new Horse or Rider record. Once the new record has been inserted it can then be selected as normal.

Allocating an Entry to a Class
Once Entries have been created they can be allocated to Classes. Select the Open Entries option from the "Show" drop down menu on the main screen. The "Maintain Show Entries" screen will be displayed. Navigate to the required entry then right click with the cursor over the required Entry. Select the "Add current entry to a class" option. Double click on the required Class and then enter the appropriate Section letter. Further Classes can then be selected if required. A dummy Start Time of 23:00:00 is allocated to each new entry. This will be changed during the "Manage Start Times" process.

Working with Classes
Select the Open Classes option from the "Show" drop down menu on the main screen and double click on the required "Show" from the displayed list. The "Maintain Show Classes" screen will be displayed.

Working with Start Times
Once all Entries for the Show have been input, Start Times can be allocated. Select the Manage Start Times option from the "Show" drop down menu on the main screen and double click on the required "Show". This will immediately allocate Start Times to all Entries and display all the Entries in Start Time order. The initial allocation is in bridle number order. To move an entry, go to the "Manage Start Times" screen and right click with the cursor over the required Entry. Select the "Move this entry" option and then right click over the target location. Select one of the displayed options. Entries should not be deleted after the Start Times have been published. See the help file for instructions on withdrawing an entry and subsequently filling that slot.

Inserting a Break
To insert a break, go to the "Manage Start Times" screen. Right click with the cursor over the required position and select either the "Insert tea break" or "Insert lunch break" option.

Checking for Conflicts
Sometimes there is a possibility of a horse and/or rider being allocated a start time which conflicts with their start time in another class. To check for a potential conflict, go to the "Manage Start Times" screen and right click with the cursor over any entry. Then from the pop-up menu select either the Horse, or the Rider, Conflict option. (See the Help file for further details)

Accessing The Show Print Options
All the Show Print options can be accessed from the "Print Menu" which can be found in the "Show" drop down menu on the main screen. The "Entries List" option produces a list of all entries with a check box to be ticked when competitors phone for their times. The "Class Schedule" option produces a schedule for each Class, containing entries and any tea or lunch breaks. The "Show Results" produces a printout of the Results of all the Classes in the selected Show. The "Print Labels" option produces labels for each entry in every Class in the selected Show. (See the Help file for more details)

Accessing The Show Export Options
All the Show Export options can be accessed from the "Export Menu" which can be found in the "Show" drop down menu on the main screen. There is even one special export format suitable for British Dressage (see the Help file for full details).

On The Day
If you have access to computer equipment on the day Tracking-Up! will ensure that your scoring and results service are as accurate and as hassle free as possible. The processes for Entering scores, validation, displaying scores and posting into a class are all described in detail in the Help file. If, during the Posting Scores process, a class is selected which was created using the "Show" menus and procedures, then the scores are posted using the bridle number. If there is a late entry, it is possible at this stage to enter the details by closing the "Select Bridle Number" screen using the standard windows close button in the top left.