SECRETARY USER GUIDE

CAMPDRAFTONE

CAMPDRAFT**ONE**

OUR TEAM

We are a dedicated and hardworking team that stands behind our Committees and Secretaries ensuring you are fully supported in your Campdraft One experience.

We are here to offer email and phone support and we are always staffed over weekends so even if we are unable to attend your Campdraft, there will always be a team member available by phone or email to assist with any questions.

Email: aca@campdraft.com.au or After Hours Phone: 0746 227 110

Andrew

Campdraft One
Lead

andrew@campdraft.com.au

✓ ABA Files & Payouts
✓ Overall Assistance

Kate

Campdraft One
Specialist

kate@campdraft.com.au

✓ Judges Checks
✓ Publishing Results
✓ During A Draft
✓ Draft Finalisation

Steve

Campdraft One
Specialist

steven@campdraft.com.au

✓ Program Approvals
✓ Draft Setup
✓ During A Draft
✓ Setting Up Volunteers

JUST COUNTRY
THE GEAR FOR OUT HERE

ARIAT®

RIVERINA
STOCKFEEDS

TABLE OF CONTENTS

TABLE OF CONTENTS

DURING THE DRAFT

FINALISING DRAFT

ADDITIONAL INFO

SECRETARY ACCESS TO COMMITTEE PROFILE

If your committee has not affiliated with ACA, or you are a new secretary, please phone the ACA office to be set up in Campdraft One – to access your committee profile and pay your affiliation. If Image 1 shows on your screen, it means you are not correctly linked to you committee, please contact the ACA Office.

As soon as you are approved to join a certain committee by Admin, you will gain access to Nominations Dashboard and Committee area.

Image 1: Error to be approved by Admin as a Secretary.

COMPLETING COMMITTEE DETAILS PAGE
& PAYING AFFILIATION

Navigate to "Committee" tab on the left hand side of your screen and ensure you are on the details tab (Image 2.)
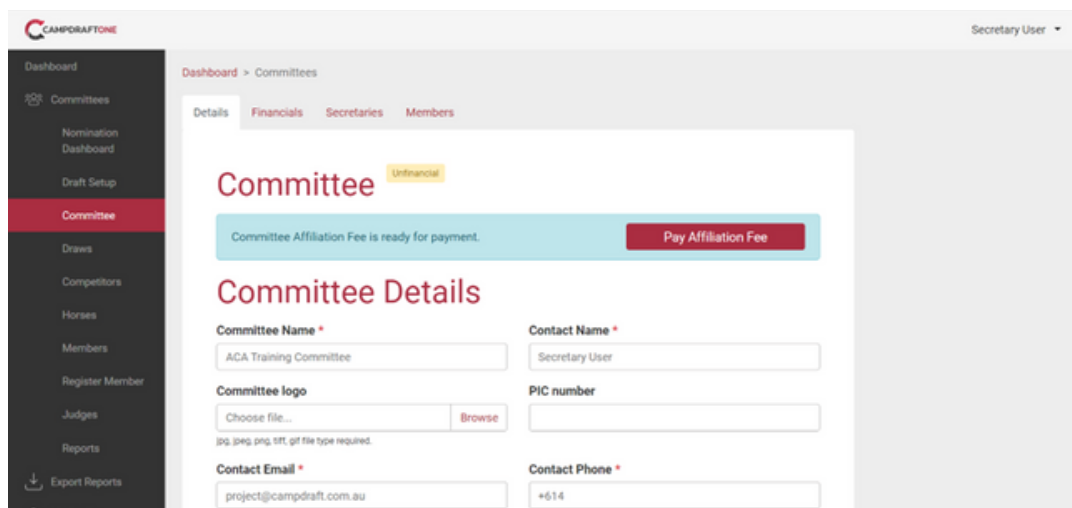
Image 2: Committee tab.

Please complete all fields on the details page.

Please Note:
- Committee Logo is not mandatory.
- Full stops cannot be included in the committee's name.
- Phone numbers need to be formatted in (+61) format.

If selecting Accept Online Payments – See Step 3 Online Payments.
- Include First Name of One (1) Signatory of your committee account.
- Last Name of the same Signatory of your committee account.
- Their date of birth.
- Colour photo of the front of their Photo ID (License or Passport).
- These details will be stored in Campdraft One in order for the committee to be approved to receive credit card payments for nominations.

Click "Save Details".

COMPLETING COMMITTEE DETAILS PAGE
& PAYING AFFILIATION

Once the committee details have been completed and saved, you will see Image 3.

The Committee data saved successfully.

Image 3: Committee data saved.

From here you can follow the prompt to pay the affiliation fee.

Click on "Pay Affiliation Fee".

Committee Affiliation Application will appear.

Please complete all fields in the Affiliation Form.
- Please note, select if your Campdraft grounds will have internet and/or phone service.
- Proposed start and end Campdraft dates of your event – you can add multiple events dates in this section, however not compulsory.

Image 4: Committee Affiliation Form.

Click "Check Out"

COMPLETING COMMITTEE DETAILS PAGE
& PAYING AFFILIATION

A Season Confirmation box will appear to confirm the season you are affiliating for.

Your Cart

Committee name	Type	Price
ACA Training Committee	Committee Affiliation	$1650.00

Your total: $1650.00

Back to Form   Proceed to Payment

Image 5: Your Cart.

Click "Proceed to Payment".

Payment Options

○ Credit Card   ○ PayPal   ○ Bank Cheque   ○ Bank Transfer

Your total: $1650.00   Make Payment

Image 6: Payment Options.

Select Payment Type.

Please note:
- If you select to pay with Credit card or PayPal your affiliation will be processed straight away, and your committee will appear as financial.
- If you select to pay via Bank Cheque or Bank Transfer funds will have to clear before the ACA Office will accept your Committee's Affiliation. The Committee will not be financial until this has been done.
- Please ensure to use your Committee name as bank description.

Select "Make Payment".

COMPLETING COMMITTEE DETAILS PAGE
& PAYING AFFILIATION

Confirmation of your payment will appear if you have paid by Credit Card or PayPal, if you have paid by bank cheque or bank transfer a notice will appear stating your affiliation is waiting for payment.

Thank You

Thank you. Waiting for payment.

Have an issue?

Your transaction is complete. If you experience some difficulties with payment processing or are not sure what the status of your payment is, please contact us on (07) 4622 3110.

Image 7: Thank you. Waiting for payment.

From here you can transfer your affiliation fee into the ACA Bank Account, details will be listed on the screen and are as shown below.

Account Name: Australian Campdraft Association
BSB: 034 171
ACC: 171 918
Reference your Committee's name.

For bank cheque and bank transfer you will be sent a payment reminder via email – to the committee email listed on the committee details page.

SETTING UP ONLINE PAYMENTS ONLY FOR NOMINATIONS (OPTIONAL)

If selecting Accept Online Payments return to the "Committee" tab and ensure you have input and saved the below details:

- Include First Name of One (1) Signatory of your committee account.
- Last Name of the same Signatory of your committee account.
- Their date of birth.
- Colour photo of the front of their Photo ID (License or Passport)

These details will be stored in Campdraft One in order for the committee to be approved to receive credit card payments for nominations.

You will also need to tick the box for Online Payments Only in the "Draft Set Up" tab.

DETAILS, FINANCIALS & SECRETARIES TAB
IN COMMITTEE PROFILE

The committee detail page can be edited at anytime.

If your committee contact name, email and phone number were to change throughout the financial year (January – December), you can update this here and it will reflect adoringly on the www.campdraft.com.au Events Calendar. Or alternatively contact the ACA office.

- The financials tab will show your committee's paid or pending payments.
- You will also be able to download a copy of your Tax Invoices for Payments made and approved by ACA for affiliation.
- Secretaries Tab.

You can add additional people to your committee profile by searching Secretary Users add selecting "Add Secretary". This is useful to give your President or Treasurer access to the Committee profile.

Please Note:
- If the person you are wanting to add as a secretary does not appear, please contact the ACA office – as they may not have secretary access. The office will be able to assist you with this.

MEMBERS TAB IN COMMITTEE PROFILE

The Member's Tab is where you can add Committee Members, Sponsors or Cattle Donors to your committee profile. These people will appear with a Green Star next to their name in the nominations dashboard to make assist in identifying those key contributors to the event and accepting their nominations in a timely fashion.

Image 8: Committee Members List.

DRAFT SET UP

Navigate to the "Draft Setup" tab on the left hand side of your screen.

Image 9: Draft Setup tab.

Please complete all fields on the "Create Draft" page.

Please Note:
- If your draft name does not come up when you search it, it has not yet been added to the ACA Calendar – please contact the ACA office on 07 4622 3110 to add your draft to the calendar, once added to the calendar it will show in the drop down.

Important please note, Campdraft One runs off Australian Eastern Standard Time (AEST), please ensure you nomination and draft times are set on the AEST.

Please set the status to Open.

Please Note:
- That ticking the box for "Add a Biosecurity Form to the Draft" does not make it compulsory however, it does make the form available for people to complete themselves (with which they are responsible for returning to the Secretary).

Please Note:
- That ticking the box "Make competitor vehicle mandatory" will prevent a competitor from being accepted if they have not completed the vehicle details section of their profile – this information will show in a Vehicle report which is accessible by the Secretary.

Click "Create"

Once the Draft Setup has been created it will show in the "Nominations Dashboard".

JUDGES EXPRESSION OF INTEREST (OPTIONAL)

ACA Judges have the ability to express their interest to judge at your event via their personal Campdraft One account.

Navigate to the "Judges" tab.

Image 10: Judges tab.

To find Judge Expressions of interest (EOI):

- Navigate to the "Judges" tab and click "Manage Expressions".
- View any EOI Judges for your draft, scroll through the "Pending Expressions of Interest Page".
- Select approve or deny to action the EOI. Contact the Judge with the phone number provided on their profile.

CREATING EVENTS

Navigate to the "Nominations Dashboard" and click the red eye symbol under the "Actions" section as shown in Image 11.
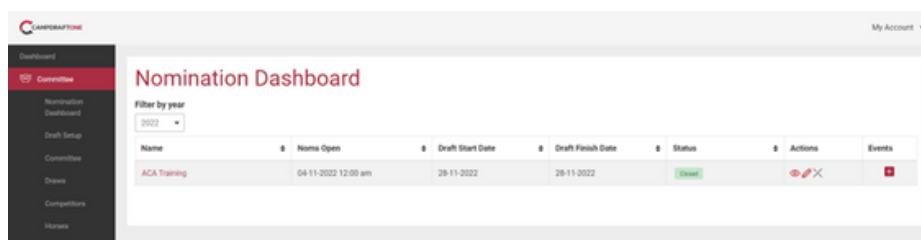

Image 11: Nominations Dashboard.

Select "Add New Event" as shown in Image 12.

Image 12: Add New Event.

Continue to to the next page.

CREATING EVENTS

Please complete all fields on the "Create Event" page.

Image 13: Create Event.

Click "Create".

Please repeat the above steps for each individual event.

Please Note:
- If you are having a split event (for example Maiden A/B), set up the event as above, you **split the event after processing nominations**. Refer to Step 25 on how to split events following the processing of nominations.

- See Step 9 for 'Creating Combined Events'.

- If you add the Sponsors name or Memorial name to the event name, draw texts will be received including the first letters of every word you list, for example, Just Country Open Draft Event = J.C.O.D.E. Sometimes this can appear confusing in a text and it's easier to use 'Open' or 'Open Draft'.

- You have the ability to enter the Judges name if the Judge is an ACA Judge. Please ensure that is the Judge changes prior to the event you will need to edit the event and change the Judge.

CREATING COMBINED EVENTS

Navigate to the "Nominations Dashboard" and click the red eye symbol under the "Actions" section as shown in Image 11, then select "Add New Event" as shown in Image 12.

Tick the combined events box entering the primary event as Event Name 1 (for example, Maiden $35 cost) and the in-conjunction event as Event Name 2 (for example, Maiden 4 Maiden $10 cost).

Please complete all other fields on the "Create Event" page.

Click "Create"

Please note:
- Nominations will automatically open based on the date you selected in the draft setup and will appear in the "Nominations" tab once approved by a Campdraft One team member. The draft nominations will show in the "Nominations" tab once approved and will state the nomination opening date and automatically open when the date comes

Create Event

☑ Combined events

Event Name 1*
Maiden

Cost*

Event Name 2*
Maiden 4 Maiden

Cost*

Cost with a discount

Applied if participating in both events

Image 14: Combined events.

EXCLUDING EVENTS FROM RESTRICTIONS

Navigate to the "Nominations Dashboard" and click on the red eye symbol.

Scroll down to "Draft Rules".

The restrictions you entered in your draft set up will automatically come across. Type in the events you are excluding from restrictions.

For example, if you are excluding the Restricted Open and/or Futurity from the number of first round starts).

Draft Rules

First Round Runs Per Person	4	Exclude events...
Total Runs Per Horse	2	x Ladies

Save Rules

Image 15: Draft Rules – excluding events.

Click "Save Rules"

AUTO-GENERATED PROGRAM

Once the draft and events have been creating in Campdraft One, navigate to the "Nominations Dashboard" and select the pencil.

Scroll to the bottom of the page and click "Review auto-generated program".

To make amendments, return to the "Nominations Dashboard" and click the pencil for the event you wish to change, in doing this, you can add the logo for the event sponsor or add notes such as the time of the event or other awards in addition to the prize money.

Once you are satisfied with the program, navigate to the "Nominations Dashboard" and select the pencil.

Scroll to the bottom of the page and select "Submit Program".

The ACA Office will be notified that the program has been submitted and will be in touch in two (2) business days.

ADDING VOLUNTEERS

First check if the competitor has previously been an ACA member by searching their name in the "Members" tab. If their name comes up and the details match, please call the ACA Office or email the Campdraft One team to change the competitors status to volunteer.

If a competitor is not found in the "Members" tab, navigate to the "Register Member" tab on the left hand side of your screen.
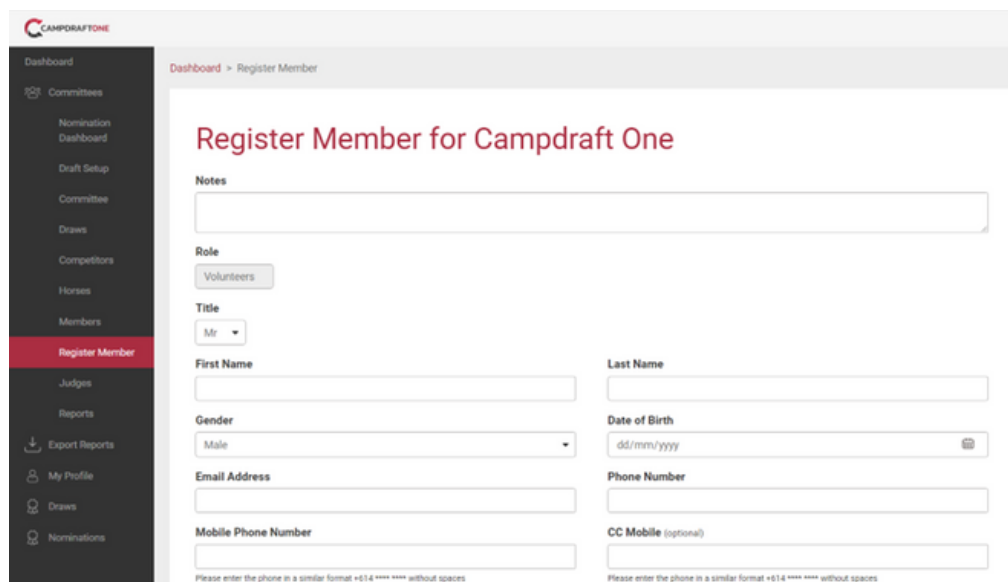

Image 16: Register Member for Campdraft One – adding volunteers.

Please complete all the fields.

Click "Register".

Please Note:
- You will need to supply the volunteer with the email address and password as they will need to log in to Campdraft One to enter their bank details (this is for if they receive prize money, you will not be able to nominate on behalf of anyone who does not have bank details saved on their profile). Alternatively, call the ACA Office or email the Campdraft One team to have bank details added to the volunteers profile.

LINKING OR ADDING NEW HORSES

If you are trying to add nominations for someone, ensure they are linked to the necessary horses, otherwise, you will not be able to nominate on their behalf.

To link a competitor to a pre-existing horse: Navigate to "Horses" and search the horses' name. If the relevant horse shows in the results, click on the horses' name. Type the competitors name in the member box and click on the member (see image 17).

Click "Update".

Horse Profile

Unregistered

Notes

☑ Active

Member

Start Typing...

Add here all of the members that need to nominate on this horse.

⊗ 13270: Billie Standfield SZ

Horse Name

Popcorn

Owner

Start Typing...

⊗ 13270: Billie Standfield SZ

Image 17: Add competitors name to the member box and select.

To create a new horse: If the horse is not already in Campdraft One, you will need to create a new horse. Click "Add Horse". Enter the horses name, Owner, Member (anyone who will be riding the horse), set the Status and Beginning of Year Status to Maiden unless the owner/rider tells you otherwise.

Click "Add horse".

Add Horses

Notes

Horse Name

Owner

Start Typing...

Maximum of one owner

Date of Birth

dd/mm/yyyy

Sex

Mare

Image 18: Adding a new horse to the database.

ADDING NOMINATIONS AS A SECRETARY

Navigate to the "Nominations" tab on the left hand side of your screen. Click on the "Click here to nominate" for your draft.
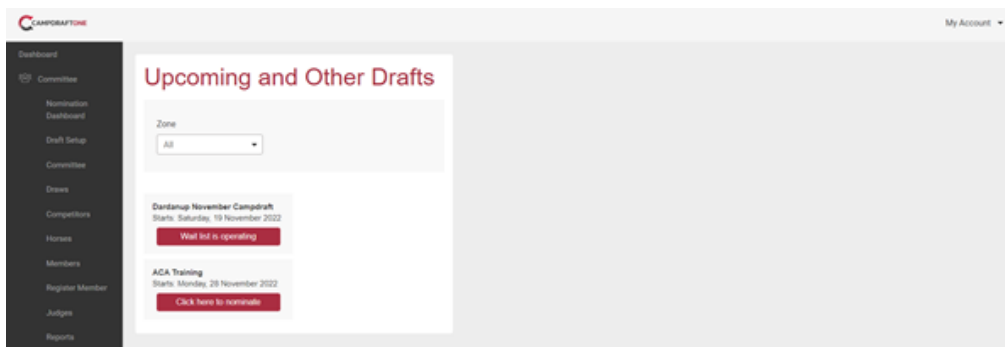

Image 19: Nominations tab.

Enter the competitors name and choose event. All eligible horses that are assigned to that rider will show for the event selected.

Image 20: Nominating for an event.

Please note:
- **Select the required horses in the order in which they want to be ran as this is the order they will show in the draw.**
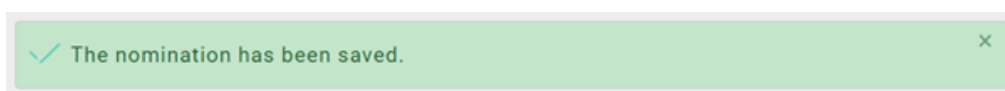
Click "Add Nominations"

Image 21: Nominations saved.

Repeat the above steps for each event and Competitor.

FILTERING HORSE AND/OR RIDER STATUS OUT OF AN EVENT

Navigate to the "Nominations Dashboard". Click on the red eye symbol and scroll down to the bottom of the page.

Please Note:
- Filtering horse or rider nominations out of an event can only be done prior to accepting nominations. Nominations must be in unprocessed to benefit from this feature.

Image 22: Filter nominations out of events.

Select if filtering by horse or rider. Following this select the event and the status you wish to restrict. Select "Show".

Below the show button (once selected) you will see the number of horses or riders of that status as well as the total number of runs over those horses or riders. For example, there may be 52 Open riders in the Maiden event, however across the 52 Open riders there may be 107 runs.

If you are happy with the total number of horses/rider and runs saved you have the ability to "Scratch all", once this is selected and the "Accept" button is clicked, all horses or riders which fall into the filtered search will be moved to scratch.

SORTING NOMINATIONS

Navigate to the "Nominations Dashboard". Click on the draft name and scroll down, all nominations received will be sitting in "Unprocessed".

Image 23: Unprocessed nominations.

You can commence sorting competitors into different categories (accepted or waitlist). You can do this by competitor family profiles or you can move competitors in bulk by ticking the box next to the pencil in actions and changing the nomination status and selecting apply.

Please Note:
- No competitors will be notified via email of what category you have moved to them to until you change the draft status.

Please Note:
- Competitors may be auto scratched by the system if they have nominated into another Campdraft One draft and have been accepted.

For further information read the definition in the glossary.

EXPORTING A COMPETITORS LIST
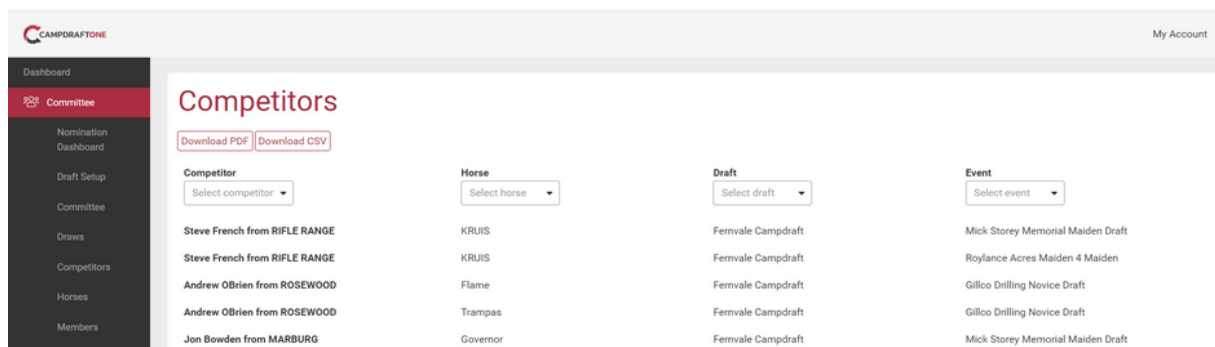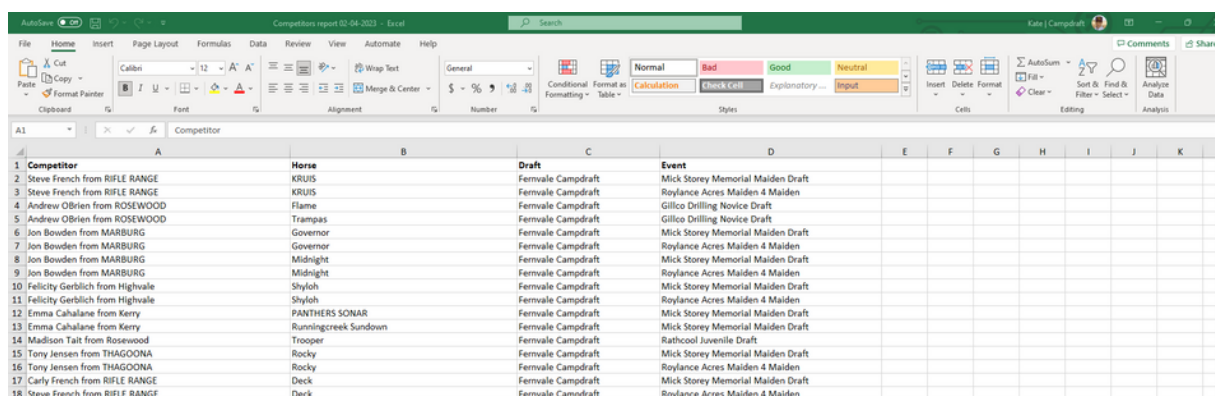
Navigate to the "Competitors" tab.

Image 24 - Competitors Tab

You can sort through the competitors page however you also have the ability to download a PDF or CSV of the competitors list if you choose.

Competitors

Competitor	Horse	Draft	Event
Steve French from RIFLE RANGE	KRUIS	Fernvale Campdraft	Mick Storey Memorial Maiden Draft
Steve French from RIFLE RANGE	KRUIS	Fernvale Campdraft	Roylance Acres Maiden 4 Maiden
Andrew OBrien from ROSEWOOD	Flame	Fernvale Campdraft	Gillco Drilling Novice Draft
Andrew OBrien from ROSEWOOD	Trampas	Fernvale Campdraft	Gillco Drilling Novice Draft
Jon Bowden from MARBURG	Governor	Fernvale Campdraft	Mick Storey Memorial Maiden Draft
Jon Bowden from MARBURG	Governor	Fernvale Campdraft	Roylance Acres Maiden 4 Maiden
Jon Bowden from MARBURG	Midnight	Fernvale Campdraft	Mick Storey Memorial Maiden Draft
Jon Bowden from MARBURG	Midnight	Fernvale Campdraft	Roylance Acres Maiden 4 Maiden
Felicity Gerblich from Highvale	Shyloh	Fernvale Campdraft	Mick Storey Memorial Maiden Draft
Felicity Gerblich from Highvale	Shyloh	Fernvale Campdraft	Roylance Acres Maiden 4 Maiden

Image 25 & 26 - Excel spreadsheet download of Competitors or PDF download.

CHANGING RESTRICTIONS (OPTIONAL)

If restrictions need to be tightened or removed, navigate to the "Nominations Dashboard" and click on the pencil.

Edit the restrictions under draft rules.

Click "Save Details".

All competitors who are now outside of the new restrictions will be sent a notification to process their nominations. Any competitors who fall out of the amended restrictions will show with an exclamation mark as shown in Image 27. Once a competitor has scratched the runs falling outside the new restriction the exclamation mark will disappear.

Image 27: Restriction change showing on the nominations dashboard.
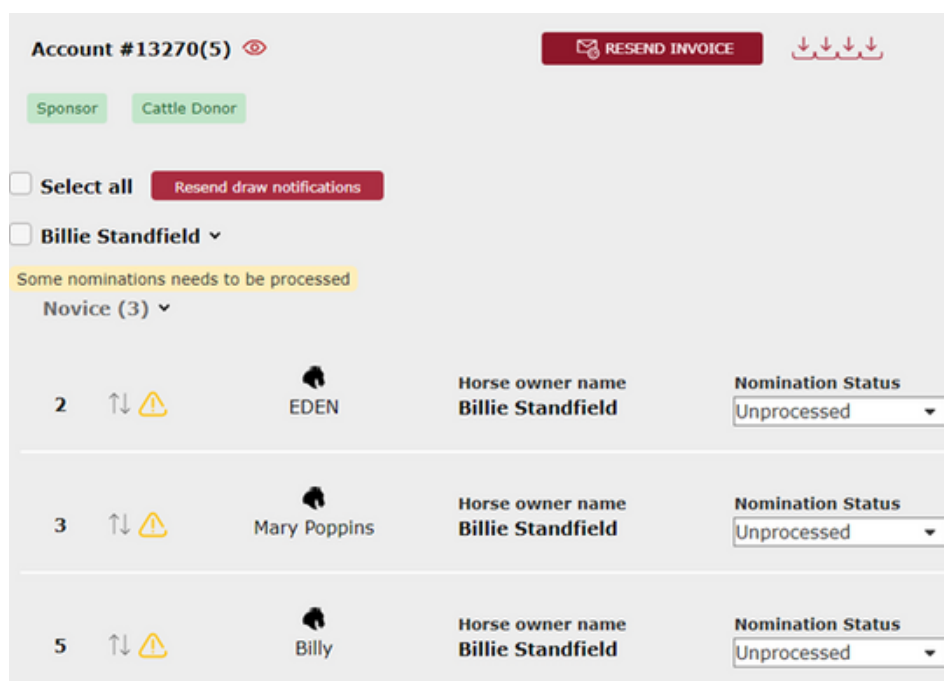

Image 28: Restriction change showing on the competitors edit screen.

DETERMINING IF A RIDER IS OVER RUN RESTRICTIONS

To determine if a rider has exceeded their run restriction navigate to the 'Nominations Dashboard".

Click the little 'eye' next to draft name.

Name	Noms Open	Draft Start Date	Draft Finish Date	Status	Actions	Events
Fernvale Campdraft 2023	07-03-2023 08:00 am	25-03-2023	26-03-2023	Closed	👁 ✏ ✕	+

Image 29: Nominations Dashboard

Scroll to the bottom of the page to see restrictions and which competitors have nominated in what events. You can sort by horse or rider.

Restrictions

Sort by
⦿ Horse ○ Rider

Offset count runs [1]

Show

Total Horses over 1. Runs: 5

Information	Ladies	Novice A	Open	Maiden	Maiden 4 Maiden	Restricted Open	Novice B	
EDEN **Rider:** Billie Standfield **Total:** 3	1				1	1		
Horse69 **Rider:** Steven Ritchie **Total:** 3					1	1		1
19 **Rider:** Kate Duncan **Total:** 2	1		1					
Foxys Playboy **Rider:** Kate Duncan **Total:** 2			1		1			
Mary Poppins **Rider:** Billie Standfield **Total:** 2	1		1					

Image 30: Restrictions

SENDING OUT INVOICES

Once you are satisfied with the allocation of competitors between Accepted and Waitlist, you can now change the draft status to Finalise (you can do this by editing the draft set up – click on the pencil under actions at the top of the Nominations Dashboard).

Status

Finalise	▼

Image 31: Finalise Status in Draft Setup.

Please Note:
- Once you change the draft status to Finalise, invoices and notifications will be sent to competitors.

To change the draft status to Finalise, click the pencil in the "Nominations Dashboard". Change the status from Open to Finalise.

Status ⬍
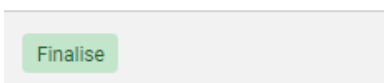
Finalise

Image 32: Finalise Status in Nominations Dashboard.

Click "Save Details".

The envelopes next to the competitors name will change from red to green once the invoice has been sent (this may take some time, 15-20 minutes for all the invoices to send). If there are some competitors that still have red envelopes and the rest have changed to green, check their member profile for their email address to ensure it is correct or call the ACA Office.

Sending Bulk Messages

Navigate to "Nominations Dashboard" and click the draft name.

Click "Send bulk email/text".

Image 33 - Send button

Complete the details.

Image 34 - Enter in details of message.

Click "Send".

OPERATING A WAITLIST

Once the draft status has been changed to 'Finalised', the Waitlist will be operational until the draft status is changed to 'Closed'.

Allora Campdraft
Starts: Friday, 07 April 2023

Wait list is operating
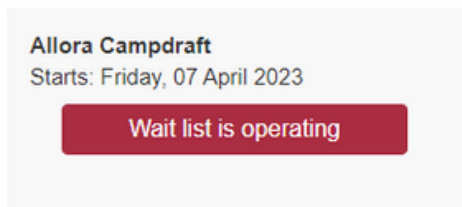
Image 35 - Draft in Waitlist mode

You do not have to accept or move competitors off the waitlist. Waitlisted competitors will not receive invoices unless they are moved to Accepted by the Secretary and the draft status is set to finalise.

MARKING NOMINATIONS AS PAID

If set up for online payments only:
- Once competitors pay their invoice and payment is processed through Stripe, the payment will be changed automatically in the Nominations Dashboard. You are not required to change these.

If not set up for online payments only:
- Once payments start to show in your Committee bank account you can begin to mark competitors as paid.

Navigate to the "Nominations Dashboard", click the draft name and the "Accepted" tab. Search the competitors name or the invoice number in the search bar.

Select comment (this is the payment type – if they paid by bank transfer the payment type is DD). Select payment status as "Paid", if paid in full.

Image 36: Payment status, comment, amount.

If payment is partially made, select payment status as "Partially Paid" this will open a new screen and enable you to select the runs that have been paid for, with the total of those payments showing at the bottom.

Image 37: Partially paid – selecting runs which have been paid.

Click "Update".

Please note, marking the competitor as paid will notify the competitor that they have paid, sending them a paid tax invoice.

ADDING NOMINATIONS AS A SECRETARY AFTER NOMINATIONS HAVE CLOSED

If the waitlist is open, follow Step 14.

If there is no waitlist operating and the nominations have closed but you need to add a late nomination (for example, on behalf of a sponsor) you will need to temporarily reopen the nominations.

To temporarily reopen nominations:

Navigate to the "Nominations Dashboard" and click on the pencil.

Change the "Noms Closed Date & Time" to the desired amount of time. We generally suggest 10-15 minutes from the present time to allow yourself time to submit the outstanding late nominations.

Noms Open Date & Time*	Noms Closed Date & Time
07-03-2023 08:00 am	24-03-2023 09:01 am

Image 38 - Nomination open and closing details.

Click "Save Details".

Navigate to the "Nominations Dashboard" and click on the pencil to edit the closing time if it has not yet ended.

Navigate to the "Nominations Dashboard" and click on the waitlist.

Find the name of the late competitor and change the nomination status from waitlist to accepted.

SPLIT EVENTS (A/B)

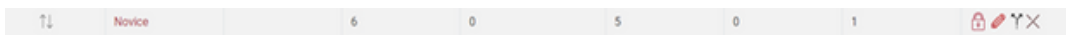***Important – A/B events MUST be split prior to generating draws.***

Please Note:
- It is recommended that events be split the day of or a few days before generating draws, this way you get the best split between those who have paid in full.

Navigate to "Nominations Dashboard" and click on the pencil, changing the draft status to finalise.

Click "Save Details".
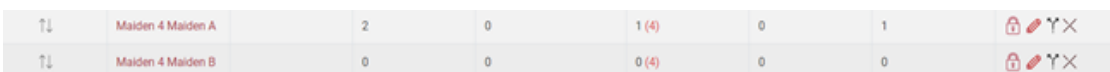
Click the + under events. For the event you desire to split, find the event name and move across to the right side of the screen, click on the two parting arrows, confirm 'yes' if that are splitting the correct event.

Image 39: Splitting event arrows.

The event will now be split into Event A and Event B.

Image 40: Split event.

Once you have split the event, you can move nominations to A or B. Ensure you move out any judges so that they do not have runs in the event they are judging.

SPLIT EVENTS (A/B)

To move competitors A to B (and visa versa):

Click on the event name (for example, Maiden A).

Click on the pencil next to the persons name who you would like to move, next to each of their runs in the event it will say "Move To" (for example, "Move To Maiden B").
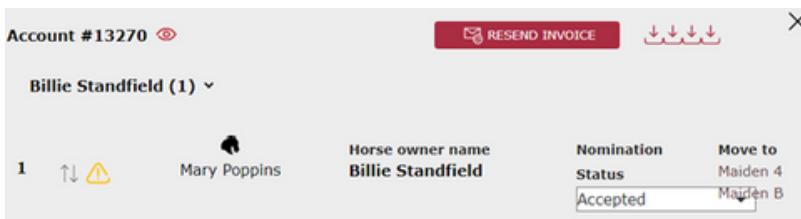
Confirm moving the nomination.

Image 41: Move to A/B.

Please Note:
- It is important to move everyone to the necessary event before generating the draws. If there are any movements of competitors within the split events following the draws being generated, you will have to scratch the competitor our of the A event and add a new nomination into the B event (and visa versa).

GENERATING DRAWS

If you have split events (A/B) ensure you split them before commencing this step.

Please Note:
- If hosting a combined event (for example, Maiden in conjunction with Maiden 4 Maiden), the Secretary will see two draws however the competitors will not.

Once all Competitors in the 'Accepted' tab of the Nominations Dashboard have been marked as paid, navigate to the pencil in the "Nominations Dashboard" and change the draft status to 'Closed'.

Ensure that the spacings are set to the desired preference (for example 50 spacings means that after 50 runs there will be a blank run).

Click "Save Details".

Please Note:
- All competitors marked as unpaid will not be included in the draws.

Navigate to the 'Draws' tab. You can either individually generate event draws or select 'Generate all draws'. Please allow up to 15 minutes for draws to generate.

Event have been successfully added to the queue for generating draws ✕

Image 42: Event added to the queue.

Events will generate one by one. Once an event has generated it will appear red with a number in brackets – this is the number of runs.

Novice (6)

Ladies (5)

Maiden 4 Maiden A (4)

Maiden B (4)

Image 43: Generated Draws.

Please Note:
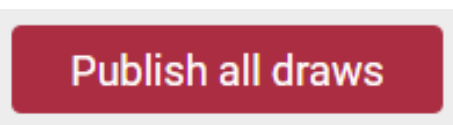- Draws will not go out until draws are published.

GENERATING DRAWS

Following the generation of draws, click on the generated draw, you will have the ability to move competitors within the draw. It is best practice to scroll through and confirm the runs of judges and announcers to ensure they don't clash with the required times of their jobs.

Once you are satisfied with the draws they are ready to be published.

Navigate to "Draws" and click "Publish all draws".

Please Note:
* Publishing the draws will send out draws texts.

Publish all draws

Image 44: Publish all draws.

ONCE DRAWS HAVE BEEN GENERATED YOU WORK EXCLUSIVELY OUT OF DRAWS – DO NOT ATTEMPT SCRATCHING'S IN THE NOMINATIONS DASHBOARD ONCE DRAWS ARE GENERATED.

EDITING DRAWS AND MOVING NOMINATIONS

Once your draws are live, any movement within the draw will cause the draw to change and new draw texts to be sent!

To move runs within the draw you need to use the the "Move To" function as shown in image 46 and utilise spacings.
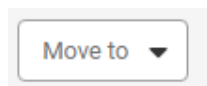
Move to ▼

Image 46: Move To drop down.

To use the "Move To" function, find the nomination you need to move (you can scroll or search them in the draw).

Click "Move To" next to the horses name.

All the empty available spacings will show.

Click on the run you would like the move the competitor to.

You can elect to notify the competitor via SMS or not notify the competitor of the change.

Please note:
- Do not use the move arrows or drag or drop feature within a live draw, if your draw is still unpublished then you can use the feature.
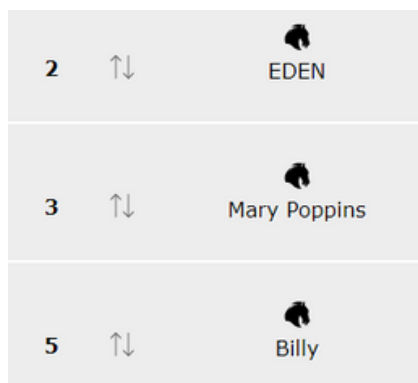
Image 45 has been removed by document owner.

CHANGING THE ORDER OF A RIDERS HORSE

Navigate to the "Nominations Dashboard" and click on the draft name.

Click "Accepted" and search the competitor's primary member (see tips & tricks of how to do this).

Click the pencil.

Drag the horses to rearrange order.

Image 47: Changing horse order.

RE-ASSIGNING COMPETITORS

Please note, ensure the competitor you are transferring the run to, is listed as a member on the horse that you are assigning the run to (see Step 12).

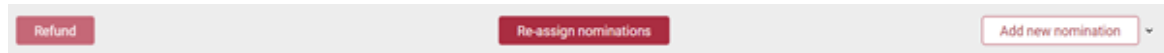Navigate to "Draws" and click on the event name.

Click "Re-assign nominations"

Image 48: Re-assign nominations button.

Ensure it is set as "Re-assign by competitor".

Image 49: Re-assign by competitor.

Search the name of the competitor who the run is currently listed to in the "From Competitor" box and click on their name.

All the runs that are currently assigned to this competitor will show in event categories, it will also list the horses they have runs on.
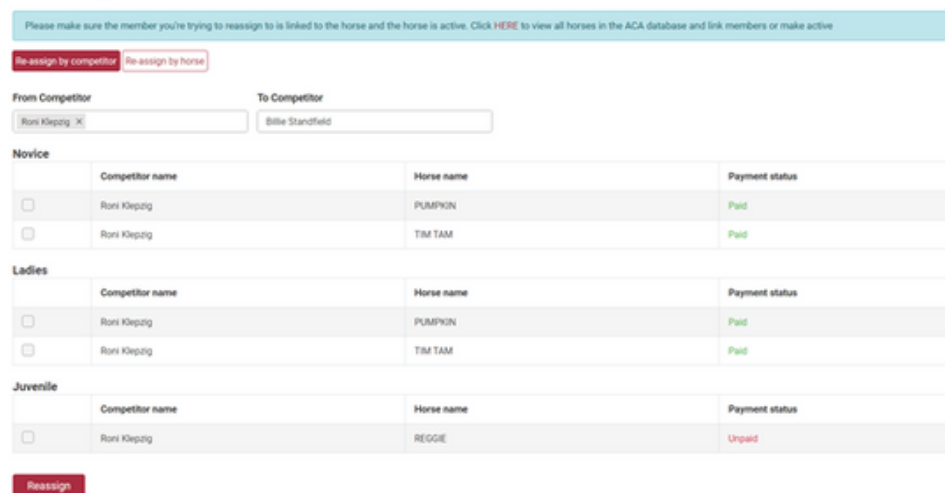

Image 50: Re-assigning runs.

RE-ASSIGNING COMPETITORS

Type the name of the competitor you are reassigning the run to in the "To Competitor" box and click on their name.

Tick all runs you are re-assigning. **Ensure the competitor you are re-assigning to, is listed on each horses being re-assigned.**
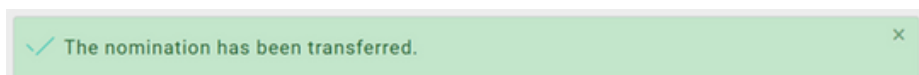
Click "Reassign".

Image 42: Transfer successful notification.

RE-ASSIGNING HORSES

Please note, ensure the competitor you are transferring the run for, is listed as a member on the horse that you are reassigning the run to, see Step 12.

Navigate to "Draws" and click on the event name.

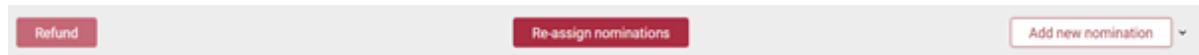Click "Re-assign Nominations"

Image 48: Re-assign nominations button.

Ensure it is set as "Re-assign by Horse".

Search the name of the horse who the run is currently listed to in the "From Horse" box and click on their name.

Image 49: Re-assign by Horse.
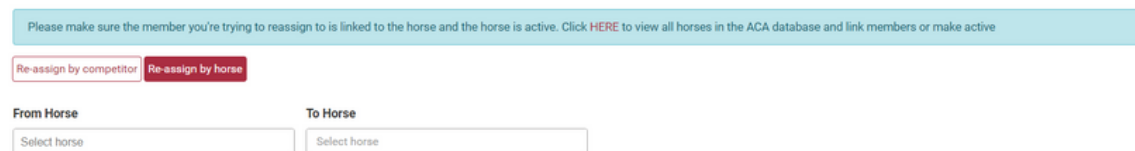
All the runs that are currently assign to this horse will show in event categories, it will also list the rider for each run.

Type the name of the horse you are reassigning the run to in the "To Horse" box and click on their name.

Tick all runs you are re-assigning. **Ensure the Competitor listed on the original horse is also linked to the horse you are re-assigning to.**

Click "Reassign".

SCRATCHING ONCE DRAWS ARE GENERATED

Once draws are generated you must scratch out of the "Draws" Dashboard.

To scratch a competitor go to "Draws" and select the event.

Find the competitors name (if they have multiple runs and are only scratching on one horse, ensure you have the correct run).

Hover the mouse between the payment type and $. A circle with a line through it will appear (scratching symbol).
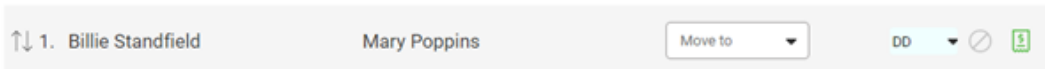
Image 50: Scratching symbol.

Click the scratching symbol and select if you would like to notify the competitor.

Once the competitor has been scratched they will automatically be pushed to the bottom of the draw and have a line through their name. Their original run will now be a blank run.
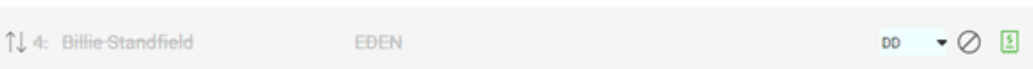
Image 51: Once a competitor has scratched.

To un-scratch this competitor find their scratched run (at the bottom of the draw or via search).

Click the scratch symbol and they will return to the bottom of the draw.

PRINTING DRAWS/ANNOUNCERS/SCORE SHEETS

Navigate to the "Draws" tab and select the event.

To print Draws:
- Click the PDF next to the draft name.

To print Announcers sheets:
- Click the PDF next to the total score arrows and select "Announcer Download".

To print Score sheets:
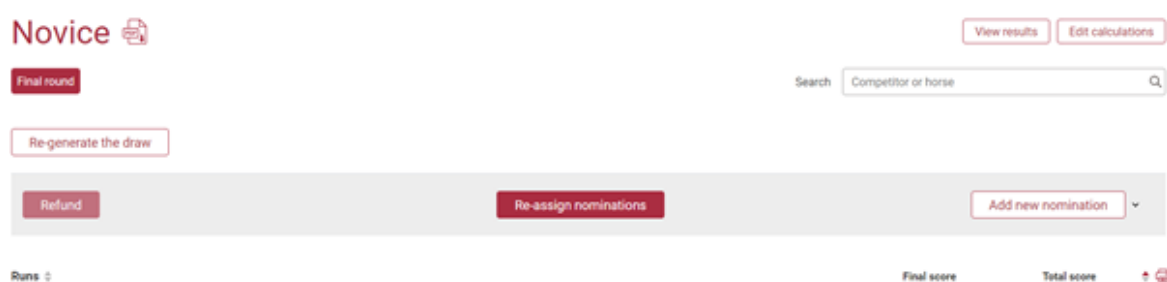- Click the PDF next to the total score arrows and select "Score Sheet Download".

Image 52: PDF Print sections within the draws.

ENTERING SCORES

Navigate to the "Draws" tab and select the event you are entering scores for.

Start typing the scores into the boxes.

Please note:
- If you have set the draft up with 2 judges, you can enter both scores and an average of these scores will be calculated.

You can progress to the next box by hitting Enter or Tab on the keypad.

If the competitor gets the whip in the Cut Out yard enter a 0 and move on to the next competitor.

Image 53 - Entering Scores

USING THE LEADER BOARD TO DETERMINE SCORES FOR 2ND ROUNDS/FINALS

Navigate to the "Leaderboard" and click "View results" for your draft.
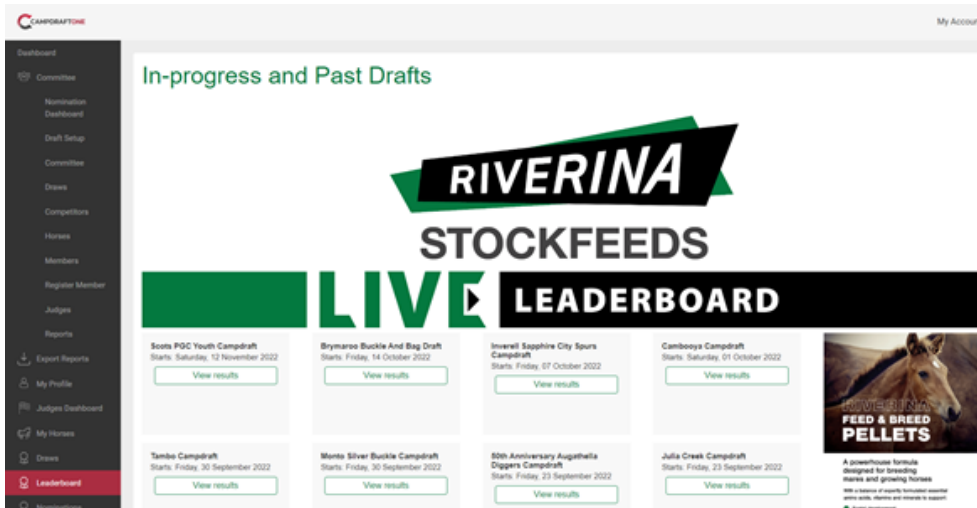
Image 54: Leaderboard tab.

Here you can find your averages over the entire draft and individual events.

Calculating how many to take into the next round:

As shown in image 54, the first number represents the number of riders with that score (the second number) and above.

For example, as shown in image 55, there are 6 competitors at 83 (and above), 11 competitors at 77 (and above), 13 competitors at 74 (and above).

PLASTAMASTA JUVENILE DRAFT (33)   Final

Judges: Huon Smith
1>90 2>89 3>88 4>85 6>83 8>82 10>81 11>77 12>75 13>74

Image 55: Calculating the number of competitors for the next round based on scores.
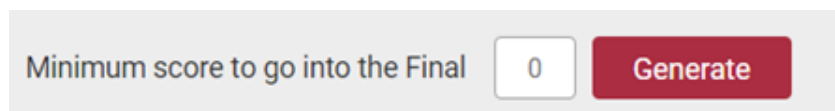
Please Note:
- When you click on the event you can sort by Cut Out and round scores.

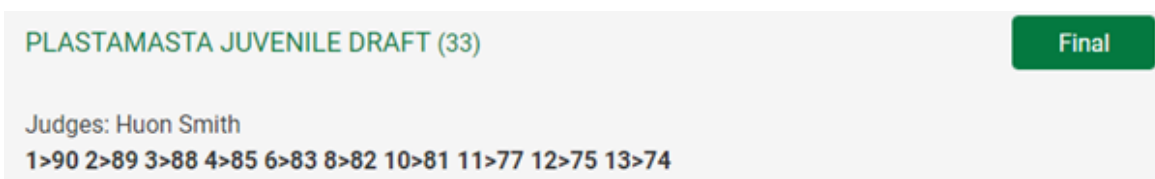# GENERATING 2ND ROUND/FINALS

Read Step 34 for how to interpret the Leaderboard.

Navigate to "Draws" and click on the event.

Enter the minimum score to go into the events next round.

Image 56: Minimum score to go into Final.

Select "Generate".

Click the round and check you are happy with the scores it has bought through and the order.

Select "Publish the draw" – **this will notify competitors**.
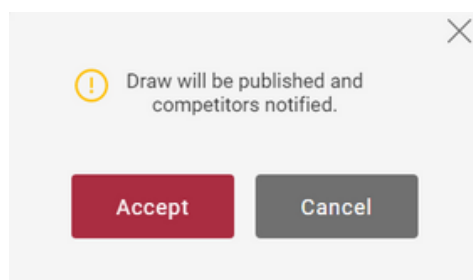
Image 57: Publishing final round draws.

Enter scores.

RESTORING NOMINATIONS IN
SUBSEQUENT ROUNDS
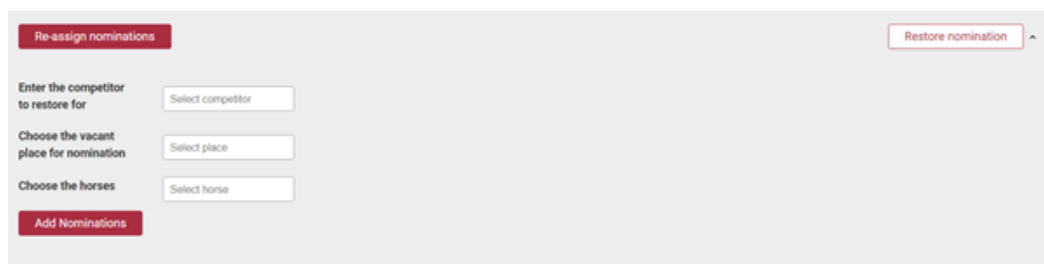
If there is a Competitor who does not come through into the following round when the draw is generated (this may be due to a typo), open the round you are generated and select "Restore Nomination".
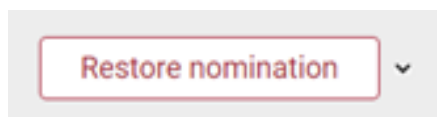
Image 58: Restore nomination button.

Enter the competitors name and placing on the draw (this will typically be last), choose the horse that the correct score was on.

Click "Add nominations".

Image 59: Restoring nomination.

ADDING A RUN-OFF

If a run-off needs to be conducted, you will see the error displayed in image 60.
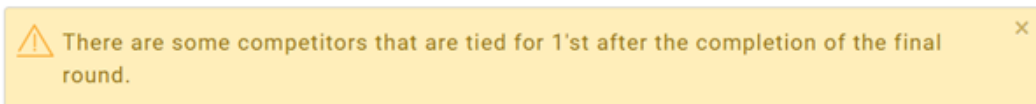
Image 60: Reminder to have a run-off.

Select "Add a run-off".
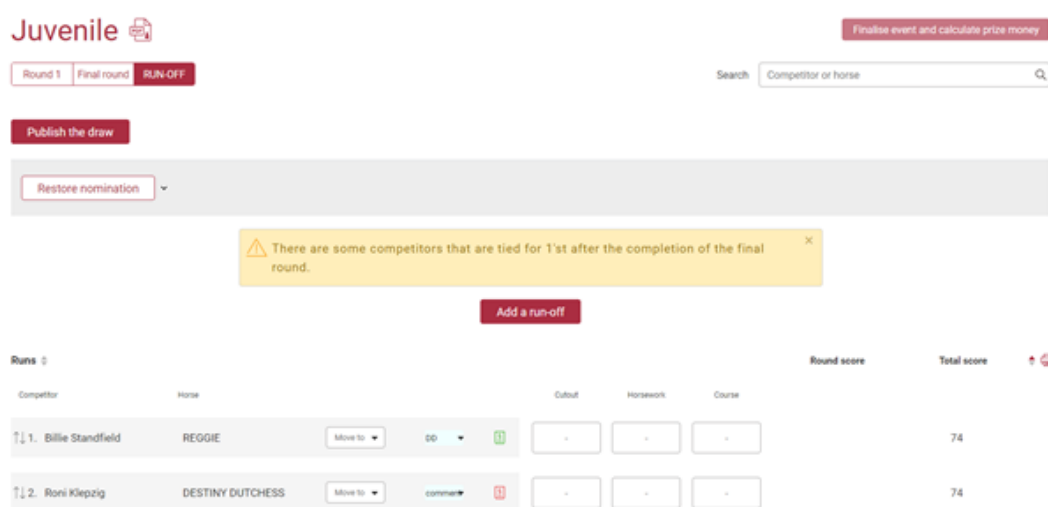
Image 61: Run-off round.

Select RUN-OFF round and enter results.

FINALISING EVENT – PRINTING PLACINGS

Once all scores have been entered and run-offs run if necessary, you are ready to finalise the event.

Navigate to the relevant draw and click on the final round of the event.

Click on "Finalise event and calculate prize money".

Image 62: Finalise event.

Please Note:
- These prize money calculations and placings can be edited up until the processing of prize money payouts following the conclusion of the draft.

If there is an add back enter the add back amount, if no add back, leave blank.

Click "**Calculate Round Money**".

Image 63: Unsaved changes notice.

Scroll as the changes are not yet saved. Campdraft One will automatically calculate the percentages that go towards each round (this is based off the Rule Book). If you have different percentages, please enter as such.

Enter the number of placings you are paying to (again, this will automatically set in accordance with he Rule Book, however you can change it).

Image 64: Round money.

FINALISING EVENT – PRINTING PLACINGS

Please Note:
- If you are paying final round only, please change the percentages to 0% in first round and 100% percentage for the final round.

Click "Update Event" and confirm "Update. Remember, you can edit this later if required.

Click "View Results" for the event.

If there is a tied Cut Out, follow Step 40.

Select PDF to print the placings.

Image 65: Printing placings.

DETERMINING A CUT OUT WINNER

Once in "View Results" for the required event, if there is a tie for the Cut Out you will see image 57.

Highest Cutouts

Rider	Horse	Cutout	
Billie Standfield	REGGIE	21	Make winner
Roni Klepzig	DESTINY DUTCHESS	21	Make winner

Image 66: Make Cut Out Winner.

Click "Make winner" for the person you determine the Cut Out winner.

GENERATING PRIZE MONEY

Ensure you have completed Step 38 for each event.

Navigate to "Draws" and select "Prize Money Summary".

Image 67: Prize Money Summary.

Scroll through the prize money and confirm the event, placings, prize money (round money and final round) is correct.

To edit any events select "Edit calculations" for the event in the "Draws" tab and repeat step 30.

Please Note:
- If you are paying the event in cash, please enter the declared prize money as $0.00.

Once you have confirmed the "Prize Money Summary" is correct, navigate to "Reports", select the draft name and "Outgoing Money".

Select "Generate prize money reports". This will take some time to generate (allow 10 minutes).

Image 60: Generate prize money reports.

Please Note:
- If you have not finalised all of the events, the button will appear dim. Please return to step 38 and finalise each event.

REFUNDS

As stated in the ACA 'General Information Competition Rules and Guidelines' all scratching's made outside the 7 days will automatically show in the "Outgoing Money" Reports as "Full Refund".

Scratching's made following the 7 days will automatically show in the "Outgoing Money" Reports as "Refund (retained full amount)" or "Refund (stock levy retained)".
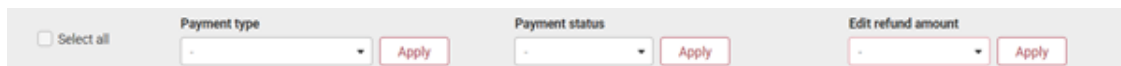
D.5 Refunds Applicable to Scratchings:

A 100% refund of the nomination fee will be given if the competitor withdraws more than 168 hours (7 days) prior to 8:00am on the first morning of the program. If a competitor withdraws less than 168 hours (7 days prior to 8:00am on the first morning of the program), then the entire nomination fee may be retained by the committee.

If the committee deems that extenuating circumstances apply, then a refund may be granted. Each case will be at the discretion of the committee.

Image 61: Rule book snippet about refunds

The refund types can be changed by selecting the tick box next to the persons name, selecting the "Edit refund amount" and selecting "Apply".

Image 62: Payment type, payment status, edit refund amount functions.

For scratching's made following the generation of draws you will need to await the conclusion of the draft and navigate to "Draws", selecting the relevant event.

Select the "Refund" button and determine if you are retaining the stock levy or refunding fully (you can always edit this in Outgoing Money Reports).

Image 63: Refund in draws.

DOWNLOADING AN ABA FILE AND COMPLETING PAY OUTS

Please Note:
- You have the ability to download an ABA file and upload to your banking to conduct payouts in one bulk payment, alternatively if you would like to pay everyone manually or individually, repeat the below steps and either download the PDF or CSV instead of the ABA.

Navigate to "Reports", select the draft name and click "Outgoing money".

Confirm you have checked the refund and prize money amounts, ensure that refund types are set accordingly to that you will be refunding.

Please Note:
- You can sort "Reports" by competitor name, payment type, type (refund types or prizemoney), and amount.

Scroll to the bottom of the "Outgoing Money" report and change the entries to 150 so that they show on one page.
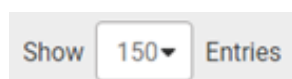
Image 64: 150 Entries.

Tick "Select All", scroll through and untick any $0.00 or amounts you will not be including in the ABA file.

If your bank account has an APCA ensure you enter this number in the box as shown in image 65.
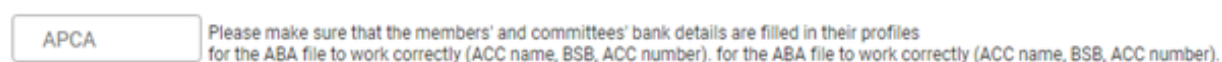
Image 65: APCA.

Click "Download ABA".

Open online banking and upload the ABA file in accordance with your banking procedures.

Please Note:
- Date encryption is only valid for the date the report is generated. Upload to bank the same day.

DOWNLOADING AN ABA FILE AND COMPLETING PAY OUTS

Please note:
- If a Competitor has not correctly entered their bank details in their Membership profile and your try and download your ABA file, you will see this error message;

Image 66 - Incorrect BSB error message.

Navigate to the + sign next to the payment status and it will drop down the bank information for each competitor. Scroll through until you find the competitor that has not entered their BSB correctly 000-123.

Image 67 - Competitors details in Outgoing Money report showing BSB.

Please note:
- Before attempting to upload the file, download the PDF version and check over competitors bank details. We have found that most issues are commonly caused by incorrect bank account names, the account number is incorrect due to there not being enough account numbers (i.e must between 6 and 10 digits) or the BSB has been entered incorrectly.

MARKING REFUNDS AND PRIZE MONEY AS PAID
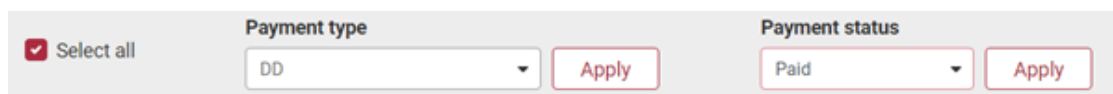
Once the payments have been processed, return to Campdraft One "Outgoing Money" reports.

Scroll to the bottom of the "Outgoing Money" report and change the entries to 150 so that they show on one page.

Tick "Select All", scroll through and untick any $0.00 or amounts you did not include in the ABA file.

Scroll to the top and select payment type, hit apply, change the payment status to "Paid" and hit apply.

Once this is completed the competitors will receive paid tax invoices outlining their winnings or refunds.

Image 68: Marking prize money as paid.

GLOSSARY

ABA: standard file download used for bulk payments via internet banking.

Additional Attachments: additional attachments are any documents you would like to add to the back of an auto-generated program. Additional attachments may include but are not limited to: biosecurity forms, waivers, terms and conditions. Additional attachments are not compulsory.

Affiliated Event: Affiliated events will receive ACA points. Affiliated events include Open, RON, ROO, Novice, Novice 4 Novice, Maiden, Ladies and Juvenile.

Affiliation: Affiliation covers all ACA sanctioned events, all draft fees, public liability, professional indemnity and volunteer workers cover.

APCA: Australian Payments Clearing Association (APCA) number. If you do not know this number you will have to contact your bank, this number is not required in an ABA for every banking organization however is required for some.

Arrows: Splitting A/B events into 2.

Auto Scratching: When two (2) drafts runs across the same dates a competitor can nominate into both. The draft which accepts the competitor first will have the competitor for their event, the draft which hasn't yet accepted the competitor, the system will auto scratch the competitor from the draft. For example, if John Doe nominated into Draft A (run 1/11/2023-3/11/2023) and Draft B (run 1/11/2023-3/11/2023), the Secretary of the Draft A draft processed nominations first and accepted John Doe, he would automatically be scratched from Draft B. This function is done by the system and there are no steps required from either Secretary to scratch the competitor. If there was a one day draft held on a Saturday and a one day draft held on the Sunday, auto scratching would not apply as the draft dates do not overlap.

Biosecurity Form: ability to attach the Campdraft One generic Biosecurity Form attached to nominations. This allows the competitor to either complete the form online and submit or print the form and return to the Secretary via paper or email. Please note that ticking the box for the Biosecurity Form does not make it compulsory however, it does make the form available for people to complete themselves (with which they are responsible for returning to the Secretary).

Closed Status: the status of the draft can be changed to close once the draws are ready to be generated. You cannot generate draws unless the draft status is set to closed. Please keep in mind that A/B split events are split when the draft is in the finalise status.

GLOSSARY

Combined Event: A combined event is an event that is run initially with another event however runs a separate final. For example, a Maiden event and Maiden 4 Maiden event which run the first round and scores taken from the first round go towards the two separate finals. Competitors wishing to compete in the Maiden only, are able to nominate into just the Maiden event; for those competitors wishing to nominate in the Maiden 4 Maiden, must be nominated in both the Maiden and Maiden 4 Maiden events.

Committee Credit (CC): The Committee has the ability to assign payments to CC, this means that the person has not physically paid their nominations fees. Committees may assign CC to those significantly contributing to the event such as Judges or Cattle Donors in order to acknowledge their contribution. CC can also be used to get unpaid competitors in the draw, as those who have not paid their nominations will not go into the draws. Please keep in mind, anyone assigned CC to get them into the draw, make a note that these people still owe you money.

CVS: An excel document download.

Eyeball: This is an action that enables you to access another screen within the nominations dashboard that allows you to create new events. This screen also outlines the specifics of each draft event (name, cost, prize money, type, final noms, total noms, rounds, max horses) in comparison to one another. This screen also outlines the horse and rider draft rules and what events are excluded from this (for example, 2 first round starts excluding Ladies and Juvenile). You can also see the restrictions sorted by horse or rider.

Finalise Status: Once the draft status is changed to finalise, the invoices will be sent out to all accepted competitors. Once nominations are sorted and paid (when you are ready to generate draws) split the A/B events before changing the status to closed.
Generate Draws: generating draws is the first step in creating the draws, once draws are generated you can edit and move people around until you are happy with them. You can edit and move things around in draws without notifications being sent to riders via text until the draws are published. Remember to check that judges of the event after or before are not too close to run at the start or end of the draw to prevent them being rushed.

Green Envelope: Invoices have been emailed to the email address listed on the primary members contact details section. If an invoice has not been received however the envelope is green, please confirm with the primary that the email address they have listed is correct, if not please enter and save their correct email address and resend the invoice.

GLOSSARY

Green Star: This symbol represents anyone who has been listed in a committees Campdraft One as a Committee Member, Sponsor or Cattle Donor. This is only seen in Campdraft One by Committees using this platform. Anyone you list in your Members Tab of the Campdraft One Committee profile will show in all nominations thereafter through Campdraft One.

Invoice Download: Allows you to download any paid or outstanding invoices.

Judges: Enter the Judge of the event, only ACA qualified Judges will show. Only current financial ACA Judges are permitted to Judge. Please ensure if you are using Judges from another association that they are submitted to ACA with proof of financial status and judge status.

Linking horse/rider: The person riding the horse must be linked to the horse as a member, without being linked the rider cannot nominate on that horse or have runs reassigned to that horse. *Note please see page __ for steps on how to link horse/rider.

Mandatory Vehicle Report: If the Secretary selects that Vehicle Reports are mandatory in their draft set up, any competitors who have not completed the vehicle report details in their personal profile will not be accepted until they have completed the details.

Move: Enables you to Nominations Dashboard: the section you work from between nominations opening and draws being generated. Once draws are generated, you work exclusively out of draws.

Online Payments: Allows you to directly accept nomination payments rather than bank transfer or cheque and automatically marks the competitor as paid.

Open Status: The time between the draft being set up and invoices being sent, the draft status should be set to Open. Open status allows people to nominate within the open and close dates of nominations. Open status also allows competitors to scratch their own runs prior to the invoices being generated. When you are ready to send invoices, change the draft status to finalise.

Pencil: This enables you to edit anything with a pencil attached (nominations dashboard or individual events).

Primary Member: The primary account holder of a membership account, in families this is a parent. Only the primary members name will show in the nominations dashboard and reports.

GLOSSARY

Prize Money Summary: Where you can scroll through the prizemoney and confirm the event, placings and both first round and final round payouts. You can also edit calculations from here.

Publish Draws: You are finished editing the draws and ready to send them out to competitors and make them public. Once you publish the draws texts will be sent, any changes made to the draws after they are published will provide you with a prompt as to if you would like to notify the rider via text.

Reassign: Changing a rider to a different rider or changing a horse to a different horse. Ensure the riders are linked to the horses.

Red Envelope: Invoice has failed to send via email. Please confirm the primary members email address and call the ACA office if the email address is correct and the envelope remains red.

Resend Invoice: If the invoice was not received or has changed click resend invoice for the competitor to receive their invoice again. Competitor invoices are also available on their Campdraft One profiles.

Refund Full Amount: Refund is given to the competitor in full. Either the competitor scratched more than 7 days prior to the draft commencing, or the Committee has deemed extenuating services and has chosen to refund the full amount.

Refund Less Stock Levy: Refund is given however the Committee withholds the stock levy ($20), typically the Committee has determined that the competitor is eligible for a refund however they are withholding the stock levy to help cover their costs surrounding stock and freight.

Retain Full Amount: Withholding the entire refund, typically, this person has scratched within 7 days of the draft starting and does not qualify for extenuating circumstances for refund as decided by the Committee.

Secretary Users: Committee Members given Campdraft One Committee Access, this is typically the Secretary, Treasurer and President if desired.

Spacings: The gaps between runs in the draws. For example, if spacings are set to 50, every 50 runs there will be a blank run. This gives you ability to move runs if necessary, such as a judge at the very start of the event.

Split Events: Events which are nominated into the desired amount of times, this is then split into A and B events (for example, Novice is split into Novice A and Novice B). Split events are set up as one event (Novice) in the Nominations Dashboard, then split in Novice A and Novice B immediately prior to the draws being generated.

GLOSSARY

Volunteer: Someone who the Committee deems as a volunteer, they are covered under volunteers' insurance and do not need to be a financial ACA member.

Yellow Exclamation: Restrictions have changed since this competitor nominated, the horse or rider is now outside the amended restriction.

NOMINATION REQUEST FORM

CAMPDRAFT**ONE**

COMPETITOR NAME: _____

_____
_____
_____

HORSE NAME: _____

_____
_____
_____

(PLEASE ENSURE YOU ARE A NOMINATED RIDER ON THIS HORSE IN YOUR CAMPDRAFT ONE DASHBOARD, AND THAT YOU RECORD THE HORSES NAME EXACTLY AS IT APPEARS IN CAMPDRAFT ONE).

EVENT YOU WOULD LIKE TO NOMINATE FOR:

_____
_____
_____

NAME OF RIDER: _____

SIGNATURE: _____

MOBILE NUMBER: _____

Please Note: These nominations must be submitted to the Secretary at least 1 hour prior to the event starting. Please pay your nomination via Campdraft One and provide proof of payment before competing. Any changes after the commencement of the event are at the Committees discretion to decline.

OFFICE USE ONLY

Secretary Name: _____

Date: _____

Time: _____

CHANGE OF HORSE FORM

CAMPDRAFT**ONE**

COMPETITOR NAME: _____

_____

Please ensure you are listed as a rider on each horse!

IN WHICH EVENT DO YOU WISH TO CHANGE?

_____
_____
_____

HORSE NOMINATED ON & DRAW NUMBER:

_____
_____
_____

NAME OF HORSE TO CHANGE TO:

_____
_____
_____

NAME OF RIDER: _____

SIGNATURE: _____

MOBILE NUMBER: _____

Please Note: These nominations must be submitted to the Secretary at least 1 hour prior to the event starting. Please pay your nomination via Campdraft One and provide proof of payment before competing. Any changes after the commencement of the event are at the Committees discretion to decline.

OFFICE USE ONLY

Secretary Name: _____

Date: _____

Time: _____

CHANGE OF RIDER FORM

CAMPDRAFTONE

COMPETITOR NAME: _____

_____

Please ensure each rider is listed on the horse!

IN WHICH EVENT DO YOU WISH TO CHANGE?

_____

_____

_____

RIDER NOMINATED ON & DRAW NUMBER:

_____

_____

_____

NAME OF RIDER TO CHANGE TO:

_____

_____

_____

NAME OF RIDER: _____

SIGNATURE: _____

MOBILE NUMBER: _____

Please Note: These nominations must be submitted to the Secretary at least 1 hour prior to the event starting. Please pay your nomination via Campdraft One and provide proof of payment before competing. Any changes after the commencement of the event are at the Committees discretion to decline.

OFFICE USE ONLY

Secretary Name: _____

Date: _____

Time: _____