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Setting Up

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 as is for use by Competitors and Spectators only.

Note 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.

Step 1: Install the App

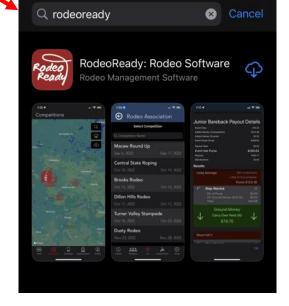
To begin, you will need to install the free RodeoReady App on your iPhone or iPad or Android device.

For Apple Users:

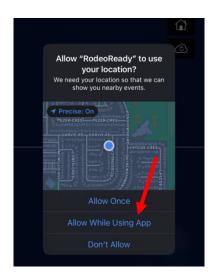
- 1. Tap on the App Store icon on your device.
- 2. Search for "RodeoReady" or use this link: RodeoReady: Rodeo Software.
- 3. Tap app and enter your Apple ID.
- 4. Tap the Sign In button.

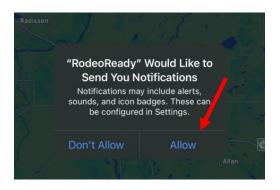
For Android Users:

- 1. Go to the Google Play store.
- 2. Search for "RodeoReady" or use this link: RodeoReady: Rodeo Software.
- 3. Tap app and enter your Google Account.
- 4. Tap the **Sign In** button.



We recommend that you allow RodeoReady to use your location by tapping **Allow** While Using App and Allow RodeoReady to send you notifications.





App Navigation

Most of the navigation for the App main section is found along the bottom of the screen. The icons have words that describe their section. The icons at the top right of your screen do not have words.

Key Terms

Throughout this document and through 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 the person, or persons, within the organization that manages the Organization side of the App for configurations, settings, etc.
- **Competition** this is the Rodeo, Barrel Racing, or Team Roping.
- **Competitor** this is the rodeo athlete participating in the Competition.
- **Spectator** a non-competitor who is following rodeo Competitions, either inperson in the rodeo stands or remotely using the App.

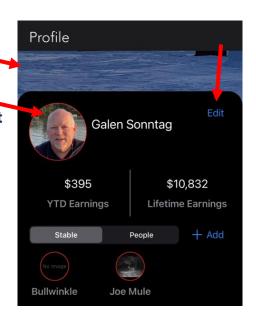
Step 2: Set Up Your Profile

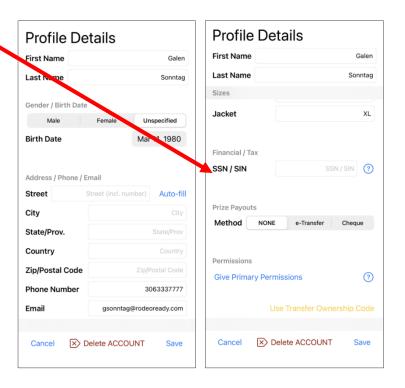
Your profile will begin as blank. You can update your own profile by adding a banner image, a profile image, add your stable of horses as well as other people that you will manage through your account (such as children).

- Tap the **Banner** Image to select an image from your phone.
- 2. Tap the **Profile** Image and select an image from your phone.
- 3. To edit your Profile information, tap the **Edit** button. You can edit the fields for:
 - First Name
 - Last Name
 - gender
 - birthdate
 - address
 - phone number
 - email
 - shirt size
 - jacket size
 - prize payout method

Add SIN (Optional)

You can also enter your S.S.N. / S.I.N. This data will only be stored on your phone and never saved/sent to the cloud. This field is optional. It is included if needed to generate tax forms.





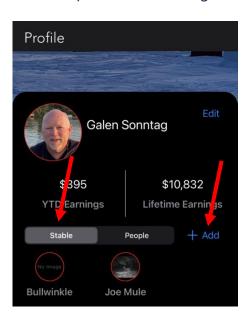
Add Horses to Stable

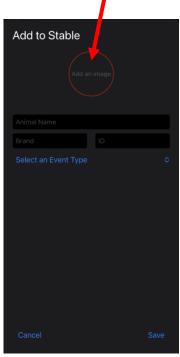
When entering a Barrel Racing Competition, many Organizations will require the rider and horse combination to be specified. You will need to have your horse added to your Stable to enter these Competitions.

You can add horses to your stable by doing the following:

- 1. Ensure the **Stable** tab is selected.
- 2. Tap the **Add** button.



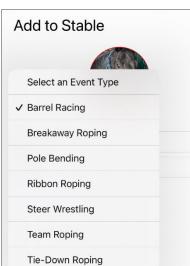




Information fields include:

- Animal Name
- Brand
- ID
- Event Type
- 4. Tap Save.

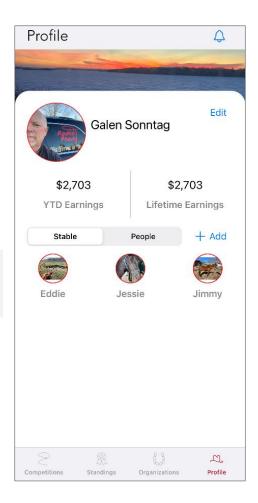
You can edit an existing horse in your stable by tapping on the image of the horse.



When a horse has been added to your Stable, it is now available as half of the rider/horse pair when entering Barrel Racing Competitions.

All the animals in your Stable are available to every person in your Profile, so if you are managing the Competition registrations of others besides yourself, you should add their horses to your Stable as well.

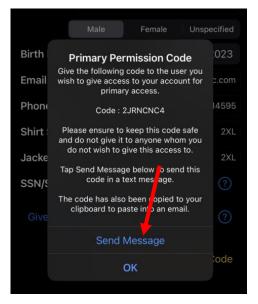
Note Within your **Profile**, you also have the ability to manage other people. This is covered in <u>Step 3: Add People to Manage</u>.

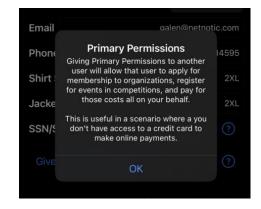


Add a Manager

If you wish to allow another person with a phone and a RodeoReady account to manage your account, such as register you for Organization memberships and enter you in competitions, do the following from the Profile screen:

- 1. Tap Give Primary Permission.
- 2. Confirm by tapping the **OK** button. Primary Permission Code message will be generated.
- 3. Tap **Send Message** to send this via a text message.





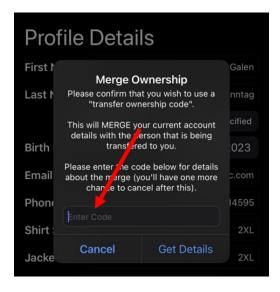
Once the other person enters the code in their profile, they will have the ability to enter you and pay your fees.

Take Back Primary Control of Account

If your account is being managed by another person, such as a parent, and you are ready to take back Primary control of your account, you will need to request that person send you a transfer code for your Profile from their phone.

When you receive the code:

- 1. Tap Use transfer Ownership Code
- 2. Enter the code.



Step 3: Add People to Manage Them

Your profile allows you to add other people that you will manage through your account (such as children). As well, through your Profile, you can provide the authorization to another person (such as your parent) to manage your account. You may need to manage other people in situations such as:

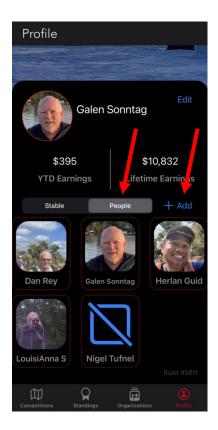
- The Other person does not have a phone or a RodeoReady account.
- The Other person has a phone and a RodeoReady account, but you will be paying for their fees.

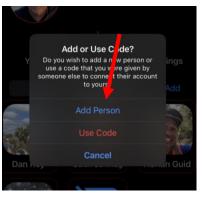
Add a Person

From Scratch

Do this when the other person does not have a phone or a RodeoReady account.

- 1. Tap the **People** tab from within your Profile.
- 2. Tap + Add to add a new person or tap on the person to edit.
- 3. Tap **Add Person**.
- 4. Enter information and tap **Save**.





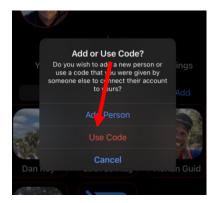


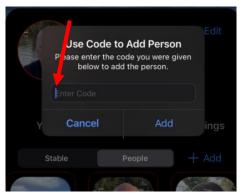
From Code

Do this when the other person does have a phone and does have a RodeoReady account, but you will be paying for their fees.

If you tap **Use Code**, you will be asked to Tap the **People** tab from within your Profile.

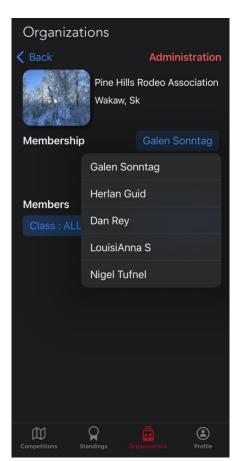
- 1. Tap the **People** tab from within your Profile.
- 2. Tap + Add to add a new person or tap on the person to edit.
- 3. Tap **Use Code**.
- 4. Enter the code the other person provided to you from their RodeoReady account on their phone.
- 5. Tap **Add**.

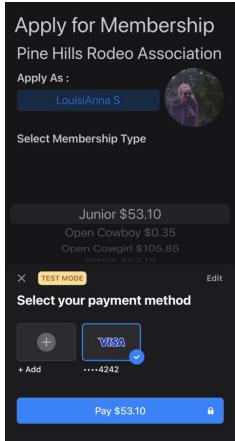




Parent Registering Your Child

If you are a parent registering your children, make sure your children have been added to your profile and make sure you register your children using the drop-down name selector.





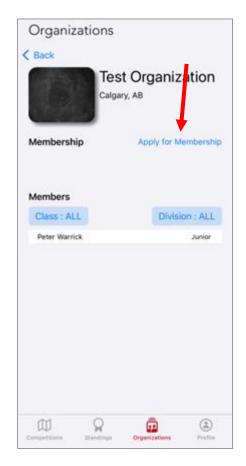
Delete a Person

If you no longer need to manage another person's account from your Profile, you can delete the profile with the **Delete** button or transfer ownership of the account to another person. This is covered in <u>Transfer Membership</u>.

Step 4: Join Organizations

- 1. Tap the **Organizations** icon. You will see a list of Organizations which are part of the RodeoReady user group.
- 2. Tap **Show My Organizations** to view the list of Organizations you have already joined. If you are already a member, your membership information will be displayed. If not, do the following:
 - a) Tap the **Apply for Membership** link.
 - b) Select your **Membership Type**.
 - c) Tap **Apply & Pay**.
 - d) Complete the payment process using the integrated payment system within RodeoReady.

For convenience, we recommend tapping the checkbox to remember your payment details. This will allow you to make future payments, such as Competition entries, faster without having to pull out your payment card.



Register Another Person from Profile

To register another person from your Profile in an Organization, do the following:

- 1. Tap the button to the right of Membership to access the list of people available in your profile and select the appropriate person.
- Tap Apply for Membership button.
- 3. Choose their Membership Type.
- 4. Tap **Apply and Pay**.

Transfer Membership to Another Organization

If you have been a member of an organization that is using the RodeoReady App, but you yourself have not been using the RodeoReady App, then your membership and your registrations for rodeo Competitions have been managed by the Organization Admin.

If you now have the RodeoReady App on your phone, you can ask the Organization Admin to transfer ownership of the membership account to you so that you can manage yourself within your RodeoReady App.

Step 1: After installing the app on your phone, you will need to join the Organization.

Step 2: Contact the Admin of the Organization and ask them to provide you a **Transfer Code** for your membership account.

Step 3: Enter the Merge Transfer Code provided to you by the Admin. This can **NOT** be undone, so you **MUST** make sure you are entering the code for the correct person.

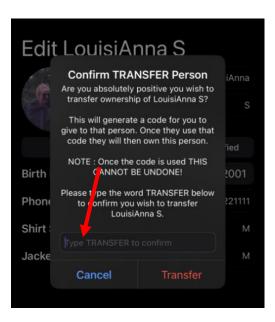
There are 3 situations to which this applies:

- Merge member data to your own main personal profile.
- Merge member data to an existing additional person in your profile.
- Merge member data to a new additional person in your profile.

Transfer Membership

- 1. Tap on the person's profile image.
- 2. Tap the **Transfer Ownership** button at the bottom of the screen.
- 3. Confirm you wish to do as this by typing **TRANSFER**.
- 4. Tap **Transfer**. This can **NOT** be undone.
- 5. You will be provided a transfer code.
- 6. Send to the phone of the other person.

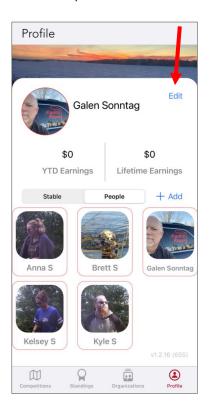


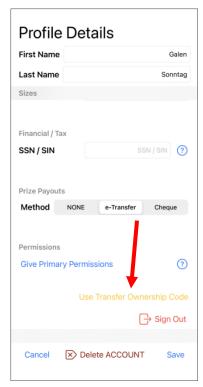


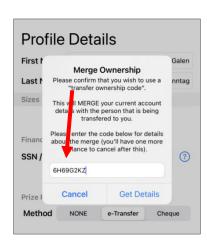
Merge Member Data to Your Own Main Personal Profile

Once you receive a Transfer Code from your Organization Admin, do the following:

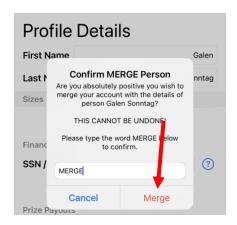
- 1. Go to your Profile and tap **Edit** to the right of your name.
- 2. Tap Use Transfer Ownership Code.
- 3. Enter the code provided to you from the Organization Admin.
- 4. Tap **Get Details**.







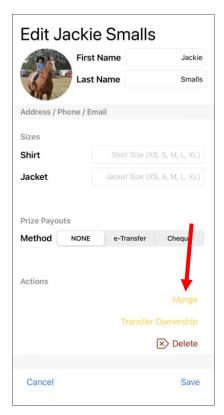
- 5. Confirm the transfer by typing **MERGE** to confirm.
- 6. Tap the **Merge** button.

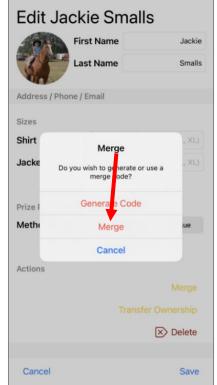


Merge Member Data to an Existing Additional Person in Your Profile

Once you receive a Transfer Code from your Organization Admin, do the following:

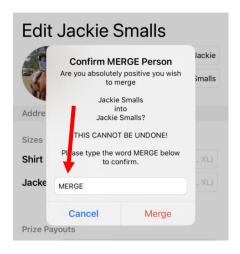
- 1. Go to your Profile and tap the person in your account that you wish to merge.
- 2. Scroll down to the bottom and tap Merge.
- 3. As this is an existing person in your profile, you will want to tap the **Merge** button.
- 4. Enter the code you received from the Organization Admin then tap Get Details.







- 5. To confirm, type **MERGE**.
- 6. Tap the **Merge** button.

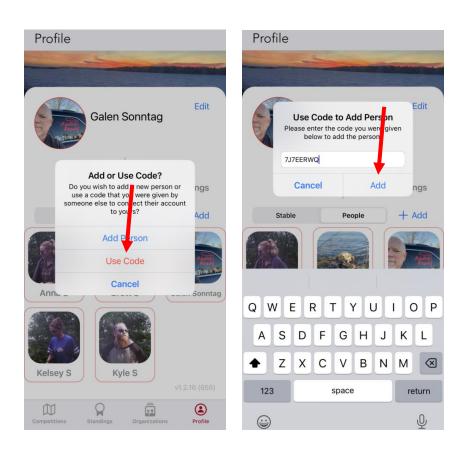


Merge Member Data to a New Additional Person in Your Profile

Note This will add this new person to your profile.

Once you will receive a Transfer Code from your Organization Admin, do the following:

- 1. Go to your Profile and tap the + Add button to the right of the People button.
- 2. Tap **Use Code**.
- 3. Enter the code provided by the Organization Admin.
- 4. Tap **Add**.



The member will now be in your profile.



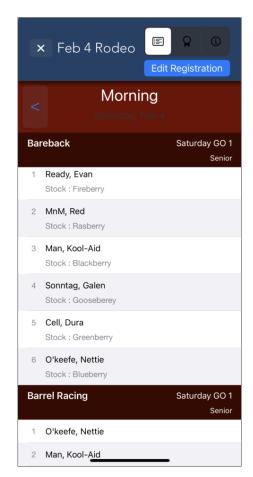
Creating and Configuring Competitions

View Competition Draws

1. When the Organization generates the Competition draw you will receive a notification from the RR App on your device.



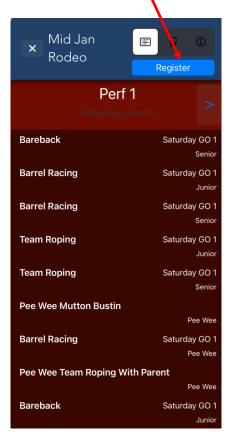
- 2. From the Map or from the Competition list, choose the **Competition**. The default display will be the complete Competition draw.
 - **Events with stock** the drawn animals will be displayed. Scroll to see more events.
 - Event has multiple GOs you can page forward or back.

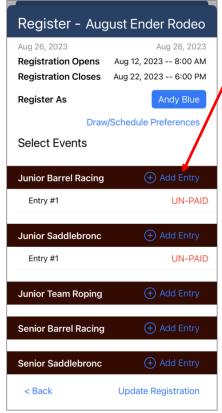


Enter Competitions

Enter Individual Event

- 1. Tap the **Competitions** icon. Your initial view will be a map view with your location in the center. Any upcoming rodeo Competitions will be displayed on the map. To see Competitions in list format, tap the magnifying glass icon.
- 2. Tap on a Competition to view the Schedule.
- 3. Tap the **Register** button.
- 4. Select events within the Competition you wish to enter by tapping the **+ Add Entry** button on the event row.
- 5. The event will show as UN-PAID (until after payment has been submitted).



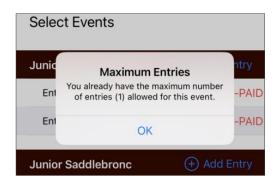


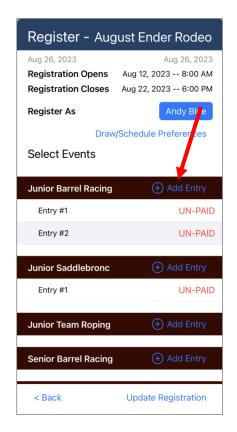
Enter Multiple Events

Some organizations will allow multiple entries in an event in a competition.

1. Tap + Add Entry for additional entries.

If the event is not set for multiple entries in this competition a message will pop up:

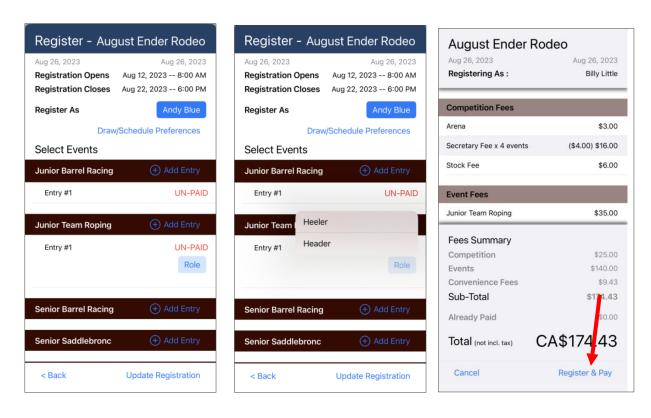




Enter a Team Event

To enter a team event, such as Team Roping or Ribbon Roping, you will enter the events then after payment you will be able to perform actions to link your team member.

- 1. Tap + Add Entry.
- 2. Then tap the Role button and select your Role.
- 3. Tap the **Update Registration** button bottom right when you are done making selections. The display will show a fee summary based on your selections.
- 4. Tap Register & Pay and complete the payment process.



Important: If you have entered a team event, you must be matched on the same team as your team partner. Therefore, either you will need to share the team code with them, or they will need to share the code with you.

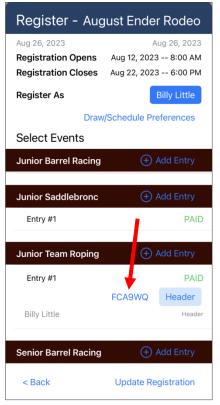
5. If you have received a code, enter it. If you have not received a code, follow the next section.

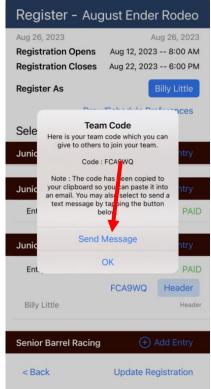
Generate a Code

- 1. Tap **New Team** to generate a new team code.
- 2. Share this code with your team partner by tapping it to copy it to your clipboard to share with your team partner.
- 3. Click **Send Message**.

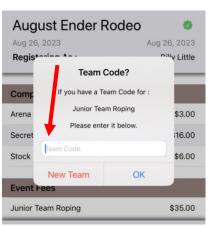
If you have generated a new team code, you will be able to view the team code on the Registration completion screen.

Also note that the events will now show as PAID.





What other group members see when registering:

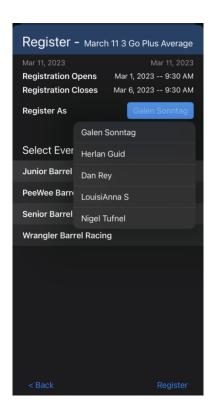


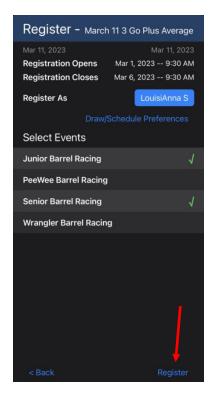
Enter Other People

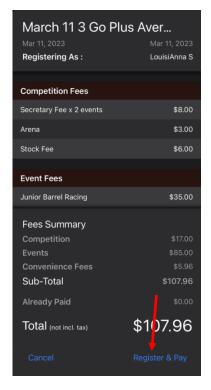
To enter other people from your Profile whom you manage their account, do the following:

- 1. Tap on the **Register** button at the top.
- 2. Tap on the button next to **Register As**. Your name appears and the list of all people within your Profile appears.
- 3. Tap on the person you wish to enter.
- 4. Select their event(s).
- 5. Tap **Register & Pay** at the bottom to complete the Competition entry and payment.

The screen will indicate "Registering As:". This payment will be charged to your payment card.







Draw Preferences and Draw Groups

Some Organizations produce Competitions with multiple performances and limits on the number of Competitors that may compete in each Performance.

The Competitor may choose to select their Performance Preferences. That is, the competitor selects their first choice and subsequent choices for which Performance they wish to be drawn into, within the Competition.

When the Organization runs the Draw, the Draw Generation Engine will attempt to place Competitors in the draw according to their Preferences. If they are not drawn into their first preference, the Draw Generating Engine will attempt to draw them into their second preference If they are not successfully drawn into a performance, they will be *drawn out*, and not included in the competition.

The process is as follows:

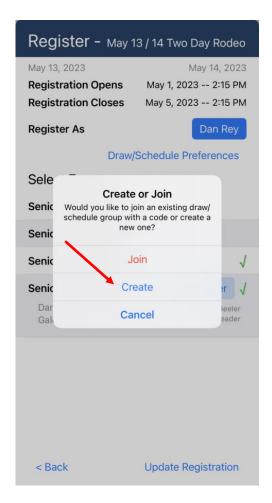
- 1. Enter your Competitions.
- 2. Complete the payment for your events.
- 3. Enter or share any team codes.
- 4. Set your Draw/Schedule Preferences.

Do the following:

- Tap the Draw/Schedule Preferences button.
- Normally the first Competitor of a group will be selected to Create the group by tapping the **Create** button.

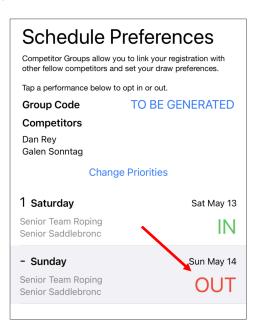
If you are not part of a buddy group / entry group, you should still tap on **Draw / Schedule Preferences** to set your Preferences.

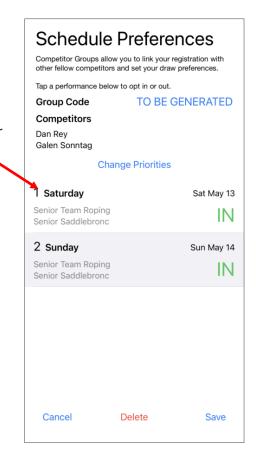
You will be a group of 1 and you do not need to share the group code with any others.



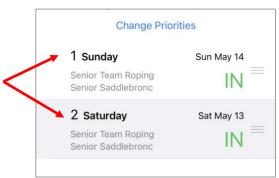
3. The Schedule Preferences appears with all performances shown.

Your performance preferences will default to the order of the performances in the Competition. You can indicate that you do NOT want to be drawn into a performance by tapping the IN which will change it to an OUT.



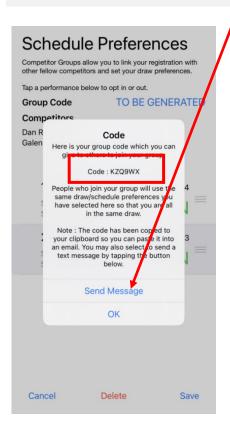


4. You may also change the performance preferences order by tapping **Change Priorities**, select a performance by holding on the three grey bars, and drag it up or down to change the order. Below we have moved Sunday to be the first preference.

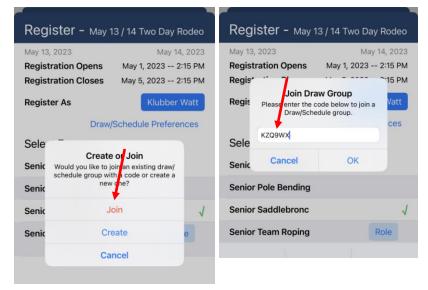


- 5. Tap **Save** when you are finished making your selections and the group code will be shown and automatically copied to your clipboard.
- 6. Send this to other members of your group.

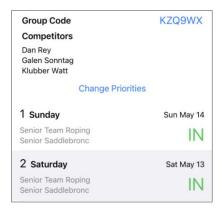
Important Note: When you create a group code, any team members of team events will automatically be joined to your group. When another member of your group completes their Competition registration, they should then tap praw/Schedule Preferences and tap the Join button, then paste the group code.



What other group members see when registering:



They will now be included in the list of group members and will have the same Draw Preferences as you and other members of the group.



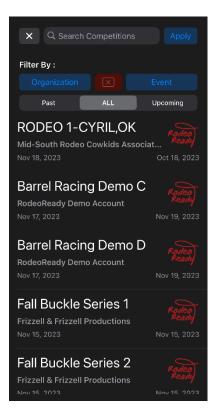
Barrel Racing Competitions

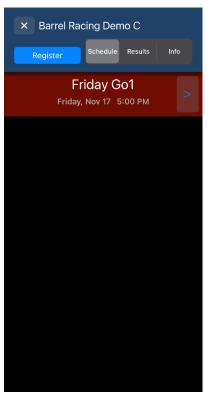
When entering Barrel Racing competitions, such as barrel racing shows or jackpots, there are often additional options or requirements available to the Competitor. These include:

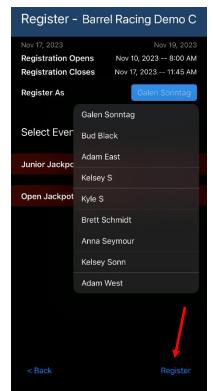
- selecting Carryover options.
- selecting the Rider Horse pair for entry (many Barrel Racing Organizations will require the entry of the rider - horse pair.) Prior to entry, you will need to ensure you added your horse(s) to the Stable in your Profile. This is covered in <u>Add</u> <u>Horses to Stable.</u>

Enter a Barrel Racing Competition

- 1. Tap the **Rodeos** tab from the home screen (map view).
- 2. Tap the **Competition** in the list. The dates shown on the list are the start and end dates of the Competition. If the Competition schedule includes multiple Performances or GOs, tap the right or left arrows to switch between them.
- 3. Tap the **Register** button to begin the Registration process.







- Tap the **Register As** button and making the selection (the default selection is your main profile).
- 5. Tap + Add Entry for each Event you wish to enter.

Register with Horse

If the Organization has Register with Horse turned on, you will be able to select your horse by doing the following:

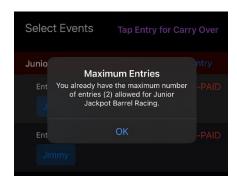
- 1. Tap the **Horse** button.
- 2. You can change the horse by tapping the horse's name and selecting a different horse, where allowed.

Register Multiple Entries in Same Event

If the Organization allows multiple entries in the same event, do the following:

- 1. Tap + Add Entry.
- 2. Add another entry to this event.

If the maximum number of entries has been reached, you will receive the below onscreen message:



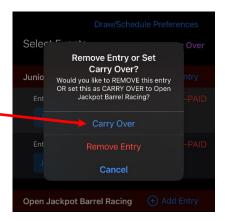
Select a Carryover (Rollover) for Barrel Racing

If the Organization has enabled Carryover (a.k.a. Rollover) settings, you will be able to set the Carryover by tapping on the row of the entry and tapping **Carry Over** to add this.

Carryover To Be From One Event to Open

The Organization may set the Competition to allow *Carryover to be From one event*, such as the Junior Event, to the Open Event.

A Carryover to an event is counted as one of the maximum allowable entries in an event. Each entry including Carryover over entries are charged the Entry Fee and all associated fees for that entry.



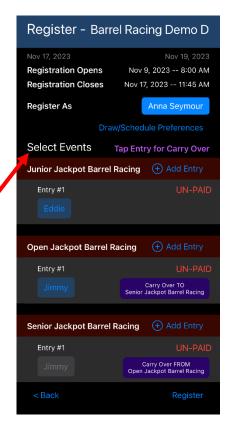
Carryover From the Open Event to Other

The Organization may set the Competition to allow *Carryover from the Open event* to other Events.

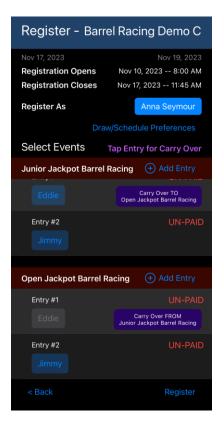


If you are using the Carryover *From the Open to another event*, do the following:

1. Select that event to Carryover to.



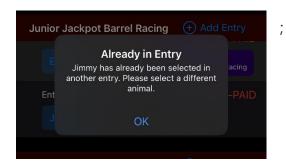
You are not required to Carryover any of your entries, and you can use a combination of Carryover and event entry up to the maximum number of entries allowed (as set by the Organization).

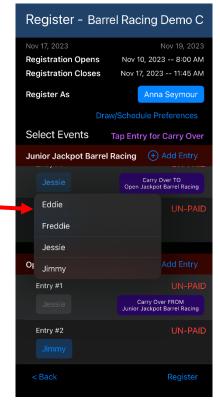


Rider - Horse

The rider - horse combination is considered in the registration process. If you change a horse for one of the entries, it will also change for the Carryover entry.

If the Organization requires that all rider - horse combinations entered in an event are unique, you receive a message that the entry, or the horse change, is not allowed:

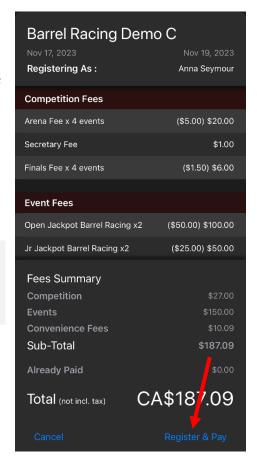




When you have completed all your entry selections, continue with the following:

- 2. Tap the **Register** button at the bottom right of the screen.
- 3. You will be presented with a summary of your fees. Tap the **Register and Pay** button at the bottom right.
- 4. Complete the payment to complete your registration.

Note Some Organization may choose to offer the Pay Later option. If this option is turned on by your Organization, Competitors may select the Pay Later option at time of Competition Registration.



Pay for Competition

Pay by Credit Card

Once a competitor chooses to pay with a credit card, then any additional event registrations must also be paid online via credit card.

- 1. Click Credit Card Now.
- 2. Enter information and click **Register & Pay**.

Pay Later

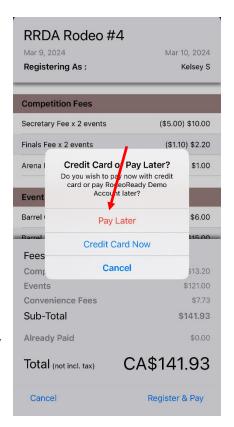
If this option is turned on by your Organization, Competitors may select the Pay Later option at time of Competition Registration. The online payment option will always available.

If the Competitor chooses **Pay Later**, the Competitor may return to the Competition Registration at a later time and do the following:

- 1. Select **Edit Registration**.
- 2. Tap **Update Registration**.
- 3. Tap Register and Pay.
- 4. Tap Credit Card Now.

The Competitor can now complete their payment. Any future registrations by this Competitor in this specific 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.





Results / Standings

View Results

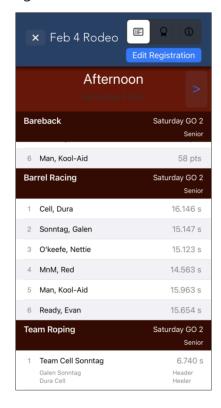
As Event scores / times are entered, they become available for viewing in the app. As the event progresses, and your position in the draw order approaches, you will receive inapp notifications that you're "In the Hole", "On Deck", and "Up Next".

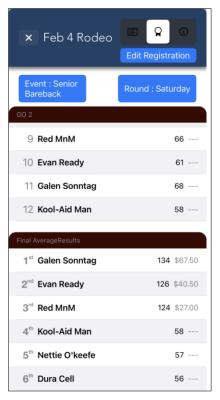


- 1. Go to the Map or Competition list and tap the **Competition** icon.
- 2. Where previously your view would only be the draw, you will now see the scores / times as recorded.
- 3. When the Organization Admin finalizes the results, you will again receive an inapp notification indicating the results have been finalized.



- 4. Tap the **Results** icon.
- 5. Tap the Event you wish to view. Scroll the display to see scores / times followed by winnings.





View Standings

From the app Home page, do the following:

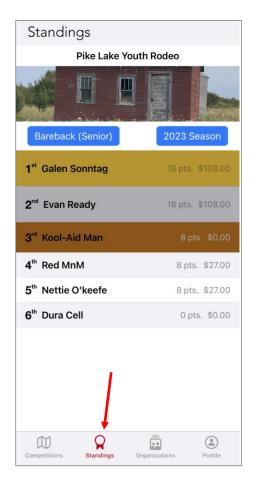
- 1. Tap the **Standings** icon.
- 2. Tap **Organization**.
- 3. Tap the Organization row to see your standings in that Organization.

1st Place – gold band

2nd Place – silver band

3rd Place – bronze band

4. Tap the Event to switch to viewing another event.



In-App Notifications

Several events occurring in the RodeoReady App will produce an in-app notification which will be viewable directly on your device. These notifications will appear on your phone as per all other in-app notifications and will also be accessible after the notification in case you need to refer to them later.

Team Join

When a team member joins your team, such as a heeler or header joining your team roping team. As shown below, Jim Deere has joined as a heeler.



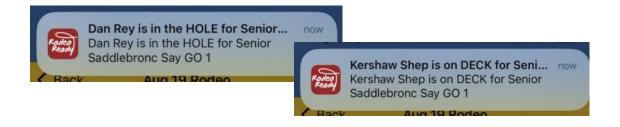
Draw Published

When the Organization Admin publishes the draw to make it public and available to all competitors.



Up Next, On Deck, In the Hole

During the Competition, as your spot in the run order approaches, you will receive a series of notifications to advise you that you are "in the hole", "on deck", or "up next".



Lock Screen



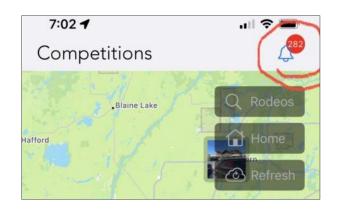
Score/Time Entry

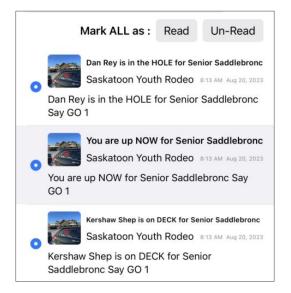
During a live event, as your score / time is entered by the Organization Admin, you will receive a notification with the entry.



List of Notifications

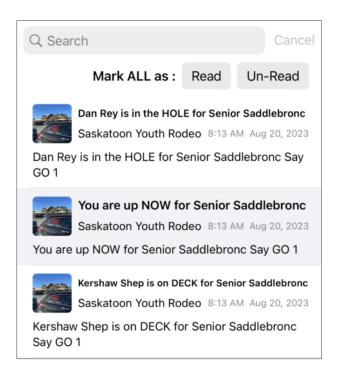
If you have notifications which have not been read, there will be a bell icon with a red circle and number in the top right of your screen. Tap on the red circle to bring up the list of all messages. Any unread messages will be denoted with a blue circle icon on the left of the message.





Mark as Read

Tap the buttons at the top to mark all messages as Read or Unread. Tapping on an individual message will also mark that notification as read.



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Revision history

Date	Description	Author
July 10 th , 2024	New document	AG/RM

