

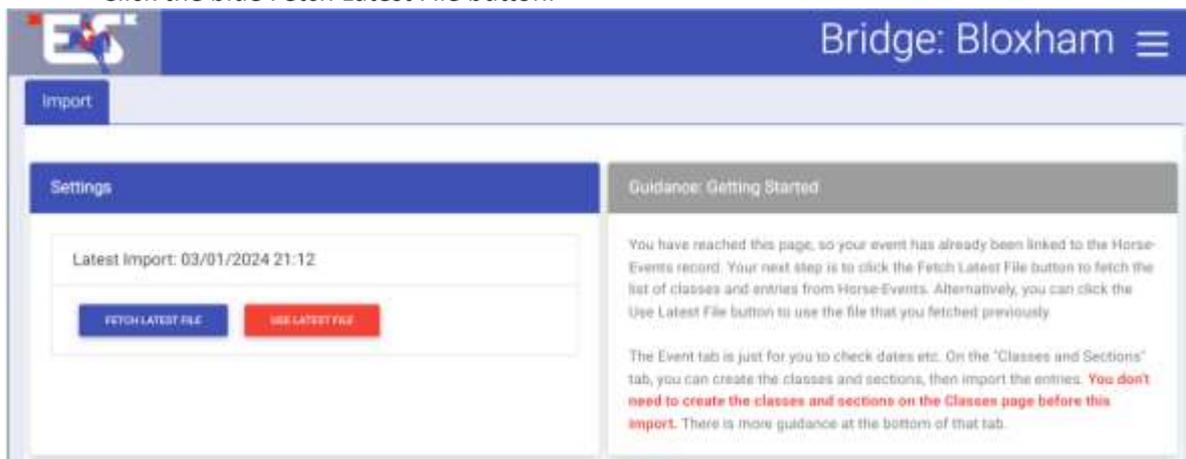
Moving entries from Horse-Events to EventingScores websites: Bridge

Step 1: In Advance

- Horse-Events needs to know that you want to use Bridge to move entries – you will be asked about this when setting up your event with Horse-Events.
- You need to set up the event on PonyClubResults or RidingClubResults. Just set the event name and date, feel free to add your event information – BUT please do not create the classes at this point.
- Let Eventing Scores Limited know that you want to set up the Bridge. Email Hayley on support@ponyclubresults.co.uk or support@ridingclubresults.co.uk, letting her know the name and date of the event on both sites (Horse Events and our Results site).
- You need to think about when to move the entries. It is best not to do it before entries close, but this is possible if you are keeping entries open until the last possible minute and need to start preparing the times in the meanwhile.

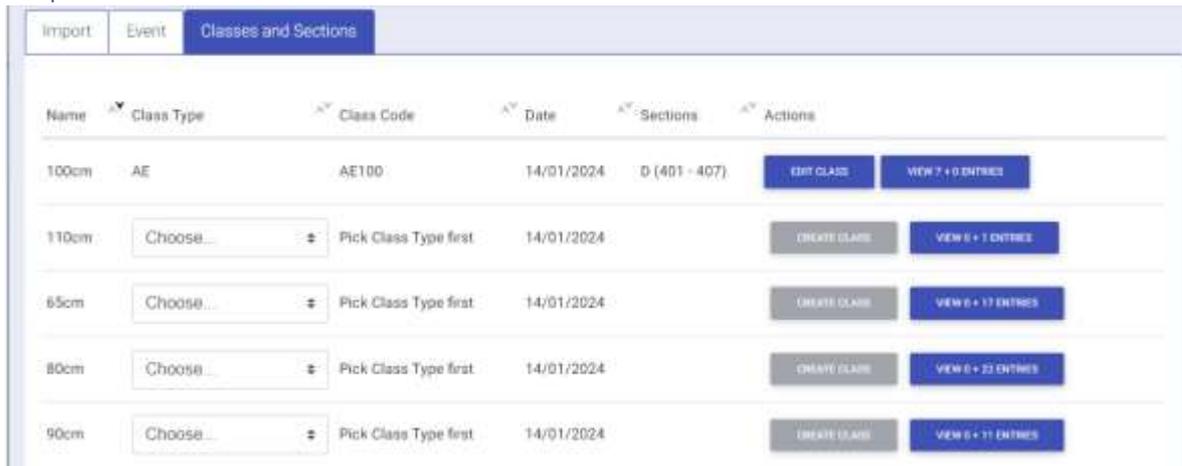
Step 2: Fetch the entries.

- In PonyClubResults or RidingClubResults (PCR/RCR), you will see a menu item called Bridge Horse-Events on the Admin menu. Click this to go to the Bridge page.
- Click the blue Fetch Latest File button.



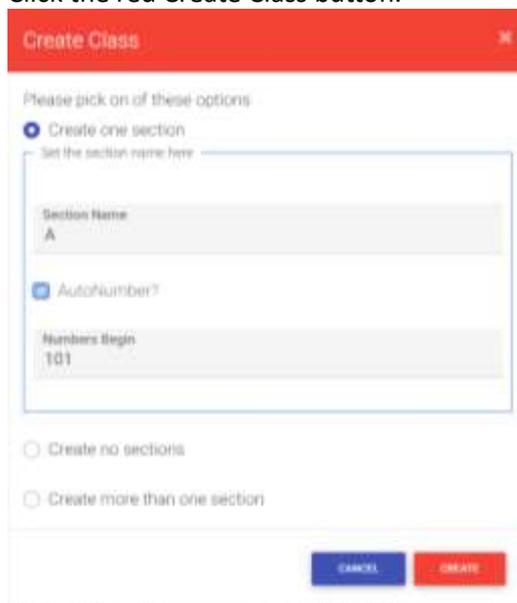
- The page will change to show the “Event” tab and the “Classes and Sections” tab.
- The Event tab is there for you to check that you are importing your entries into the correct event.
- The “Classes and Sections” tab is where you do the work.

Step 3: Create the classes and sections.



Name	Class Type	Class Code	Date	Sections	Actions
100cm	AE	AE100	14/01/2024	D (401 - 407)	EDIT CLASS VIEW 7 + 0 ENTRIES
110cm	<input type="text" value="Choose..."/>	Pick Class Type first	14/01/2024		CREATE CLASS VIEW 0 + 1 ENTRIES
65cm	<input type="text" value="Choose..."/>	Pick Class Type first	14/01/2024		CREATE CLASS VIEW 0 + 17 ENTRIES
80cm	<input type="text" value="Choose..."/>	Pick Class Type first	14/01/2024		CREATE CLASS VIEW 0 + 23 ENTRIES
90cm	<input type="text" value="Choose..."/>	Pick Class Type first	14/01/2024		CREATE CLASS VIEW 0 + 11 ENTRIES

- Work through the classes in turn. For each class, use the Class Type drop-down to select the Class Type. This will reveal the Class Code drop-down, where you can select the Class Code.
- Click the red Create Class button.



Create Class [X]

Please pick on of these options

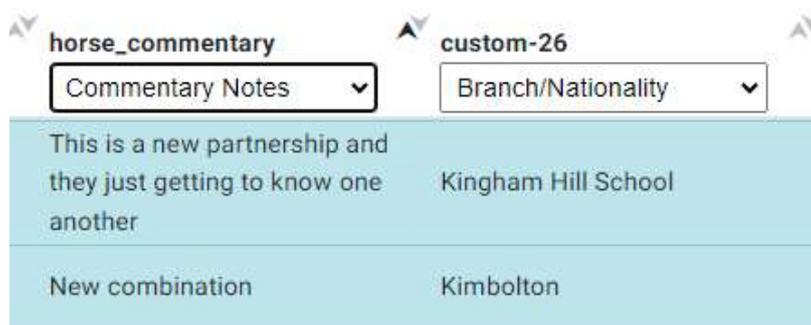
- Create one section
Set the section name here
Section Name: A
 AutoNumber?
Numbers Begin: 101
- Create no sections
- Create more than one section

[CANCEL](#) [CREATE](#)

- In the Create Class pop-up you have three choices
 - Create one section – this is the best choice for Dressage (other than Area Qualifiers), Show Jumping and Arena Eventing. Give it a Section Name (e.g. 1, A, or SJ70, or N), and also use the AutoNumber facility but putting a number into “Numbers Begin”. NB You can change their numbers later or turn them into Bridle Numbers. **We think that this option will be used the most.**
 - Create no sections – this is for Horse Trials and also for dressage competitions where a class is split across more than one arena e.g. Area Qualifiers. You will then need to create the sections on the Classes page and use the Sectioning page to allocate entries to numbers.
 - Create more than one section – like the previous option, but also creates the sections on the Classes page for you. You still need to use the Sectioning page to allocate entries to numbers.
- When you have set up your option, click the red Create button.
- Repeat for the other classes.

Step 4: Import your entries.

- For each class in turn, click the blue View Entries button to see the list of entries.
- Review the table headings to confirm that the entries will be imported to the correct places. Some are locked because they don't change, but your entries may include custom fields that need to be set.
- In this example, it was necessary to select Commentary Notes and Branch/Nationality from the dropdowns.



horse_commentary	custom-26
Commentary Notes	Branch/Nationality
This is a new partnership and they just getting to know one another	Kingham Hill School
New combination	Kimbolton

- When they are all OK, click the Import All button to import that class's entries.

Step 5: Next steps.

- If you get stuck, contact Hayley on support@ponyclubresults.co.uk or support@ridingclubresults.co.uk
- You can prepare your times within PCR/RCR on the Times page – we offer free online training to show you how this works. Training is shown on the calendar in red.
- If you prefer, you can prepare your times in Excel by exporting the entries into Excel then re-importing them. Remember to use the 24-hour clock.
- If you are still taking entries on Horse-Events, you can repeat step 4 to import the late entries.
- If any of your entries have changed on Horse-Events (change of rider, horse, class, or status), then you can repeat step 4 to identify them (red text) and re-import to update them on PCR.

Gentle warning

This is a new feature – bugs are possible. We will do everything we can to resolve any issues asap. We also welcome feedback to improve it.

Miranda Collett and Hayley Cole
3 January 2024