

CampdraftONE User Guide

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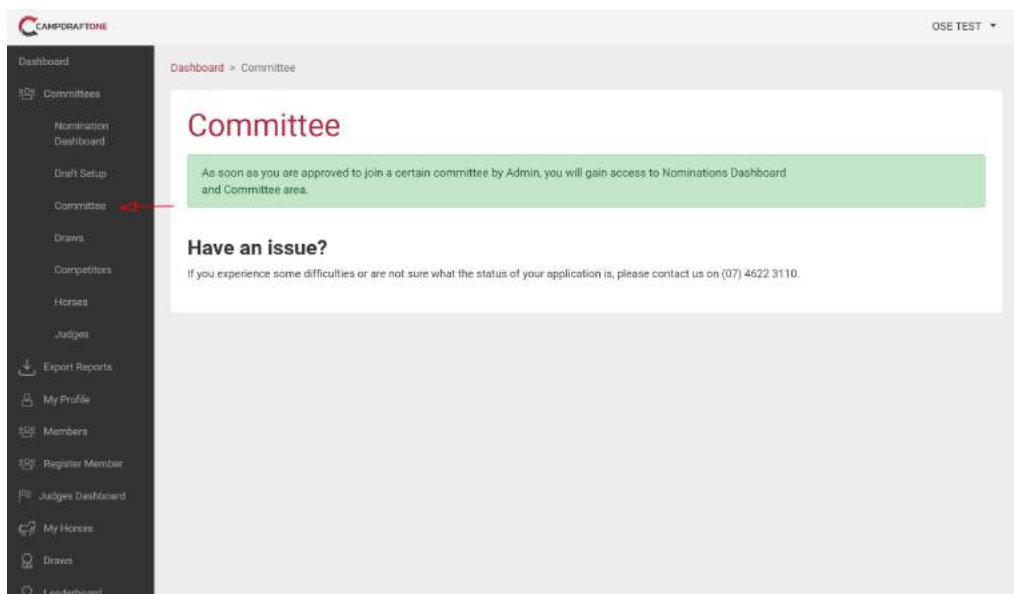
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Step 23: Reports

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Step 1: How to register for CampdraftONE and Pay Committee Affiliation Fee

1. Login to campdraftOne and make sure you're registered as a secretary. If not you will have to contact the ACA office in order to see the committee menu on 07 4622 3110. Once you login to CampdraftOne you will see a committee menu. Click on "Committee" in the menu. If you can see the screen below it means you're not attached to a committee - please contact the ACA office to be linked to a committee on 07 4622 3110



2. Once you have been linked to a committee it should look like the screenshot below. Please fill out the committee Details first and then choose "Pay Affiliation Fee" after you have saved the committee details (Please note you must also have all details filled out on your "My Profile" section before you can pay committee affiliation fee). If paying via credit card or paypal your committee should become financial straight away. If opting to choose direct debit or cheque please wait up to 7 working days for your payment to be approved by admin in order for your committee to become

financial.

The image shows two screenshots of the CampdraftONE web application interface. The top screenshot displays the 'Committee' page, which includes a sidebar with navigation options like Dashboard, Committees, and Nomination Dashboard. The main content area shows a 'Committee' header with a 'financial' tag, a notification for 'Committee Affiliation Fee is ready for payment', and a 'Committee Secretaries' section with a search bar and an 'Add Secretary' button. Below this is the 'Committee Details' form, which includes fields for Name, Email address, Phone number, ABN, Cheques To, and Address.

The bottom screenshot displays the 'Committee Affiliation Application' page. It features a sidebar with navigation options including Committees, Nomination Dashboard, and Draft Setup. The main content area shows the 'Committee Affiliation Application' header, a 'Paying for Season' notice for January 1, 2022 to December 31, 2022, and a notification about the address field. Below this is the 'ACA Property Owner's/Lessee's Liability' section with an 'Upload Application' button and a 'Download Blank Form' link. The 'Committee Affiliation Form' includes fields for Committee Name, Mailing Address, Suburb, State, Postcode, and Campdraft Grounds Address.

PLEASE NOTE: In order for a President, Secretary, Treasurer or Other Name to show in the dropdown they must be linked to the committee (see step 2).

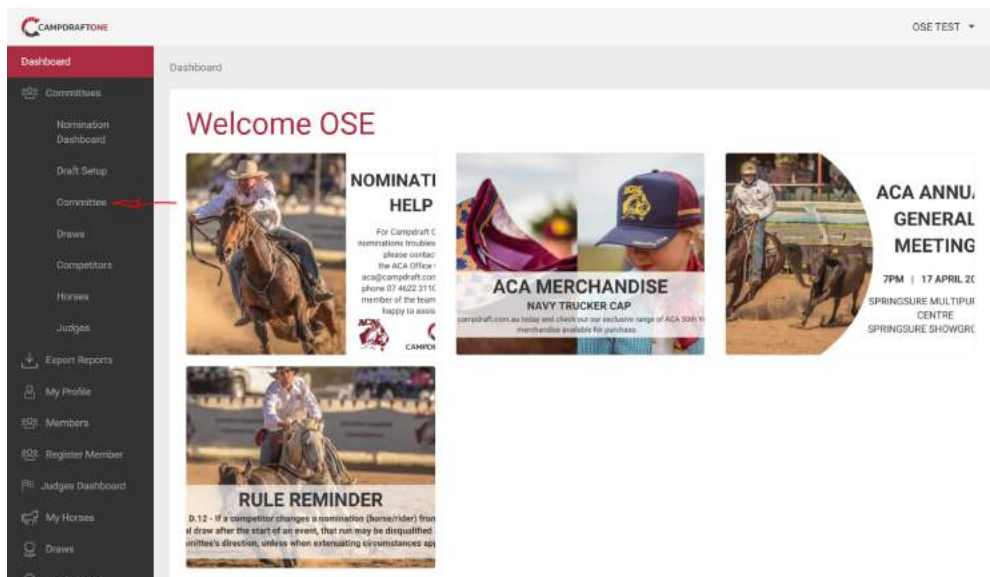
The screenshot shows the 'Committee Affiliation Form' in the CampdraftONE system. The form is titled 'Committee Affiliation Form' and includes a 'Choose file...' button for uploading an application. The form fields are as follows:

- Committee Name ***: Text input field with 'Test 126' entered.
- Mailing Address ***: Text input field.
- Suburb ***: Text input field.
- State ***: Dropdown menu.
- Postcode ***: Text input field.
- Campdraft Grounds Address ***: Text input field.
- Suburb ***: Text input field.
- State ***: Dropdown menu.
- Postcode ***: Text input field.
- President Name**: Dropdown menu with a red checkmark icon.
- Secretary Name**: Dropdown menu.
- Treasurer Name**: Dropdown menu.
- Other Name: (Campdraft Steward etc)**: Dropdown menu.

At the bottom of the form, there is a section titled 'At your campdraft grounds, does the committee have access to:' with two checkboxes: 'Internet access' and 'Phone service'.

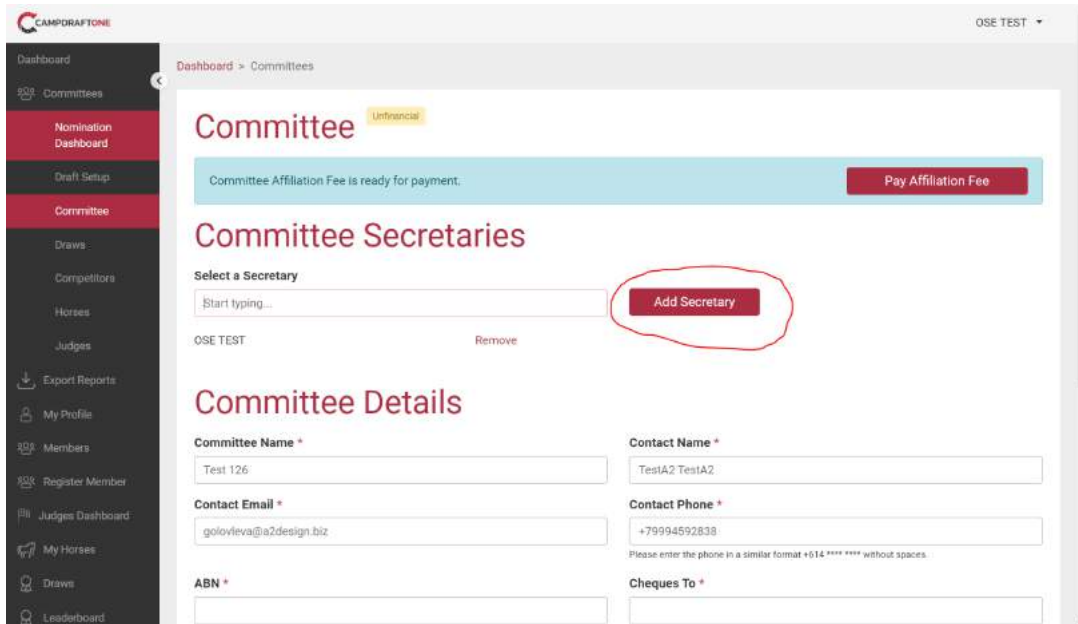
Step 2: Adding other committee members to your committee

1. To add extra committee members to your profile go to “committee” under the committee menu



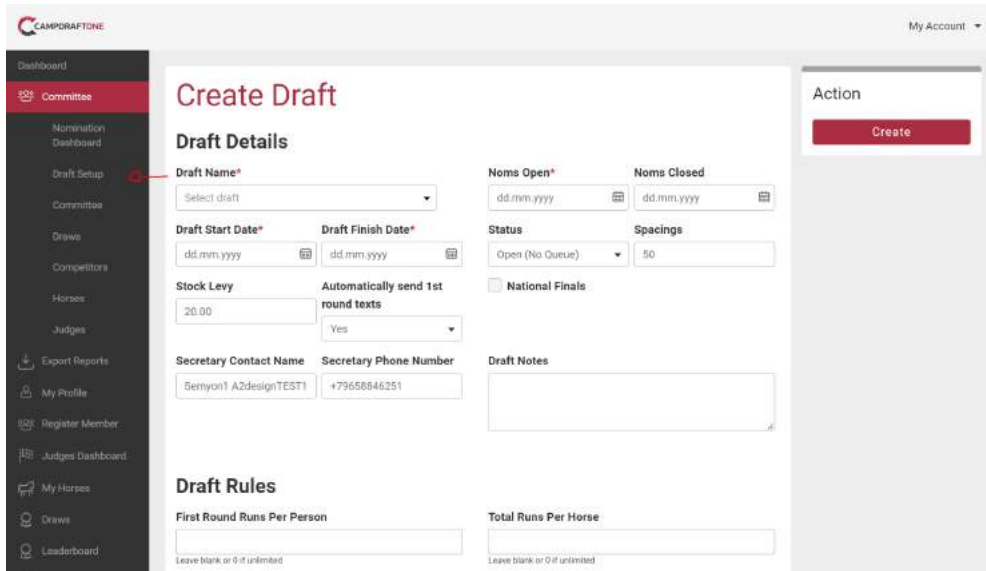
2. Type in the free text box the member you're trying to add. Please note if you can't find the member in the type box it means the member isn't set as a secretary user.

Please contact the ACA office to switch a user to a secretary user on 07 4622 3110



Step 3: Setting up a new Campdraft

- 1) Login as a secretary
- 2) Go to committee menu > draft setup

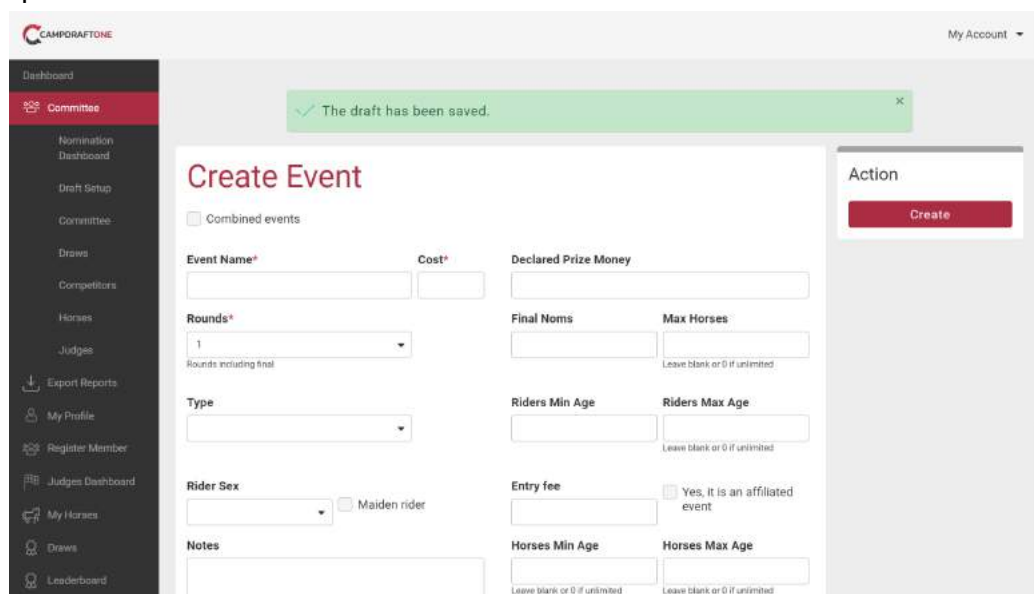


- 3) Select the draft from the “draft name” drop down box. Note: If you can't find your draft name it means it hasn't been added to the ACA Calendar - Please contact the ACA office on 07 4622 3110 to add your draft to the ACA calendar if it does not appear in the drop down box..
- 4) Proceed to fill out all other information on the page:

- a) **Noms Open and Close date** refers to date nominations open and close. This will default to 24hrs but can be adjusted manually if you wish
 - b) **Draft Start and Finish date** refers to the date your draft will start and finish
 - c) **Status** refers to draft status (this can say “Open (No Queue)” for now. Only needs changing after noms have been accepted.
 - d) **Spacings** refers to the number of lines in draws between each blank space. Eg if set to 50 there will be a blank space at 51,102,153 etc. This can be edited to your preference
 - e) **Stock levy** refers to the \$ value retained from scratchings for refunds when the committee wishes to retain a stock levy for late scratchings.
 - f) **Automatically send first round texts**; This is a feature we recommend to only use if you’re an experienced CampdraftOne user. Please set to “no”.
 - g) **Draft rules** refers to restrictions per the draft; First Round Runs Per Person (max number of first round runs per person) and Total Runs Per Horse (max number of first round runs per horse)
 - h) **Payments Due** refers to date payments are due by secretaries. This will send an automatic payment reminder to all unpaid accepted competitors 24hrs before the due date
- 5) Once all fields are complete click “create” when done. Follow on step 4 to create events.

Step 4: Adding a new event within a Campdraft

1. If you have just finished setting up a draft it will automatically take you to the section to add a new event otherwise go to committee>nomination dashboard. Find the draft you previously created and click on the eye icon “view”. After this you will see the option to add new events. You will see this screen:



The screenshot shows the 'Create Event' form in the CampdraftONE interface. A green notification bar at the top indicates 'The draft has been saved.' The form is divided into several sections:

- Event Name*** and **Cost*** (text input fields)
- Declared Prize Money** (text input field)
- Rounds*** (dropdown menu, currently set to 1)
- Final Noms** and **Max Horses** (text input fields)
- Type** (dropdown menu)
- Riders Min Age** and **Riders Max Age** (text input fields)
- Rider Sex** (dropdown menu) and **Maiden rider** (checkbox)
- Entry fee** (text input field)
- Horses Min Age** and **Horses Max Age** (text input fields)

On the right side, there is an **Action** panel with a red **Create** button. A checkbox for **Combined events** is located at the top left of the form area. A note at the bottom of the form states: 'Leave blank or 0 if unlimited.'

2. Follow prompts to add your new events. Please note; when you select the draft type from the drop down (maiden,novice, open etc) make sure the rules/age restrictions are correct for your event as it will restrict users from nominating if they're too young or don't fit within the restrictions
3. Proceed to fill out all other information on the page:
 - a. **Event name** refers to the name of event eg Maiden, Novice, Open etc
 - b. **Cost** refers to price per nomination
 - c. **Declared Prize Money** refers to prize money for that event. Note; you don't have to fill PM out and you can edit later so don't worry if you're not sure
 - d. **Rounds** refers to rounds per event including finals
 - e. **Final Noms** refers to the max number of competitors you want to accept in that event. Please note this does not restrict the event it is simply a number for the secretaries reference to help with accepting the correct number of runs per event
 - f. **Max horses** refers to max number of runs a competitor can add per that event
 - g. **Type** - select event from drop down. This will pre fill information in other boxes which can be edited if you wish.
 - h. **Min and Max riders age** refers to the min and max age for riders in that event
 - i. **Rider sex** - refers to Male, female for ladies events etc.
 - j. **Entree fee** refers to 'add back amount" in prize money calculations. Note; you don't have to fill entry fee out and you can edit later when calculating PM so don't worry if you're not sure
 - k. **Yes this is an affiliated event.** Please tick this box if this event is affiliated and able to receive championship points for ACA rider/horse titles
 - l. **Horse min/max age** refers to horse age allowed in the event. Typical for futurity events
 - m. **Number of judges.** Choose number of judges to allow multiple score input for events with multiple judges
4. Once all fields are complete click "create" when done. Repeat steps for each event with your draft. Once finished your draft will now be sent to ACA admin to be approved

Step 5: Adding a new Split or Combined event within a Campdraft

If you are having a **split event** eg Maiden A/B. Set up the event as above you split the event **AFTER** accepting nominations.

Please note; If you are having a **combined event** with one first round and two finals eg Maiden/Novice or Maiden and M4M select the combined event tick box at the top of the event set up. When setting up a combined event everything is the same as above except the two separate events names, cost with a discount (if a member is

nominating in the two combined events and receives a discount) and leave the Declared PM blank. You can choose the Prize Money per event when finalising the two separate event finals after scores are entered.

The screenshot shows the 'Create Event' form in the CampdraftONE system. The form is titled 'Create Event' and has a 'Combined events' checkbox checked, indicated by a red arrow. The form contains several input fields and dropdown menus for event details. On the right side, there is an 'Action' panel with a red 'Create' button. The left sidebar shows the 'Committee' menu with options like 'Nomination Dashboard', 'Draft Setup', 'Competitors', etc.

Step 6: Accepting nominations

1. Once you have finished setting up your draft and adding events to the draft make sure the draft is in "Open" Status. To do this go to the Committee Menu and select "Nomination Dashboard". Click on the pencil (edit) associated with the draft you have set up. Move the status to Open (No Queue) and make sure you click the "Save Details" button at the bottom of the page.
2. Next navigate to the "Nominations" menu at the bottom of the side menu your draft should appear here in the nominations page. If you can't see your draft contact the ACA office on 07 4622 3110 (it most likely means your draft is not approved). Also if unable to see your draft please make sure all information is filled out on the "committee" section. If incomplete your draft will not show on the nominations page.
3. Nominations will open automatically based on the date you selected in the draft setup if you can now see your draft.
4. Once nominations open you will see members who have nominated by going to "nomination dashboard" in the committee menu and clicking on the draft name you

have set up.

Nomination Dashboard

Name	Noms Open	Draft Start Date	Draft Finish Date	Status	Actions	Events
CampdraftOne Practice Campdraft	03-09-2021 05:00 pm	01-10-2021	02-10-2021	Open (No Quota)		

Select all

 Payment method:

 Nomination status:

 Comment:

Sort by: newest first nearest first

Account	Member name	Nomination status	Suburb	Payment status	Comment	Actions
#3410	Kylie Graham (5)	Unprocessed	TAROOM (195 km)			<input type="checkbox"/>
#3765	Mat Durkin (1)	Unprocessed	TAROOM (195 km)			<input type="checkbox"/>

Step 7: Changing restrictions (optional)

1. If you have received more than anticipated nominations and wish to make tighter restrictions follow these steps
2. Go to nomination dashboard and select the pencil (edit) of the draft you want to change restrictions for
3. Edit the restrictions under draft rules and select “save details” at the bottom of the page. If you wish to edit restrictions for an individual event select the “+” button on the far right in the nominations dashboard. This will expand down the events. Click the pencil on the event you wish to change restrictions on. You can then edit max horses (this is the maximum amount of runs per competitor in that event). Click save event.
4. All competitors who are now outside of the restrictions you have changed will be sent a notification to process nominations. Also any competitor who has runs outside of the new restrictions will show a large yellow exclamation mark after their name on the nominations dashboard. Once they have processed their noms to fit within the new

restrictions the exclamation mark will disappear.

Nomination Dashboard

Name	Noms Open	Draft Start Date	Draft Finish Date	Status	Actions	Events
CampdraftOne Practice Campdraft	03-09-2021 05:00 pm	01-10-2021	02-10-2021	Open (No Queue)		

Select all

 Payment method:

 Nomination status:

 Comment:

Unprocessed
Accepted
Waitlist
Scratched

Sort by

newest first nearest first

Account	Member name	Nomination status	Suburb	Payment status	Comment	Actions
#13834	Nic Fordyce (4)	Unprocessed	Clermont (512 km)			<input type="checkbox"/>
#3410	Kyle Graham (5)	Unprocessed	TAROOM (195 km)			<input type="checkbox"/>

Step 8: Sorting nominations to Accepted, Waitlist etc.

1. Once the nomination period has shut (based on information you provided in draft setup) you will notice all nominations have been automatically placed in the 'unprocessed' section.
2. You can now start to sort competitors into different categories (accepted/waitlist). Please note no competitors will be notified as to what section they have been allocated to until draft status is changed. So you can move competitors in and out of different categories without being worried about competitors getting notified.
3. If you want to see how your events are filling up you can select the "+" button on the far right in the Nomination Dashboard. This will expand and tell you the totals of how

many are in each event/category.

Name	Noms Open	Draft Start Date	Draft Finish Date	Status	Actions	Events
ACA Golden Anniversary National Finals - Springsure	14-03-2022 12:00 am	18-04-2022	23-04-2022	Closed		

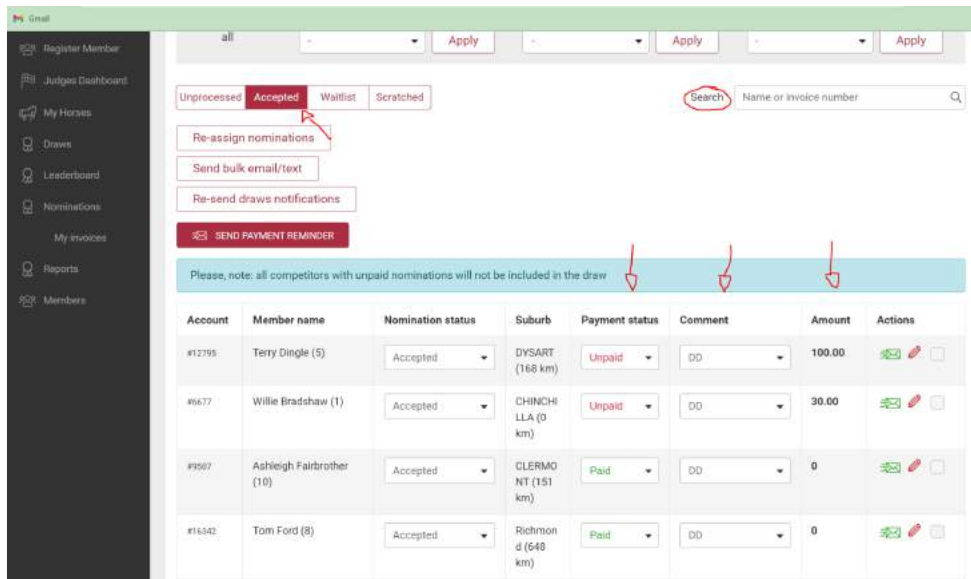
Event Name	Final Noms	Total Noms	Unprocessed	Accepted	Wait List	Scratched	Actions
C.M Pastoral Co Novice Campdraft	600	898	1	668	2	227	
Foundation Cup Open Campdraft	600	824	1	639	2	182	
The Capricornian Juvenile Campdraft	100	118	1	85	0	32	
Springsure Rural & NuTank Ladies Campdraft	200	320	1	263	2	54	

- Once you are satisfied you have allocated all competitors into the right categories you can now change the draft status. **PLEASE NOTE** this will notify competitors if they have been accepted (and send invoices for payment) or if they're on the waitlist.
- Change the Draft status to "finalise" by clicking on the pencil (edit) on the draft in the nominations dashboard. Change the status to finalise and be sure to click "save details" at the bottom of the page.
- Once you have updated the draft status you will notice all competitors in the "accepted" column have a small email icon appear. Once this icon changes from red to green it means the invoice has been sent to the competitors (please wait 15/20mins for all emails to send).
- If you want to move competitors from waitlist/unprocessed to accepted after the draft status has been changed to finalise simply move the competitor to accepted and an invoice will be automatically generated and sent.

Step 9: Marking noms as paid

- Once payments have started to show in your Committee bank account you can begin to mark users as paid with their comment attached to their payment (DD: Direct deposit, CC: Committee Credit, Cheque, and Cash). Please note if you opted to choose EFTPOS payment in your draft status invoices paid via Eftpos will be marked paid automatically. Simply go to the nominations dashboard > click on draft name > accepted and you will be able to see all nominations that need to be paid.
- Please note the "amount" is the amount outstanding on the invoice. Once marked paid the amount will become \$0. If an amount paid does not match the amount on the nominations dashboard this typically means nominations have been added/scratched between when the member paid and when the secretary marked the invoice as paid. If you're having trouble getting an amount to match please

contact the ACA office before marking it as paid.



3. Once a competitor is marked as paid with their payment type an email notification is automatically sent to that competitor to notify them that their nominations are paid.
4. If you need to access anyone's invoices that have been sent to them you can view by going to nominations dashboard > clicking draft name > accepted > clicking on the pencil associated with that particular user from the nomination dashboard. There is a small arrow at the top which you can click to download the invoice



Step 10: Accepting nominations from the waitlist

1. When your draft is in finalise status this will automatically open the waitlist (competitors can nominate for your event but will be automatically added to the waitlist).
2. To move a competitor from the waitlist to accepted simply go to the nominations dashboard > click on draft name > waitlist. Move the nomination status from waitlist to accepted via the dropdown box. Invoices will be automatically sent/generated to competitors.

Step 11: Adding nominations for a Competitor as a Secretary

1. PLEASE NOTE if you're trying to add nominations for a competitor after draws have been generated refer to step "Adding nominations after the draw is generated"
2. To add nominations for a competitor as a secretary before draws are generated go to the "nominations" option in the menu. Simply type on the draft you want to nominate for, type the members name, choose the event and horse/s and click add nominations.
3. If the horse/rider isn't showing be sure to check if the horse is in the system via <https://one.campdraft.com.au/secretary-horses> and riders via <https://one.campdraft.com.au/members> or the horses and members options in the menu. Please ensure the horse you're trying to

The screenshot shows the 'Nominate for Cloncurry Mothers Day Campdraft' interface. On the left is a dark sidebar menu with 'Nominations' highlighted in red. The main content area has a title 'Nominate for Cloncurry Mothers Day Campdraft' and a light blue notice: 'As a secretary you're able to nominate for all members in the ACA database. If you can't find the member you're nominating for, click [HERE](#) to check if they're financial'. Below this are two buttons: 'Nominate by event' (selected) and 'Nominate by horse'. The form fields include: 'Draft Start Date: 08-05-2022', 'Noms Open till: 22-04-2022', 'First Round Runs Per Person: Unlimited', 'Total Runs Per Horse: Unlimited', 'Choose the competitor to nominate for' (with a 'Select competitor' dropdown), 'Choose the event' (with a dropdown arrow), 'Max runs per event: Choose the event', and 'Choose the horses'. At the bottom are two red buttons: 'Add Nominations' and 'Add Horses'.

4. Competitors will automatically be sent an email with invoices once the nominations are moved to accepted via the nominations dashboard.

Step 12: Adding nominations for a Volunteer

1. To add nominations for a volunteer first check if the member is in the ACA database. If you can find the member via the <https://one.campdraft.com.au/members> link you will need to ring the ACA office on 07 4622 3110 to change the member to a volunteer status.
2. If you can't find the member you will have to add the volunteer via the register member button. Please note you will also have to link/add horses for the member if

creating a new profile for them.

3. Once you have changed the status of the member or added the new volunteer add the members via following STEP 11.

Step 13: Adding Horses/Linking Horses

1. To link a member to an existing horse go to “horses” and type the name of the horse you’re looking for. Click on the horse and add the member to the “member” field

Horse Name	Owner	Zone	BoY Status	Status
Big Jo	Nikki Wolens	SZ	Maiden	Maiden
Biscuit	Haydn Lamb	SEZ	Maiden	Maiden
Blurr	Dan Roselt	SZ	Novice	Novice
Chance	Brooke Radke	SZ	Maiden	Maiden
Chemo	Luke Quaid	NZ	Maiden	Maiden
Chemo	Luke Quaid	NZ	Maiden	Maiden
Chemo	Luke Quaid	NZ	Maiden	Maiden
Chemo	Luke Quaid	NZ	Maiden	Maiden
Chemo	Luke Quaid	NZ	Maiden	Maiden

2. Be sure to add the member and click “update button”

The screenshot shows the 'Horse Profile' page in CampdraftONE. The page has a sidebar on the left with navigation options like 'Dashboard', 'Committees', 'Nomination Dashboard', 'Draft Setup', 'Committee', 'Draws', 'Competitors', 'Horses', 'Judges', 'Export Reports', 'My Profile', 'Members', 'Register Member', 'Judges Dashboard', 'My Horses', and 'Draws'. The main content area is titled 'Horse Profile' and includes a 'Notes' field, an 'Active' checkbox, and various form fields for 'Horse Name', 'Date of Birth', 'Sex', 'Beginning of Year Status', 'Dam', 'Member', 'Owner', 'Status', 'Sire', and 'ASHS#'. A red arrow points to the 'Member' dropdown menu. On the right side, there is a 'Publish' section with a red 'Update' button.

3. If adding a new horse go to “horses” select “add horse” and follow prompts

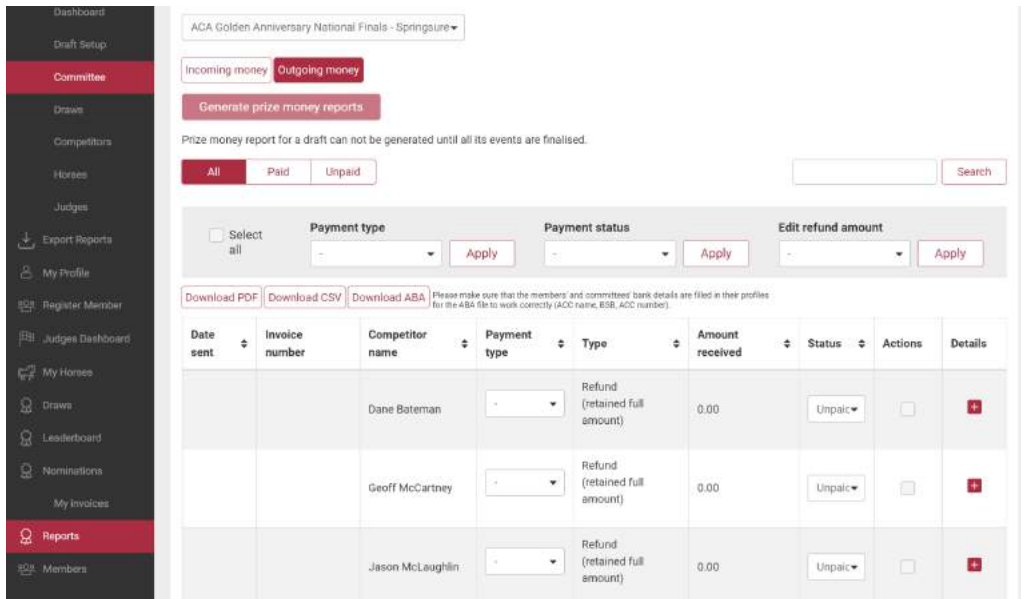
The screenshot shows the 'Horses' page in CampdraftONE. The page has a sidebar on the left with navigation options. The main content area is titled 'Horses' and includes a search bar and an 'Add Horse' button. Below the search bar is a table of horses. The table has columns for 'Horse Name', 'Owner', 'Zone', 'BoY Status', and 'Status'. The 'Add Horse' button is circled in red, and a red arrow points to the 'Horses' link in the sidebar.

Horse Name	Owner	Zone	BoY Status	Status
Big Jo	Nikki Wolens	SZ	Maiden	Maiden
Biscuit	Haydn Lamb	SEZ	Maiden	Maiden
Blurr	Dan Roselt	SZ	Novice	Novice
Chance	Brooke Radke	SZ	Maiden	Maiden
Chemo	Luke Quaid	NZ	Maiden	Maiden
Chemo	Luke Quaid	NZ	Maiden	Maiden
Chemo	Luke Quaid	NZ	Maiden	Maiden
Chemo	Luke Quaid	NZ	Maiden	Maiden
Chemo	Luke Quaid	NZ	Maiden	Maiden

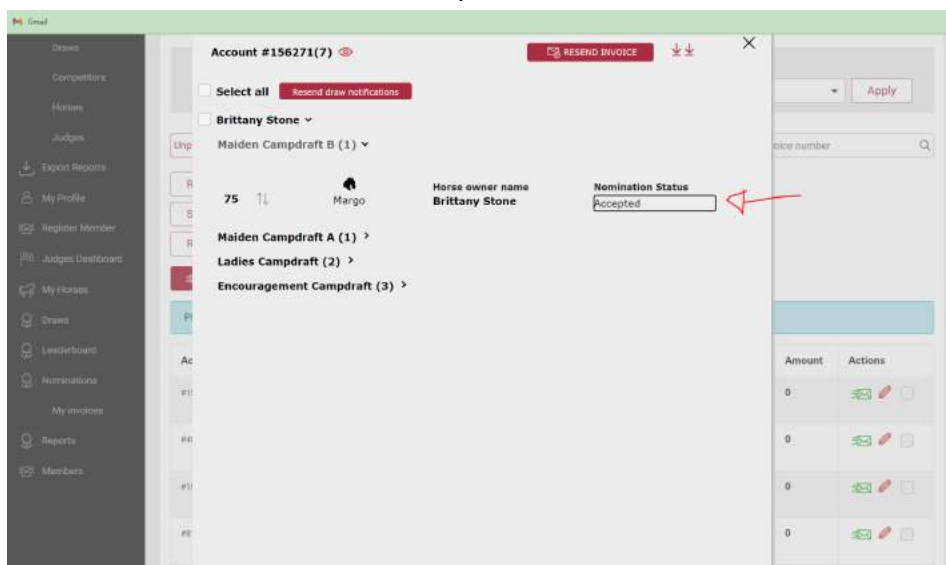
Step 14: Scratchings

1. Competitors who scratch paid nominations themselves will automatically show in outgoing reports. Depending on when the competitor scratches in relation to the draft date they will show as either; refund (retained full amount), refund (less stock levy) or refund (refund full amount). Refunds are based on rules outlined in the ACA rule book.
2. The refund amount can be manually edited if you wish via selecting the refund tick box under “actions” > selecting one of the 3 options from the dropdown menu “edit

refund amount” > clicking “apply”.



3. Scratchings fully retained will not show an invoice number other refund invoices will show under the “invoice number”. You can click on this invoice to open and check the dates when the member scratched.
4. If you’re trying to scratch a run for a competitor as a secretary you can do either of two ways:
 - a. (before draws are generated) from nominations dashboard; go to nominations dashboard > click on the draft name > accepted > find the competitors run/s you wish to scratch. If you want to scratch all of the runs, move the nomination status from accepted to waitlist. If you want to scratch an individual run/s click the pencil > find the nominations you want to scratch and click on the nomination status accepted > move to waitlist.



- b. (after draws are generated). Go to draws > click on the event you want to scratch from > hover over the run number and a small circle with a line through the centre will appear. Click this button to scratch (if you want to undo a scratching scroll to the end of the draw and undo the scratching by clicking

the same button)

Competitor	Horse	Outout	Horsecwork	Course	Round score
11. Lloyd Hick	Quantum	-	-	-	0
12. Anthony Jessup	Youngstar Marnies Duke	21	56	4	81
13. Suzy Logan	Nina	21	59	3	83
14. Maryellen Blacket	Go Girl	-	-	-	0
15. Kelly Tully	Cowgirl	19	-	-	19
16. Maggie Phillips	Hectare	-	-	-	0
17. Anthony McMillan	CHEVV	21	60	4	85
18. Rob Carr	SNOWGUM	21	-	-	21

- Nominations scratched by the secretary via the nominations dashboard will automatically show in the outgoing reports. Nominations scratched via the draws page need to be processed (wait until the completion of the first round at least) by pressing the “refund” button at the top of the draws page (per event). This will show any nominations scratched from the draws in the outgoing reports.

Number of score to go into the Final: 0

Buttons: Generate, Re-assign nominations, Refund, Add new nomination

Competitor	Horse	Outout	Horsecwork	Course	Round score
1. Mick Richards	Wizard	20	-	-	20
2. Sam Iraci	Roana Jane	-	-	-	0
3. Mac Tully	Razzmatazz	19	61	4	84
4. Dean Warren	SPIDERMAN	19	-	-	19

Step 15: Split Events (Maiden A/B etc)

- It's recommended to only split an event after you have most of your nominations accepted and paid to get an even as possible split. Nominations can be added after splitting an event but can only be added individually to each split event (either the A/B event).
- To split an event go to the nominations dashboard > ensure the draft is in finalise status > click the red plus under events to expand > click the split icon next to the

event you want to split.

	Event Name	Final Noms	Total Noms	Unprocessed	Accepted	Wait List	Scratched	
↑↓	Maiden		6	0	3	0	3	🔒 ✎ ✕
↑↓	Open		5	0	3	0	2	🔒 ✎ ✕

- Once an event is split you can move nominations from event A to B and vice versa.. However it is very important you do this PRIOR to generating draws. Once draws are generated you can't move a competitor between split events (A/B) automatically. You will have to scratch from one event and re-add to the other.
- To move a competitor go to nominations dashboard > click on red plus under events > click on the split event you want to move competitor from > go to accepted > click on the pencil next to the competitor you want to move > when the pop up opens click the "move to" option.

	Event Name	Final Noms	Total Noms	Unprocessed	Accepted	Wait List	Scratched	
↑↓	Maiden A		4	0	2	0	2	🔒 ✎ ✕
↑↓	Open		5	0	3	0	2	🔒 ✎ ✕
↑↓	Novice A		5	0	1 (1)	0	3	🔒 ✎ ✕
↑↓	Novice B		5	0	1 (1)	0	3	🔒 ✎ ✕
↑↓	Maiden B		2	0	1	0	1	🔒 ✎ ✕

Dundee Bushmans Carnival Account #159676

364 duplicated noms Violet17 Test17 (1)

362 extra noms Q4

364 duplicated noms 2

Maiden A nominat

Select all

Unprocessed Accepted Wait

Please, note: all competitors v

Account Member nam

#159676 Violet17 Test

Horse owner name Scaryon1 A2design TEST10R3

Nomination Status Accepted

Move to Maiden B

RESEND INVOICE

Apply

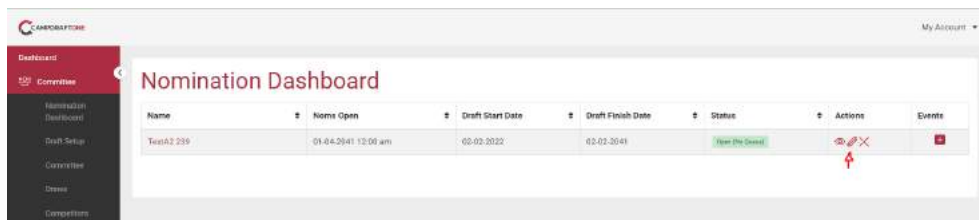
Invoice number

Comment Actions

Step 16: Generating Draws

- Before generating draws do you have a split event (eg Maiden A/B)? If yes, ensure you have split the event prior to generating draws (step 15). Also if hosting a combined event (combined first rounds and separate finals) they will show as two separate draws for the secretary. However only the secretary can see this. You will notice the two draws are duplicated and when scores are entered/draws edited in one draw they show in the other automatically. When you publish draws it will be sent out as one draw to competitors. Please follow steps below and refer to step 20 generating 2nd rounds and finals to see how combined events finals work.

- Once all competitors in the accepted tab have been marked as paid you can move the draft to “closed” status to generate draws. PLEASE NOTE all unpaid competitors will not be included in the draw. So if there are unpaid competitors you wish to include please mark them as paid before changing. It is also recommended to only do your draws 36hrs -24hrs prior to the draft starting. Once draws have been generated nominations can only be added individually per event and not from the waitlist.
- Change the Draft status to “closed” by clicking on the pencil (edit) on the draft in the nominations dashboard. Change the status to closed and be sure to click “save details” at the bottom of the page. PLEASE NOTE: Ensure spacings are set to your desired preference and automatically send first round texts is set to NO. Spacings refers to the number of lines in draws between each blank space. Eg if set to 50 there will be a blank space at 51,102,153 etc. This can be edited to your preference and is beside the “draft status” dropdown.



Edit Draft

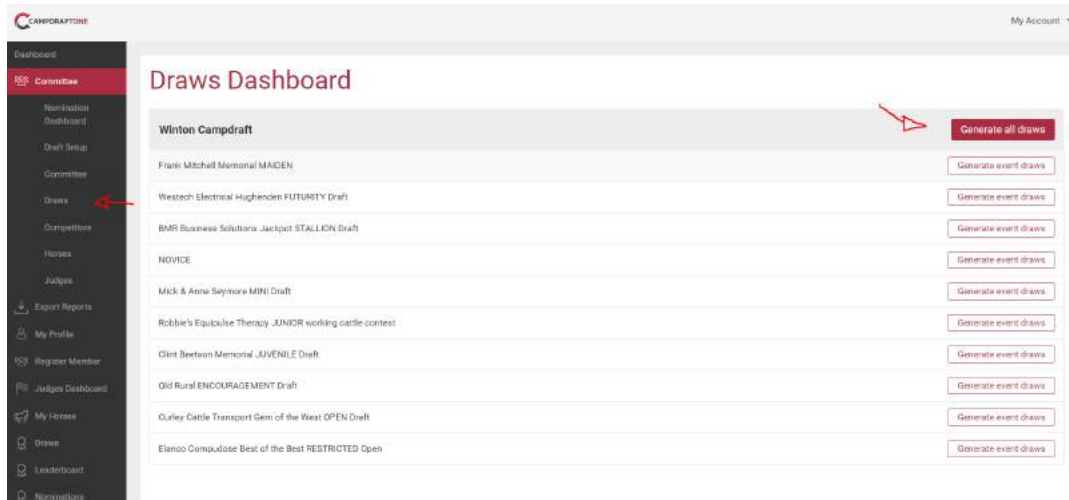
Draft Details

Draft Name* <input type="text" value="TestA2 239"/>		Noms Open Date & Time* <input type="text" value="01-04-2041 12:00 am"/>	Noms Closed Date & Time <input type="text" value="02-04-2041 12:00 am"/>
Draft Start Date* <input type="text" value="02-02-2022"/>	Draft Finish Date* <input type="text" value="02-02-2041"/>	Status <input type="text" value="Open (No Queue)"/>	Spacings <input type="text" value="50"/>
Stock Levy <input type="text" value="20.00"/>	Automatically send 1st round texts <input type="text" value="No"/>		
Secretary Contact Name <input type="text" value="Serryan1 A2designTEST1PR3"/>	Secretary Phone Number <input type="text" value="+61427200271"/>		
Draft Notes <input type="text"/>			

Draft Rules

- Next go to the draws section and select the “generate all draws” button. A message will appear in the draws section saying; “draws successfully added to the queue for generation”. Please allow up to 5/10 minutes to allow for draws to generate (depending on number of runs and number of events time can vary). Events will

generate 1 by 1 and just keep refreshing the page to update.



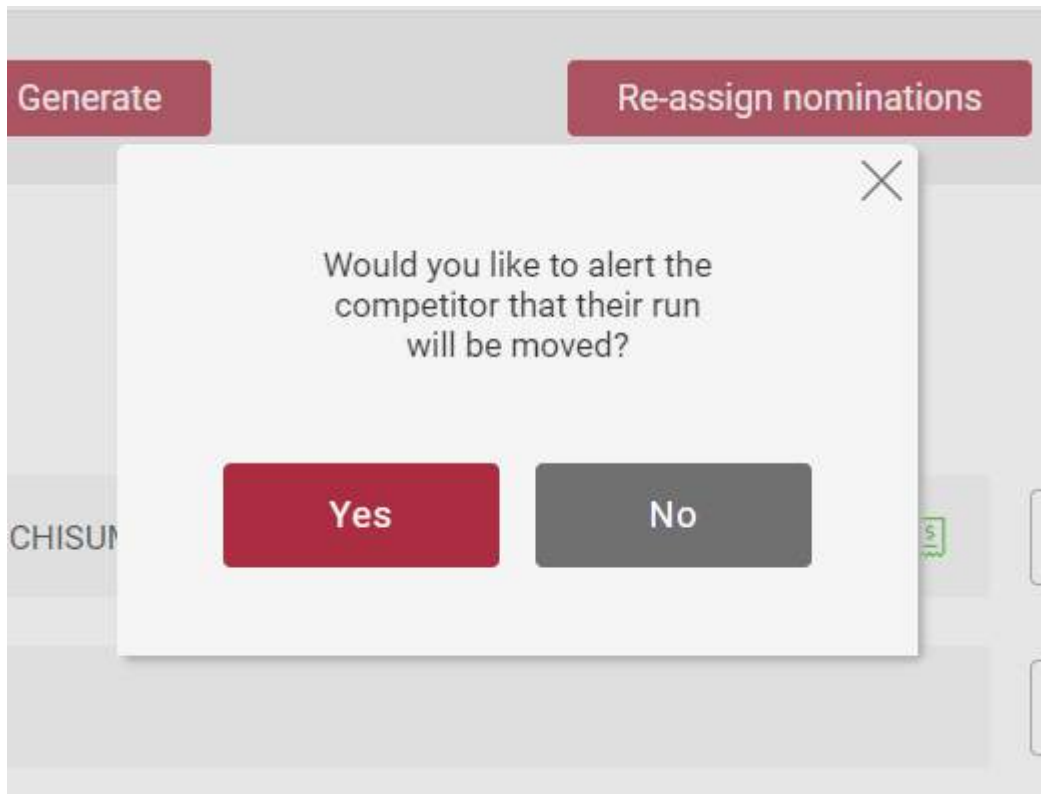
- Once draws are generated you will notice a number in brackets appears next to each event. Click on each event to view the draws.
- If you need to edit draws (move competitors) refer to step 16 otherwise return to the draws menu under committee menu and select the “publish all” button. This will send draw texts to competitors and publish draws on campdraftone for members to view.



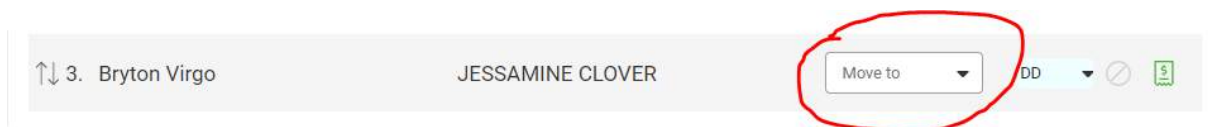
Step 17: Editing Draws/Moving Nominations

- To move competitors within a draw you can use one of two options; drag and drop feature or the “move to” feature. The drag and drop feature works best if moving a competitor a small distance and the “move to” feature is best if moving a competitor a long way in the draw eg; from beginning to end etc.
- If editing a draw before being published (step 16) no user notifications will be sent. If moving a nomination in a draw after the draw is published a pop up will appear

allowing you to choose to send a notification to the user (SMS).



3. To use the “move to” feature simply find the nomination you want to move in the draw. Click on the “move to” dropdown and it will show all the blank positions in that event draw. Click on the space you wish to move the draw to and click and the nomination will move there.



4. To use the drag and drop feature click and hold the mouse over the arrows on the far left of the draw you want to move. Simply drag the nomination where you want to move to in the draw and release the mouse.



Step 17: Changing the order of a riders horses

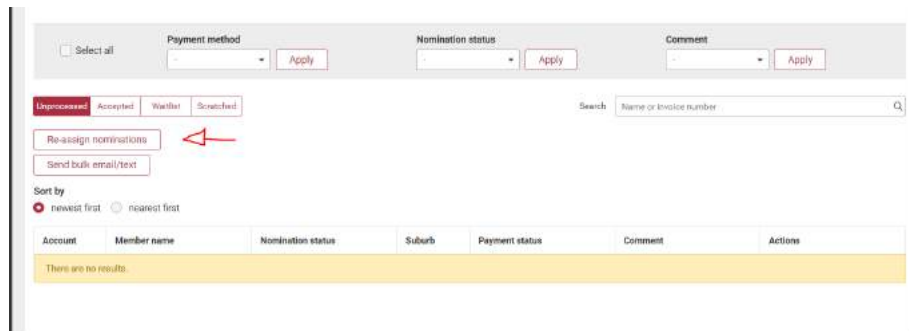
1. To change the order of a rider's horses go to the nominations dashboard > click on draft name > accepted > find the competitors order you need to change > click on the pencil > use the drag and drop feature to drag and drop horses into the correct order

(this will automatically update on draws page).

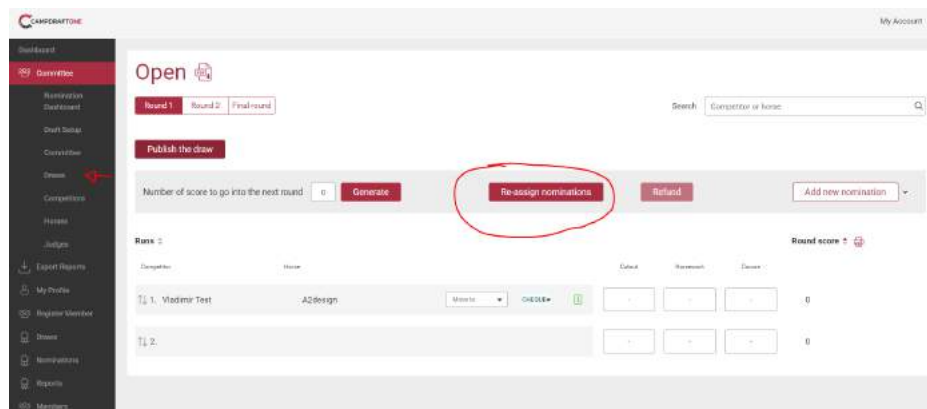


Step 18: Reassigning horses/riders (Change horse or rider)

1. To reassign runs (change horse or rider) choose the reassign feature. It can be found in two places.
 - a. Nominations Dashboard > click on draft name

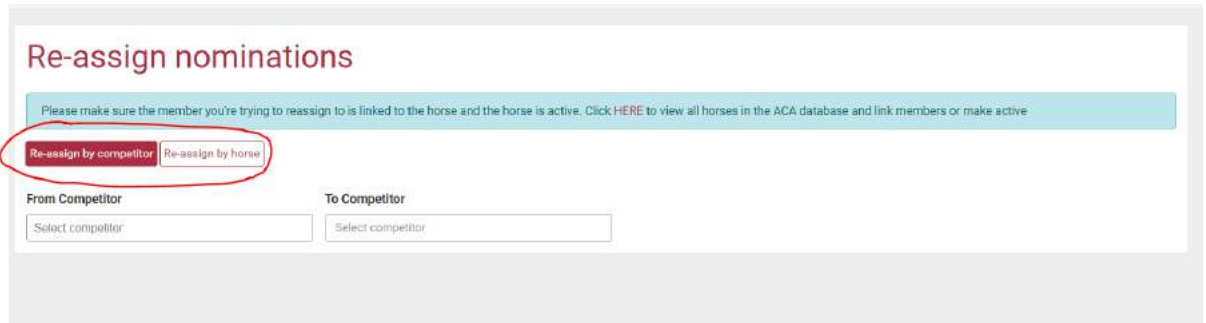


- b. At the top of each draws page per event



2. Once you click on the reassign feature choose either the reassign by rider or reassign by horse option. Please note if you're trying to change the order of a rider's nominations refer to STEP 17. You do not use the reassign feature to change the

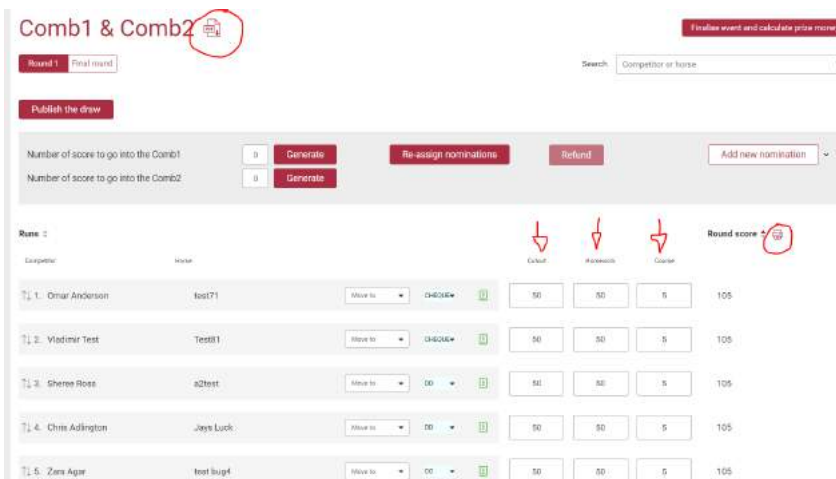
order of a member's runs.



3. If you can't find a horse/rider in the reassign feature

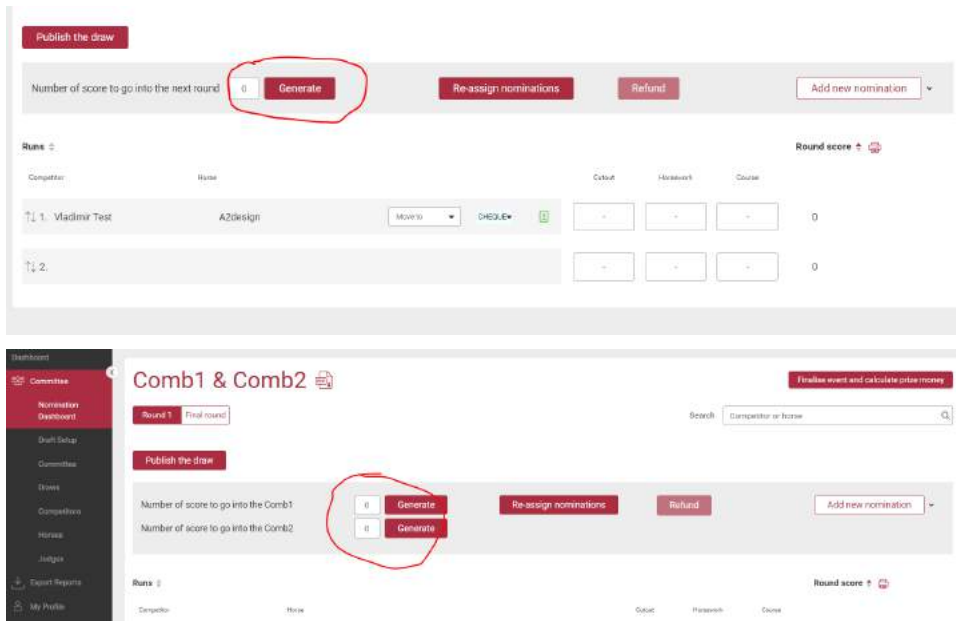
Step 19: Entering Scores

1. To enter scores go to the draws menu > click on the event you want to enter scores in > start entering scores. You can tabulate between boxes by pressing "enter" on keypad
2. To download draws/score sheets click on the PDF icon or printer icon for score sheet



Step 20: Generating 2nd Rounds/Finals

1. Once all scores are entered in the 1st round draws page select the score you wish to generate to take into the final via the free text box. If generating scores for a combined event you will have two options (one score for each different final). Competitors in combined events will automatically be added to the finals where they meet the required score and are nominated in that event.



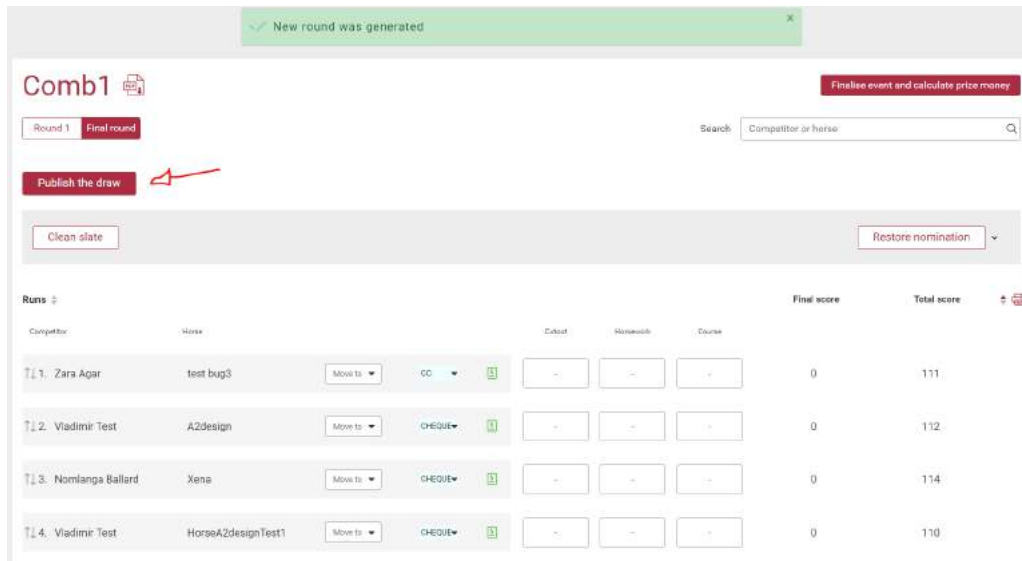
2. To find the score to take into the 2nd round/final you can go to the Leaderboard and view the score tracker or use the sorting function and count how many scores you want to take into the final.

The screenshot shows the Leaderboard interface. At the top right, there is a 'Round score' button with a printer icon, circled in red. Below it is a table with columns for Competitor, Horse, and Round score. The table lists 10 competitors with their scores and a 'Round score' column.

Competitor	Horse	Round score
10. Nomianga Ballard	Xena	114
9. Sherree Ross	test bug1	113
8. Vladimir Test	A2design	112
7. Zara Agar	test bug3	111
6. Vladimir Test	HorseA2designTest1	110
5. Zara Agar	test bug4	109
4. Chris Adlington	Jays Luck	108
3. Sherree Ross	a2test	107

3. Once you have entered the desired score to take into the final click generate. It's STRONGLY recommended to cross reference the number of runs in the final with paper sheets to avoid any errors in 2nd rounds/finals. Once a draw is published it can't be regenerated. If opting to host a clean slate final (all competitors start from 0 score - no aggregate) select the clean slate button. Once satisfied with the draw

select the “publish the draw”. This will send draw notifications to competitors via text..

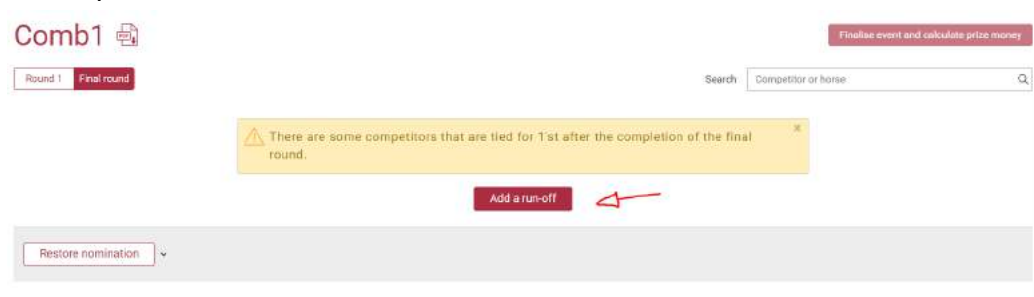


- In emergencies if a person is missing from a draw after the draw is generated you select the “restore nomination” button. This enables you to add a competitor from the 1st round to the second round/final



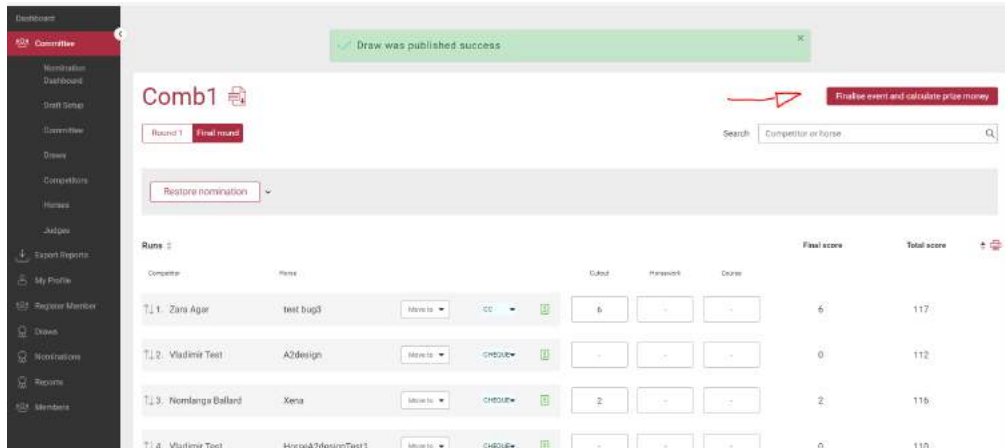
Step 21: Adding a run - off

- In an instance where a run off is required a message will automatically show at the top of the draw. Simply click the add run off button and a run off will be generated for all competitors with a tied score

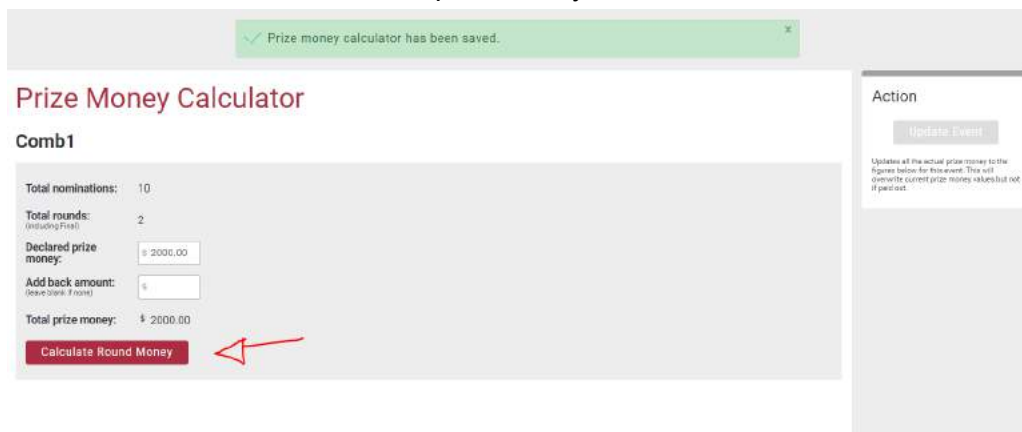


Step 22: Generating Prize Money

1. Once an event is complete and all scores are entered you can calculate prize money by clicking “Finalise event and calculate prize money” button at the top of each event in the draws page



2. When this page appears be sure to double check the prize money amount and add-back amount (if any) is correct. If no add back amount just leave this blank. Once satisfied click the calculate prizemoney.



3. A calculator will now appear. This will default to the ACA's prizemoney guidelines based on number of starters and PM amount. If you wish you can edit these amount via the text boxes and drop down options in the calculator. Once satisfied click the

“Update Event” button. A warning screen will pop up and click “Yes” to proceed.

Update Event

Updates all the actual prize money to the figures below for this event. This will overwrite the current prize money values but not if paid out.

Calculate Round Money

Rounds Prize Money

ROUND 1			FINAL ROUND		
Round money:	\$ 400.00		Round money:	\$ 1600.00	
% of Total:	% 20.00		% of Total:	% 80.00	
Number of places:	4		Number of places:	6	
Place	%	\$	Place	%	\$
1	40.00	160.00	1	25.00	400.00
2	30.00	120.00	2	21.00	336.00
3	20.00	80.00	3	16.00	256.00
4	10.00	40.00	4	4.00	64.00

- Once events prize money is calculated you can see this view in the draws dashboard. Click “View results” to check results per event. If you need to make changes to results you can click edit calculations and follow the same process to edit.

PRIZE MONEY SUMMARY

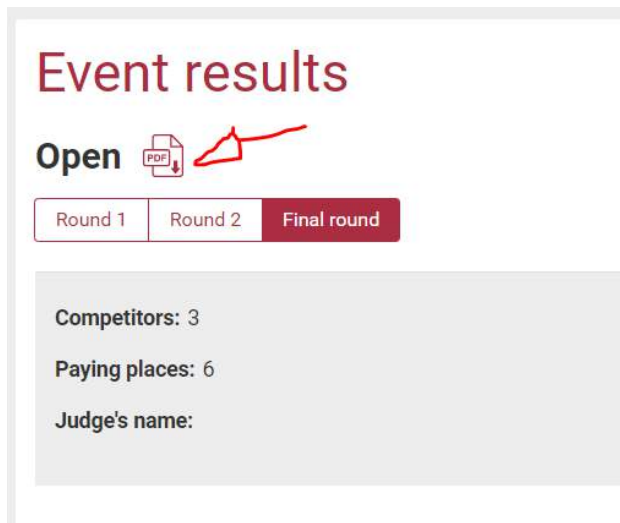
Event	Status	View results	Edit calculations
Maiden (25)		View results	Edit calculations
Open (100)		View results	Edit calculations

- In the instance where a cut out is tied you must “make winner” before proceeding to the 2nd rounds/finals to view results.

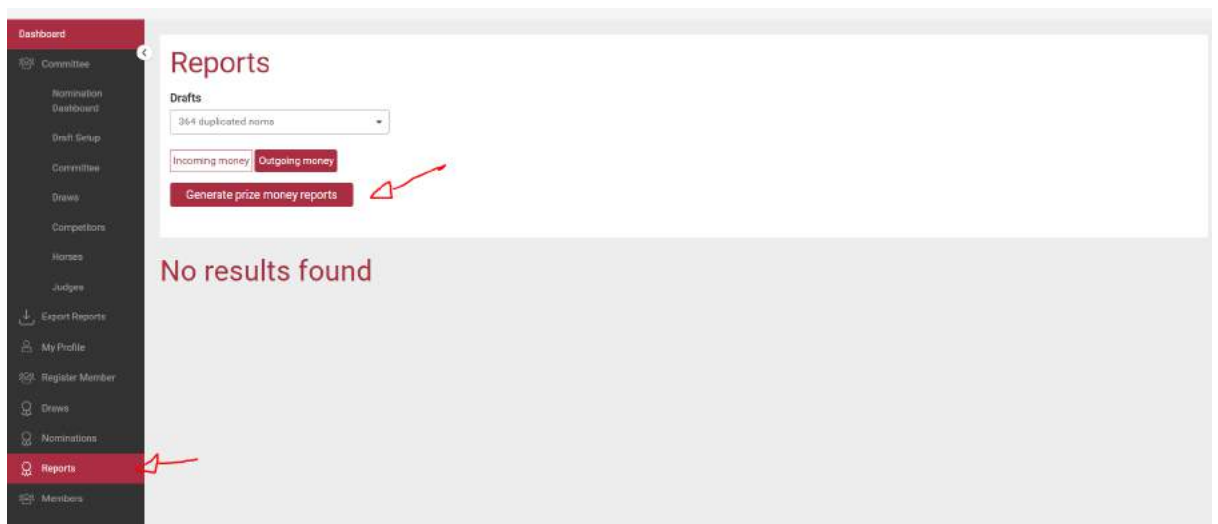
Highest Cutouts

Rider	Horse	Cutout	Action
Vladimir Test	A2design	22	Make winner
Nic Fordyce	TURBULENCE	22	Make winner
Peter Black	SPINAGAIN	22	Make winner

6. You can view a PDF download of all results of each event in the final round to print out for presentations etc.



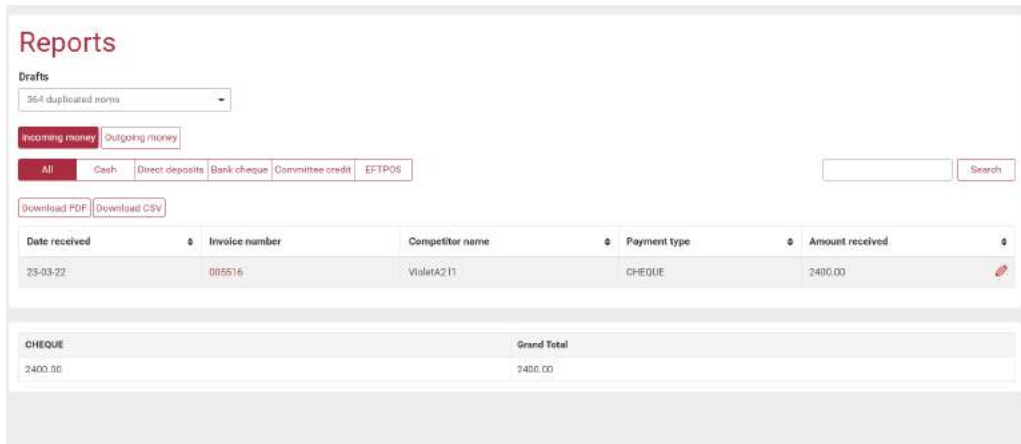
7. Once all events in your draft are finalised and prize money is calculated go to the reports > select draft from dropdown > outgoing money > generate prize money reports. This will show all prize money in outgoing money ready to be paid out.



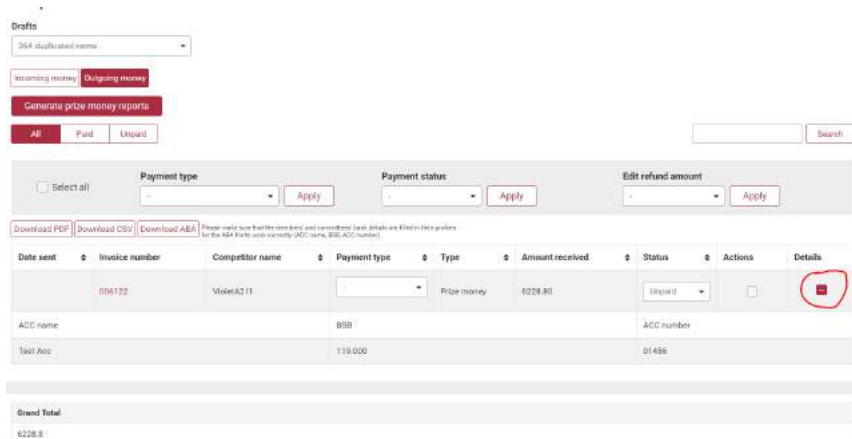
Step 23: Reports

1. Reports has two sections; incoming money (money received) and outgoing money (money paid out).

2. As invoices are marked as paid from the nominations dashboard they will automatically show in the incoming money reports where you can double check



3. Outgoing reports will show all members eligible for refunds and prize money payout. To pay members out via reports you can do 2 ways
 - a. Manually; select the red plus this will show bank details and payout via your banking platform with details provided. When you mark the payment as paid the member will automatically be sent a notification letting them know their payout has been paid.



- b. ABA file; Select all the payments you wish to generate into an ABA file via the actions tickbox. Select "Download ABA". This file can then be uploaded to your banking institution for a bulk payout. If you receive an error when generating an ABA file this typically means someone has false bank details. Please check each line to ensure correct details have been provided by members eg (BAB; 123-123) won't work. Once you have successfully

uploaded mark payouts as paid to send email notifications to competitors.

Reports

Drafts

Select all

Please make sure that the merchant and business bank details are filled in the profiles for the ABA file to work correctly (ACC name, BSB, ACC number)

Date sent	Invoice number	Competitor name	Payment type	Type	Amount received	Status	Actions	Details
	006122	VioletA211	<input type="text" value=""/>	Prize money	6228.80	<input type="text" value="Unpaid"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ACC name			BSB		ACC number			
Test Acc.			119-000		01456			
Grand Total								
6228.8								