Administration Support Guide

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Setup

Admin User Guide Introduction

About RodeoReady

The RodeoReady App (RR) is a FREE app that is available for Organization Admins on iOS for iPhones and iPads. The iOS App is the same App that can be used by competitors and Spectators. The RodeoReady for Android App is for use by Competitors and Spectators only.

Note The RodeoReady App is NOT RMS. For Organizations that are currently using the web-based Rodeo Management System (RMS), it is important to know that the RodeoReady App does not work with RMS. The two software systems are separate. The RodeoReady App is the replacement for RMS.

RodeoReady is an extremely powerful App that provides full management tools for rodeo **Organizations** to manage their rodeo season including:

- setting up your rodeo schedule
- taking rodeo entries and payments
- managing draws
- entering times and scores
- calculating results and payouts
- displaying rodeo and season standings.

This is all done within the convenience of our App and all data is stored securely in the cloud, so you never have to worry about losing data or device malfunctions.

Who Uses it?

The two audiences for the app are:

The Competitor - Their phone is their access to all of your Organization's competitions, entries, draws, results and standings as well as their personal results and personal profile.

The Spectator - Rodeo watching just became interactive, more informative, and more enjoyable. The rodeo program is in the palm of your hand and updates are live as the action happens.

Communication with Your Members

We recommend that you do the following:

1. Place the following statements on your website in a highly visible location to communicate with your members:

   We are excited to now be using the RodeoReady App to manage our Rodeo Schedule, Rodeo Competitions, Memberships, Results and Standings. Prior season information will continue to be available on the web-based RMS (provided by RodeoReady) system. All new rodeos will be managed on the RodeoReady App.
   For Apple phone Users:
   To access the [organization name] on the App, first you need to install the free RodeoReady for iOS App from the App Store.
   RodeoReady: Rodeo Software
   Once you have installed the App refer to the Competitors' User Guide.
   For Android phone Users:
   The RodeoReady for Android App is available from the Google Play store:

   RodeoReady: Rodeo Software - Apps on Google Play
   Once you have installed the App refer to the Competitors' User Guide.

2. Print Out the "**Download the App**" Sign for your Rodeos. We have prepared a Download the App sign with QR code to help your rodeo spectators. When they download the app, they will be able to follow the rodeo activity and results on their phones.
   Click to download the Sign (PDF)
   It looks like this:

Install the App

To begin, install the FREE **RodeoReady** App on your iPhone or iPad.

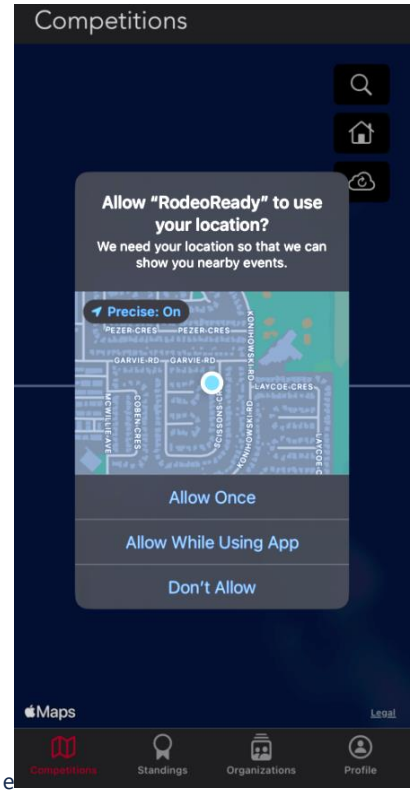
1. Via your device, go to the Apple Store and in the search bar, enter "**RodeoReady**" or click this link:
   RodeoReady: Rodeo Software.

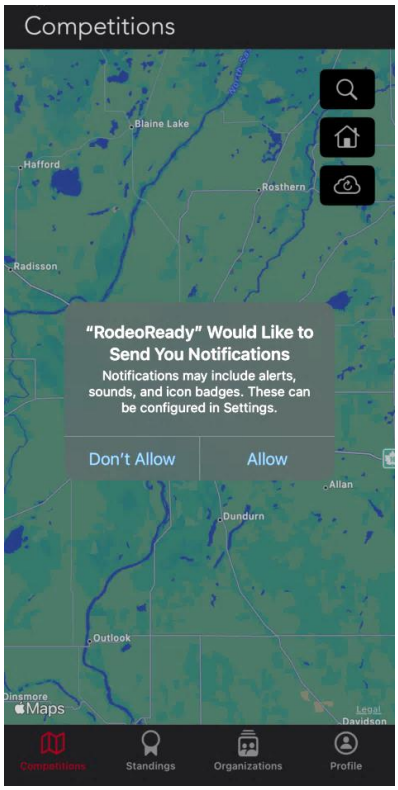
2. Open the App and enter your AppleID.

3. Tap **Sign In**.

4. Under **Allow RodeoReady to use your location?**, tap "**Allow While Using App**.".

5. Under **RodeoReady would like to Send you Notifications**, tap "**Allow**".





A Few Key Terms

Throughout this User Guide and in the App, we have used a consistent set of terminology to identify key components.

- **Organization** – this is your rodeo association, barrel racing production company, or team roping producer.
- **Admin** – this is you, the person, or persons, within your organization that manages the Organization side of the App, configurations, settings, etc.
- **Competition** – this is the rodeo, barrel racing show, or team roping.
- **Competitor** – this is the rodeo athlete participating in the Competition.
- **Spectator** – a non-competitor who is following rodeo Competitions, either in-person in the rodeo stands or remotely using the App.

Getting Support

From time to time you may need support for your Organization account. Please use our **Support Ticket** system to submit your request.

The advantage of the Support Ticket system is that the request will automatically be sent to the entire RodeoReady support team resulting in a faster response time.

As we cannot guarantee the availability of any individual RodeoReady employee, please do not send email direct to employee personal emails as this may delay the response time.

Collecting Fees

Pay by Credit Card

RodeoReady collects Fees such as member registration fees and competition registration fees, on your behalf and then transfer your fees to your Organization bank account. Your Organization will receive 100% of its fees. The payment by the Competitor is completed online via the App using the integrated Stripe payment system within our platform. When these fees are collected, we charge a convenience fee of 5.5% plus $.35 per transaction which is paid by the Competitor. From this convenience fee, RodeoReady pays all the credit card charges (typically about 3%).

An example of the above: A Competitor selects Events which incur a total charge of $100. When paying, a convenience of $100 * 5.5% plus $.35 is added, for a total of $105.85. The original $100 is immediately transferred to the Organization's Stripe Connected account. RodeoReady retains the $5.85 convenience charge and pays the credit card processing fees.

Pay Later

The RodeoReady App now offers the ability for a Competitor to select a Pay Later option at the time of Competition Registration. This is an optional offering that the Organization may turn on if desired. This can be used in two ways. One: The Competitor may select this payment option to submit their registration then return later and pay online with their credit card. Two: The Competitor may select this payment option to submit their registration then complete the payment outside of the App directly to the Organization. In the case of option One, this will generate the standard Convenience Fee charges (as described above). In the case of option Two, the Organization is responsible to collect payment from the Competitor and RodeoReady will charge the organization a 2.5% Pay Later fee on the amount of the fees. (In the near future, the 2.5% Pay Later fee will also be added to all Admin Added Competition Registrations. As well, the Pay Later option will be added to Membership Registrations and Renewals in the near future.)

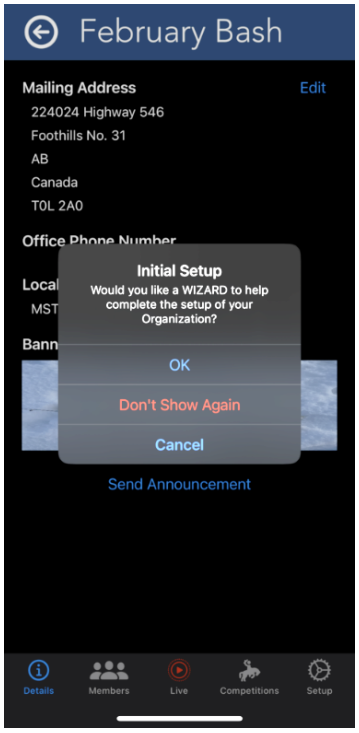
It is recommended that Organizations pass this 2.5% Pay Later fee to their Competitors, but it is at the Organization's discretion. To turn on the the Pay Later feature, there is an option switch at the top of the Fees page in Settings which can be turned on if your Organization wishes to offer this feature. See more information in Continuing Setup: Fees.

After the conclusion of the Competition, RodeoReady Ltd. will send an invoice to the Organization via the Stripe payment platform for the sum of the Pay Later fees for that Competition. This is done 1-3 days after the end of the Competition so that all fees owing will be net of adjustments such as draw outs, vet/med outs, etc. The Organization will be required to pay the Pay Later fees within 7 days.

Once a Competitor chooses to pay with a credit card, then any additional event registrations, in the same Competition, must also be paid online via credit card. If a Competitor chooses to Pay Later, they may return to the registration screen prior to the Competition and complete their payment online by tapping Update Registration, tap Register and Pay, and tap Credit Card Now. The Competitor can now complete their payment. Any future registrations by this Competitor, in this Competition, must be paid online, the Pay Later option will no longer be available. If a competitor chooses to Pay Later, but never returns to pay online, the Organization will be responsible to collect payment from the Competitor. The Pay Later status as well as the fees amount owing (not including the 2.5% Pay Later fee) will be indicated in the Competitors tab of the Competition for the Admin to reference.

Admin: Setup Wizard

In this chapter, we will use the Setup Wizard. As an Admin for your Organization, you will first use the Setup Wizard to set up a default configuration. Tap the Organizations icon at the bottom of the screen, then tap the + button at the top of the next page.

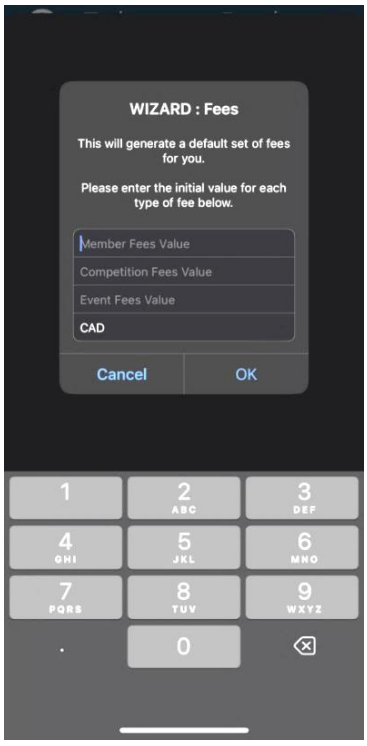


You will be required to enter a code provided by a member of RodeoReady by emailing support@rodeoready.com.

Enter the code to begin adding a new Organization. The first step will be to provide basic details on your organization, then tap Save.

Then tap the Organization you just created and you will then be asked if you want to use the WIZARD to help complete the initial setup.

Tap **OK** to launch the Setup Wizard. The Setup Wizard will walk you step by step through the default settings for your organization.



The first item in the Wizard will be setting up Payments. RodeoReady has an integrated payments system using Stripe in our platform to accept payment from Competitors for Membership payments and Competition entry fees. (*Organization must set up a Stripe Connected account. All organization registrations must be paid online via Stripe. All Competition entries must be paid online via Stripe.*) In order for the payments to be transferred to your bank account, you will need to have a Connected account. To complete the setup, you will need your banking information. This account set up occurs within the Stripe environment and RodeoReady does not store your banking information. Stripe will ask for business owner / signing authority details followed by your business / organization details.

Stripe will not accept a PO Box. They require a physical mailing address for the account set up. In the case where an Organization does not have a physical mailing address, they are usually using the mailing address of the association president or some other board member.

After completing the Stripe setup, you will be asked to set default values for Member Fees (these are Annual membership fees), Competition Fees (these are fees charged when entering a competition which are not included in the prize purse) and Event Fees (these are entry fees for events, which are included in the prize purse). This will set the same value for all of the Fees within a Fee type, that is, all Membership Fees will be set to the same default value. You will be able to edit any of your Fees which will also be discussed in a later Chapter.

By default, the Wizard will also automatically create Senior and Junior Divisions, Senior and Junior membership types, a standard set of events (one each for Junior and Senior Divisions), Header and Heeler Event Roles for Team Roping events, a points award schedule of 10, 8, 6, 4, 2, and a Season set to end on December 31 of the current year.

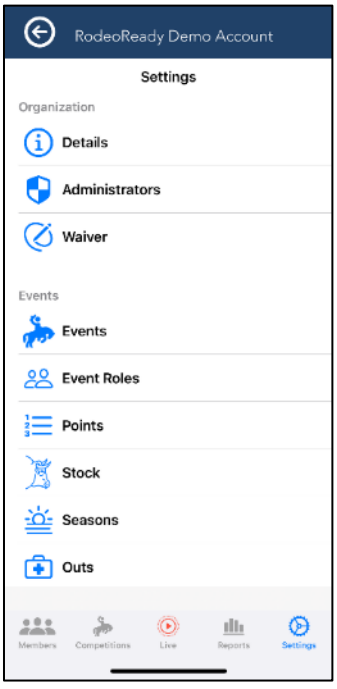
Continuing Setup after the Wizard

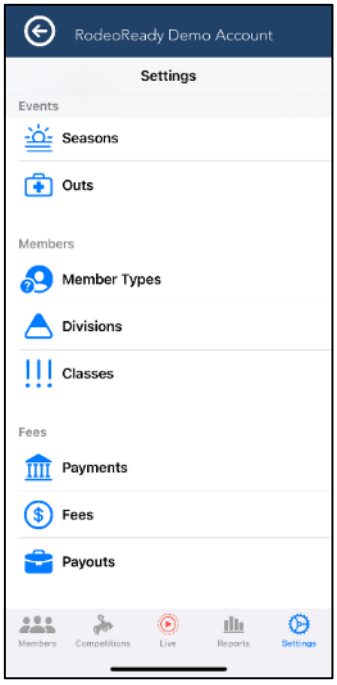
The Wizard will have helped you through a basic set of configuration options and will have saved a tremendous amount of time by creating a default set of options. In most cases, you will need to modify some of the default setting to match those within your Organization's rule book. To view, edit, or add to the default settings, tap the Setup icon in the bottom right of your screen.

The steps in reviewing the default settings and modifying to suit your organization should occur in this order.

1 Divisions
2 Member Types
3 Events
4 Team Roles
5 Fees
6 Stock
7 Points
8 Payout
9 Administrator
10 Payments
11 Seasons
12 Classes

You can view the setting in any of the Setup categories by tapping the appropriate button.





It is likely the configuration changes your Organization will require are:

1. member types and divisions in addition to, or in place of Junior and Senior
2. any events that are not in our standard list
3. Fees that your Organization charges upon Competition entry
4. Payouts to match your payout splits in your rule book

For any of the configuration settings that your Organization will not require, but were set up during the Wizard, you can delete using the standard Apple method of swiping on the row from right to left then confirming the Delete operation. We describe briefly how to make changes and additions to each in our chapters and videos in this section on continuing setup.

For a more in-depth discussion of each, please see the articles on Additional Instructions where we provide examples of some typical configuration options including use of some of the advanced settings. For the articles and videos in this section, we only cover the most basic setup options as used by 90% of Organizations. We do recommend that you make changes to your Organization in the order listed previously as some later components require earlier components to be present to complete the setup, for example, an Event will normally have a Division attached, so all required Divisions should be present first.

The RR App uses a number of configurations (events, fees, points, team members, and payouts). A configuration is created, then it is applied, or selected, for use. For example, a Team Roles configuration will be created, named Team Roping. This configuration identifies the two member roles of a Team Roping team. When we set up the Team Roping event, we will indicate that it is to use the Team Roping Event Roles configuration. Another key configuration will be Fee configurations, required for anything you will be charging for, which will be covered in a later article and video

Continuing Setup: Divisions

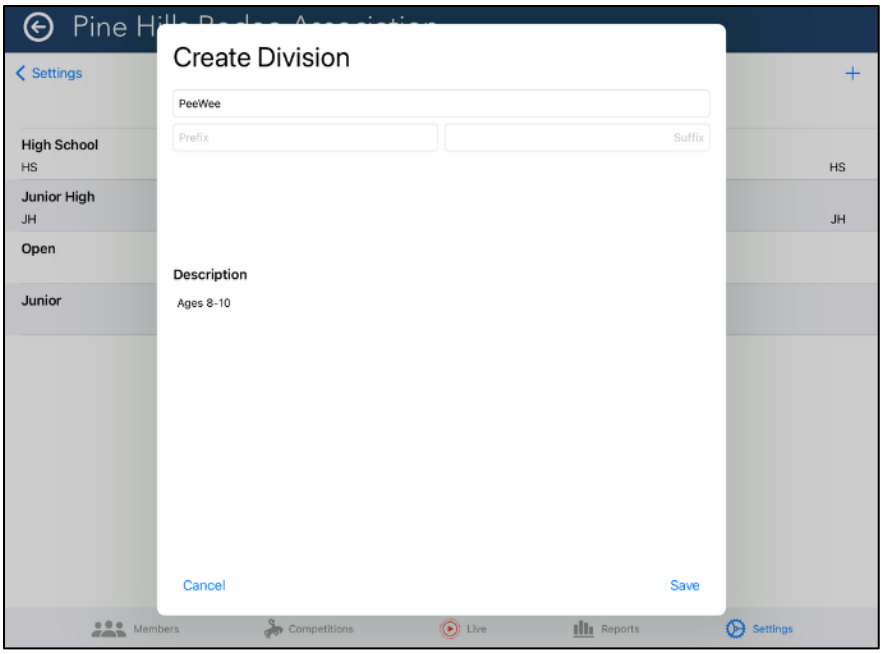
Divisions are used to categorize and organize your data, especially for reporting purposes such as Competition results and Season standings. For any of the Divisions that were set up during the Wizard, but your Organization will not require, you can delete using the standard Apple method of swiping on the row from right to left then confirming the Delete operation.

The hierarchy within the RodeoReady App is as follows:

1. Division
2. Member Types fit within a Division
3. Events are assigned to a Division

We recommend that you have a division (such as Pee Wee, Wrangler, Junior, Senior, Open, etc.) for each age group or member type category. Events are also classified by Division.

Simply tap the + icon to create a new Division and provide a Name and Description for the Division, then tap Save.



Continuing Setup: Member Types

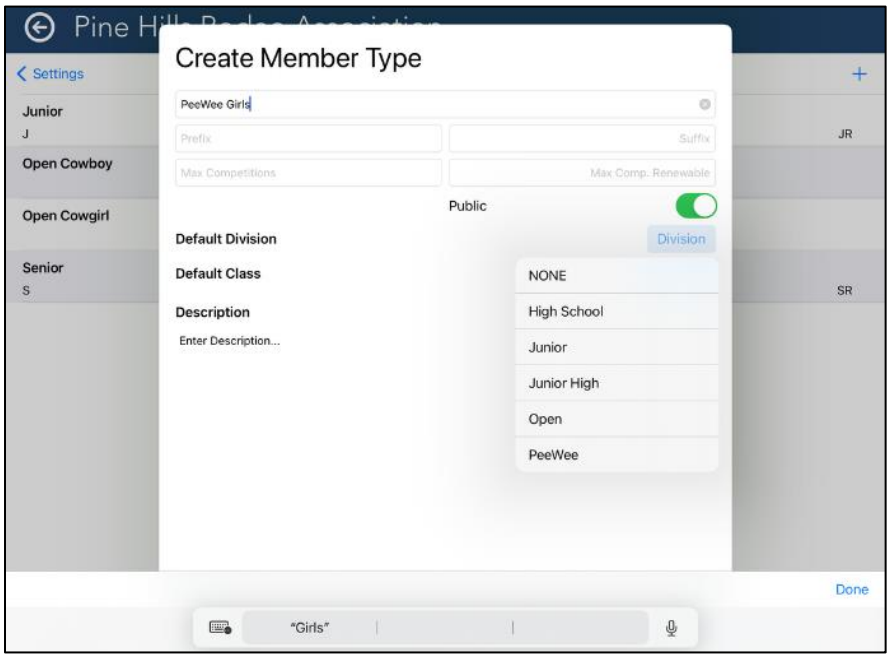
Member Types are used to classify your Competitors into groups for reporting and to identify any special treatment of the Competitors. For any of the Member Types that your Organization will not require, but were set up during the Wizard, you can delete using the standard Apple method of swiping on the row from right to left then confirming the Delete operation.

When a new member joins your organization, they will be required to select a Member Type.

The hierarchy is as follows:

1. Division
2. Member Types fit within a Division
3. Events are assigned to a Division

To setup a new Member Type, tap the + icon then enter the Name of the Member Type. Then you will also associate the member type with a Division. Enter a Description which are used to help new members select the appropriate Type, such as including the age range for the Type.



Along with a Member Type, you will need to set up a corresponding Fee, which will be charged when a Competitor registers or renews a membership with your Organization. More detail is found in the Continuing Setup: Fees Article.

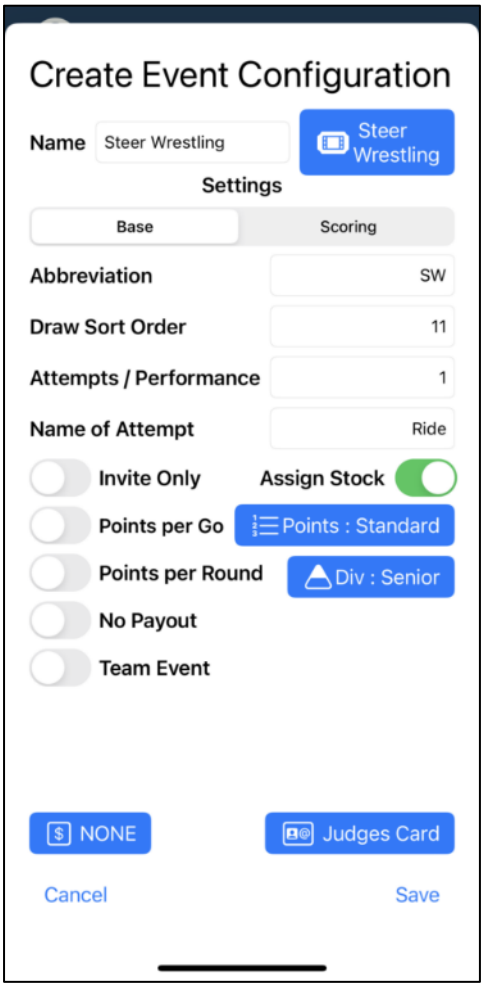
Note Assigning a Member Type to a Division does not exclude Competitors from other Member Types from entering Events in other Divisions.

Continuing Setup: Events

Events have an extensive number of settings possible. We will only cover the most frequently used Event settings in this chapter. More settings are described in Advanced: New Event and Fee. There are Base settings and Scoring settings.

For any of the Events that your Organization will not require, but were set up during the Wizard, you can delete using the standard Apple method of swiping on the row from right to left then confirming the Delete operation.

To create a new Event, tap the + icon, then provide a name for your Event, such as Barrel Racing or Steer Wrestling, etc. It is not necessary to type the Division within the name, such as naming an Event "Junior Steer Wrestling" as the Division will get tagged on. Beside the name field, tap to indicate the Event Type, if you do not see the corresponding event type, choose OTHER. The abbreviation will be auto created, you can tap to edit if desired. Tap the Division button to indicate which Division this event belongs to. If this is a team event, turn on the Team Event switch then select the Team Role configuration (discussed in a later chapter).



The hierarchy is as follows:

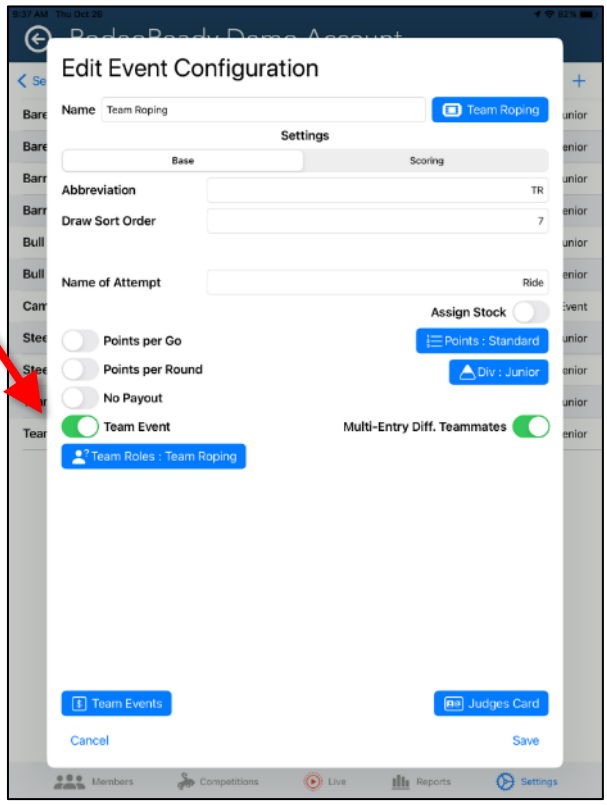
1. Division
2. Member Types fit within a Division
3. Events are assigned to a Division

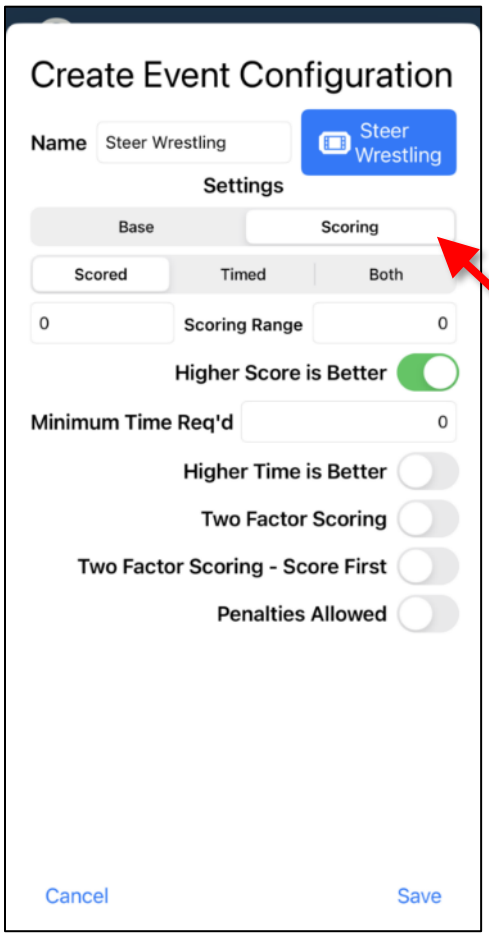
Note: by assigning an Event to a Division, it does not exclude Competitors from other Divisions from entering that Event in a Competition.

Team Events

If the event you are setting up is a Team Event, such as Team Roping, Ribbon Roping, etc, then tap On the Team Event switch. This will allow for the formation of teams with multiple partners.

See also Continuing Setup: Team Roles.





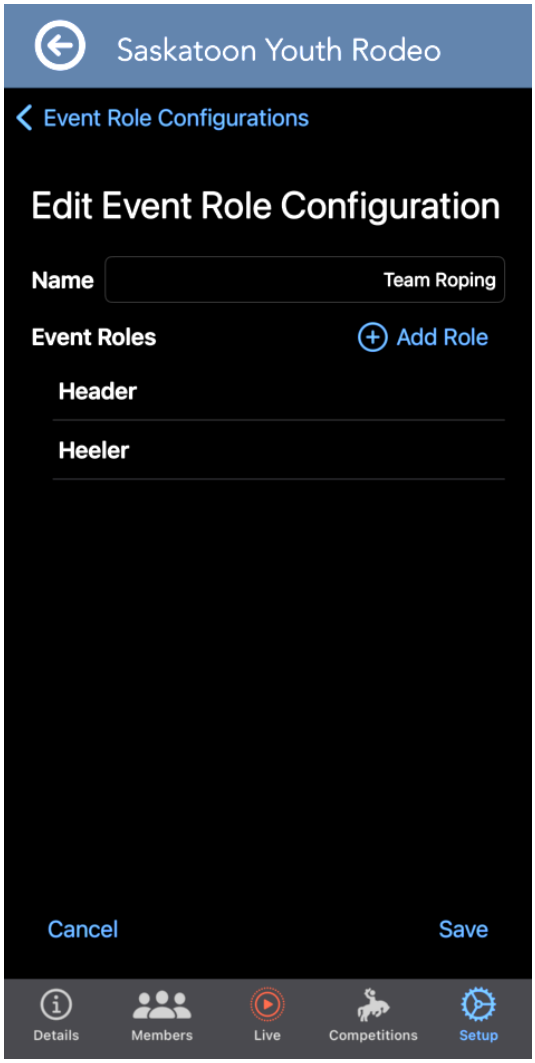
Tap the Scoring tab then tap whether this event is Scored, Timed, or Both. For Scored, it defaults to Higher Score is Better. For Timed, the default is Higher Time is Better is switched off, meaning that lower time is better. Tap Save when finished**.** The rest of the settings in Events will be explained in a later chapter within Advanced Topics.

Continuing Setup: Team Roles

Team Roles only apply to team events. By default, there will be a Team Roles Configuration set up for Team Roping, consisting of a Header and Heeler.

If your Organization has other team events, such as Ribbon Roping, tap the + icon to create a new Team Roles configuration. Or if you need to edit, simply tap on the Team Role name.
In this example, name it Ribbon Roping:

Tap the + icon to add a Role,
type Roper,
set Display Order to 1,
and Max. Per Team to 1.
Tap Save to save the Team Role.
Tap the + icon to add a Role,
type Runner,
set Display Order to 2,
and Max. Per Team to 1.
Tap Save to save the Event Role.



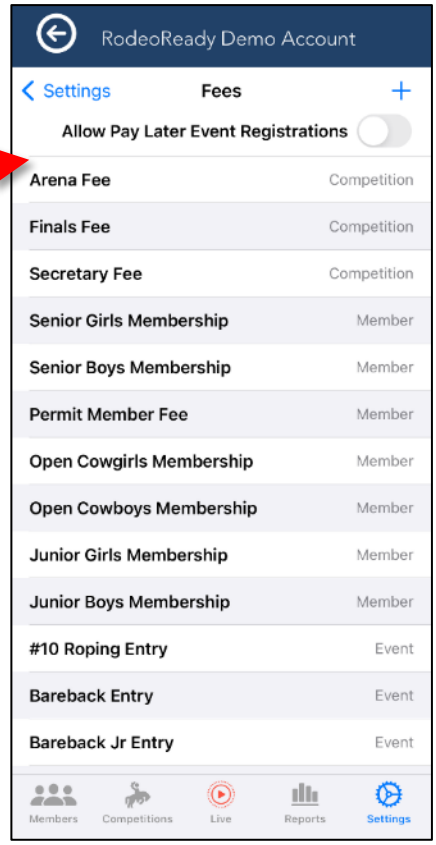
You can have a Team Roles configuration which includes more than two members, such as might be used in a ranch rodeo setting, simply by adding more roles. When you are done adding or editing roles, tap to Save the Team Roles configuration.

Continuing Setup: Fees

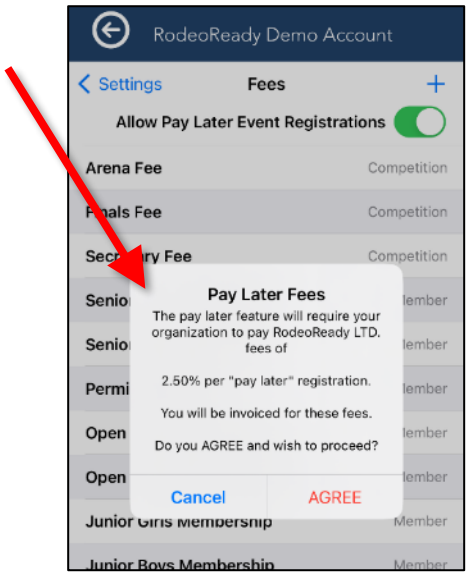
Fees are the $ amounts that you charge your Competitors. Fees are set by configurations. There is a minimum amount of $1 for any Fee set. Each Fee you wish to charge your Competitors will require a Fee configuration. For any of the Fees configurations that your Organization will not require, but were set up during the Wizard, you can delete using the standard Apple method of swiping on the row from right to left then confirming the Delete operation.

Pay later

At the top of the Fees page within Settings is a switch to turn on Allow Pay Later Event Registrations.



If you turn on this switch, you will be asked to confirm the following message regarding this setting.



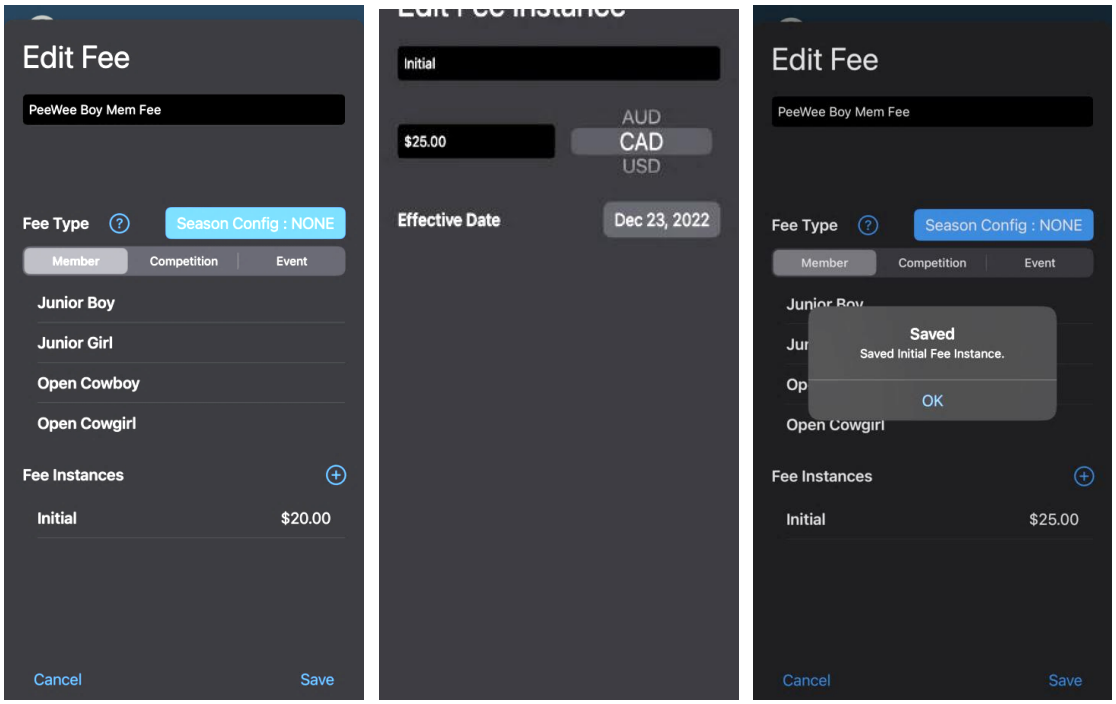
Please Note Enabling the Pay Later functionality is at the discretion of your Organization. It is expected that Organizations will pass this 2.5% fee to their Competitors, but it is at the Organization's discretion. After the conclusion of each Competition RodeoReady Ltd. will send an invoice to the Organization via the Stripe payment platform for the sum of the Pay Later fees for that Competition. This is done 1-3 days after the end of the Competition so that all fees owing will be net of adjustments such as draw outs, vet/med outs, etc. The Organization will be required to pay the Pay Later fees within 7 days.

Setting Up Fees

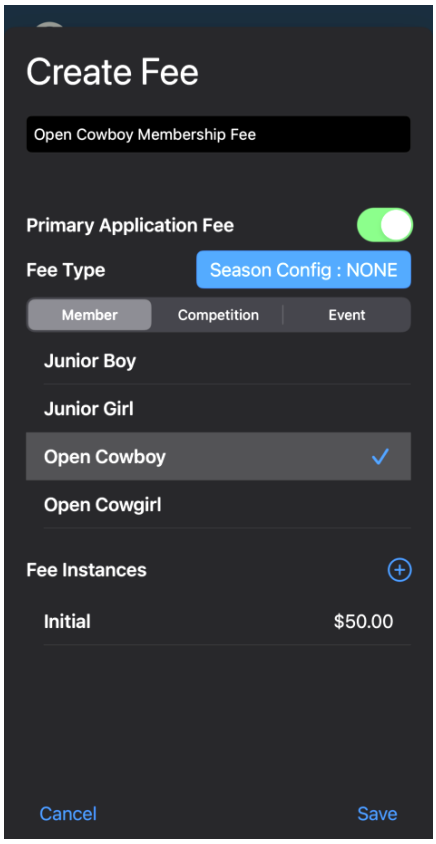
There are three types of Fee categories. **Member Fees** are Fees charged for new memberships and renewals. **Competition Fees** are charged during entry to a Competition but are NOT included in the prize purse. This includes Fees such as Secretary Fees, Finals Fees, Stock Fees, etc. **Event Fees** are Fees charged during entry to a Competition which ARE included in the prize purse.

Member Fees

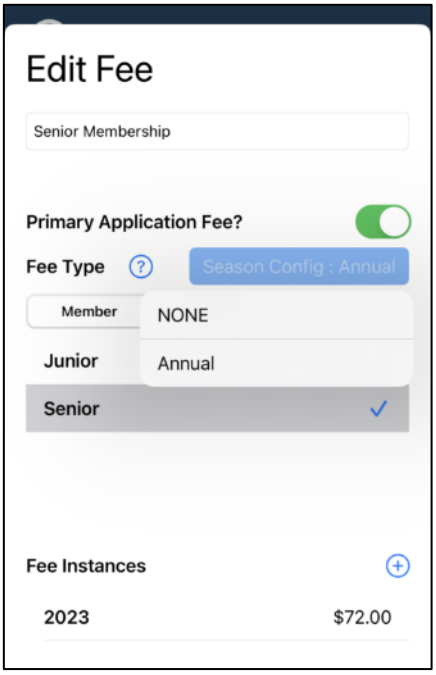
When the Setup Wizard ran, it will have initially set all the Fees of each Fee type to the same value you provided. For example, if you set the default Membership Fee to $20, then all your Member Fees will be set to $20. You can quickly edit any Fee by tapping on the Fee, tapping on the Fee Instance, and changing the value.



To create a new Fee, from Setup, tap Fees, then tap the + icon to begin. Provide a descriptive name for the fee such as Open Cowboy Membership Fee or Junior Steer Riding Entry Fee. Tap the Fee Type for Membership, Competition, or Event. For a Membership Fee, you will also select the Membership Type where the Fee will be used.



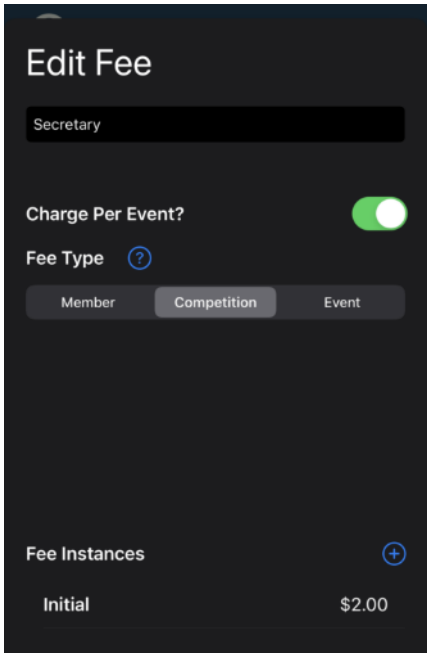
You will also need to set the Season Config to the proper setting (see Continuing Setup: Seasons). When the Wizard ran, it would have initially created a season for you called Annual. We will select this here. This will be the date schedule that the membership type associated with this membership fee will use to determine if the membership is valid or if renewal is required. Setting the season will ensure that the fee is charged once per season. Not setting a season will make that membership fee a lifetime (perpetual) membership. Members pay once.



Note Once a member pays for a lifetime (perpetual) membership they will always have that lifetime membership, even if you change the fee to no longer be a lifetime membership.

Competition Fees

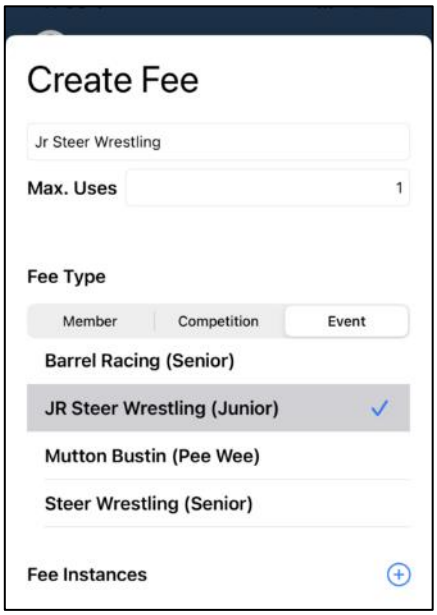
For a Competition Fee, only the Fee name is required and to indicate if this fee is to be charged to all events, by turning on the Charge Per Event switch, or just once, by leaving the switch off.

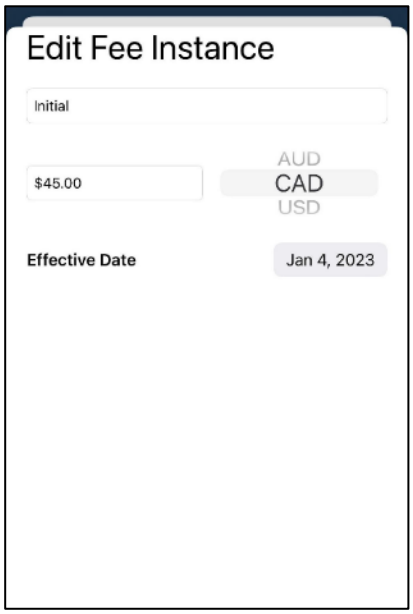


Event Fees

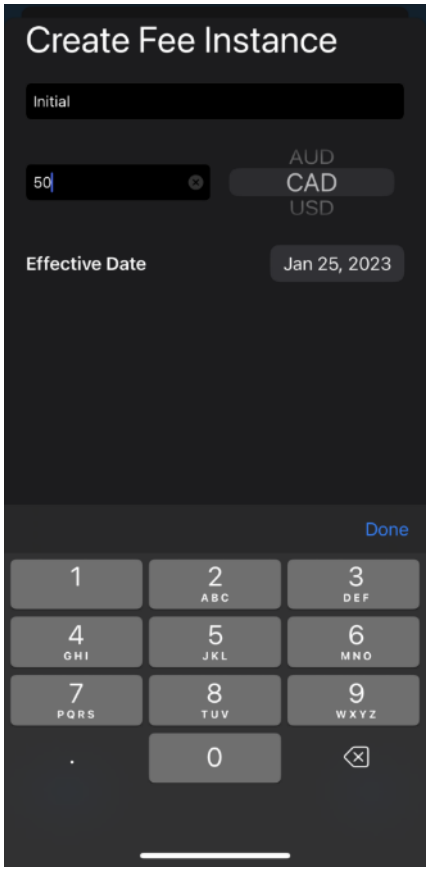
For an Event Fee, Name the Fee and ensure that you tap the Event tab

Next, Tap the + icon to the right of Fee Instances. When setting up Fees, RodeoReady allows you set fees and specify dates when the fees apply. These are called Fee Instances. We will set to $50 and the effective date will be today. There is a minimum amount of $1 for any Fee set.





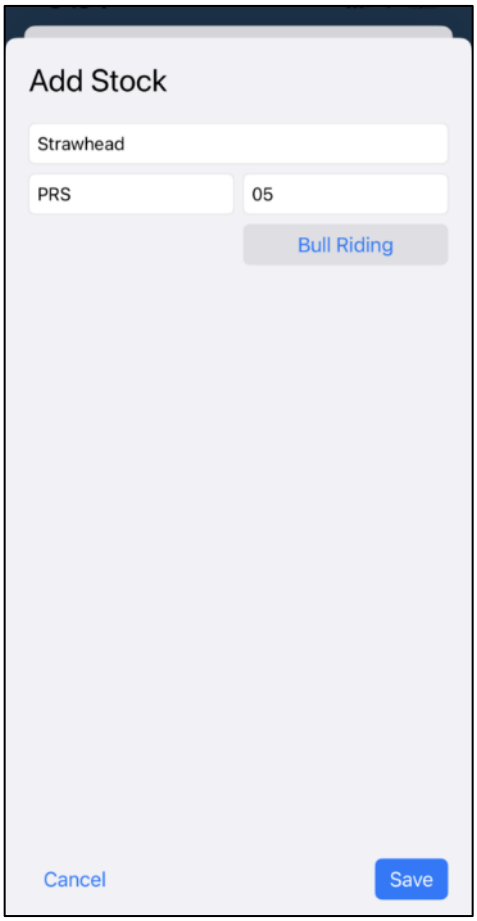
Setting Fee Instances by date are especially useful to keep historical data accurate. For example, in an existing Event, you may have an Event Fee of $50 in place for several years and now you want to increase it by $5 to $55. Your initial Fee of $50 can remain in place and you would add a new Fee Instance of $55 beginning on a specified date (defaulting to today). Think of a Fee Instance in this way: "This event Fee of $55 is for Junior Steer Wrestling and is in effect beginning January 2, 2023". When entering the Name field for the Fee Instance, remember this represents a Fee beginning on date X so an appropriate name for the first time you create this Fee Instance would be something like "Initial". Then a future Fee Instance, when you change the event entry fee for example, would be "Updated Jan 02, 2023". Next, indicate the amount then the Effective Date, which defaults to today's date. Save the Fee Instance then Save the Fee Configuration.



Fee Instances are used in all Fee type, Membership Fees, Competition Fees, and Event Fees.

Continuing Setup: Stock

Stock includes animals that will be assigned (drawn) to Competitors in a Competition. In this chapter, we will discuss how to add stock. In another chapter we will discuss how the Stock Draw works.



Stock entered into the Stock database is available for use in all future Competitions. Each animal is owned by a Stock Contractor. To create a new Stock Contractor, click the + icon and add their details, then save. After saving, choose the stock contractor by clicking on their name. Click the + icon then click the Create New (Add Stock) button to begin adding stock. Give the stock a name. Animals may have their own unique name, such as most Bulls and Saddlebronc horses will have a name, while many calves or steers may only have an ear tag number. Select the event where this animal is to be used. The only required information is the Stock Name field and the Event. Brand and ID Number can be used as needed, or as information is available. Tap Save to save the stock animal.

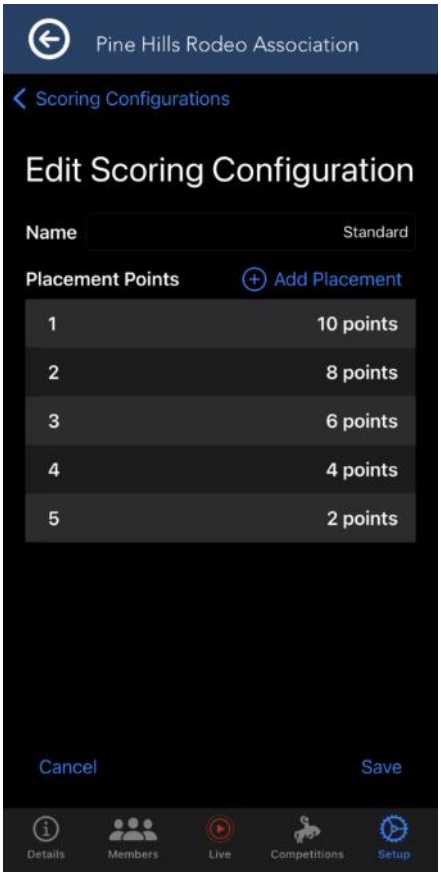
If an animal is to be used in multiple events, it will need to be added as an animal to each event.

Continuing Setup: Points

Points are for Organizations that award points as part of their results calculations. Not all Organizations do this. An Organization can have both Points Configurations and Payout Configurations to calculate both points and dollars.

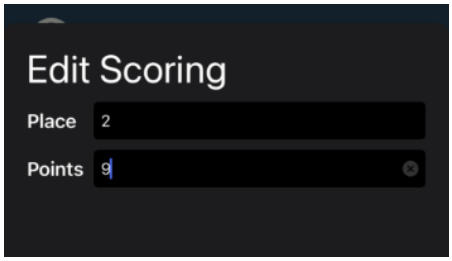
Points are configured to assign a set number of points according to the placing of the Competitor in the results. Your Organization can have multiple Points configurations which are then applied as needed.

When the Setup Wizard runs, the initial Points Configuration will start at 10 points for 1st place, decreasing by 2 points for each place.

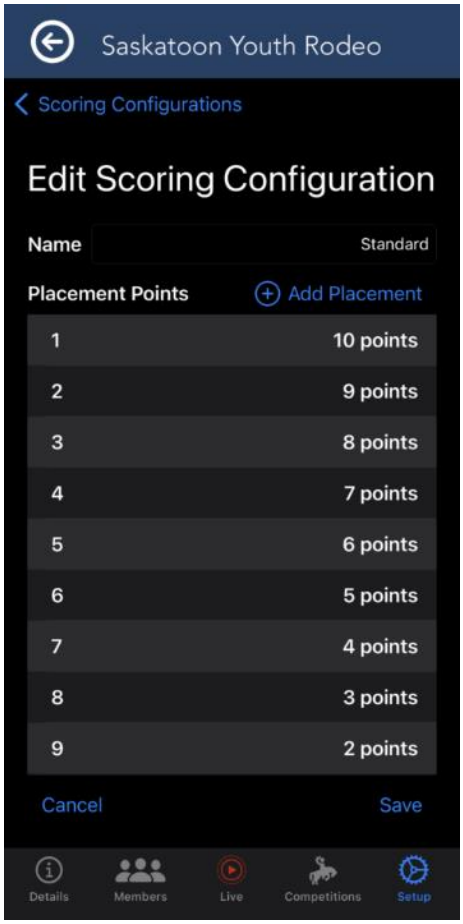


You may edit this configuration by tapping on any Placements Points row and adjusting the points.

You can then tap to + Add Placements and complete the fields then tap Save.



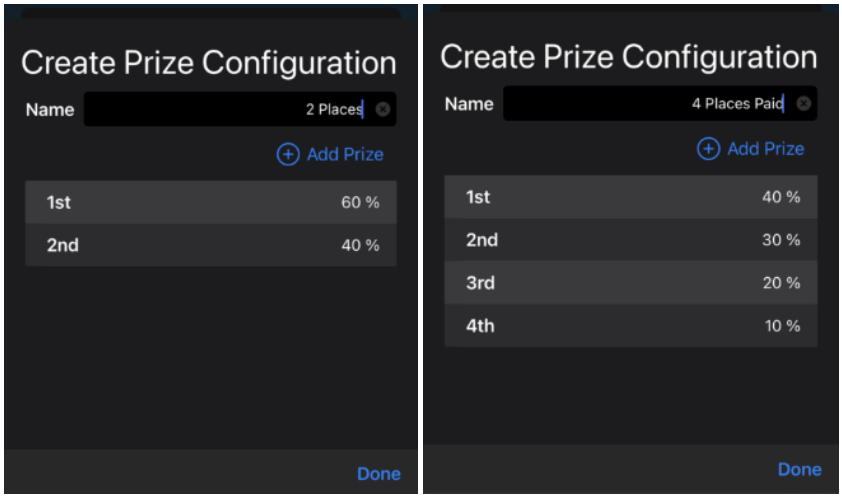
Continue to edit or add as needed to set up the Points Configuration to meet your Organization's needs, for example:



Continuing Setup: Payouts

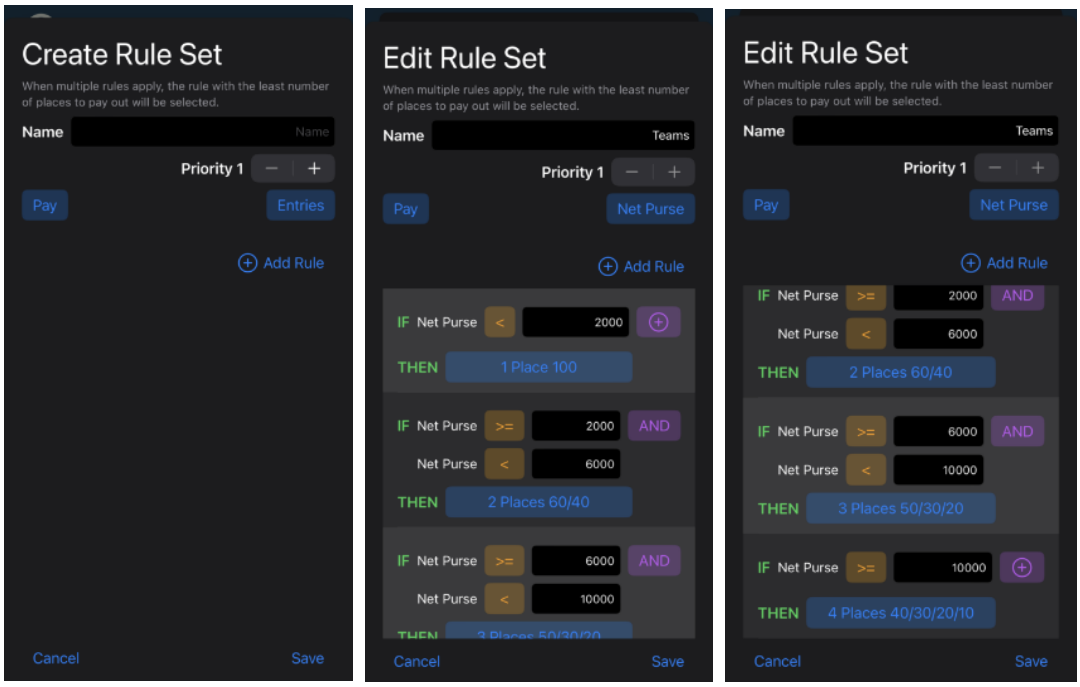
Payout configurations are one of the most powerful sections of the App. First, you will set up a Payout Configuration, then you will make choices as to where the configuration is to be applied. In many cases you will only need one Payout configuration and it will be set as the Default. Note: the Setup Wizard does NOT create a Payout Configuration.

From the Setup tab, tap Payouts, then tap the Create button and give the configuration a descriptive name, such as Standard. There are three sections within a Payout configuration, Prizes, Rules, and Fees. Tap on the Prizes Tab, then + Add, then provide a name. You will most likely set up multiple Prizes. Appropriate names here would be descriptive of the Prize to be paid, such as naming the Prize after either the number of places to pay or the percentages to pay. For example, name a Prize "1 Place Paid", the next Prize "2 Places Paid", the next Prize "3 Places Paid", etc. For each Prize configuration, click + Add Prize and set the Payout percentage for the placing, such as 1st = 40%, 2nd = 30%, 3rd = 20%, 4th = 10%.

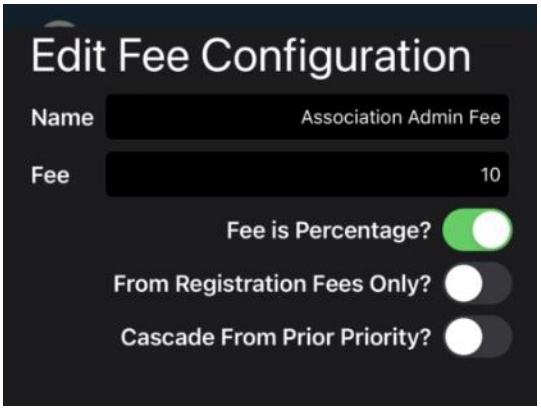


After setting Prizes, tap Rules then tap + Add. Rules are used to determine what Prize set is applied according to the criteria of # of Entrants, Placed, or Net Purse value. First, the Pay button indicates to whom the payout is assigned. Pay means to pay to the Competitor. Tap the Entries button to indicate if the Rule is based on number of Entries, number of Competitors Placed, or Net Purse value. Set the first Rule. Rules are a set of statements that consist of comparing the value of Entries, Placed, or Net Purse to apply the Prize. Begin at the lowest level and continue to + Add Rules to set additional levels.

IMPORTANT If your organization uses the number of competitors (entries) entered in an event as the basis to determine the rules for how many places to payout, then you will likely need to create a separate Payout Configuration for team events. A team event will have double the number of entries (1 x header, 1 x heeler for example) as an individual so you will likely need the rules to be doubled as well.
This is covered further in the article Advanced: Setting Two Payout Configurations.

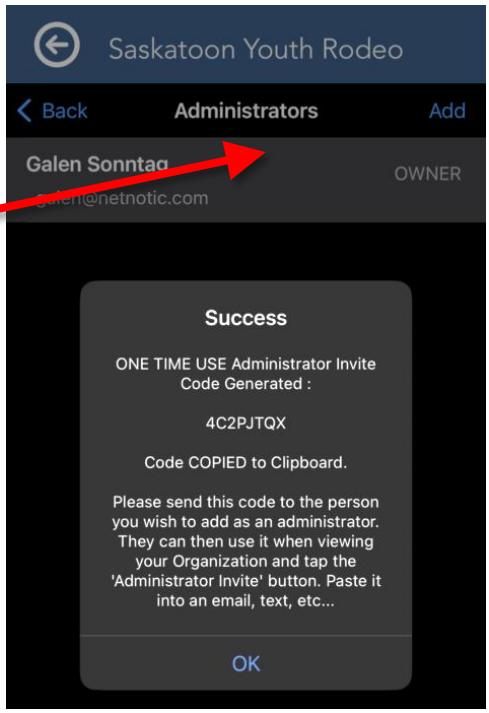


When your rules are all set, tap the Fees tab and here you can set the amount of the prize purse that the Organization will take from the Gross Purse before paying out the Prize Money. If your Organization does not retain a percentage of the prize purse then there is no need to use this setting. For those that do, enter a name, such as Association Admin Fee and then enter the percentage. Tap Save to save the Fees settings and Save again to save the Payout Configuration.

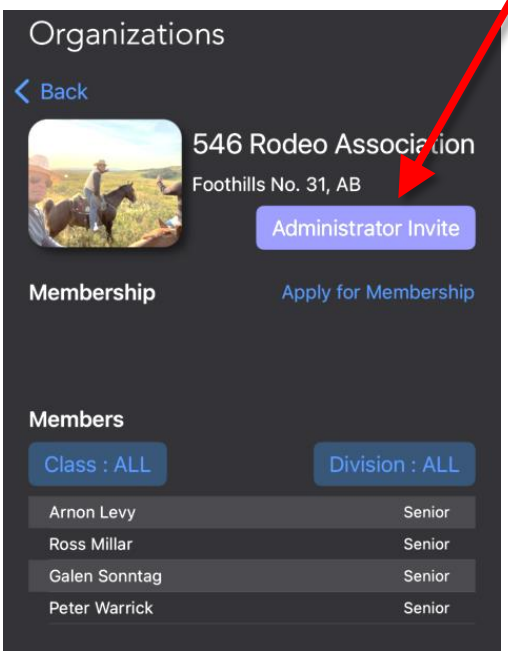


Continuing Setup: Administrators

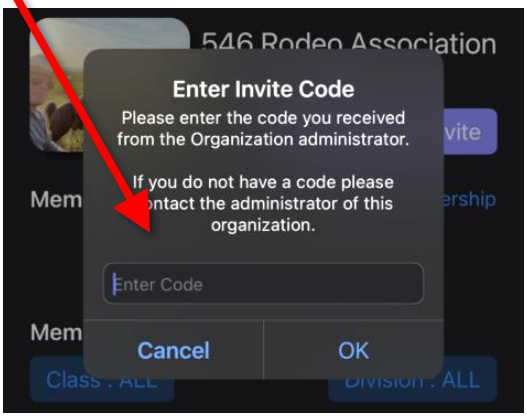
Within an Organization, there can be multiple **Administrators.** This allows multiple persons to manage the account, enter scores, generate results, etc. The addition of an Administrator must be initiated by a current Admin by generating a new code. Tap Setup and then tap Administrators then tap the Add button. This creates a new one time use code which is automatically copied to your clipboard. You can send the code via text, email, or verbally to the person you are authorizing to become an Administrator.



When your new Administrator receives the code, they will tap on the Organizations tab from the home screen of the App, select the appropriate Organization, and then tap the Administrator Invite button.



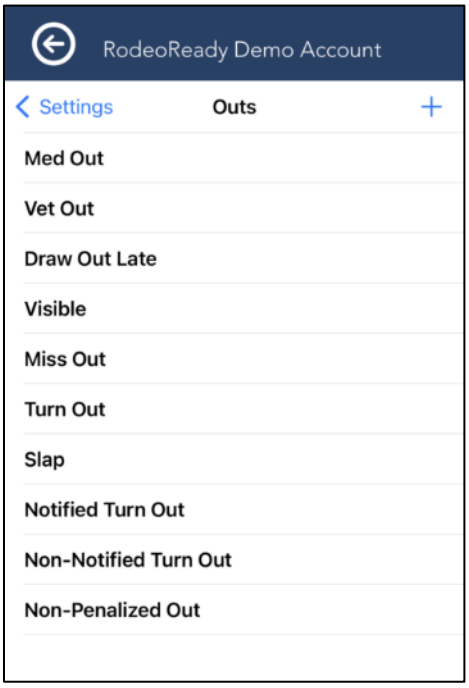
This will provide a field prompt for the code. Once the code is successfully entered they will have Administrator access to the Organization.



In the list of Administrators, one of the Administrators will be designated as the OWNER. This is the Apple ID that initially set up the Organization Account. The functions available to OWNERS and Administrators are basically the same. The only difference is the OWNER is the only one who can delete the Organization. Same for competitions. The key here is that an admin of an organization doesn't mean they are an admin of a Competition. They must have created the competition or been added as an administrator to the competition.

Continuing Setup: Outs

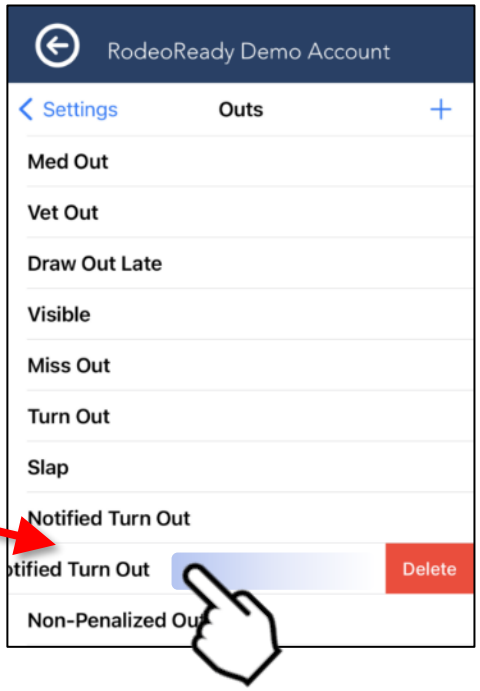
Outs are used to indicate a status of a Competitor that cannot compete in an event for a variety of reasons. These include injuries or illness to a horse or Competitor, choosing not to compete in this rodeo, mistreatment of livestock, unknown absences, etc. The impact of choosing an Out will vary based on the Out chosen, including effects on the event entry fees being included in the event gross purse, fee refunds to the Competitor, and inclusion in the rodeo counts. Different Outs will have different combinations of these effects, which are all configurable by the Organization Admin.



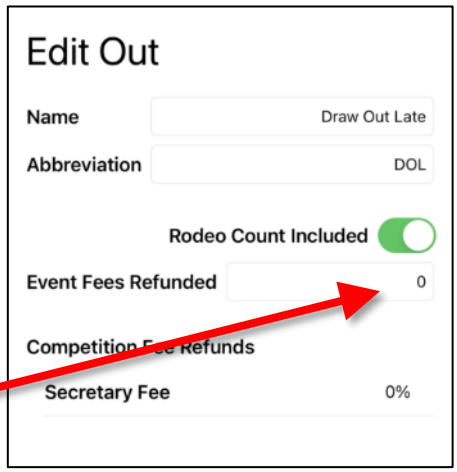
Outs are applied by the Organization Admin during the Live Competition input of Results. Any outs with a refund percentage (as set below) will be reported in the Payouts Report found in the Individual Competition section of the Reports tab.

When an Organization is created and the Wizard runs, it will set up a default set of Outs. The initial list is only a suggestion. The Admin may alter this list by adding, deleting, editing as needed to suit the requirements of the Organization.

To delete an Out, use the standard delete operation of swiping on the row from right to left and tap on the red Delete button.

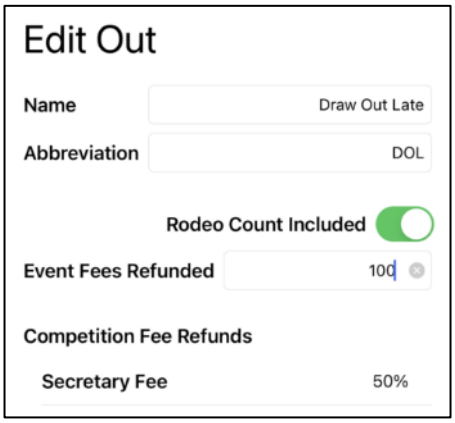


To add an Out, tap the + button at the top. The add and edit process uses the same fields so we will show an edit. To edit, tap on the name of an Out. You may change the names and abbreviations of the Outs as you wish. Toggle the Rodeo Count Included switch to indicate if this Out will still count as participation in the rodeo competition.



Tap on Event Fees Refunded to set the portion of the Event entry fees that are to be refunded to the Competitor in this Out situation. Normally this is an all (100) or nothing (0) setting but you may set other percentage values.

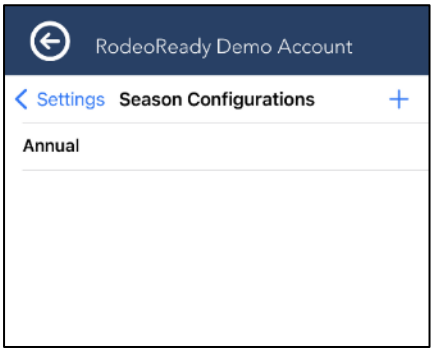
The Competition Fee Refunds will display a list of your Organization Competition Fees (if used). You may set the amount of the refund for each Fee by tapping on the row and setting the percentage to be refunded to the Competitor in this Out situation. Normally this is an all (100) or nothing (0) setting but you may set other percentage values.



Tap Save when you have finished with the settings for the Out you are working in.

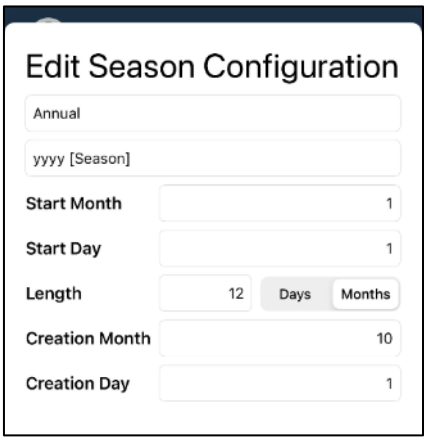
Continuing Setup: Seasons

Seasons are periods of time within which you will set up a schedule of competitions. This schedule of competitions then is used as the competitions to calculate season standings. You may have several seasons within a 12 month period, such as a Spring Season and a Fall Season, with separate Competitions and separate season standings. Your season may overlap from one calendar year to the next. When the wizard runs, it will automatically set up a default season named Annual.



To add or edit the Season configurations, tap on Settings then Seasons.

To edit the Annual Season configuration, tap on Annual. You can edit the Start Month and Start Day of your season and then set the season Length by either number of days or number of months. The Start Month and Day will be the day each year when your members may begin to join your organization as members and then register for your Competitions.



Then set the Creation Month and Creation Day. This is the date of each year when the RR App will automatically generate a new season for you. For instance if your Start month and day is 01/01 (Jan 1) you may wish the season to be created on Nov 1 (11/01) so that your members can pre-pay for the next season.

When you are setting up your Membership Type Fee Payment Configurations, you will want to indicate the name of the Season Configuration to use, in this case, the setting is Annual. This will ensure that the fee is charged once per season. Not setting a season will make that membership fee a lifetime (perpetual) membership. Members pay once.

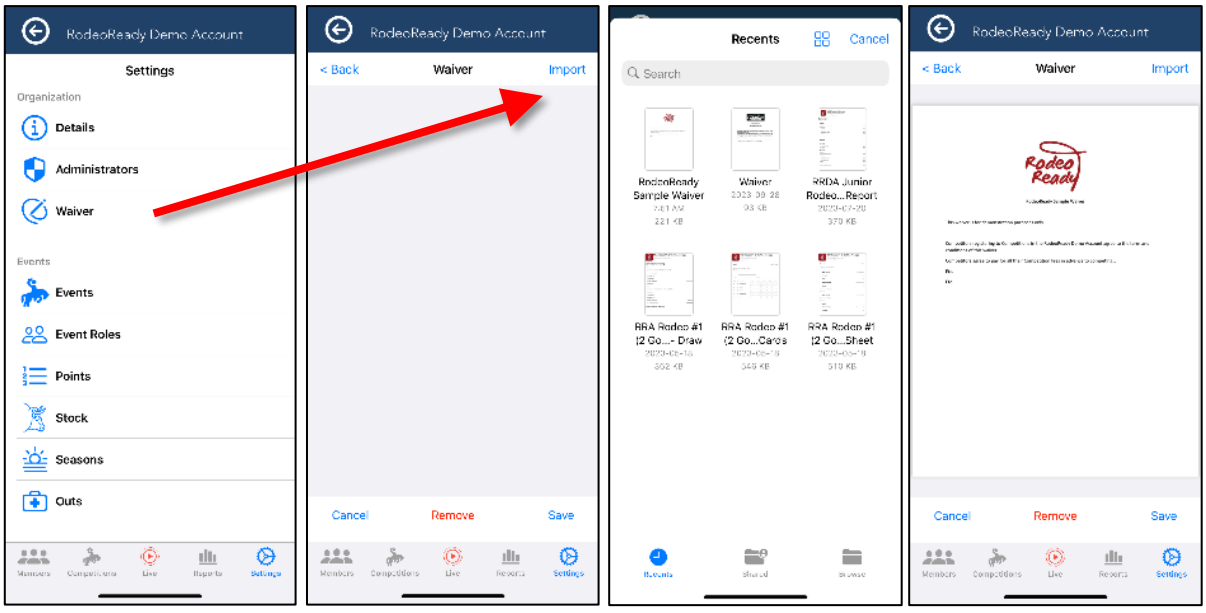
Note Once a member pays for a lifetime (perpetual) membership they will always have that lifetime membership, even if you change the fee to no longer be a lifetime membership.

Continuing Setup: Waiver

You can add your Organization's waiver to the Competition registration process. This will require a Competitor to acknowledge their consent to the waiver prior to being able to submit their registration to their first Competition. The waiver document must be in a PDF format. Prior to performing the following, the waiver PDF file must be on your device.

To add your waiver:

1. go to Settings, then tap on Waiver.
2. Tap on the Import button.
3. This will bring up (by default) the most recent files saved on your device.
4. Tap on the waiver file to import then tap Save.

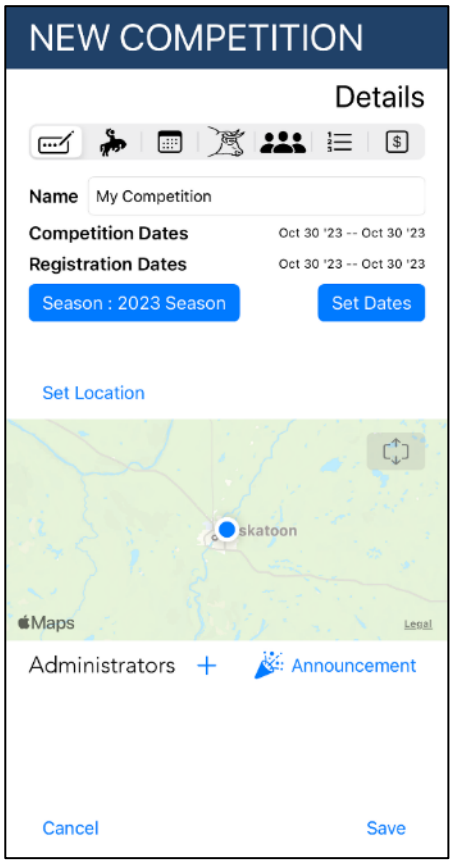


Creating and Configuring Competitions

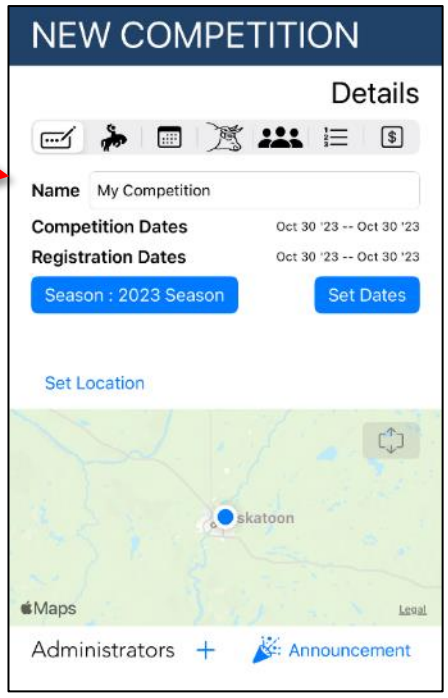
Creating a Competition

The term **Competition** applies to a number of competition types including Rodeos, Barrel Racing Shows, and Team Ropings (or simply Ropings).

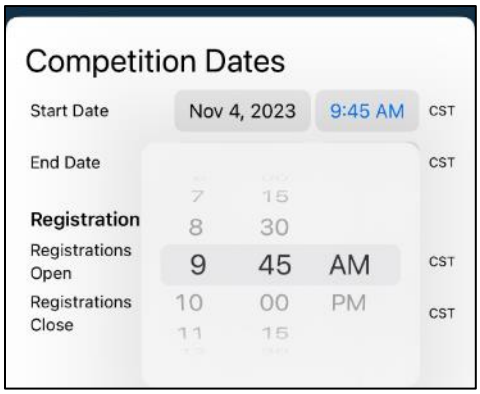
From the Organization Administration page, tap Competitions at the bottom of the screen. Tap the + Add icon to create a New Competition. There are 7 tabs, from left to right, Details, Events, Performances, Stock, Participants, Draws, and Payouts. When switching between tabs, the App will save the work you completed under the previous tab. For example, after entering your Competition Details, you can tap the Events tab and the Details will be saved.

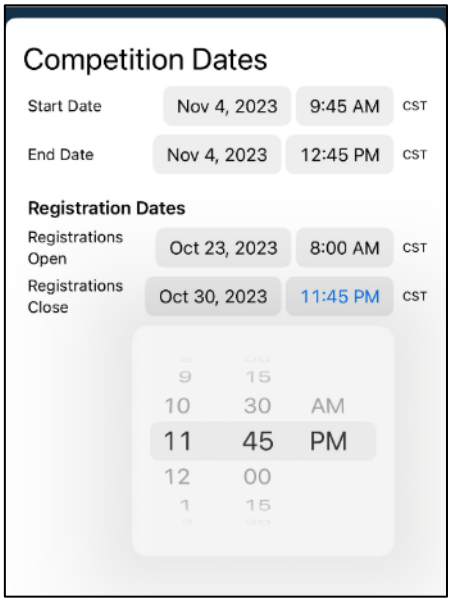


When you create a new Competition, you will start in **Details.** Enter the Name of the Competition (the name of your Rodeo).



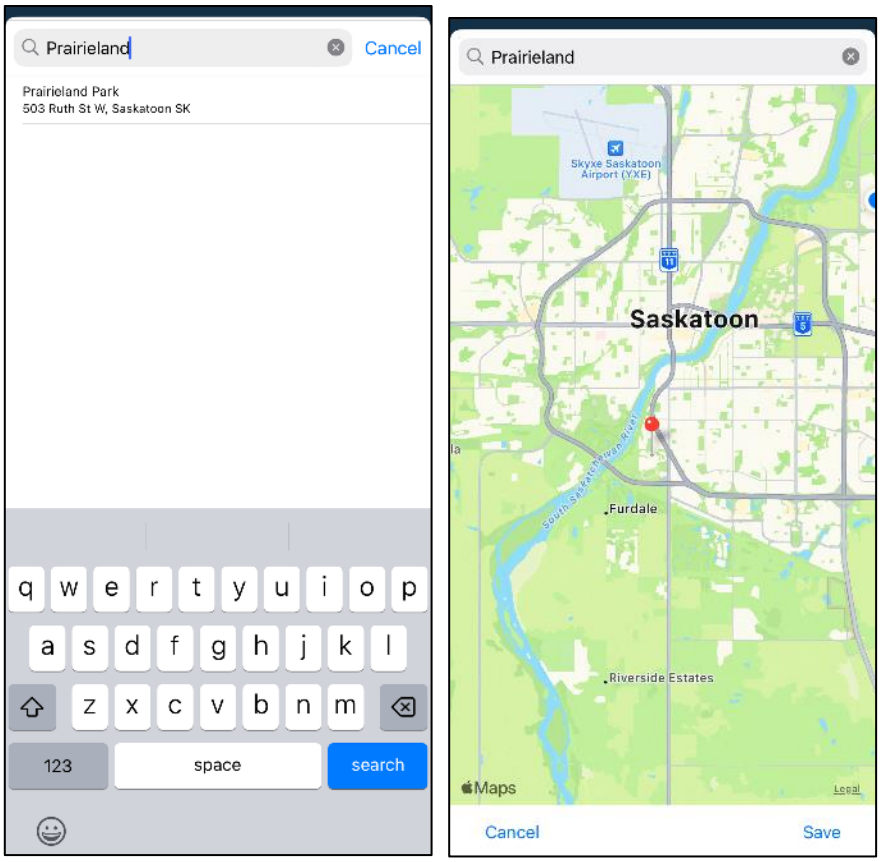
Next, tap the Set Dates button to set the Start and End dates and times of the Competition. Make sure to set your Start and End dates/times to allow for the times of your performances (next step). You cannot set up a Performance before your Start date/time or after your End date/time.





Then set the Registration Start and End Dates and times. These are the dates /times between which your Competitors are allowed to register in the Competition Events.

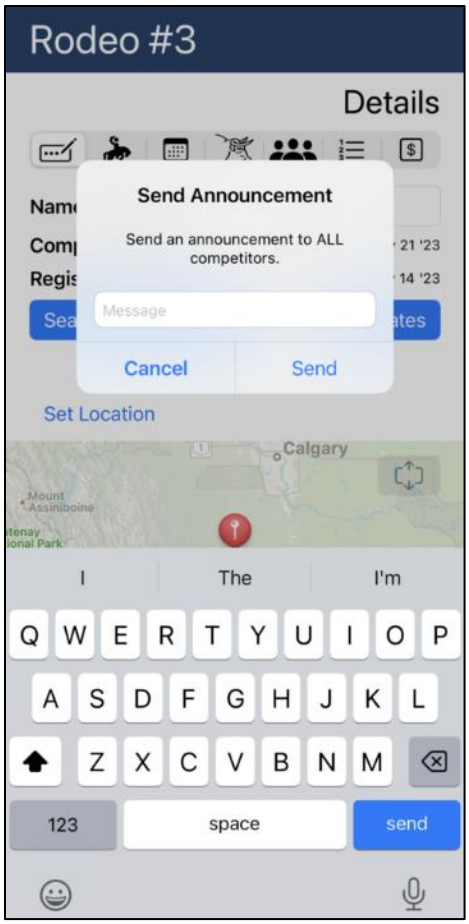
To Set Location, tap on the map and either, enter a Search Address or Place at the top of the screen, or position the map at the location and tap the screen to set the pin at the location, then Save. You have now set the Details for the Competition.



If you wish to allow other Admins to work with this competition, other than your Organization's Admin who set up the Competition, tap the Administrators + button and select from your available list.

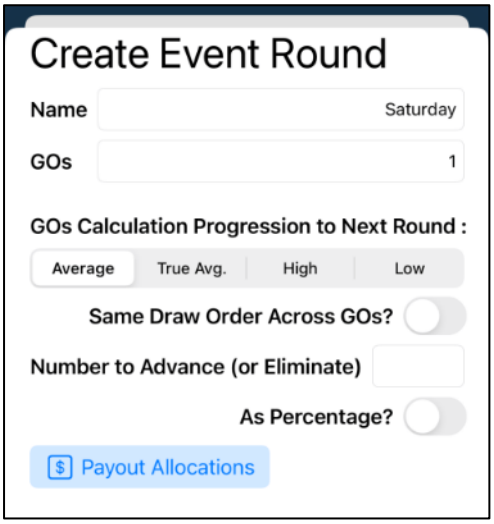
The Organization admin who created the Competition is the primary Admin of that Competition and can add other Admins. All Organization Admins (including the OWNER) can READ but not make any changes unless they are also an Admin of that Competition. This is a useful feature for when you want to allow a local rodeo secretary to manage a Competition, but not have access to manage other Competitions.

If you wish to send an announcement. Tap the Announcements button and type your message, tap Send and your message will be sent to all Competitors registered in this Competition.



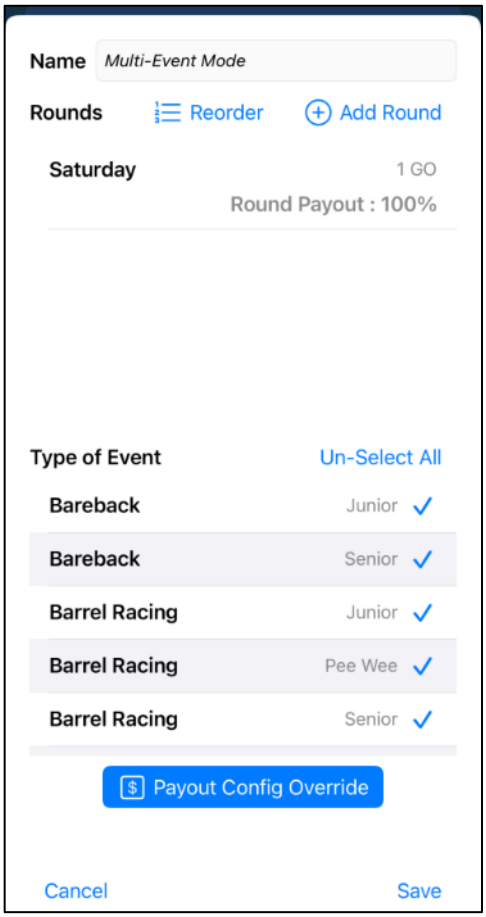
Competition: Events

Events initially is a blank list. Tap + Add Events to bring up the list of all Events. You will first need to add at least one Round by tapping the + Add Round button. Name the Round, such as "Saturday", "Round 1", "Primary", or "Long", etc. and indicate how many GOs are in the round, then tap OK. For this example we will set up the very simplest of draw formats, one Round, one Go. (note: there will be further discussion and step by step instructions on setting up other draw formats in later chapters within the Advanced Topics section).



our Example, we will enter "Saturday" and the number of GOs as 1. In this simple draw format, there are no additional settings required.

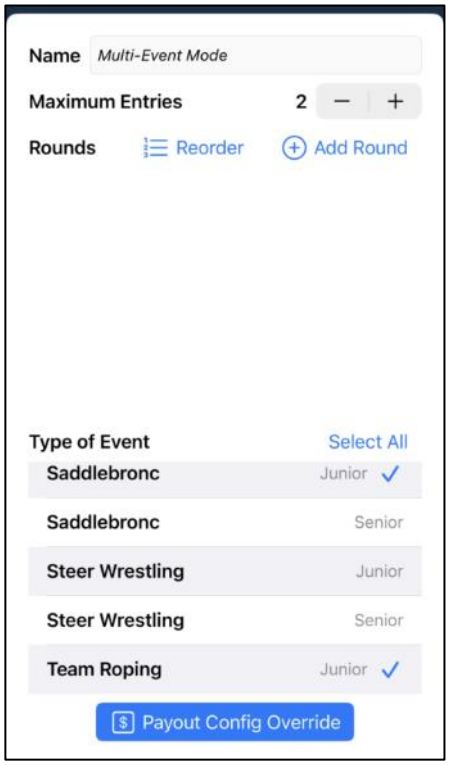
Tap OK to continue to the Event selections. Select your Events by tapping on each event to be included in the Competition. If you will be including all your events, simply tap the Select All button, then Save and OK to confirm. Save again to save your event settings, or simply tap the next tab, Performances, and your Events data will automatically be saved.



If all your events are single entry events, that is, competitors are only permitted to enter the event once in this competition, then you are done setting your events. If you will permit competitors to enter some or all events more than once, then see below.

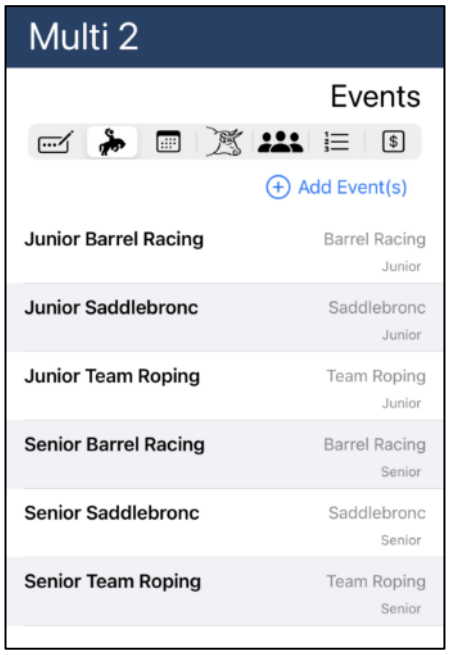
Specifying Multi-Entries in a group of Events

If your organization allows competitors to enter events multiple times in the same rodeo, use the Maximum Entries option to tap + to increase, or - to decrease. This will set all events in this multi-event selection to all the same number of entries (see further below for setting individual events to multiple entries). When multi-entries are set, competitors will be able to select an event multiple times at time of Competition registrations. Note: the setting is a Maximum setting which allows Competitors to enter events up to the maximum, including a number of entries less than the maximum.

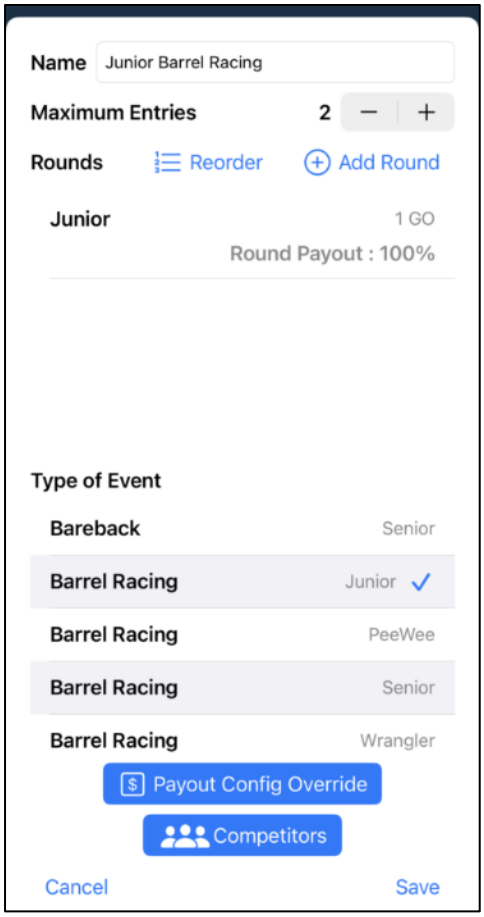


Specifying Multi-Entries in a single Event

If only selected events in your Competition are to be enabled for multiple entries, return to the list of events and tap on an event.



Next, tap on the + or - buttons to set the Maximum number of entries in an event.

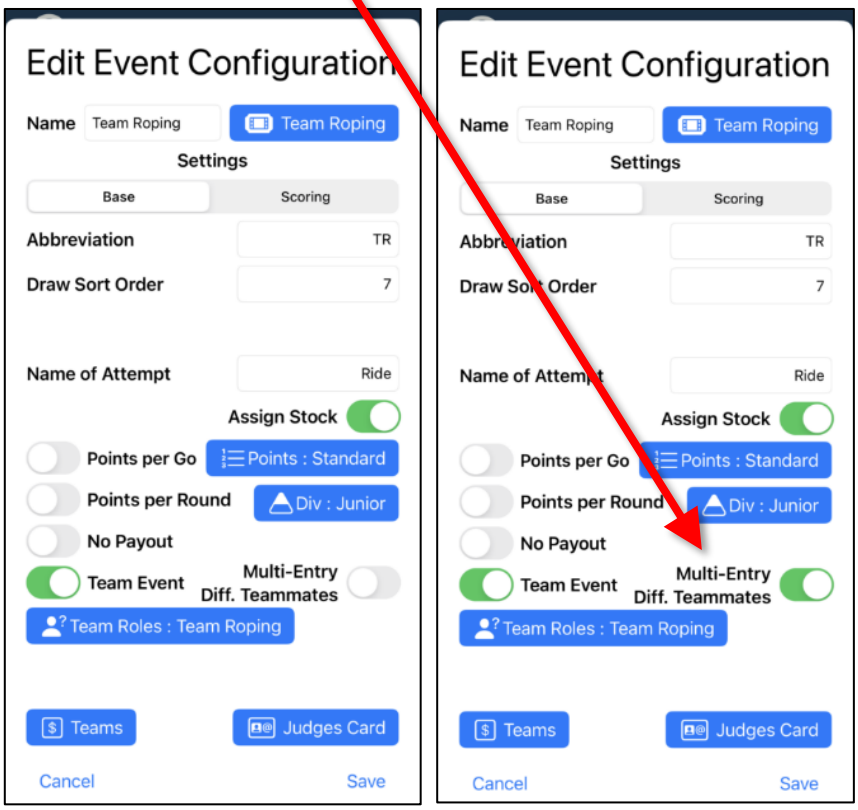


Results Calculations for Multi-Entries

Calculations of results in an event where multiple entries are allowed are as follows. If a competitor has entered an event multiple times, only their highest placing result will receive points and / or $'s in the results calculations. This position in the placing will be skipped and the next placing competitor will be awarded the points / $'s. For example, if an event is set to payout 50%, 30%, 20% for 1st, 2nd, and 3rd, and a competitor in an event places 1st and 3rd, they will not receive points / $'s for the 3rd place finish. These points / $'s will be awarded to the 4th place finisher.

Multi-Entries in Team Events

Team events and multiple entry settings include an extra option. Within the event settings, there is an option switch to turn on/off the requirement for the team members to consist of different partners. When the switch is turned on, the members of a team must be a different pairing than any other existing team in that event in that competition. However, keep in mind this will allow a team consisting of the same members but opposite team roles.



Organization Admin Creating Multiple Teams

An Organization Admin may add admin-added competitors to a team event up to the maximum number of entries allowed in the settings for that event in that competition. Regardless of the rules specified, the Admin is enabled to create teams of any combination of members. That is, even if the settings for the team event has the Multi-Entry Diff. Teammates switch turned on, the Admin can still create multiple teams of the same members. This includes any combination of App registered entries and admin-added entries.

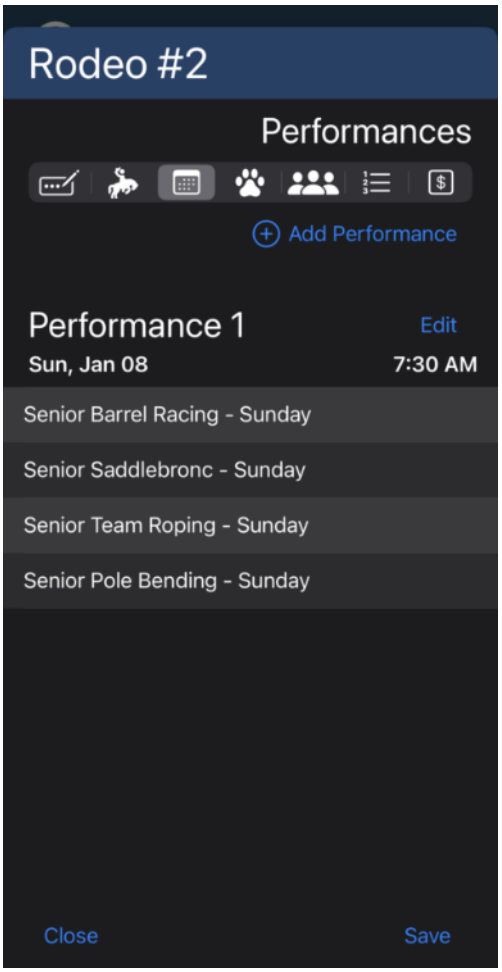
Results Calculations for Multi-Entries in Team Events

If a team has entered an event multiple times (where allowed by your settings), such as the same header and the same heeler, only their highest placing result will receive points and / or $'s in the results calculations. This position in the placing will be skipped and the next placing team will be awarded the points / $'s. For example, if an event is set to payout 50%, 30%, 20% for 1st, 2nd, and 3rd, and a team in an event places 1st and 3rd, they will not receive points / $'s for the 3rd place finish. These points / $'s will be awarded to the 4th place team.

In the case where the switch is set to require Multi-Entry Diff. Teammates, two teams consisting of the same competitors, but opposite roles, are considered a different team and they could place and be awarded points / $'s in the same event.

Competition: Performances

Tap the **Performances** icon and name this Performance 1. AS we are setting up the most basic of rodeo draw formats, one Performance, one Go, this is quick and easy. For more complex rodeo draw formats, we will discuss these, with step-by-step instructions, in the Advanced Topics chapters. At this time you may choose to reorder the events. You may do simply by tapping the Reorder button then dragging events up or down to change the order. By default, all the Events will be included in the Performance.



As a quick tip to the Admins, you will want to ensure that you have Details, Events and Performances set up for your Competition before the Registration Start date/time. This will normally be as far as you will progress with setting up your Competition.

After this point, Competitors will begin entering your Competition.

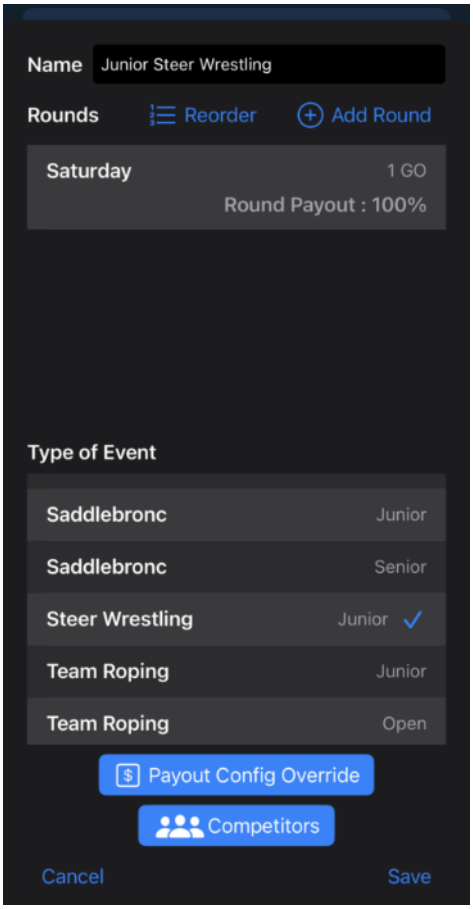
Competition: Manually Adding Competitors

As the Admin, you can **add Competitors** to Events. You can add:

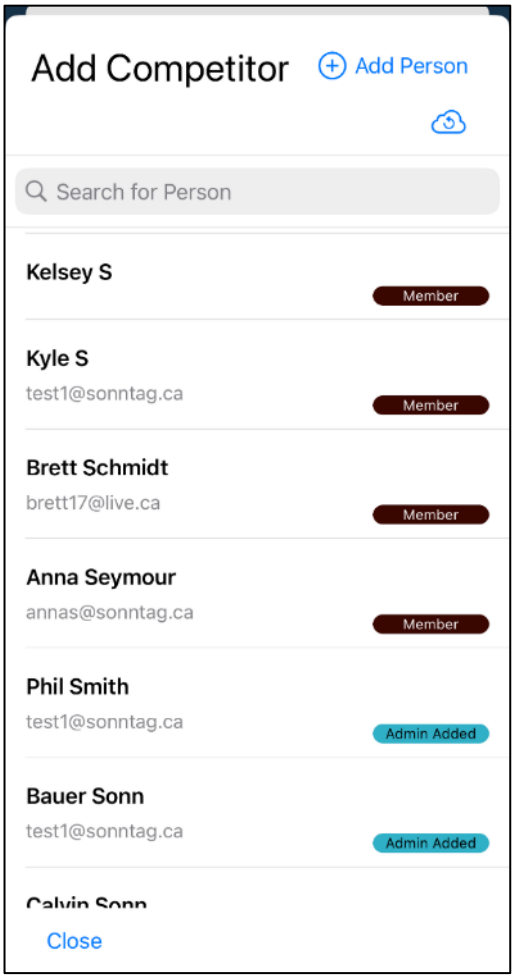
- Admin Added members, who are not App users and have not yet joined your organization, such as walk-up competitors,
- RodeoReady App users who have joined your organization.

> **Note** These will be included in Pay Later fees unless the Competitor chooses to return to their registration and pay online prior to the Competition.

Tap the Events icon then tap the event to which you want to add the Competitor then tap the Competitors button.



Your screen will display all current Competitors in the Event. Tap + Add Competitor. Any **Admin-Added Competitors** that have already been manually added to any other Events in this Competition, or any previous Competitions, will be available to add to this Event as well as **all RodeoReady App user Competitors**. You will be able to distinguish between these. App User members will have a brown button to the right stating Member and Admin Added will show a button with Admin Added.

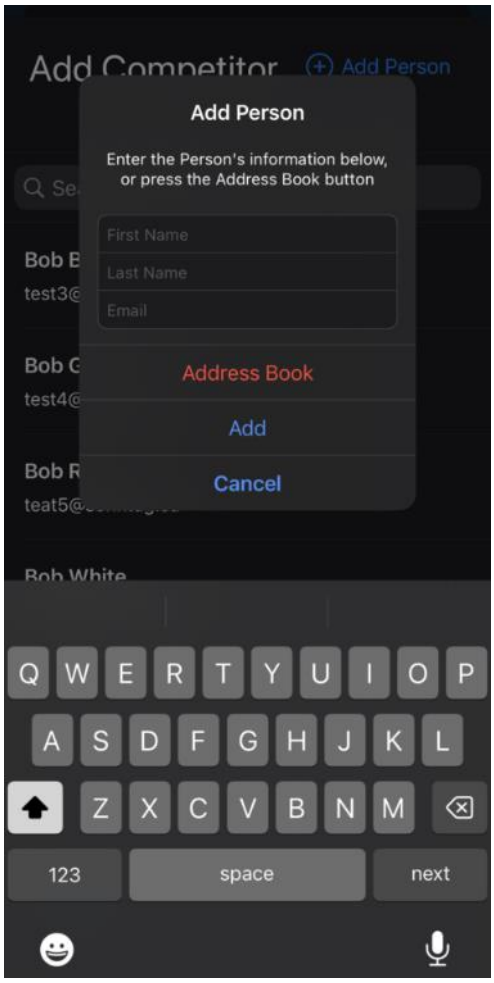


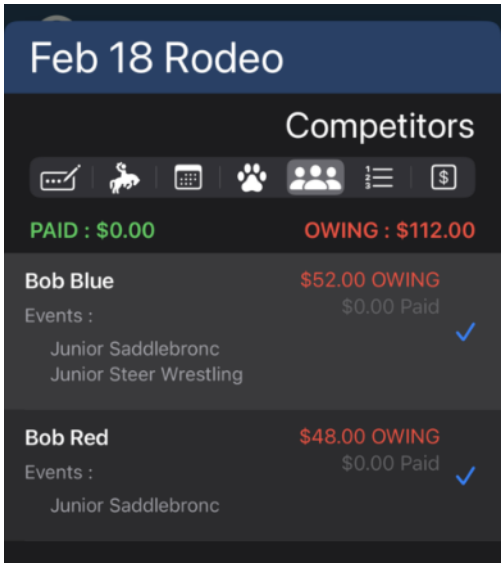
If the Competitor has never been manually added, tap + Add Person. If you are adding a new person, you can enter their name and email address, or add from the address book on your phone. Tap Add when fields are completed. Then tap OK to confirm. This Competitor will be assigned a Division matched to the Division of the first Event you register them in.

It is important to note that these manually added Competitors do not have access via the App and your Organization is currently responsible for collecting any fees owed.

Note we will soon be treating these Admin-Added Members Competition registrations as requiring Pay Later Fees. See more on Pay Later in the article Collecting Fees. When this becomes active, we recommend that Organization Admins also charge the 2.5% Pay Later fee, although that is at the discretion of of the Organization. RodeoReady will invoice the Organization for the 2.5% Pay Later fees owed.

If an Admin adds an App user Competitor (designated as Member) in the list above, these will be treated as a Pay Later registration and will be included as per the Pay Later fees as described in Collecting Fees. The Competitor can return to the Registration screen on the App and update their registration to pay online.



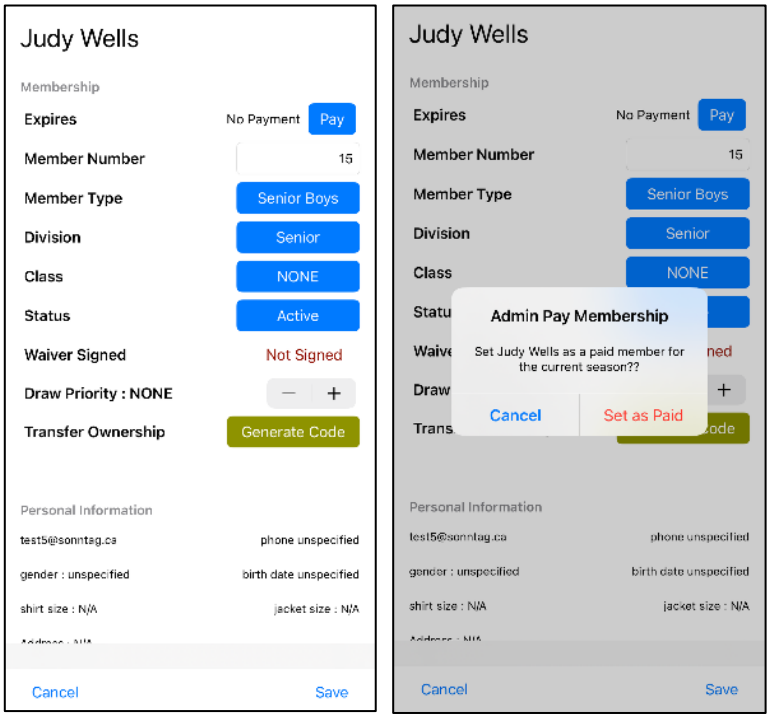


Once a person has been added as a Competitor to one Event in the Competition, they are available to be added to any other Events in this Competition and other Competitions within your Organization. Adding Competitors in this manner will also automatically calculate their fees owed. If you tap on the Competitors tab, you will see updated amounts owing and Events listed with each Event added.

Membership Registration Fees

If an Admin-Added member pays your Organization directly for their Membership Fees, you should update the payment status. From your Organization home screen, tap the Members tab, search for the member, and tap the member name, tap the Pay button next the Membership Expires, and set as Paid. This will update their membership to the end of the current season.

Note we will soon be treating these Admin-Added member registrations as requiring Pay Later Fees. See more on Pay Later in the article Collecting Fees When this becomes active, we recommend that Organization Admins also charge the 2.5% Pay Later fee, although that is at the discretion of of the Organization. RodeoReady will invoice the Organization for the 2.5% Pay Later fees owed.

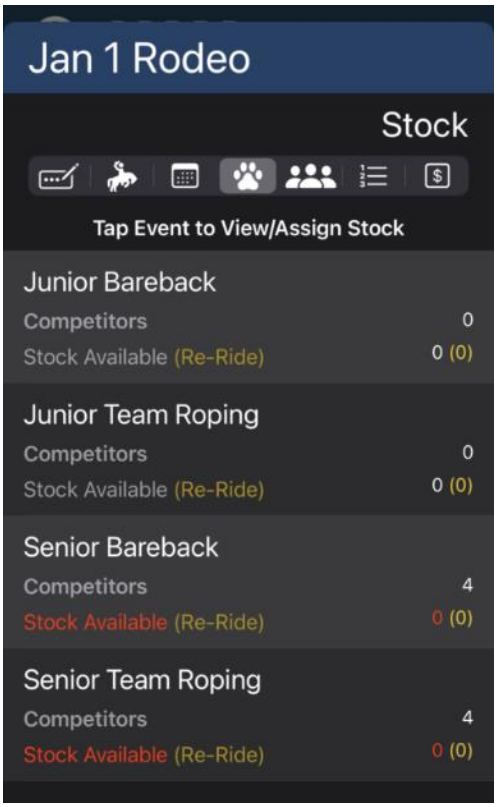


Admin-Added Member Transfer to an App Account

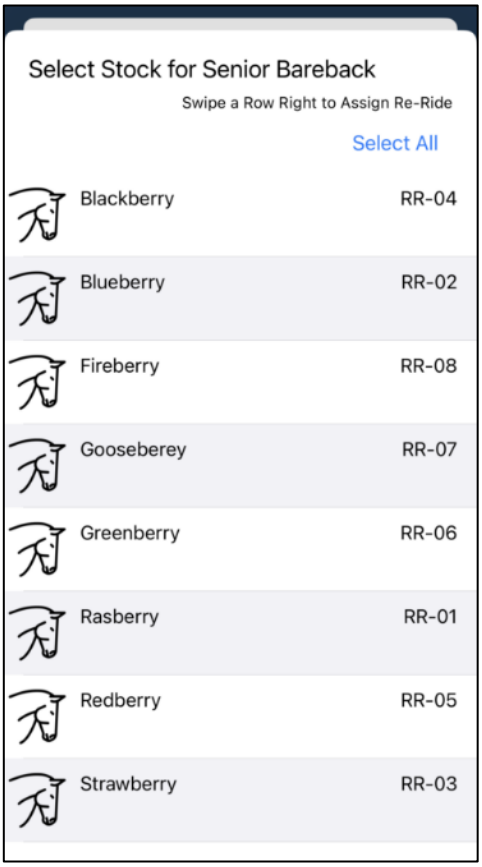
If a member you have manually added to the member list (shows as Admin-Added) later acquires their own App account, you can provide them with a Merge code so that they can take control of their account. See Advanced: Merging an Admin-Added Person to their App Account.

Competition: Stock

There are two parts to managing your **Stock** for a competition. The first is to make stock available for the draw. Tap the stock icon to view all the events that are set to Assign Stock in the event settings. Note: the number of Competitors for the Event is shown so you know how many animals will be required.



Tap an Event to begin assigning stock. Tap a Stock Contractor to view their available stock for this event. Tap on each animal to make it available for the stock draw. To assign an animal as re-ride stock, swipe the row from left to the right.



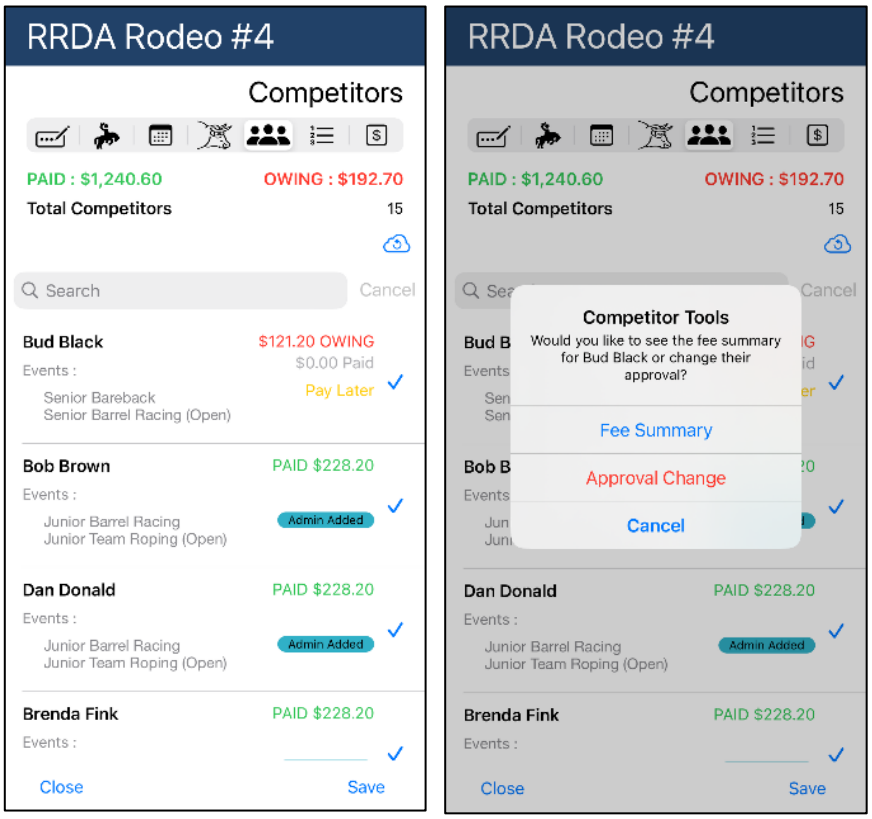
Tap Save and you will see the list of stock assigned to this event. Tap < Back to return to the list of events. You will now see the number of animals as Stock Available and the number of animals assigned as Re-Ride. Continue with other events as needed until all have an appropriate amount of stock available.

Competition: Reviewing Competitors

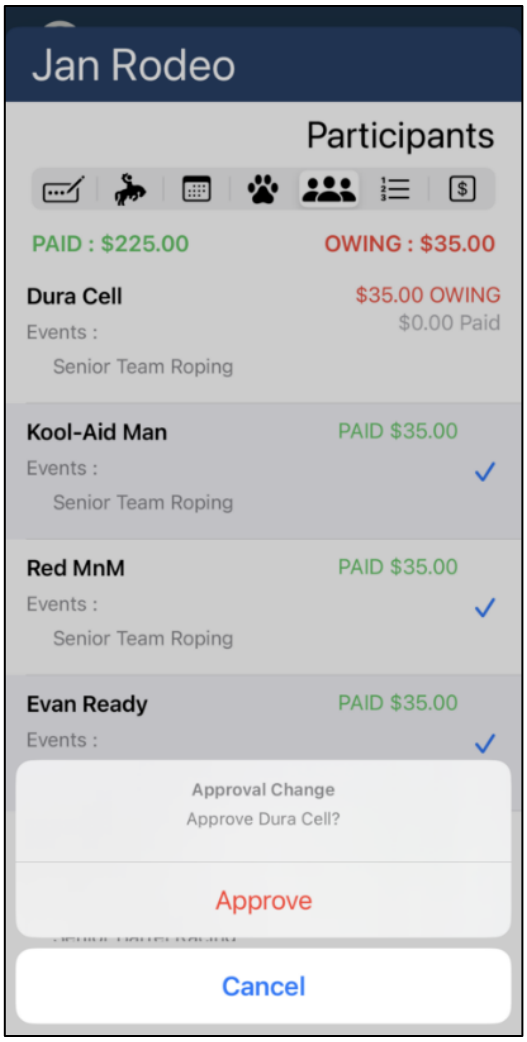
Tap on the **Competitors** tab and you will see a list of all competitors and all the Events they have entered as well as additional useful information. Any amount still unpaid will show as red text and the amount owing, such as $35.00 OWING. Competitors who have paid through the online payment platform will automatically have their payments reflected here. If a Competitor selects the Pay Later option (if offered by the Organization) then completes their payment direct to the Organization via some other means, tap the member row and tap Fee Summary. To record an offline payment, tap Edit Payments and mark as ALL PAID.

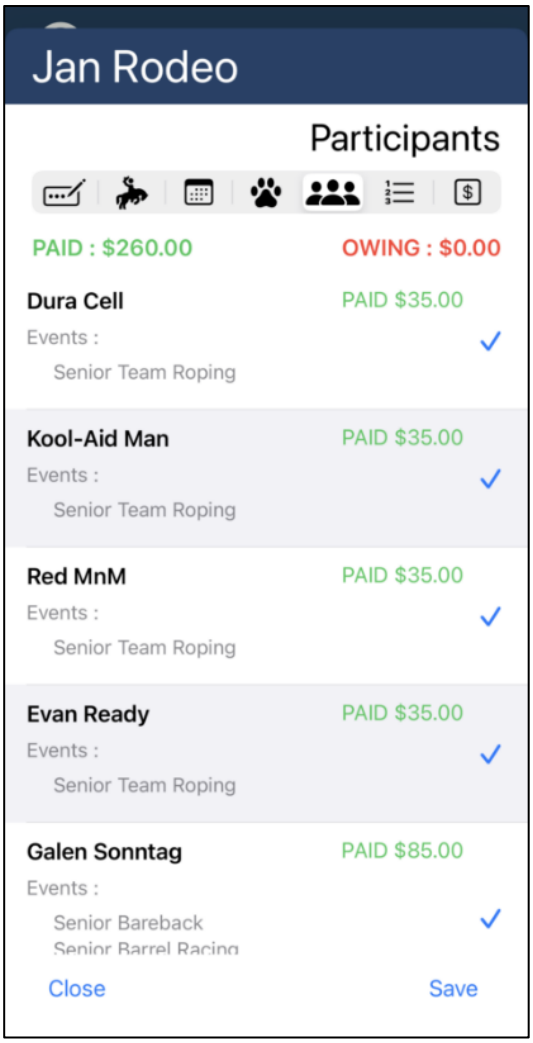
See Collecting Fees for more information on the Pay Later option.

Note Admin-Added memberships and Competition registrations will soon be treated as Pay Later transactions. When this becomes active, we recommend that Organization Admins also charge these Competitors the additional 2.5% Pay Later fee, although that is at the discretion of the Organization. The 2.5% Pay Later fees will be charged to the Organization by RodeoReady and invoiced via the Stripe payment platform.

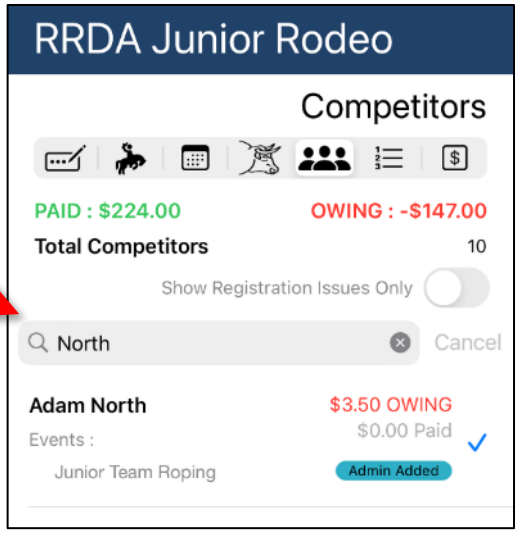


Competitors with a check mark are Approved, that is, they will be included in the Event Draw. To change their approval status, tap the Competitors row and then tap Approval Change, then tap Approve if you wish to change.

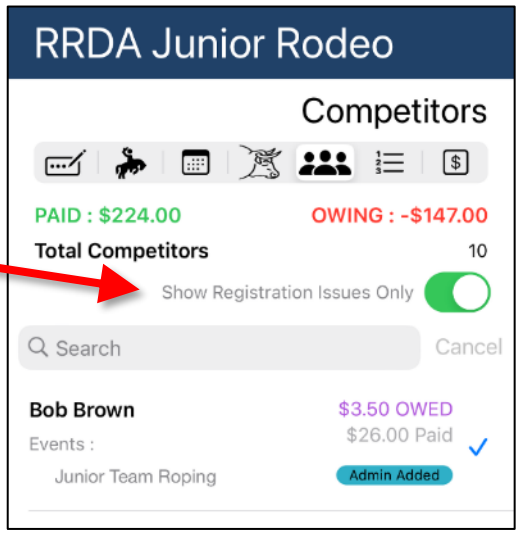


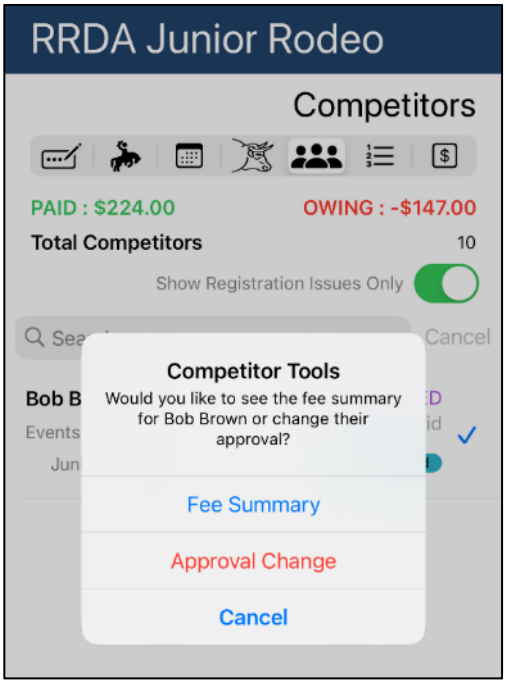


As your list of Competitors gets longer, it will be quicker to find a specific Competitor by entering their name in the Search field.

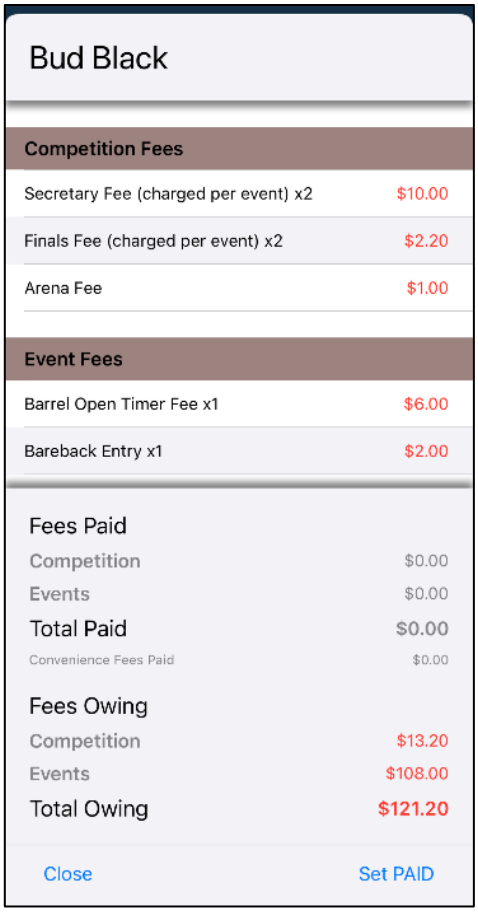


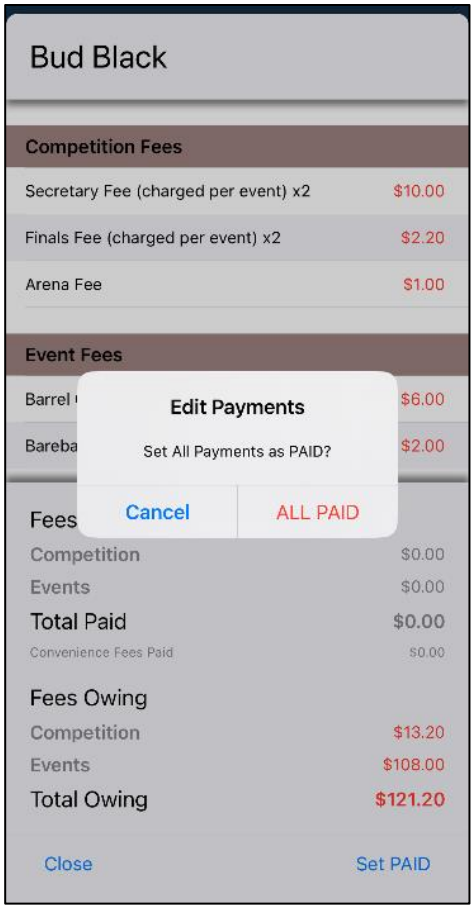
On occasion, Competition registration errors occur, usually due to a loss in communication between the device and the server during the registration process. This can result in registrations showing but not all fees being shown as paid. The Admin can often correct these errors by tapping Show Registration Issues Only.





Then tap on a Competitor in the list. Usually these issues can be resolved by tapping Fee Summary, then tap Edit Payments, then tap ALL UNPAID.


Bud Black
Competition Fees
Secretary Fee (charged per event) x2 $10.00
Finals Fee (charged per event) x2 $2.20
Arena Fee $1.00
Event Fees
Barrel Open Timer Fee x1 $6.00
Bareback Entry x1 $2.00
Fees Paid
Competition $0.00
Events $0.00
Total Paid $0.00
Convenience Fees Paid $0.00
Fees Owing
Competition $13.20
Events $108.00
Total Owing $121.20
Close
Set PAID


Bud Black
Competition Fees
Secretary Fee (charged per event) x2 $10.00
Finals Fee (charged per event) x2 $2.20
Arena Fee $1.00
Event Fees
Edit Payments
Set All Payments as PAID?
Cancel
ALL PAID
Competition $0.00
Events $0.00
Total Paid $0.00
Convenience Fees Paid $0.00
Fees Owing
Competition $13.20
Events $108.00
Total Owing $121.20
Close
Set PAID

Competition: Creating Teams

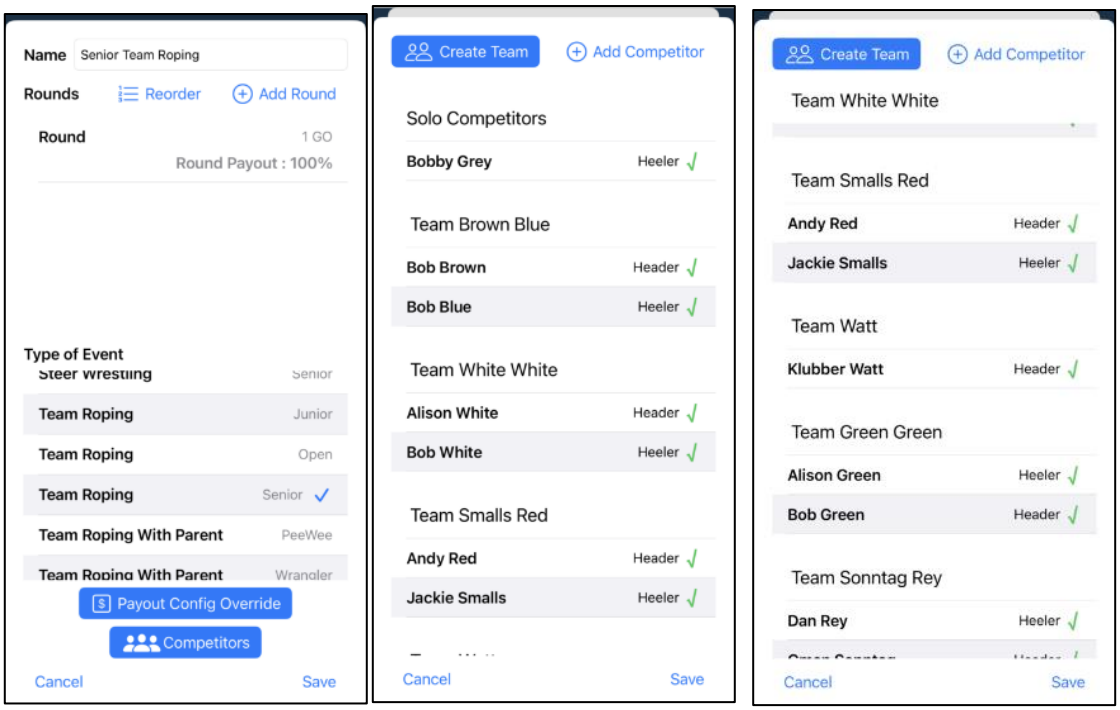
Most team roping and ribbon roping competitors will enter as teams, a combination of header and heeler or roper and runner. In some situations, team event competitors may enter as individuals, with only a team role specified and need to be added to another team member with the corresponding team role. That is, a header will need to be matched up with a heeler or a roper will need to be matched up with a runner. Sometimes this is due to competitors who may be new to the RodeoReady App or who have incorrectly added a team code and need some assistance from the Organization Admin.

Creating Teams

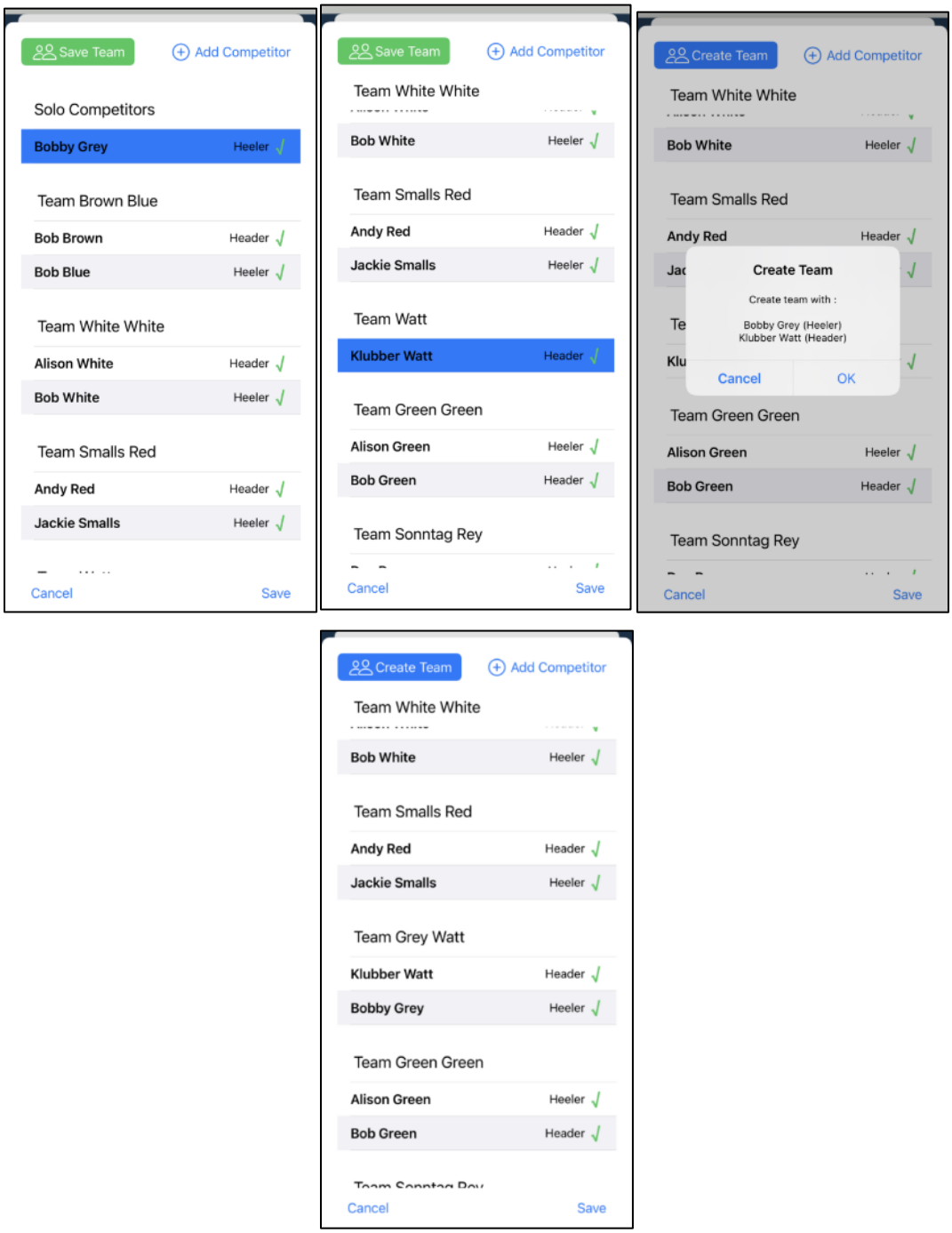
From within the Competition, tap on the Events tab then tap on the team Event you wish to manage. Near the bottom of the screen, tap on the Competitors button. This will bring up a list of Competitors currently registered to the Event, including those shown as already combined teams and any Competitors not assigned to teams yet shown as solo competitors. You will be able to create a new team to combine solo competitors or those without a team partner. It does not matter if the competitors have been entered as an Admin-Added competitor or if they have registered themselves in the event. You cannot create a team from competitors already on a completed team.

Note if you need to register an Admin-Added competitor before creating a team see Competition: Manually Adding Competitors.

In the example below, we have a Solo Competitor heeler named Bobby Grey and a header, Klubber Watt, who does not yet have a team roping partner. We will create a team with these two.



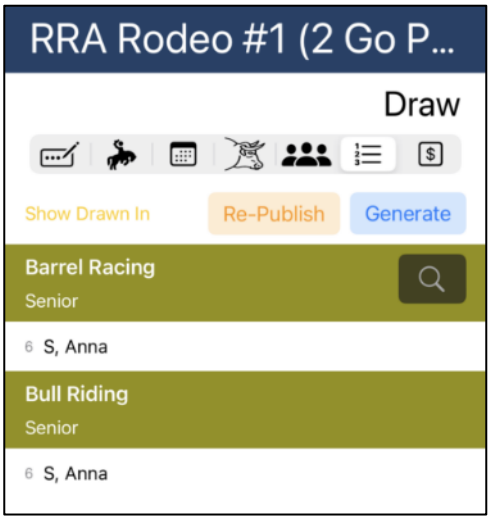
Tap on the Create Teams button at the top left. Tap on the first team member (Bobby Grey below) to select then tap on the second team member (Klubber Watt) to select, then tap the Save Team button at the top left, then tap OK, and you will have created Team Grey Watt.

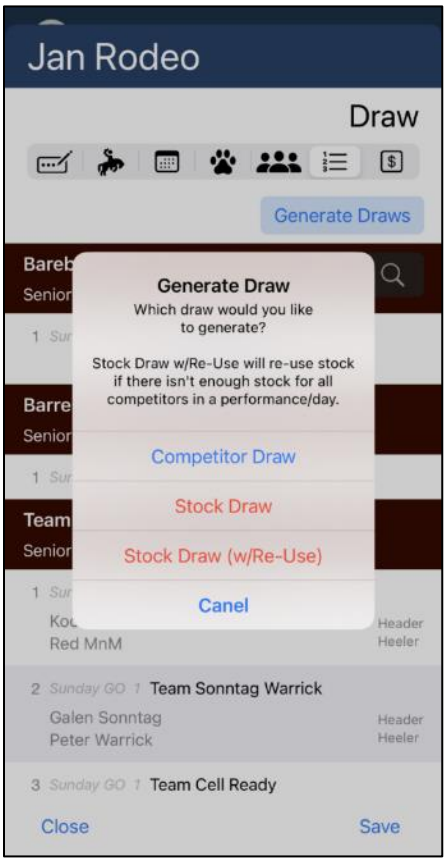


Competition: Generating Draws

There are two types of **Draws**, the Competitor Draw and the Stock Draw.
The Competitor Draw must run first. Tap the Draws icon then Tap the Generate Draws button. Tap the Competitor Draw button. If a draw has already been ran, you will asked to confirm if you wish to Re-Draw. The Competitor Draw will run the draw for all events in the Competition.

If your Organization runs a multiple performance draw with draw Preferences and settings for Maximum Competitors within an event/performance combination then you have the potential for a competitor, and/or an entry group, to be drawn out of the Competition. To see any competitors that have been drawn out, tap the Show Drawn Out button. Tap Show Drawn In to return the list of Competitors in the draw.

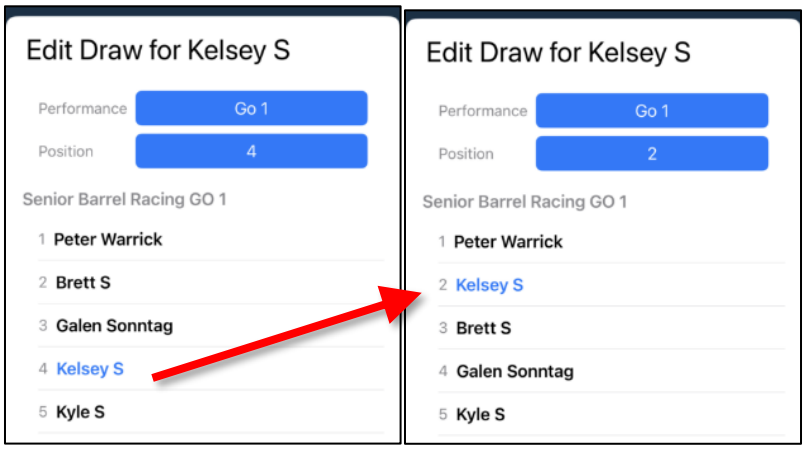




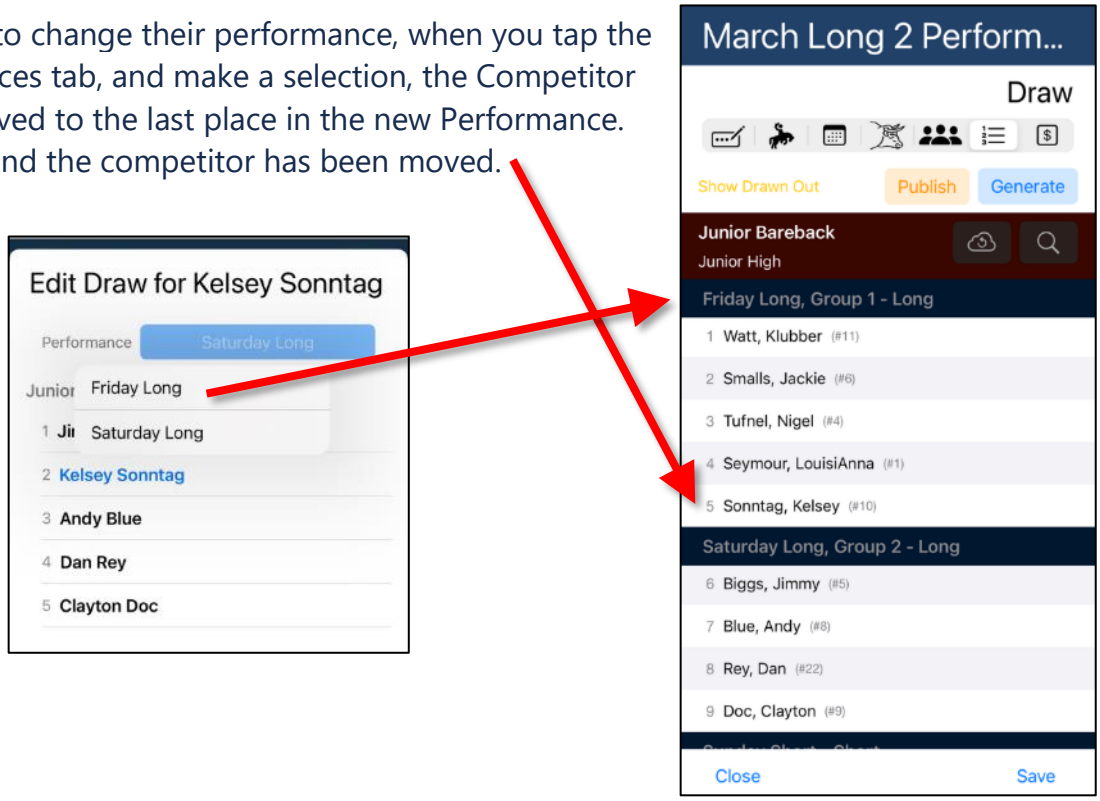
Next tap Generate Draws again and tap Stock Draw. This will assign stock from the stock you made available previously to the Competitors in events which are marked as Assign Stock.

Editing Draws

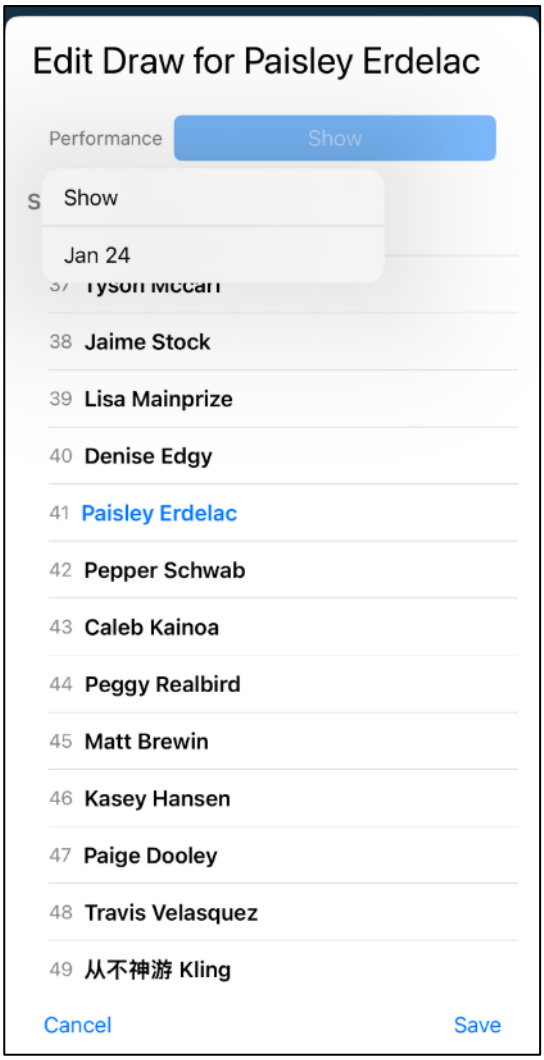
After you have run the draw, you will be able to view and adjust as needed. To make an adjustment to a competitor in the draw, just tap on the competitor and choose to Move or to Remove. If you choose to Remove, you can then select to remove them from All the events in the Competition, or just the one event. If you tap to Move, you will see an option screen enabling you to move to another performance, or to change their position in the current performance. When changing their position, tap the tab with the number and select a new position. Tap Save and the new draw order has been set.



If you tap to change their performance, when you tap the Performances tab, and make a selection, the Competitor will be moved to the last place in the new Performance. Tap Save and the competitor has been moved.



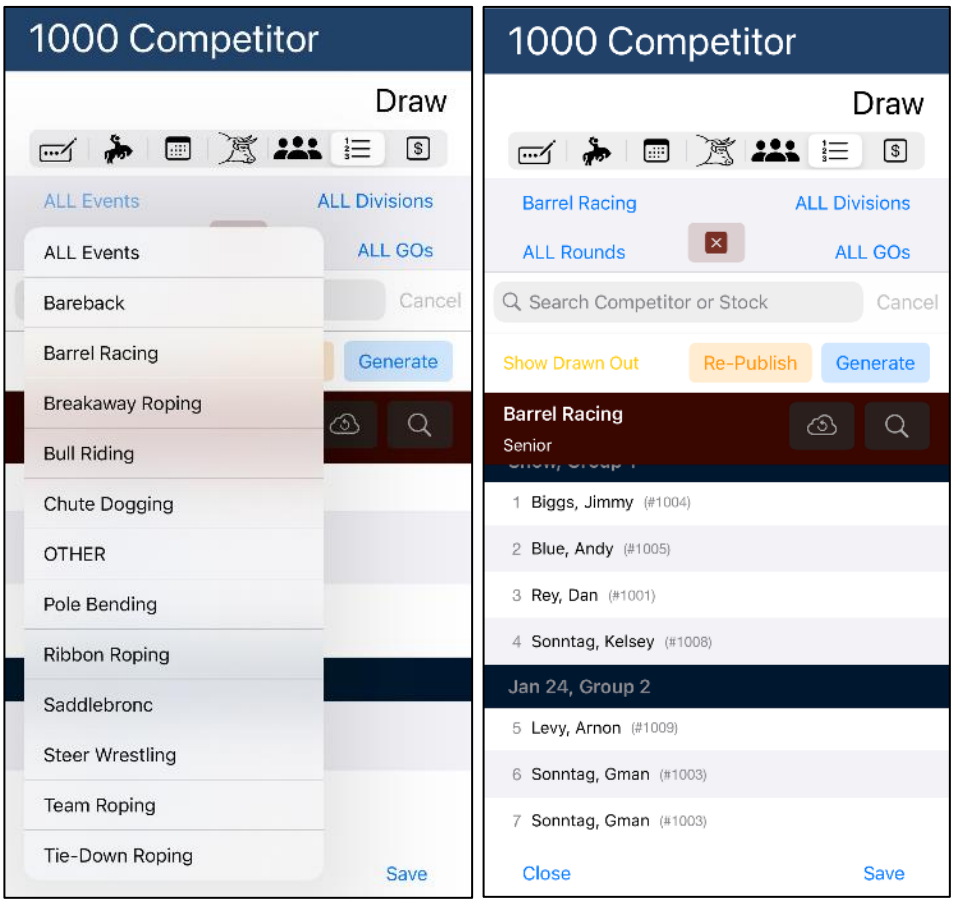
If you wish to move them to some other position in the draw, then navigate to that Performance and edit their position (as described above). We would recommend if you have multiple Competitors to edit, that you would first move them all to the Performance as desired then navigate to that Performance and edit their run orders.



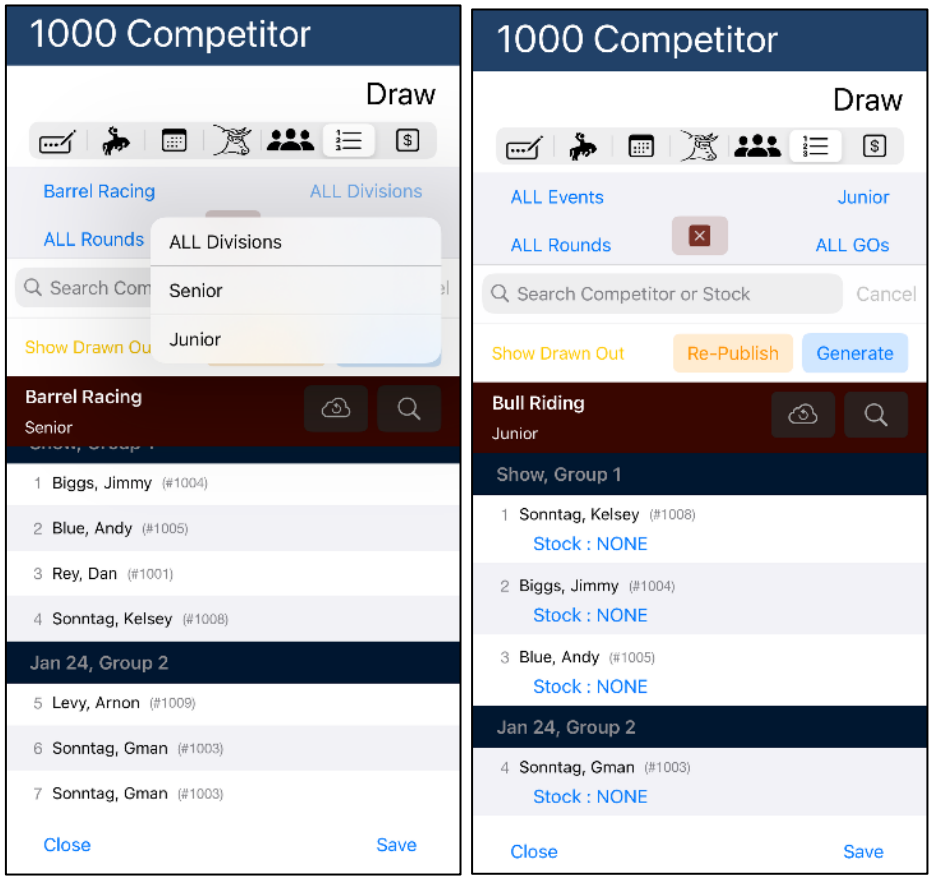
Filtering the Draw View

Did you know that after you have generated a competition draw, you can filter the view to make it easier to find exactly what you are looking for without scrolling through a list of 20 events and 300 competitors? Just tap the magnifying glass icon and you will be able to filter by event type, or round, or division, or go or event search for a specific competitor or stock.

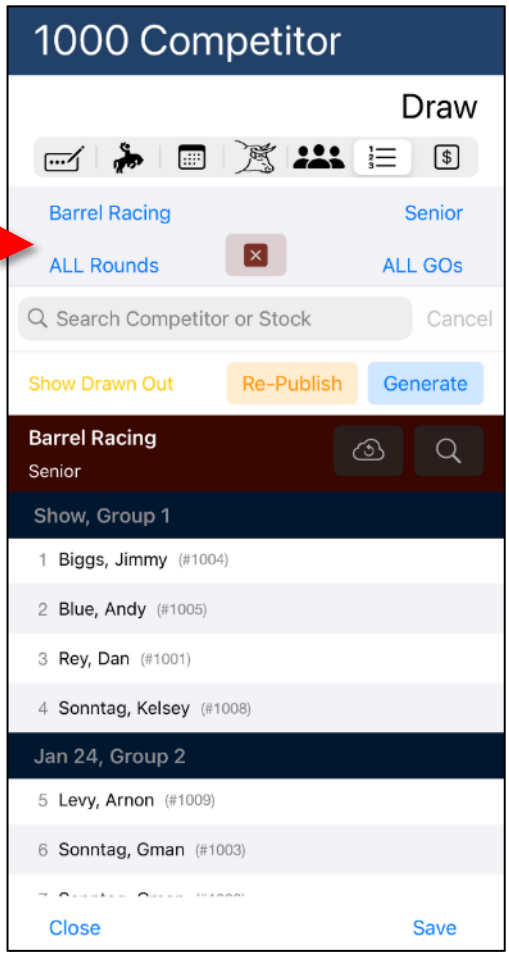
In our example below, we have three Events in our Competition, Bull Riding, Bareback, and Barrel Racing, appearing in that order. Bull Riding has 5 Competitors, Bareback has 1007 Competitors, Barrel Racing has 7 Competitors. To scroll through the list of 1007 Bareback Competitors to get the the 7 Competitors in Barrel Racing would be tedious. Instead, Tap the filter button that reads All Events and select Barrel Racing. This will take you to a list of only the Barrel Racing Event. Tap again to choose a different event.

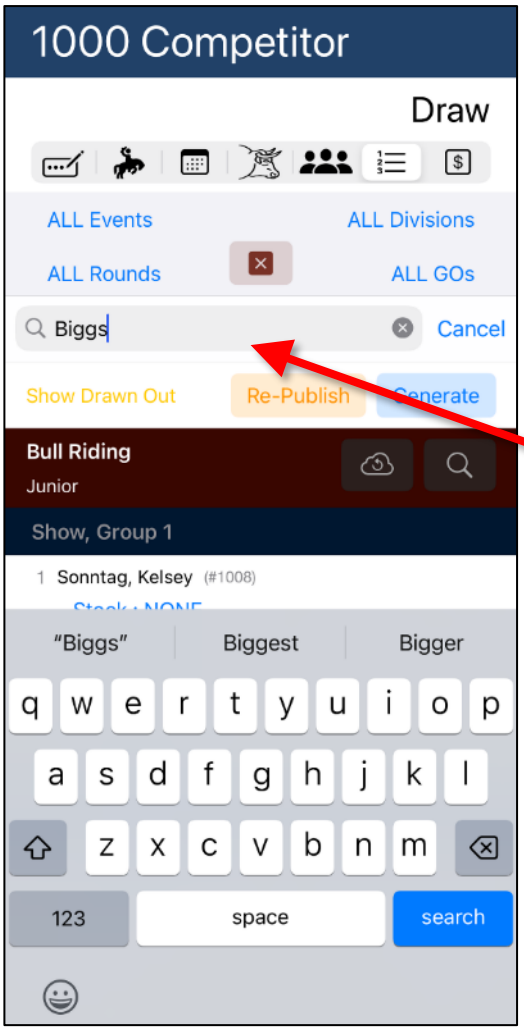


Another convenient way to use the filters is to tap the All Divisions button and select only Junior to see only those Events in the Junior Division.



You can also use multiple filters at the same time, for example, tap All Events and Choose Barrel Racing, tap All Divisions and choose Senior, and you will only see the Senior Barrel Racing Event (if there were Junior, and Pee Wee and Novice, they would not be shown).





Also, use the search bar if you need to locate a specific Competitor.

Tap the magnifying glass again when you want to return to the full draw view.

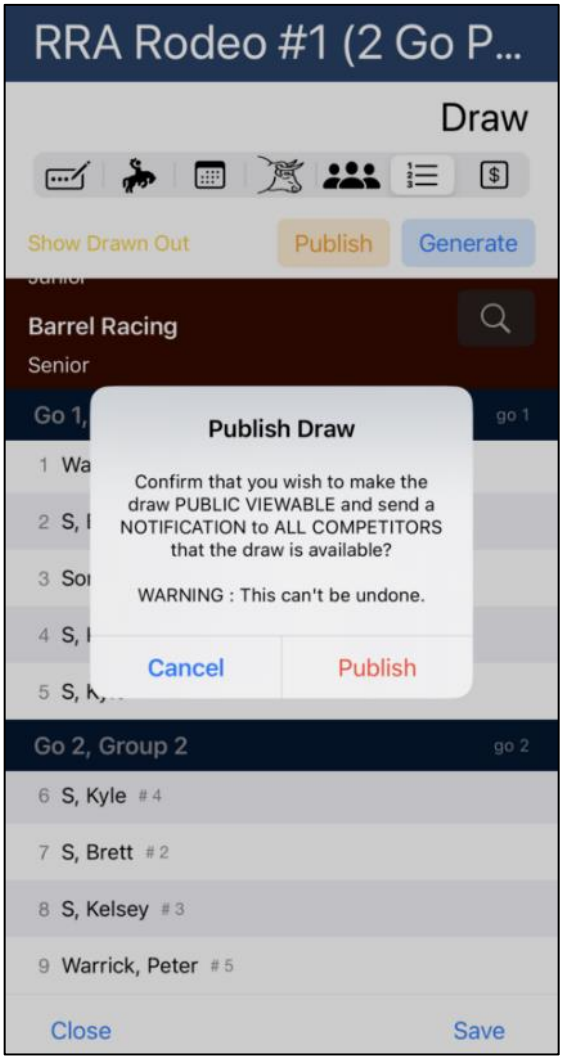
Check Drawn Out

It is always a good idea to tap the Show Drawn Out button as a double check in the draw generation. If there are Competitors who still remain Un-Paid at this point or if you have made errors in the formation of the Events and Performances, they are likely to show up here as Drawn Out Competitors.

Examples of errors include:

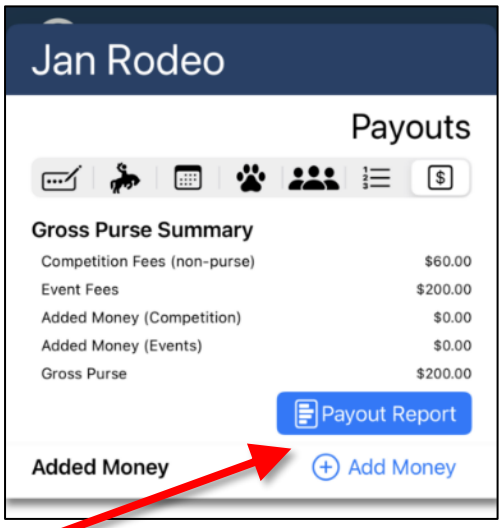
- Events not included in any Performance.
  In this case, any Competitors registered in these Events will be drawn out of all their Events
- Members not marked as fully paid.
  In this case, these Competitors will be drawn out of all their Events

After any draw adjustments have been made, you can now publish the draw to notify your Competitors and make it available to be viewed by Competitors and Spectators. Simply tap the Publish button then tap Publish again to confirm.

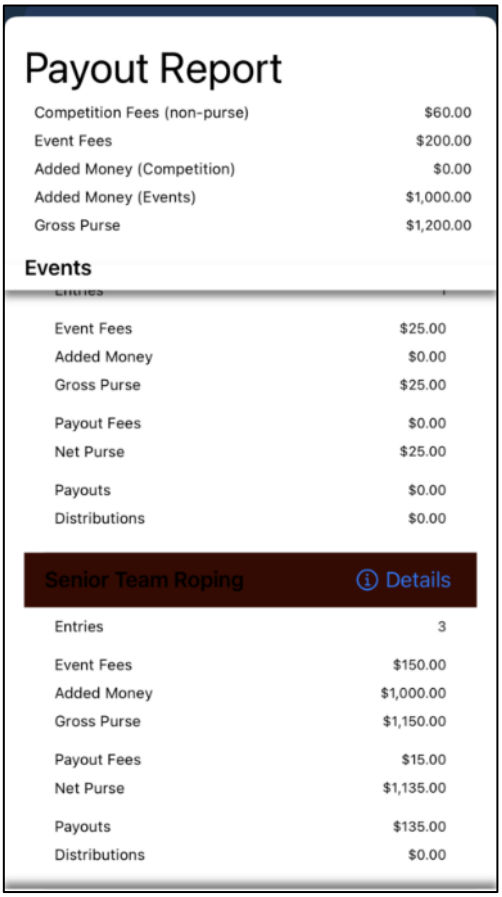


Competition: Payouts

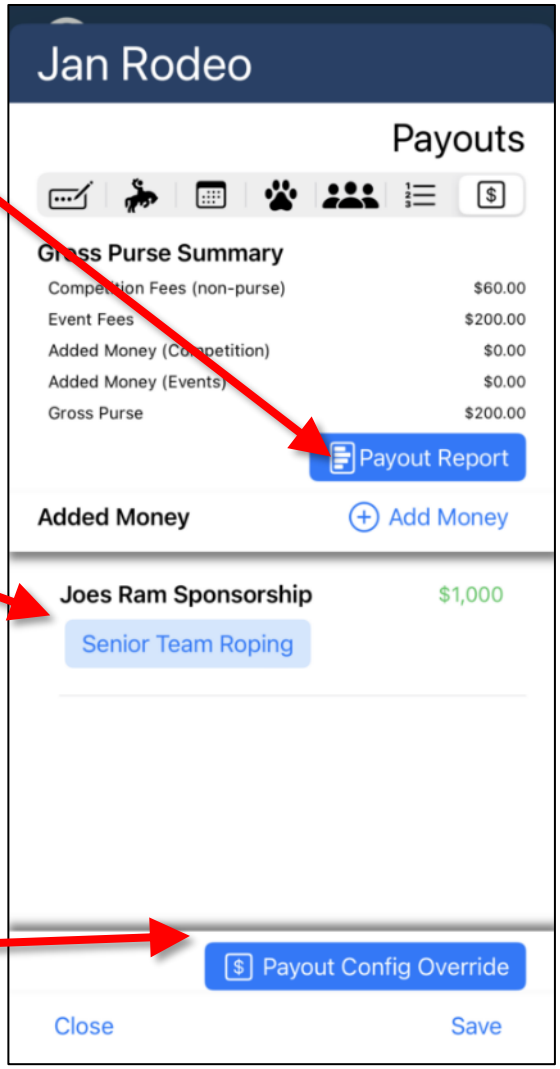
Tap Payouts. Initially the display will only be a Gross Purse Summary. This is a preview of how the Purse will be calculated, when the Event runs in Live mode.



If you tap the Payout Report button, you will be able to review a projected Payout Report for each event including the calculation of the Net Purse and expected Payouts.



To add a lump sum to prize money, tap the + Add Money button, provide a name, such as Joes Ram sponsorship, and the $ Value of the added money, the Add to save. The default is that the Added Money is to be split evenly among all events. To allocate this amount to a specific event, tap the Event button then tap an Event to assign



Some Competitions may use a different Payouts Configuration than is set as the default. For example, you may have a different set of payout rules for your finals rodeo or for the July 4th rodeo, etc. To set a different payout configuration for this Competition, tap the Payout Configuration Override button and select the Payout Configuration (which you configured previously). This override will only be in effect for this rodeo, unless you specifically select for other rodeos as well.

Competition: Duplicate a Competition

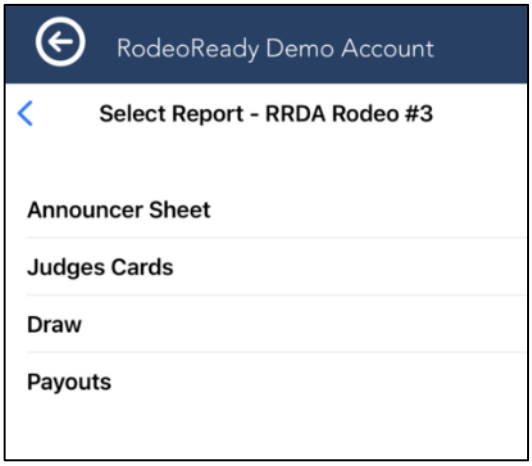
Duplicate a Competition. For many organizations, their second, third, fourth, fifth, etc. competitions are similar or copies of the previous Competition. If this is case, when setting up your next Competition, determine the Competition most suited to Duplicate and from your Organization Competitions screen, swipe to the right then tap Duplicate. The Competition settings will be duplicated.

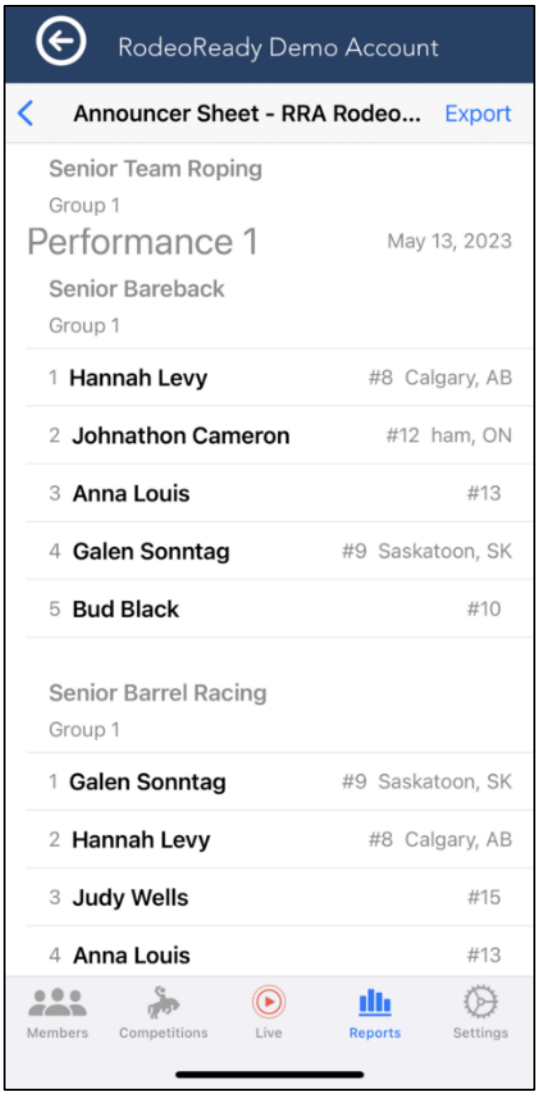
This will not copy any Competitors entered in the Competition.

Competition: Reports

Competition Reports. We have developed several reports in support of the Competitions - these include: Announcer Sheets, Judges Cards and the Draw Report. Each report can exported to a PDF which is sized to a 9-1/2" x 11" sheet of paper.

There is also a competition-wide Payouts Report which we will discuss in full in the next chapter.





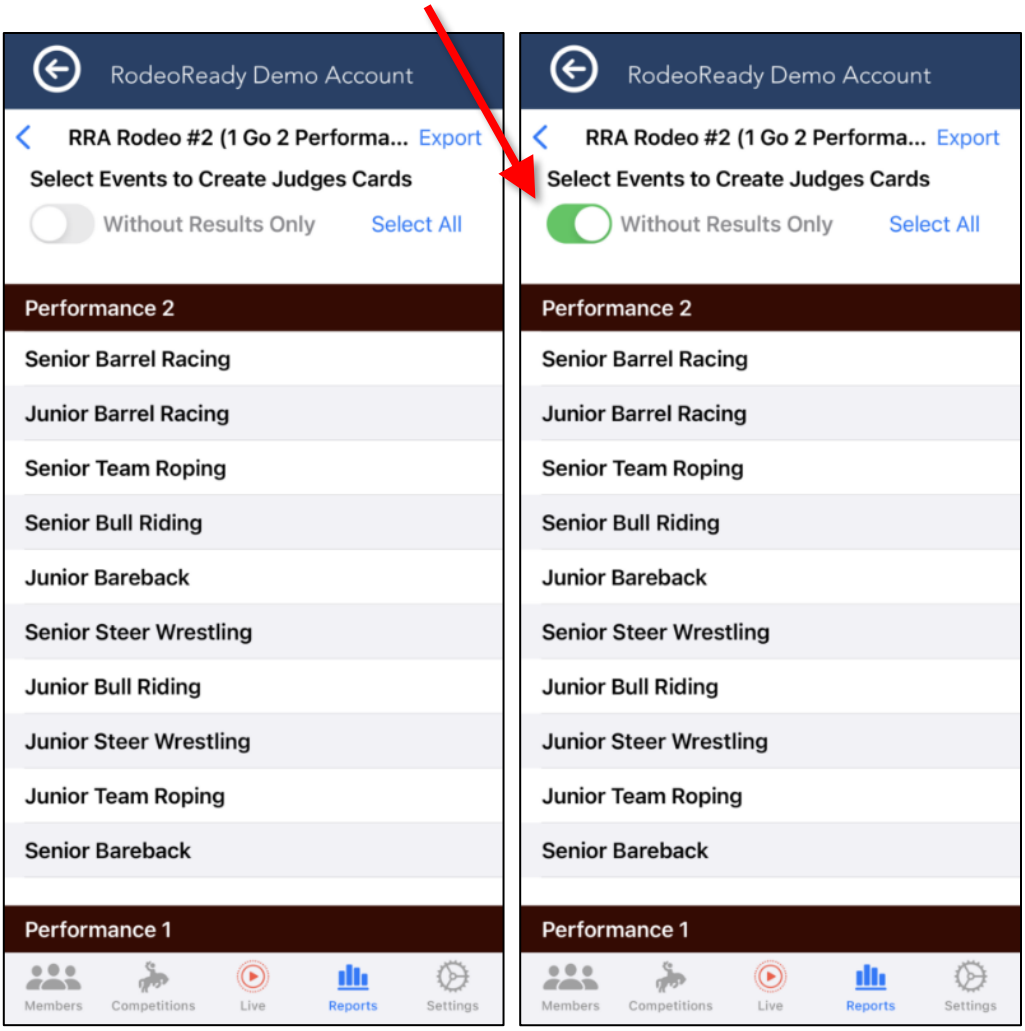
Announcer Sheet

From within Admin, tap the Reports icon at the bottom of the screen. Tap Individual Competitions and select the Competition you are working in. Tap on Announcer Sheet. The announcer sheet shows your events and competitors in the order in which the events will appear in the draw and the competitors in their draw order positions.

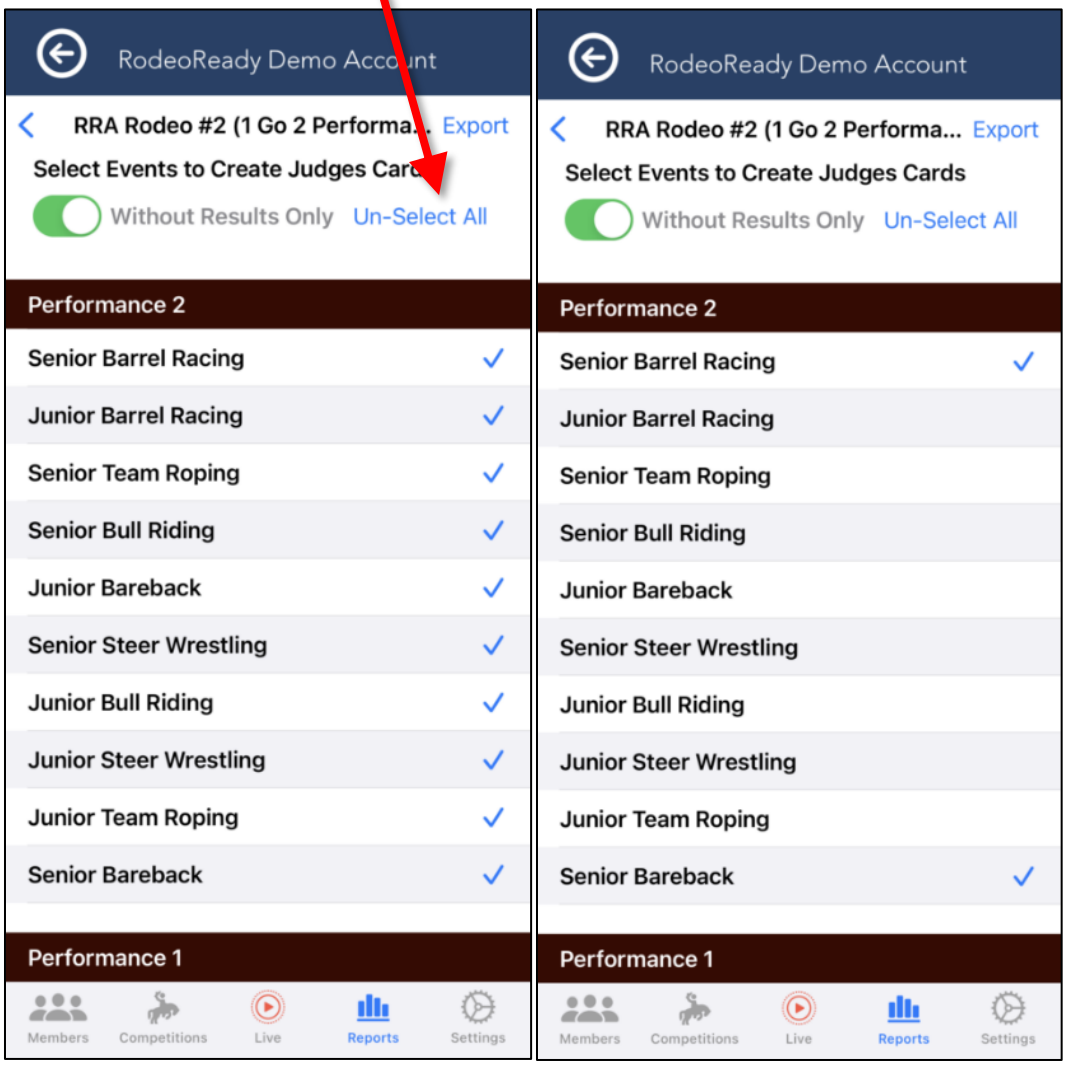
Tap the Export button to save and / or send this report as a PDF. The Export button will provide you with access to all your apps capable of sending or saving a file, such as text, email, print, etc.

Judges Cards

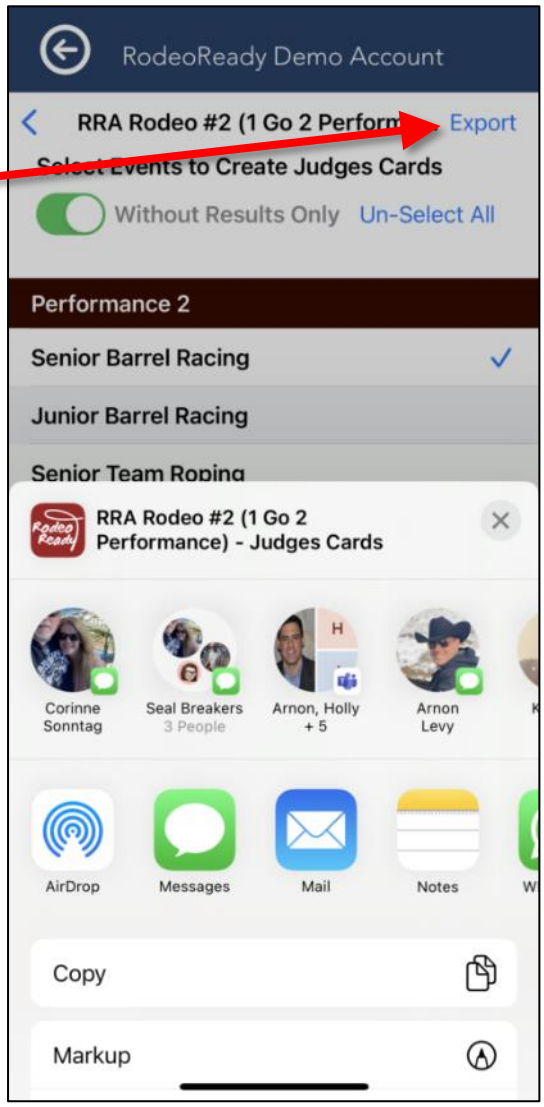
Use Judges Cards instead of entering results live into the app, or as a backup. After selecting Reports and then your Competition, tap Judges Cards. The Switch at the top Without Results Only will only show a list of events that do not have any results posted yet. If the switch is off, all events will be available.



You can quickly Select All or Un-Select All events or tap to select a custom selection of events.

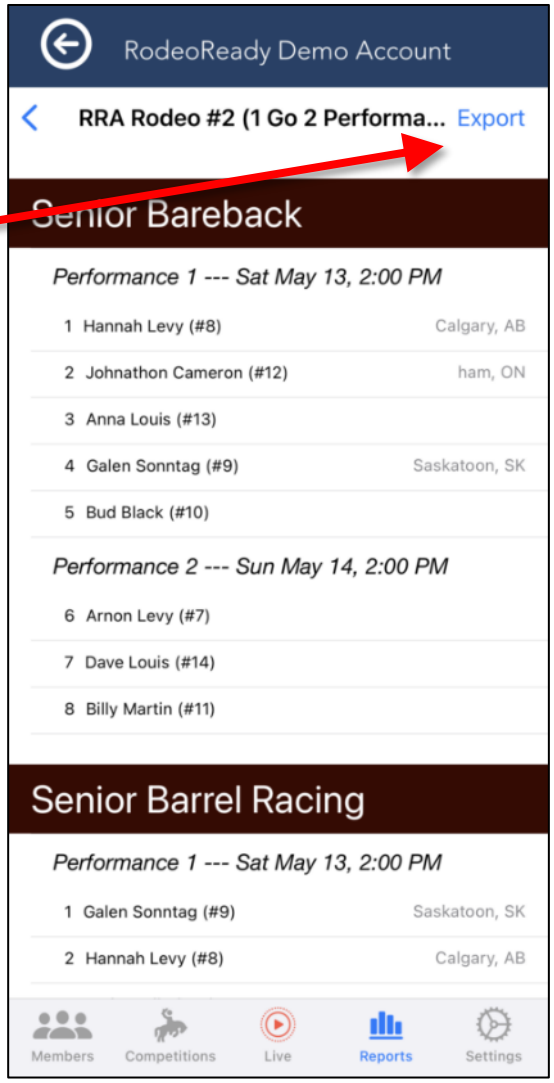


Tap the Export button to save and / or send this report as a PDF. The Export button will provide you with access to all your apps capable of sending or saving a file, such as text, email, print, etc.

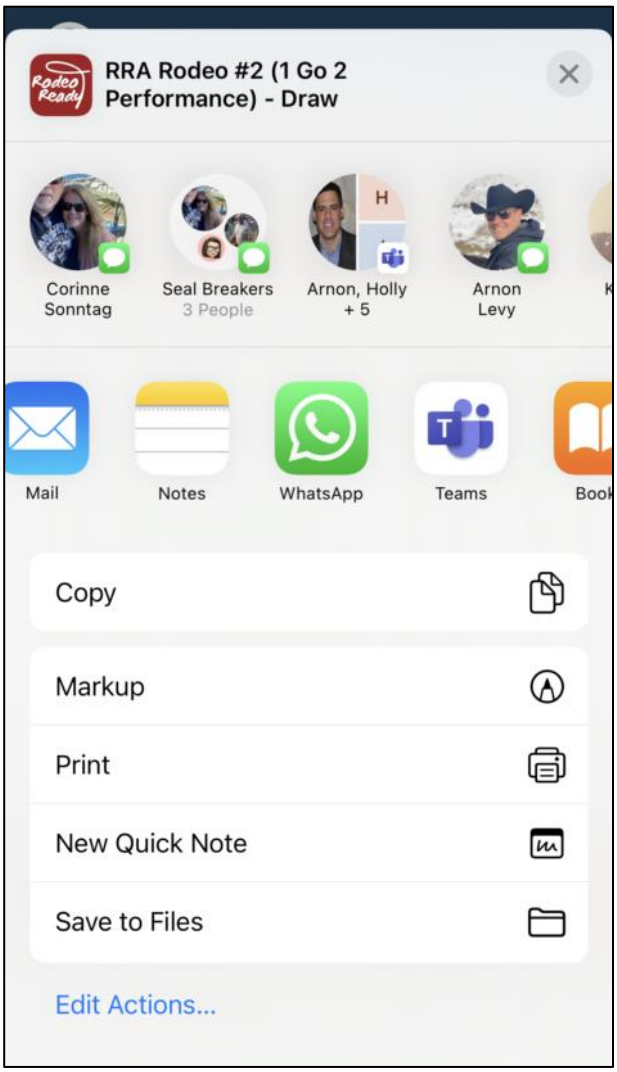


Draw Report

The Draw Report displays your rodeo competition by Performance, then by event, then by each Competitor in their run order.



Tap the Export button to save and / or send this report as a PDF. The Export button will provide you with access to all your apps capable of sending or saving a file, such as text, email, print, etc.

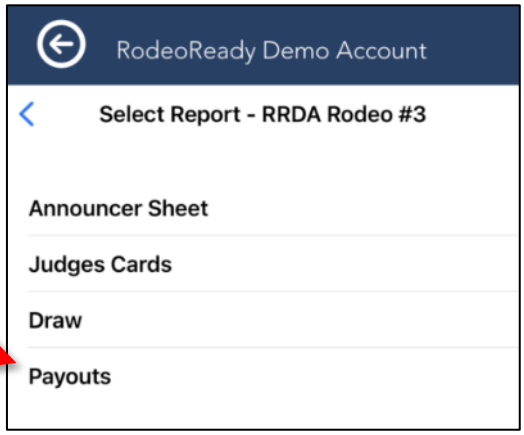


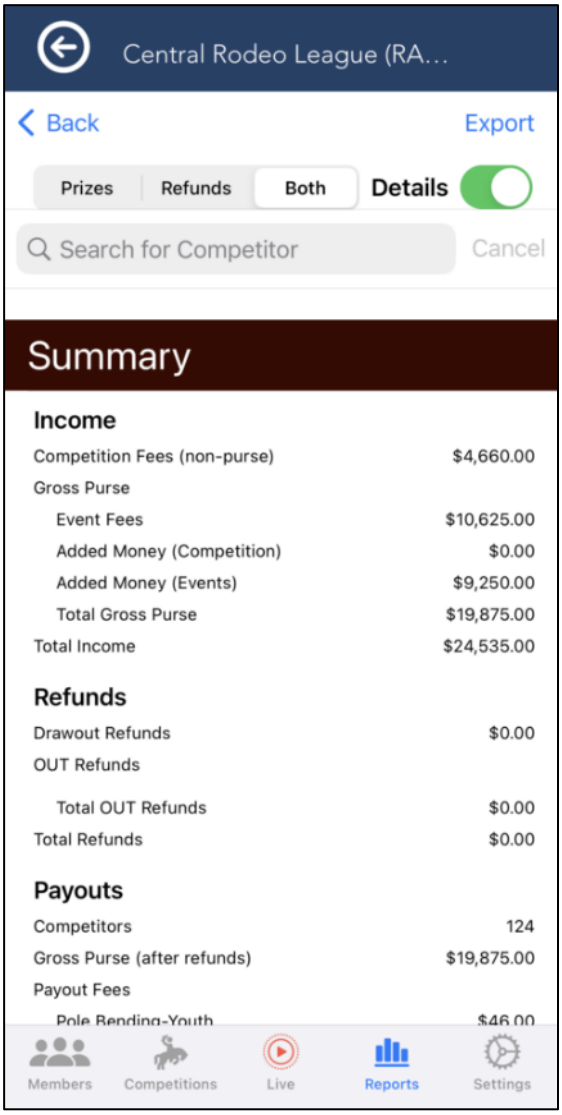
For the competition-wide Payouts Report, we will discuss in full in the next section.

Competitions

Competition: Payout Report

Competition-Wide Payout Report. Tap the button for Payouts. The report is separated into 2 main sections consisting of the Summary section including Income, Refunds, Payouts, and the Payouts section which has details on the payouts to each Competitor.



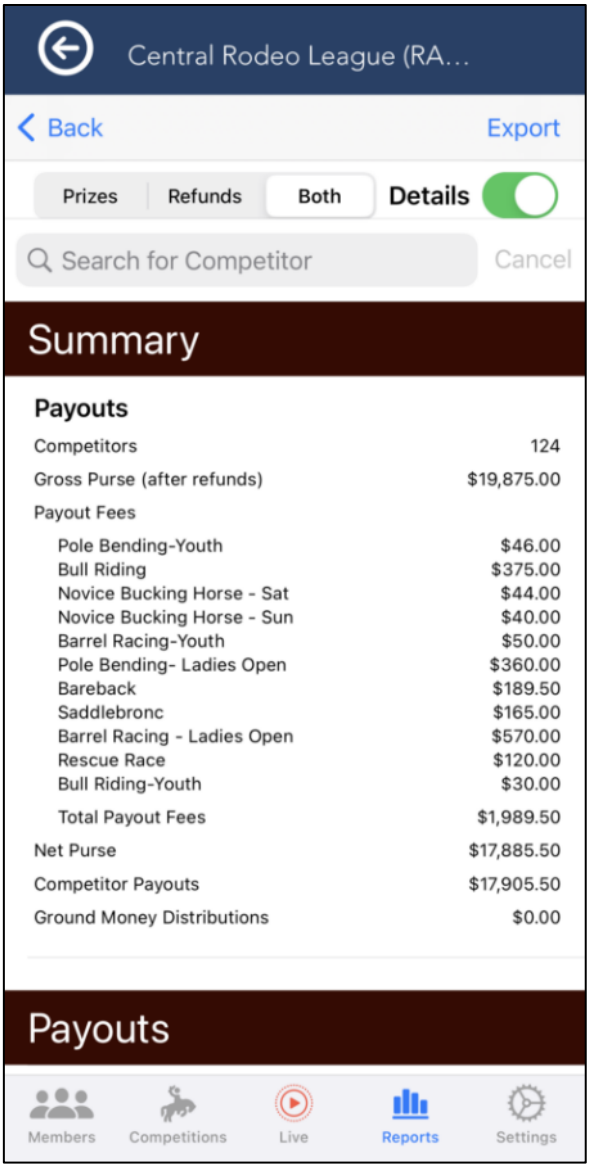


Summary

The Summary provides you with a Competition-wide financial summary. Income displays the fees collected by the organization for the competition including those which are non-purse as well as the fees going to the gross purse and any additional money added to the competition and/or events.

The Refunds section of the report provides you with all the amounts owed back to Competitors, such as fees paid for Competitors who were Drawn Out or other types of Outs that specify a refund amount.

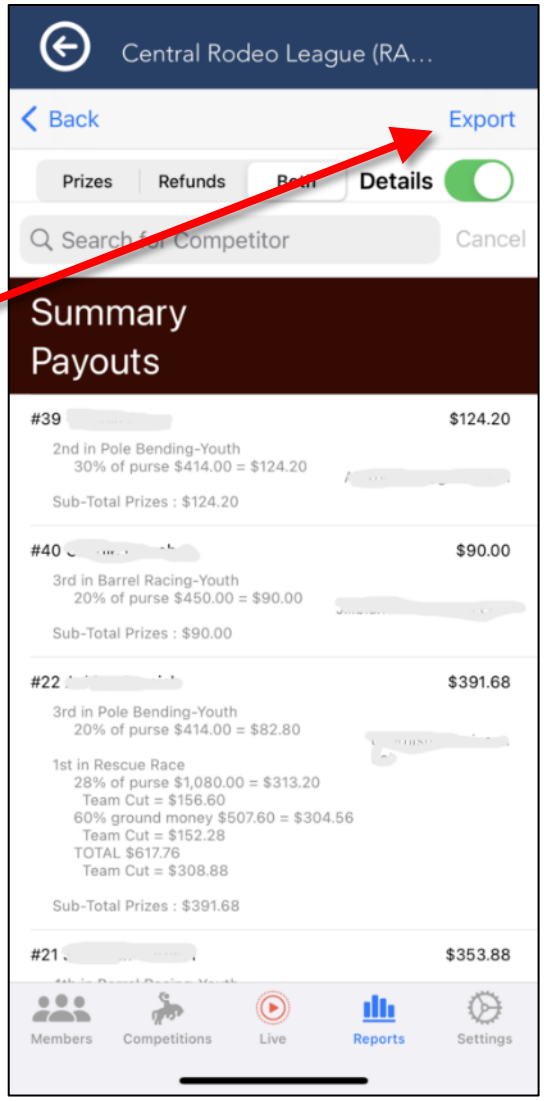
The third section of the Summary provides you with a Competition level total for the monies paid out and how much paid out to each Event.

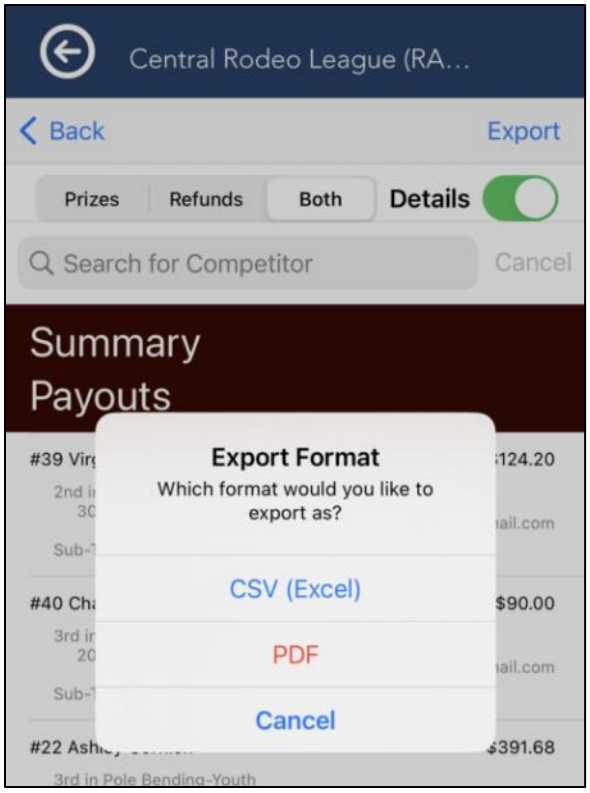


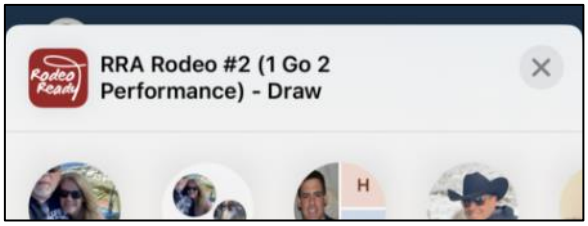
Payouts

The last section of the report provides you with a detailed breakdown by each Competitor who will receive money from the Organization for this Competition, including an fees to be refunded as well as winnings from the Events.

Tap the Export button to save and / or send this report as a PDF or as a CSV file.





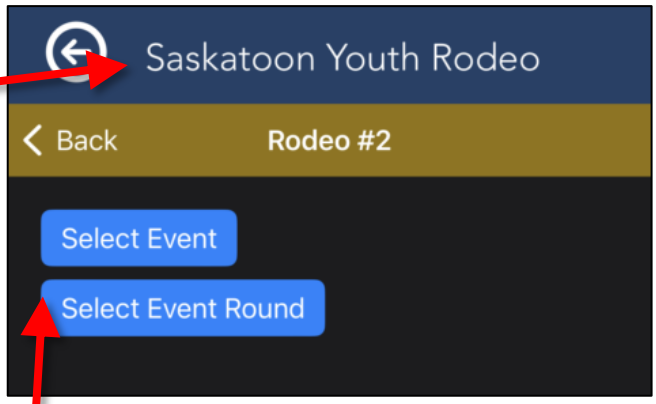


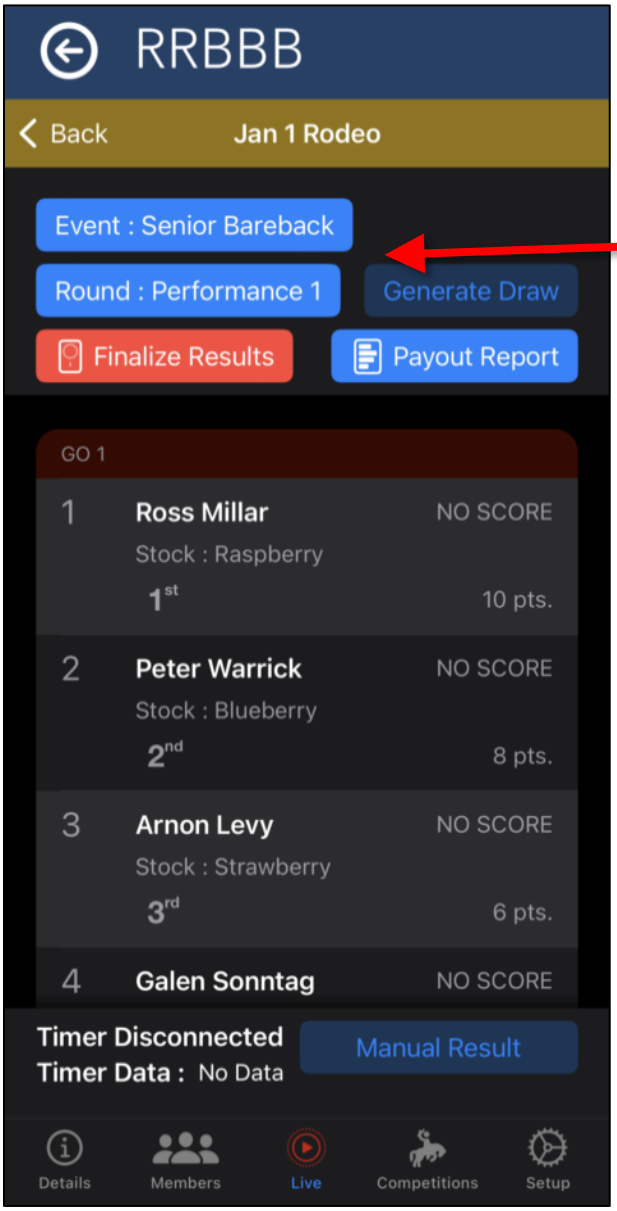
The Export button will provide you with access to all your apps capable of sending or saving a file, such as text, email, print, etc.

Live Competitions

Live Competition: Selecting the Event

Selecting the Event. To begin managing your Competition, click the Live icon, then select the Competition.





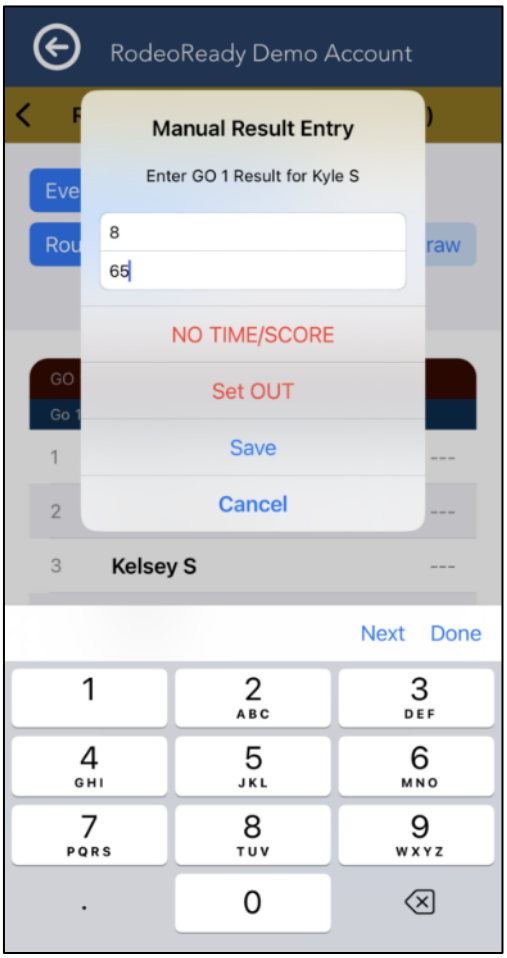
Select the Event and the Event Round to manage.

Live Competition: Entering Scores

Entering Scores/Times. First select the Event, the Round, and if necessary, the Go where you wish to enter scores / times. To enter a score / time, tap on the Competitor or team and enter the score / time then tap Save.

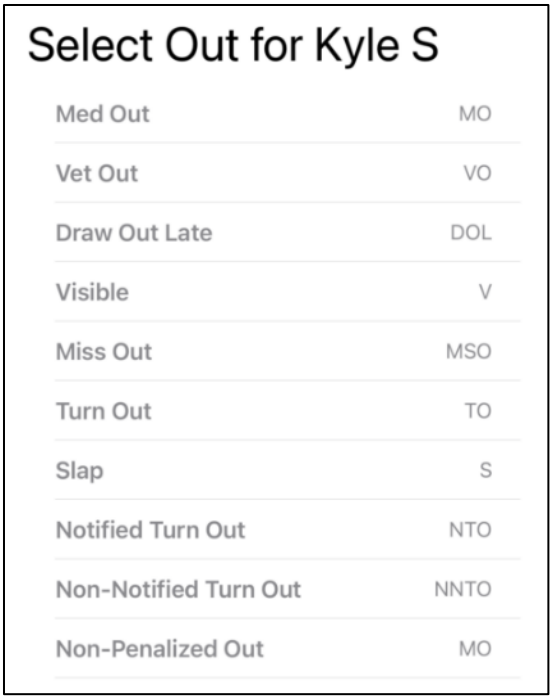
Note that this display remains in draw order display even after scores have been entered. If there was no score or time recorded, tap NO TIME then Confirm.

For scored events, you have the option of entering a time as well, such as if a bull rider only rides for 6.5 seconds, you can record the time, and a no score.



Entering Outs. If the Competitor needs to be recorded as an Out for this score in this event, after tapping to set their score, tap the Set OUT button, then select from the list of Outs displayed then tap Set Out, and OK to confirm.

Note the effect of the Out you are choosing is configured within the Settings - Outs section of the App. The effect of the Out, in terms of how it impacts the Gross Prize Purse can be seen in the Payouts Report section.



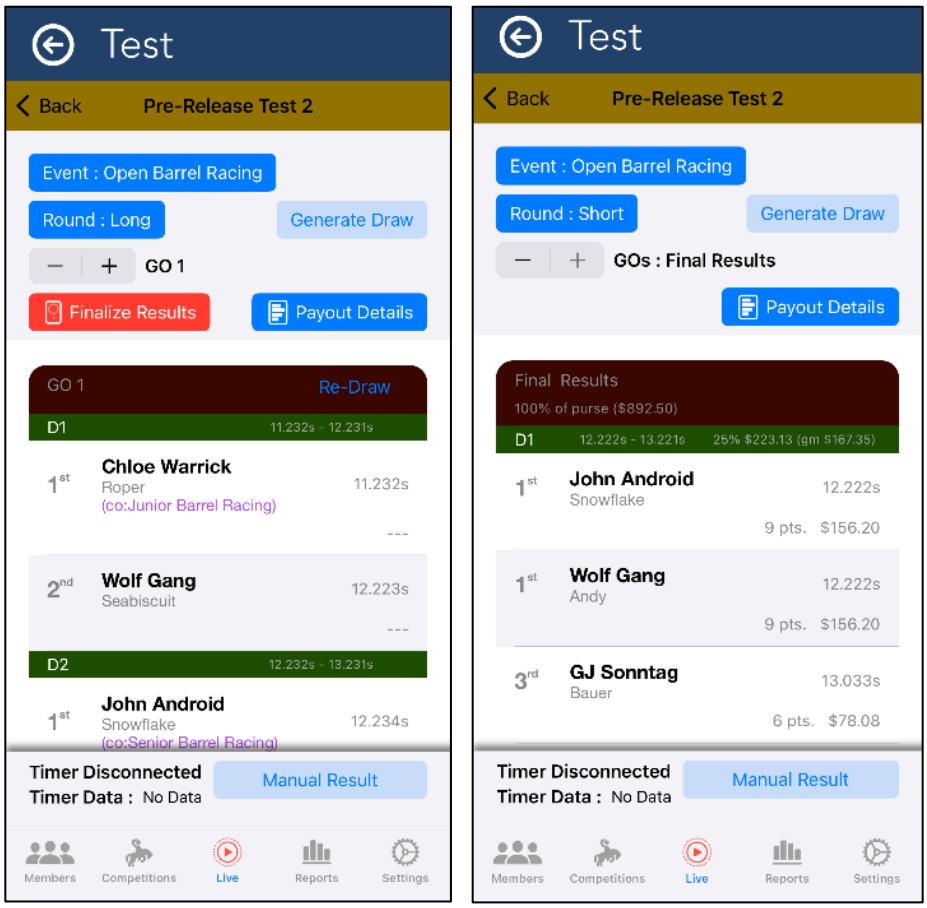
Entering Carryover Times

In a Barrel Racing competition, if carryovers are being used to carry the time from one event run to the run in another event, the entry of the time in the first event (carry from) will be automatically copied to the other event (copy to). The following situations will occur:

- if the admin enters a time for the carry from event, it will always automatically update the time in the carry to event
- if admin deletes a time for the carry from event, it will delete the time in the carry to event
- if admin edits the time in the carry to event, only the carry to event will be changed

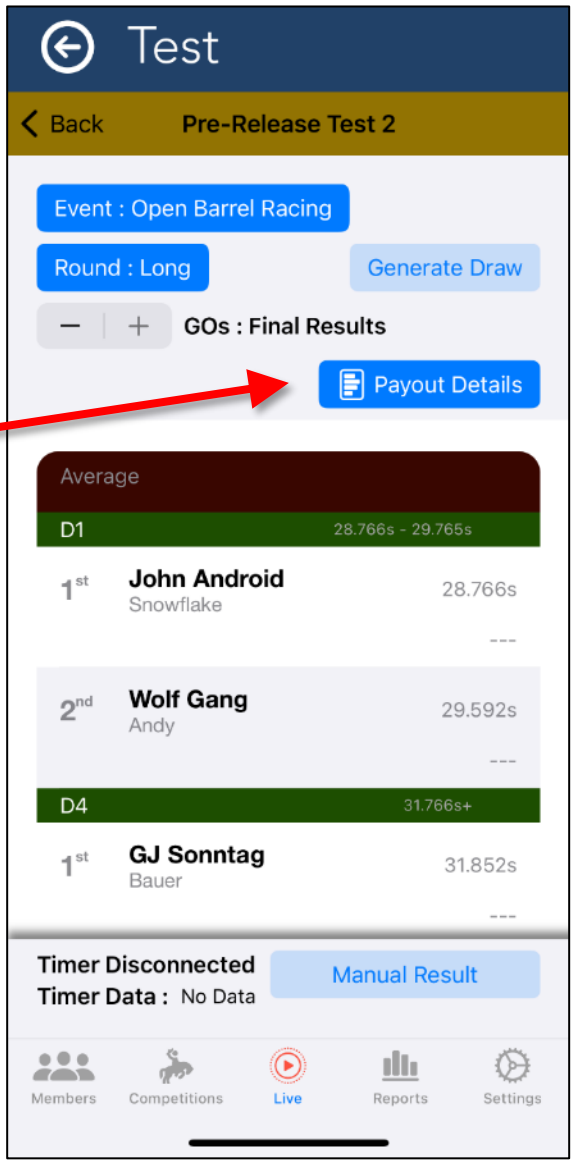
Calculating Results

After you have entered all the scores / times for the Go or round in an Event, you can Finalize the Results. Tap the red Finalize Results button. This will calculate $'s and points according to the rules you have set for the Competition and apply the Payout Configuration and Points configuration. (If these rules determine that no $'s or Points are to be applied at this time, then none will be.)



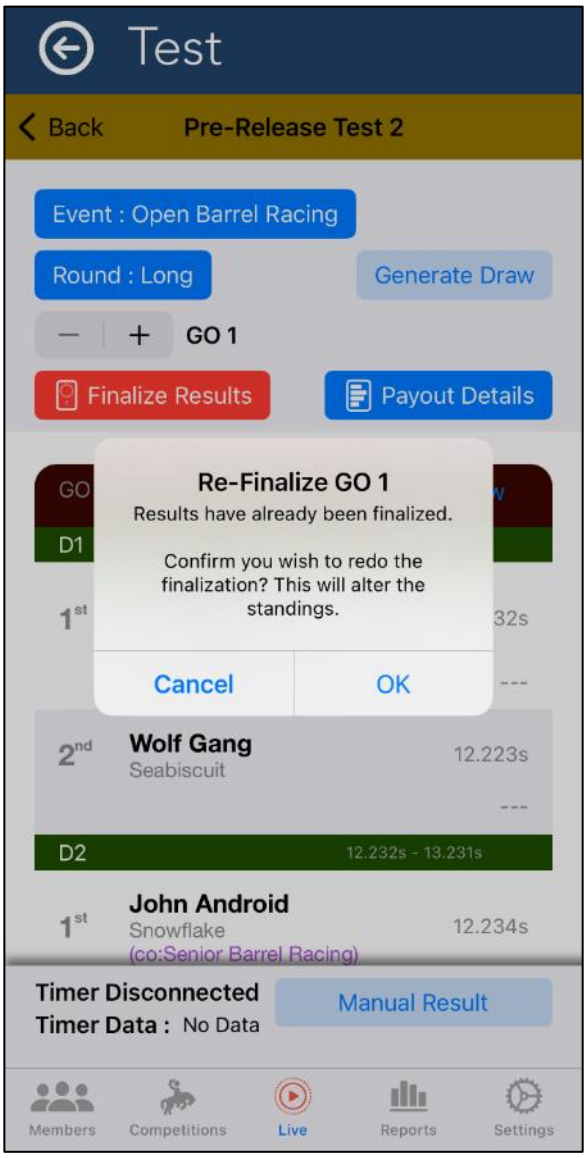
Use the GOs - and + buttons to migrate between GOs. Tap + after the final Go to view the average and the final results.

Tap the Payout Details button to view the Payout Report, discussed in the next chapter.



Changing Scores / Times and Recalculating

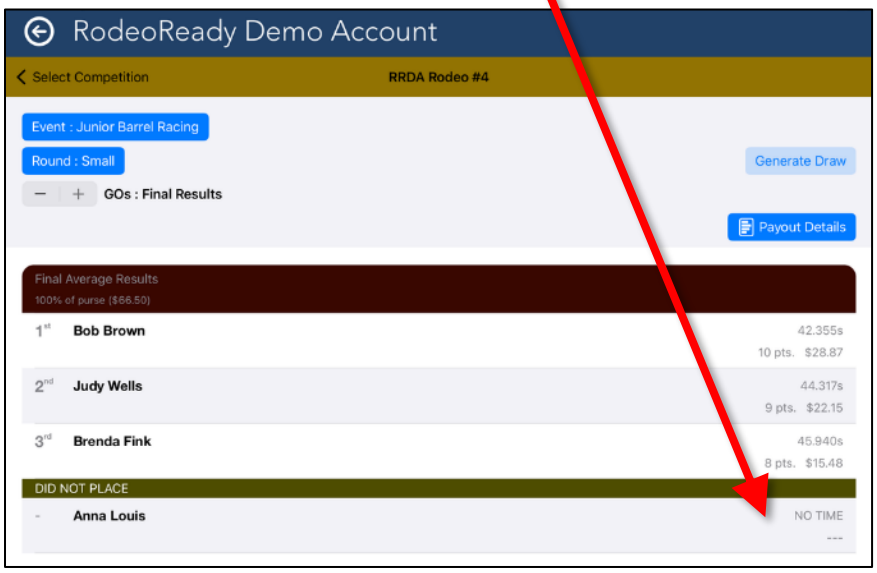
If you have already finalized the all the results in all the rounds and all the GOs, and then you change a score/time, you should re-finalize all results in all rounds and all GOs.



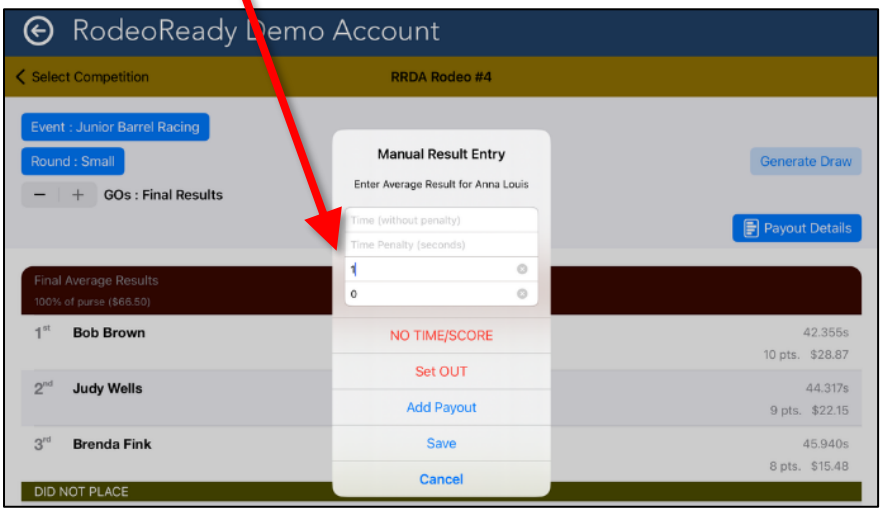
Manually Editing Points or $ for a Competitor

Some organizations have unique rules for the awarding of points or dollars in special circumstances. If you need to adjust the points and or dollars awarded by the results calculations, you may make adjustments on a per competitor basis within an event.

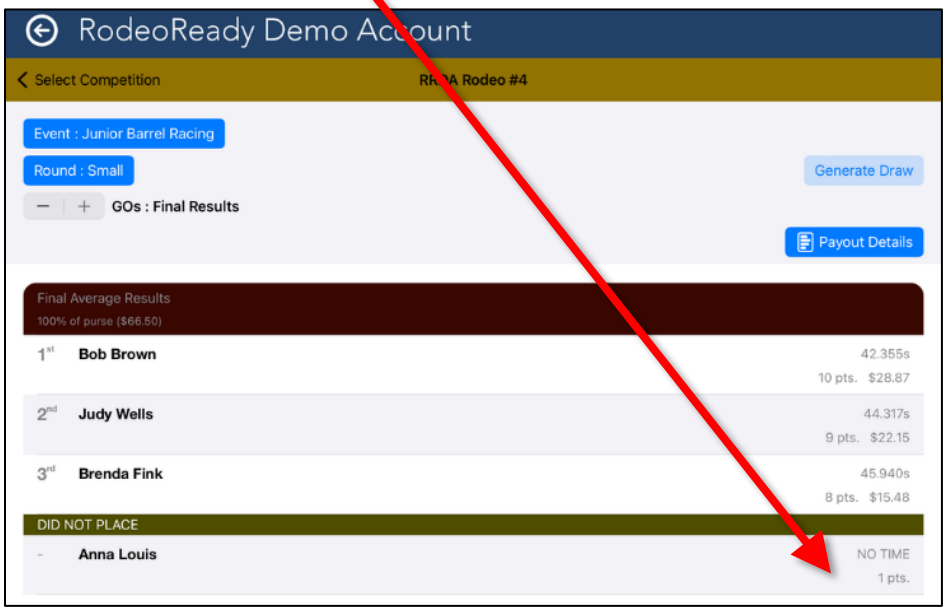
Navigate to the final results within the Live view to make your edits. In the example below we have a Competitor who received a No Time and no resulting points or $. Tap on the row of the Competitor to adjust.



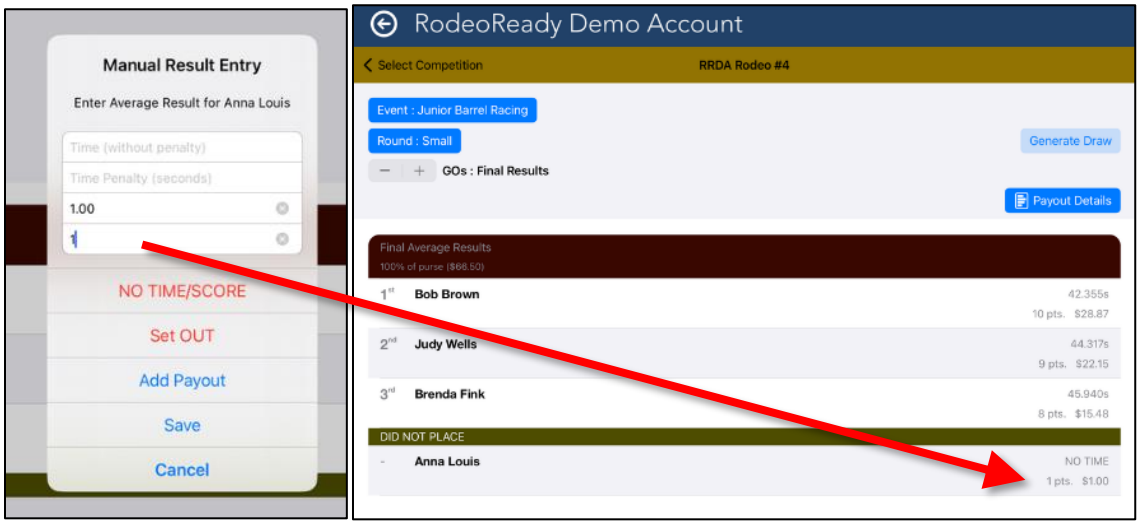
To adjust points, tap the points field in the form and enter the total points this competitor should receive.



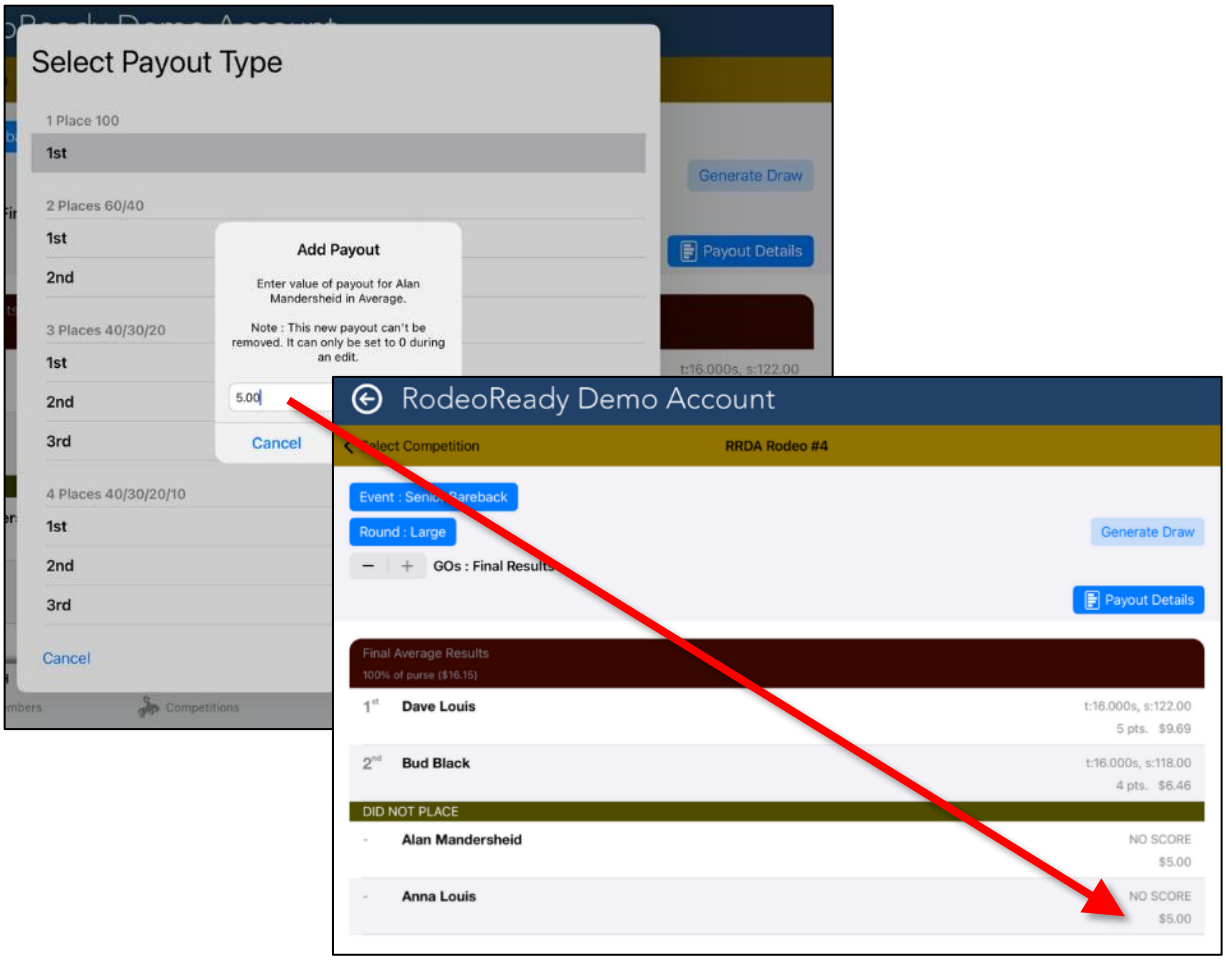
Points can be adjusted in this way to any competitor, regardless of their placing, or finishing outside of the placings.



To adjust $, tap the $ field in the form and enter the total $ this competitor should receive.



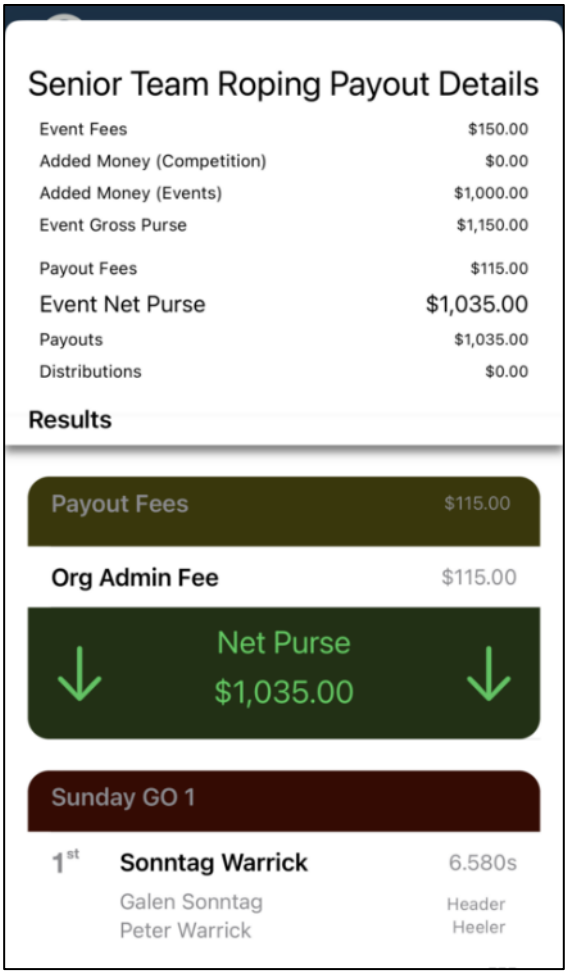
If the competitor did not place in the money payouts, then there is not a $ amount field to edit or add. In this case, tap the Competitor row and then tap Add Payout then tap a payout prize position and add the $ amount to be paid. Perhaps your organization has a rule to payout $5 to all competitors who attempt a ride. Currently, it does not matter what position you choose. There is future functionality in this; for now, just choose the first position and enter the $ amount.



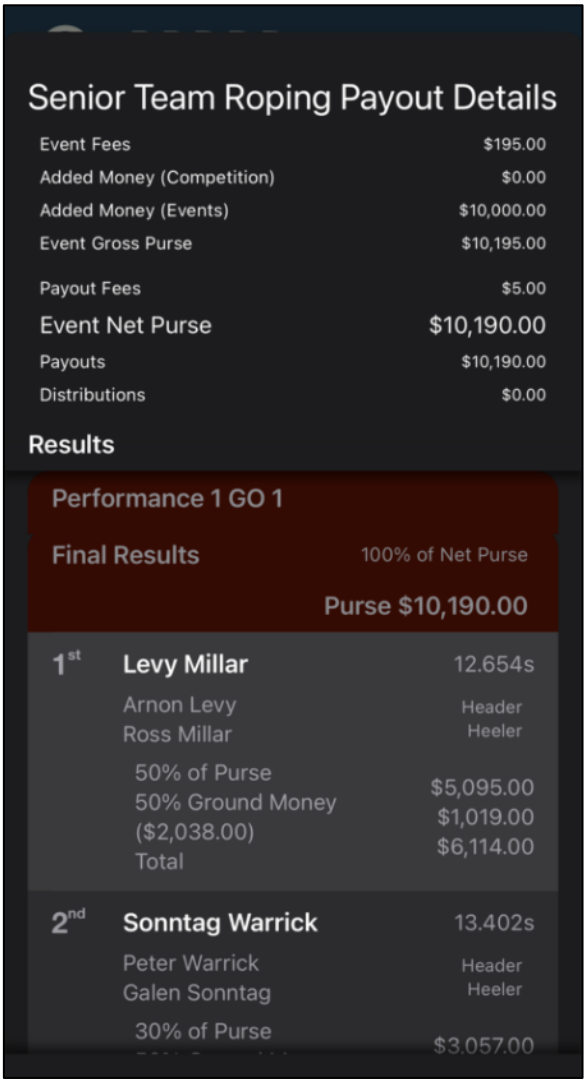
Note if you add payout $ to a competition this may affect the payout % of purse amounts shown in the payout detail of the Payout Report, causing some percentage inaccuracies as the total payout may now be different than the calculated net prize purse.

Live Competition: Payout Report

Payout Report. To view a detailed breakdown of the calculations, click the Payout Report button. This report will display the calculation of the Net Purse and then the detailed results for the $'s awarded. Included in the Final Results will be the % of Purse as well as any explanation of additional calculations such as Ground Money.



Continue to scroll down to view additional payout details including a detailed breakdown on the payouts for each competitors who has received money. Details will include the portion of the purse they received as well as any Ground Money if your Organization is set to pay Ground Money.

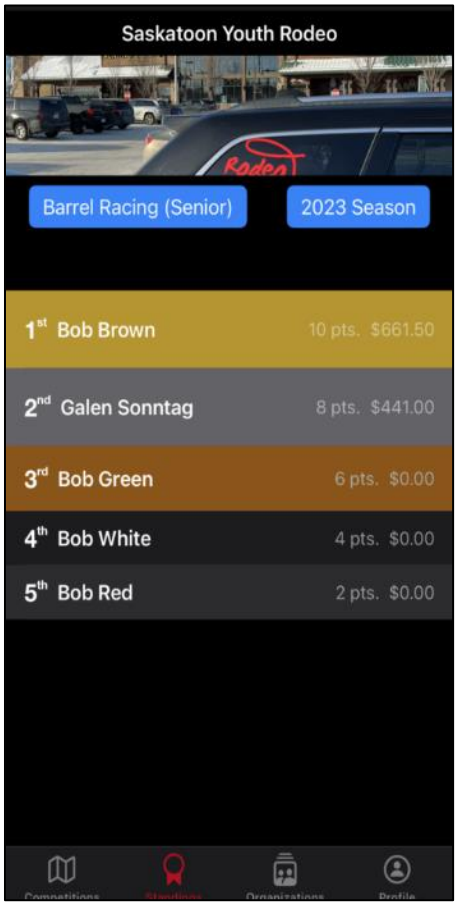


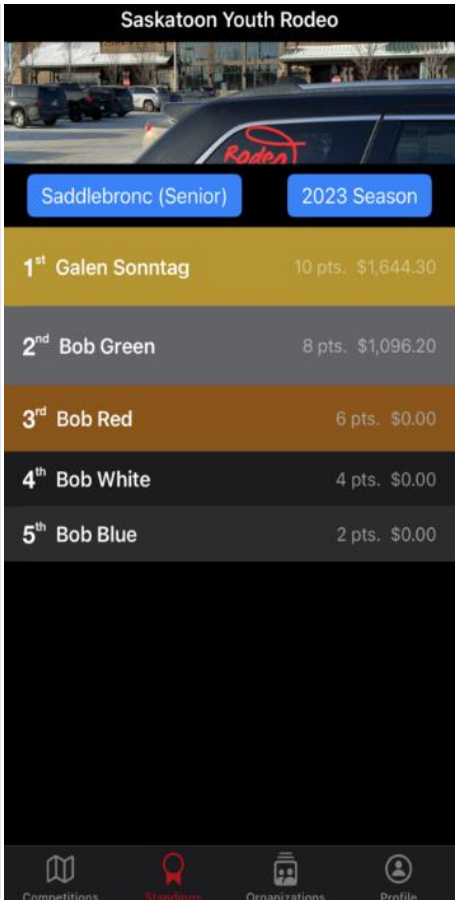
Click OK then tap Event: to view another Event. If the scores / times have already been entered they will display, or enter scores / times if not already completed. If results have already been finalized you can scroll below the draw display to see Final Results.

Live Competition: Season Standings

Season Standings. To view Season Standings once you have Finalized the results for an Event, tap the top left back arrow then tap the Standings icon. Tap the Event button to select an Event to view.

Standings can be viewed for each event by selecting the event from the drop down list. 1st Place in the Standings will be in a gold bar, 2nd place in a silver bar, 3rd place in a bronze bar.





Rodeo Formats

Explaining Events, Rounds, GOs, Performances and Groups

In order to accommodate the wide array of rodeo Competition formats can be organized, we have created a very flexible framework within there are almost endless possibilities to organize your rodeo competition draw formats and events. First we will begin with explaining the hierarchy of the various elements. As said, we are organizing the structure and schedule of the rodeo. Thus, all these components and settings are contained with the **Competition**, this is the highest level.

The next level is the **Event** level. When choosing Events for your Competition and setting the structure and schedule, you may:

- choose one event at time
- choose multiple events to organize in the same structure and schedule
- choose all events to organize in the same structure and schedule

After you have chosen your Event(s), you will determine the **Round** or Rounds. Rounds are used by the Payouts and Point to combine together results from one or more GOs. The Round may be the entire competition or may be a progressive round such as a Long round which leads to a Short round.

GOs occur within a Round, they are the number or times a Competitor will run or ride within a Round. Every Competitor will record a score or time (or an Out) within a Go and a Round will have a minimum of one Go.

That is essentially the structure within the framework, Competition - Event(s) - Round(s) - Go(s).

Now we will explain the schedule. These are referred to as **Performances**. Each Performance is identified by a date and a start time during which the Events/Rounds/GOs will occur. Within the Performance are the GOs and Groups of Competitors that will ride/run within that Performance. In some structures, all of the Competitors will ride/run in the Go within the Performance and in other structures, only some of the Competitors will ride/run within in the Go within the Performance.

The following diagram illustrates the Structure and Schedule:

We have developed a number of examples of Rodeo Draw Formats to explain how to use the RodeoReady App software to set up the structure and schedule for your Competition. These include (click the links to see the examples):

- Standard Competition Draw (1 Performance, 1 Go)
- 2 Performances Competition Draw
- 2 Go Plus Average Competition Draw
- 2 Go Competition Draw
- Long Go - 2 Performances & Short Go
- Competition Draw with 2 Performances and 2 Slacks
- 3 GO Plus Average Competition Draw
- Setting up a Jackpot Competition
- Running a Test Competition

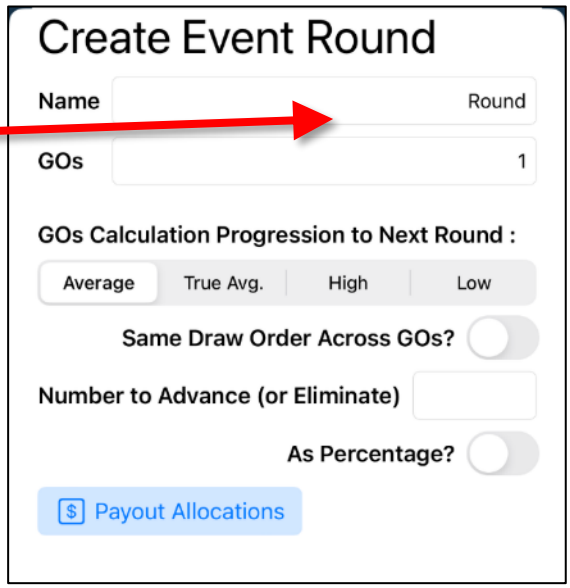
These are the most commonly used Rodeo Draw Formats. There are of course many other variations possible.

Standard Competition Draw (1 Performance, 1 Go)

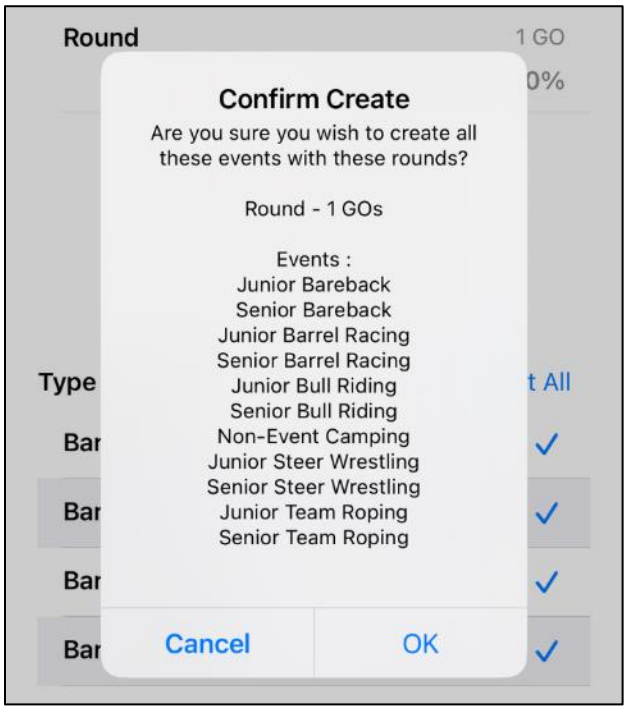
Definition of a Standard Competition Draw: In this draw format, each Competitor will "run" or "ride" 1 time. All Competitors in an event will be scheduled into the event at the same time. For example, in a Competition to held on a Saturday, a Barrel Racing event with 50 Competitors, will run all 50 Competitors until the event is completed. The scores/times from this Performance will be used to calculate the $ payouts and/or points awarded for the Competition.

Setup your Competition Details as per the instructions in Competition Details.

Next, tap on the Competition **Events** tab. Tap + Add Event(s). Tap + Add Round. Simply name this "Round".

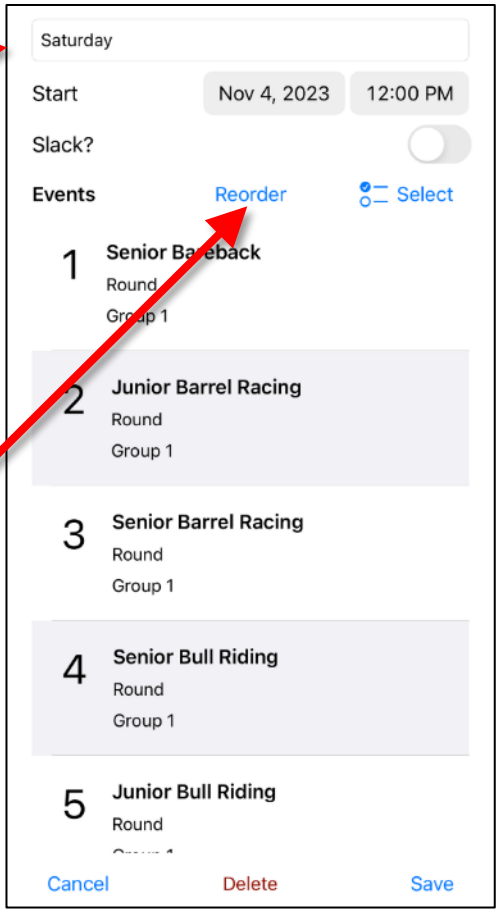


You will not need to set any of the other settings on this screen. Tap Done. Tap OK.

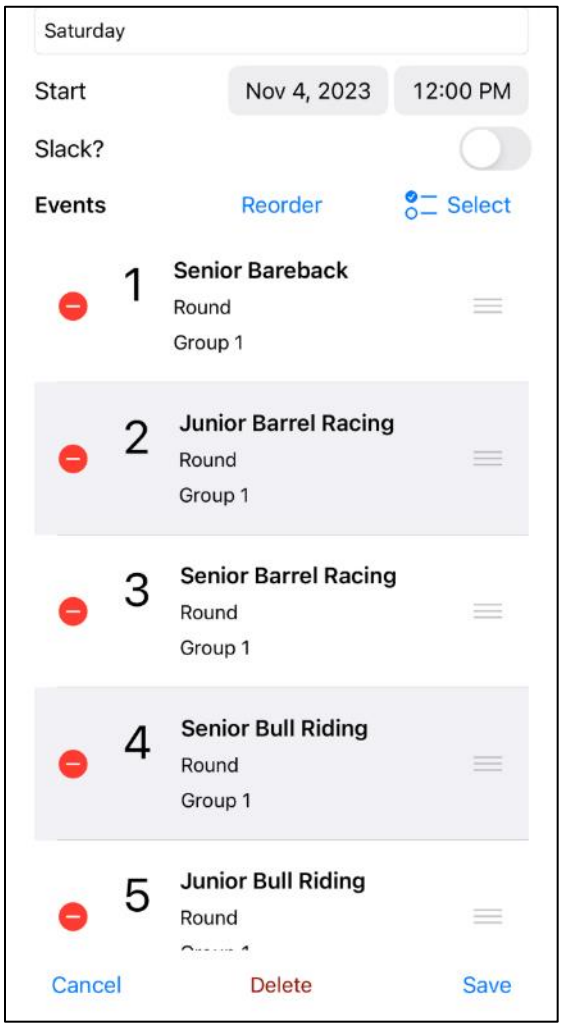


Tap the Select All button to choose all Events. If your Competition will not include all events, simply tap the event to remove the checkmark. Tap Save then OK to confirm the list of Events for this Competition.

To set up the schedule, tap the **Performances** icon then tap + Add Performance and name this Saturday. The Start Date and Time will default to the Start date and Time of the Competition. Tap either if changes are needed.



As we are setting up the most basic of rodeo draw formats, one Performance, one Go, this is quick and easy. For more complex rodeo draw formats, we will discuss these, with step-by-step instructions, in other Advanced Topics chapters. At this time you may choose to reorder the events. You may do so simply by tapping the Reorder button then dragging events up or down to change the order. Tap Save when all edits are complete.



As a quick tip to the Admins, you will want to ensure that you have Details, Events and Performances set up for your Competition before the Registration Start date/time.

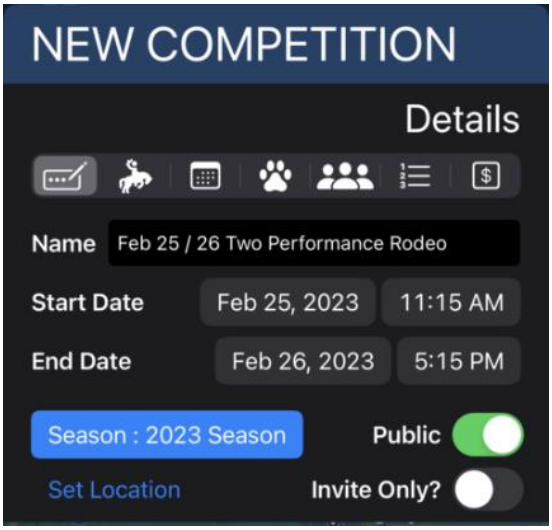
2 Performances Competition Draw

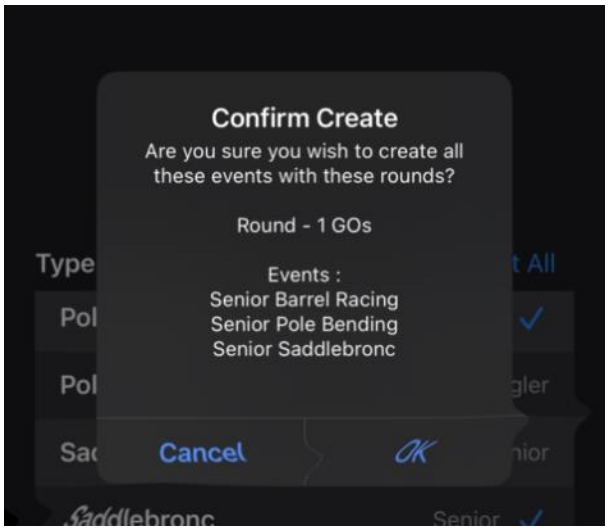
Definition of a 2 Performance Competition Draw: In this draw format, each Competitor will "run" or "ride" 1 time. The Competitors will be split into multiple Performances, consisting of a sub-group of all the Competitors in that event. For example, a Barrel Racing event with 50 competitors may be split with 25 Competitors running in the Saturday Performance and 25 Competitors running in the Sunday Performance. The scores/times from each Performance will be combined to calculate the $ payouts and/or points awarded for the competition.

Typically all the events in a rodeo follow the same draw format, but not always. In the RR App, you will select a number of events and define the draw format for that selection of events. If all events are to follow the same format, then you will select all events. If some events, or one event, will follow a different draw format, then select these separately and follow the process. For this example, we will set all event to have the same draw format, a 1 Go 2 Performance Draw Format with Performance 1 on Saturday and Performance 2 on Sunday.

After setting the Competition details including start and end dates/time tap the Events tab, then tap + Add Round, leave GOs set to the default of 1 and tap OK.

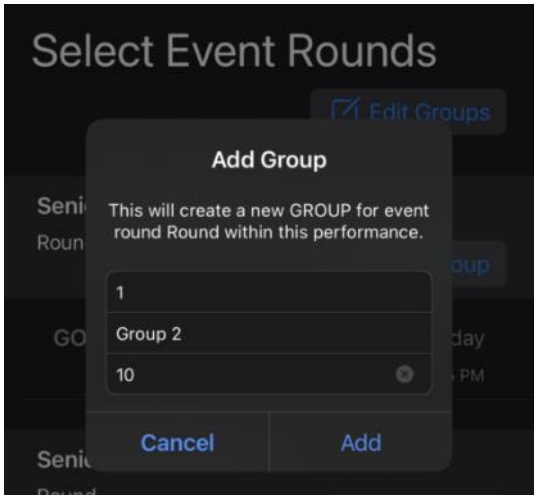
Tap + Add Event(s) and tap Select All. Tap Save then tap OK to confirm.

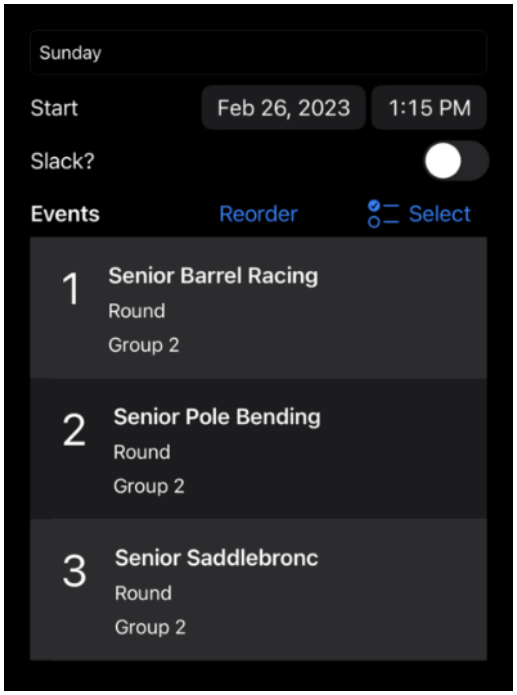




To this point, we have selected all the Events that will be included in the Competition. Now we will configure the Performance schedule. Tap the Performances tab. Tap + Add Performance and set the performance name and start time for Performance 1. Note: the start date/time for this Performance must fit within the start and end dates/time you set in the Details tab. Tap Select then Tap Edit Groups. This is where you will set the maximum number of competitors allowed in the event in the Saturday Performance. Tap for each event and enter the maximum number of Competitors, Tap Save. Repeat for all events. Note that the first time you set up a rodeo in this way, it will require some time to work through all the events. Future rodeos can be copied with the same events and performances settings. When you have set all the Maximum Competitors, tap OK then tap Save. The Saturday Performance is now saved.

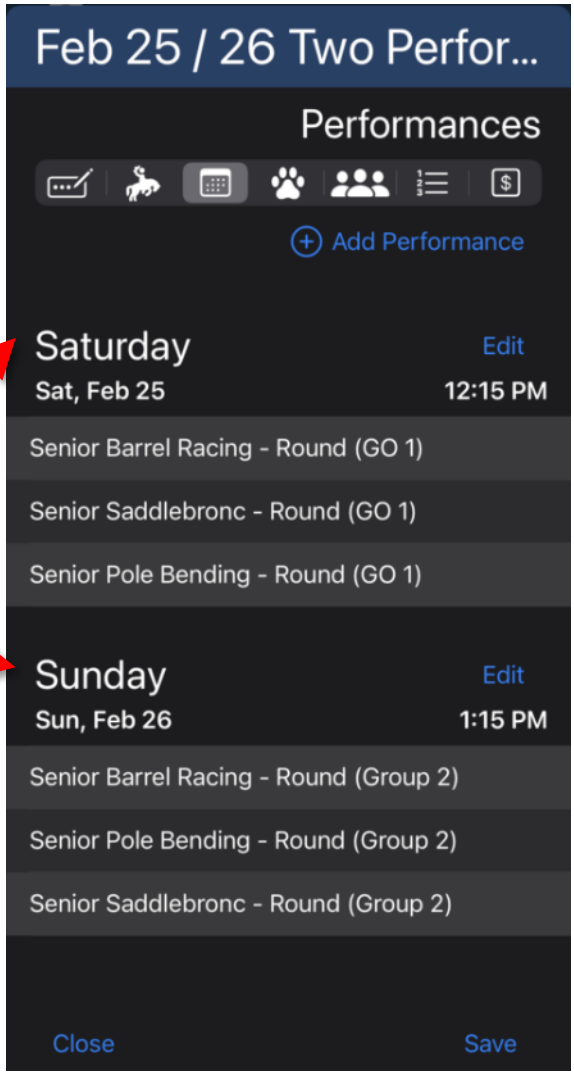
Tap + Add Performance and set the Performance name and start time for the 2nd Performance. Tap the Select button. You will notice that all events are currently dimmed indicating none are included in 2nd Performance (Sunday). Tap the first Add Group button on the row of the first event and enter 1 for Go 1 (this Competition only has 1 Go). The name will default to Go 1. Set the maximum number of Competitors allowed in this performance if this applies. Tap Add to confirm. Repeat for the rest of the events, setting the Maximum Competitors as per the event. Tap Save at the bottom of the screen when completed. Tap Save again at the bottom of the screen to save the Performances settings.





Your screen will now show Saturday (Performance 1) and then scroll down to see Sunday (Performance 2).

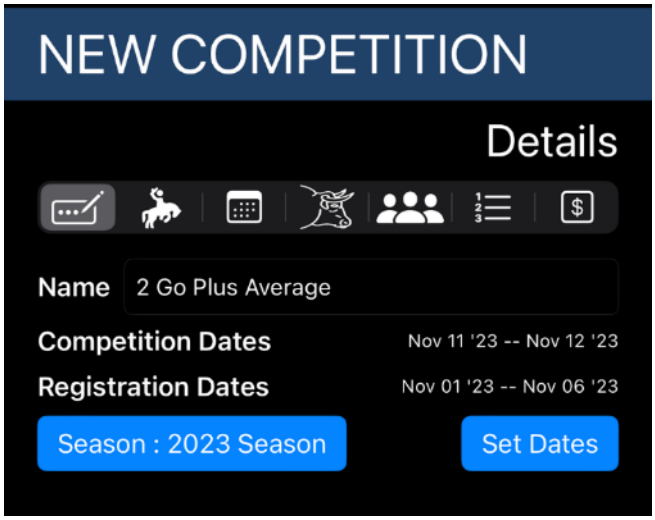
Tap Save at the bottom or any of the Competition set up tabs to complete.



2 Go Plus Average Competition Draw

Definition of a 2 Go Plus Average Competition Draw: In this draw format, each Competitor will "run" or "ride" 2 times, once in each Go. Scores/times in each Go will be used to calculate the $ payouts and/or points awarded in that specific Go as well an average will be calculated based on the aggregate score of the two GOs and $ payouts/points will be awarded based on this average. The prize purse for the event may be divided evenly between the two GOs or the allocations may differ. In our example, we will allocate 25% to Go 1, 25% to Go 2 and 50% to the average.

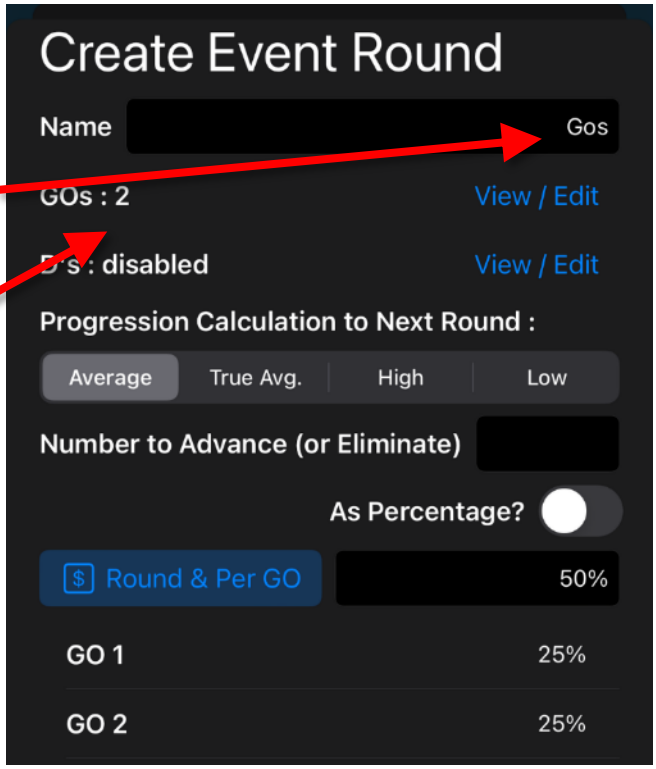
Typically all the events in a rodeo follow the same draw format, but not always. In the RR App, you will select a number of events and define the draw format for that selection of events. If all events are to follow the same format, then you will select all events. If some events, or one event, will follow a different draw format, then select these separately and follow the process. For this example, we will set all the selected events to have the same draw format, a 2 Go Draw Format with Go 1 occurring on Saturday and Go 2 occurring on Sunday.



After you have set all your Rodeo Details, tap the Events tab. Tap + Add Events. Tap + Add Rounds and set the name to GOs.

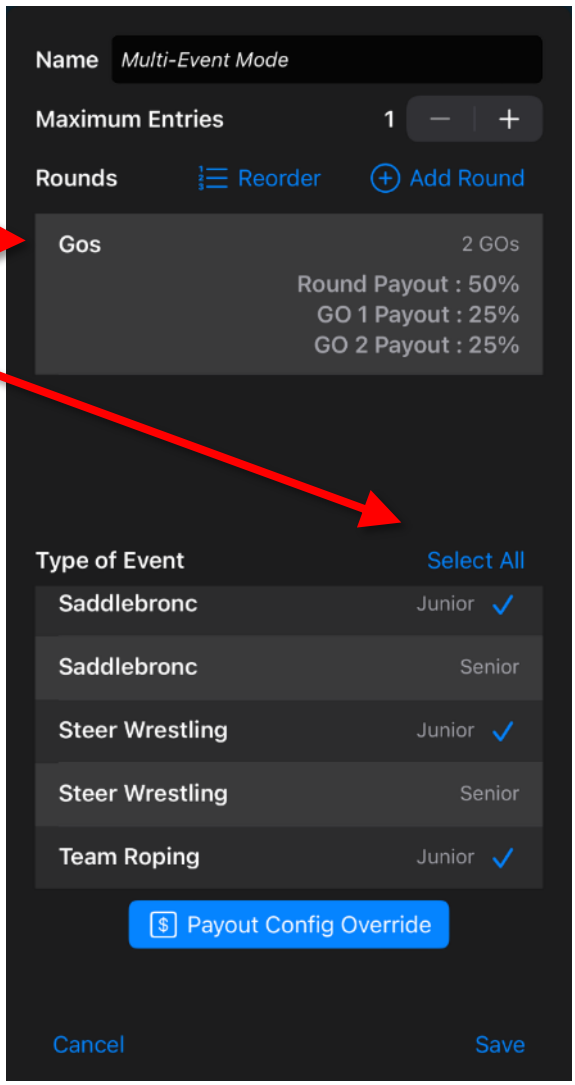
Tap View/Edit to the right of GOs: and Set GOs to 2. You do not need to specify the average

You can also set the Draw generation order at this time for the GOs.



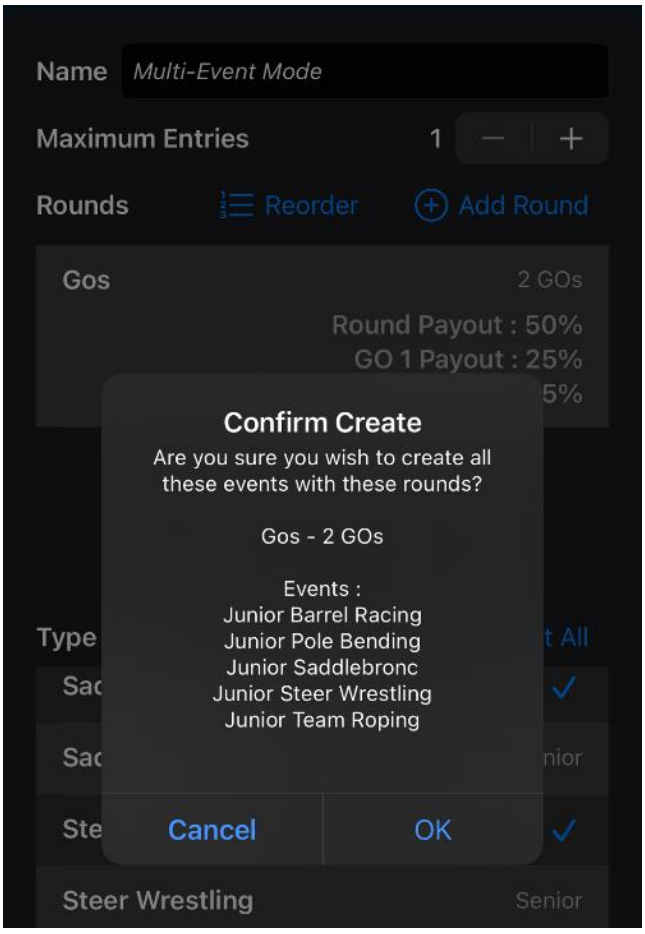
Rodeo Formats

Follow the instructions in Splitting Money Between GOs to set the Payout Allocations (we will also demonstrate below). Tap the Payout Allocations button and then tap Per Go. Tap to set Go 1 to 50% and Go 2 to 50%.



Tap OK and Tap Select All to select all the events (in our example we are only selecting 10 Events to improve visibility on screen).

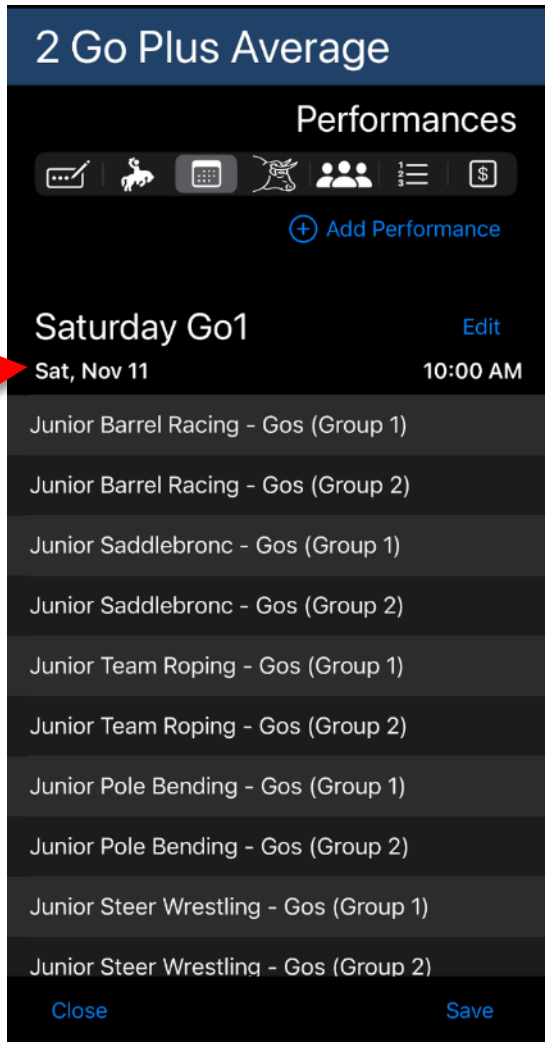
Tap Save.



Now to set the schedule for the Competition.

Tap the Performances tab. Tap + Add Performance.

You will initially see a list of all events shown twice, one with a GO 1 designation and one with a GO 2 designation. Name this Performance Saturday, set the date and start time of this Go and tap Save.

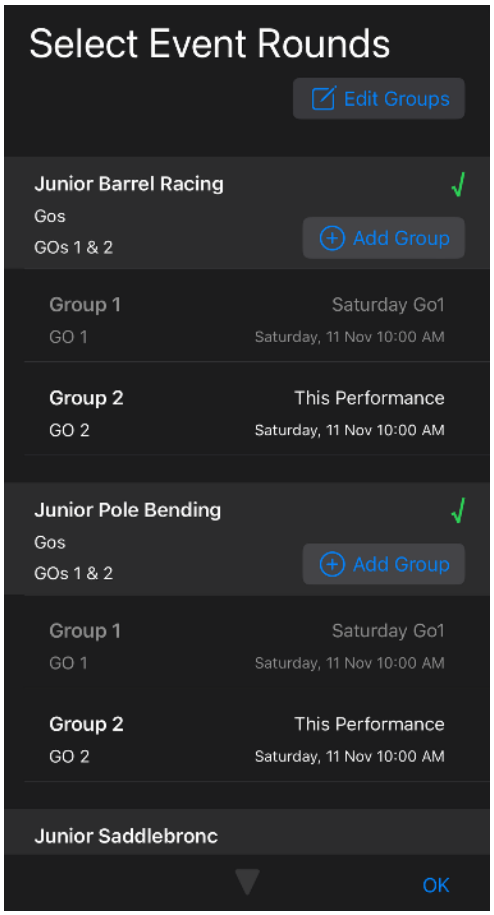


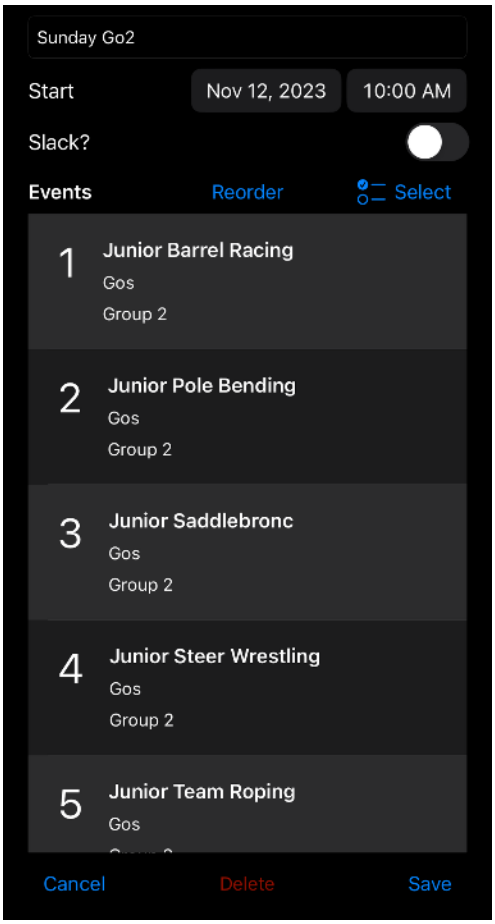
At this moment, both Go 1 and Go 2 are scheduled to occur on Saturday. We will need to add a Sunday Performance to the Schedule and Move Go 2 to that Performance.

Tap + Add Performance. Name this Sunday and set the date and start time.

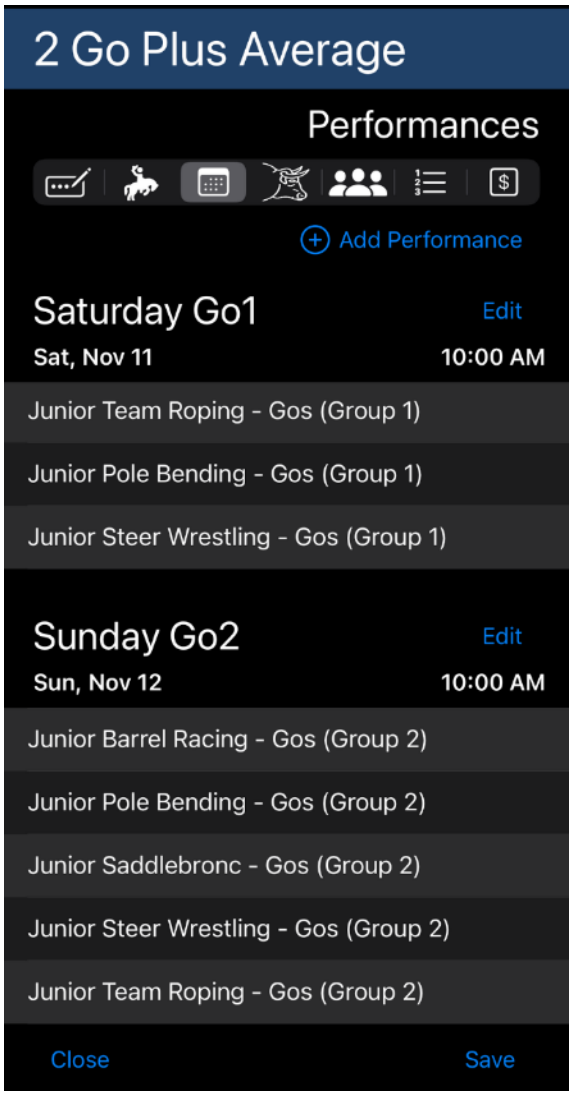
Note your start date and time must fit within the start date/time end date/time you set in Rodeo Details.

Tap the Select button and tap on the Go 2 designated event for each event. The selected events/Go 2 will be bolded and the event/Go 1 will be dimmed, indicating it is still assigned to Go 1. Tap Save. This will move all events with Go 2 designation to the schedule on Sunday.





Tap Save again and you will have the 2 Go schedule now set with all events in Go 1 on Saturday and all events in Go 2 on Sunday. Scroll the list to see the Sunday events (Go 2). Tap Save or any of the setup tabs to perform a final save of the Performances.

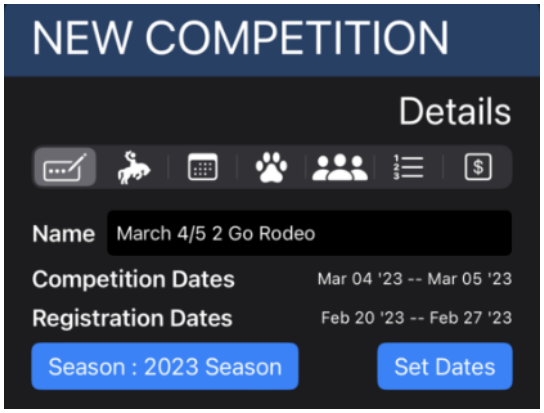


Reminder Follow the instructions in Splitting Money Between GOs to set the Payout Allocations. If you do not set Payout Allocations, all prize payouts will be calculated based on the average of Go1 and Go2 instead of separately for Go1 and Go2.

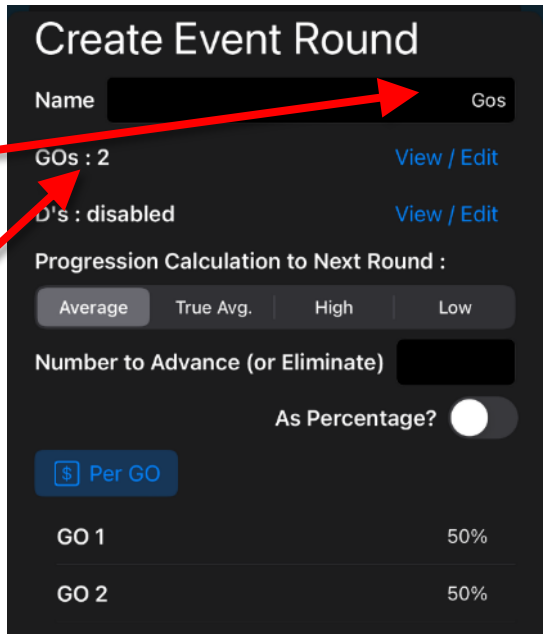
2 Go Competition Draw

Definition of a 2 Go Competition Draw: In this draw format, each Competitor will "run" or "ride" 2 times, once in each Go. Scores/times in each Go will be used to calculate the $ payouts and/or points awarded in that specific Go. The prize purse for the event will be divided evenly between the two GOs. There will NOT be any combined, aggregate, or average score.

Typically all the events in a rodeo follow the same draw format, but not always. In the RR App, you will select a number of events and define the draw format for that selection of events. If all events are to follow the same format, then you will select all events. If some events, or one event, will follow a different draw format, then select these separately and follow the process. For this example, we will set all events to have the same draw format, a 2 Go Draw Format with Go 1 occurring on Saturday and Go 2 occurring on Sunday.

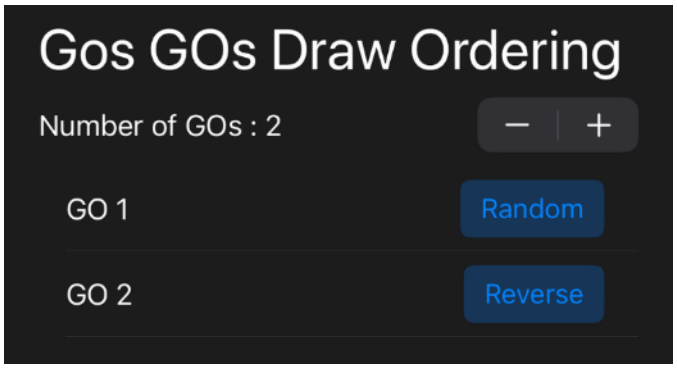


After you have set all your Rodeo Details, tap the Events tab. Tap + Add Events. Tap + Add Rounds and set the name to GOs.

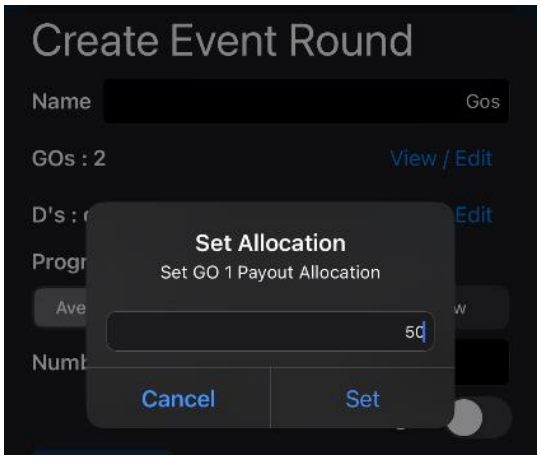


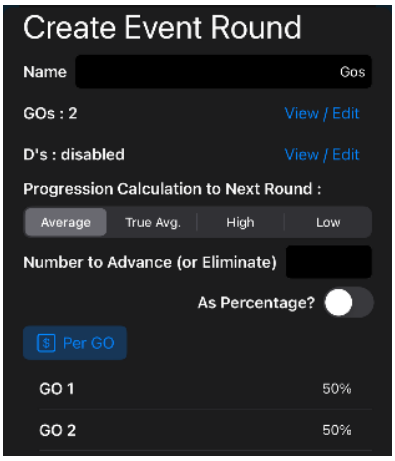
Tap View/Edit to the right of GOs: and Set GOs to 2.

You can also set the Draw generation order at this time for the GOs.

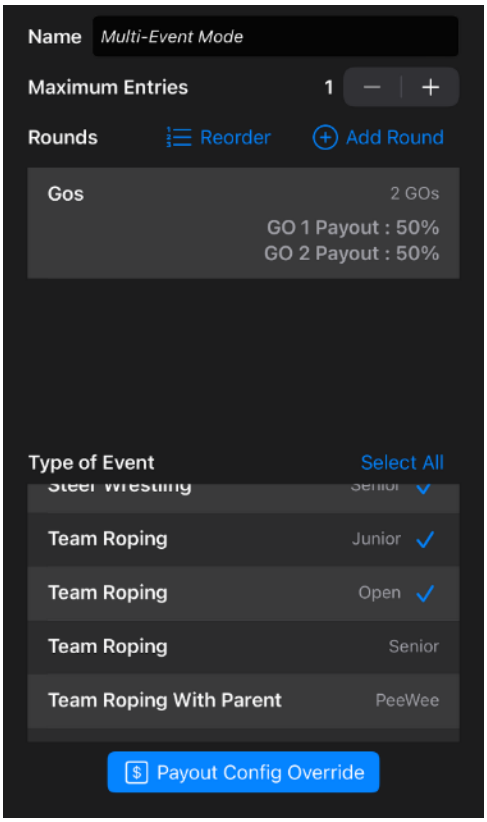


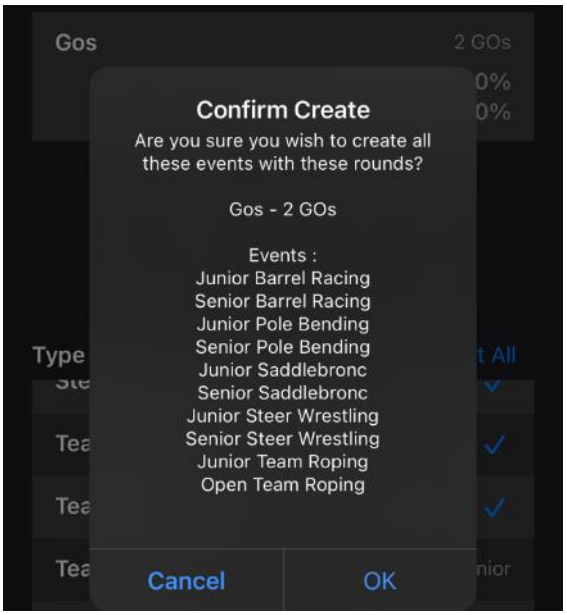
Follow the instructions in Splitting Money Between GOs to set the Payout Allocations (we will also demonstrate below). Tap the Payout Allocations button and then tap Per Go. Tap to set Go 1 to 50% and Go 2 to 50%.





Tap OK and Tap Select All to select all the events (in our example we are only selecting 10 Events to improve visibility on screen). Tap Save.



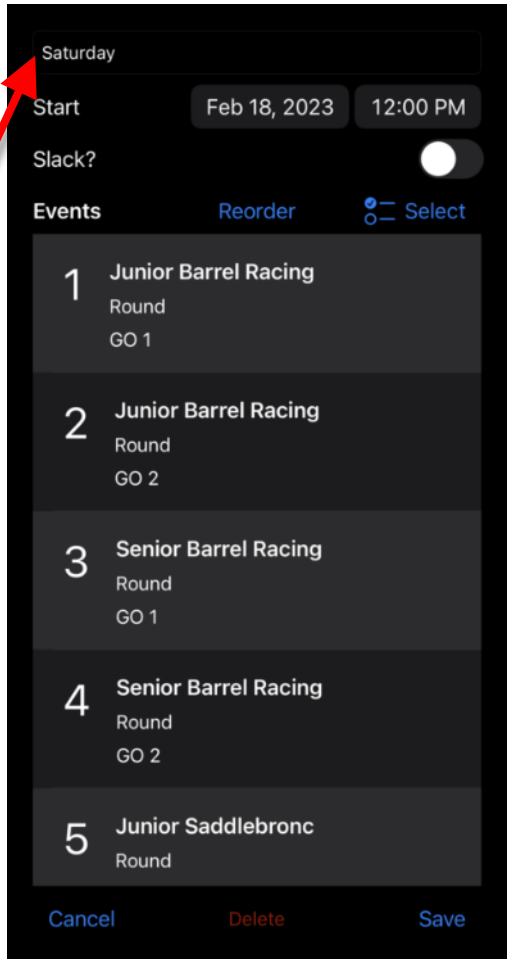


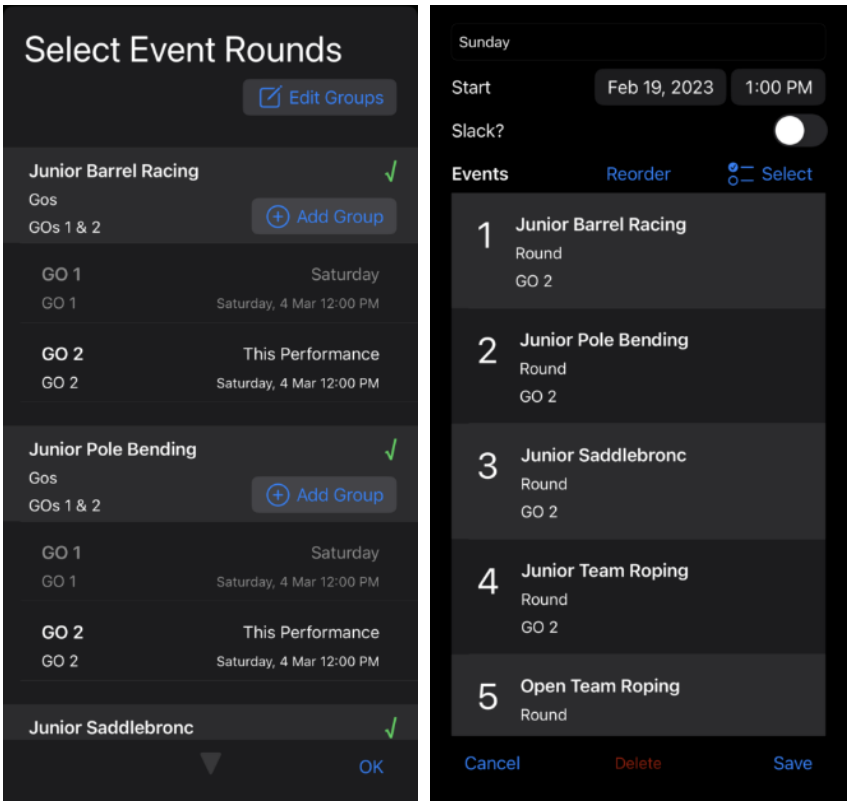
Now to set the schedule for the Competition.

Tap the Performances tab. Tap + Add Performance. You will initially see a list of all events shown twice, one with a GO 1 designation and one with a GO 2 designation.

Name this Performance Saturday, set the date and start time of this Go and tap Save. At this moment, both Go 1 and Go 2 are scheduled to occur on Saturday. We will need to add a Sunday Performance to the Schedule and Move Go 2 to that Performance.

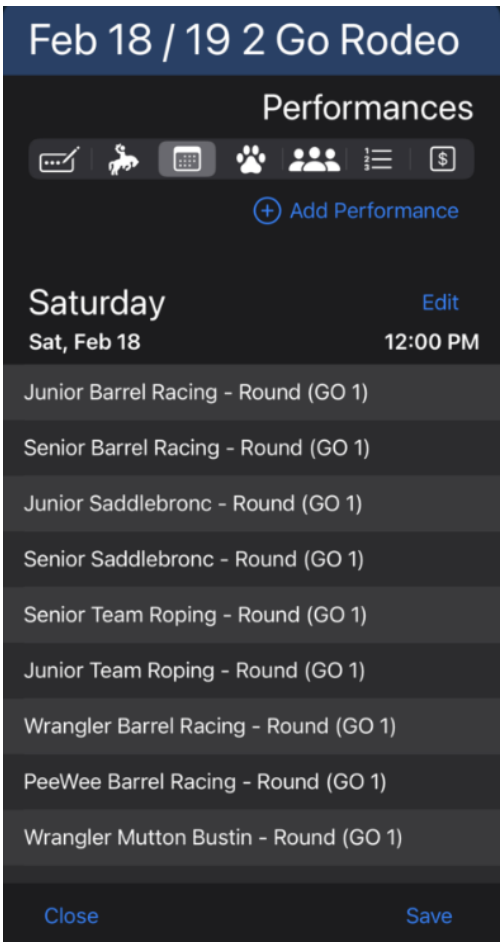
Tap + Add Performance. Name this Sunday and set the date and start time. Note: your start date and time must fit within the start date/time end date/time you set in Rodeo Details. Tap the Select button and tap on the Go 2 designated event for each event. The selected events/Go 2 will be bolded and the event/Go 1 will be dimmed, indicating it is still assigned to Go 1. Tap Save. This will move all events with Go 2 designation to the schedule on Sunday.

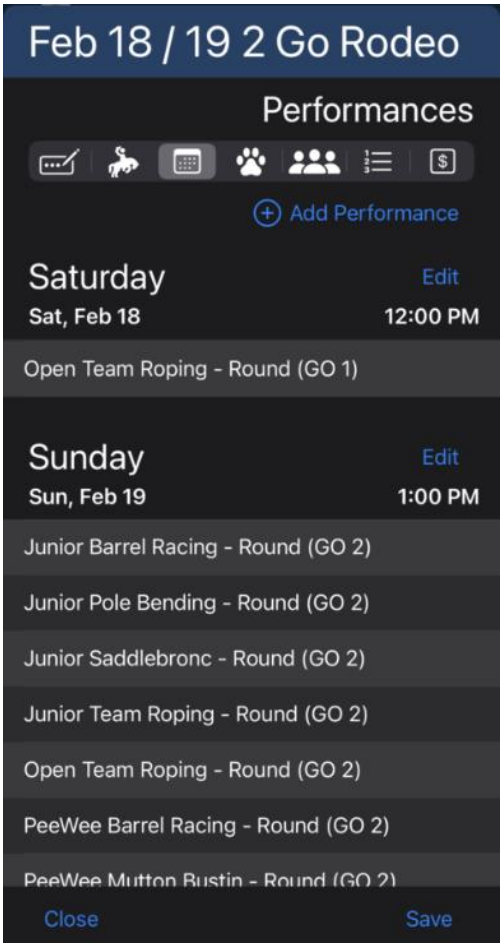




Tap Save again and you will have the 2 Go schedule now set with all events in Go 1 on Saturday and all events in Go 2 on Sunday.

Scroll the list to see the Sunday events (Go 2). Tap Save or any of the setup tabs to perform a final save of the Performances.





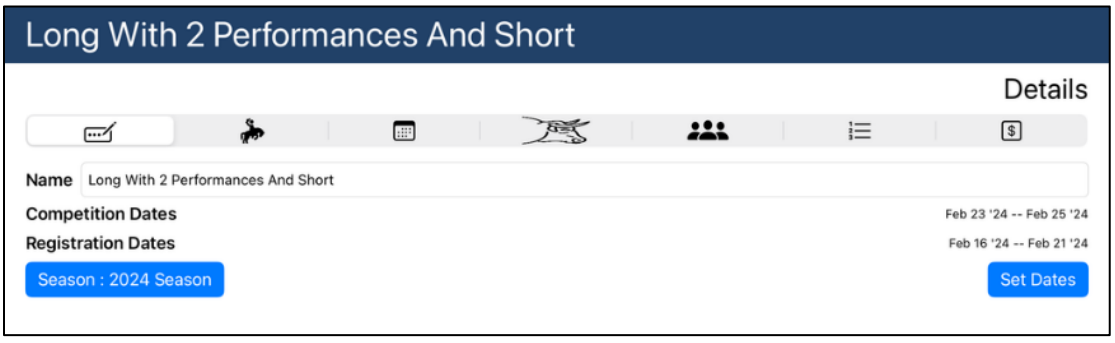
Reminder Follow the instructions in Splitting Money Between GOs to set the Payout Allocations. If you do not set Payout Allocations, all prize payouts will be calculated based on the average of Go1 and Go2 instead of separately for Go1 and Go2.

Long Go - 2 Performances & Short Go

In this draw format example we will set up a Competition that has a Long Go and Short Go. The Long Go will be split into two Performances, Friday and Saturday, and the Short Go will be on Sunday. For example purposes, we will have 2 Events, Junior Bareback and Junior Breakaway Roping. We will enter 9 competitors into each event, with a max number of competitors of 5 in each of the 2 performances. Only 4 competitors in each event will advance to the Short Go. Note: we are using small numbers of Events and Competitors in this example but in a real rodeo Competition, the number of Events, Competitors per Performance, and Competitors advancing to the Short Go can be as large or small as needed by your Organization/Competition.

Setting the Competition Details

This is a 3 day competition so make sure to set the start date as the Friday and the end date as the Sunday.



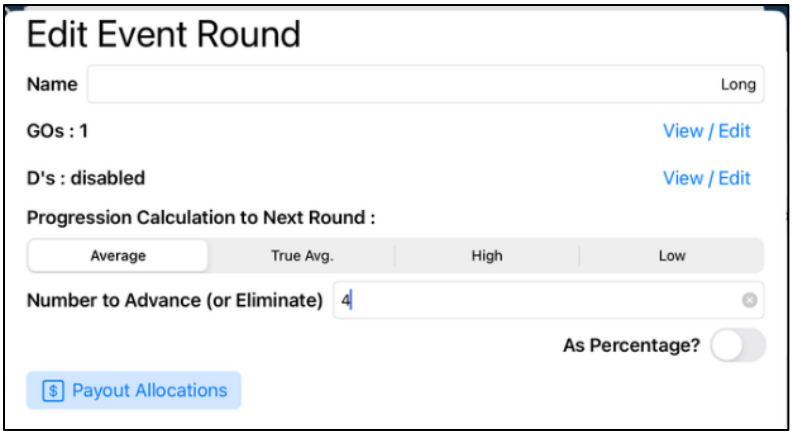
Choosing the Events and Rounds

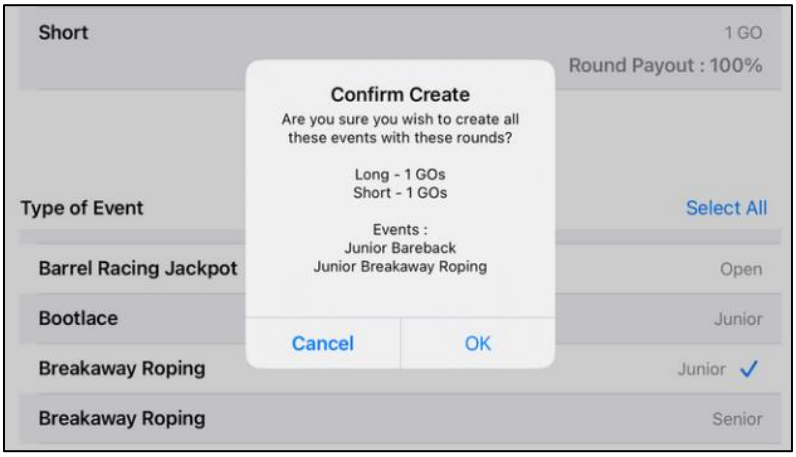
Tap the Events tab. Tap + Add Events. Tap Add Round. Name this round the Long. In the field for Number to Advance (or Eliminate) set this to 4.

Note This value can be set differently if necessary for each Event. As we are in multi-Event mode, this value of 4 will be set for all Events.

Tap OK then Tap Save. Tap + Add Round again and name this Short.

Tap OK then tap Save. Next, select the events (Junior Bareback and Junior Breakaway Roping in our example).



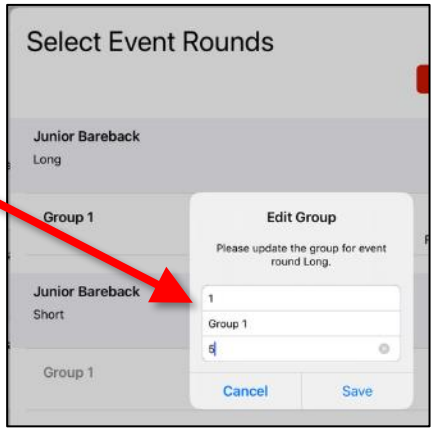


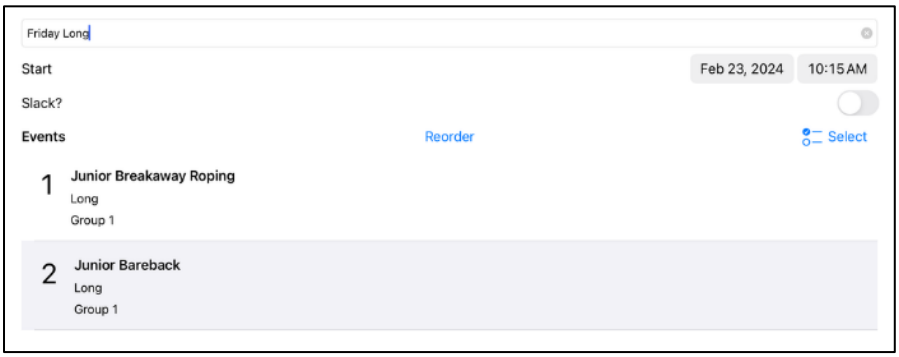
Setting Performance Schedules

Tap the **Performances** tab then tap + Add Performance. Name this Friday Long. Ensure you set the Start Date and Start Time. Tap the **Select** button. Initially both the Group 1 row in the Long and Short rounds will be emboldened. Tap the Group 1 row for all Short rounds to de-select them from the Long.

Next, tap **Edit Groups** and tap the Group 1 row in the Long round to edit the group and set the Max Competitors to 5 for the Friday Long.

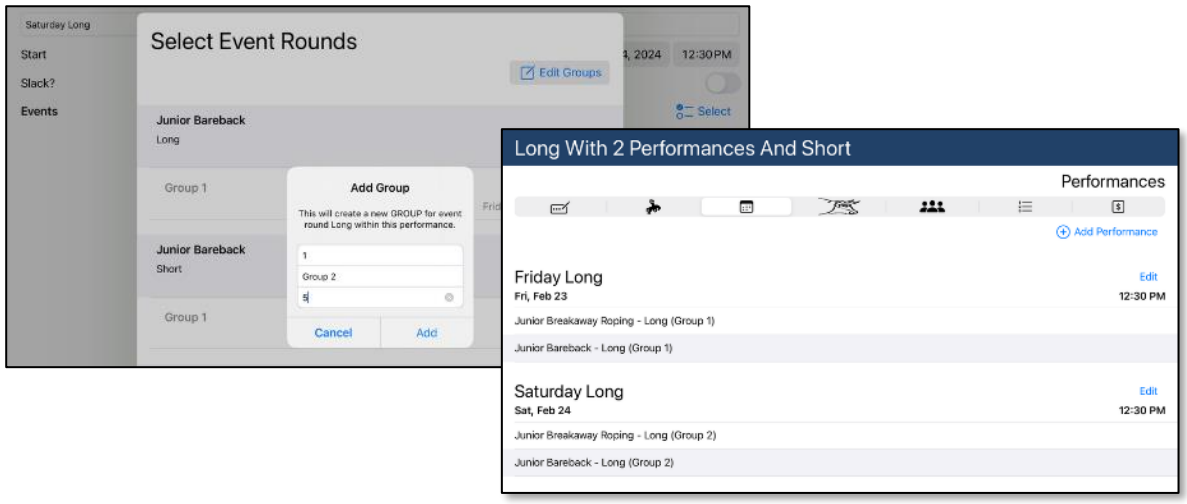
Repeat for all events in the Friday Long. Tap **OK** when done setting the Max Competitors. Tap **Save**.



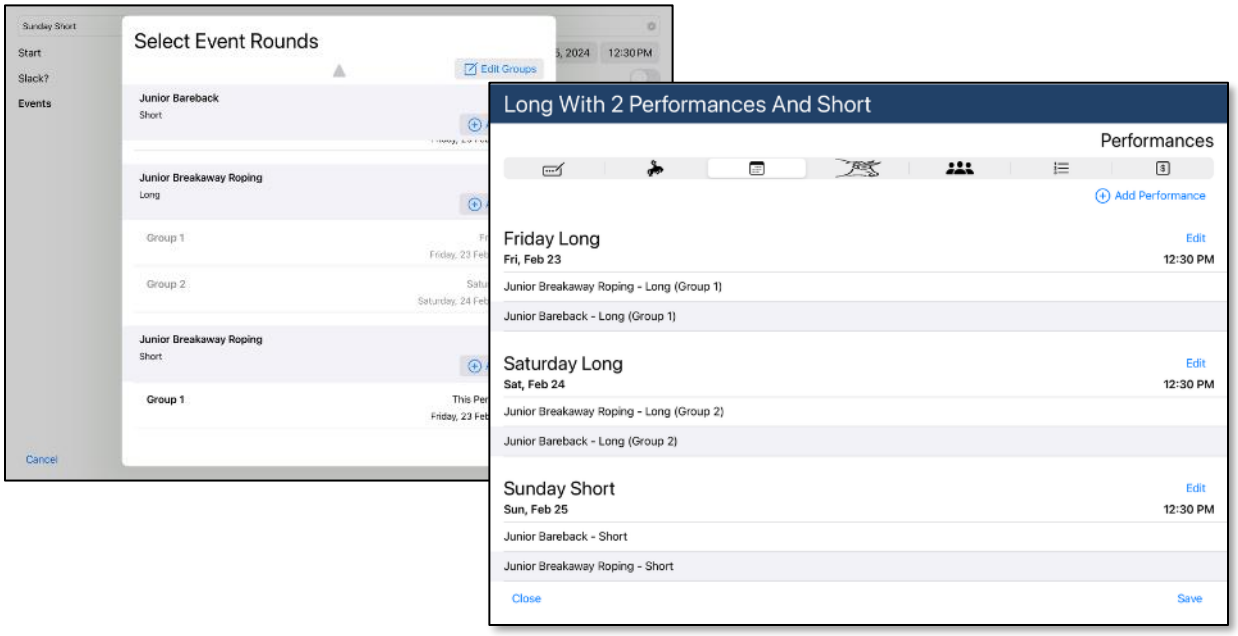


Rodeo Formats

Tap Add Performance and name this Saturday Long. Set the Start Date (for Saturday) and Start Time then tap Edit Groups and for each event, tap the + Add Group button in the row for the Long and set the Max Competitors to 5.
Tap **OK** and **Save** when finished Adding Group 2 to the Long for each Event.

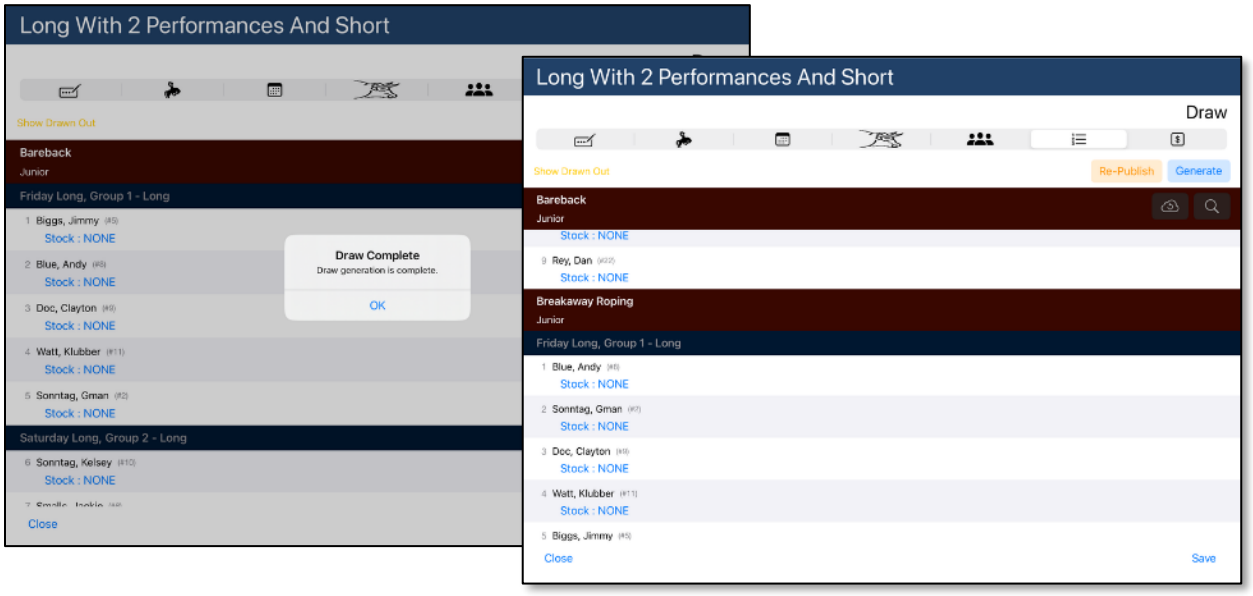


Now to add the schedule for the Short for Sunday. Tap + **Add Performance**. Name this Sunday Short. Set the **Start Date** (Sunday) and **Start Time.** Tap the **Select** button. For each Event, tap the Group 1 row for the Short. Tap **OK**, tap **Save**.



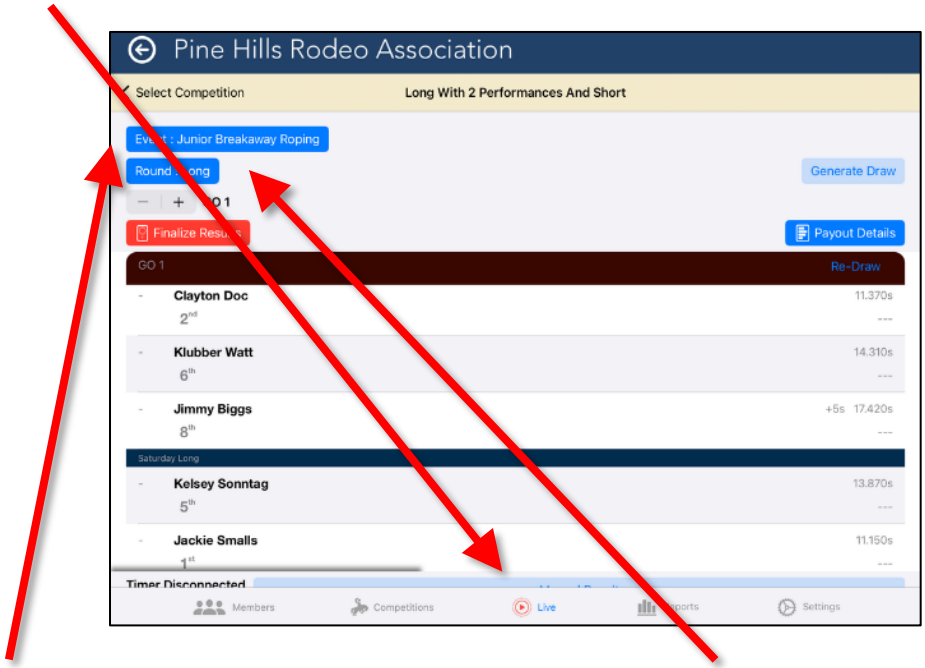
Running the Long Go Draw

Tap the Draw tab. Initially the draw list will be empty. Tap the Generate button. Competitors will be placed in the events / performances for the Long. As the advancement to the Short is dependent on the results in the Long, the Short Go Draw is NOT generated at this time. Competitors drawn into the Friday performance for one sevent will be drawn into the Friday performance for all Events (same for Saturday).



Entering Long Go Scores / Times

Tap the **Live** button at the bottom of the screen and select the Competition.

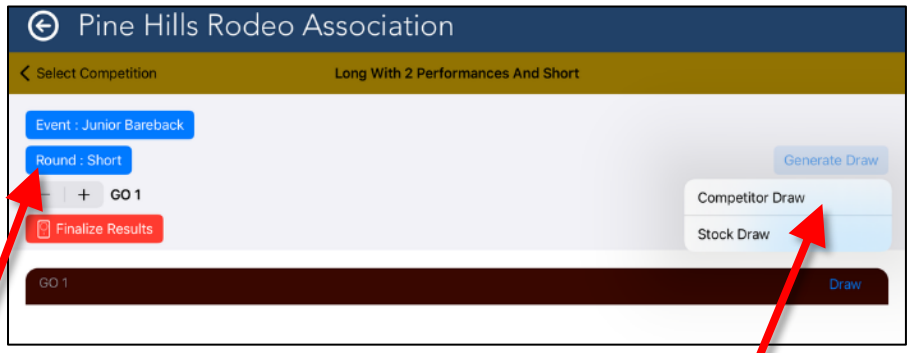


Tap the **Event**: button and choose the Event then tap the **Round** button and choose the Long round.

Competitors will appear in draw order. Choose the **Event**: button when you need to select a different event. Once you have completed the Friday and Saturday Events, and entered all Scores / Times, then tap **Finalize Results**. As this Competition is set to pay 100% in the Short Go, there will be no payout calculated here.

Running the Short Go Draw

Once you have entered all the scores/times for both the Friday Long and Saturday Long, and Finalized the results for that round, you can now generate the draw for the Short Go.



Tap the **Round**: button and select Short. Tap the **Generate Draw** button and choose **Competitor Draw**. Because you are in the Live view and in the Junior Bareback Event (or other event), this will generate the draw only for the Short Go for the Junior Bareback Event.

After you generate the draw for the Short Go, you can enter Times / Scores then Finalize Results to calculate payouts for the Event.

Competition Draw with 2 Performances and 2 Slacks

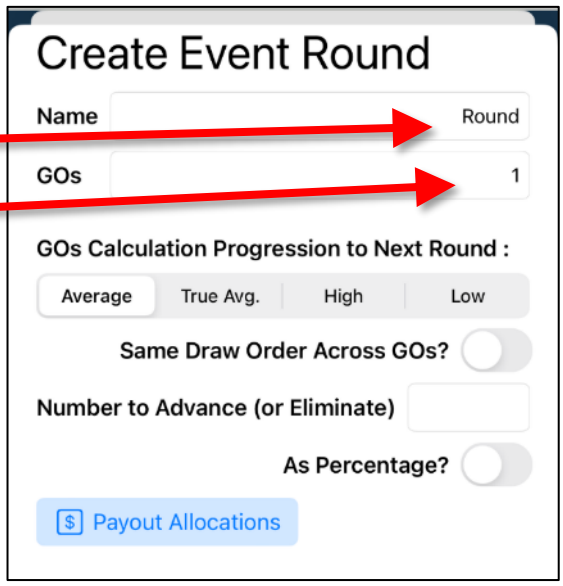
Definition of a 2 Performance and 2 Slack Competition Draw: In this draw format, each Competitor will "run" or "ride" 1 time. The Competitors will be split into multiple Performances, consisting of a several smaller groups of the Competitors in that event. Two of these “performances” will be “slack” performances, that is scheduled competition times that held outside of the main performances typically held without any audience present. For example, a Barrel Racing event with 50 competitors may be split with 10 Competitors running in the Saturday afternoon Performance, 15 in the Saturday morning Slack, 10 Competitors running in the Sunday afternoon Performance, and 15 in the Sunday morning Slack. Note: the maximum Competitors in each performance can be set per Event, as will be shown below. The scores/times from each Performance and Slack will be combined to calculate the $ payouts and/or points awarded for the competition.

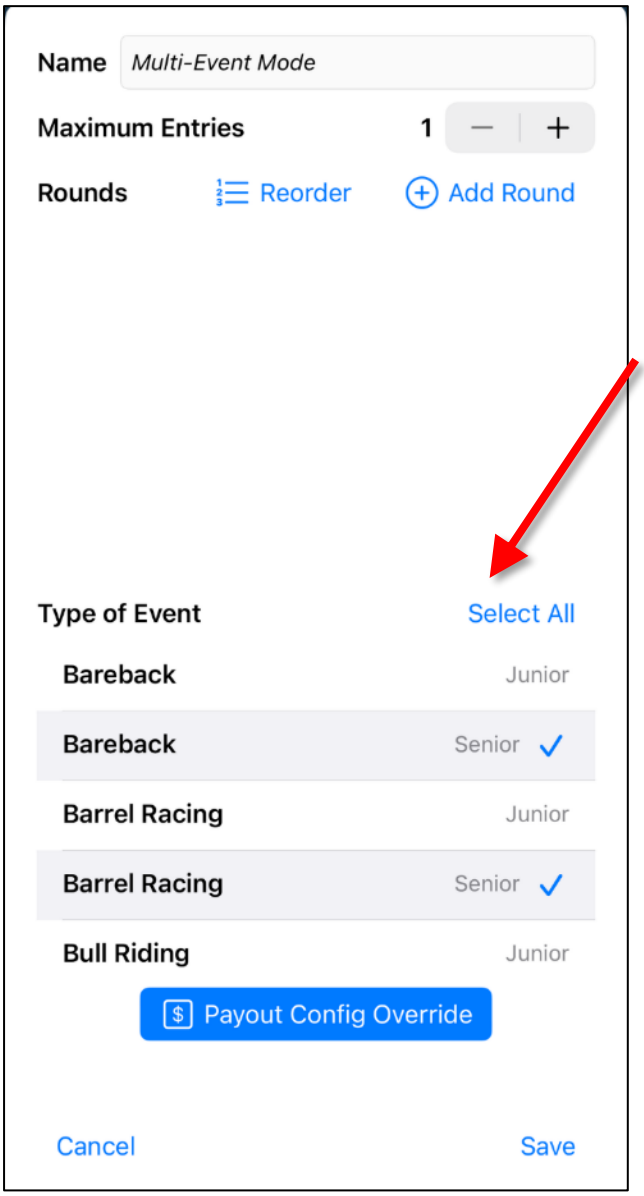
Typically all the events in a rodeo follow the same draw format, but not always. In the RR App, you will select a number of events and define the draw format for that selection of events. If all events are to follow the same format, then you will select all events. If some events, or one event, will follow a different draw format, then select these separately and follow the process. For this example, we will set all events to have the same draw format, a 1 Go 2 Performance, 2 Slack Draw Format with Saturday Slack at 10:00 am, Saturday Show at 2:00 pm, Sunday Slack at 10:00 am, and Sunday Show at 2:00 pm.

From the Competitions tab, Tap + Add to start a new Competition. Add the Competition details including the Competition Name, Start and end dates/time. Be sure to set the start date/time to at least as early as the start of your first Performance (or Slack) and the End date/time to accommodate the last Performance (or Slack) of the Competition. Set the registration Open and Close then set the location. For more information on the details tab, see Creating a Competition.

Tap the Events tab, then tap + Add Round, and name this “Round”.

Leave GOs set to the default of 1 and tap OK.

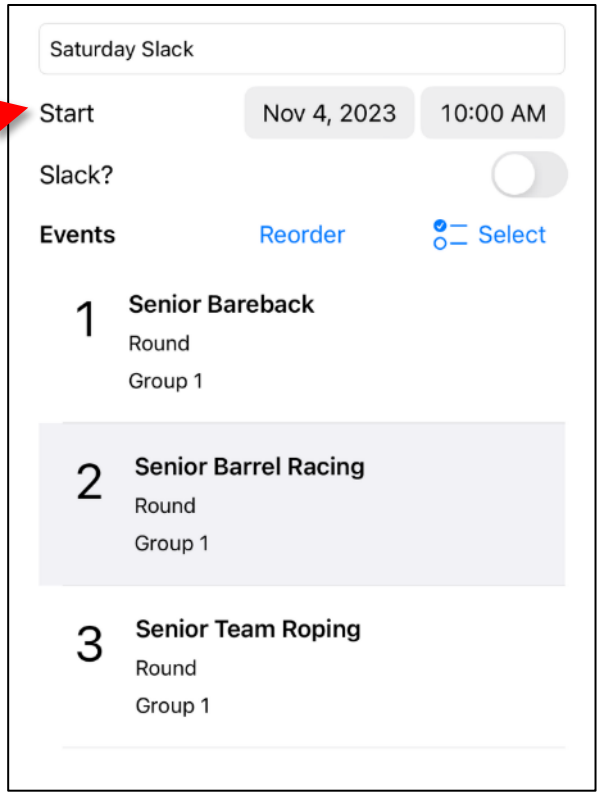




Tap + Add Event(s) and tap Select All. For the purpose of this demo, and ease of visibility, we are only going to include three Events in this Competition.
Tap Save then tap OK to confirm.

To this point, we have selected all the Events that will be included in the Competition. Now we will configure the Performance schedule. We are going to set this up in chronological order.

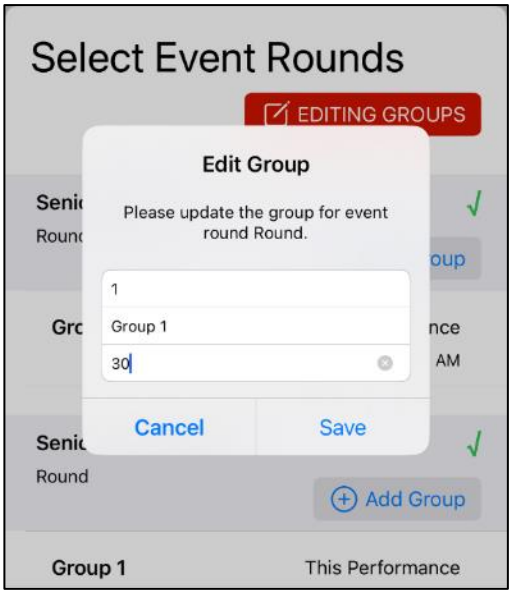
Tap the Performances tab. Tap + Add Performance and set the performance name and start time for Saturday Slack and click on the Slack setting.

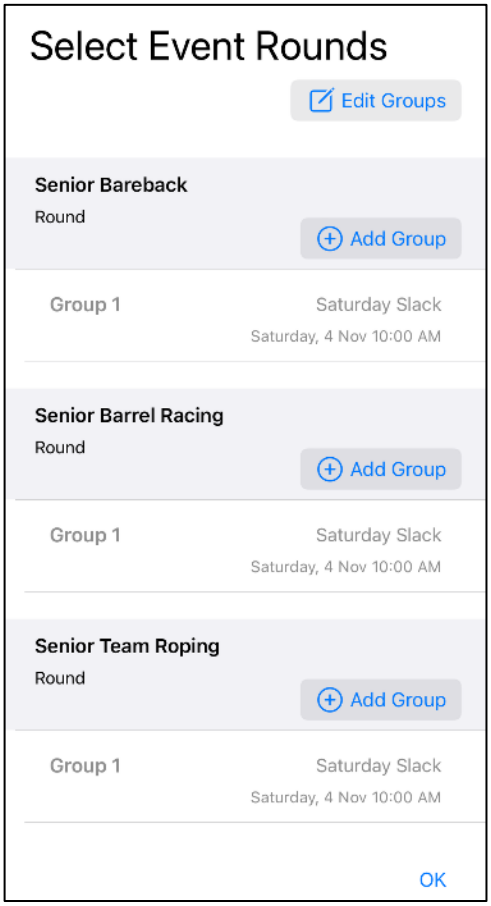


Note the start date/time for this Performance must fit within the start and end dates/time you set in the Details tab.

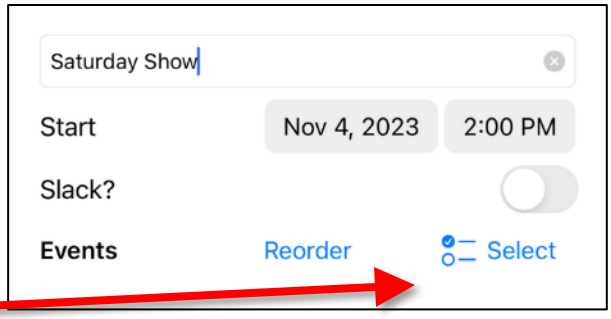
Tap Select then Tap Edit Groups. This is where you will set the maximum number of competitors allowed in the event in the Saturday Slack.

Tap the row “Group 1” for each event and enter the maximum number of Competitors, Tap Save. (In this example we are setting Bareback: 15, Barrel Racing 30, Team Roping 20). If you do not set a maximum, then the system will treat this as unlimited competitors allowed in this event in this Slack Performance. Repeat for all events. Note that the first time you set up a rodeo in this way, it will require some time to work through all the events. Future rodeos can be copied with the same events and performances settings. When you have set all the Maximum Competitors, tap OK then tap Save. The Saturday Slack is now saved.



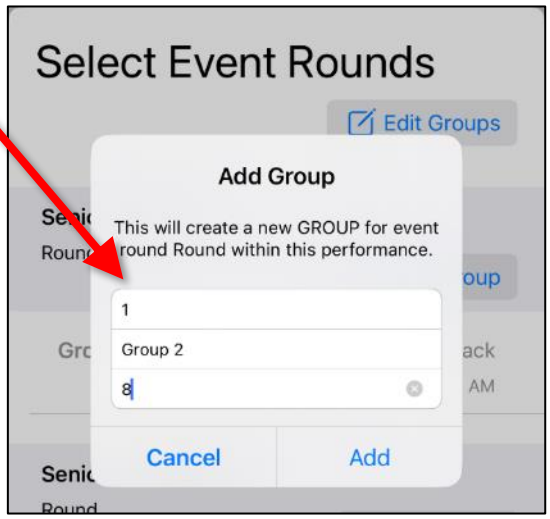


Tap + Add Performance and set the Performance name and start time for the Saturday Show.



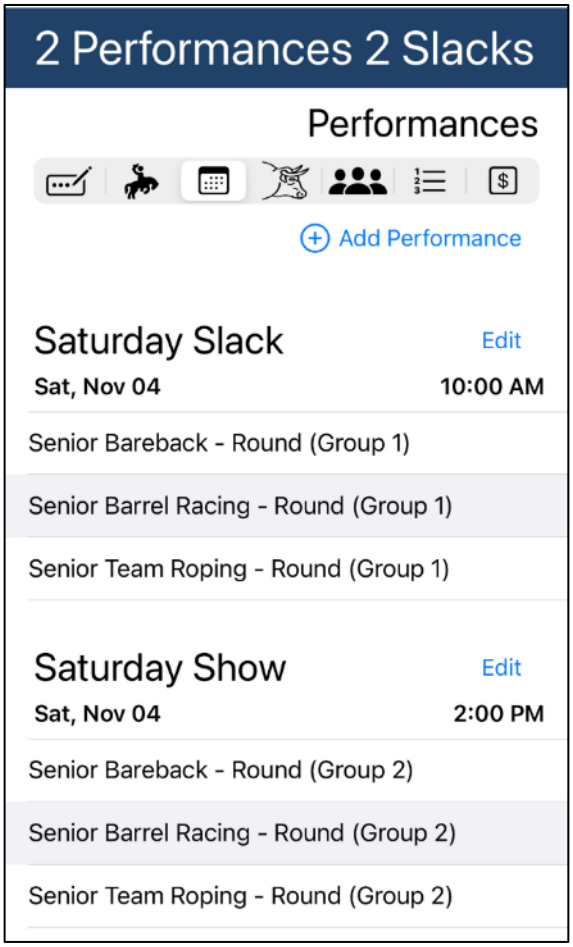
Tap the Select button. You will notice that all events are currently dimmed indicating none are included in Saturday Show.

Tap the first Add Group button on the row of the first event. The first setting is the Go #, enter 1 for Go 1 (this Competition only has 1 Go). The name will default to Group 2. Set the maximum number of Competitors allowed in this performance if this applies. (In this example we are setting Bareback: 8, Barrel Racing 15, Team Roping 10). Tap Add to confirm.



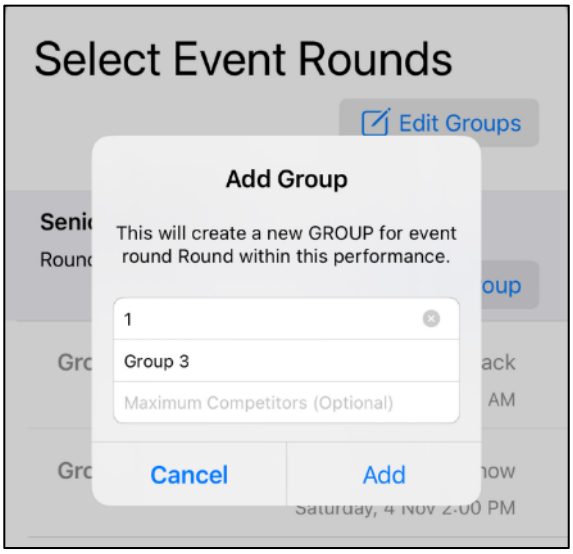
Repeat for the rest of the events, setting the Maximum Competitors as per the event. You will notice a Group 2 will be added to all Events and the designation *This Performance* as you go through and the Group 2 row will be bolded, indicating that it is for this Saturday Show performance. Tap OK at the bottom of the screen when completed. Tap Save again at the bottom of the screen to save the Performance settings.

Your screen will now show Saturday Slack and then scroll down to see Saturday Show.

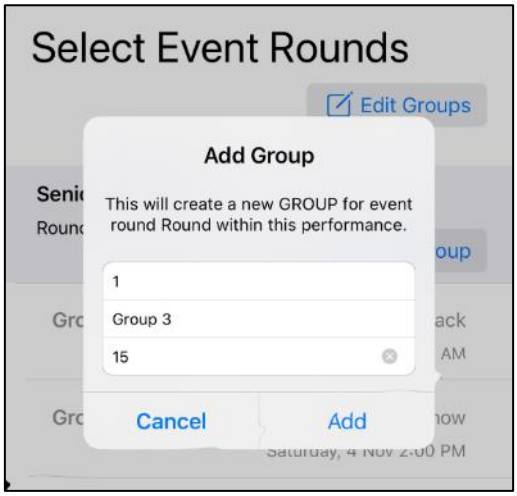


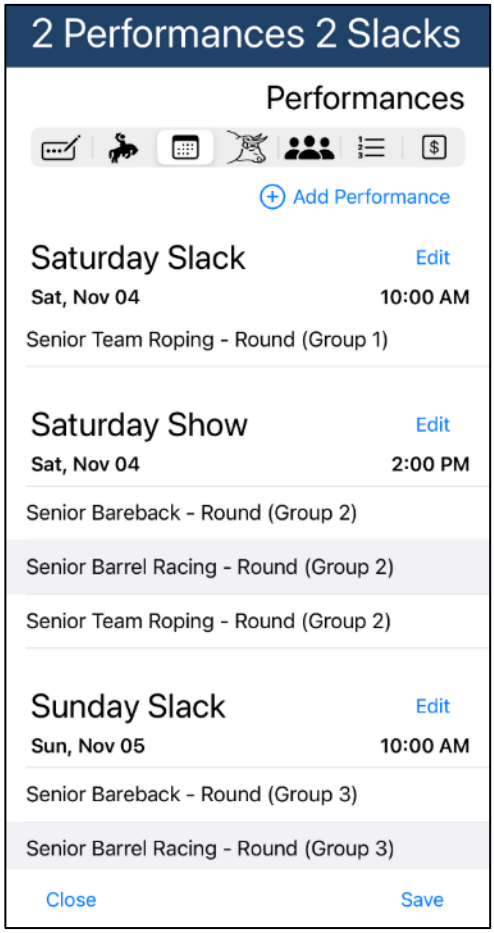
We still have the Sunday Slack and the Sunday Show to set up. Tap + Add Performance. Set the name to Sunday Slack and click on the Slack setting. Make sure you set the Date and Time to be in the proper sequence. For this example, we are choosing the Sunday date and 10:00 am. Tap Select. You will notice that all events are currently dimmed indicating none are included in Sunday Slack.

Tap the first Add Group button on the row of the first event. The first setting is the Go #, enter 1 for Go 1 (this Competition only has 1 Go). The name will default to Group 3.



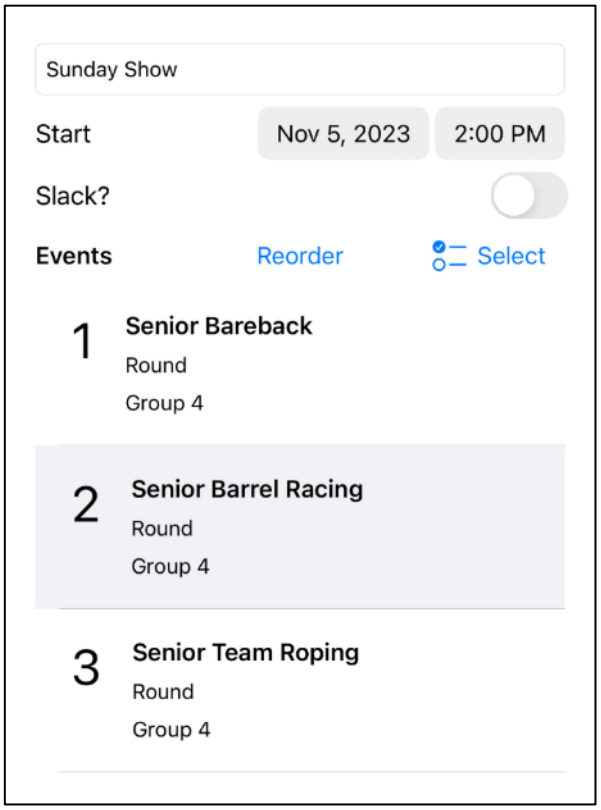
Set the maximum number of Competitors allowed in this performance if this applies. (In this example we are setting Bareback: 15, Barrel Racing 30, Team Roping 20). Tap Add to confirm. Repeat for the rest of the events, setting the Maximum Competitors as per the event. You will notice a Group 3 will be added to all Events and the designation *This Performance* as you go through and the Group 3 row will be bolded, indicating that it is for this Sunday Slack performance. Tap OK at the bottom of the screen when completed. Tap Save again at the bottom of the screen to save the Performance settings.



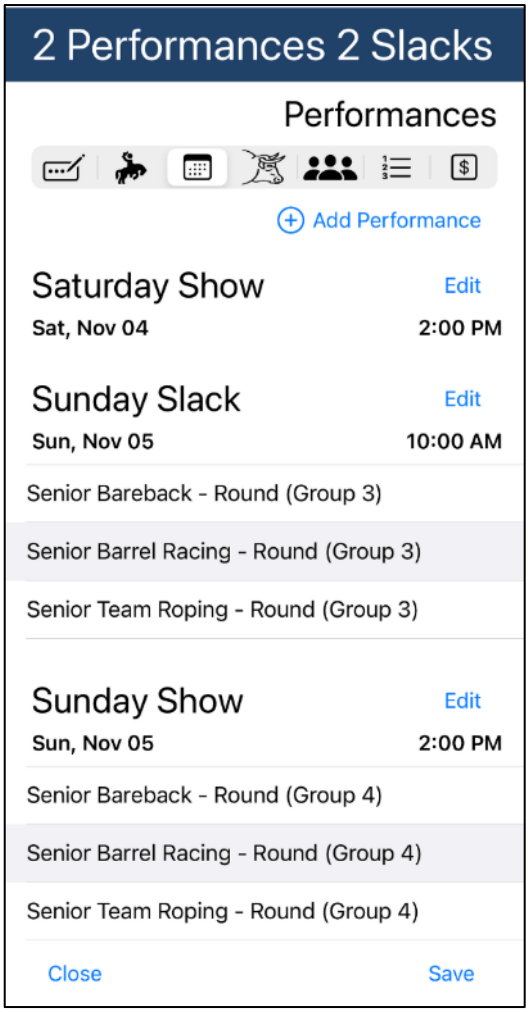


Now for the final Performance, the Sunday Show. Tap + Add Performance. Set the name to Sunday Show. Make sure you set the Date and Time to be in the proper sequence. For this example, we are choosing the Sunday date and 10:00 am. Tap Select. You will notice that all events are currently dimmed indicating none are included in Sunday Slack.

Tap the first Add Group button on the row of the first event. The first setting is the Go #, enter 1 for Go 1 (this Competition only has 1 Go). The name will default to Group 4. Set the maximum number of Competitors allowed in this performance if this applies. (In this example we are setting Bareback: 8, Barrel Racing 15, Team Roping 10). Tap Add to confirm. Repeat for the rest of the events, setting the Maximum Competitors as per the event. You will notice a Group 4 will be added to all Events and the designation *This Performance* as you go through and the Group 4 row will be bolded, indicating that it is for this Sunday Show performance. Tap OK at the bottom of the screen when completed. Tap Save again at the bottom of the screen to save the Performance settings.



We now have 2 Slacks and 2 Performances set up (named Show in the example). Tap Save in the bottom right or tap any other tab at the top to Save.

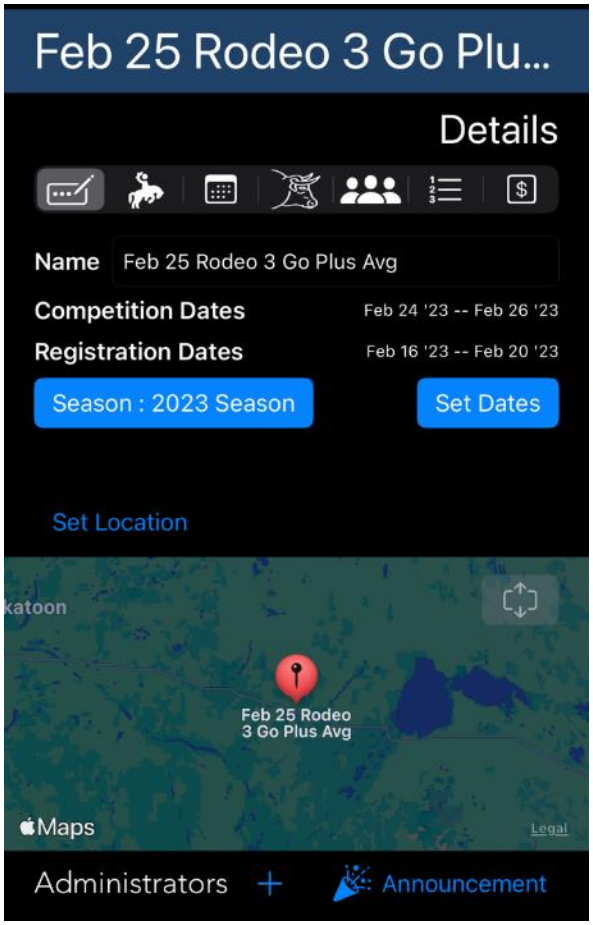


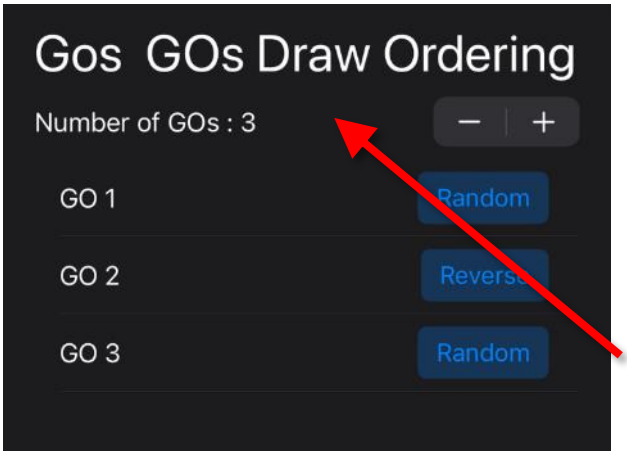
Note If you choose to NOT set any Maximum Competitors per Performance, then the RodeoReady App system will attempt to draw the number of Competitors in each performance roughly equally. In many cases this will not be exactly equal as Draw preference, Draw groups, and Competitors in multiple Events must be considered in the draw generation.

3 GO Plus Average Competition Draw

Definition of a 3 Go Plus Average Rodeo Draw: In this draw format, each Competitor will "run" or "ride" 3 times, once in each Go. Scores/times in each Go will be used to calculate the $ payouts and/or points awarded in that specific Go. The prize purse for the event will be divided between the three GOs and the aggregate, or average score. In this example, we will allocate 15% to Go 1, Go 2 and Go 3 and the remaining 55% to the Average. These will be set as per the instructions in Splitting Money Between GOs.

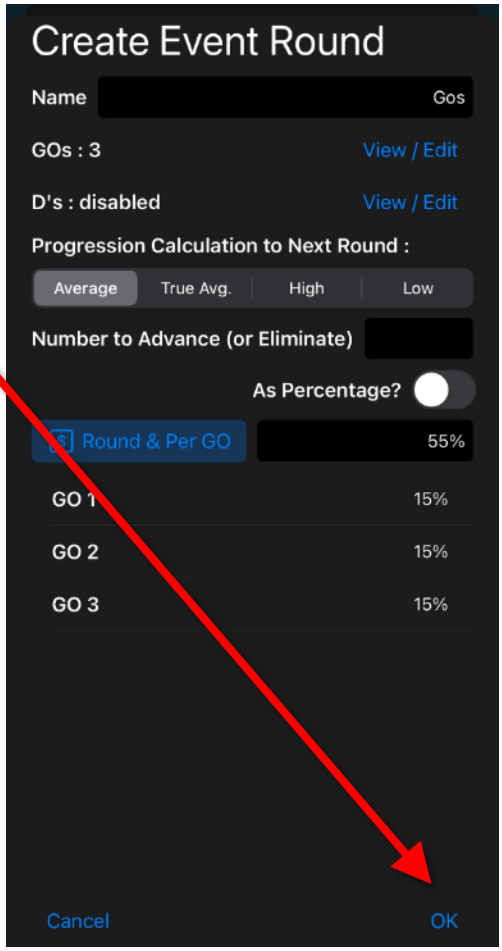
Typically all the events in a rodeo follow the same draw format, but not always. In the RR App, you select a number of events and define the draw format for that selection of events. If all events are to follow the same format, then you will select All Events. If some events, or one event, will follow a different draw format, then select these separately and follow the process. For this example, we will set all events to have the same draw format, a 3 Go Draw Format with all 3 GOs happening on Saturday.



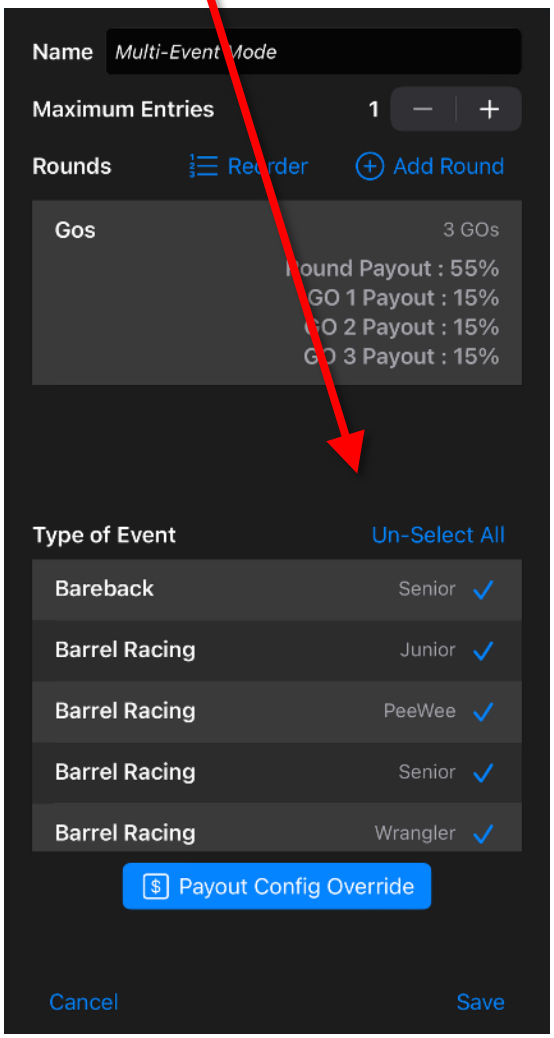


After you have set all your Rodeo Details, tap the Events tab. Tap + Add Events. Tap + Add Rounds and set the name to GOs and Set GOs to 3.

Follow the instructions in Splitting Money Between GOs to set the Payout Allocations, as we will demonstrate here.

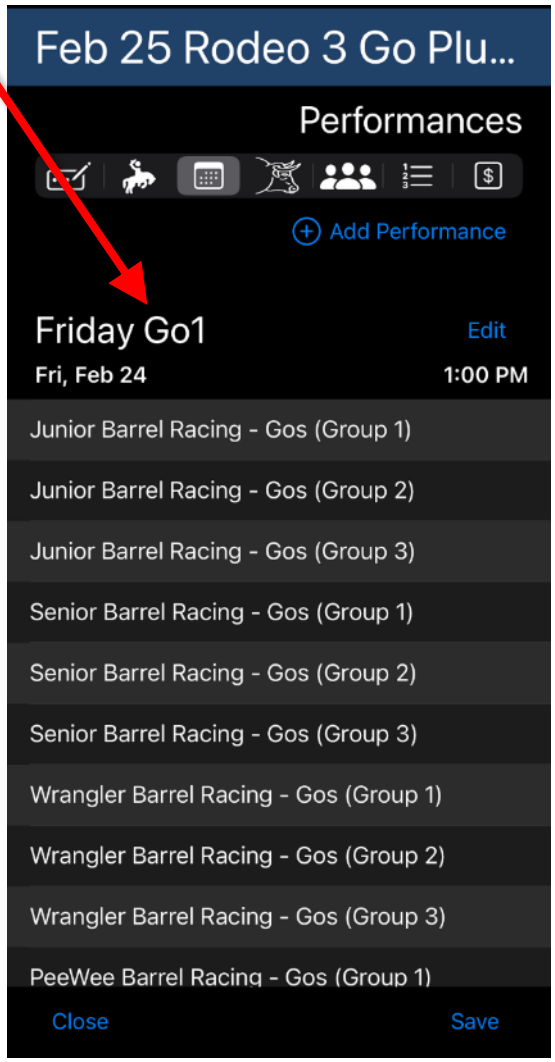


Tap OK and Tap Select All to select all the events. Tap Save.



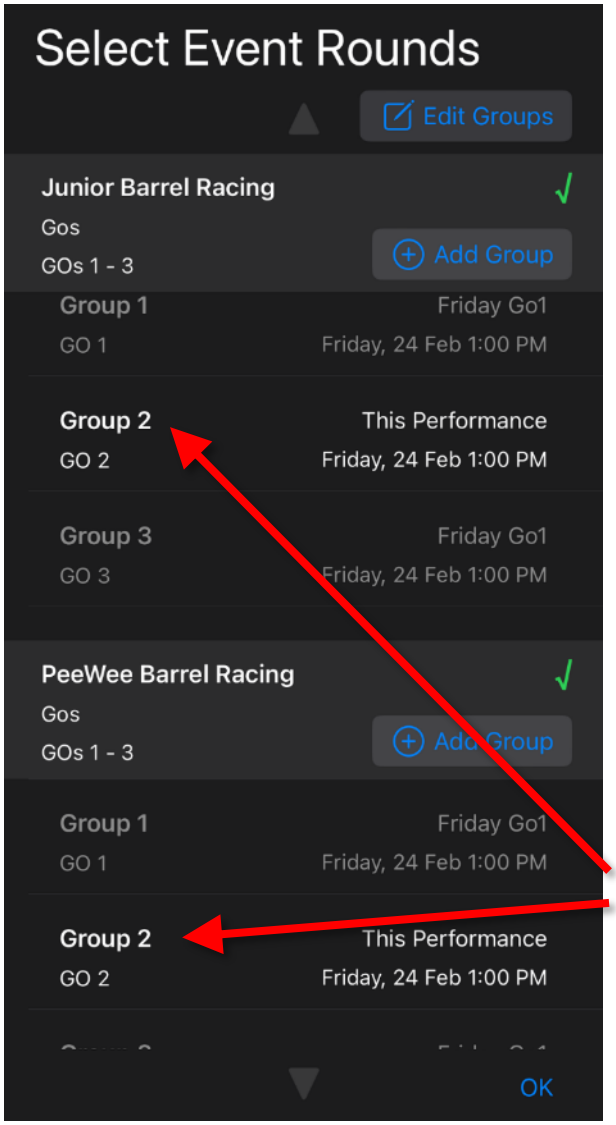
Now it is time to set up the Schedule for the GOs.

Tap the Performances tab. Name this Go 1, set the date and start time of this Go and tap Save.



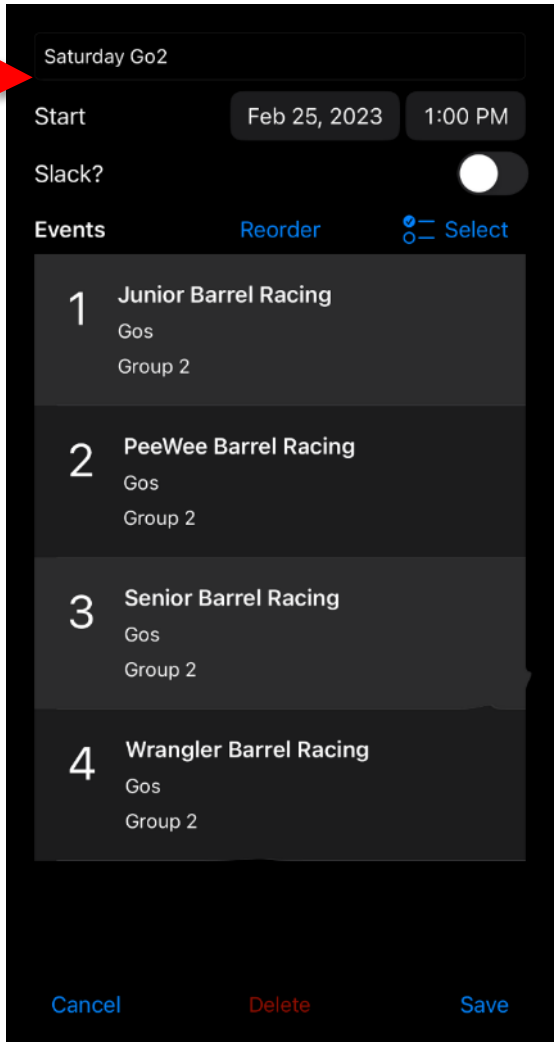
Note your start date and time must fit within the start date/time end date/time you set in Details.

Initially Go 1 will include each event 3 times (Go 1, Go 2 and Go 3). Next we will set up Go 2 and Go 3 which will move these "extra" events/GOs to the proper schedule.

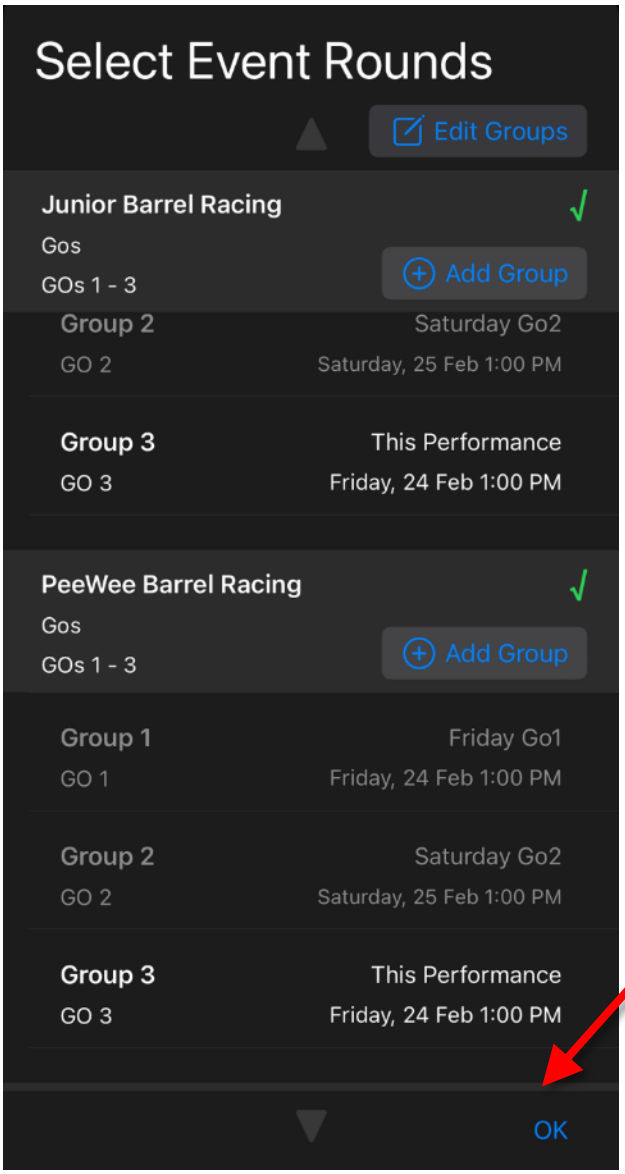


Tap + Add Performance and name this Saturday Go 2 and set the proper date and start time. Then Tap Select. Then Tap the Group 2 row for each Event which will turn bold to indicate selected.

Tap OK when done and you will have your Go 2 schedule set.



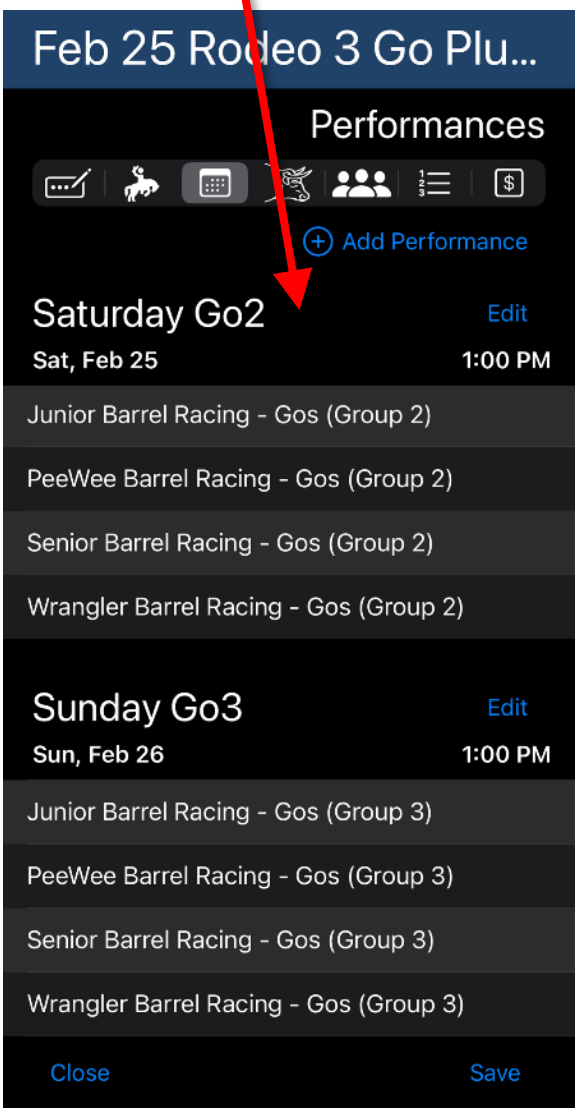
Tap + Add Performance and name this Sunday Go 3 and set the proper date and start time. Then Tap Select. Then Tap the Group 3 row for each Event which will turn bold to indicate selected.

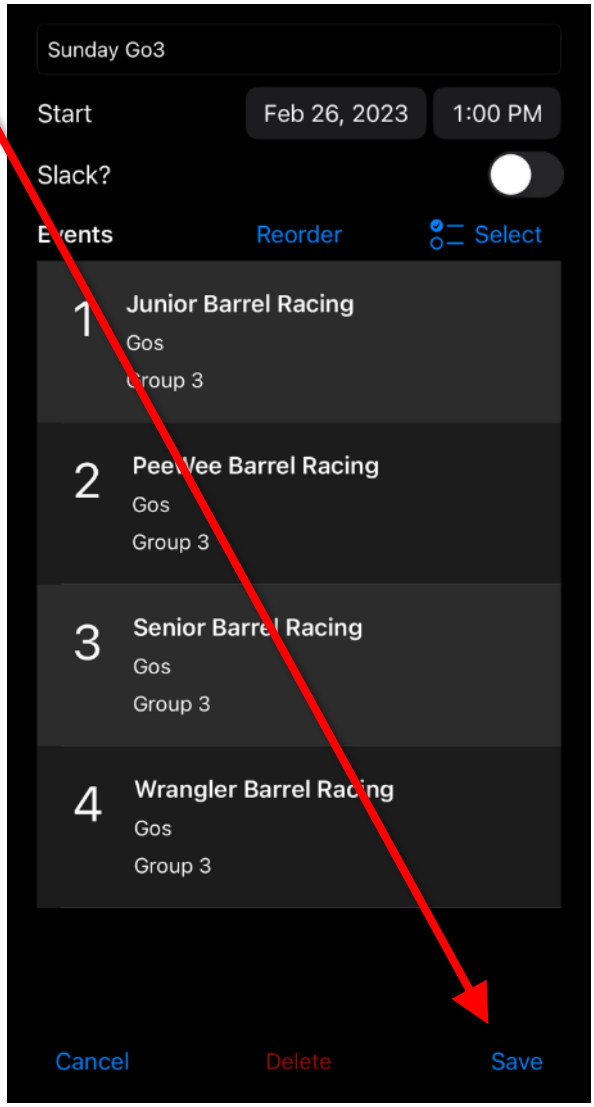


Tap OK when done and you will have your Go 3 schedule set.

Tap Save.

You will now see the display of all 3 GOs Schedule, scroll down below Go 1 to see Go 2 and Go 3. Tap Save or any of the set up tabs to perform a final save of the Performances.





Reminder: Follow the instructions in Splitting Money Between GOs to set the Payout Allocations. If you do not set Payout Allocations all prize payouts will be calculated based on the average of Go1, Go2 and Go 3 and no payouts / points will be allocated to GO1, GO2 and GO3.

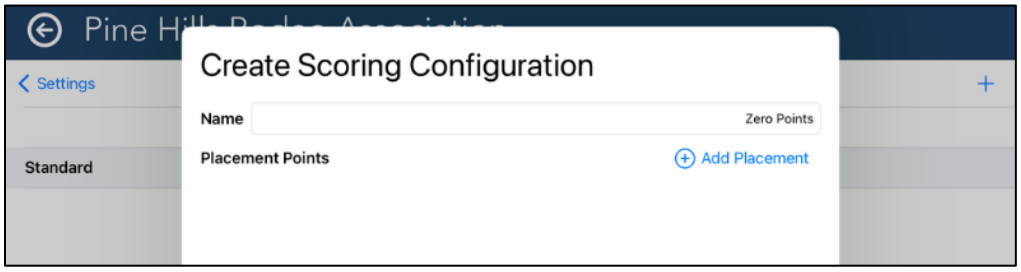
Setting up a Jackpot Competition

Some Organizations run Jackpot Competitions in addition to their regular season Competitions. These jackpots are prize money-only Competitions and do not accumulate points towards the Organization season standings. The best way to handle this is to create a Points Configuration and new events specifically for the jackpots. So you would have Barrel Racing (for the season) and Barrel Racing Jackpot or something like that.

We will walk through the steps below in our example including a Barrel Racing Jackpot event and a Pole Bending Jackpot event.

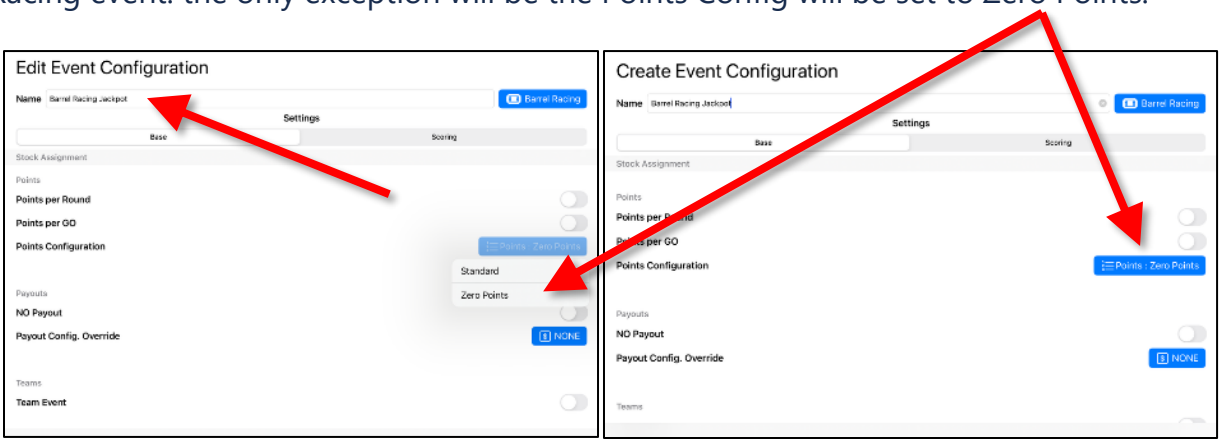
Points Configuration

In **Settings > Points**, tap + to create a new Scoring Configuration, give it a name like Zero Points, and save. Do not add any settings for Placements.

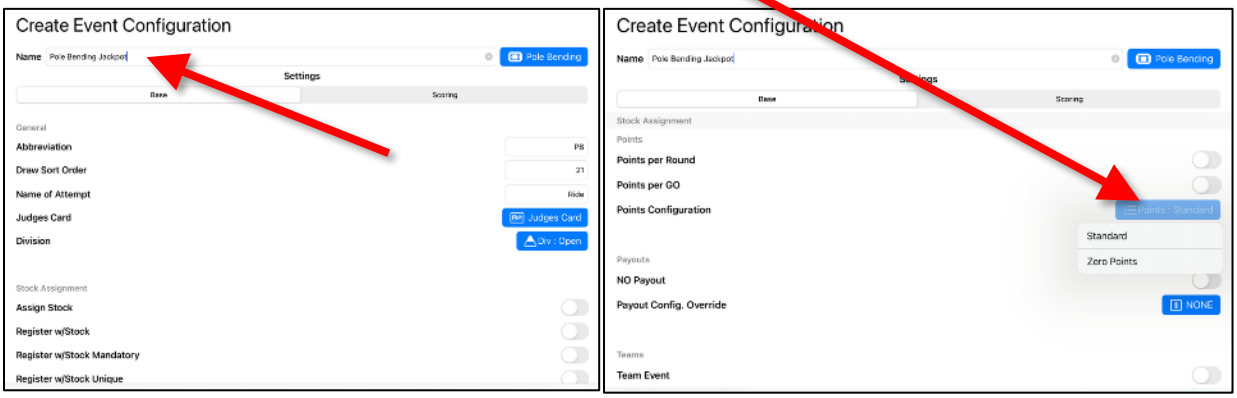


Create New Jackpot Events

You can create as many Jackpot events as needed. We will set up the Barrel Racing Jackpot event as a new event. The settings will mostly be the same as the regular Barrel Racing event. the only exception will be the Points Config will be set to Zero Points.



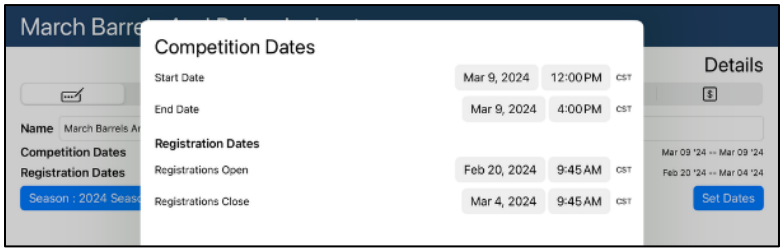
Next we will set up the Pole Bending Jackpot event, again, with the same settings as the regular event, but with the Points Config set to Zero Points.

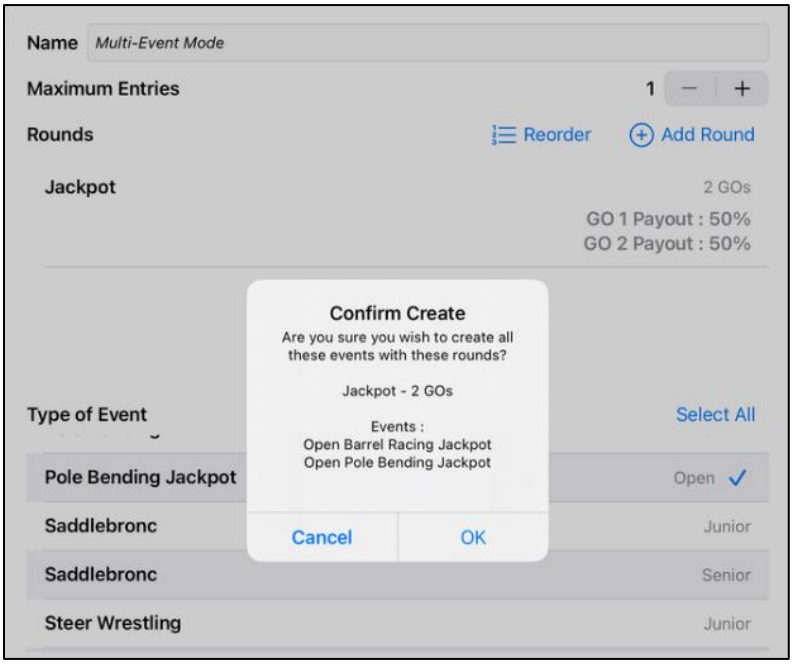


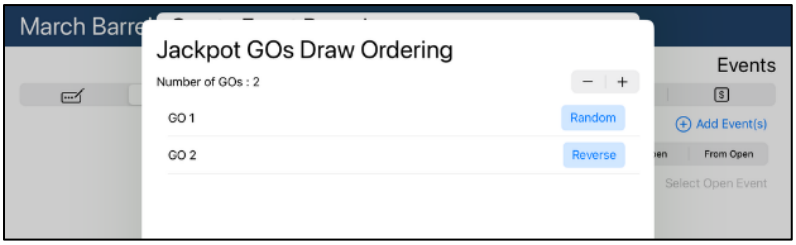
If your Jackpot events will be run with age divisions you will need to set up each Jackpot event per each age division.

Setting Up the Competition

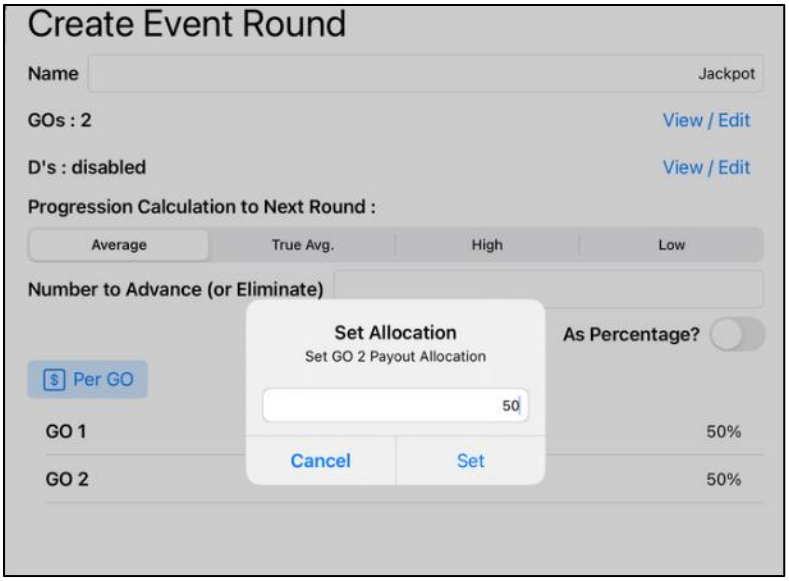
Then just make sure it is the Jackpot events you place in the Competition and set up your Performance Schedule. In this example, we have set up a simple 2 Go paying out 50% to Go 1 and 50% to Go 2 with Go 1 at 12:00 noon and Go 2 at 2:00 in the afternoon.

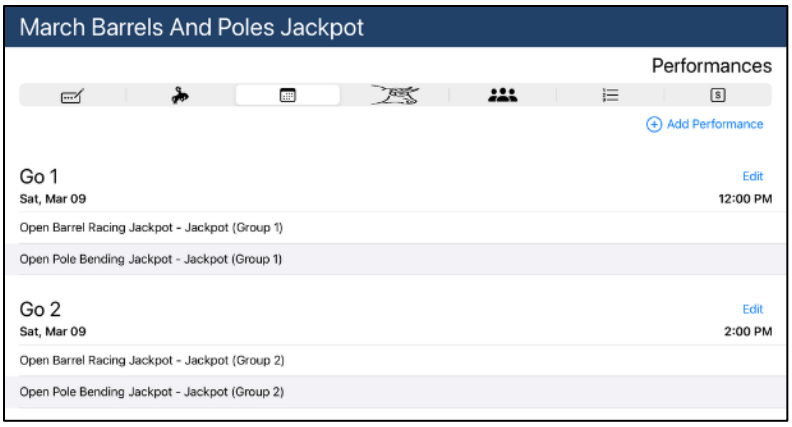






Rodeo Formats


Create Event Round
Name
Jackpot
GOs : 2
View / Edit
D's : disabled
View / Edit
Progression Calculation to Next Round :
Average
True Avg.
High
Low
Number to Advance (or Eliminate)
Set Allocation
Set GO 2 Payout Allocation
50
Cancel
Set
As Percentage?
Per GO
GO 1
50%
GO 2
50%


March Barrels And Poles Jackpot
Performances
Add Performance
Go 1
Edit
Sat, Mar 09
12:00 PM
Open Barrel Racing Jackpot - Jackpot (Group 1)
Open Pole Bending Jackpot - Jackpot (Group 1)
Go 2
Edit
Sat, Mar 09
2:00 PM
Open Barrel Racing Jackpot - Jackpot (Group 2)
Open Pole Bending Jackpot - Jackpot (Group 2)

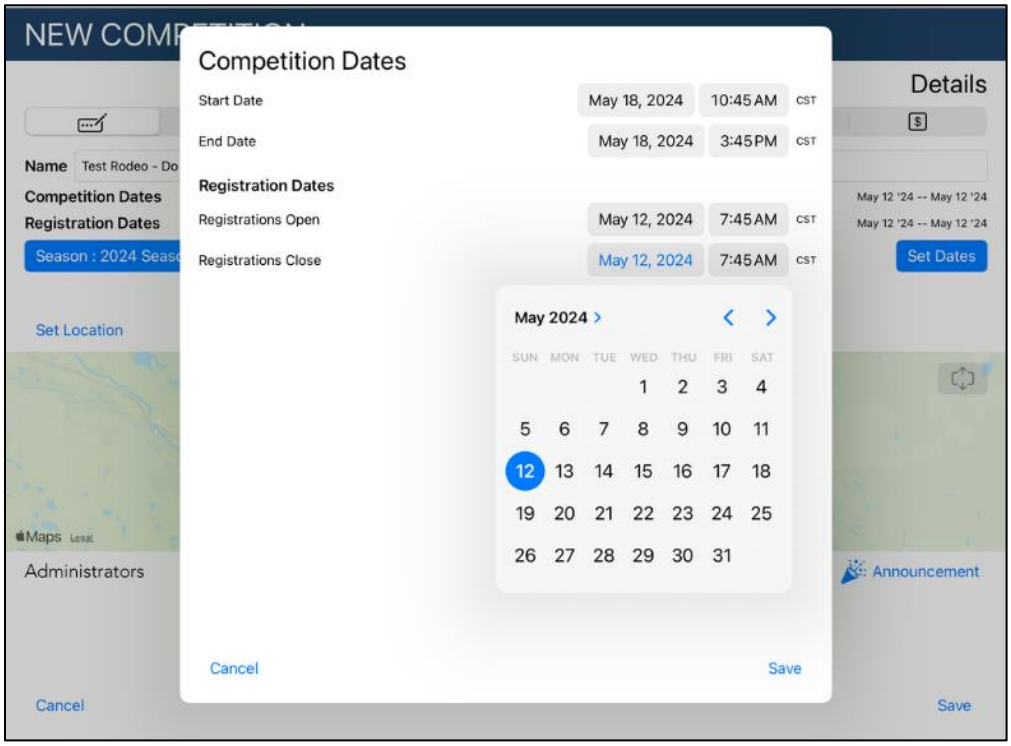
Running a Test Competition

The following instructions will help you set up a 1 Go 1 Performance Test Competition with three events.

Note In this worked example we will be using fake members so as to not impact any actual season data. Also, this article is fairly high level; we recommend reading further into the articles on each section if you need more details.

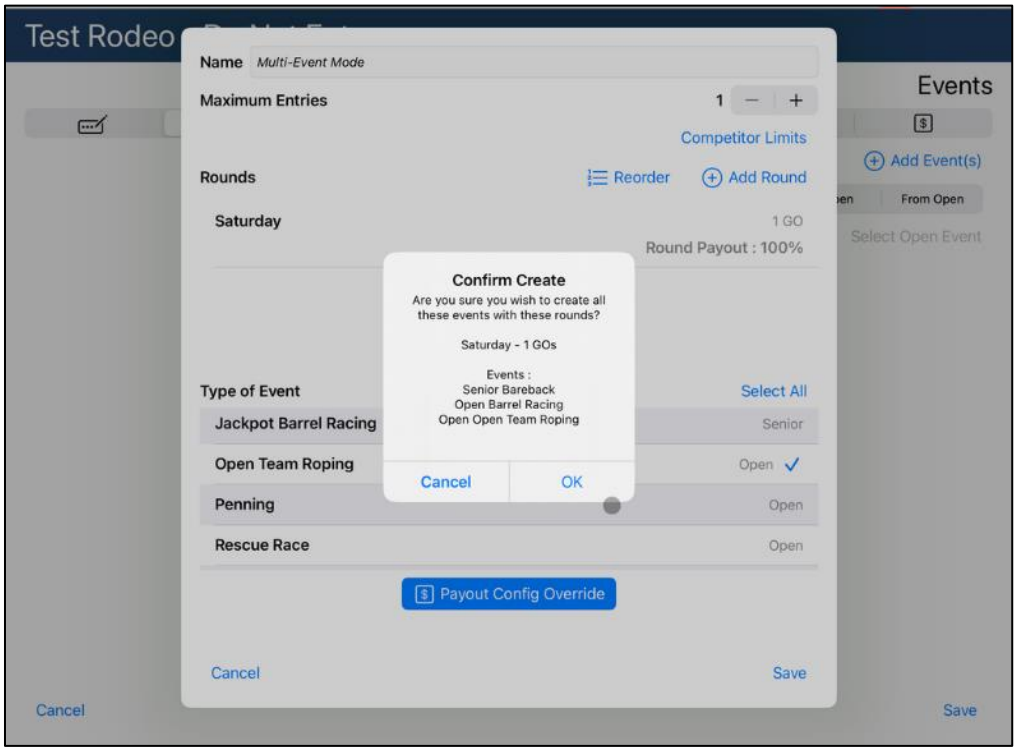
Competition Details

Add "Test Rodeo - Do Not Enter" and set the competition dates for the appropriate weekend Saturday. Set registration dates for today until one day before the test Competition begins.



Add Events

Add three events: a timed event such as Barrel Racing, a scored event such as Bareback and a team event such as Team Roping. For this simple test, set this as a 1 go 1 performance rodeo. If you need to test a more elaborate set up refer to the articles on rodeo formats and set accordingly.



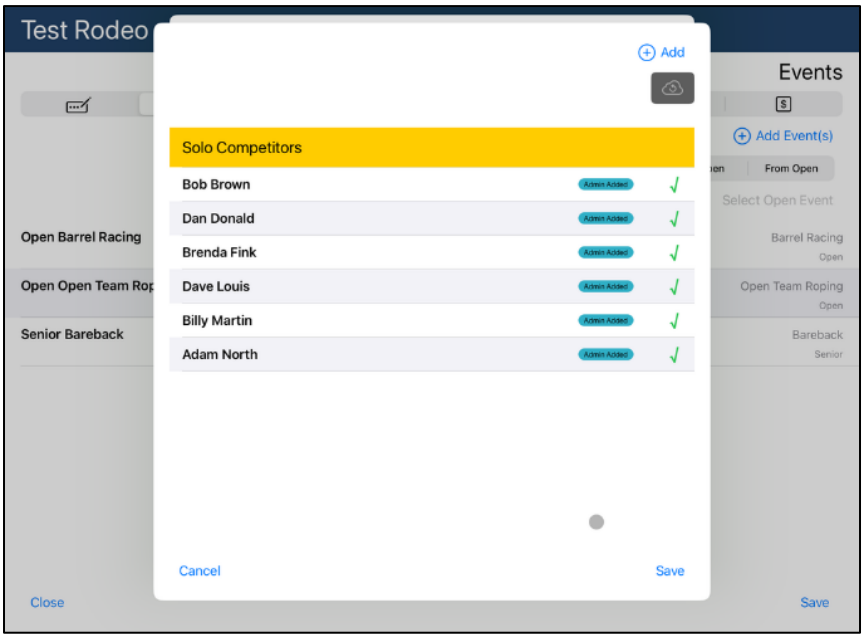
Add Performance Schedule

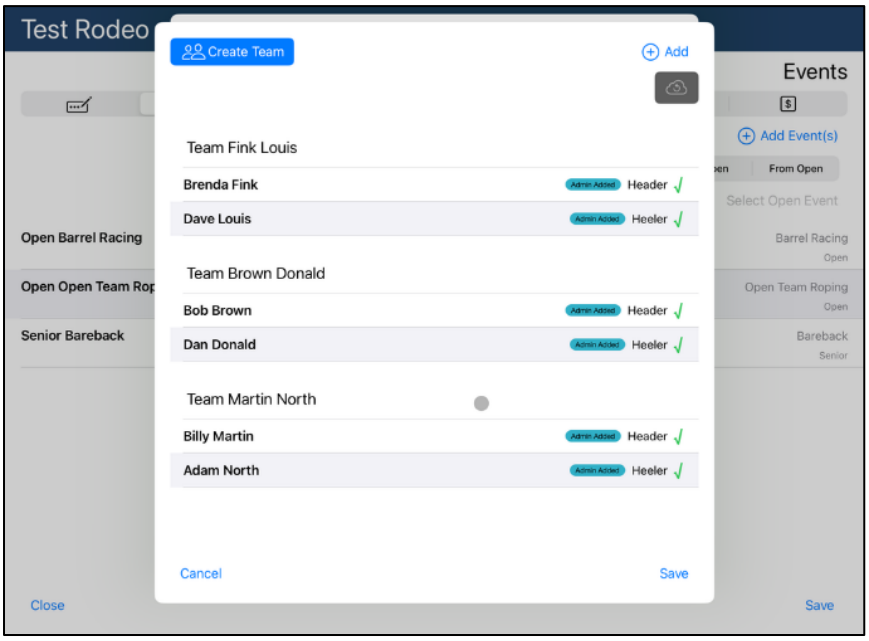
To create the performance, tap + and then **Save**.

Add Competitor Entries

Return to the Events tab and we will add some test Competitor entries to the events. For further details on manually adding members, refer to the Competition: Manually Adding Competitors section.

Note You can also add App User members in this same manner but we recommend only using test members here so that you do not impact feature stats or standings. We will first add six test members/entries to Barrel Racing, then the same six to Bareback, and again the same six to Team Roping. In Team Roping we will also create three teams from these six test Competitors.

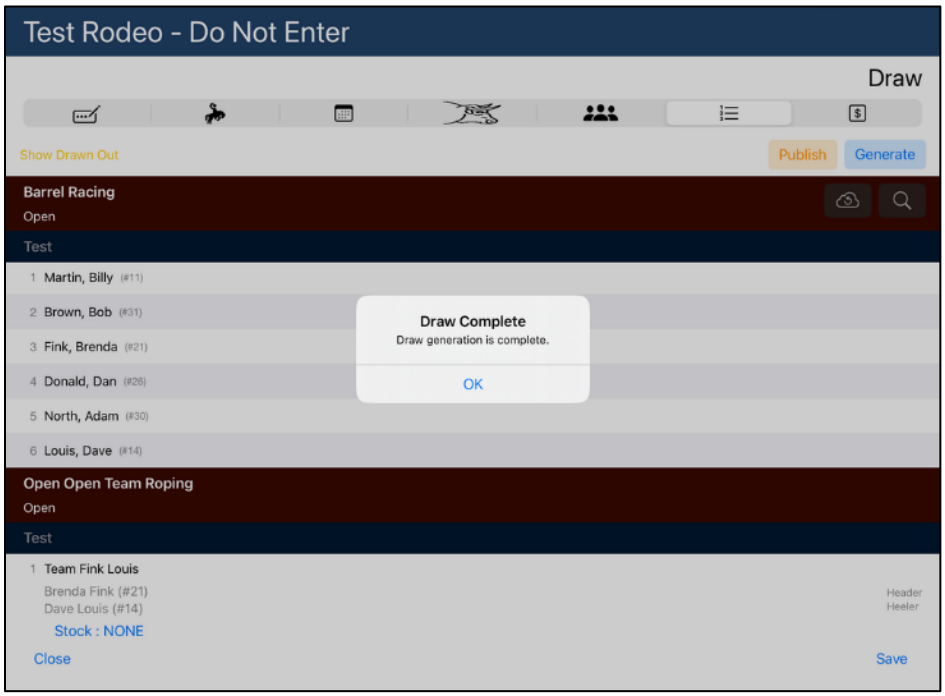




Rodeo Formats

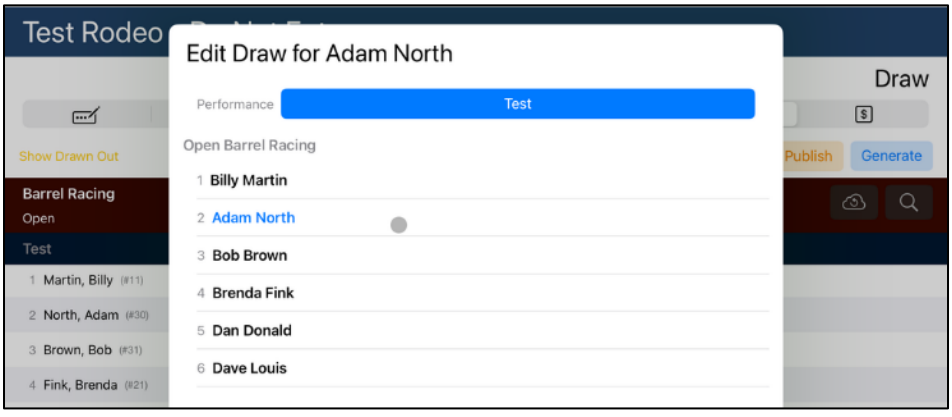
Draw

Generate a draw. Remember to check the **Drawn Out** button to ensure all Competitors in all Events were drawn in (Drawn Out should be empty).



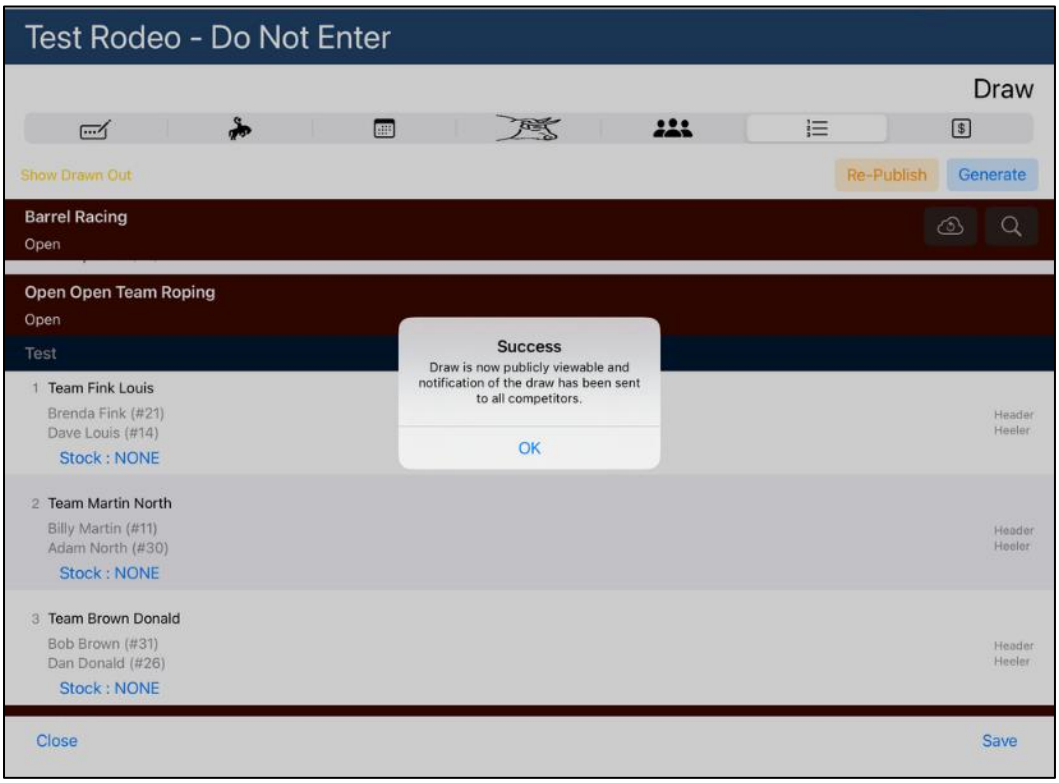
Adjust the Draw

To familiarise yourself with making changes move a few Competitors around. Move a Competitor in Barrel Racing from 5th to 2nd. In Team Roping, move the 1st team to the last position.



Publish the Draw

This is a step some new Admins often miss; Publishing the Draw makes it available to all your Competitors and Spectators and sends a notification to the Competitors.

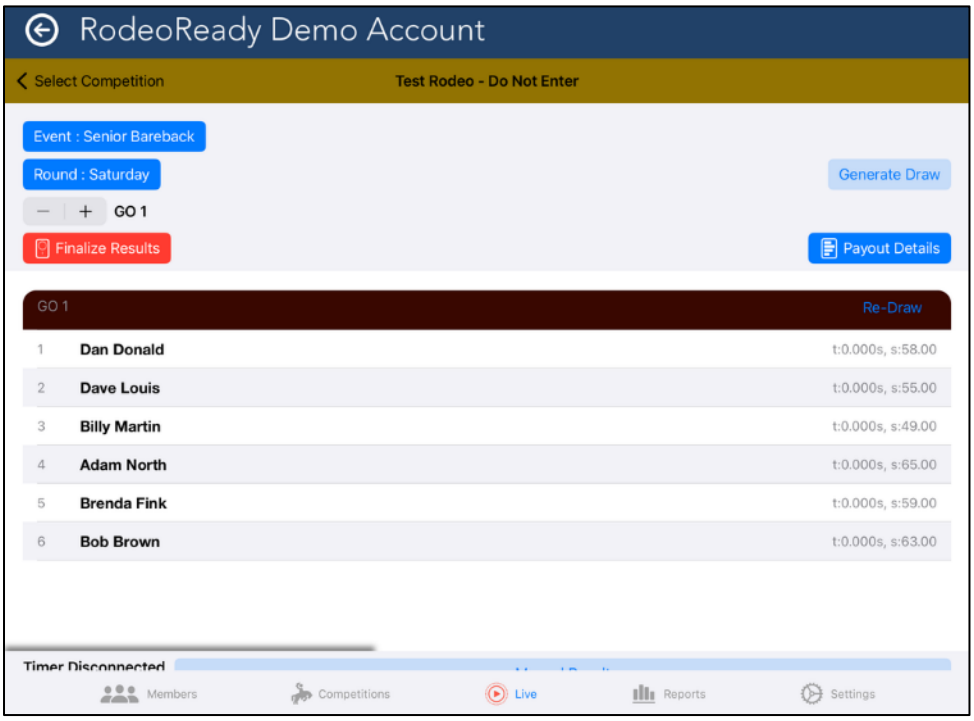


Live: Results

Tap the **Live** tab and select your Test Rodeo Competition and select the events and enter scores/times and finalize the results.

Enter results and finalize results for Barrel Racing. Check the $ payouts and the points awarded.

Enter results and finalize results for Bareback. Check the $ payouts and the points awarded.



Enter results and finalize results for Team Roping. Check the $ payouts and the points awarded.

After you finalize the results, ensure you check the $ Payout Details button to view how the payouts were calculated, including net purse calculations.

Advanced

Advanced: All Those Codes

All Those Codes

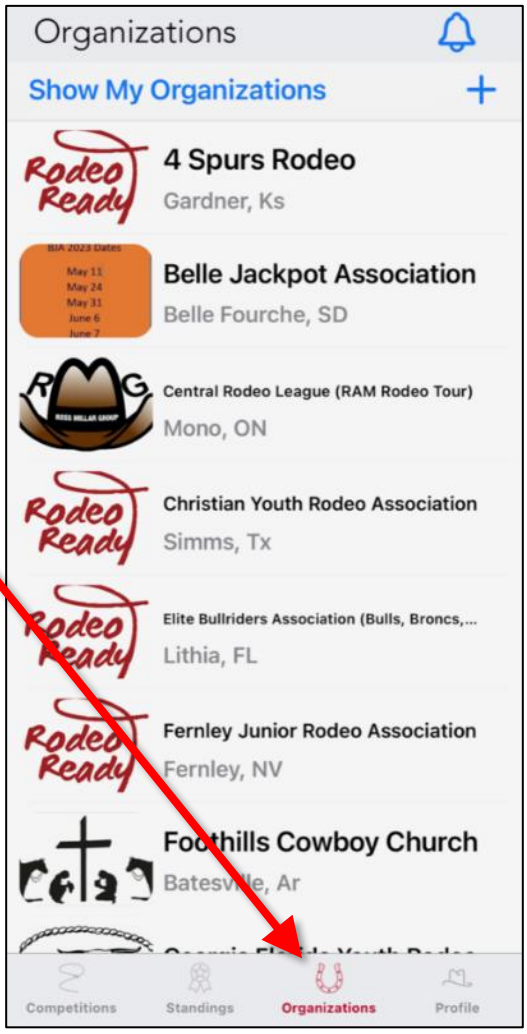
The RodeoReady App uses a number of one-time codes, generated by the App, to share, link or transfer data between various parties using the app. The following gives a rundown of all the codes used on the Admin side, a handy reference for what to use when. There are also codes used between competitors which you can view in a similar article in the Competitors' User Guide.

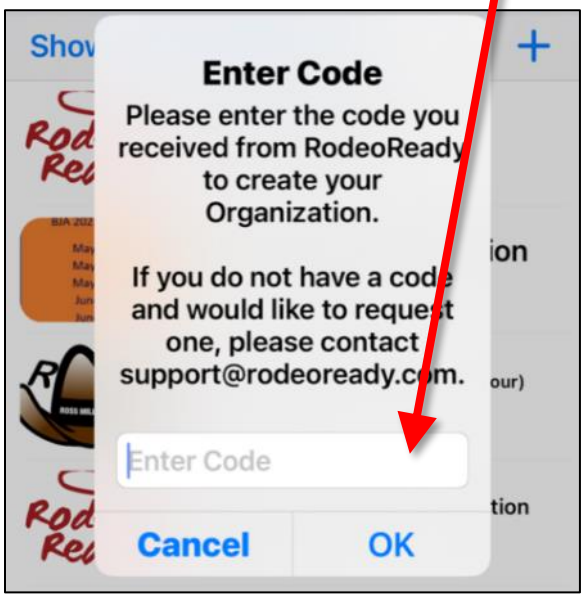
New Organization Admin Code

This topic is also covered in the section Admin: Setup Wizard.

After first logging into the App, tap the Organizations icon at the bottom of the screen. To begin creating your Organization Account, tap the + button at the top of the next page. You will be required to enter a code provided by a member of RodeoReady. You can request this code by emailing support@rodeoready.com.

After receiving the code, enter it to begin adding a new Organization.





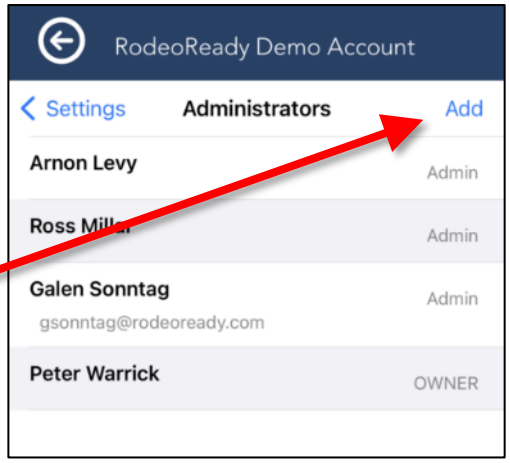
Advanced

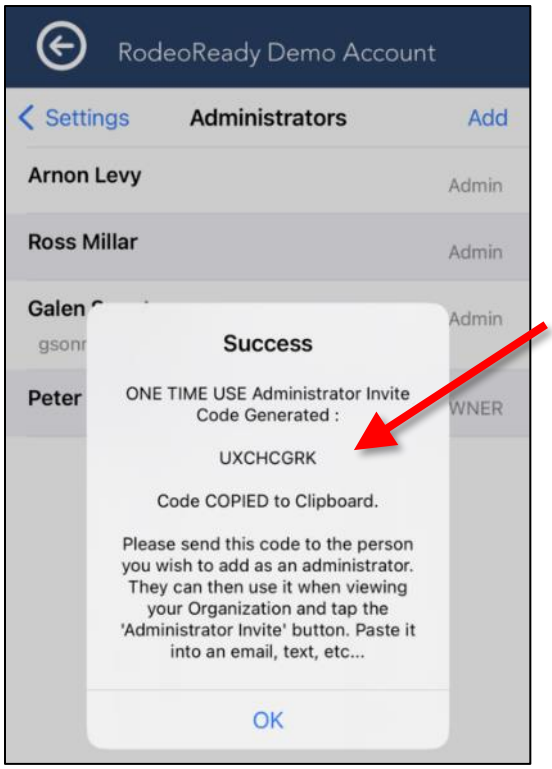
New Administrator Invite Code

This topic is also covered in the section Continuing Setup: Administrators.

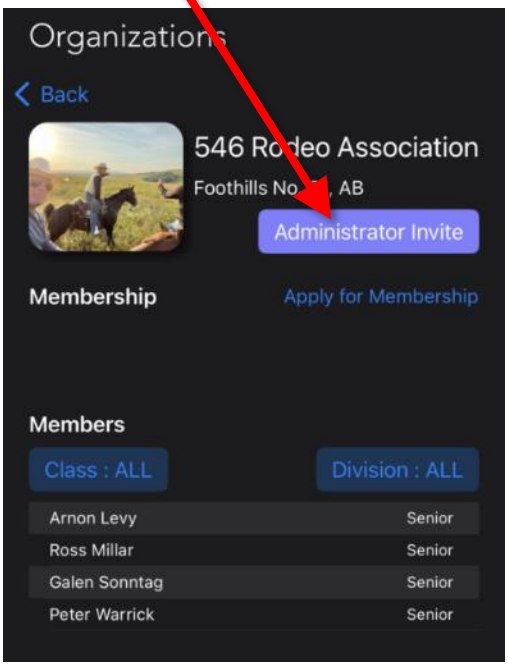
RodeoReady lets you have multiple Administrators (Admins) of your organization account.
To add another Admin, in Setup, tap the **Administrators** option.

Tap the **Add** button.



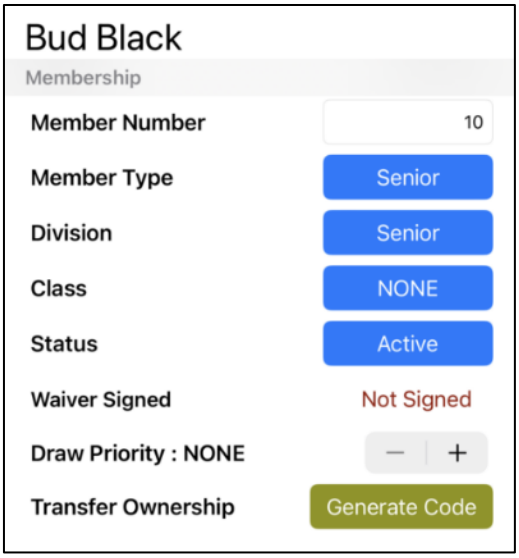


Your new Admin code has now been copied to your device's clipboard. Send this to the person you wish to allow to have Admin access to your Organization; they will then navigate on their iOS device to Organizations, tap your Organization, and tap **Administrator Invite** then enter the code you sent them.



Advanced

Admin Added Member Transfer Code

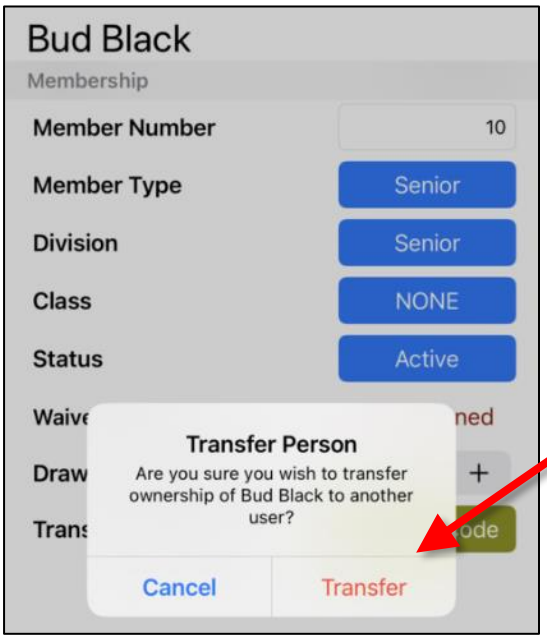


This topic is also covered in Advanced: Merging an Admin-Added Person to their App Account.

It is likely that at some point you will have an Admin-Added member who then does acquire an iPhone or Android phone and then has the App. This then means that you will need to pass control of the account to them by merging their data in the database with the profile they create in their App.

This is done by passing them a Merge Code.

This process would normally begin by a member informing you that they now have a phone and have downloaded the App to their phone and they have become a member of your organization.

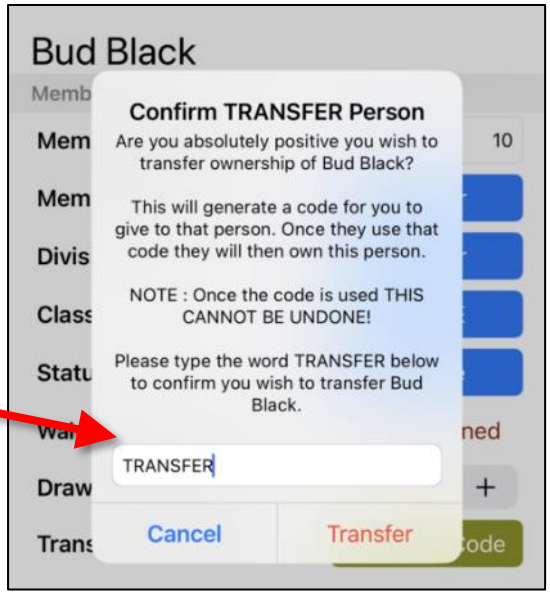


To pass account control, access the member list in your Organization, you have to generate a Transfer Code and provide that code to the member. Tap the Generate Code button for Transfer Ownership

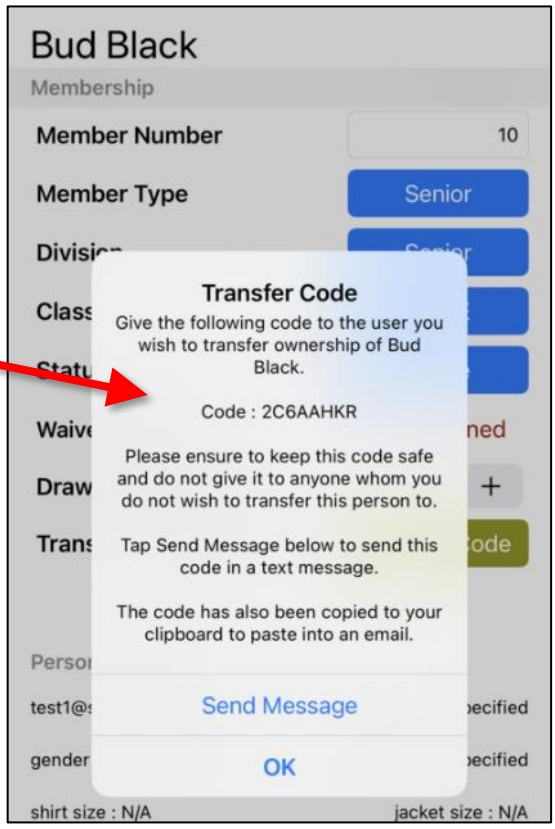
Tap **Transfer**

Advanced

Type the word "Transfer" to confirm you wish to transfer the ownership of this account then tap the Transfer button.



The code will now be copied to your device clipboard and you can send to the member via email/text etc.



Note We strongly recommend that you remind the member to read the instructions for this action in the article ***Transfer Membership to Another Organization*** in the Competitors' User Guide..

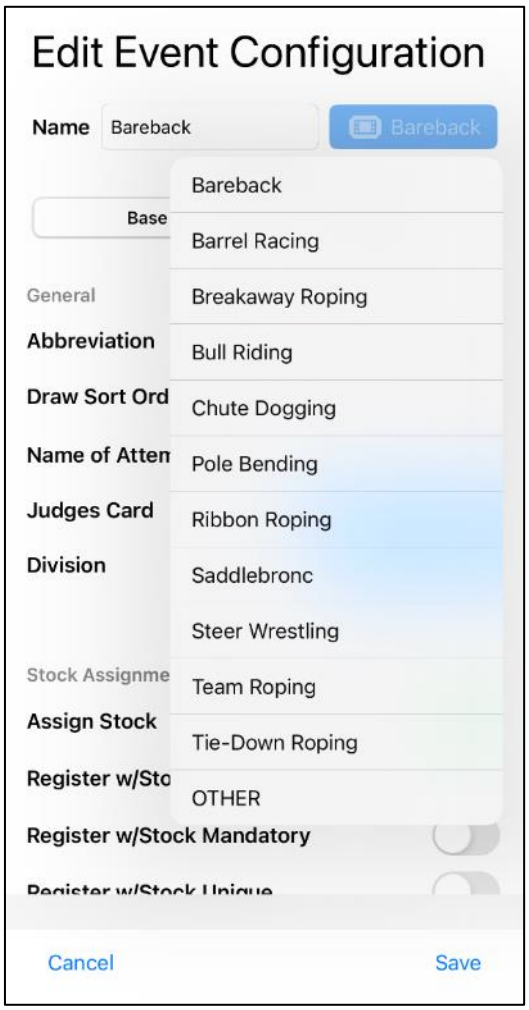
Advanced

Advanced: New Event and Fee

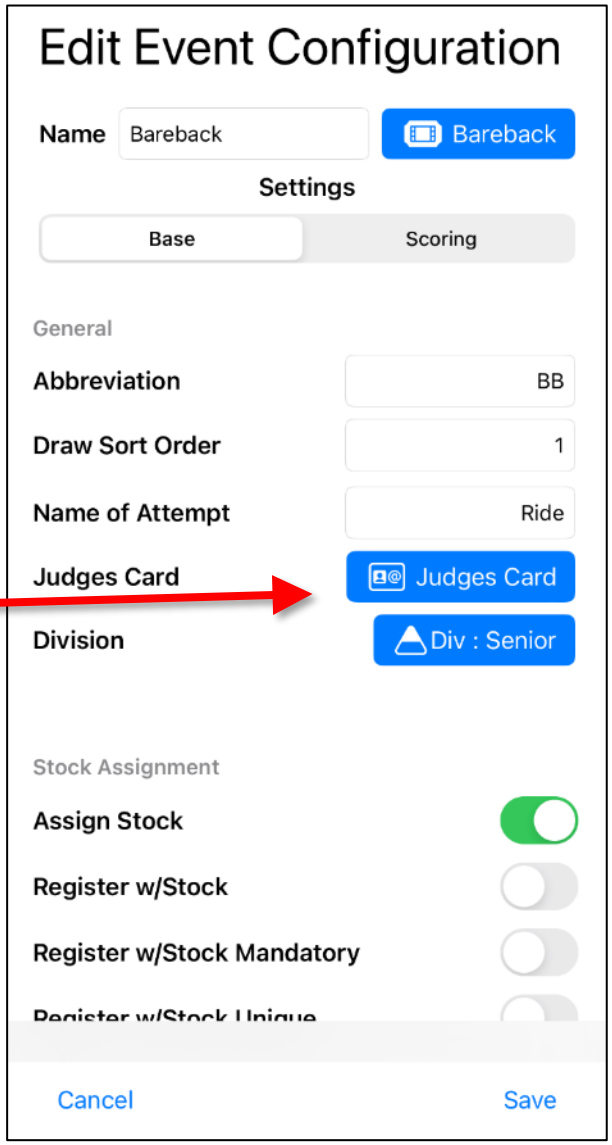
Adding a New Event. During the initial setup wizard, a number of events are automatically setup. If your Organization requires additional events, the steps to create a new Event include both setting up an Event and creating an associated Event Fee for the Event. (There is a minimum amount of $1 for any Fee set.) We will set up a Steer Wrestling Event in this example.

While in the Administration mode for your Organization, tap the Setup icon then tap the Events button. Tap the + button to begin creating a new Event Configuration. Enter a name for your event then choose a matching Type for the Event.

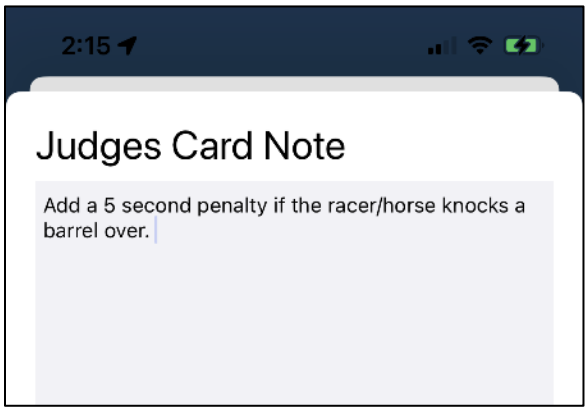
If there is not a match available from the standard list, choose OTHER. Selecting the Type sets the default Event settings to those typically used and also makes this Event available for additional reporting and future Community wide features.



There are two categories of settings, Base and Scoring. You will begin in the Base screen. The Abbreviation will automatically be generated from the Event name. Edit if desired. Draw Sort Order is the order that the Event will appear in the display of the draw. You can set the default here and later can adjust the draw sort order per specific Competitions if desired. Name of Attempt defaults to Ride.

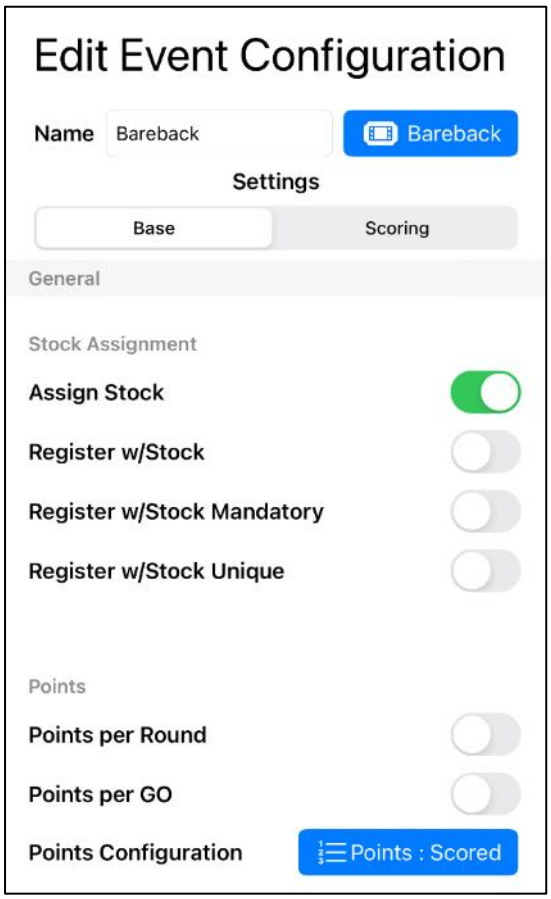


To add a message that will appear as a note on the Judges' Cards, tap the Judges Cards button and then type your note. Tap Save to complete and save the note.



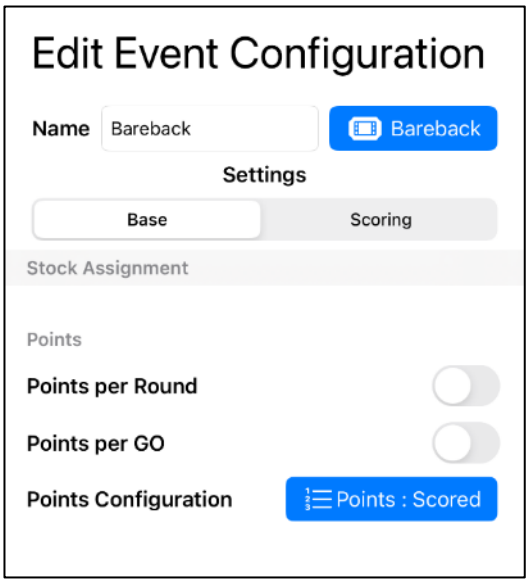
Advanced

In the **Stock Assignment** section, the option switches and purpose are as follows:



- Assign Stock: This should be turned on if you will need to run a stock draw and assign stock to the event Competitors in this Event.
- Register w/Stock: (Intended for use with Barrel Racing) If you are expecting your Competitors to register for this Event along with their horse (a Rider – Horse pair) then tap on the Register w/Stock switch.
- Register w/Stock Mandatory: (Intended for use with Barrel Racing) If you will require (make it mandatory) that registrations include the horse, then tap on the option switch for Register w/Stock Mandatory.
- Register w/Stock Unique: (Intended for use with Barrel Racing) If you will require that where multiple registrations by the rider within the same Event must be on a unique horse, then tap on the option switch for Register w/Stock Unique.

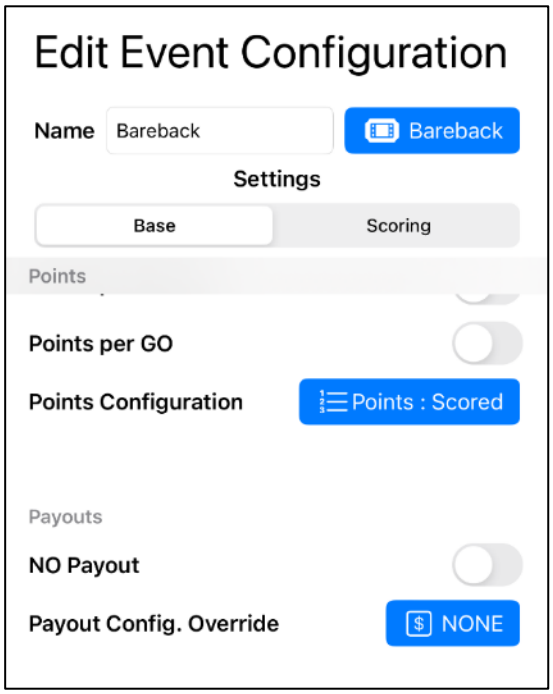
In the **Points** section, Option switches include:



- Points per Round: If turned on, points will be awarded per each Round for this Event.
- Points per Go: If turned on, points will be awarded per each Go for this Event.
- Points Configuration: This will default to whatever the default Points Configuration is in your account. If you wish to override the Points Configuration, tap this button and choose a Points Configuration.

Payouts Section.

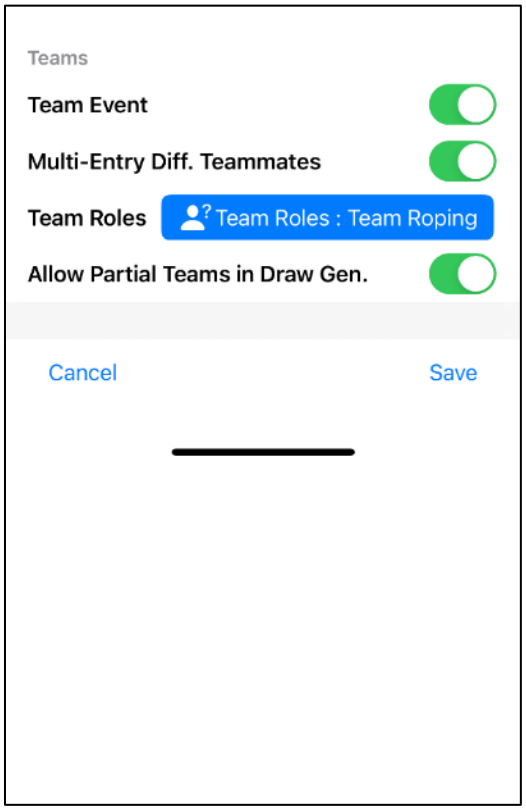
- No Payout: No $'s will be calculated for payouts, points will still be awarded.
- Payouts Config. Override: This will default to whatever the default Payout Configuration is in your account. If you wish to override the Payouts Configuration, tap this button and choose a Payout Configuration. If your organization is using multiple payout configuration, you will use this button to select a payout configuration other than the Standard or Default. More information is available here: Assigning the Payout Configuration to Events.



Advanced

If this is a **Team Event** turn on the Team Event switch.

- Team event: Allows for multiple team members on the same event team. Team Roles and number of team members are defined in the Team Roles Configurations.
- Multi-Entry Diff. Teammates: Only applies to team Events. If turned on, and the Competition allows multiple entries in the same team event, teams must comprise different team mates. The exact same team is not allowed to entry more than once. Note: Team A and Team B consisting of the same Competitors, but different roles, is considered a different team.
- Team Roles: Tap this button to set the Team Roles setting that applies to this Event.
- Allow Partial Teams in Draw Gen: This allows teams that are not full (i.e. only has a Header or only has a Heeler) to be allowed in the draw. Normally, if this is off, teams that are not full are drawn out.

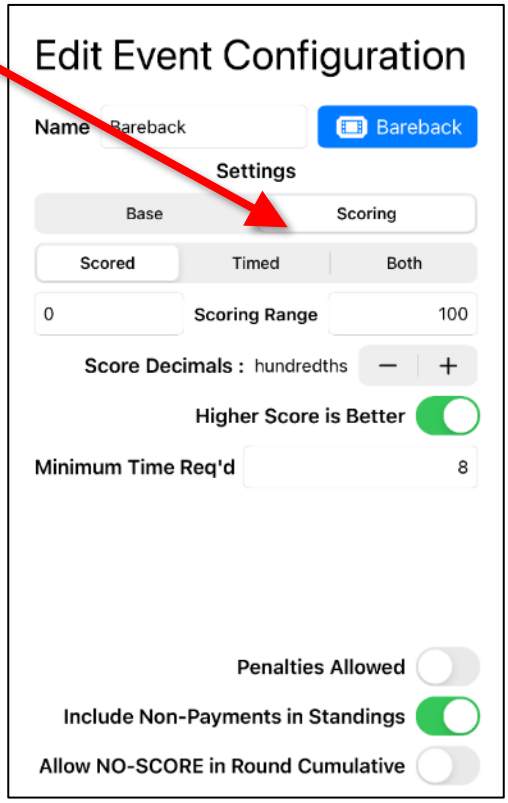


Note some switches will already be turned on or off as per the default settings of the Type selection.

Advanced

Scoring Tab

Tap Scoring to view the controls for this category of Event configuration settings. The initial settings will be as per the Event Type you chose on the previous screen. Scoring can be Scored, that is this is an event that is judged and scored, such as rough stock events or Timed (or Both).

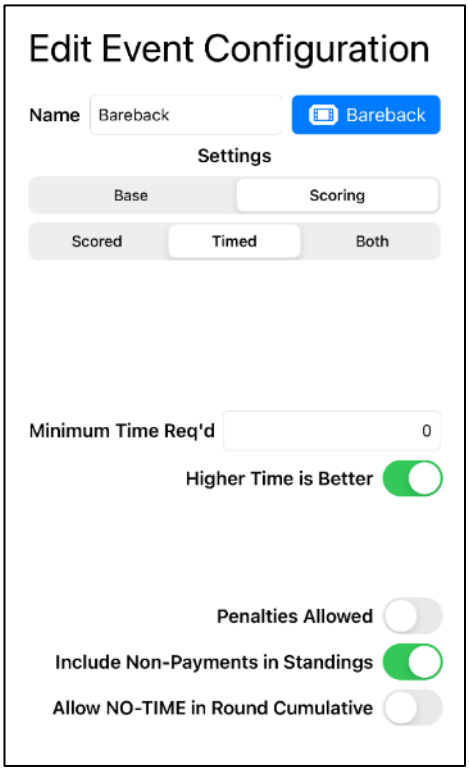


Scored Events

- Scoring Range: To set, enter the lowest possible score (or leave as 0) in the left box and the highest possible score in the right box.
- Score Decimals: Many Organizations only allow whole numbers (such as 67, 59, 73) for scored events but some organizations may allow for decimal places in the scoring or will be using the average of several judges. In this case, you may turn on decimal places such as tenths, hundredths, or thousandths by tapping the - or + signs.
- Higher Score is Better: This switch will be turned on by default. Turn off this switch if a lower score is better in this Event.
- Minimum Time Required: This value can be set. If the minimum time is not reached, the score will not be used in the results calculations.
- Penalties Allowed: Penalties can be assessed to the score of this event, turn the Penalties Allowed switch to on.
- Include Non-Payments in Standings: Organizations may allow “exhibition” runs or “un-paid” runs and in most cases these are not eligible to receive any credit in the standings for points. Turn on the Include Non-Payments in Standings switch to prevent the assignment of points for these entries.
- Allow NO-SCORE in Round Cumulative: Allows a NO SCORE to be allowed into the round final (Average), it makes the NO SCORE considered as Placed. For a multi GO Rodeo if GO 1 has a Score of 70 and GO 2 has a score of NO TIME, the 70 will still be counted in the Average and used to calculate results if applicable.

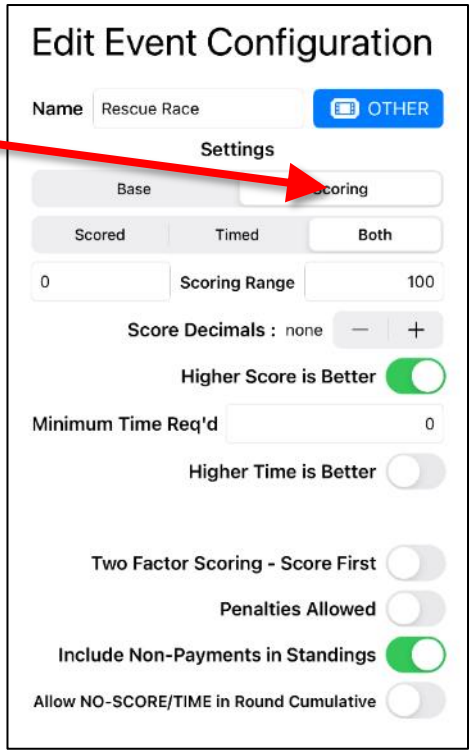
Timed Events

- Higher Time is Better: This is normally switched off.
- Minimum Time Required: Indicates that the Competitor must meet a certain threshold to receive a time.
- Penalties Allowed: This switch should be turned on to enable the entry of penalty times.
- Non-Payments in Standings: Organizations may allow "exhibition" runs or "un-paid" runs and in most cases these are not eligible to receive any credit in the standings for points. Turn on the Include Non-Payments in Standings switch to prevent the assignment of points for these entries.
- Allow NO-TIME in Round Cumulative: Allows a NO TIME to be allowed into the round final (Average), it makes the NO TIME considered as Placed. For a multi GO Rodeo if GO 1 has a Score of 17.034 and GO 2 has a score of NO TIME, the 17.034 will still be counted in the Average and used to calculate results if applicable.



Two-Factor Scoring

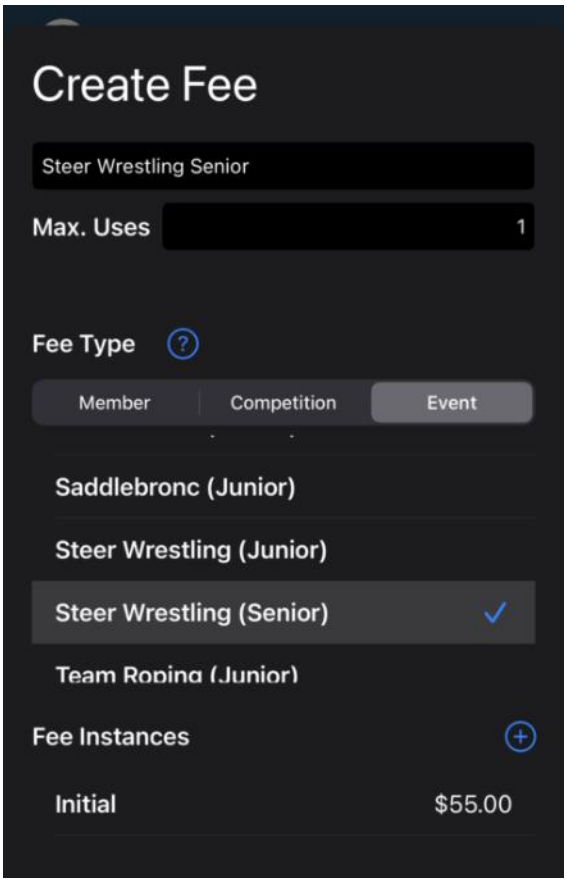
There is one more possible scoring configuration, a combination of Scored and Timed, called Both. The full range of scoring options from both Scored and Timed are available to set plus one more option, Two Factor Scoring - Score First. If this switch is turned on, then it will consider the Score as the primary placement criteria in awarding $ and points, then Time. If this switch is turned off, then it will consider the Time as the primary placement criteria in awarding $ and points, then Score.



Advanced

Setting Event Fees

Tap Save once all the Event Configurations are selected. There is an additional step required. Once the Event Configuration is completed, you will now need to set up an Event Fee to be charged when Competitors enter the event in a Competition. Tap the Setup icon and then tap the Fees button. Tap the + button to begin Create Fee. Provide a name, for this example we will enter Steer Wrestling. Set Max. Uses to the default of 1. Tap to set the Fee Type to Event and choose the Event (Steer Wrestling (Senior)). Then tap the + button to add a Fee Instance, name it Initial, and enter the value for the fee. (There is a minimum amount of $1 for any Fee set.) Tap Save to save the Fee Instance. Tap OK to confirm. Tap Save to Save the Fee Configuration.



Your new Event is now created and has a Fee associated with it so that it can now be included in Competitions for your Competitors to enter.

Advanced

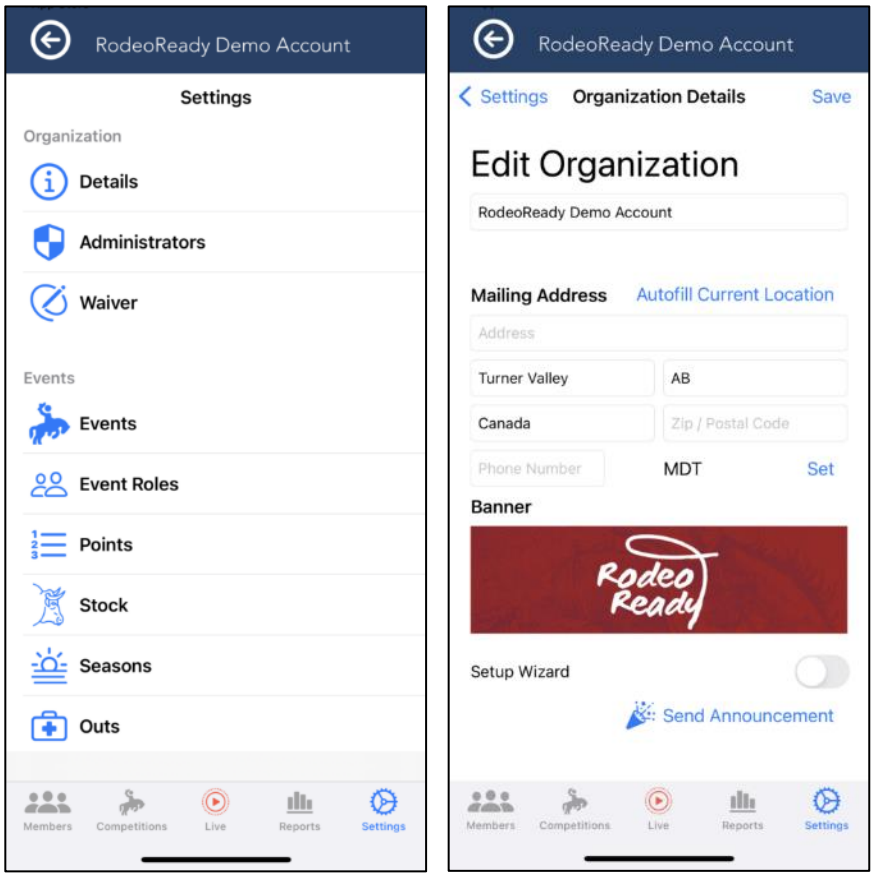
Advanced: Sending Announcements

As an Admin for your Organization, you can send announcements to your Organization members. There are two types of announcements you can send. An all members announcement and a specific competition announcement.

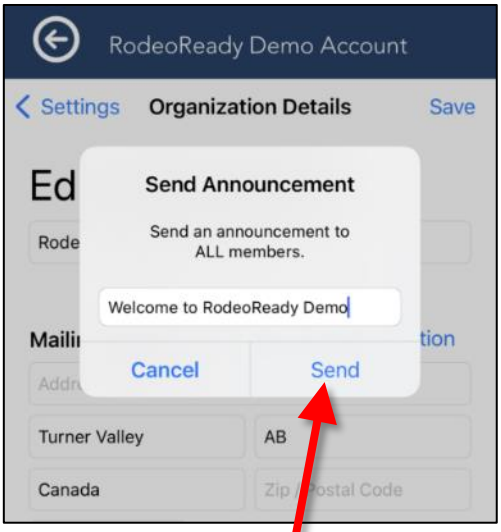
All Members Announcement

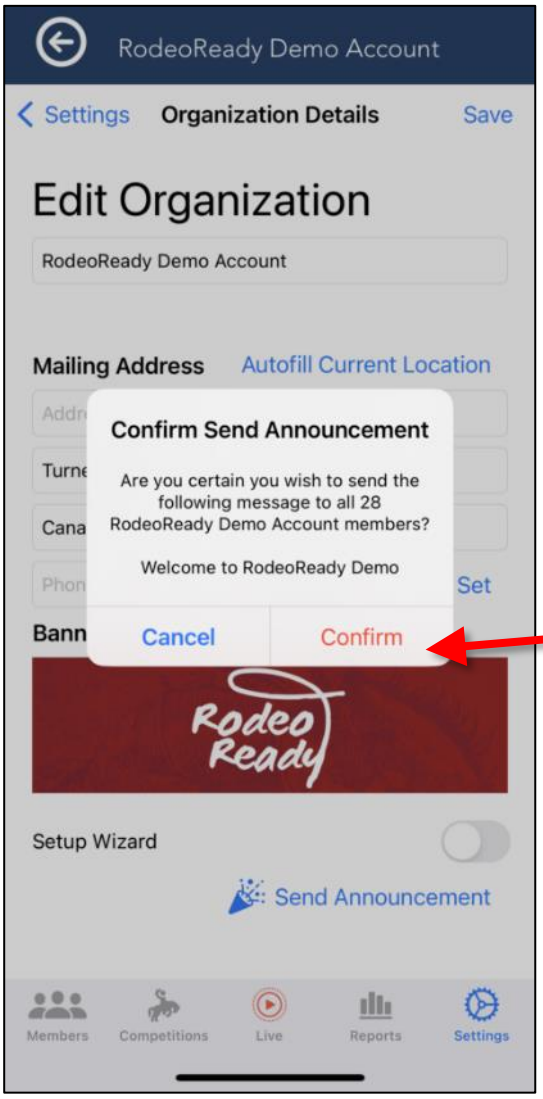
This will send an in-App announcement to all your Organization competitors. Note: this does not send an announcement to Spectators who have not paid for a membership with your Organization.

From the Admin Settings, tap on Details.



Near the bottom of the screen, Tap Send Announcement and then type your announcement message.





Tap Send when you are ready to send your message, then Tap Confirm.

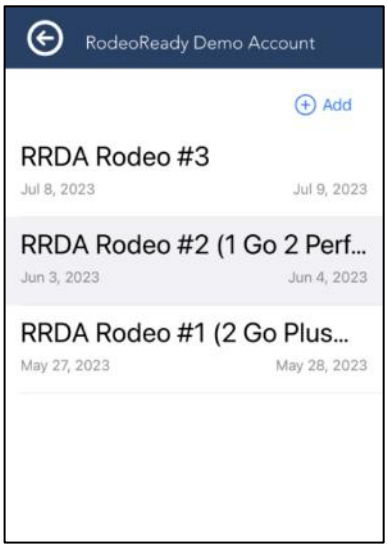
Advanced

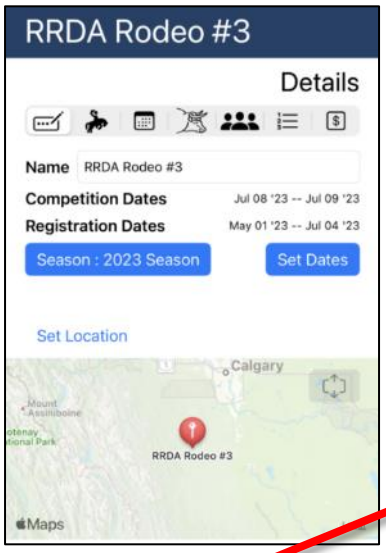
Specific Competition Announcement

This will send an in-App announcement to all competitors registered within a competition.

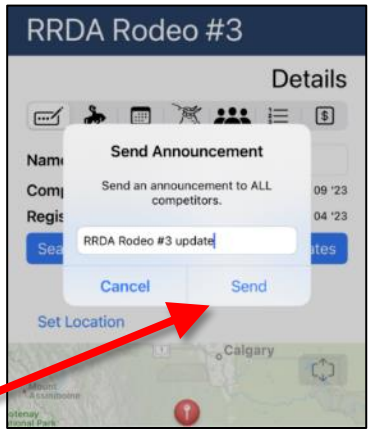
Note This does not send an announcement to Spectators who have not paid for a membership with your Organization.

Tap on Competitions then tap on a specific Competition.



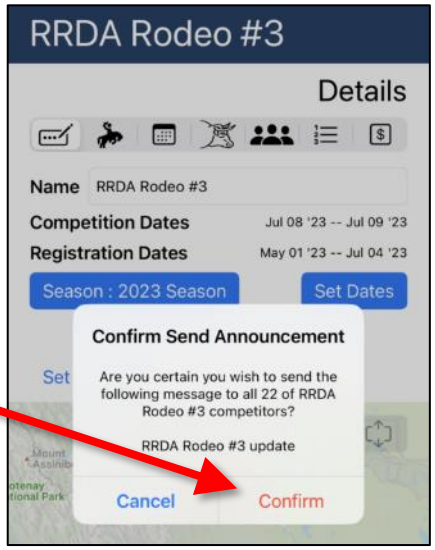


Tap on the Announcement button below the map.



Type your message then tap Send.

After reviewing your message, tap Confirm to send the announcement.

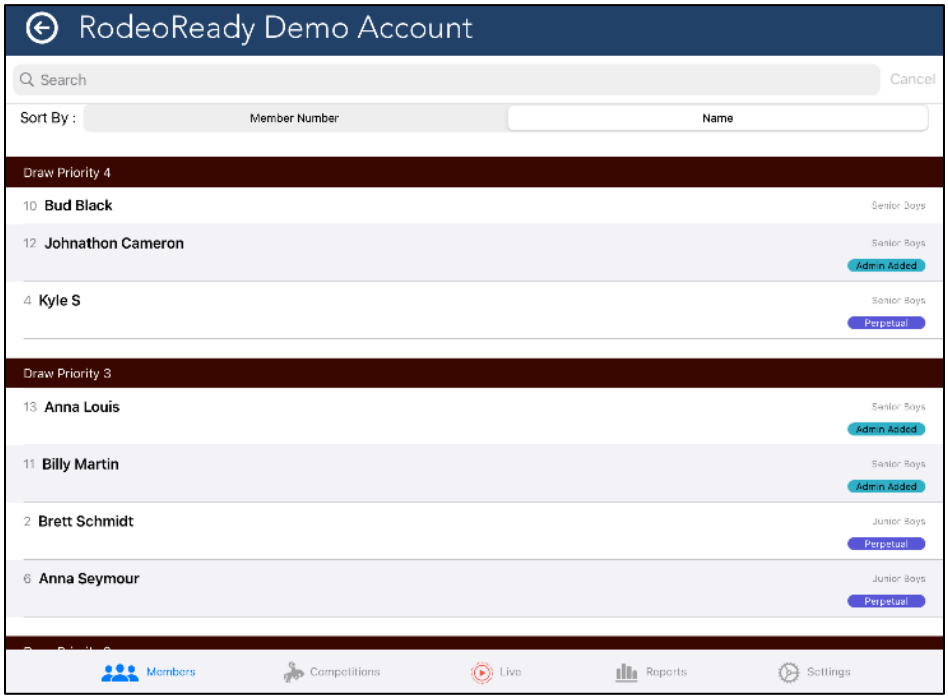


Advanced

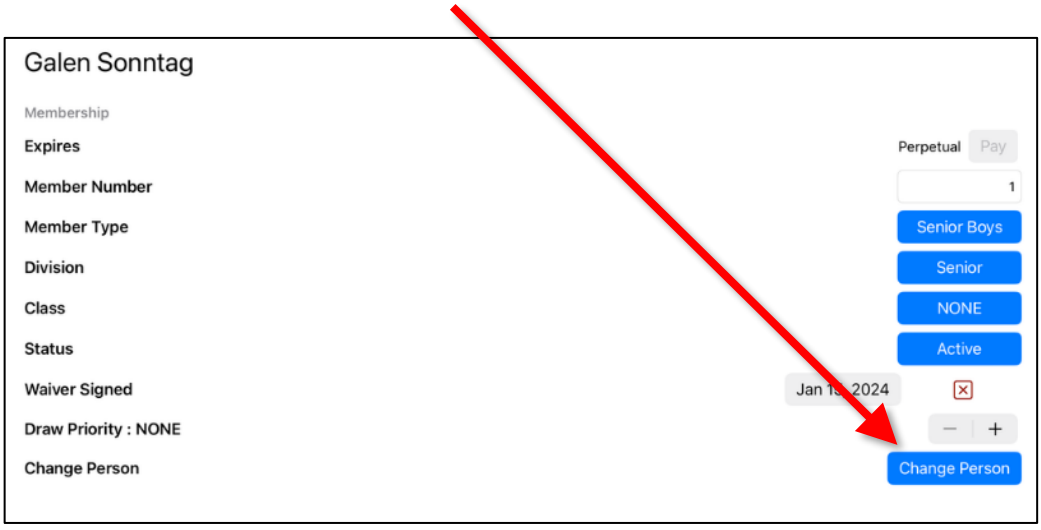
Advanced: Change Membership from Parent to Child

Sometimes a parent will accidentally register and pay for themselves as a member instead of the Child in the Profile. We have a feature to move the registration from the Parent to the Child.

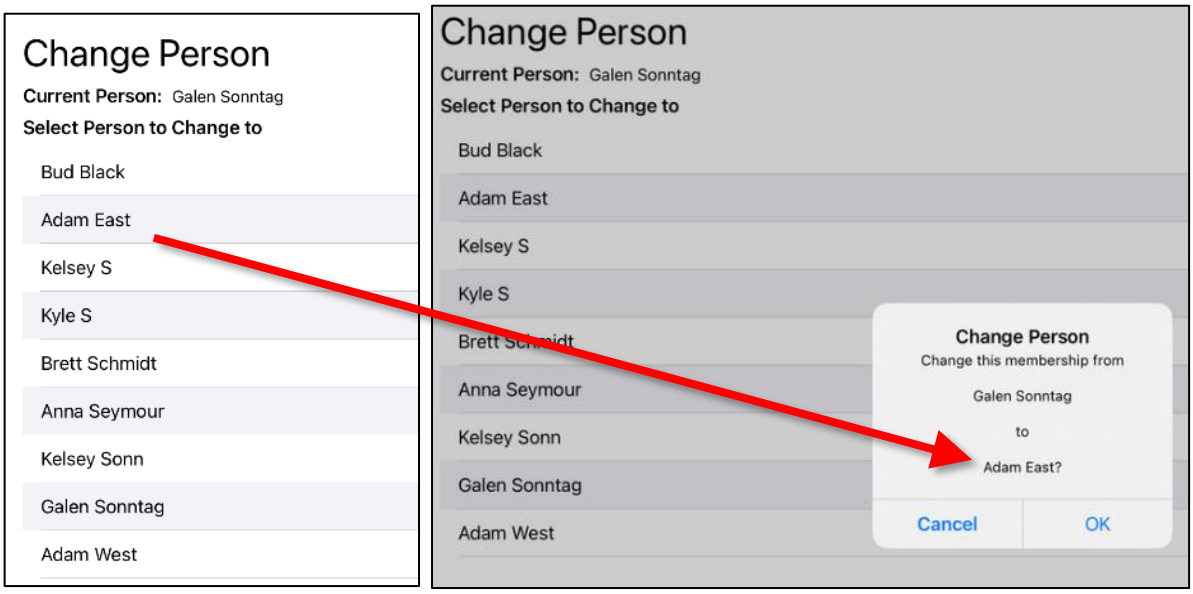
From the Members list tab, tap on the member.



Tap the button **Change Person**.



It will then present the admin with the list of people associated with that user's account. Tap the correct person. Tap **OK**.



Note If the person is associated with the Admin's account, then all of the Admin-Added members will also be shown, as that Admin created those Admin-Added people.

Advanced

Advanced: Setting Two Payout Configurations

Multiple Payout Configurations. Most organizations will require a Payout Configuration to be set up which sets the rules by which prize money is paid out in Events.

Payout Configurations are one of the most complex and powerful sections of the RodeoReady App. A Payout Configuration is setup then choices are made as to where this Configuration is applied.

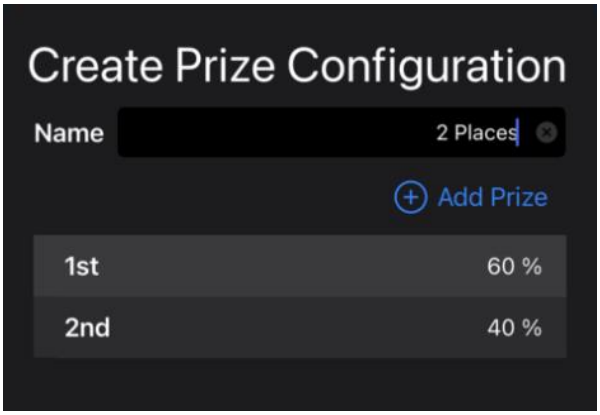
Some Organizations will require several Payout Configurations if their payout rules differ by event. For example, an Organization may have a *Standard* Payout configuration which is used for all individual Events and an additional *Teams* Payout Configuration used for team roping and ribbon roping Events. This is the scenario will use in the following example. First we will set up the *Standard*.

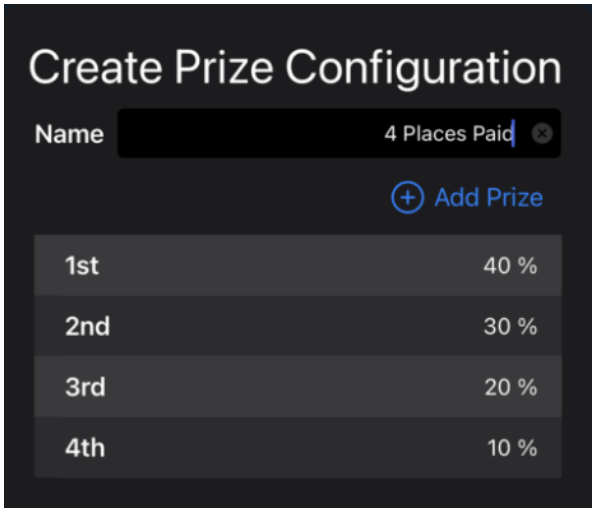
Note See the end of this article for how to Duplicate a Payout Configuration.

To begin, tap the **Create** button and give the configuration a descriptive name, such as *Standard*. There are three sections within a Payout configuration, Prizes, Rules, and Fees. Tap on the Prizes Tab, then + Add, then provide a name.

You will most likely set up multiple Prizes. Appropriate names here would be descriptive of the Prize to be paid, such as naming the Prize after either the number of places to pay or the percentages to pay.

For example, name a Prize "1 Place Paid", the next Prize "2 Places Paid", the next Prize "3 Places Paid", etc. For each Prize configuration, click + Add Prize and set the Payout percentage for the placing, such as 1st = 40%, 2nd = 30%, 3rd = 20%, 4th = 10%.



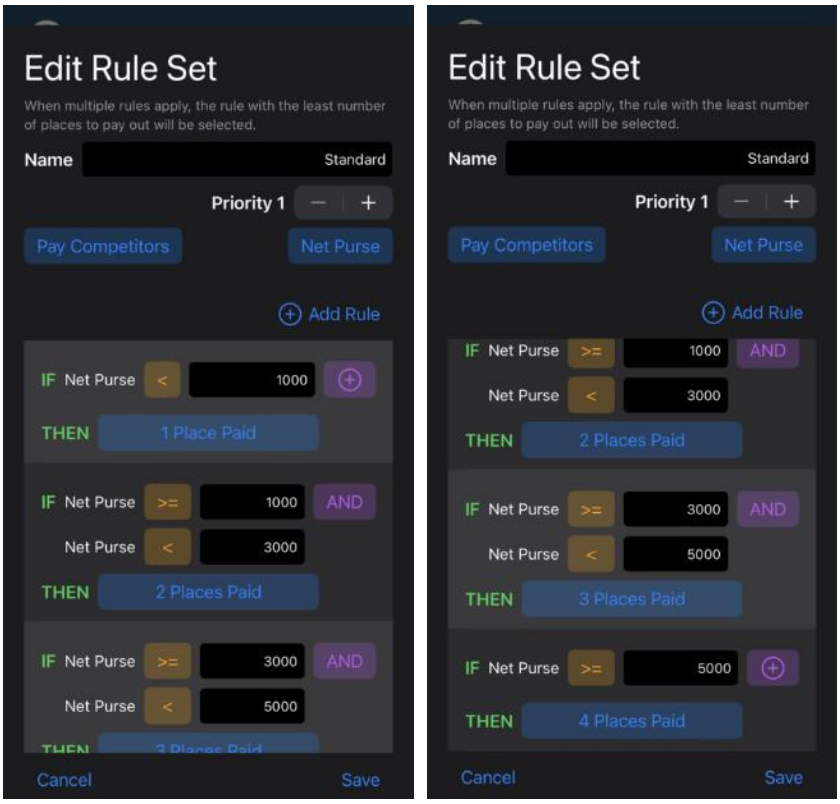


Advanced

After setting Prizes, tap Rules then tap + Add. Rules are used to determine what Prize set is applied according to the criteria of # of Entrants, Placed, or Net Purse value. First, the Pay button indicates to whom the payout is assigned. Pay means to pay to the Competitor. Tap the Entries button to indicate if the Rule is based on number of Entries, number of Competitors Placed, or Net Purse value. Set the first Rule.

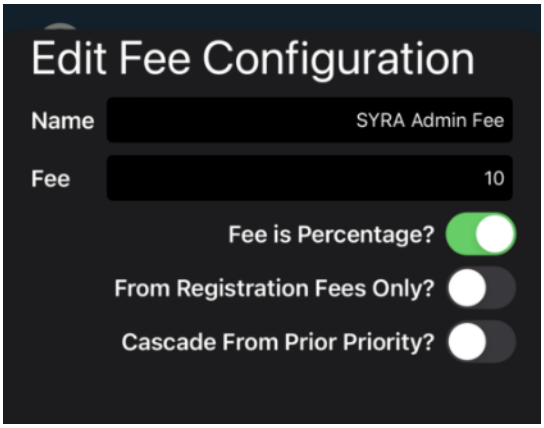
Rules are a set of statements that consist of comparing the value of Entries, Placed, or Net Purse to apply the Prize. Begin at the lowest level and continue to + Add Rules to set additional levels. For the first rule, we will set as “less than net purse value of $1000” (<), using only one value. The second and third rules will use two values, both a lower and an upper value. For the second rule we will set the lower limit as “greater than or equal to net purse value of $1000” (>=), then tap the AND button to set the upper limit as “less than net purse value of $3000” (<).

For the final rule, we will require only a lower limit as “greater than or equal to net purse value of $5000” (<). This last rule will include any value $5000 and higher so no upper limit is needed. Note: when the screen is already "full" and you tap + Add Rule, you will need to scroll down to view/edit the settings.

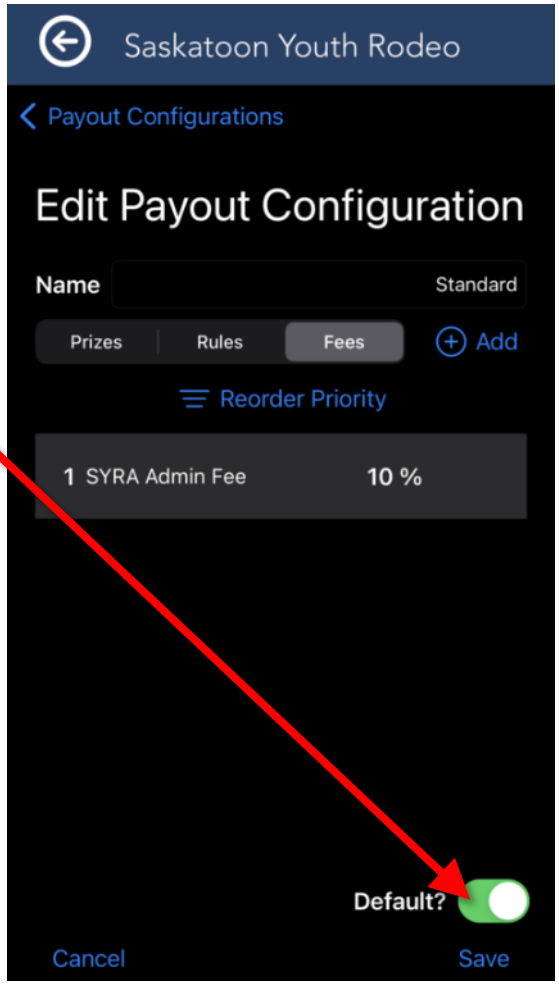


Advanced

Tap the Fees tab then + Add to set up Fees that apply at time of Results calculations. This is used for Fees such as the default amount or percentage that the Organization removes from the Net Purse prior to prize Payouts.



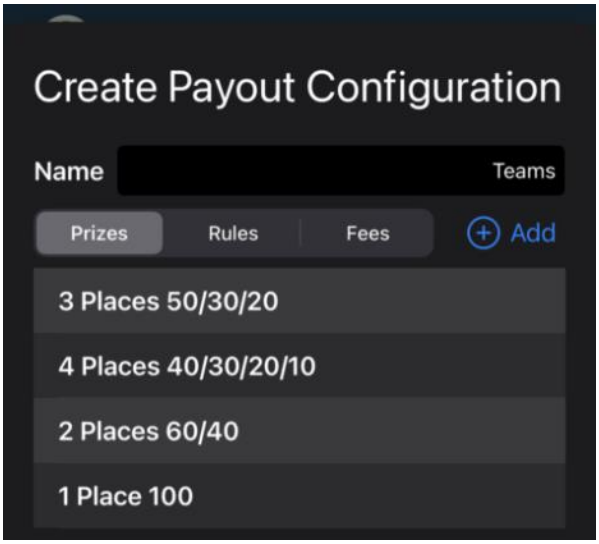
This completes the *Standard* Payout Configuration. One important factor to note here is that setting up the first Payout Configuration, our Standard Payout Configuration sets it as the Default Payout Configuration, note the Default switch set to ON in the bottom right; It will be used for all events, unless some other Payout Configuration is created and applied to an Event or Events.

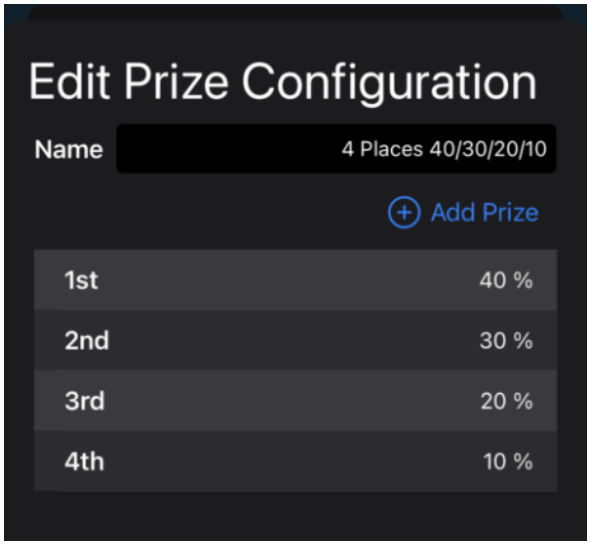


Advanced

We will now set up the *Teams* Payout Configuration.

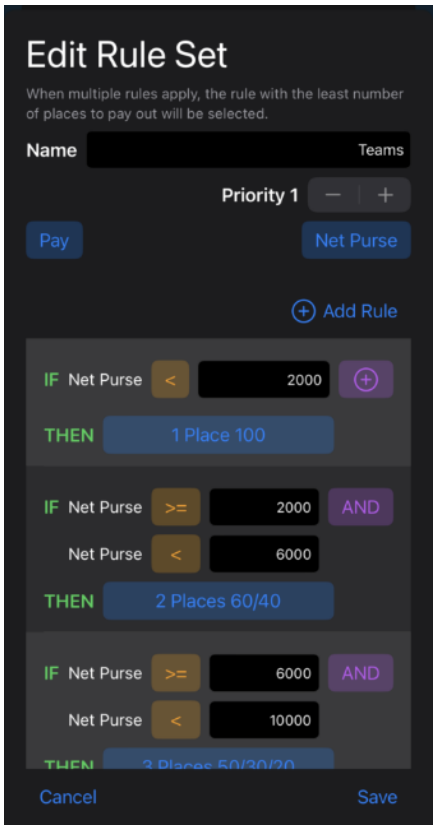
To begin, tap the Setup Icon at the bottom of the screen to ensure you are starting from the beginning then tap Payouts, then tap the Create button and we will name this *Teams*. You should note that in the bottom right of the screen the switch for Default is set to off, as it should be, as our *Standard* configuration is our default. Tap on the Prizes Tab, then + Add, then provide a name. We are going to make these names very descriptive in this example by including both the number of places paid as well as the percentages. For example, name a Prize "1 Place 100", the next Prize "2 Places 60/40", the next Prize "3 Places 50/30/20", etc. For each Prize configuration, click + Add Prize and set the Payout percentage for the placing, such as 1st = 50%, 2nd = 30%, 3rd = 20%.

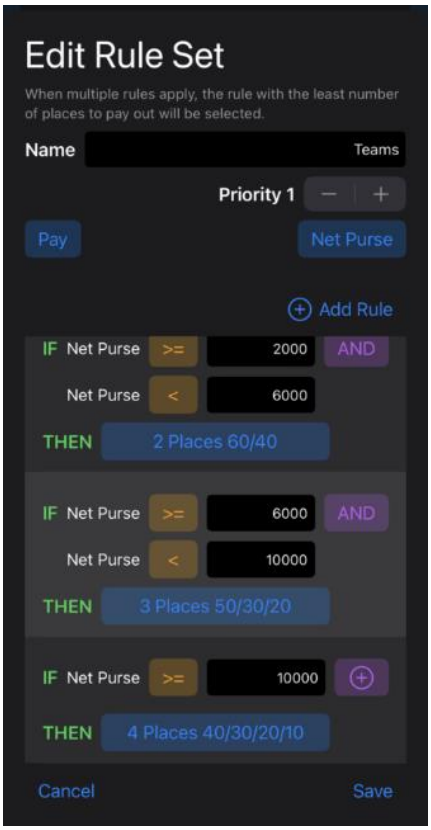




Advanced

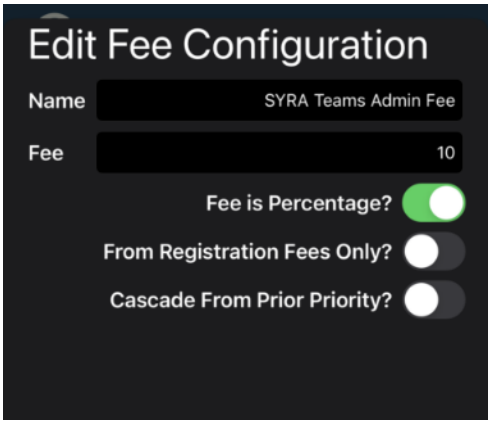
After setting Prizes, tap Rules then tap + Add. Set the first Rule. Because this is a Payout Configuration for team events (with 2 entry fees per team), we are going to set the Net Purse values in the Rules at twice the level we set in the *Standard* Payout Configuration.





Tap the Fees tab then + Add to set up Fees that apply at time of Results calculations. This is used for Fees such as the default amount or percentage that the Organization removes from the Net Purse prior to prize Payouts. We will use the same 10% value that we used in *Standard*.

Tap Save. Then tap Save again to save the *Teams* Payout Configuration.



Advanced

Teams Payout Configuration Based on Entries

If your organization uses the number of competitors (entries) entered in an event as the basis to determine the rules for how many place to payout, then you will likely need to create a separate Payout Configuration for team events. A team event will have double the number of entries (1 x header, 1 x heeler for example) as an individual event so you will likely need the rules to be doubled as well.

For example, if your first 2 payouts rules are:

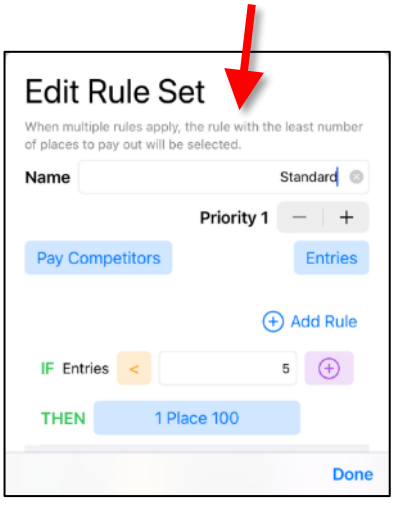
If Entries < 5 THEN 1 Place 100%
and
If Entries >= 5 AND <= 10 THEN 2 Places 60%/40%

Then you will need to double these to:

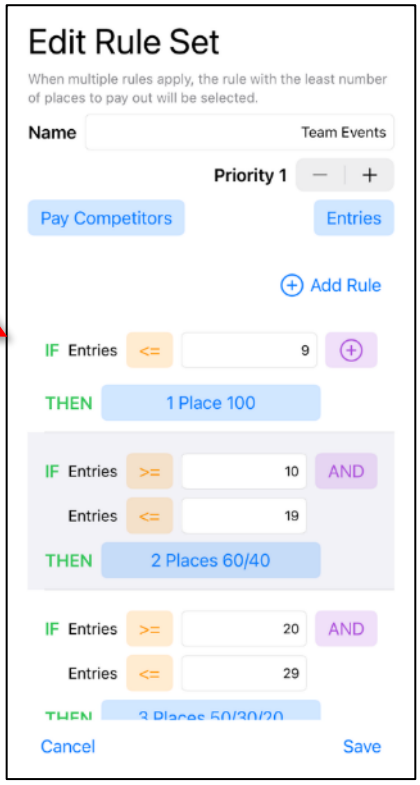
If Entries < 10 THEN 1 Place 100%
and
If Entries >= 10 AND <= 20 THEN 2 Places 60%/40%

In the App settings these two rule sets would look like the following:

(Standard Payout Configuration)



(Teams Payout Configuration)

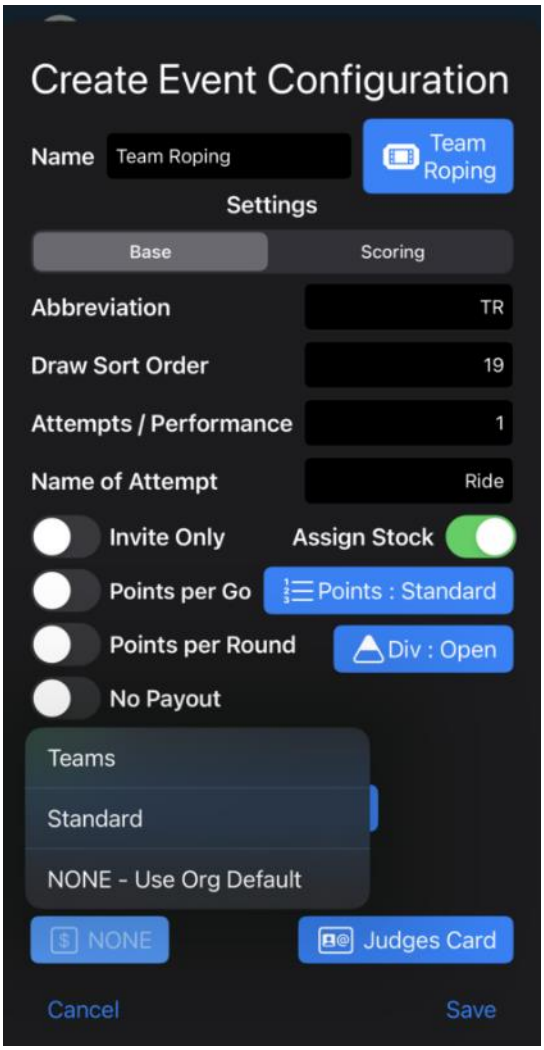


Advanced

Assigning the Payout Configuration to Events

Now that the *Teams* Payout Configuration is created, we need to specify where/when this should apply by setting the Payout Configuration Override. We do this in the Event settings.

Tap Setup. Tap Events. Tap the Event where this will be used, in our example, Team Roping Open. In the bottom left corner tap the $ button (should be shown as $ NONE which means that there is no Payout Configuration override set so it is currently using the default (or *Standard).* Tap on Teams and then Tap Save. Repeat the process of setting the Payout Configuration for any other Events that will require this configuration. For further details on applying Payout Configurations see Advanced: Payout Configuration Overrides.



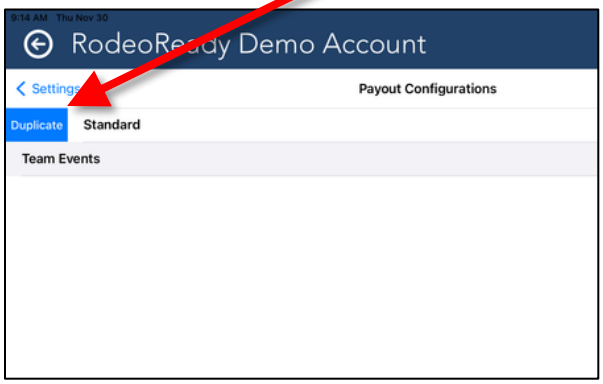
You now have two Payout Configurations. The *Standard* is set to default so will be applied to all Events, except for Team Roping, where the *Teams* Payout Configuration will be applied.

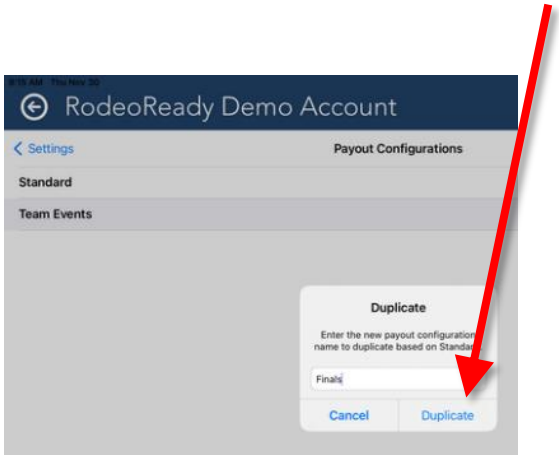
Advanced

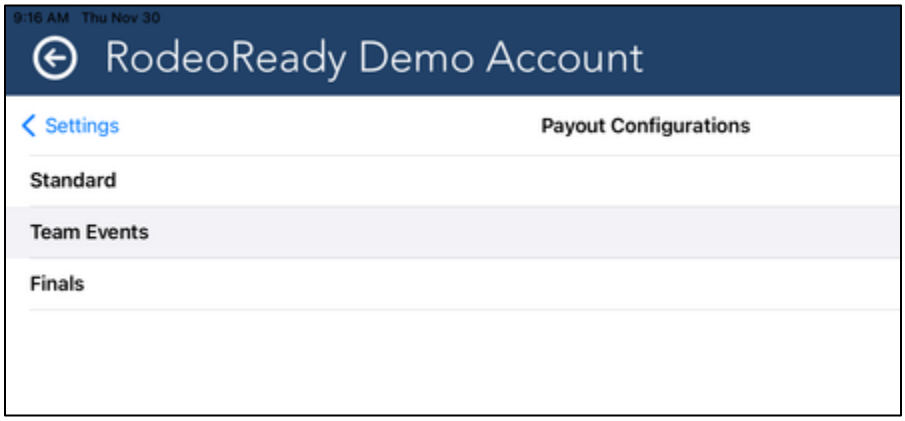
Duplicate a Payout Configuration

If your organization requires multiple payout configurations, you may want to take advantage of the time saving feature to Duplicate a Payout Configuration. This feature will copy all the Prizes, Rules and Fees and then all you need to do is make edits rather than begin from scratch. You can then choose where to apply the new payout config.

From the Payouts Configurations screen, slide from left to right on an existing row then tap the blue Duplicate and enter the name for the new configuration and tap Duplicate to complete the process.







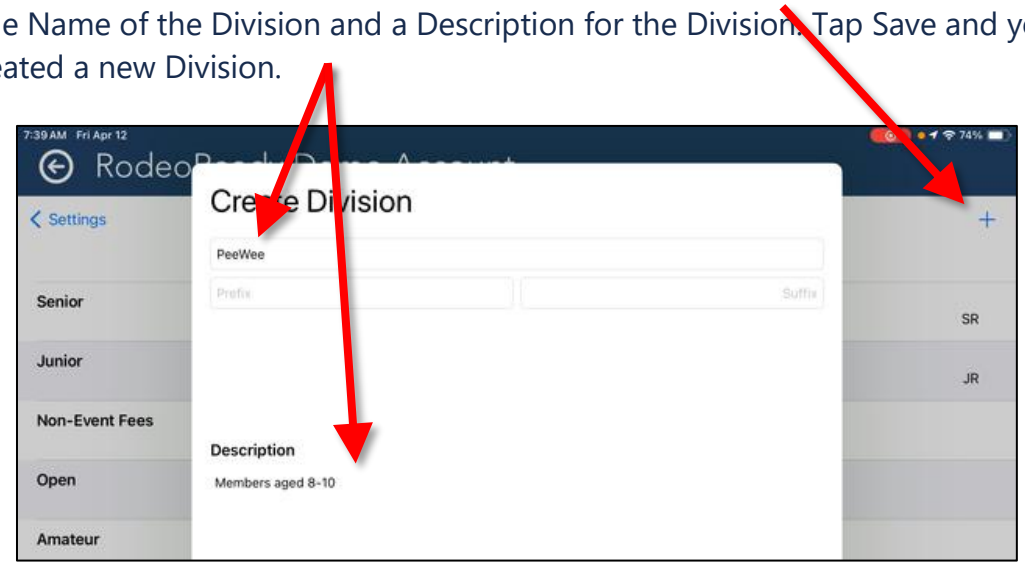
Edit the new Payout Configuration and then apply where needed. For further details on applying Payout Configurations, refer back to the article above or also see Advanced: Payout Configuration Overrides.

Advanced

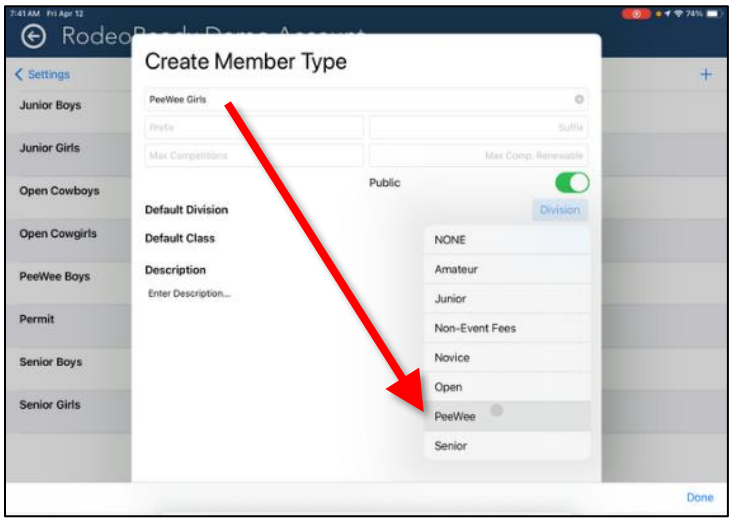
Advanced: New Division, Member Type and Fee

New Division, Member Types and Fees. When the setup wizard runs it creates default divisions and membership types as well as the associated Fees. If you require additional divisions and / or memberships, you can add as many as needed. For this example we will set up a PeeWee Division with PeeWee Boys and PeeWee Girls Member Types.

Within your Organization, tap Setup, tap Divisions, tap the + button to Create a Division. Enter the Name of the Division and a Description for the Division. Tap Save and you have now created a new Division.

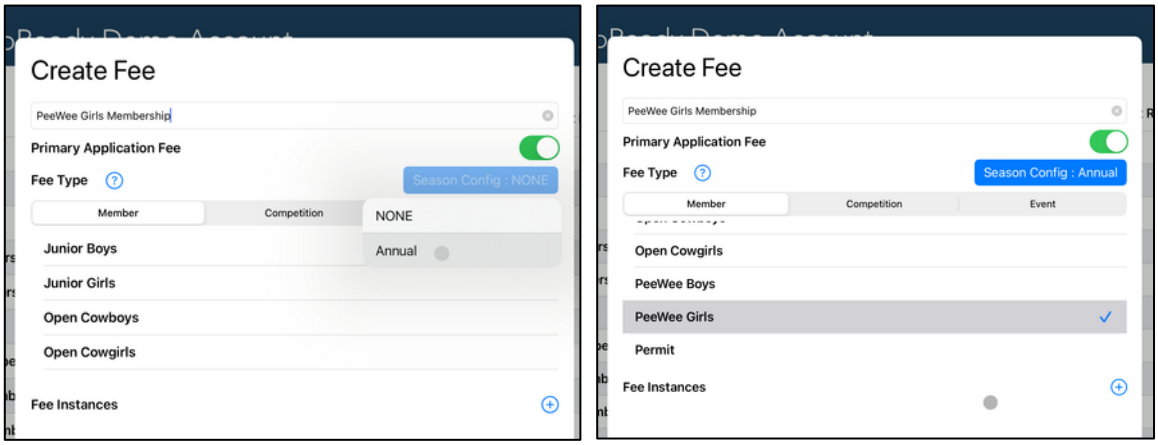


Tap the Setup button again and then tap Member Types and then the + button to Create Member Type. Enter the name for the Member Type. Tap Divisions and set as PeeWee. Enter a Description then tap Save. Repeat for PeeWee Girls.

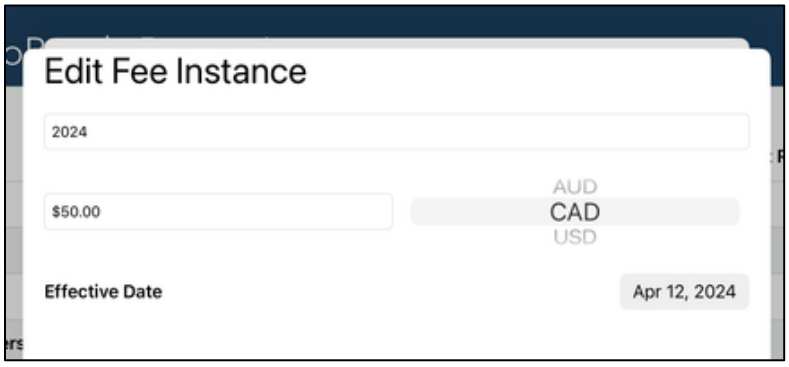


Advanced

Next we will set up the Fees for the two Membership Types just created. Tap Setup. Tap Fees. Tap the + button to Create a Fee. Add a Description. Ensure the Member Fee Type tab is selected. Tap PeeWee Boys as the Membership Type to assign this Fee. Tap + to add a Fee Instance.



Name the Fee Instance "2024",for example, and enter the amount to charge for the Fee. (There is a minimum amount of $1 for any Fee set.) Tap Save to save the Fee Instance then tap Save again to save the Fee Configuration for PeeWee Boys. Repeat for PeeWee Girls.



Your new Division, and two Membership Types, are now created and have associated Fees.

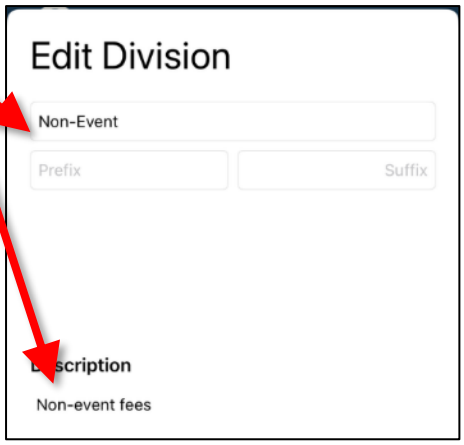
Advanced

Advanced: Charging Fees for Stalls and Sites and More

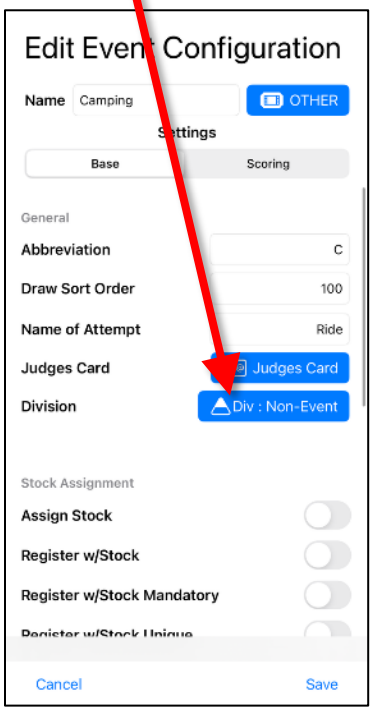
Many Rodeo Organizations charge their competitors for additional items, such as horse stalls, camping sites, banquet tickets and more. These obviously are not rodeo competition events and are discretionary, that is, they are not chosen/required by all Competitors and the quantity may vary. Some Competitors may need two horse stalls for the weekend, some only one. Some will be camping, others will not.

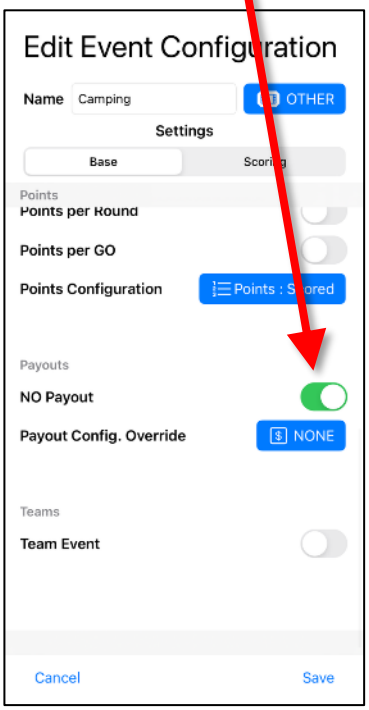
In the RodeoReady App we have developed a method where these can be supported, with the use of a combination of settings. We refer to these as Non Event Fees. The settings require the following:

Step 1: Create a Division named Non Event. This is to help differentiate from normal events.



Step 2: Set up a Non Event Fee as an Event (yes, this seems a bit contradictory) and assign this to the Non Event Division. Ensure to turn on the **NO Payout** switch.





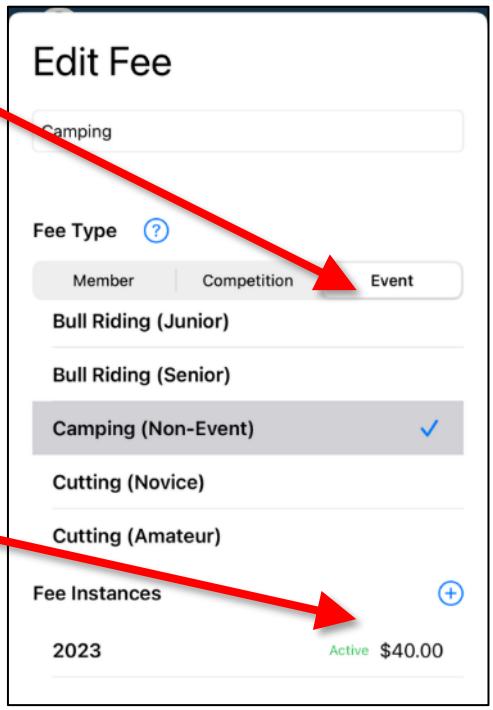
Advanced

Step 3: Create a Fee for this as an Event fee. This is the amount of the fee you will charge for this item.

Now for a bit of math. Because this is seen as an "Event", if you have Competition Fees which are set to Charge per Event (the switch is turned on) then you need to subtract these fees from the Fee for this item.

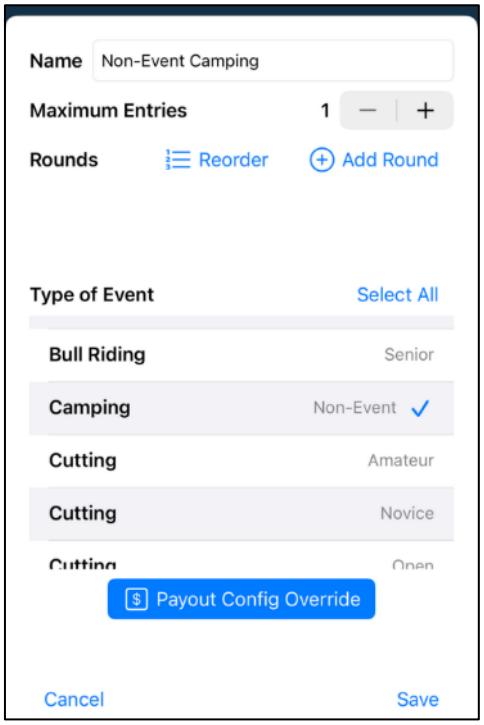
For example, if the total Fee for Camping is to be $45, and you currently have a Secretary Fee of $5 that is set to Charge Per Event, then you should set the Camping fee to $40 so that $40 + $5 = $45.

If you have more than one Competition Fee set to Charge Per Event, then make sure you deduct the total of these fees to arrive at the accurate total.



Step 4: When you create your Competition, add all your normal events first and set up the Performances for those events.

Then Add your Non Event Fees events to the Competition

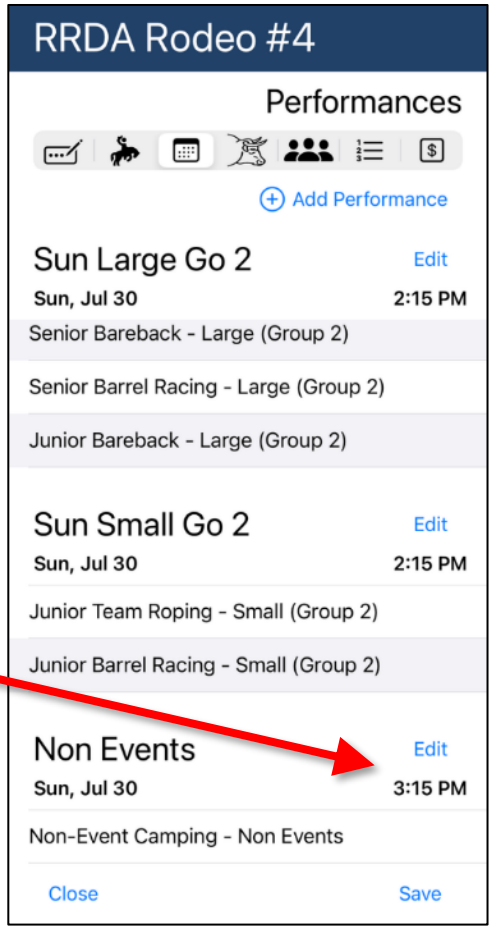


Advanced

Step 5: Then create a new performance named Non Event Fees Only.

This is required to allow Competitors to select these items at Registration and to prevent draw generation errors.

Set the date and time for this Performance to the very end of the rodeo so it appears last and is not confused with regular competition events.



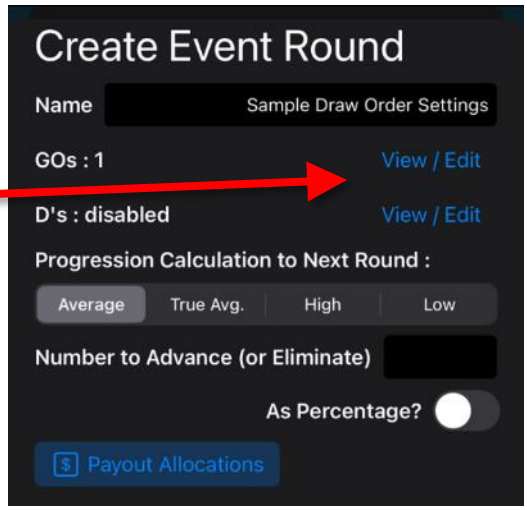
Advanced

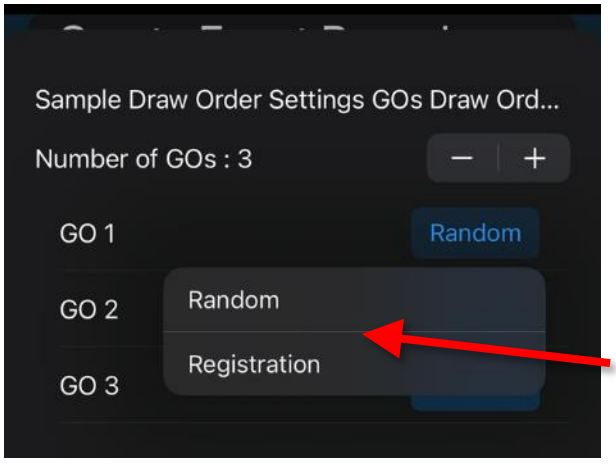
Advanced: Setting Draw Generation Order

The RodeoReady App provides you the options to set the draw generation order by Go within your Competitions. Note: when draws are generated, each event will be handled individually. The settings and description of each is as follows.

- Random: the draw order is generated randomly, each competitor has an equal chance of being drawn into any order in the event / go / performance. This is the standard setting for Go 1.
- Registration: the draw order is set to be the order in which competitors registered for the Competition.
- Same: the draw order will follow the same draw order of the previous Go.
- Reverse: the draw order will follow the reverse draw order of the previous Go, 1st will become last and last will become 1st.
- Result Best-Worst: the draw order will be based on the current results in the event to that point in the competition, with the current 1st place competitor running 1st in the Go.
- Result Worst to Best: the draw order will be based on the current results in the event to that point in the competition, with the current last place competitor running 1st in the Go.

To set the draw order, when setting up your Competition and adding your events, in the Create Event Round screen. Tap on View/Edit for the GOs and tap + to add a few GOs.

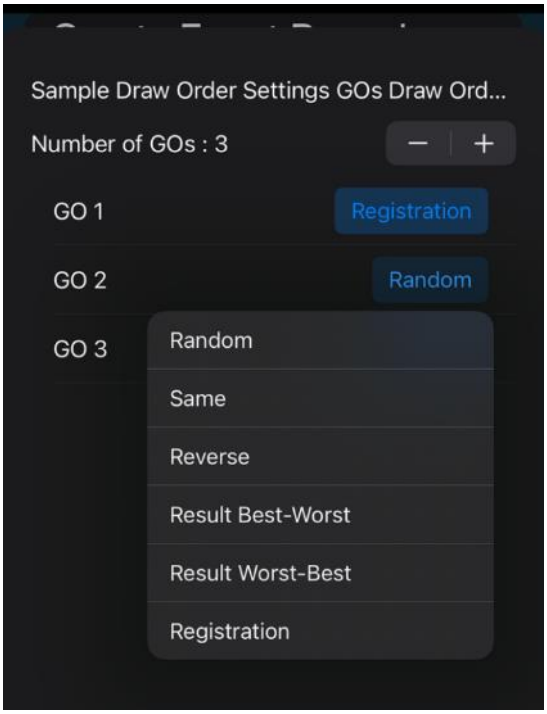




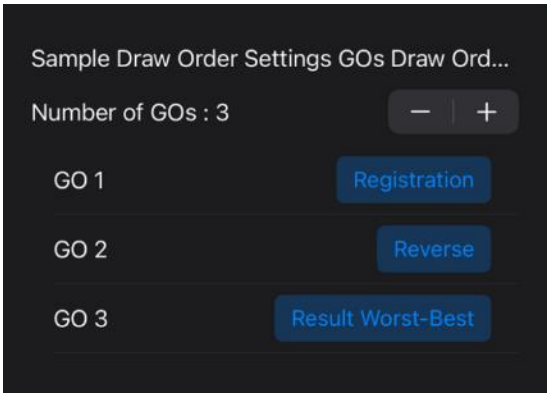
Go 1 may be set to either Random or Registration.

Advanced

All other GOs can be set to any of the Draw Order options.



Tap **OK**, when you are done with your Draw Order options.



Advanced: Payout Configuration Overrides

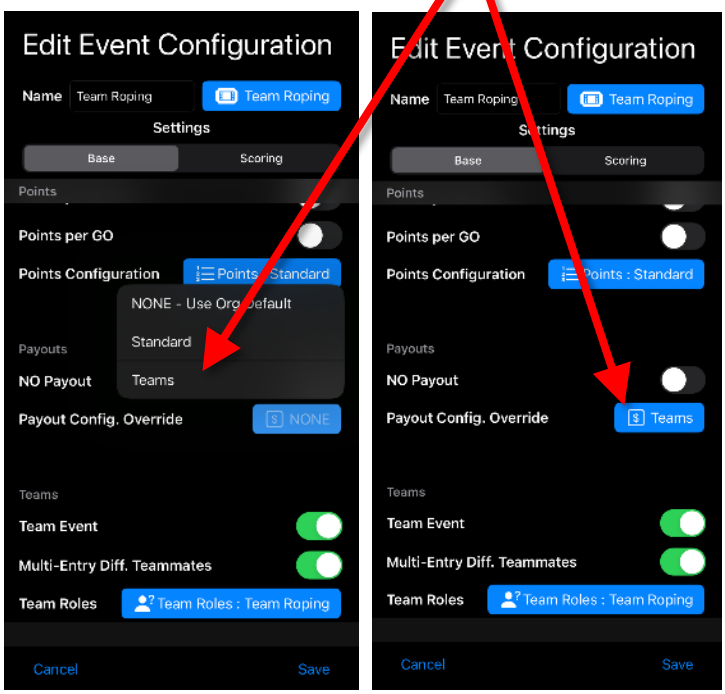
Within the Organization Settings, you can set up multiple Payout Configurations. One of these Payout Configurations will be the Default, which will apply to all Events, unless another setting overrides the Default. Note that you can create as many Payout Configurations as you need. There are three places where Payout Configuration Overrides can be set.

1. Settings: Events
2. Competition: Payouts
3. Competition: Events

Each of these is more specific than the previous. A more specific Payout Configuration will override a more general Payout Configuration.

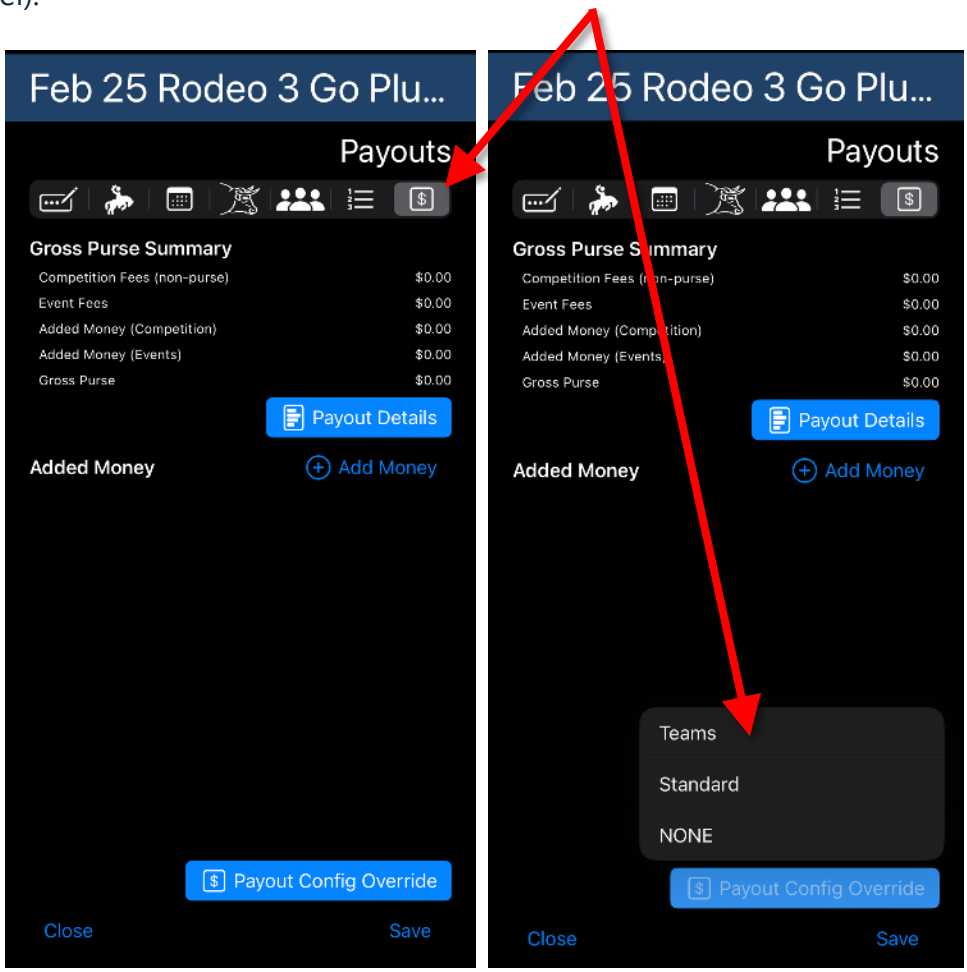
Settings: Events

Within the Organization Settings for Events, you can select Payout Configurations to apply to those Event. For example, in addition to your default Payout Configuration (in our documentation we call this standard) you may have a second Payout Configuration for Team Events (named Teams). In Settings: Events, for the Team Roping Event, you can then select the Teams Payout Config and this will override the default and use the Teams configuration when calculating Payouts in Results.



Competition: Payouts

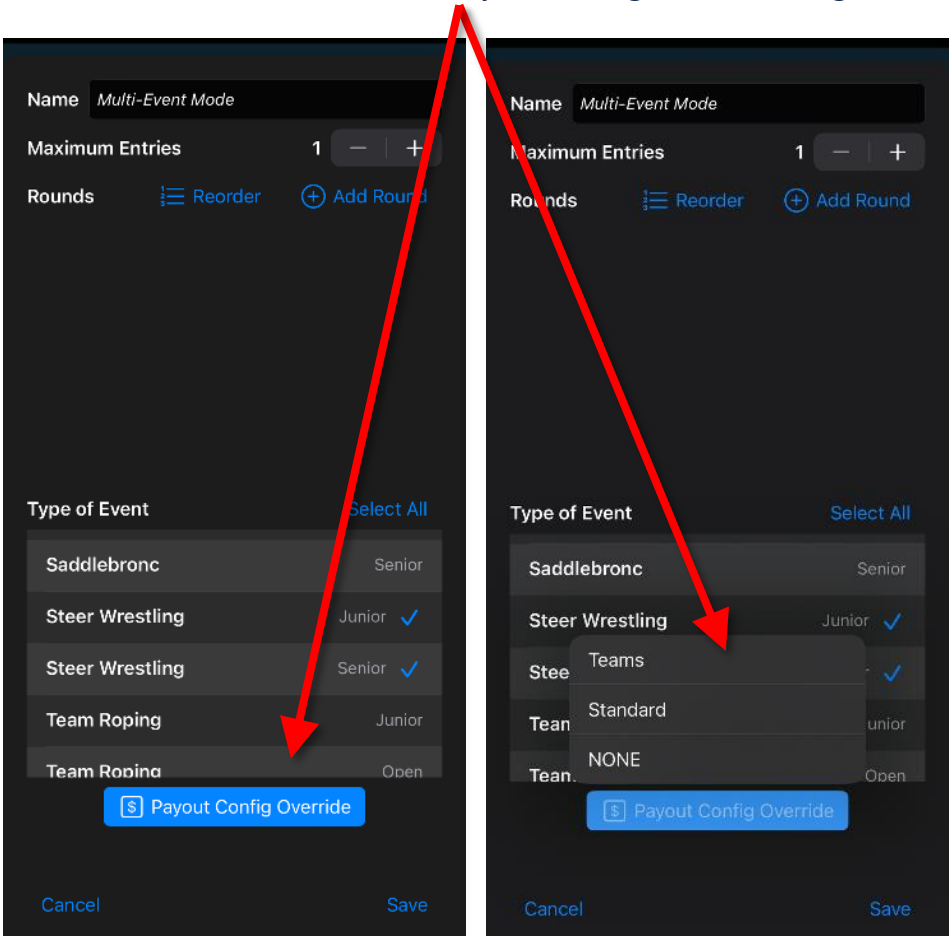
Within the Competition settings, Tap the $ symbol for Payouts. At the bottom of the screen, tap Payout Config Override and select a Payout Configuration. This will be applied to all Events within the Competition (unless overridden at the Competition: Events level).



Advanced

Competition: Events

When adding your Events to your Competition, at the bottom of the screen is a Payout Config Override button. Use this to assign a Payout Configuration to the Event or selected Events. This will override all other Payout Configuration settings.



Combining Competition: Payouts and Competition: Events

In the situation where you need to apply different Payout Configurations to a Competition at the Event level, you would first set the default as described above in the Competition: Payouts section. This should be the payout configuration that will be used by the greatest number of Events within this competition. Note that you can create as many Payout Configurations as you need. Then, when adding your Events to the Competition, select the appropriate Payout Config Override for an Event or selection of Events.

Advanced: Merging an Admin-Added Person to their App Account

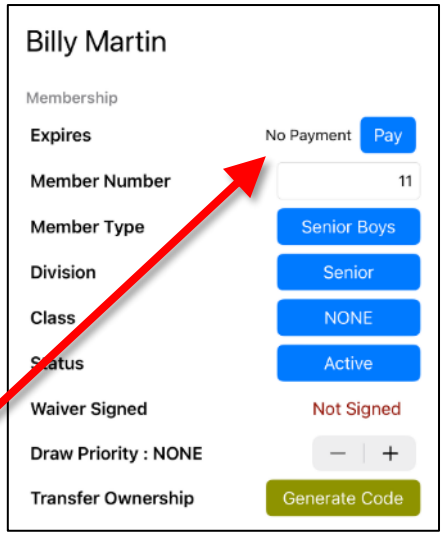
As an Admin for your Organization, you will occasionally have the need to create a member that is not an App user. This happens most often when a member is a person who does not have access to an iPhone or an Android phone and therefore can not use the RodeoReady App to register for rodeo Organizations or to register for rodeo Competitions. This topic is covered in Competition: Manually Adding Competitors. These are denoted in the member list as Admin-Added members. Likely at some point you will have an Admin-Added member who then does acquire an iPhone or Android phone and then has the App. This then means that you will need to pass control of the account to them by merging their data in the database with the profile they create in their App. This is done by passing them a Merge Code.

> Before we show you how to pass the Merge code to the competitor we want to provide a very strong caution. Once this merge has been done, it **cannot** be UNDONE. Therefore it is important that the member does the merge properly, merging to the correct person in their profile (as members can manage multiple people within their app profile). We have provided documentation in the Competitors' User Guide as well on this feature to help make it clear how to Merge as well as the precautions of making sure they are merging to the correct person.

This process would normally begin by a member informing you that they now have a phone and have downloaded the App to their phone. To pass account control, access the member list in your Organization, you have to generate a Transfer Code and provide that code to the member. See the screenshots below.

Before you pass the account control, check to ensure that the member is correctly marked a having paid for their membership.

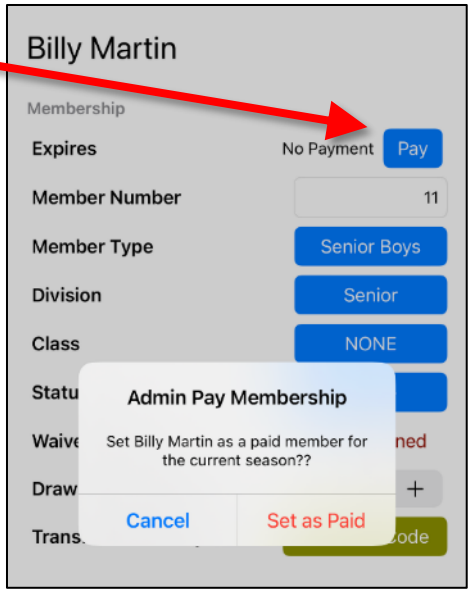
When an Admin manually creates a member, the onus is on the Admin to collect membership fees directly from the member (outside of the App payment system). If a member is transferred from Admin-added to the App user, and they are not marked as paid, they will need to join the organization and pay their membership fee before they can register for Competitions. To mark an admin-added member as paid, go Members, then tap the Member's name.



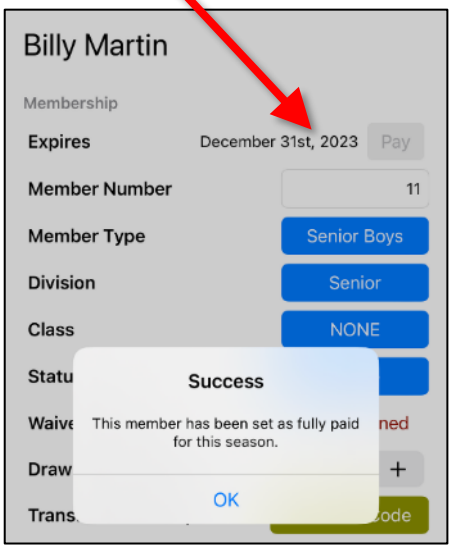
If the member has not been marked paid, it will show as No Payment next to the Pay button.

Advanced

Tap the Pay button and then tap Set as Paid.

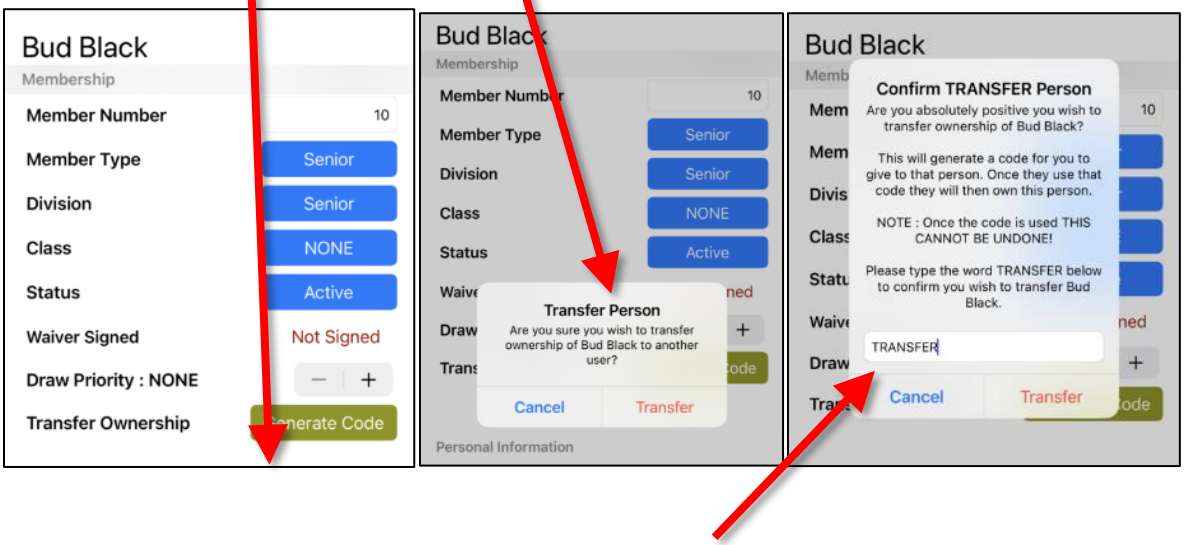


Their membership term will be set to expire per your Organization's season end date and their assigned Membership Type.



Tap the Generate Code button when you are ready to begin the transfer process for Transfer Ownership.

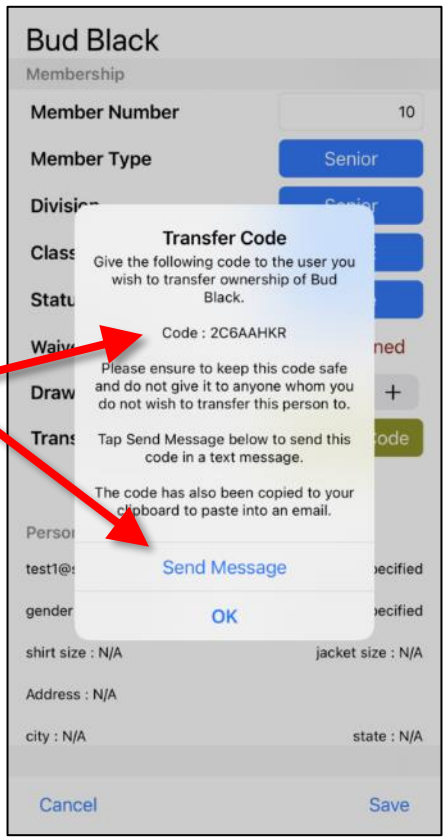
Tap Transfer.



Type the word "Transfer" to confirm you wish to transfer the ownership of this account then tap the Transfer button.

Advanced

The code will now be copied to your device clipboard and you can send to the member via email/text etc.



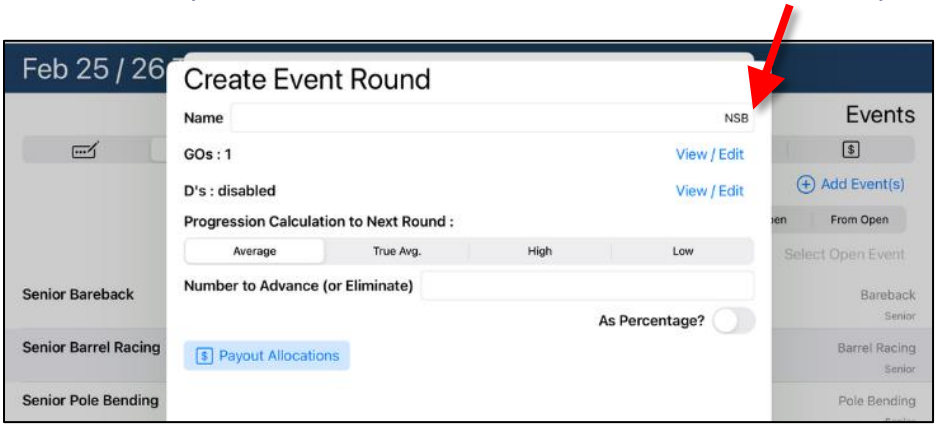
Note We strongly recommend that you remind the member to read the instructions for this action in the Competitors' User Guide.

Advanced

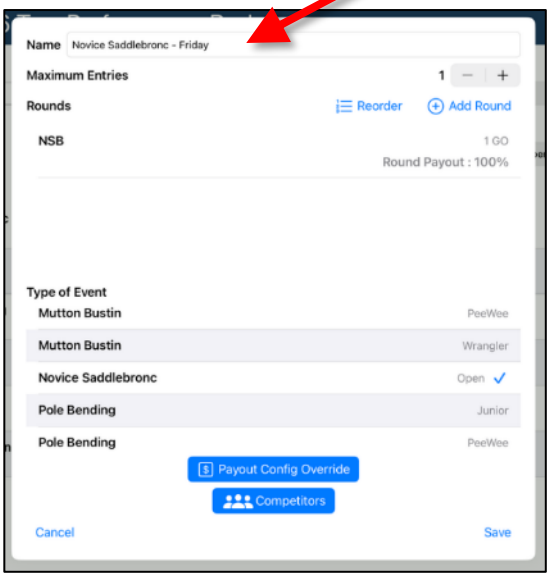
Advanced: Scheduling Events Outside Main Performances

At some rodeo Competitions, there are Events which are held outside of the main performances. For example, a Competition's performances may be scheduled for Saturday and Sunday, but they have a Novice Saddlebronc Event (or other Events) held Friday night. This Event will need to be set up separately from the main schedule and then placed in a separate group in the Schedule.

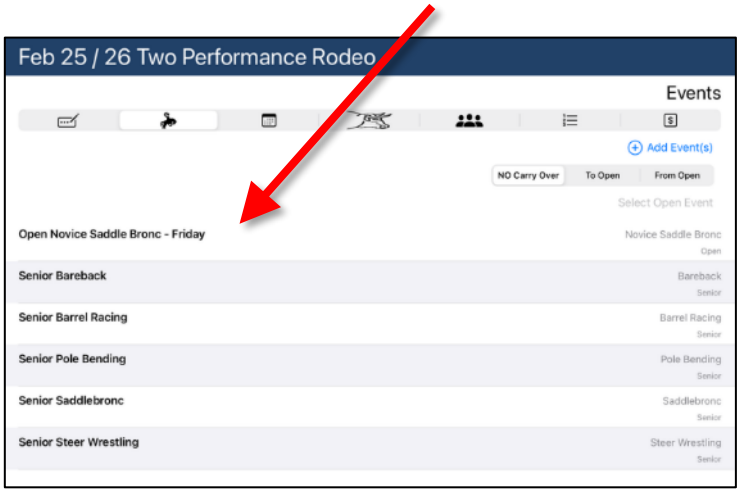
After you have set up all your main Events and main Performances, tap the Events tab, tap + Add Events, and tap + Add Round. We will name this round NSB. Tap OK.



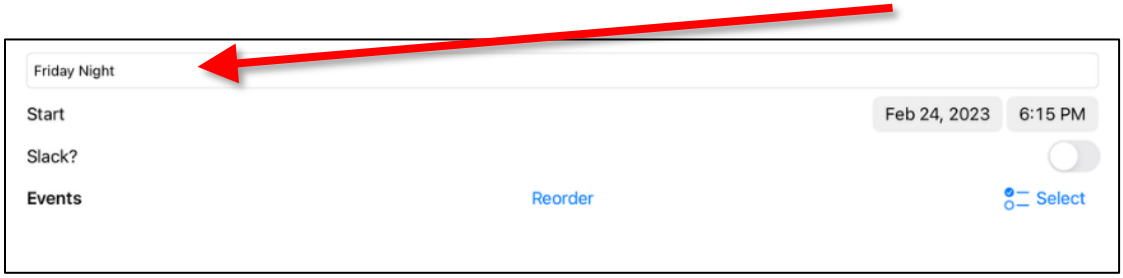
Tap the Novice Saddlebronc Event then tap the name field and add " - Friday" to the name to distinguish this, and tap Save.



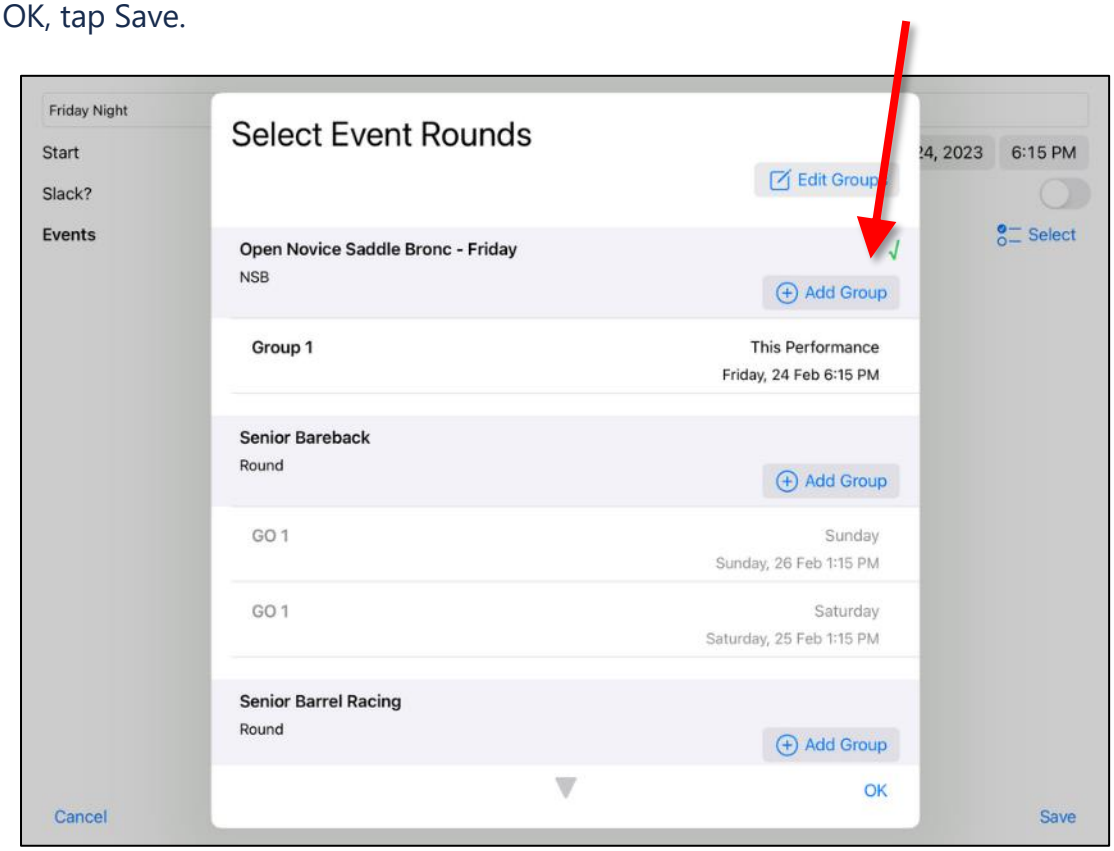
We now have Novice Saddlebronc - Friday included in the list of events.



Next we will need to add this event to the schedule for Friday night. Tap the Performances tab. Tap + Add Performance. Name the Performance Friday Night.

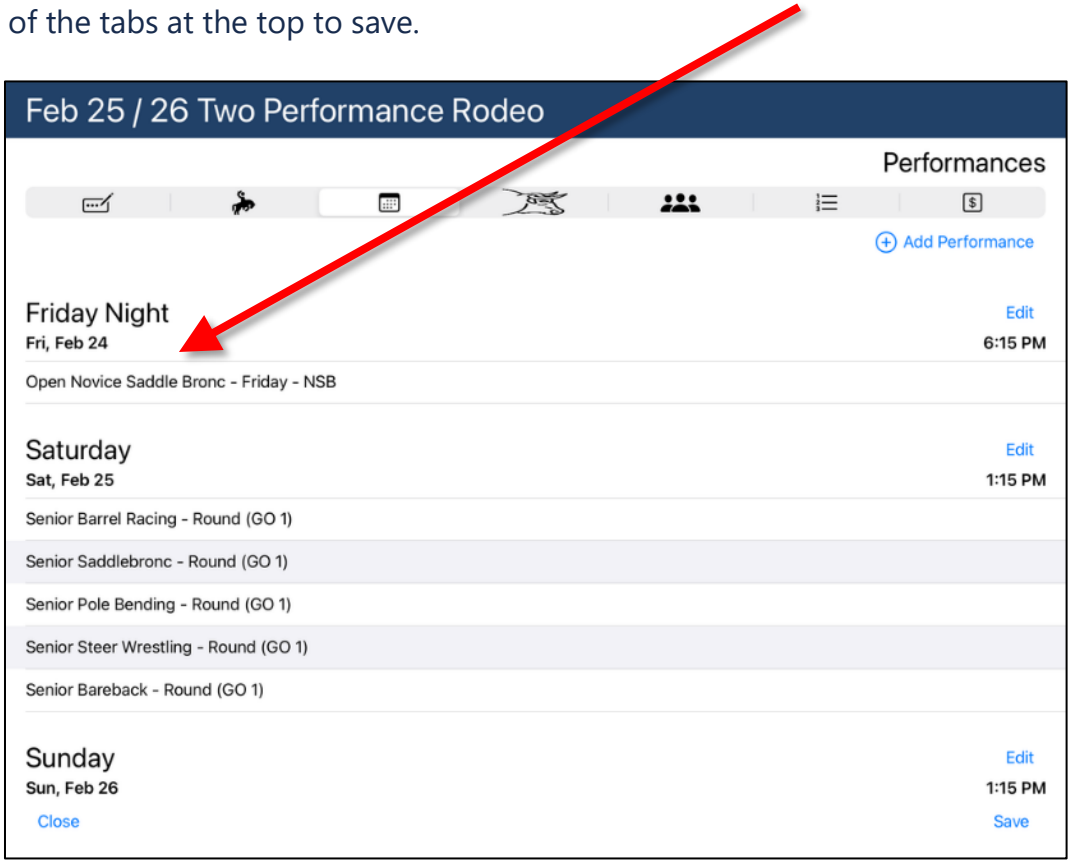


Tap Select and on the Novice Saddlebronc event row then tap + Add Group. There is no need to set the Maximum Competitors (unless there is a limit), tap Add.
Tap OK, tap Save.



Advanced

You will now see Friday Night in the schedule with Novice Saddlebronc - Friday. Tap Save or any of the tabs at the top to save.



Advanced

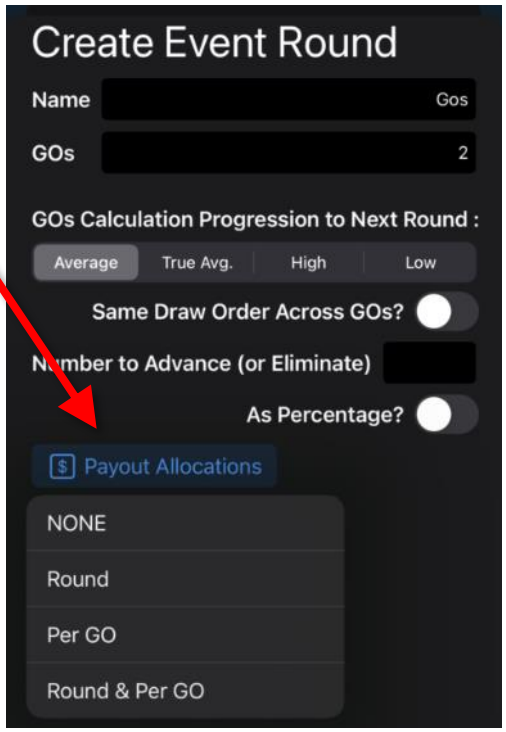
Advanced: Splitting Money Between GOs and Average

In several draw formats, such as 2 Go, 2 Go Plus Average, 3 Go, and 3 Go Plus Average, the prize purse for the event should be divided between the GOs and Averages. Please view the Chapters on setting up these draw formats separately. We will show two examples below. First, a 2 Go format where all payouts are based on the GOs and there is no payout to the Average. Second, a 3 Go Plus Average format where payout is split between all 3 GOs and the Average.

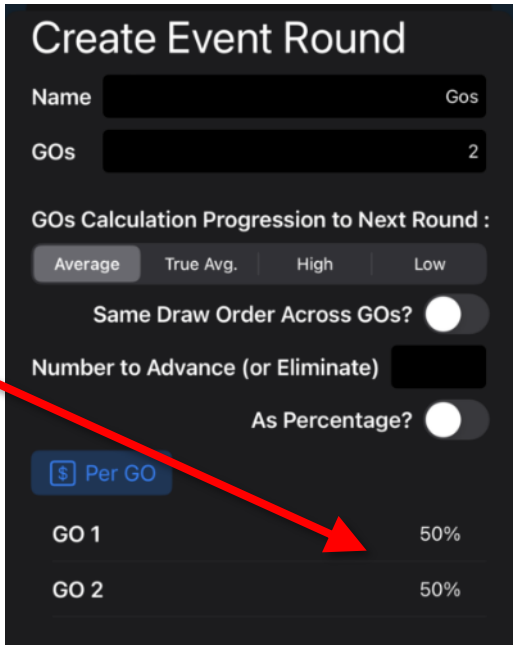
Note If there are no Payout Allocations set to the GOs, then all Payouts will be awarded to the Average of the GOs. For example, in a 2 GO rodeo, if no Payout Allocations are set to Go1 and Go2, 100% of the payouts will be based on the average of the 2 GOs.

2 Go

For this first example, we are using a **2 GO** format. When you are setting up your Event GOs, after indicating 2 as the number of GOs, tap the Payout Allocations button.



Tap the Per GO button. Tap GO 1 and enter the % that should be allocated to GO 1 then tap GO 2 and enter the %. For a 2 GO format, typically this will be 50% and 50%.



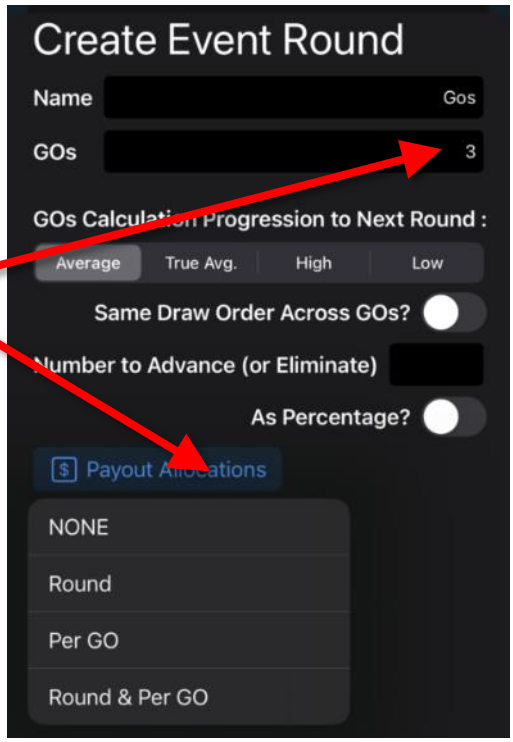
The % do not need to be equal. For example, for a 3 GO format, % could be set 25%, 25%, 50%, or as required.

Tap OK. Tap Save. Tap OK to confirm the Payout Allocations settings.

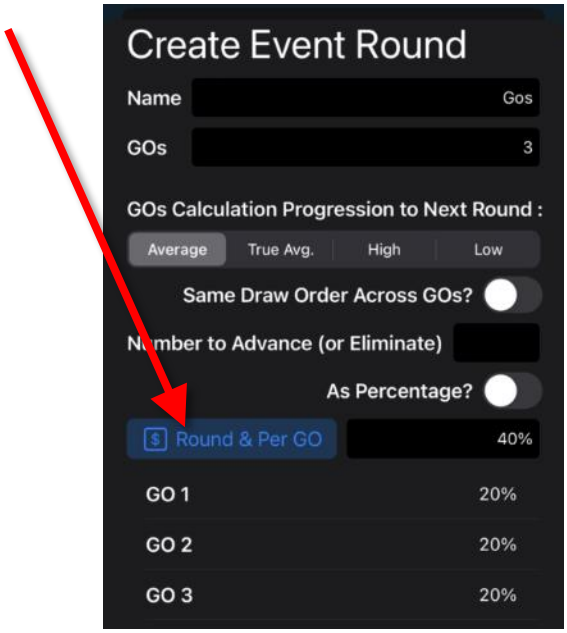
3 Go Plus Average

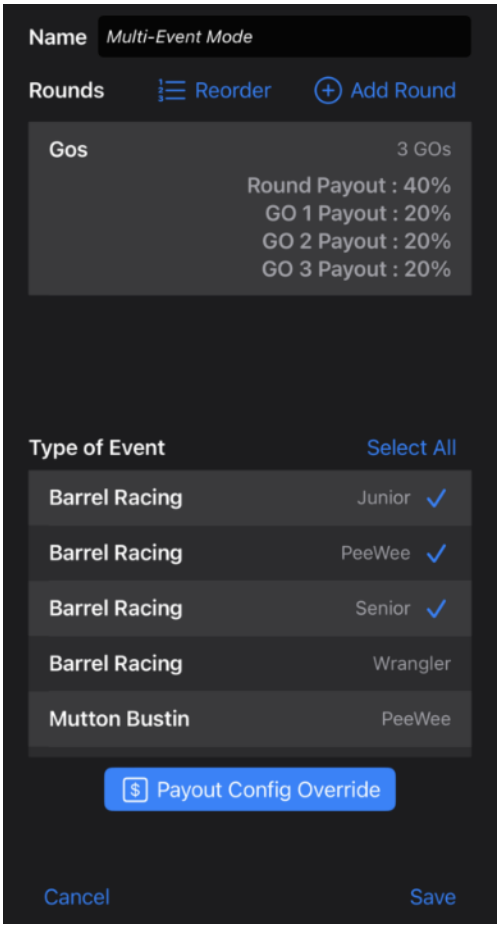
Note The default setting, if no Payment Allocations are set, is that 100% of the prize purse would be allocated to the Average.

For this example, we are using a 3 Go Plus Average format. When you are setting up your Event GOs, after indicating 3 as the number of GOs, tap the Payout Allocations button.



Tap Round & Per GO. Tap the Round Allocation and enter the % of the prize purse to be allocated to the Average. Tap GO 1 and enter the % that should be allocated to GO 1, then tap GO 2 and enter the %, then tap GO 3 and enter the %. The % does not need to be equal. For example, for a 3 GO format, the % could be set 40% for the Average and 20%, 20%, 20% for GO 1, GO 2 and GO 3, or as required.





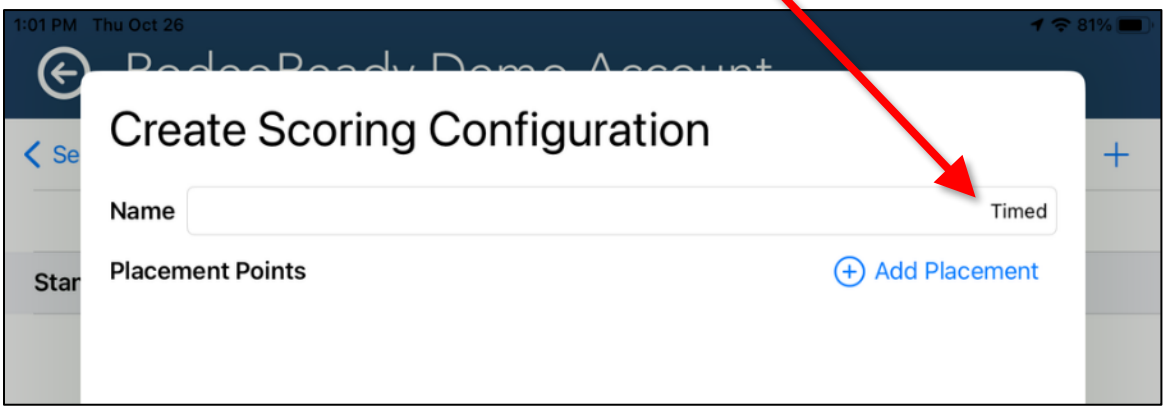
Tap OK. Tap Save. Tap OK to confirm the Payout Allocations settings.

Advanced

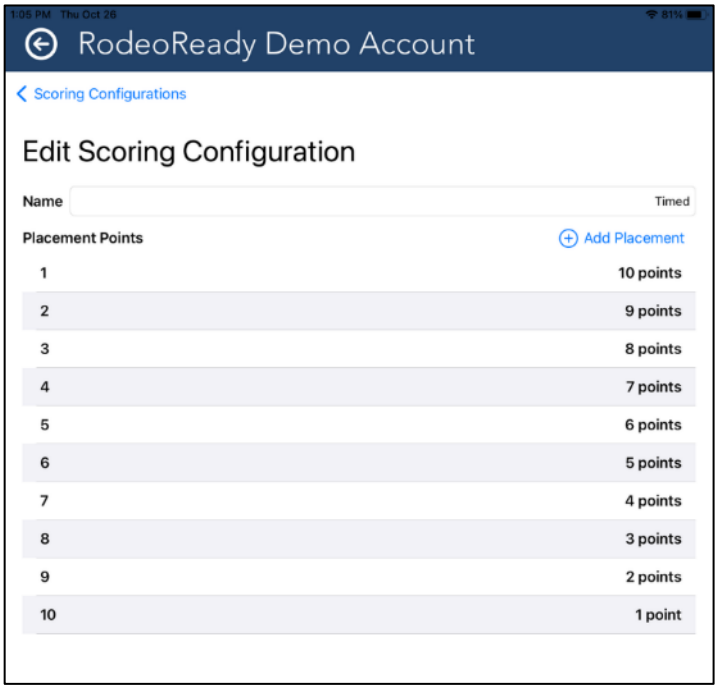
Advanced: Multiple Point Configurations

Organization Admins can setup multiple points configurations which can be assigned to events as needed. Such as, your timed events may be worth 10, 9, 8, 7, 6, 5, 4, 3, 2, 1 points while your scored events (such as rough stock) may be worth 5, 4, 3, 2, 1 points. To make this happen, you will need to set up 2 Points Configurations and then assign the Points Configurations as appropriate to the events.

First we will set up the **Timed** configuration. In Settings, tap Points, then tap the + button to add a new configuration. Give this the name Timed.



Next tap + Add Placement and add the placement / point combinations of 1/10, 2/9, etc. to 10/1.

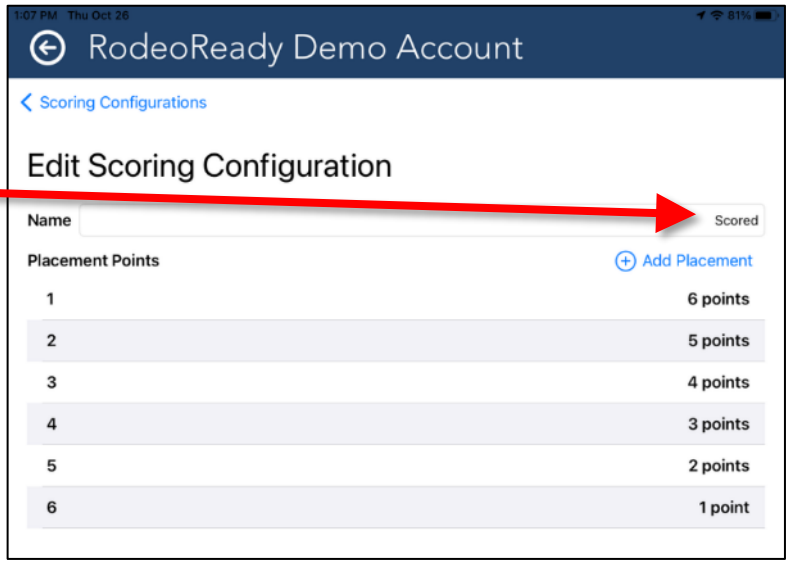


Advanced

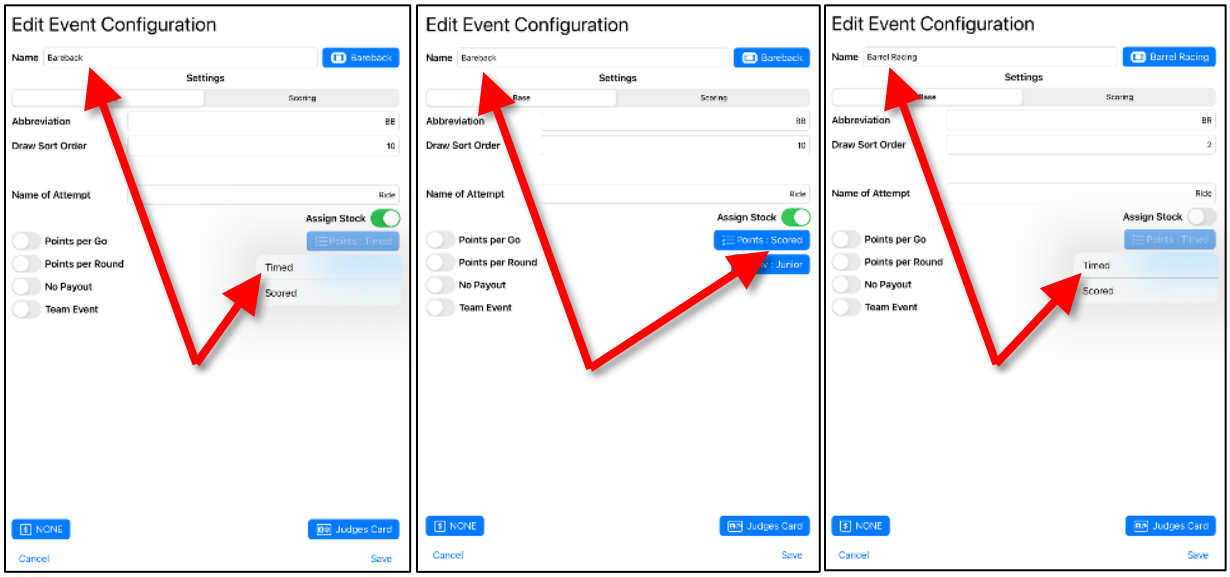
Next we will set up the **Scored** configuration. Tap + to create a new Points configuration.

Give this the name Scored.

Next tap + Add Placement and add the placement / point combinations of 1/6, 2/5, etc. to 6/1.



Next, to assign these Points Configurations to the proper events, edit each Event and then tap the button for Points: and set to the appropriate configuration.



Advanced

Advanced: Parent Partners in Team Events

In many junior or youth rodeo Organizations, Parent Partners are permitted in one of the team roles, while the child is the team partner of the other role. In these situations, the Parent Partner does not pay the Event fees and only the child is eligible for any $ payouts and points. Possible combinations of this include a child as Header and a Parent as the Heeler (or vice versa) in Team Roping and the child as the Runner and a Parent as the Roper (or vice versa) in Ribbon Roping.

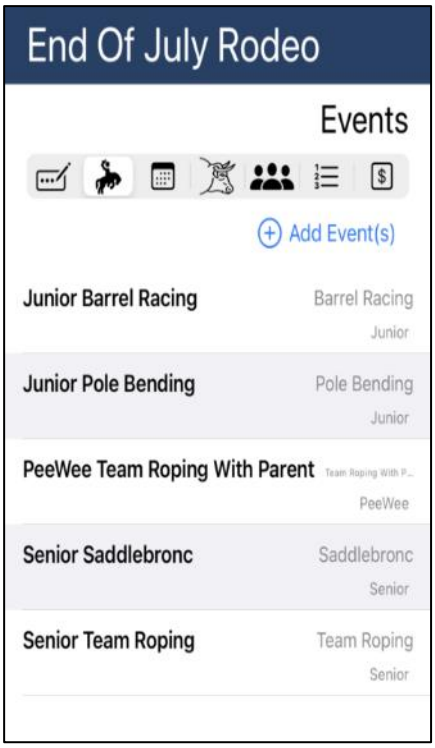
Note Ensure you read the instructions at the bottom of this page for checking for teams and competitors in the draw that have been drawn out.

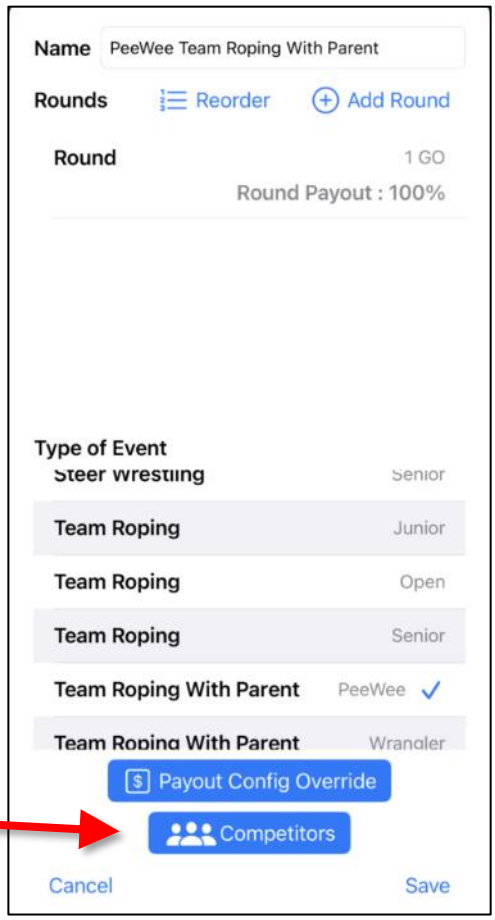
The team Event will have been created as per any normal team event. The child will enter the Event from the App, indicating their Role, and when prompted to, taps the New Team button (then continues to pay for the registrations). This will generate a Team Code, (which is not required to be used) and the result is a team of one at this point consisting of just the child in their specified role.

Then it is up to the Admin to handle the addition of the Parent Partner. Adding the Parent Partner is similar to the addition of an Admin- added competitor with the additional step of creating the team.

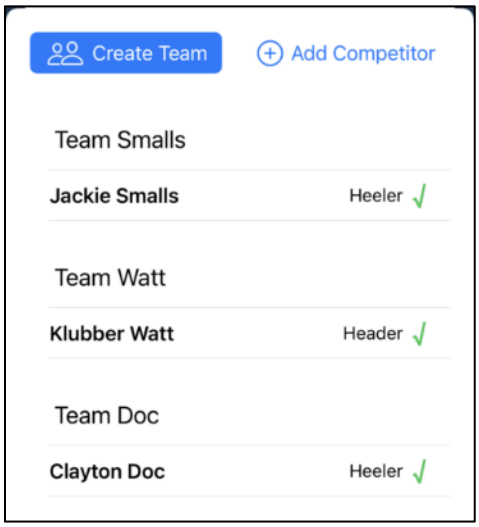
First, if not already known, you will need to request the name of the parent partner to match up with the child.

Then, in the Competitions, select the Competition, tap on the Events tab, Tap on the team event you are working with. In our example here we are working with the **PeeWee Team Roping With Parent** event.





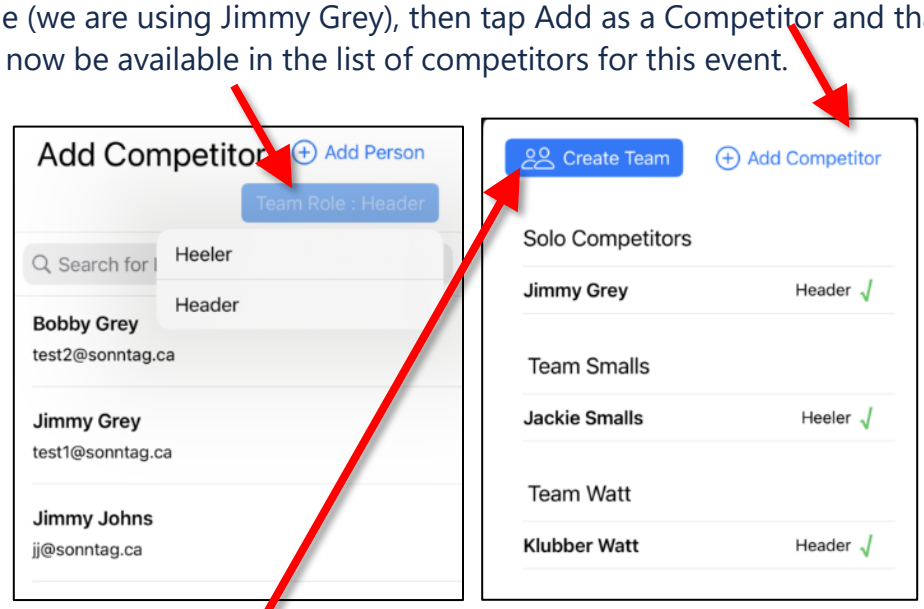
Next, Tap the **Competitors** button near the bottom of the screen. This will bring up a listing of the current Competitors with their role displayed and existing teams in the Event. You will already see the child listed as a Team, but without a team partner.



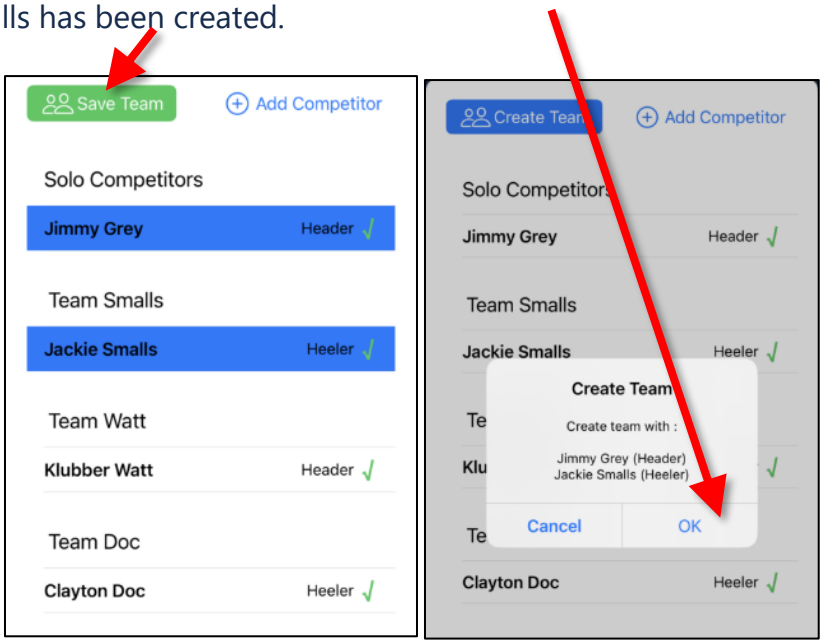
Next you will need to add the Parent to the Event as a manually added competitor. Tap the + Add Competitor button at the top right. This will display a list of already manually added competitors. If the Parent is not already in the list they can be added as per the instructions.

Advanced

Tap the Team Role button to select the appropriate role as needed by the child Competitors (in this case Jackie Smalls is a Heeler and needs a Header). Then tap the Parent name (we are using Jimmy Grey), then tap Add as a Competitor and that Parent Partner will now be available in the list of competitors for this event.



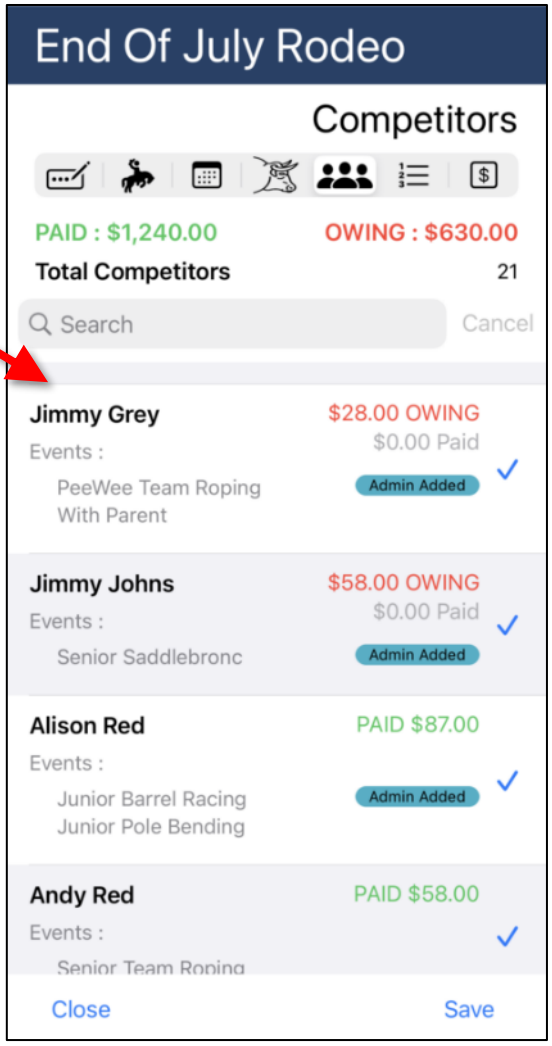
Next we need to create a team consisting of the child Competitor who was registered and paid through the App and the Parent Partner who is a manually added Competitor. Tap the **Create Team** button then tap the names of the two team members, Jimmy Grey and Jackie Smalls. Tap Save Team at the top left then **OK** to confirm. You will now see the team Grey Smalls has been created.



Advanced

Repeat the above steps to add the Parent Partners as competitors to the event and then create additional teams as required.

As a final step, from the Competition editor, tap on the Competitors tab which shows a summary of all competitors and their paid/unpaid status. Note that Jimmy Grey, who has been added as a Parent Partner, shows $28.00 owing. Leave this as is. This will ensure that when the Competition results are entered and payouts/points are calculated, no $ or points can be assigned to Jimmy Grey as he is unpaid.



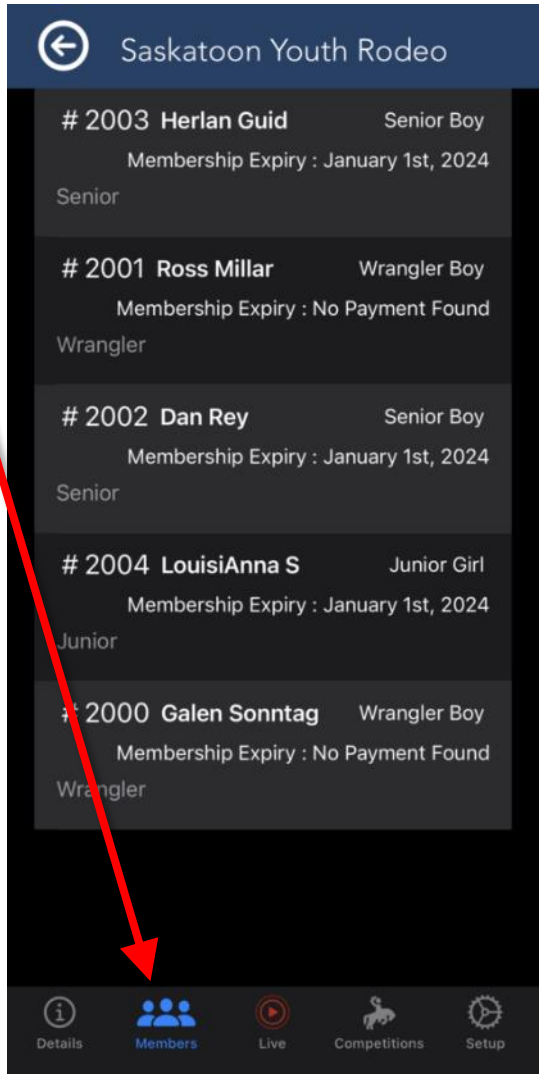
Checking the Draw

One last step. After you have made all additions for Parent Partners, and after you have run the draw for the Competition, it is very important to check the draw (tap the **Shown Drawn Out** button) for teams and competitors in the draw that have been drawn out. Because you have parent partners who are unpaid, these teams will be drawn out as well, subsequently, the child Competitors on those teams will be drawn out of their other events and will need to be manually drawn back in.

Advanced

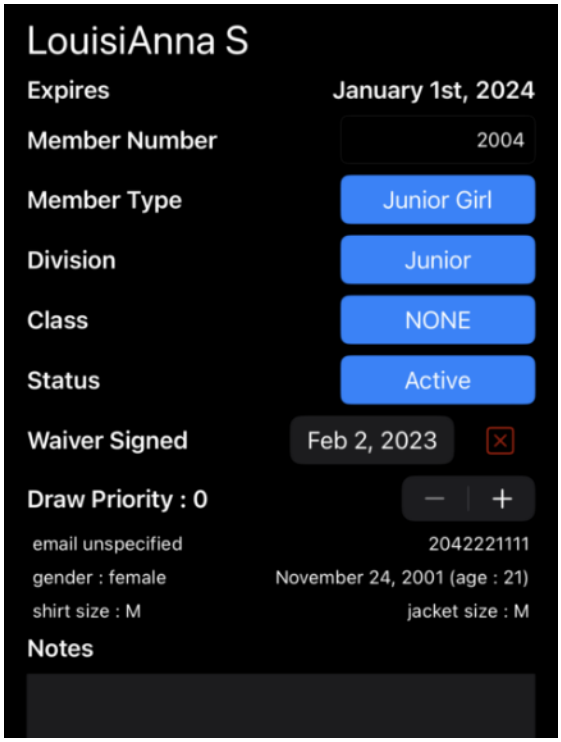
Advanced: Managing Member Information

As an Admin for your Organization, you can manage certain pieces of information regarding your members. From the main Administration screen, tap the **Members** tab at the bottom of the screen. This will display a list of your members.



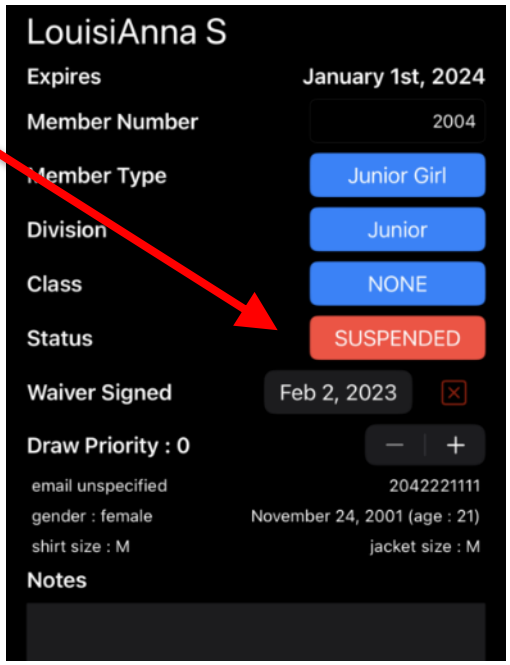
Tap any member to access the edit screen. Information which you can edit includes:

- Member Number
- Member Type
- Division
- Class
- Status
- Waiver Signed
- Draw Priority
- Notes



The **Member Number** is automatically generated by the RodeoReady App when a new member is created. You can tap to edit if you need to change. **Member Type, Division** and **Class** can all be changed by tapping on the button and making a selection.

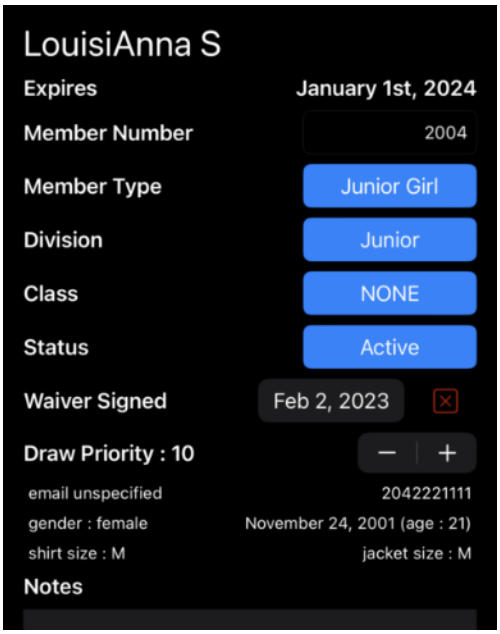
Status defaults to **Active** but can be changed to **Suspended**. A suspended Member will not be able to enter a new Competition.
Tap **Save** to save any changes you have made.



Waiver Signed is a date field you can edit as needed

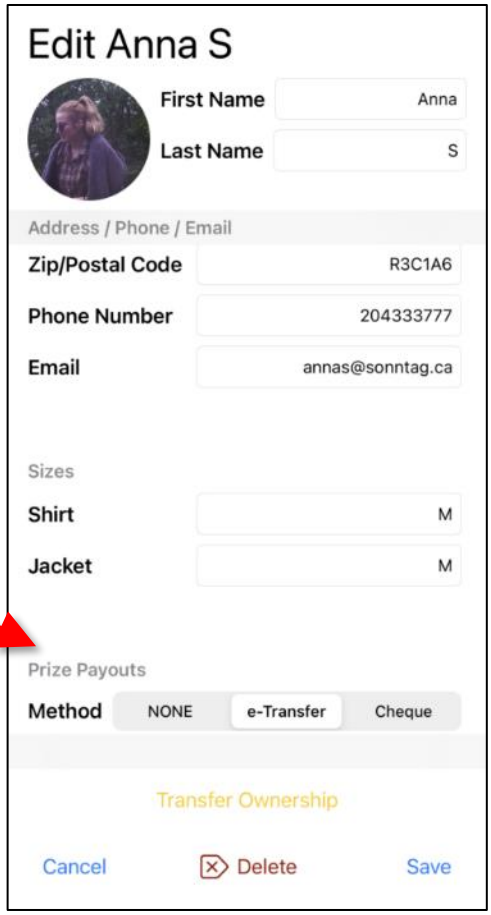
Draw Priority defaults to 0 when the new member is created and can be increased or decreased using the - / + buttons. There is no upper limit. This setting is used by the Draw Generation process for Organizations that use Entry Groups and Draw Preferences (as discussed in those chapters). The higher the number, the more likely this member will be placed in the draw (for Organizations using Draw Preferences).

Tap Save to save any changes you have made.



Address Information is the responsibility of the Competitors to enter and maintain. The Admins do not have the ability to change any of this information and it is only used by the admins when producing a payouts report.

Advanced



The competitor has the ability to specify within their member profile how they would prefer to have competition winnings paid out. The options include None (no preference), E-Transfer (via whatever payment transfer your organization uses), and Cheque.

The remaining member information (email, phone, gender, birthdate, shirt size, jacket size) is shown for convenience only and is managed by the Member within their own Member login.

Admin-Added Member Transfer to an App Account

If a member you have manually added to the member list (shows as Admin-Added) later acquires their own App account, you can provide them with a Merge code so that they can take control of their account. See Advanced: Merging an Admin-Added Person to their App Account.

Advanced: Ground Money Payout Configurations

Setting Ground Money. Ground Money is defined as any money that was intended to be paid out in a round that is not initially paid out based on the Payout Configuration. For example, in the Bull Riding event, the prize purse triggers the rule to payout to 3 places at 50%, 30%, 20%, but only two riders rode their bull for the required 8 seconds. There are only 2 Competitors receiving a score meaning there is 20% of the Prize Money that has not been paid out. The Ground Money Payout Configuration would then specify the rules by which this remaining 20% of the Prize Money is distributed.

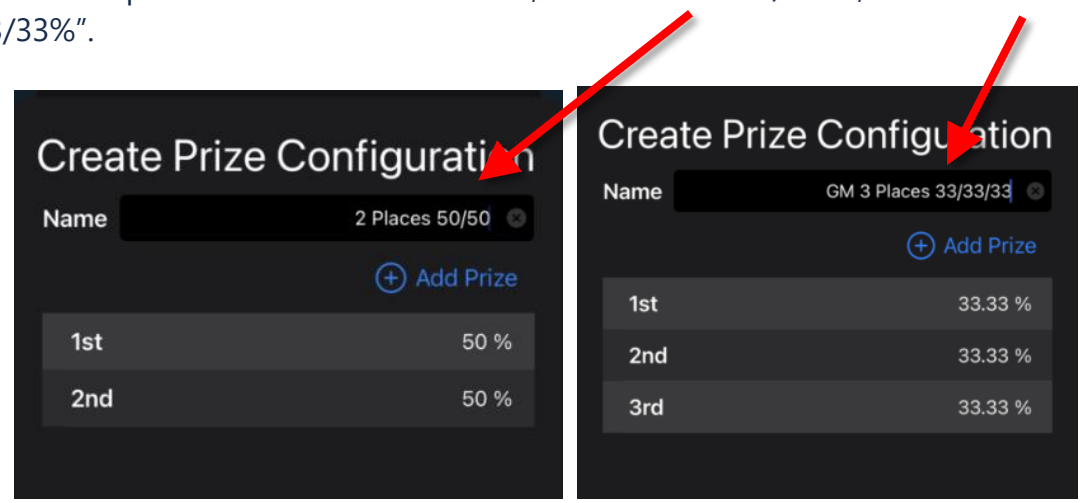
Note For some Organizations, their rules state that Ground Money is not paid out, and it would be retained by the Organization. For those that do payout Ground Money, here is how to set the rules.

One key concept to remember about Ground Money is that it is paid out if there is any Prize Money remaining. Therefore, it must only occur after the first set of payout rules. It is second in the priority list to the *Standard* or *Teams* Payout Configurations (as described in the previous Chapter).

For this example, we are going to set up a simple rule set so that any Ground Money will be split evenly among the Competitors who did place in the event. As our *Standard* Payout Configuration rules will pay up to 4 places, we need to set Ground Money places that handle situations of up to the maximum number of places, less 1 place (that's 3 if you don't want to do the math). In another example, a Bull Riding Event triggers the 4 places payouts of 40%, 30%, 20%, 10%, but only 3 Competitors place, leaving 10% of the prize money to be split between the 3 Competitors who placed in the Event. We will need to set up the prizes and rules to payout Ground Money for 1 place, 2 places, or 3 places.

Begin by tapping Setup then Payouts then choose the Payout Configuration where you will add the Ground Money settings. In this example, we are tapping to choose the *Standard* Payout Configuration.

We first need to add new Prizes. Ensure the Prizes tab is selected and tap + Add. To easily identify these prize settings we are going to add "GM" to the beginning of the Prize Name.
We will create prizes for "GM 1 Place 100%", "GM 2 Places 50/50%", and "GM 3 Places 33/33/33%".

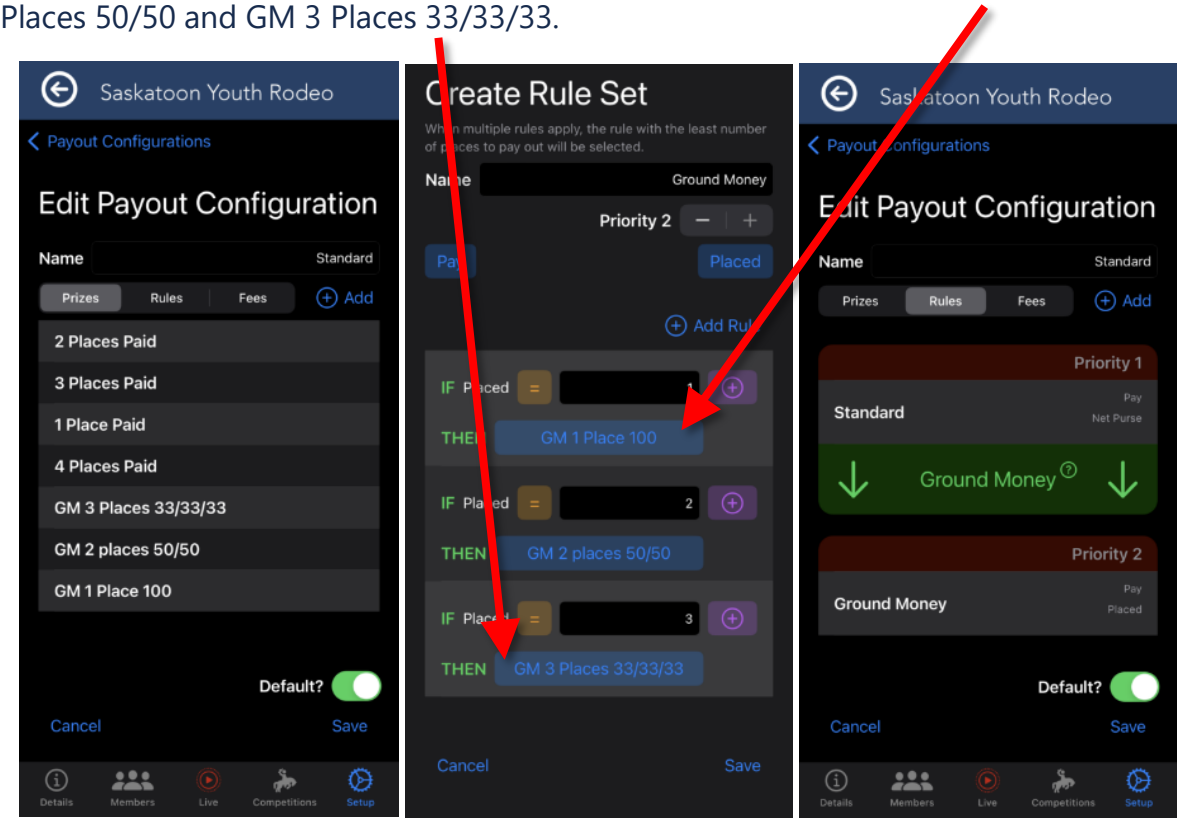


Note We use 33.33/33.33/33.33 to come within pennies of 100%. We now have prizes which are used with the first priority prize payouts and will be used for any Ground Money payouts.

Advanced

Tap the Rules tab then tap Create to beginning Creating a new Rule Set, and name it Ground Money. Next set the Priority to 2 by tapping the + sign. Next Tap the button labeled Entries and change this to Placed as we will be setting our Rules and assigning prizes based on number of Competitors who placed in this event, not the Net Purse.

Set the rules per each placement of 1, 2, and 3 with the Prizes set as GM 1 Place 100, GM 2 Places 50/50 and GM 3 Places 33/33/33.



Tap Save and you will have a view of how Ground Money is Priority 2, following the Priority 1 settings in the Standard Payout Configuration.

It is important to note that when 100% of the prize money is paid out in the Priority 1 settings, the Priority 2 settings of Ground Money will not be triggered. Tap Save one more time to save the Standard Payout Configurations, now including Ground Money.

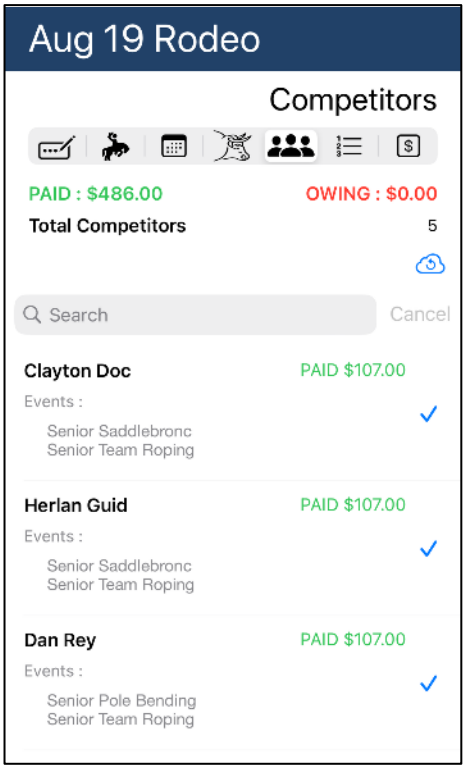
You now have a Ground Money Payout Configuration set. The *Standard* Payout Configuration will be applied, based on the Net Purse value, as the first priority and Ground Money Payout Configuration will only be applied (second priority), based on the number of places, if there is unpaid money remaining.

Switching a Competitor Between Events

Mistakes are made. Competitors are register in a Senior event when they intended to register in a Junior event; competitors choose Bareback when they meant Barrel Racing. We have a feature to help you correct these mistakes for your competitors.

If you have not already run a draw there is less to do and you can skip down to the Switching Event section, however, if you have run a draw, and that competitor is already drawn into that event, then we need to first remove them from the draw, from that event.

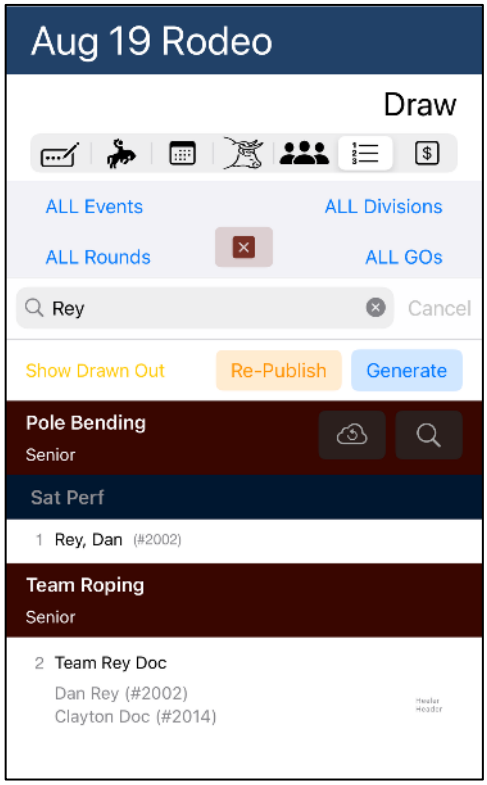
In our example here, we are going to move Dan Rey from the Senior Pole Bending to the Senior Saddlebronc event.



Advanced

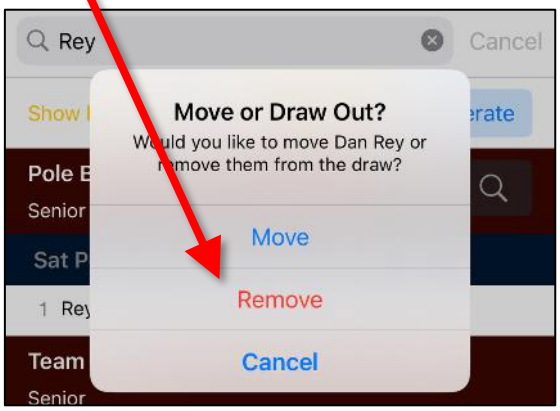
Removing from the Draw

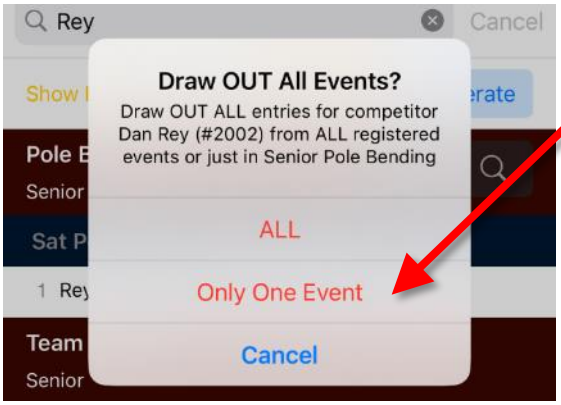
In Competitions, choose the Competition then choose the Draw Editor. Find the competitor in the event you want to move them from.



Note You can tap the magnifying glass to view only a specific event or search for their name.

Tap on the row with their name and then tap on **Remove**.



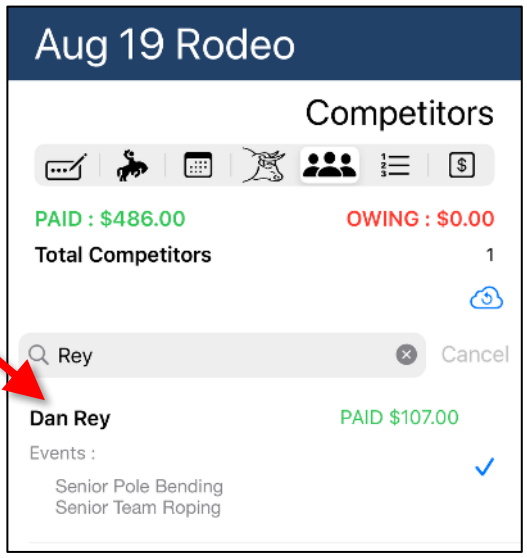


Tap on **Only One Event** so that all other events they are drawn into are not affected.

Advanced

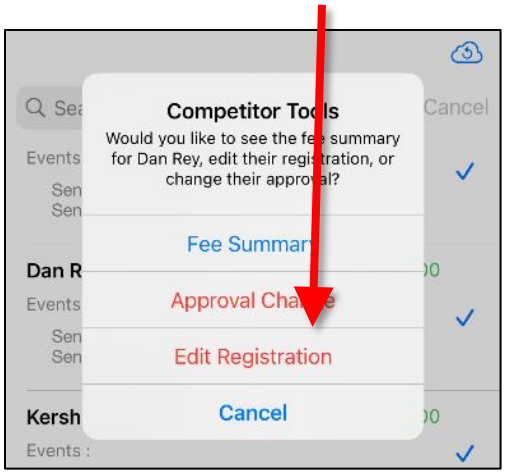
Switching Events

Now that we have them drawn out (or they never were drawn in), we can switch them to another event. Tap the **Competitors** tab and find the Competitor (you can use the search feature).

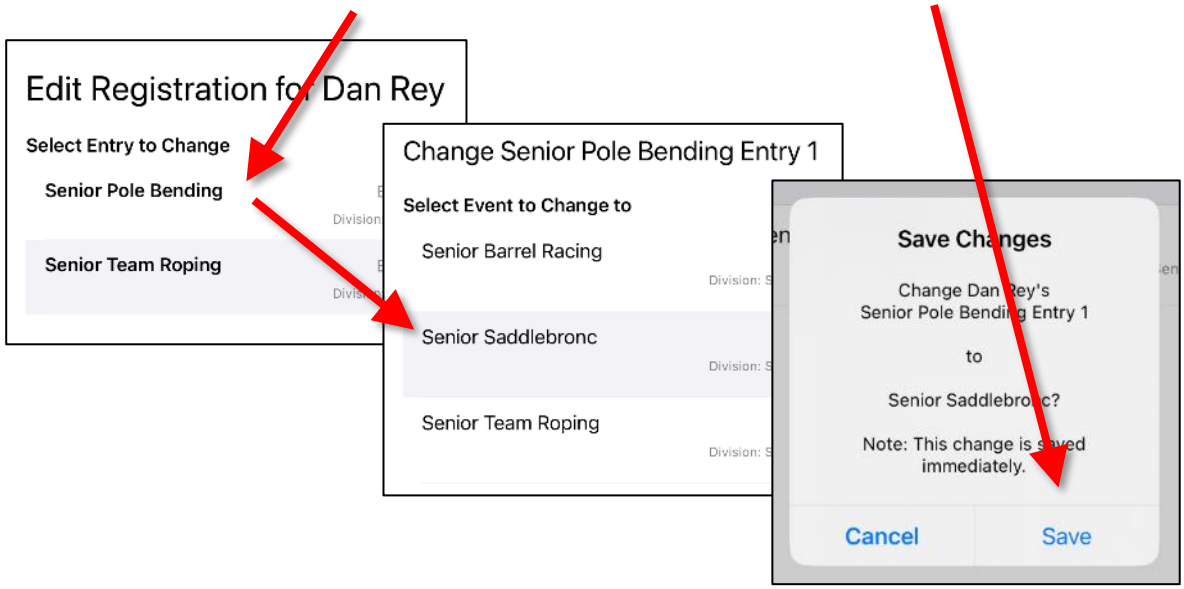


Tap the row for the Competitor (Dan Rey).

Tap **Edit Registration**



Tap the Event to move from, Tap the Event to move to, then tap **Save**.

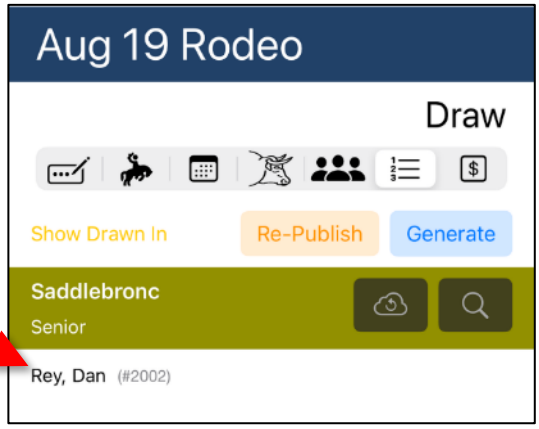


Advanced

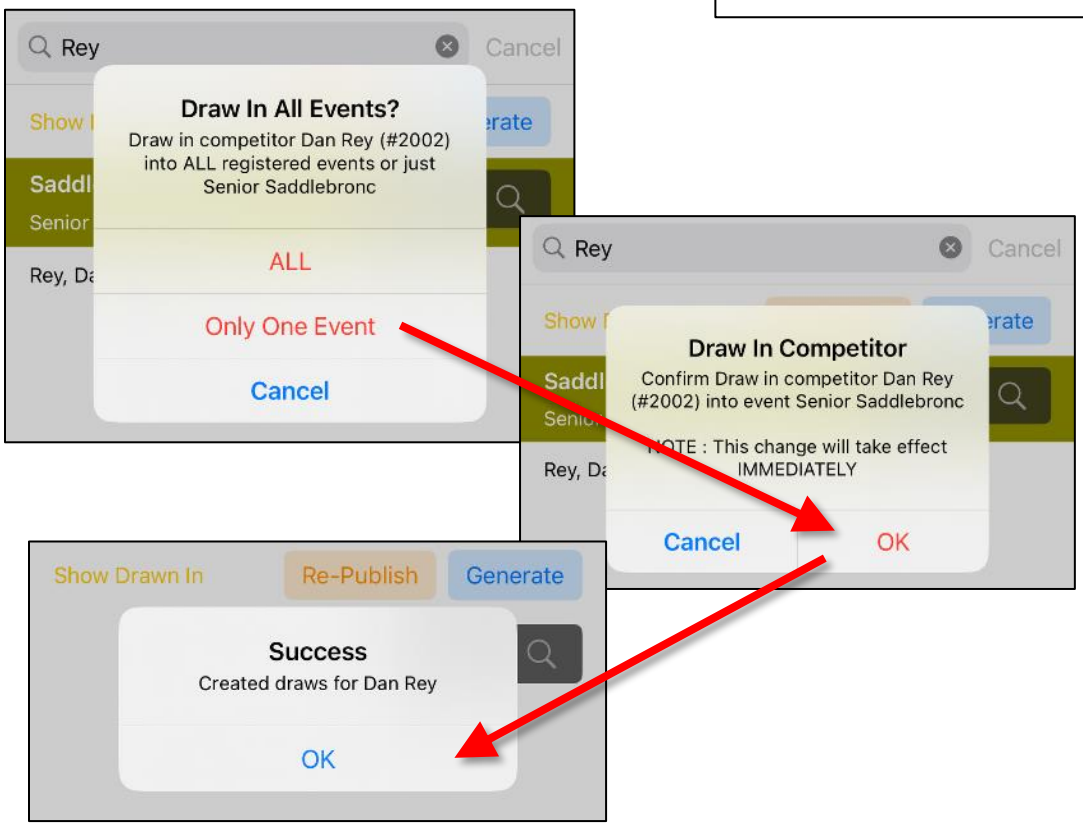
Manually Draw Back In

If you have not run the draw you can skip this step and this Competitor will be treated normally in the draw. If you have already run the draw, before you made the changes above, the changes Competitor event entry will now need to be manually drawn back in.

Go to the Draw tab, tap on the Show Drawn Out button, and find the Competitor entry.

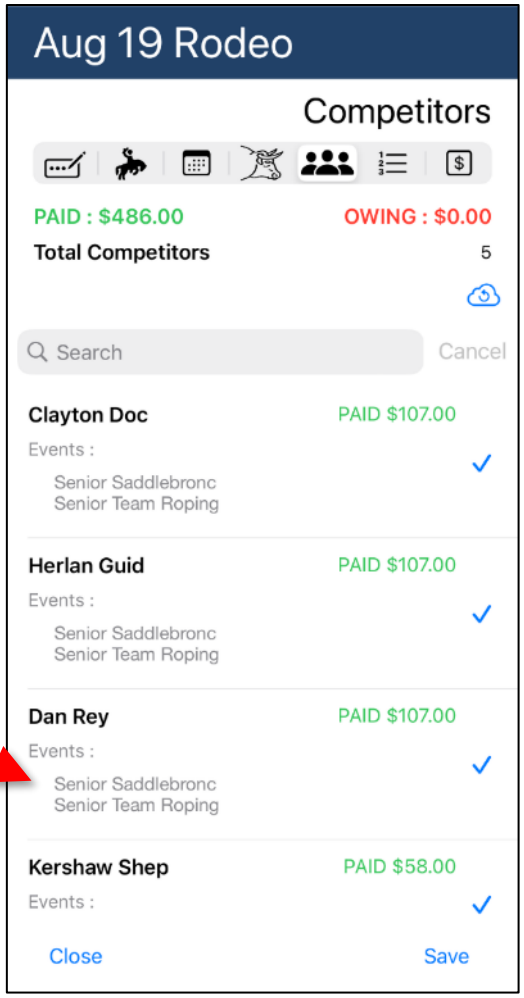


Tap on the row and make your selection to draw this Competitor back into this event.



Advanced

You can return to the **Competitors** page to confirm we have now moved Dan Rey from Senior Pole Bending to Senior Saddlebronc.

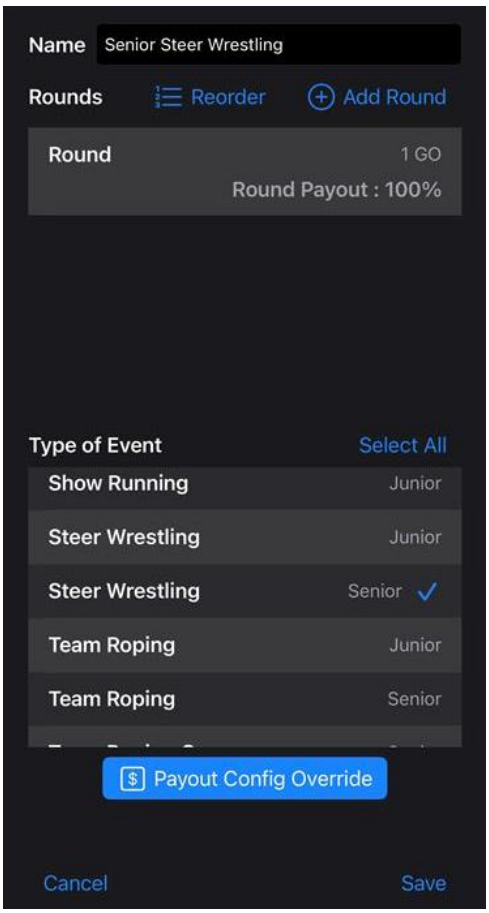


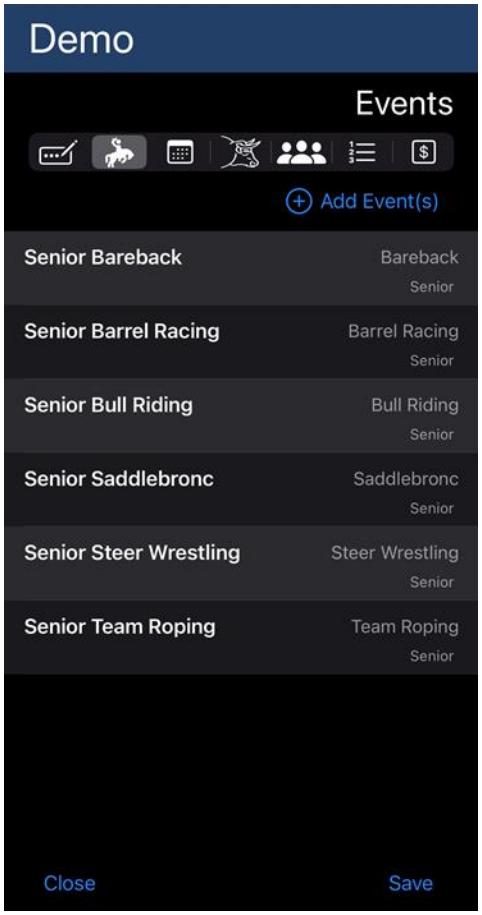
Advanced

Competition: Adding Events to an Existing Performance

Occasionally you may need to add an event to an existing performance or performances. The process is very similar to creating the original performance except in this situation you will only be selecting the single event instead of multiple events.

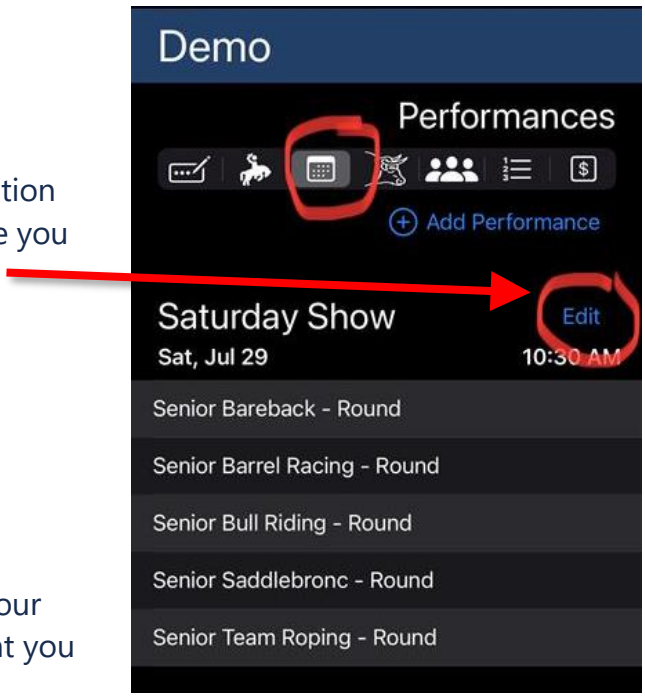
Select your competition then select the **Events** Tab then add the event (we will be adding Steer Wrestling - Senior) using the **+ Add Event(s)** button, select the event and tap **Save**



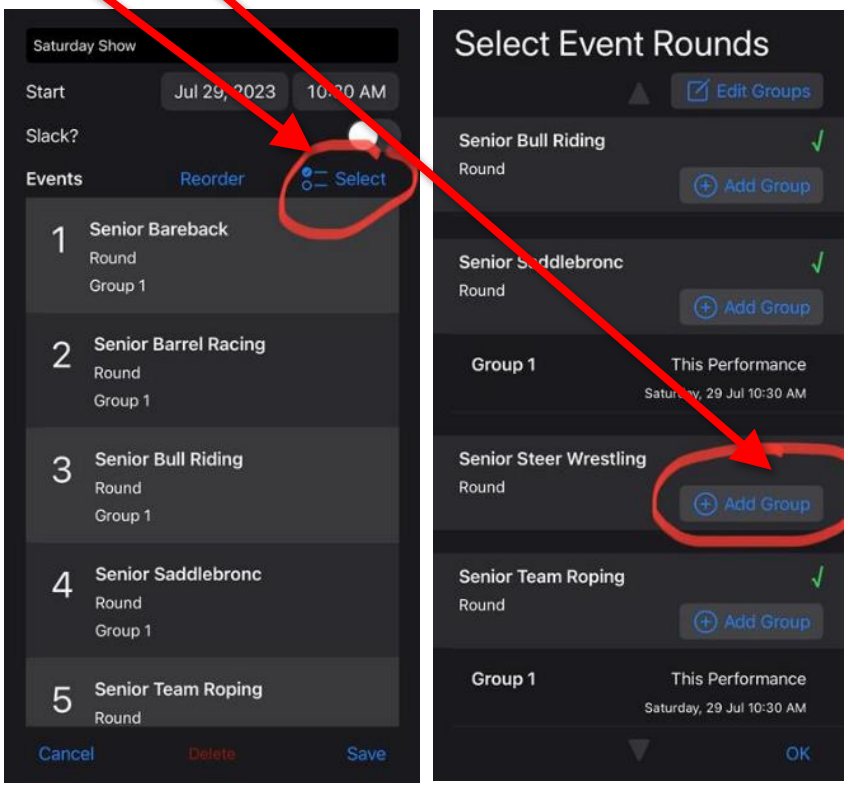


Advanced

Tap on the Performance tab in the competition editor. Tap on EDIT beside the performance you wish to add this event to.



Tap on SELECT. Scroll down until you see your Event. Tap on ADD GROUP beside the event you wish to add.

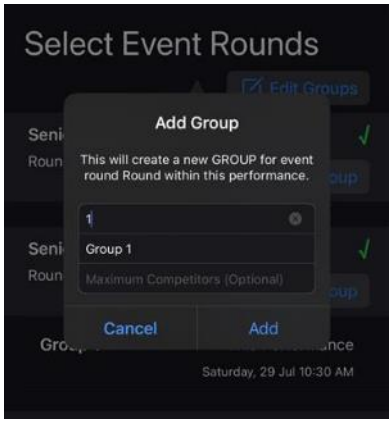


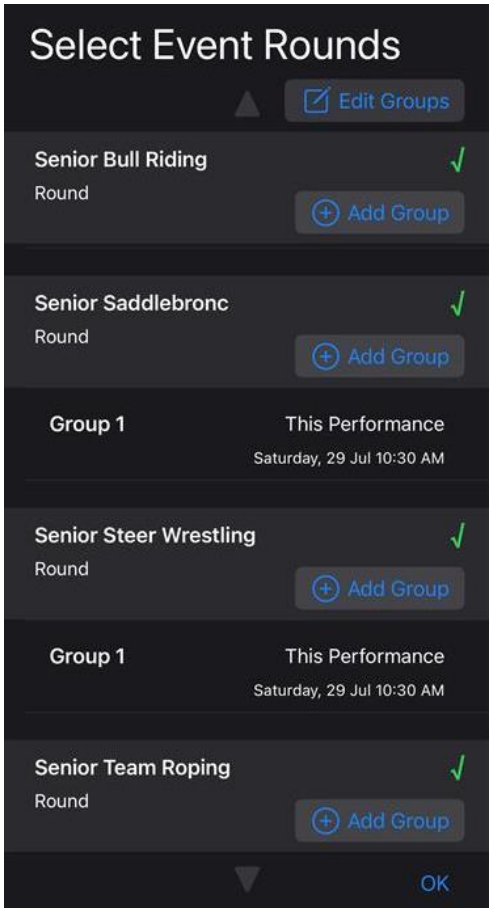
Default values are good for single go rodeos. Tap on **ADD**.

Advanced

OPTIONAL : change values as desired for multi go events or assign max competitors for an event in the performance. To add this event to a 2 Go rodeo you would tap + Add Group again and set the Go to 2.

Tap **OK**. Tap **SAVE**.



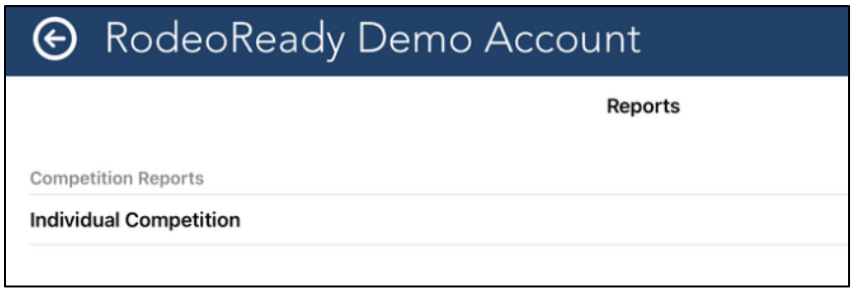


Advanced

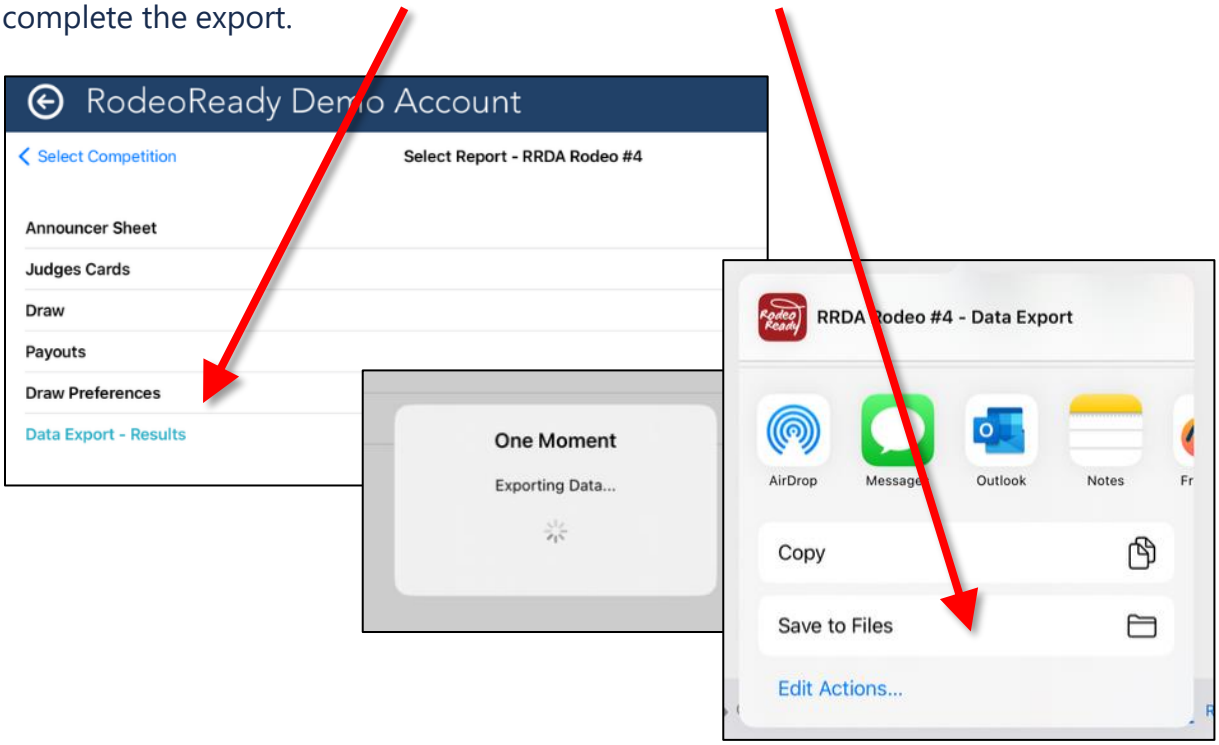
Export Results to File

Some organizations have reporting requirements that are not yet available in the RodeoReady App and/or have a specialized set of rules which require additional manipulation of the data for reasons such as qualification criteria or inclusion/exclusion of events. This may be for a special rookie class or for All Around Standings (Competition and Season) or some other reporting.

To export the results of a competition to an excel spreadsheet, go to the Reports Tab. Tap Individual Competition.



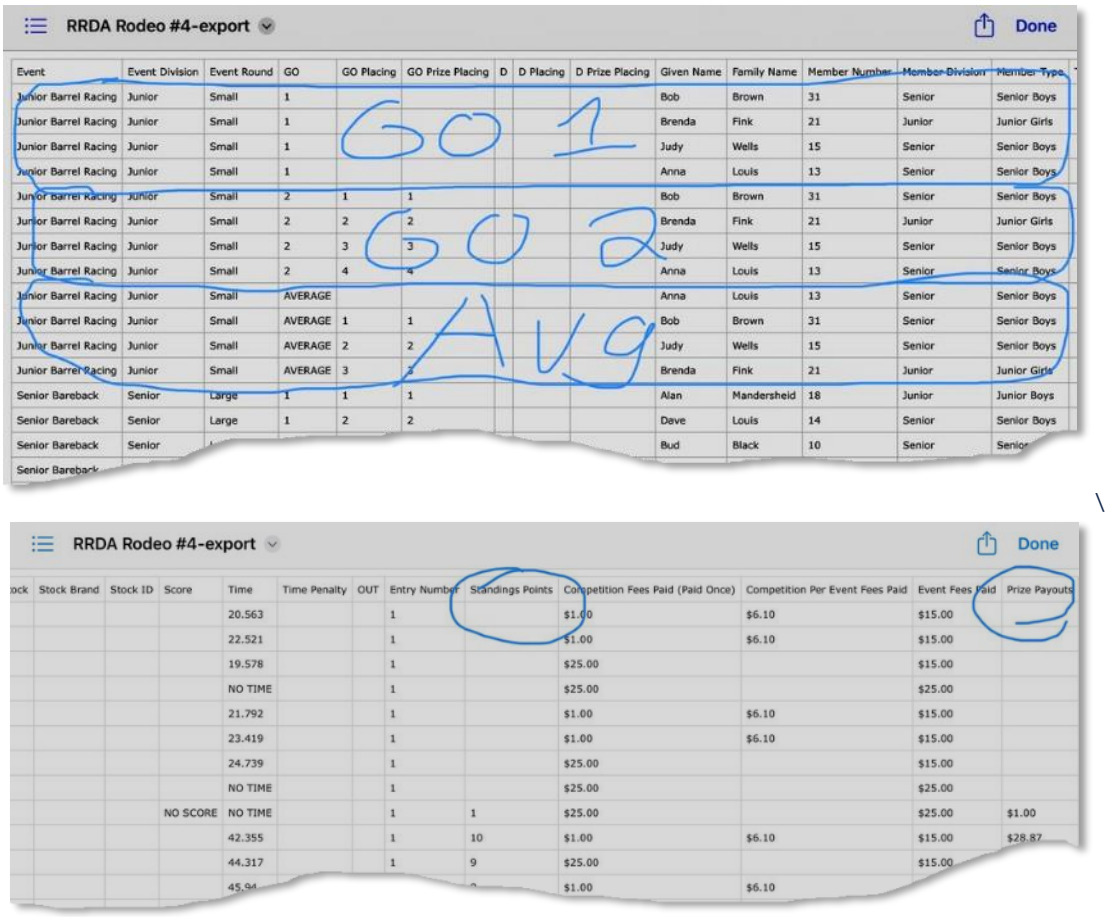
Tap to select the specific Competition.
Tap the **Date Export - Results** row. Select where to save the file and tap Save to complete the export.



Advanced

The exported file is specific to the selected competition. The columns in the report include the Event, the Event Division the Member Division, the Member Type, the Member Number as well as detailed columns on Event rounds, GOs, Go placing, Ds, D Placing, Stock, Score, Time, Penalties, Outs, Standings Points, Fees Paid, Prize Payout $'s and more.

The file will include two sets of rows per each event. The first set of rows includes the scores per round/go. If this is a multiple Go Competition, there will be a results row per each Go plus the final (average). The final set of rows includes the standings points and $ payouts for the same event. Then the same for the next event, and all other events.



These file exports can be copied and pasted into your own spreadsheets per your organization's specific reporting needs.

Advanced

Remote Location Rodeos

For Rodeos in locations with no cell coverage and without WiFi we have what we believe is a really good recommended solution. A portable StarLink system can provide you with internet/WiFi almost anywhere on the planet. A very small charge per competitor per rodeo and you have it covered. This also provides all your members free WiFi at the remote location.

In USA and/or Canada:

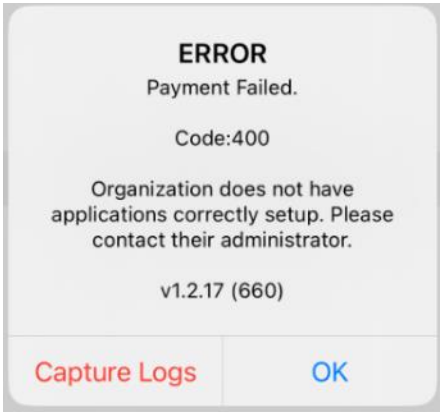
$600 to $650 for the hardware and $140 to $170 per month, and you can go month to month. So if you had to have the system on for 2 months, that's $280 to $340 for the monthly charges. Add the taxes and you are approximately $1000 to . Let's say you have 100 members and 10 rodeos in your season. That’s 1000 entries, at $1 a piece, for $1000 to break even.

Troubleshooting

Error "Organization does not have application correctly setup"

Problem

When competitors attempt to apply for membership, they encounter the following error:



Solution

As the organization administrator please verify the season setup for your organization. Competitors will not be able to apply for membership unless the season has started (Season start date is equal or before current date).

Note Season Configuration creation date is the date on which a new season will be created for your organization (year after year). Best practice would be to give a buffer between the creation date and the official season start date.

Note If the above did not resolve your problem, please create a support ticket at support.rodeoready.com so the Rodeo Ready Team can investigate in more detail.

Competition Admin not receiving Registration via Web App Form

Problem

As a competition admin, you are not receiving registration email via competitors registering for your rodeo using the online solution at register.rodeoready.com.

Solution

Steps:

1. As a competition admin, ensure that the email address located in the "Profile" tab of the mobile application is the correct. There is a possibility that your email address defaults to a email address ending in "privaterelay.appleid.com". If this is the case, the emails will be forwarded to the email address linked to your apple id. Ensure you have access to this email address and that it is correct.
2. If you do not have access to the email address, do not want a private relay as your email address in your rodeo ready profile or the email address is incorrect. **Please modify** the email address by clicking ***"Edit"*** link (blue text) and manually type in the email address from which you wish to receive the registrations.
3. If the email address has already been modified in the "Profile" Tab → Edit and you are still not receiving emails, please verify that the email entered is correct.

Note After changing your email you will now receive the online registration using that email.

Please ensure that the email linked to your rodeo ready profile is correct before the registration start date, in order to avoid any issues.

Note If the above did not resolve your problem, please create a support ticket at support.rodeoready.com so the Rodeo Ready Team can investigate in more detail.

Google sign-in Problems

Problem

Google sign in does not allow users to sign in and are stuck at the google sign in loading screen.

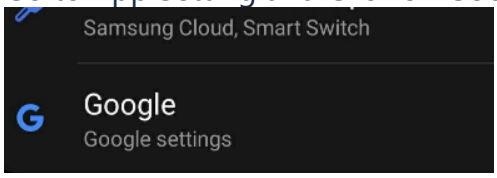
Solution 1

Ensure you have a google (GMAIL) account logged in on your android device.

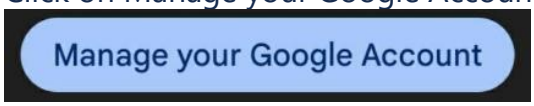
1. Depending on the make and model
2. Click on Settings
3. Click on Accounts and Backups (Samsung), Click on Account & Passwords (Pixel)
4. If there is no Google (gmail) account listed. Please log in with your gmail account or create one.
5. Create a Gmail account

Solution 2

1. Go to App Setting and Click on Google (Google Settings)



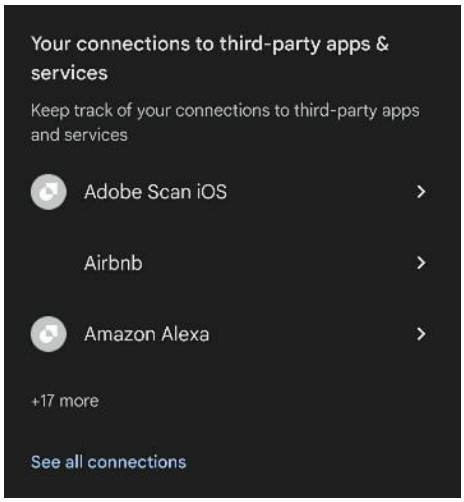
2. Click on Manage your Google Account



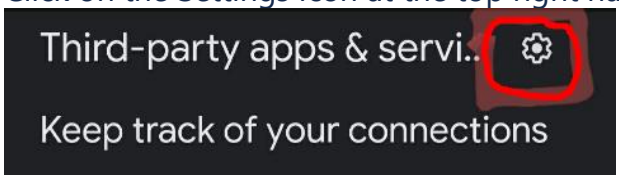
3. Select Security from the top tab bar.

Troubleshooting

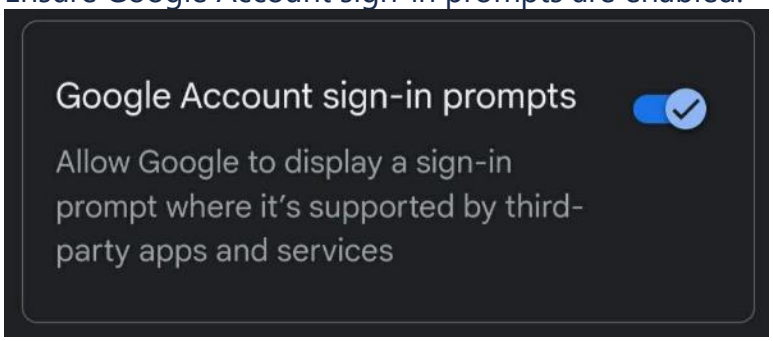
4. Scroll Down until you see "Your Connections to third-party app & services and Click on **See All Connetions**



Click on the Settings Icon at the top right hand side of your screen



5. Ensure Google Account sign-in prompts are enabled.



Note If none of the above solutions solved your sign in issue, please create a support ticket at support.rodeoready.com so the Rodeo Ready Team can investigate in more detail.

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Revision history

Date	Description	Author
16th July, 2024	New document	Alisdair Gurney

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