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

 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

CAMPORAFTONE		OSE TEST *
Dashboard	Dashboard > Committee	
유일한 Committees		
Nomination Deshboard	Committee	
Draft Setup	As soon as you are approved to join a certain committee by Admin, you will gain access to Nominations Dashboard and Committee area.	
Committee		
Draws	Have an issue?	
Competitions	If you experience some difficulties or are not sure what the status of your application is, please contact us on (07) 4622 3110.	
Horses		
Judges		
🛓 Export Reports		
A My Profile		
829 Membera		
129 Register Member		
^[1] Judges Dashboard		
t∰ My Homm		
∯ Draws		
Q Leaderboard		

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.

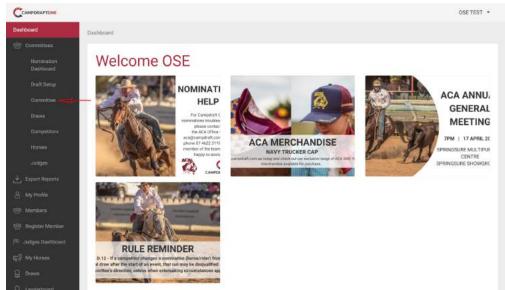
CCAMPORAFTONE		OSE T	EST •
Dashboard	Dashboard > Committees		
Nomination Databourd	Committee		
	Committee Affiliation Fee is ready for payment.	Pay Affiliation Fee	
Committee	Committee Secretaries		
	Select a Secretary		
	Start typing	Add Secretary	
Horses Judges	OSE TEST Remove		
2. My Profile	Committee Details 🐰		
	Name *	Email address *	
	Test 126	golovleva@a2design.biz	
	Phone number *	ABN *	
	+79994592838		
	Please exter the phone in a sendar format +614 ******* without spaces. Cheques To *	Address *	
		And Say	
		complete the affiliation fee payment. Make sure you have the address saved before	e
	you proceed		
	ACA Property Owner's/Lessee's Liabilit	ly .	
	Please upload completed Application to become an affiliate.		
	Note - Incomplete applications will not be considered.	Download Blank Form	n
	Upload Application		
	Choose file		
	Committee Affiliation Form		
	Committee Amilation Form		
	Committee Name *	Mailing Address *	
	Test 126		
	Suburb *	State * Postcode *	
	Campdraft Grounds Address *	Suburb *	

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).

AND CARE IN COMPANY			
dges Deshboard	Committee Affiliation Form		
ly Horaes	Committee Name *	Mailing Address *	
raws	Test 126		
eaderboard	Suburb *	State *	Postcode *
ominations			
My involces	Campdraft Grounds Address *	Suburb *	
eporta			
	State *	Postcode *	
	•		
	President Name	Secretary Name	
	Treasurer Name	Other Name: (Campdraft Steward	etc)
	•		

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.

CampdraftONE User Guide

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

AMPDRAFTONE		OSE TEST .
board	Dashboard > Committees	
Nomination Dashboard	Committee Universit	
	Committee Affiliation Fee is ready for payment.	Pay Affiliation Fee
Committee		
	Committee Secretaries	
	Select a Secretary	
	Start typing	Add Secretary
Judges	OSE TEST Remove	
	Committee Details	
	Committee Name *	Contact Name *
Register Member	Test 126	TestA2 TestA2
udges Dashboard	Contact Email *	Contact Phone *
	golovleva@a2design.biz	+79994592838
		Please enter the phone in a similar format +614 **** without spaces.
	ABN *	Cheques To *

Step 3: Setting up a new Campdraft

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

brace					
Committee Cl	reate Dra	ft			Action
Nomination Desitionard Dra	aft Details				Create
Draft Setup	t Name*		Noms Open*	Noms Closed	
Committee	ect draft		dd.mm.yyyy 📾	dd.mm.yyyy 📾	
Draf	t Start Date*	Draft Finish Date*	Status	Spacings	
Competitors dd.	лут.уууу 📾	dd.mm.yyyy 🗐	Open (No Queue) 🔹	50	
	k Levy	Automatically send 1st	National Finals		
20.	80	round texts			
Judges		Yes			
	etary Contact Name	Secretary Phone Number	Draft Notes		
My Profile	myon1 A2designTEST1	+79658846251			
Register Member				6	
Judges Dashboard					
My Horses Dra	aft Rules				
Oraws First	Round Runs Per Perso	n	Total Runs Per Horse		
Leaderboard					

- 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 CampdratOne 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. Flnd 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:

				My Account
Jashboard				
암 Committee	💎 The draft has been	saved.		×
Nomination Deshiboard				
Draft Setup	Create Event			Action
Committee	Combined events			Create
Draws	Event Name* Cost*	Declared Prize Money		
Competitors				
Horses	Rounds*	Final Noms	Max Horses	
Judges	1 · · ·		Leave blank or 0 if unlimited	
Export Reports				
🖞 My Profile	Туре	Riders Min Age	Riders Max Age	
🖗 Register Member			Leave blank or 0 if unlimited	
🗄 Judges Dashboard	Rider Sex	Entry fee	Yes, it is an affiliated	
🛱 My Horses	 Maiden rider 		event	
2 Draws	Notes	Horses Min Age	Horses Max Age	
Cenderboard		Leave blank or 0 if unlimited	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 to 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
 - I. **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.

CAMPORAFTONE					My Account
shboard	1				
⁸ Committee	Create Event				Action
Nomination Dashboard	Combined events				Create
	Event Name 1*	Cost*	Declared Prize Money	,	
	Event Name 2*	Cost*			
	Cost with a discount				
	(
	Applied if participating in both events				
	Rounds*		Final Noms	Max Horses	
	2 6				
	Rounds including final			Leave blank or 0 if unlimited	
	Туре		Riders Min Age	Riders Max Age	
				Leave blank or 0 if unlimited	
	Rider Sex		Entry fee	Yes, it is an affiliated	
	🗸 🗍 Maiden ri	der		event	

Step 6: Accepting nominations

- 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

S Committee	Nom	Ination	Dashbo	barc	1					
Nomination Distributed	Name	¢	Noms Open	٠	Draft Start Date	\$	Draft Finish Date 🗘	Status	\$ Actions	Event
Draft Setup	Campdraft	Ine Practice	03-09-2021 05:00 p	m	01-10-2021		02-10-2021	Open (No Queur)	©ØX	
Committee	Campdraft			500°	and a second					1
Draws										
Competitors	Sele	Paym	ent method		Nominati	ion st	tatus	Comment		
Export Reports	all		•][Apply			 Apply] [-	- A	pply
My Profile	Unprocessed	Accepted W	aitlist Scratched							
	empire courses	succession 13	and a second							
My involces	Deservice	and the strength								
		n nominations								
🖗 Register Member	Sort by		- Freet							
양 Register Member 및 MyHocses			first							
My invoices 29. Register Member 21. My Hocses 23. Draws	Sort by		first Nominatio	n status	Suburb		Payment stat	us Comment	Action	ns
28 Register Member 7 My Horses	Sort by O newest f	first 🔘 neares	Nominatio		Suburb	95 kr	17.15 5 (2010) 5 (201	us Comment	Action	ns

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.

Name	\$	Noms (pen	\$	Draft Start Date	٥	Draft Finish Date	٥	Status	\$ Actions	Events
Campdraft Campdraft	One Practice	03-09-2	021 05:00 pm	8	01-10-2021		02-10-2021		Open (No Queue)	• <i>0</i> ×	0
Sel	ect Payme	nt metho	d		Nominati	ion s	tatus		Comment		
all			•	Apply			• Ap	ply		• 4	Apply
ort by	Accepted Wa n nominations first nearest Member name		Nomination s	tatus	Suburb		Paymen	t stat	us Comment	Actic	ons
Re-assig ort by newest	n nominations				Suburb	512 ki		t stat	us Comment	Actio	ons

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.
- 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 e	ach	event/category.
----------	------	-----	-----------------

leshboard												4
S ^e Committee	Nom	ination	Dashb	oard	1							4
Nomination Destriboard	Name	÷	Noms Open	٠	Draf	t Start Date 🗢	Draft Finish D	ate 🗘	Status	¢	Actions	Events
Draft Setup Committee	ACA Golden Anniversary National Finals - Springsure				18-0	1-2022 23-04-2022			Closed		@ / X	-
Draws		Event Name	Final Noms	Total No	ms	Unprocessed	Accepted	v	/ait List	Scratche	d	
Competitors Horses	п	C.M Pastoral Co Novice Campdraft	600	898		1	668	2		227	۵ د	۲×
Judges Export Reports	11	Foundation Cup Open Campdraft	600	824		1	639	2		182	6	۶YX
My Profile Register Member Judges Dashboard	τı	The Capricornian Juvenile Campdraft	100	118		1	85	0		32	û 4	۴YX
2 My Horaes Draws Leaderboard	T1	Springsure Rural & NuTank Ladies Campdraft	200	320		я.	263	2		54	a	۶YX

- 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.
- 5. 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.
- 2. 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

 Apply Apply Apply Waitlist Scratched Q Send bulk email/text send draws notifications Suburb Amoun Terry Dinole (5) 100.00 100 DYSARI 00 (168 km CHINC LLA (0 20 DD km) CLERMO 20 0 Ashleigh Fairbroth 0 DD Accepted NT (151 km) Tom Ford (8) . 0 52 0 1 #16342 d (648

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

Account	t #13834 (5) 💿			
Open > Nic I	Fordyce (5) ¥	7		
î↓	TURBULENCE	Horse owner name Nic Fordyce	Nomination Status Accepted	

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).
- 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.
- If the horse/rider isn't showing be sure to check if the horse is in the system via <u>https://one.campdraft.com.au/secretary-horses</u> and riders via <u>https://one.campdraft.com.au/members</u> or the horses and members options in the menu. Please ensure the horse you're trying to

😂 Committee	Nominate for Cloncurry Mothers Day Campdraft
Nomination Dissbboard	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
Deaft Setup	Unity re innancial
Committee	Nominate by event Nominate by horse
Drawa	
Competitors	Draft Start Date: 08-05-2022
Horses	Noms Open till: 22-04-2022
Judges	First Round Runs Per Person: Unlimited
🛃 Export Reports	Total Runs Per Horse: Unlimited
8 My Profile	Choose the competitor to nominate for Solect competitor
221. Register Member	Choose the event
Bill Judges Dashboard	Max runs per event: Choose the event
G∄ My Horses	Choose the horses
🛱 Draws	
	Add Nominations Add Horses
Q Nominations	
My invoices	

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

- To add nominations for a volunteer first check if the member is in the ACA database. If you can find the member via the <u>https://one.campdraft.com.au/members</u> 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.

			Penny Kehl 🔻
Dashboard	Dashboard > Register Member		
Nomination Databount	Register Member for Campd	raft One	
	Notes		
			6
	Role		
	Volunteers		
	Title		
	First Name	Last Name	
	Fist Name	Last Manie	
	Gender	Date of Birth	
원왕 Register Member	Male •	dd/mm/yyyy	8
	Email Address	Phone Number	
	gabrielle@campdraft.com.au		
	Mobile Phone Number	CC Mobile (optional)	

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

CAMPDRAFTONE									Penny P	Kehl
	Dashboard > Horses									
Nomination Dashboard	Horses									
		o nominate horse/s for the Rookie horse able at a later date. Thanks!	awards please fill ou	it a paper fo	orm and fo	ewar	d to the ACA office	. Online	e rookie	
	All Registered Lin	rregistered		Sear	ch		Q		Add Horse	Ê
	Horse Name	0	Owner	• ;	Zone	٠	BoY Status	٠	Status	•
Horses	4-Big Jo	Active Unregistered	Nikki Wolens	5	sz		Maiden		Maiden	
	Biscult	Attive Unregistered	Haydn Lamb	5	SEZ		Maiden		Maiden	
	Blurr	Active Unregistered	Dan Roselt	1	sz		Novice		Novice	
	Chance	Active Orregistered	Brooke Radke	1	sz		Maiden		Maiden	
	Chemo	Active Unregistered	Luke Quaid	1	NZ		Maiden		Maiden	
Judges Dashboard	Chemo	Active Unregistered	Luke Quaid	,	νz		Maiden		Maiden	
	Chemo	Active Unregistered	Luke Quaid	1	ΝZ		Maiden		Maiden	
	Chemo	Active Diregistered	Luke Quaid	1	NZ		Maiden		Maiden	
Leaderboard	Chemo	Active Unregistered	Luke Quaid	3	νZ		Maiden		Maiden	

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

				Penny Kehl 💌
Deshboard	Dashboard > Horses > Horse F	tofile		
193 Committees	Details Results			
Nomination Dashboard	Horse Prot	5lo	Ump	Publish
Draft Setup	HUISE PIU	ne		Fubliali
Committee	Notes			Update
Draws			A	
Competitors			Member	
Horses	Active		Start Typing	
Judgee			 T6048: Nikki Wolens SZ Add here all of the members that read to nominate on this huma. 	
🕁 Export Reports	Horse Name		Owner	
8 My Profile	Big Jo		Start Typing	
원: Members	Date of Birth	Sex	Status	
193 Register Member	12/12/1999 留	Gelding 🔹	Malden	•
🔍 Adges Dushboard	Beginning of Year Status		Sire (optional)	
्नि My Horses	Maiden	*	Start Typing	
Q Drawn	Dam (optional)		ASHS# (optional)	

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

CAMPORAFTONE						Penny Kehl
hboent	Dashboard > Horses					
Committees						
Nomination Deshboord	Horses					
Draft Setup		to nominate horse/s for the Rookie horse lable at a later date. Thanks!	awards please fill out	a paper form and f	orward to the ACA office. C	Inline rookie
Committee					6	
Draws	All Registered U	Inregistered		Search	al	Add Horse
Competitors	Horse Name	٠	Owner	\$ Zone	BoY Status	\$ Status \$
Horses	A Big Jo	Active Unregistered	Nikki Wolens	sz	Malden	Maiden
Judges	Biscuit	Active Unspissed	Haydn Lamb	SEZ	Maiden	Maiden
Export Reports	Blum	Active Unrepictured	Dan Roselt	SZ	Novice	Novice
My Profile	Chance	Active Unregistered	Brooke Radke	sz	Maiden	Maiden
Members	Chemo	Active Dregistered	Luke Quaid	NZ	Maiden	Maiden
Register Member	Chemo	Active Unregistered	Luke Quaid	NZ	Maiden	Maiden
My Harses	Chemo	Active Unregistered	Luke Quaid	NZ	Maiden	Maiden
Draws	Cherno	Active Unregistered	Luke Quaid	NZ	Malden	Maiden
Draws	Chemo	Active Unvegactered	Luke Quaid	NZ	Maiden	Maiden

Step 14: Scratchings

- 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".

Dashboard Draft Setup	ACA Golden	Anniversa	ry Natior	nai Finals - Springsure	•									
Committee	Incoming more	ney Outg	oing mar	ney										
Draws	Generate	prize mor	ney repo	orta										
Competitors	Prize money re	eport for a	draft car	n not be generated un	til ali	its events ar	e finalis	ed.						
Horpes	SAI	Paid	Unp	bia										Search
Judges			Payme	ent type			Раул	ient status			Edit	refund amou	nt	
Export Reports	Sele	ct	-	•	A	pply	-			Apply			-	Apply
Register Member Judges Dashboard	Download PD Date sent +	F Downlo		Competitor name	oo mali te ABA	e sure that the n file to work com Payment type	rembers' i ectly (ACC	nd committees bank d name, ESB, ACC numb Type	etalis ar er) ¢	e filed in their profile Amount received	*	Status \$	Actions	Details
My Hornes Draws Leaderboard				Dane Bateman		2	•	Refund (retained full amount)		0.00		Unpaic•		
Nominations My invoices				Geoff McCartne	i.		•	Refund (retained full amount)		0.00		Unpaic•		
Reports							•	Refund (retained full						
Members				Jason McLaugh	in.		1	amount)		0.00		Unpaic+		

- 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.

Competitions	Select all	Resend draw notifications					Apply
Herzene	Brittany Ston					-	
Andque	Unp Maiden Camp	draft B (1) 🗸				oice number	
Export Reports	B		Horse owner name	Nomination Stat	us		
My Profile	F 75 1L 8 Naiden Camp	Margo	Brittany Stone	Accepted		-	
Weginter Moniber	Maiden Camp	draft A (1) 🦻					
Judges Danifoord	Ladies Campo	draft (2) >					
My Horses	Encourageme	ent Campdraft (3)	>				
My Heram Drawn	Encourageme	ent Campdraft (3)	>				
Drawn.		int Campdraft (3)	>			Amount	Actions
Drawit Leaderbound	P	nt Campdraft (3)	> :			Amount	
Drawn Lasderbourd	P Ac	nt Campdraft (3)	>				
Drawd Leederboard Nurrshallona	P Ac FU	nt Campdraft (3)	>				Actions
Draws Landlerbourd Anarshaltiona My Wivelege	P Ac F1	nt Campdraft (3)	>			o	R 0

 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 but	-								
	Runs () Competitor	Horse				Сири	Horsework	Course	Round score 🛉 🥁
	†↓ 11. Lloyd Hick	Quantum	Move to +DD	٠					0
	11 12. Anthony Jessup	Youngstar Marnies Duke	Move to +DD	•	1	21	56		81
	†↓ 13. Suzy Logan	Nina	Move to +DD		1	21	59	э	83
	1↓14. Maryellen Blacket	Go Girl	Move to NCC	·	Þ			0.02	0
	$\uparrow \downarrow$ 15. Kelly Tully	Cowgirl	Move to +DB	•		19	+	1.41	19
	11 16. Maggie Phillips	Hectare	Move to +00	•				1920	0
	$\uparrow \downarrow$ 17. Anthony McMillan	CHEVY	Move to +DD	•		21	60	4	85
	†↓ 18. Rob Carn	SNOWGUM	Move to +DD			21	•	343	21

5. 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.

Marchine A								
hboard Committee	Open Cam	pdraft 🗟					View re	suits Edit calculations
Nomination Dashboard	Round 1 Final round	2				Search	Competitor	or horse (
Draft Setup					9			
Committee	Number of score to go in	nto the Final D		Fassign	Refun	d	Add	new nomination
Drawa	Generate		nor	ninations				
Competitions								
Horpen	Runs 🔅							Round score 💠 🥋
Judges	Competitor	Horse			Gutout	Hocsework	Course	
Export Reports	†↓ 1. Mick Richards	Wizard	Move to HDD	• 🗉	20			20
Register Member	442 20000V	2000		121				
Judges Dashboard	11 2. Sam Iraci	Roana Jane	Move to +D0	•			· ·	0
My Harpen	11 3. Mac Tully	Razzamataz	More to +DO	•	19	61	4	84
Oraws								
Leaderboard			More to +CC	• 1	10			19

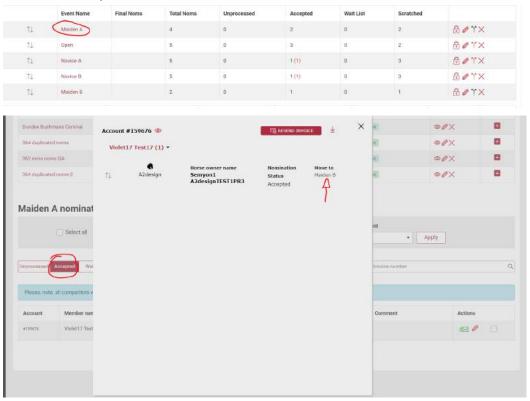
Step 15: Split Events (Maiden A/B etc)

- 1. 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).
- 2. 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.

)/03/22 Draft 31	5	30-03-2022 12:00 an	n 3	10-04-2022	11-04-2022	Finalise	Q	> <i>@</i> X ■
	Event Name	Final Noms	Total Noms	Unprocessed	Accepted	Wait List	Scratched	V
↑L	Maiden		6	0	3	o	з	A OYX
îι	Open		5	o	3	o	2	C OYX

- 3. 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.
- 4. 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.



Step 16: Generating Draws

1. 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 seperate 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.

- 2. 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.
- 3. 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.

CLANEGRAFTINE								My Assount •	
	Dashboard								
Hammalton Destructed Name	* Nome Open	Draft Start Date		Draft Finish Date		Statue	Actions	Events	
Dist Setup TextA2 239 Connectine Dress	01-04-2041 12:00 am	68-02-2022		92-02-2041		New the Second	@@X 4	•	
Draft Details			Nor	ns Open Date & Ti	ime*		Noms Closed	l Date & Time	
Edit Draft Draft Details Draft Name* TestA2 229			· · · · ·	ns Open Date & Ti -04-2041 12:00 am			Noms Closed		
Draft Details Draft Name*	Draft Finish Date*		· · · · ·	-04-2041 12:00 am					
Draft Details Draft Name* TestA2 239	Draft Finish Date* 02-02-2041	8	Star	-04-2041 12:00 am			02-04-2041		
Draft Details Draft Name* TestA2 239 Draft Start Date* 02-02-2022	CONTRACTOR OF AND		Star	-04-2041 12:00 am			02-04-2041 Spacings		
Draft Details Draft Name* TestA2 239 Draft Start Date* 02-02-2022	02-02-2041			-04-2041 12:00 am tus pen (No Queue)			02-04-2041 Spacings		
Draft Details Draft Name* TestA2 239 Draft Start Date* 02-02-2022 Stock Levy	02-02-2041 Automatically send 1st	t round texts		-04-2041 12:00 am tus pen (No Queue)			02-04-2041 Spacings		

Draft Rules

4. 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

, , , , , , , , , , , , , , , , , , , ,	
	My Acct
Draws Dashboard	
Winton Gampdraft	Generate all draws
Frank Mitchell Memorial MADEN	Generate event draws
Westech Electrical Highlenden FUTURITY Draft	Generate event drawa
BMR Business Solutions Jackpot STALLION Braft	Generate event draws
NOVICE	Generate event draws
Mick & Anne Seymore MINI Dreft	Generate event draws
Robbie's Equipulae Therapy JUNIOR working cattle contest	Generate event drawa
Clim Bertson Memorial JUVENILE Dreft	Generate event draws
Old Rural ENCOURAGEMENT Draft	Generate event drawa
Ourley Cattle Transport Gem of the West OPEN Dreft	Generate event draws
Elanoo Computione Best of the Best RESTRICTED Open	Generate event draws
	Draws Dashboard Winton Campdraft Files Mitchell Memanial MADEN Files Mitchell Memanial MADEN Wessels Electroal Highenden RUTURISY Derit BRR Rinareas Solutions Jacipot STALLON Draft RovitCE Mick & Anno Seymone MIRI Draft Robie's Equipable Therasy JONDR working cattle contest Clim Bertaon Memorial JUVENILE Dreft Ool Runal ENCOURAGEMENT Draft Cubre Cattle Tremport Gem of the West OPEN Draft

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

- 5. Once draws are generated you will notice a number in brackets appears next to each event. Click on each event to view the draws.
- 6. 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.

		My Assount 👻
Deathboard		
128 Committee	Draws Dashboard	
Nomination Dainhboard Drieft Senap	410 Split Payments Re-test Finday, 22 April 2022, 11 pm	Publish all draws
Committee	Open (2)	\smile
Drawn	Comtit2 (11)	
Competitors	Comb1 (11)	
Homes		

Step 17: Editing Draws/Moving Nominations

- 1. 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.
- 2. 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).

Generate		Re-assign no	minations	
	competitor	ke to alert the that their run moved?	×	
CHISUN	Yes	No	<u></u>	

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.

	↑ ↓ 3. Bryton Virgo	JESSAMINE CLOVER	Move to VD V 🖉	1
4.	e i	feature click and hold the mou o move. Simply drag the nomin elease the mouse.		
	\sim			

Move to

DD

•

JESSAMINE CLOVER

Step 17: Changing the order of a riders horses

Bryton Virgo

 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).

	Account #159	648(8) 🥯	R.		×	
Select all	Violet_prima Maiden 2 (2)					Comment
Re-assign nominations Send bulk email/text	Maiden (2) ♥ 4 ↑↓	¶ test_a2Horse	Horse owner name Semyonn Plotnikovv	Nomination Status Accepted		invoice number
Re-send draws notifications	8 îl	test bug1	Horse owner name Semyonn Plotnikovv	Nomination Status Accepted		
Please, note: all competitors v	secondary2 to	est2 >				

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

Nomination status	Suburb	Payment status		Comment	Actions	
	Nomination status	Nomination status Suburb	Nomination status Subarb Payment status	Nomination status Suburb Payment status	Nomination status Subarb Payment status Comment	Nomination status Subarb Payment status Comment Actions

b. At the top of each draws page per event

CCAMPERATTONE						Ny Account *
Saturd	Onen D					
19 Dammillee	Open 🗟					
Remination Destatement	Round 1. Round 2. Final	leaund		Search for	pettor or home	Q
Dwit Settar						
Constitue	Publish the draw					
		N 0 10 10		N		
Competitude	Number of score to go into	the next mund Generate	Re-assign nominations /	Refund	Add new no	mination
H11111						
-lister	Runs 1				Round score ±	⊕
🛓 Espertilisaria	Designations	Harter		Colorat Harmonich	Denne	
8 My Printie	71 1. Vladimir Test	A2design	Wante . ORDER.		0	
S Ingene Venter			Little States (Mr.			
🔛 Inner	TL 2.				- 0	
😧 Norminations						
G. Antoin						
101 Marthurs						

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.

March 1997 Contract Contractor		
Trease make sure the member you	re trying to reassign to is linked to the horse and the horse is active. Click HERE to view all horses in th	e kon usiabase and link members of make score
Re-assign by competitor Re-assign b	horse	
rom Competitor	To Competitor	
Select competitor	Select competitor	

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

Step 19: Entering Scores

- 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

Round 1 Final mand						Search.	Competitor or hors	e
Publish the draw								
Number of score to go into the Number of score to go into the		ienerate	Re-assign nomi	natione	Ro	sfund		Add new nomination
Number of score to go into the		Jenerale						
une :					A	4	4	Round score
Larpette	Note				Calur	Agreements	Coarter	<u> </u>
11 Unter Anderson	fest71	Move is	048069	11	50	50	5	105
1 2. Vladimir Test	Testā1	. Rieve to	046064		50	50	5	105
1.3. Sheree Ross	a2tost	Meueria .		0	sil	ME	5	105
4. Chini Adlington	Jaya Luck	Nitor II	m/	E)	50	\$0	5	105
1.6. Zera Agar	test hup4	Movella		U	50	50	5	105

Step 20: Generating 2nd Rounds/Finals

 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.

CampdraftONE User Guide

Publish the draw	1						
Number of score to	go into the next round	rerate	Re-assign nomina	lions	Refund		Add new nomination
Runs ÷							Round score 🕆 🥋
Competitur	Humi			Cuto	A Haratorich	Course	
†⊥ 1. Vladimir Test	A2design	Moveto	• CHEOLE*	1			0
† ↓ 2 .							0
Dathhord							
🕾 Committee	Comb1 & Comb	2 🗟					Finalias event and calculate prize money
Nomination Destribution	Bound 1 Final round				Sem	di Competitor o	name Q
Durit Setap	Publish the draw						
Committee	Constant Constant	~					
Gampetinon	Number of score to go into the Comb1	0 Generate	Reas	sign norminations	Refund		Add new nomination
Horses	Number of score to go into the Comb2	8 Generate	.				
Jongos - 4., Taport Reports	Runs :	\sim					Round score 🕈 🕞
A My Protin	Tangado H	196			George Prime	nen Chie	2010-2020-200

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

Runs ()							13	Round score †
Competitor	Harse				CUROUR	Hasewalt	Course	
📜 10. Nomlanga Ballard	Xena	Merica 💌	CHEQUE+	E	59	50	5	114
1 9. Sheree Rosa	test bug1	Move to 💌	D0 👻		58	50	5	113
🖕 8. Vladimir Teat	A2dealign	Move to 📼	CHEQUE-	I	57	50	6	112
🙄 7. Zara Agar	test bug3	Move to	60 .		56	50	5	-111
1 6. Vladimir Test	HorseA2designTest1	Move to •	CHEQUE	5	55	50	5	110
🖞 5. Zara Agar	test bug4	Move to •	co •		54	50	5	109
1.4. Chris Adlington	Jays Lock	Move to •	00 +		53	50	. 6	108
1 3. Sheree Ross	a2test	Move to •	E0 -	U	52	50	5	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..

	New r	ound was gener	ated				*	
Comb1 🗟							Finalise e	vent and calculate prize money
Round 1 Final round						Search	Competitor or horse	٩
Publish the draw	5-							
Clean slate								Restore nomination
Rums ÷							Final score	Total score 💠 🚭
Competitor	Horse			Extoat	Honework	Course		
†⊥1. Zara Agar	test bug3	Mowitz •	co • 🗵				0	111
†↓2. Vladimir Test	A2design	Move to 💌	CHEQUE+	-			0	112
113. Nomlanga Ballard	Xena	Move to 💌	CHEQUE				0	114
†≟4. Vladimir Test	HorseA2designTest1	Move to .	CHEQUE~				0	110

4. 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

Comb1 📾		Finalise ev	ent and calculate prize	noney
Round 1 Final round	Search	Competitor or horse		٩
Restore nomination ~				
Runs ©		Final score	Total score	* 🖶

Step 21: Adding a run - off

1. 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

	Finaliae event and cal	culate prize money
Search	Competitor or horse	Q
round.	al ×	
Add arun-off		
	Λ There are some competitors that are tied for 1'st after the completion of the fin	Search Competitor or horse

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

Commen		🥪 Draw	was published se	uccess					×		
Dastissied Draft Series	Comb1 🗟								Finalise e	eent and calculate prize	e money
	Round 1 Final roand							Search C	ompetition or borse		¢
	Restore nomination]•									
	Runs :	Terre				Gdeut		Ceures	Final acces	Total score	٠
	Compatition						Paramet	CRAME			
	7⊥1. Zara Ager	test bug3	Mave ta 📼		1	4			6	117	
	T‡2. Vladimir Test	A2design	Nave ta 📼	010000					0	112	
	1⊥3. Nomlanga Ballard	Xena	Monto *	CHEQUE					2		
	14.0. Normanga Basard	ACH		STREET.	(3	2			2	116	
	7.1.4. Vladimir Test	HorpeA2designTest1	Muneto	CHROLEW					0	110	

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.

Prize Mo	ney Calculator	Action
Comb1		Updiate: Event
Total nominations:	10	Update at the sector processes to the figures balance for the intervent. This or all orientific (construction and and and and and if peak out.
Total rounds: InductorFinal	2	
Declared prize money:	± 2006.00	
Add back amount: (leave black if none)	6	
Total prize money:	\$ 2000.00	

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.

	A The		HIMMAN'S	Acti	ion
Total nominations:	10			->	Update Event
fotal rounds: including Final)	2			figures to	a eli tive estani prise massey to the below for this event. This will be content prise money relate but
eclared prize soney:	\$ 2000.00			if part or	ot
dd back amount:	\$				
Fotal prize money:	\$ 2000.00				
Calculate Roun	d Money				
unds Prize Mone ROUND	5	FINAL	ROUND		
ROUND	5	FINAL Round money:	ROUND 5 1600.00		
ROUND	1				
ROUND lound money: a of Total:	3 400.00	Round money:	\$ 1600.00		
ROUND found money:	1 5 400.00 % 20.00 4	Round money: % of Total: Number of places:	\$ 1600.00 *- 80.00		
ROUND : Round money: & of Total: Number of places:	1 5 400.00 ~ 20.00 4 ~	Round money: % of Total: Number of places: Place	5 1600.00 % 80.00		
Round money: N of Total: Number of places: Place %/	1 5 400.00 4 ~ 5 /	Round money: % of Total: Number of places: Place 1 2	\$ 1600.00 \$ 80.00 6 \$		

4. 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.

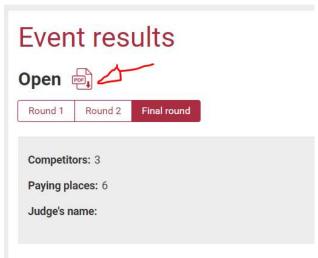
Desktop Mini Draft Friday, 22 April 2022, 1 am	PRIZE MONEY SUMMARY
Maiden (25)	View results Edit calculations
Open (100)	View results Edit calculations

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

ompetitor	s: 3				
aying plac	es: 4				
udge's nar	ne:				
Place	Rider	Horse	Owner	Score	\$
Place 1-3	Rider Vladimir Test	Horse A2design	Owner Semyon1 A2designTESTIPR3	Score 22	\$ 135

Rider	Horse	Cutout	X
/ladimir Test	A2design	22	Make winner
lo 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.



 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.

Dashboard	
形 Committee	Reports
Nomination	Drafts
Draft Setup	364 duploated name
Conventities	Incoming money Outgoing money
Drawe	Generate prize money reports
Competitions	
Horses	No results found
Judgen	
La Espert Reports	
 My Profile Register Member 	
Q Draws	
& Nominations	
	2-
문위 Members	

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

rafts							
364 duplicated norms							
ncoming money Outgots	g money						
All Cash (Direct deposits Bank cheque Committee	e oredit EFTPOS					Search
ownload PDF Download	CSV						
Date received	Invoice number	Competitor name	٠	Payment type		Amount received	
Date received	er i lana ale ner e	Competitor name ViolarA211		Poyment type CHEQUE	٠	Amount received	6
Date received	Invoice number				•		

- 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.

964 duplicated en	•									
intensing memory	Dutgoing money									
Generate prize	e money reports									
All Pa	and Unpaid									Search
- massa	Payment typ	æ	Payment st	atus		Edit	efund amou	int .		
Select a	-	 Apply 		• Ap	apty .				Apply	
	Invoice number	Prose male sure but the receiver and up for the ABA firsts such correctly (ACC mere Competitor name		Type 0	Amount received	•	Status	a 1	Actions	Details
					Amount received	•	Status Vinpolat	•	Actions	Details
Date sent d	Invoice number	Competitor name 0	Payment type 0	Туре в						0
	Invoice number	Competitor name 0	Payment type Ø	Туре е			Unipold			-
Date sent d	Invoice number	Competitor name 0	Payment type	Туре е			Unpeid ACC number			0
Date sent d	Invoice number	Competitor name 0	Payment type	Туре е			Unpeid ACC number			0

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 sucsessfully

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

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