



SECRETARY USER GUIDE



EXT 076



AUSTRALIAN CAMPDRAFT ASSOCIATION

V 4.0

Australian Campdraft Association Inc.

ABN 33 767 694 241



PO Box 18189

CLIFFORD GARDENS QLD 4350

Phone: 07 4622 3110

Email: aca@campdraft.com.au

Secretary User Guide

EXT076

Version	Date	Approved By	Brief Description
1.3	01/11/2023	Operations Manager	Formatted to align with ACA Style Guide, updated new processes
3.0	24/10/2024	Operations Manager	Major revision: Updated to reflect program improvements
4.0	21/10/2025	Operations Manager	Major revision: Format updated, addition of program improvements and event membership



THE CAMPDRAFT ONE TEAM IS HERE TO HELP!

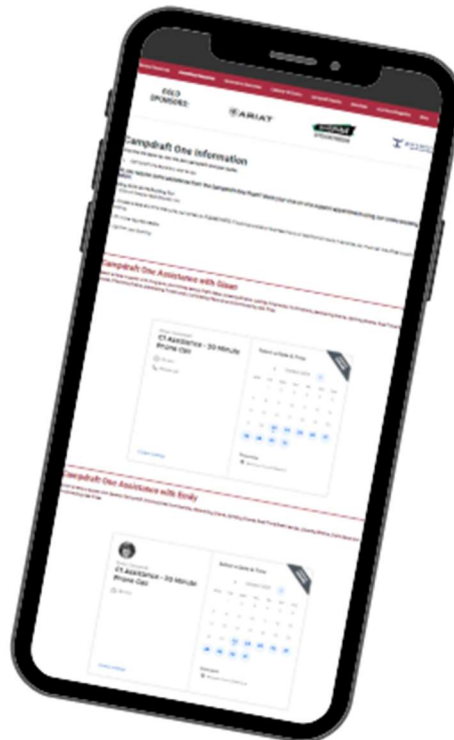
As a Campdraft One Secretary, support is available in three ways:

1. **During business hours:** Monday–Friday, 8:30am–4:00pm via phone or email
2. **Outside of hours by appointment:** Book at campdraft.com.au under “Committee Resources” → “Campdraft One Information” Book Via Calendly by choosing either “Weekday” or “Weekend” appointments
3. **On-call support:** Available during your draft via the after-hours line. The after-hours line is only attended for the duration of your draft (i.e. draft start date to draft finish date), to contact the team prior or after your draft, please use the above (1. Or 2.) methods

 **Email:** aca@campdraft.com.au

 **After Hours Line:** 07 4622 7110

BOOK YOUR APPOINTMENT ONLINE!



Glossary

ABA: Australian Bankers Association file for bulk payments. Requires APCA number for some banks

Additional Attachments: Optional docs for auto-generated programs (e.g. waivers, terms)

Committee Affiliation: Covers ACA events, liability, indemnity, and volunteer insurance

APCA: Australian Payments Clearing Association number (used in ABA files)

Auto Scratching: When a rider double-nominates into two overlapping drafts, the first one keeps them, and the second auto-scratches

Biosecurity Form: Optional form that can be completed online or emailed. Appears in 'My Nominations' until the status is 'closed'

Combined Event: Shared round with another event, but a separate final (e.g., Maiden/M4M)

Committee Credit (CC): Used to mark payments as paid for certain roles like Judges or Donors

CSV: Downloadable Excel format

Draft Status:

- *Closed:* Competitors can no longer change nominations
- *Finalise:* Sends invoices to 'accepted' & 'unpaid' competitors. Waitlists open
- *Open:* Accepts nominations based on date/time in setup

Draws: Must be generated before editing or publishing. Modify freely before publishing

Envelope Icons:

- *Green:* Invoice sent
- *Red:* Invoice not sent

Eyeball Icon: Opens overview of event and nomination details (cost, type, rounds, restrictions, etc.)

Fork in the Road Icon: Splits events A/B while finalised

Green Star: Indicates Committee Member, Sponsor, or Donor. They appear in all nominations

Invoice Download: Lets you view and export invoices

Judges: Only ACA-endorsed Judges can be entered. External judges need ACA approval

Linking Horse/Rider: Must be linked in the horse profile or rider can't nominate

Mandatory Vehicle Report: Required if enabled in draft setup. Blocks competitors without one

Online Payments: Invoices have "Pay Now" buttons. Auto-marked paid after card success

Glossary

Pencil Icon: Edit items wherever the pencil appears

Primary Member: Main account holder. Shows up in dashboards and reports

Prize Money Summary: Lets you review and edit payouts for each round before finalising

Publish Draws: Sends text alerts and makes draws public, and later edits notify competitors

Reassign Nominations: Can be reassigned by horse or competitor

Red Person Icon: Shows when nomination becomes ineligible due to rule change (e.g., age)

Refund Full Amount: Full refund given — typically scratched more than 7 days before the event or extenuating circumstances approved

Refund Less Stock Levy: Committee refunds but keeps the stock levy to offset costs. Refunds automatically populate this way when a competitor scratches 7-4 days before the draft starts

Retain Full Amount: No refund issued — usually for scratches 3 days or less before draft starts without valid excuse

Secretary Users: Committee Members granted access to Campdraft One (e.g., Secretary, Treasurer, President)

Spacings: Blank runs inserted every X entries in a draw (e.g., every 50 runs) to allow flexibility.

Volunteer: Covered by ACA volunteer insurance, any person who is providing unpaid help to the committee

Yellow Exclamation Icon: Indicates a restriction change affecting horse/rider eligibility since nomination. Competitor must choose which events to drop or keep

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Section 1: Committee Setup

1.1 Secretary Access to Committee Profile

Section 1: Committee Setup

This section explains how to set up your committee profile and complete ACA affiliation documentation.

 **Tip:** Complete this process early in the financial year (1 Jan – 31 Dec) to ensure insurance coverage and timely event approval.

 Programs cannot be approved without completed affiliation in Campdraft One.

1.1 Secretary Access to Committee Profile

If your committee hasn't yet affiliated with ACA, or if you're a new secretary, contact the ACA Office to set up your Campdraft One profile.

This will:

- Give you access to your committee dashboard
- Allow you to pay affiliation fees

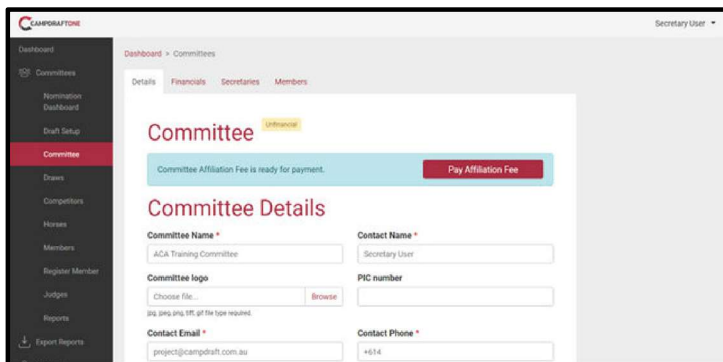
If you see an error like “not approved by Admin,” you're not properly linked. Contact ACA for help and mention any other committee members needing access.

Once approved, you'll gain access to the Nominations Dashboard and Committee area.

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

1.2 Committee Details Page & Paying Affiliation

Navigate to the **Committee** tab on the left-hand side of the screen, then click on the **Details** tab.



The screenshot displays the 'Committee Details' page in the Campdraft One system. On the left is a sidebar menu with options: Dashboard, Committees, Nominations Dashboard, Draft Setup, Committee (highlighted), Drafts, Competitions, Horses, Members, Register Member, Judges, Reports, and Export Reports. The main content area has a breadcrumb 'Dashboard > Committees' and tabs for 'Details', 'Financials', 'Secretaries', and 'Members'. The 'Details' tab is active, showing a 'Committee' header with a 'Financial' label. Below the header, a message states 'Committee Affiliation Fee is ready for payment.' with a red 'Pay Affiliation Fee' button. The 'Committee Details' section contains several input fields: 'Committee Name' (with 'ACA Training Committee' entered), 'Contact Name' (with 'Secretary User' entered), 'Committee Logo' (with a 'Choose file...' button and 'Browse' link), 'PIC number', 'Contact Email' (with 'project@campdraft.com.au' entered), and 'Contact Phone' (with '+614' entered).

⚠ **Important Notes for Completing the Form:**

- Uploading a committee logo is optional but encouraged
- Avoid using special characters (e.g., &, ., -, _ , / , ' , ; , % , *)
- Format phone numbers like this: (+61)
- Contact email must be unique (not used in another Campdraft One profile)
- If enabling online payments, refer to *Setting Up Online Payments for Nominations*
- If GST registered, refer to *GST Registered* section

Once all required fields are complete, you're ready to proceed to payment.

Once your details are saved, you'll see a **green confirmation banner** at the top of the screen.



The Committee data saved successfully.

To continue:

1. Click the **Pay Affiliation Fee** button
2. Complete the **Committee Affiliation Form**:
 - Fill in all required details accurately
 - Indicate whether your grounds have internet and/or phone service
 - Optionally, add multiple proposed event dates

Committee Affiliation Form

Committee Name *		Mailing Address *	
ACA Training Committee			
Suburb *	State *	Postcode *	
	Queensland	4435	
Campdraft Grounds Address *		Suburb *	
State *	Postcode *		
President Name	Secretary Name		
Treasurer Name	Other Name: (Campdraft Steward etc)		

At your campdraft grounds, does the committee have access to:

☐ Internet access ☐ Phone service

Proposed Campdraft Start Date Proposed Campdraft End Date

[Add One More Draft](#)

[Check Out](#)

Once done, click **Check Out** to submit the form and proceed with payment.

When affiliating, a confirmation box appears asking you to confirm the season.

Your Cart

Committee name	Type	Price
ACA Training Committee	Committee Affiliation	

Your total:

[Back to Form](#) [Proceed to Payment](#)

Example:

Committee: ACA Training Committee

Type: Committee Affiliation

Price: \$100.00

Click **Proceed to Payment**.

Payment Options

☒ Credit Card ☐ PayPal ☐ Bank Cheque ☐ Bank Transfer

Your total: [Make Payment](#)

Payment Options:

- Credit Card
- PayPal
- Bank Cheque
- Bank Transfer

**Notes:**

- Credit Card / PayPal: affiliation is processed immediately
- Bank Cheque / Transfer: must clear first; your committee is not financial until then
- Use your **committee name** as the reference in a bank transfer

After selecting a method, click **Make Payment**.

Once payment is processed:

- **Credit Card / PayPal:** confirmation appears
- **Bank Cheque / Transfer:** you'll see a "Waiting for payment" message

If paying via **Bank Transfer**, use:

- **Account Name:** Australian Campdraft Association
- **BSB:** 034 171
- **Account Number:** 171 918
- **Reference:** Your Committee's Name



If you choose Bank Transfer, an unpaid invoice will be sent to your committee inbox

1.3 Setting Up Online Payments for Nominations (Optional)

To accept online payments:

1. Go to the **Committee** tab
2. Click **Accept Online**
3. Enter required details:

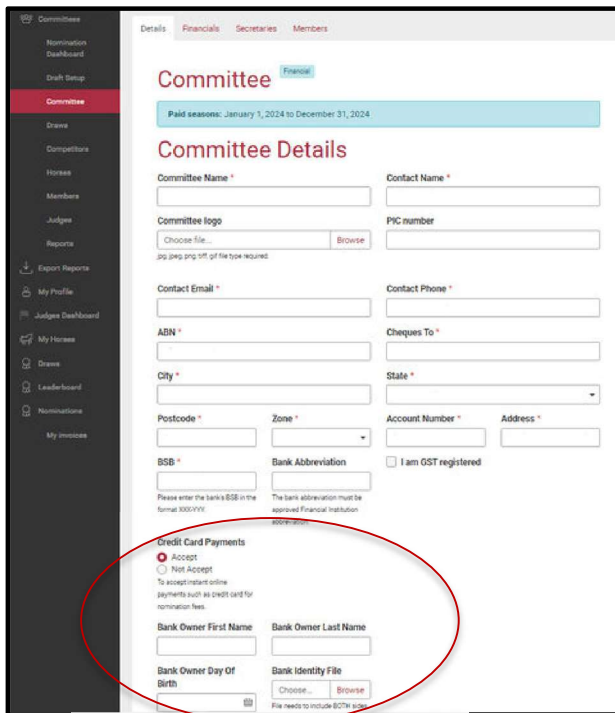
- Full name, DOB, etc.
- Upload front/back photo ID (under 1MB)

 ACA will follow up with Stripe to verify the details.

Once verified, two options:

- **Online Payments:** Includes bank details
- **Online Payments Only:** Excludes bank details from invoice

 **Stripe Fees:** Stripe updates their fees periodically, so please check with the office for the exact fees. Typically, the fee is around 3% per transaction. The committee may choose to absorb this cost or increase nomination fees slightly to offset the impact of the fees to the committee.



1.4 Financials, Secretaries & Members Tab in Committee Profile

Financials Tab:

View and download current and previous paid invoices.

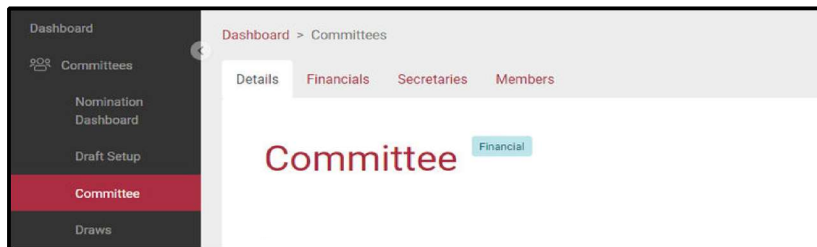
Secretaries Tab:

Shows accounts that have been linked to your committee with secretary access.

If the person you want to add isn't listed, contact the ACA Office.

Members Tab:

Lets you add committee members, sponsors, and/or cattle donors.
They will display with a green star in the Nominations Dashboard.

**1.5 GST Registered**

If your committee is GST registered, competitor invoices will include a GST column.

💡 On the Committee Details page:

- Tick the box for “I am GST registered”
- GST applies to nomination fees only
- It does **not** get added on top of fees entered — it's included in the total

 A screenshot of the 'Committee Details' form. The form is titled 'Committee' with a 'Financial' label. It shows 'Paid seasons: January 1, 2024 to December 31, 2024' and a success message 'The Committee data saved successfully.' The form contains various input fields: 'Committee Name', 'Contact Name', 'Committee logo' (with a 'Browse' button), 'PIC number', 'Contact Email', 'Contact Phone', 'ABN', 'Cheques To', 'City', 'State', 'Postcode', 'Zone', 'Account Number', 'Address', 'BSB', and 'Bank Abbreviation'. At the bottom, there is a checkbox labeled 'I am GST registered' which is checked and circled in red. The left sidebar shows a menu with 'Draft Setup', 'Committee' (highlighted), 'Draws', 'Competitions', 'Horses', 'Members', 'Judges', 'Reports', 'Export Reports', 'My Profile', 'Draws', 'Leaderboard', and 'Nominations'.

Important Note:

Campdraft One allocates 10% of nomination fees as GST — it does **not** add GST on top of the fee.

Cost*

33

(Left) How the “cost” is entered in your event setup (Below) how the cost appears on invoices

You were sent this email from the secretary of 
CAMPDRAFTONE

Hi, , Here is your statement of winnings and refunds

INVOICES

INVOICE	DATE	TYPE	GST	AMOUNT
100191		REFUND	3	33

REFUNDED MONIES

EVENT NAME	HORSE	HORSE'S OWNER	RIDER	STOCK LEVY	GST	AMOUNT
Maiden (to be split)	Jo-Jo	Jack	Jack	0	3	33

Nominations Total: 30 GST Total: 3 **Total Refunded Money: 33**

TOTAL AMOUNT TO BE TRANSFERRED: \$33

This amount will be transferred to the following account:
NOTE: INCORRECT DETAILS WILL INCUR A \$20 ADMIN FEE
 Name
 BSB:
 ACC:

[CLICK HERE TO CHANGE YOUR BANK DETAILS](#)

Any refunds/monies owing will be refunded within ten (10) business days of the conclusion of the draft

Thanks again for your support and see you next year!

This email was sent to

2.0 Campdraft One Setup

This section explains how to set up your committee's draft on the Campdraft One Platform, ready for nominations to open.

⚠ This should be done **after submitting the program for approval**, unless you're using the **Auto-Generated Program** function.

In that case, refer to the Auto-Generated Programs section and contact the ACA Office.

2.1 Draft Setup

Navigate to the **Draft Setup** tab on the left-hand side. This opens the **Create Draft** page, which has five key sections.

This page must contain only information from your approved program.

1. Draft Details

- **Draft Name:**
 - Dropdown shows all events listed on the ACA Calendar
 - If your draft is missing, call ACA at 07 4622 3110 or email aca@campdraft.com.au
- **Nominations Open/Close:**
 - Use the calendar icon or enter the date manually
 - Use the time selector (above "Done") to set open/close times (AEST only)

Status:

- Defaults to “Open” — no need to change until you’re ready to issue invoices
- **Allow event members to participate:**
 - Once you check the box, it can’t be undone. Be sure your committee is accepting event members, and you have indicated as such in your **Approved Program**

Spacings:

After a set number of runs, a blank run is inserted.

Example: if spacings = 30, then runs 31, 62, etc., will be blank in your draw.

↑↓ 60.	Competitor	Horse	Move to ▾	00 ▾		15	62	4	81
↑↓ 61.	Competitor	Horse	Move to ▾	00 ▾		22	61	4	87
↑↓ 62.						-	-	-	0
↑↓ 63.	Competitor	Horse	Move to ▾	00 ▾		20	60	4	84
↑↓ 64.	Competitor	Horse	Move to ▾	00 ▾		19	0	0	19

Draft Rules:

Enter any rider or horse restrictions as per your approved program.

Medical Services:

These fields are mandatory and must be completed.

Additional Attachments:

Used only with the Auto-Generated Programs function.

Payment Details:

- **Payment Due:**
 - This is the due date displayed on invoices
 - It also triggers an automatic reminder to unpaid nominations 1 day before the due date
- **Online Payments Only:**

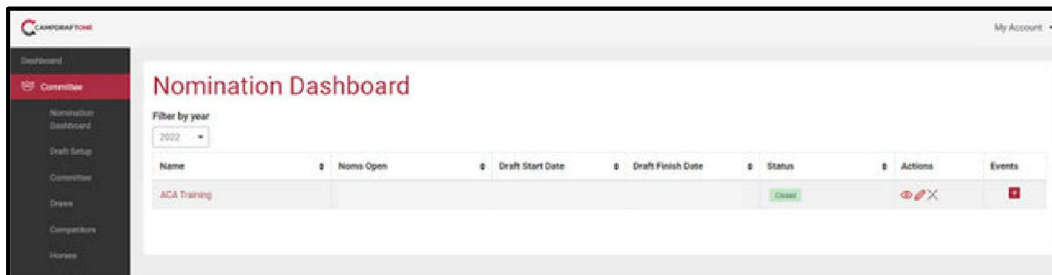
- Only applies if your committee has set up online payments
- Restricts invoices to credit/debit card payment only

✓ Once completed, scroll to the top and click the red **Create** button.

⚠ If the committee is accepting Casual/Event Members, please see **section 10.1** ⚠

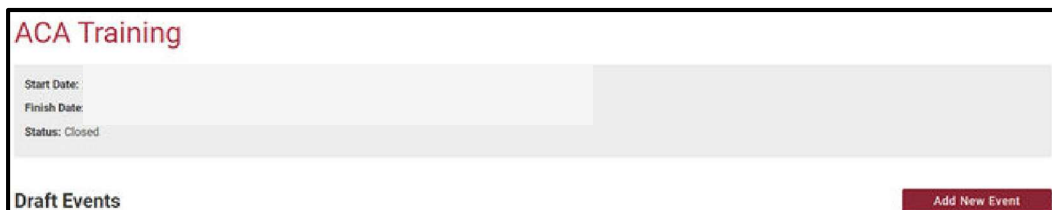
2.2 Creating Events

After completing draft setup, you will be taken to the **Create Event** screen.



If you need to create additional events later:

1. Go to the **Nominations Dashboard**
2. Click the red **Eyeball** icon
3. Then click **Add New Event**



💡 **Tip:** Start with the **Type** field to auto-fill many fields. Then complete left to right, top to bottom.

⚠ Once your draft is set up, notify the Campdraft One team **at least 72 hours** before nominations open for approval. *(Next page)*

Create Event

☐ Combined events

Event Name* Cost* Declared Prize Money

Rounds* Rounds including final Final Noms Max Horses Leave blank or 0 if unlimited

Type Riders Min Age Riders Max Age Leave blank or 0 if unlimited

Rider Sex ☐ Maiden rider Added Entry/Add Back ☐ Yes, it is an affiliated event

Notes Horses Min Age Horses Max Age Leave blank or 0 if unlimited

☐ Futurity
☐ Maiden
☐ Novice
☐ Open
☐ Any
☐ ASHS
☐ AQHA

Action

Key fields on the Create Event screen:

- **Event Name:**
Avoid sponsor or memorial names to prevent confusion in SMS messages.
- **Cost:**
As per approved program
- **Declared Prize Money:**
As per approved program
💡 If the event is split A/B, this amount will be split unless doubled.
- **Rounds:**
Number of rounds, including finals
- **Final Nominations:**
Visual aid for nomination processing
- **Max Horse:**
Restricts number of horses (only in Ladies, Juvenile, Junior, Mini)
- **Type:**
Pre-set tool — **DO THIS FIRST or your previous choices may be overridden**

- **Riders Min/Max Age / Sex:**
Defaults from “Type” but can be edited
- **Maiden Rider Checkbox:**
Restricts to riders with “Maiden” status
- **Added Entry / Add Back:**
Goes to prize pool. Not invoiced unless included in “Cost” field
- **Affiliated Event Checkbox:**
 - Don’t worry too much about this box as staff will change it at the publishing stage if required
 - Points: Maiden, Novice, Open, Restricted Open, Ladies, Juvenile
 - Status: M4M, Maiden, Novice, Open, Restricted Open
- **Notes:**
Internal only (unless using Auto-Generated Program)
- **Horse Min/Max Age / Status:**
For Futurity & Challenge events
- **Number of Judges / Select Judge:**
Type name and select from dropdown (contact ACA if judge missing)
- **Sponsor Logo:**
Only for Auto-Generated Programs
- **Combined Event Checkbox:**
 - Use for events with shared rounds
 - Allows Event Name 1 & 2 and allows the option for a discount if nominating in both
 - Examples would be Maiden combined with a M4M, an Open combined with an ASHS incentive, or a combined Maiden and Novice.
 - **AS OF SEPTEMBER 2025 cannot be split A/B – please check with the office as this is likely to be updated**

 Click red **Create** button for each event.

2.3 Excluding Events from Restrictions

Navigate to the **Nominations Dashboard** and click on the red **Eyeball** icon.

Scroll down to **Draft Rules**.

In the applicable fields, select all events to be excluded from:

- Maximum number of runs
- Or to apply run restrictions, as per your approved program

A screenshot of the 'Draft Rules' form. The form has a title 'Draft Rules' in bold. Below the title, there are two rows of input fields. The first row is labeled 'First Round Runs Per Person' and has a text input field containing the number '4'. To its right is a text input field labeled 'Exclude events...'. The second row is labeled 'Total Runs Per Horse' and has a text input field containing the number '2'. To its right is a dropdown menu with a red 'x' icon and the text 'Ladies'. At the bottom left of the form is a red button labeled 'Save Rules'.

Click the red **Save Rules** button to apply.

NOTE: Maiden 4 Maiden Events typically need to be included here if the first round is run with another event (typically a Maiden)

2.4 Auto-Generated Program

If your committee is using Campdraft One's **Auto-Generate Program** feature, complete all steps up to this point.

Steps:

1. Go to the **Nominations Dashboard**
2. Click the **Pencil** icon
3. Under **Autogenerated Program**:
 - Select an **Accent Colour**
 - Click **Review Auto-Generated Program**
 - Once satisfied, click **Submit Program** (red button)

✅ Notify the ACA Office after submitting your auto-generated program

2.5 Event Membership

IF the committee is accepting event memberships, please be aware of the process for this.

- New Members: Must ring in the office and pay the \$25 for a Casual Membership profile
- Existing or Previous Members: Login and pay the \$25
- Once this is done, they will be permitted to nominate. If this hasn't been done, they will not be able to nominate
- If they are accepted to your draft they will receive two invoices, one for nominations and one for the \$100 Event Membership Fee. The Event Membership is non-refundable for change of mind scratching
- Once the competitor has been accepted and paid their \$100 Event Membership Fee, ACA will use the competitors list to count how many Event Memberships will be used at the draft
- It is the committee's responsibility to collect the \$100 Event Membership fee for each competitor that uses one over the weekend. No Event Membership fees should be taken over the weekend for those who have not yet registered their Casual Membership profile
- After the draft ACA will invoice the committee for Event Membership fees that the committee collected
- For more information, please see **section 10.1**

Edit Draft

Draft Details

Draft Name*

Draft Start Date* Draft Finish Date*

Secretary Contact Name Secretary Phone Number

Stock Levy

☒ Allow event members to participate
Once this option is selected and saved, it cannot be undone.

☐ Make competitor vehicle mandatory

3.0 Process Nominations

This section explains how to accept and process nominations **after** nominations have automatically closed.

3.1 Nominations Dashboard Explained

The Nominations Dashboard layout is organized left to right, top to bottom.

Main Table:

- **Name:** Click to expand the row (it turns red). This shows additional controls — wait a few seconds if it doesn't appear.
- **Nominations Open:** Shows date/time as per your Draft Setup (see section 2.1)
- **Draft Start/End:** Event date range.
- **Status:**
 - **Open:** Accepting nominations — closes automatically.
 - **Finalised:** Invoices sent to 'accepted' & 'unpaid' competitors. Waitlist open.
 - **Closed:** No more nominations; you can publish draws. Waitlist closed.
 - **On Hold:** There should be no need to use this option.

Name	Noms Open	Draft Start Date	Draft Finish Date	Status	Actions	Events
TEST1				Closed		

Actions:

- **Eyeball icon:** Opens the Event Editor screen
 - Manage restrictions
 - View total runs per horse (after accepting nominations)

- Filter nominations out of events
- **Pencil icon:** Opens Event Setup (see Chapter 2)

TEST1

Start Date: 24-07-2023
Finish Date: 24-07-2023
Status: Closed

Draft Events

Add New Event

	Event Name	Cost	Declared Prize Money	Type	Final Noms	Total Noms	Rounds	Max Horses	Actions
↑↓	TEST	20.00	1.00	Maiden		0	3		
↑↓	TEST2	0.00	2000.00	Custom		0	1		
↑↓	Open Test	100.00	20000.00	Custom		0	2		

Draft Rules

First Round Runs Per Person

Total Runs Per Horse

Save Rules

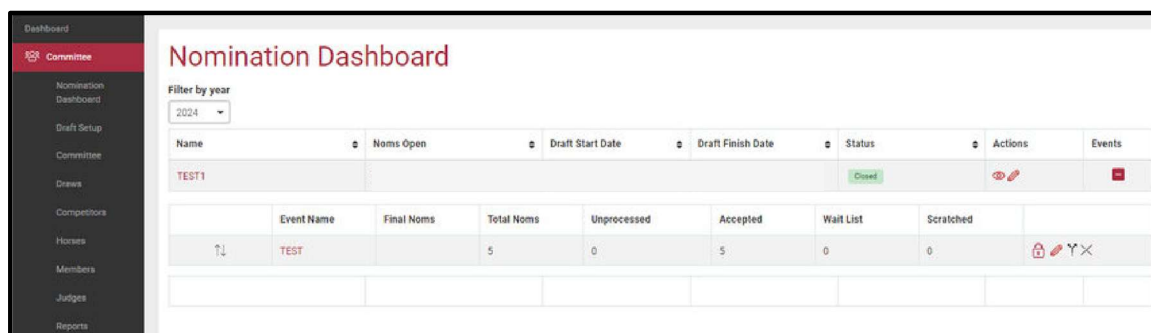
Events (+): Clicking this expands the event table and reveals:

- **Final Nominations:** A visual aid for number of finals nominations. Only if entered into the event set up
- **Total Nominations:** Equals all nominations in the following 4 rows:
 - Unprocessed: not yet processed
 - Accepted: approved nominations
 - Waitlist: Nominated after the draft status was changed to 'finalised' or secretary has made this their status due to high number of nominations
 - Scratched: Scratched by competitor or secretary

Icons:

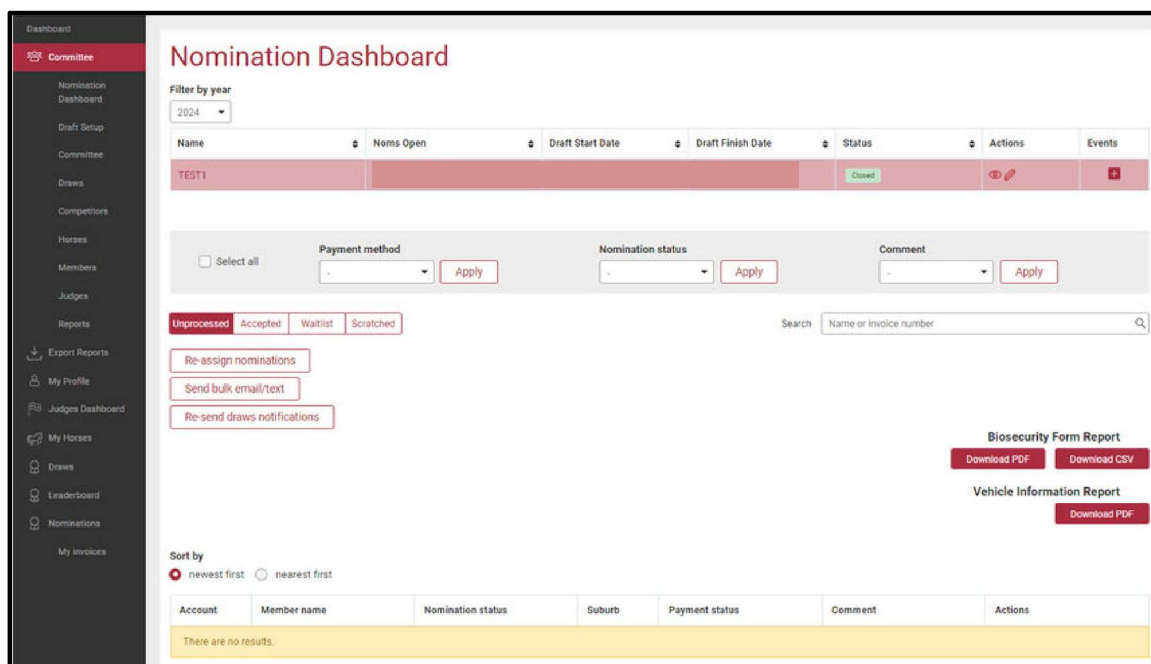
- **Lock:** Red = unlocked. Click to lock (turns grey). Locked events can't be processed.
- **Pencil:** Opens Event Setup
- **Fork in road:** Once clicked in Finalised status, splits event into A/B

- **X (Cross):** Deletes the event row (and deletes the entire event - think hard before you click this one)



Bulk Processing:

Go to the Nominations Dashboard and click your draft's name. The row turns red and new functions appear.



Nominations Dashboard, when draft name clicked, functions are explained left to right, top to bottom.

Select all:

- Selects all rows (competitors). This function can be used in every Nomination Status.

3.0 Process Nominations

3.1 Nominations Dashboard Explained

Payment Status:

- Options: Unpaid or Paid

Nominations status:

- Options: Unprocessed, Accepted, Waitlist, Scratched.

Comment:

- Options: Cash, Direct Debit (DD), Bank Cheque (cheque), Committee Credit (CC), Credit Card (EFTPOS)

Nomination status:**Unprocessed:**

- Used to view all competitors with nomination status of 'Unprocessed'. All initial nominations will be categorised as 'Unprocessed'

Accepted:

- As a secretary you must accept a nomination before it will move to the 'Accepted' tab

Waitlist:

- Used to view all competitors with nomination status of 'Waitlist'
- Any initial nominations committee cannot accept should be placed on waitlist
- Once invoices are sent, waitlist will open. Any nominations from this point will appear here

Scratched

- Used to view all competitors with the nominations status 'Scratched'.

NOTE: Competitors can manage (change horse/rider and scratch) nominations up until the draws are created.

Search Bar:

- Use to search nomination by name or invoice number

Reassign Nominations:

- Directs to a new screen that facilitates reassigning of nominations by horse or rider

Send Bulk Email/Text:

- Directs to a new screen that facilitates sending bulk email or text or both to competitors

Resend Draws Notifications:

- Select which event to resend draw notifications to

 Show Event Members in Draft:

- **IT IS ESSENTIAL** to check this area and ensure your event members have been marked as paid or they will not appear in the draw

Biosecurity Form Report:

- Only applicable if this option was selected in the setup of your campdraft
- With this function, secretaries can download a consolidated biosecurity form report for their campdraft in PDF or Excel format

Vehicle Information Report:

- Only applicable if this option was selected in the setup of your campdraft
- With this function, secretaries can download a consolidated vehicle form report for their campdraft in PDF or Excel format

3.2 Processing Nominations

After nominations close:

1. Go to the Nominations Dashboard
2. Click on your draft's name (row turns red)
3. All entries start under **Unprocessed**

Sort Options:

- Sort by newest or closest competitor (by location)

Column Headings:

- **Account:** ACA member number (primary account holder)

-
- **Member Name:** Primary member name, secondary members underneath + number of runs
 - **Nomination Status:** Dropdown to accept, waitlist, or scratch
 - **Suburb:** Competitor's location per their account
 - **Payment Status:** Blank until nomination status is 'Accepted'
 - **Comment:** Blank until nomination status is 'Accepted'
 - **Actions:**
 - **Pencil icon:** Once clicked, will display a pop-up containing all individual runs under that account, grouped by person or by event
 - **Checkbox:** Used to select a competitor for the purpose of accepting multiple competitors at once

There are **three (3) methods** of processing nominations:

1. **Nominations Status Dropdown** – change individually
2. **Bulk** – select multiple boxes
3. **Select All**

1. Nominations Status Dropdown:

- Note that the primary account holder always shows under member name, then the secondary accounts underneath. The primary's name shows even if they don't have nominations. Click the pencil to see which competitors have which nominations.
- Filter through each account one by one
- Changes status for all runs under that account (*Next Page*)

☐ Select all
 Payment status:
Nomination status:
Comment:

[Unprocessed](#) [Accepted](#) [Waitlist](#) [Scratched](#)

[Re-assign nominations](#)
[Send bulk email/text](#)
[Re-send draws notifications](#)

[Show Event Members in Draft](#)

[SEND PAYMENT REMINDER](#)

Please, note: all competitors with unpaid nominations will not be included in the draw

Account	Member name	Nomination status	Suburb	Payment status	Comment	Amount	Actions
		Accepted	ROMA (336 km)	Paid	DD	0	☐
		Unprocessed					
		Accepted	Toowoomba (0 km)	Paid	DD	0	☐
		Waitlist					
		Scratched	NEWTOWN	Paid	CASH	0	☐

[Download PDF](#) [Download CSV](#)
[Download PDF](#)

2. Bulk – Selecting Multiple Boxes:

- Find the **Nomination Status** dropdown
- Select desired status (e.g., Accepted, Waitlist, Scratched)
- Click the **Apply** button

[SEND PAYMENT REMINDER](#)

Please, note: all competitors with unpaid nominations will not be included in the draw

Account	Member name	Nomination status	Suburb	Payment status	Comment	Amount	Actions
		Accepted	ROMA (336 km)	Paid	DD	0	☒
		Accepted	Toowoomba (0 km)	Paid	DD	0	☐
		Accepted	NEWTOWN N/A	Paid	CASH	0	☒

3. Select All: (This may take a few moments to load)

- Click the **Select All** checkbox at the top
- Choose the Nomination Status from dropdown and select the desired status (accepted)
- Click the **Apply** button to update (*Next page*)

4.0 Issue Invoices

This section covers the process of issuing invoices.

It should be done **after all nominations have been processed**.

4.1 Issuing Invoices

Once all competitors have the status of **Accepted** or **Waitlist**, and you're ready to issue invoices. Please check your bank details are correct in the Committee tab and all nomination fees are correct first, then:

1. Go to your **Nominations Dashboard**
2. Click the **Pencil** icon
3. Find the **Status** dropdown
4. Select **Finalise**
5. Scroll down and click the red **Save Details** button

Edit Draft

Draft Details

Draft Name*

Noms Open Date & Time*

Noms Closed Date & Time

Draft Start Date*

Draft Finish Date*

Status

Spacings

Secretary Contact Name

Secretary Phone Number

Stock Levy

☐ Add a Biosecurity Form to the Draft

☐ Make competitor vehicle mandatory

Draft Rules

First Round Runs Per Person

Total Runs Per Horse

Leave blank or 0 if unlimited

Return to your **Nominations Dashboard** and click on your draft's name (row turns red).

Scroll down and filter by **Accepted**. (Next page)

Payment Status Options:

- Paid
- Unpaid
- Partially Paid

 **Note:** A **comment** (e.g., payment method) must be selected before changes are accepted.

Comment Field:

- Choose payment method: Direct Debit, Committee Credit, Cheque, Cash, Credit Card
 - Committee credit is used to imply that the owed amount hasn't actually been paid into the committee account – rather it been “covered” by the committee. This keeps your incoming money report straight by allowing you to filter out amounts paid by “Committee Credit”

Amount:

- Based on the cost entered in Draft Setup (as per approved program)

Envelope Icons:

- Red = invoice not yet sent (this can take 10 minutes)
- Green = invoice sent

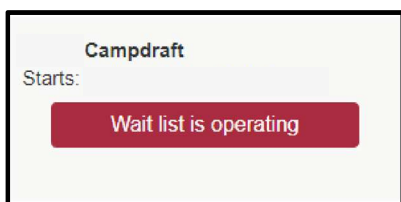
Pencil Icon:

- Opens a pop-up menu:
 - Resend Invoice
 - Download all invoices linked to that account

4.2 Waitlist

Once the draft status is set to **Finalised**, the **Waitlist** feature becomes active. It stays active until the draft status changes to **Closed**.

- You are not required to accept or move competitors off the waitlist
- Waitlisted competitors will **only receive invoices** if manually moved to **Accepted** and the draft is still **Finalised**



⚠ Note:

Anyone who hasn't paid by the due date should be moved to **SCRATCHED** before generating draws if you do not wish them to be in the draw.

5.0 Process Payments

This section explains how to process payments **after invoices are sent**, and how to mark competitors as paid.

5.1 Processing Payments

⚠ If using **Online** or **Online Only** payments, this step is not needed — nominations will be marked as paid automatically with EFTPOS noted in the comment. **Please see section 10.1 for the essential step of marking Event Members as Paid.**

To mark payments manually:

1. Go to the **Nominations Dashboard**
2. Click your campdrafts name (row turns red)
3. Filter by **Accepted**
4. Use the **search bar** for name or invoice number
5. Select the **Comment** (e.g., DD, Cheque, Cash)
6. Select the **Payment Status**

Payment status	Comment	Amount
Paid ▼	DD ▼	0

If partially paid:

- Choose **Partially Paid**
- A popup will show all runs
- Tick the runs that have been paid
- Remaining unpaid runs will display their amounts (*Next page*)

Account #161161(4)

Roni Klepzig

☒	Event name Novice		Horse owner name	Cost 20.00
☐	Event name Novice		Horse owner name	Cost 20.00
☒	Event name Ladies		Horse owner name	Cost 20.00
☒	Event name Ladies		Horse owner name	Cost 20.00

Update Total paid: 60

5.2 Reports Explained

To view a report of all competitors/invoices marked as paid:

1. Select **Reports** from the menu on the left-hand side
2. Use the **Drafts** dropdown to choose your draft

This displays all paid competitors/invoices in a table format.

For more information, see **section 9.1**.

Dashboard

- Committee
- Registration Dashboard
- Draft Setup
- Committee
- Draws
- Competitions
- Horses
- Members
- Judges
- Reports**
- Export Reports
- My profile

Reports

Filter by year: Drafts

2024 Mount Chapple Campdraft

Incoming money Outgoing money

All Cash Direct deposits Bank cheque Committee credit EFTPOS

Download PDF Download CSV

Date received	Invoice number	Competitor name	Payment type	Amount received
DD/MM/YY	INV NO	NAME	DD	\$0.00
DD/MM/YY	INV NO	NAME	DD	\$0.00
DD/MM/YY	INV NO	NAME	CC	\$0.00
DD/MM/YY	INV NO	NAME	CC	\$0.00

Functions (left to right, top to bottom):

- **Filter by Year:** View all paid invoices from one year
- **Drafts:** Select from drafts tied to the chosen year
- **Incoming Money:**
 - Lists all paid invoices
 - Includes amount breakdown by payment type and grand total

- **Outgoing Money:**
 - Lists refunds (if any)
 -  Refunds from draw scratchings do **not** appear here
 - **Filter by Payment Type:**
 - All, Cash, Direct Debit (DD), Bank Cheque, Committee Credit (CC), Credit Card (EFTPOS)
 - **Search Bar:** Search by invoice number or competitor name
 - **Download PDF/CSV:** Report by current filter
 - **Date Received:** Date invoice marked as paid
 - **Invoice Number:** Auto-generated
 - **Competitor Name:** Primary account holder
 - **Payment Type:** As selected during payment marking
 - **Amount Received:**
 - Click **Pencil icon** to edit
 - Click **Save** to apply changes
-

6.0 Generate Draws

This section covers the process of generating draws and associated requirements. It is to be completed **after nominations have been sorted**.

6.1 Crucial Steps Prior to Generating Draws

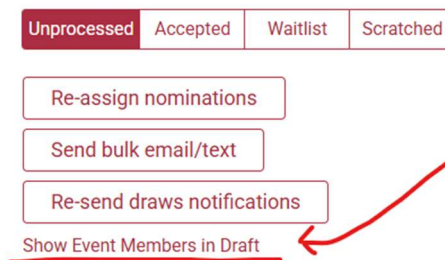
It's crucial to confirm the following points have been completed prior to generating draws:

- **Split Events:**
 - If you have split events on your program, ensure they are split *before* generating the draws. **(See Section 10.13)**
- **Check Event Members Payment Status:**
 - Your Event Members need to be marked as Paid for their Event Membership
 - **THIS IS A DIFFERENT INVOICE FROM THEIR NOMINATIONS**
 - Event Membership must be marked as paid in the **SEPARATE EVENT MEMBER AREA** or they WILL NOT appear in the draw



IF YOU DO NOT MARK YOUR EVENT MEMBERS AS PAID IN THE SEPARATE EVENT MEMBER AREA THEY WILL NOT SHOW IN THE DRAW.

(View from nominations dashboard below)



- **Change Draft Status to Closed:**
 - In the nominations dashboard, click the pencil by the draft name, change the status from finalise to closed

6.2 Generating Draws

After confirming the three points from the previous page, follow these steps:

1. Go to the **Nominations Dashboard**

2. Click the **Pencil icon**
3. Change **Status** to **Closed**
4. Confirm spacing settings are appropriate
5. Click **Save Details**

Then:

6. Go to the **Draws** tab in the left menu
7. Click **Generate Draws**
8. A popup will confirm:

“Events have been successfully added to the queue for generating draws”

Refresh the page periodically. Draws can take up to 45 minutes. When ready:

- Event names appear in red
- Number of runs is displayed in brackets (e.g., Novice (145))

Repeat until all draws are generated. This can take up to 45 minutes.

Novice (145)
Maiden (122)
Encouragement (40)

This section explains how to publish draws and key considerations.

Before publishing:

- If adjustments are needed, use:

- Allows reordering of run numbers for most competitors

- Click **Move To**, select a vacant run from the dropdown
- The original run becomes vacant after the move

- Go to **Draws** tab
- Click **Publish All Draws** – this sends draw notifications to competitors

⚠️ After this, all changes (e.g., scratches or new runs) must be done via the **Draws** menu. Do not make changes from the Nomination Dashboard, they will not carry through.

8.0 'On the Day' Conduct

This section covers the functions within the **Draws** sub-menu and event draws that will be used **on the day**.

 **IMPORTANT NOTE:** When a competitor misses their call or is a no-show PLEASE scratch them from the draw, do not leave the score blank or put 0. Accurate number of starters is vital to allocating points correctly for ACA and Future Stars Futurity Series.

8.1 Draws Screen Explained

After clicking **Draws** in the menu, the screen will display all created events.
Click on the event you wish to view.

Functions of the Draws screen:

- **Name of Event:** e.g. Maiden, Novice, Open
- **PDF Icon:**
 - Click inside an event to view/download/print draw for selected round
- **CSV Icon:**
 - Click inside an event to view/download/print an Excel file of the draw
- **Select Round:** e.g. First, Second, Final Round
- **Search Bar:** Find by competitor name
- **Re-Generate Draw:**
 - Regenerates the draw
 -  Any entered scores are lost. This should only be done before a round has started
- **Minimum Score to Go to Final:**
 - Set qualifying score (from Live Leaderboard)
- **Re-Assign Nominations:**
 - Change nominations by horse or rider

- **Refund:**
 - Moves scratched runs to **Outgoing Money** for potential refund
 - **Add New Nomination:**
 - Opens boxes to add a new entry
 - **Swap Nominations:**
 - Allows two runs to be exchanged. Example: 51 Emily Wheeler on Mojo and 101 Jane Smith on Roany once swapped is 51 Jane Smith on Roany 101 Emily Wheeler on Mojo
 - **Runs column title:** Sort by number
 - **Round Score column title:** Sort by score
 - **Printer Icon:** Download scoresheet/announcer sheet
-

8.2 Printing Draws, Scoresheets & Announcer Sheets

To print draws, scoresheets, and announcer sheets:

1. Select **Draws** from the menu
2. Click the required **event name**

Draws:

- Click the **PDF icon** beside the event title
- In the PDF viewer:
 - Choose **Print** or **Download**
 - Set **Page Layout** to *Fit to Printing Area*
 This ensures the last runs are not cut off

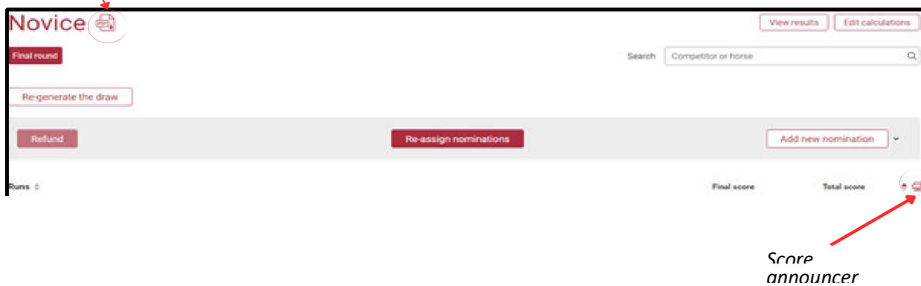
Scoresheet/Announcer Sheet:

- Click the **Printer icon** beside the Round Score title
- Choose:
 - **Print**

- **Download**

- Again, set **Fit to Printing Area** in print settings

Print draws



8.3 Entering Scores

To enter scores:

1. Select **Draws** on the left-hand menu
2. Click on the required **event name**
3. Click into the desired **score field**, enter the score, then press **Tab**, **Enter**, or click the next field
4. If you can't add scores to the next round, the draw may not be published — this is common after generating the final. Be sure to click the **Publish** button at the top of the page for each round
5. **Note:** The total score won't update until you press **Tab** or **Enter**
6. **Note:** For a cracked-off competitor, enter zeroes (0) in all three scoring fields

IMPORTANT NOTE: If a competitor misses their call – PLEASE SCRATCH THEM so the number of starters in the draft is accurate. This is important for ACA and Future Stars Points.

The screenshot shows the 'Novice Draft' interface for 'Round 1'. It includes a 'Re-generate the draw' button, a 'Minimum score to go into the Final' field set to 0, and buttons for 'Generate', 'Re-assign nominations', 'Refund', and 'Add new nomination'. Below this is a table for entering scores. The table has columns for 'Competitor', 'Horse', 'Cutback', 'Horsework', and 'Close'. The 'Round score' column is on the right. The table contains four rows of data, each with a 'Move to' dropdown, a 'DD' dropdown, and a 'GO' button. The 'Round score' column shows 0 for each row.

8.4 Reassigning Nominations

There are two options when reassigning nominations:

- By Horse
- By Rider

✅ It is important to confirm the involved horse's profile contains all riders names (involved in the change) in the Rider/s field, otherwise the system will show an error.

Steps:

1. Select **Draws** in the left menu
2. Click the desired draw
3. Click the red **Reassign Nominations** button
4. Select either **By Competitor** or **By Horse**

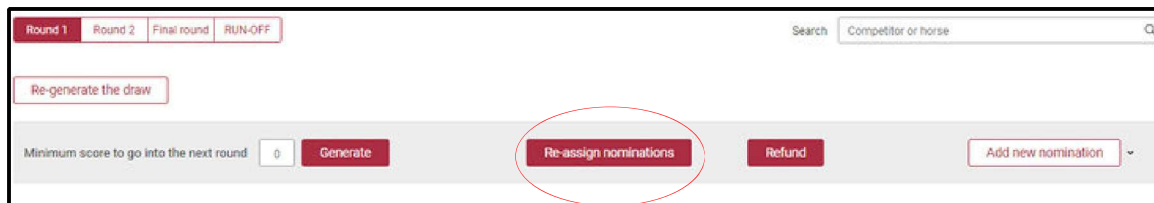
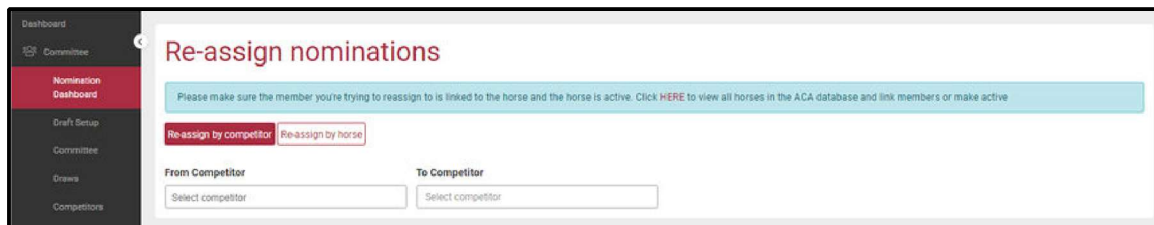


Image: Re-assign Nominations Button.



From Competitor/Horse Field:

- Enter the name currently in the draw
- All their runs appear below, sorted by event

- Use checkboxes to select the correct runs

To Competitor/Horse Field:

- Enter the name taking over the run
- Tick the checkboxes of runs being reassigned
- Click the red **Reassign** button

✓ Status Message:

- **Green:** Change applied successfully
- **Red:** Error occurred; message explains issue (*Next page*)

Re-assign nominations

Please 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 the ACA database and link members or make active

Re-assign by competitor Re-assign by horse

From Competitor To Competitor

Competitor name Horse name Payment status

Competitor name	Horse name	Payment status
☐	PUMPKIN	Paid
☐	TIM TAM	Paid

Novice

Competitor name Horse name Payment status

Competitor name	Horse name	Payment status
☐	PUMPKIN	Paid
☐	TIM TAM	Paid

Ladies

Competitor name Horse name Payment status

Competitor name	Horse name	Payment status
☐	PUMPKIN	Paid
☐	TIM TAM	Paid

Juvenile

Competitor name Horse name Payment status

Competitor name	Horse name	Payment status
☐	REGGIE	Unpaid

Reassign

Re-assign nominations

Please 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 the ACA database and link members or make active

Re-assign by competitor Re-assign by horse

From Horse To Horse

BAR NONE CORVETTE X BAR NONE COMANCHEE

Maiden A

Competitor name Horse name Payment status

Competitor name	Horse name	Payment status
☐	BAR NONE CORVETTE	Paid

Novice B

Competitor name Horse name Payment status

Competitor name	Horse name	Payment status
☐	BAR NONE CORVETTE	Paid

Reassign

✓ The nomination has been transferred. X

✕ THIS HORSE (ADMIN MAIDEN) IS ALREADY NOMINATED FOR THIS EVENT ✕

8.5 Scratchings

Once draws have been generated, all scratchings are done through the applicable draw.

Steps:

1. Select the relevant draw
2. Search for the rider or horse to find the run(s) to scratch
3. Hover over the run — a **circle with a strike-through** will appear between the comment box and receipt symbol



Image: Nomination before scratching

4. Click the strike-through icon
5. A pop-up will ask if you'd like to notify the competitor
6. Click **Yes** or **No** as needed



The run line will be vacated, and the scratched entry appears at the **end of the draw** with strikethrough text.



- ✓ To undo a scratch, click the strike-through icon again.

⚠ Note:

The unscratch action does **not** return the run to its original number, but you can reposition it using the **Move To** dropdown.

8.6 Adding Nominations

To add a nomination after the draw is generated:

1. Select the applicable draw
2. Click **Add New Nomination**
3. Three input fields will appear below:
 - **Enter Competitor**
 - Type and select the competitor's name
 - If not showing, check if the competitor is unfinancial, ineligible, or has reached limits
 - **Choose Vacant Place**
 - Can be placed in spacing or at the end
 - **Choose Horse**
 - Type and select a valid horse
 - Horse must exist, rider must be authorized, and meet event/run restrictions

✓ Once all 3 fields are complete, click the red **Add Nominations** button.

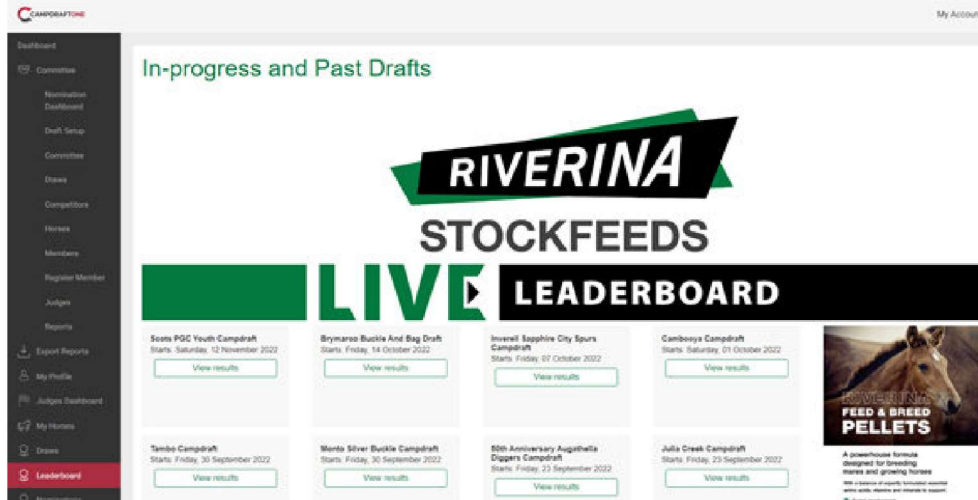
The screenshot shows a web interface for adding nominations. At the top, there's a header bar with buttons: 'Generate', 'Re-assign nominations', 'Refund', and 'Add new nomination' (which is circled in red). Below the header, there are three input fields: 'Enter the competitor to nominate for' with a 'Select competitor' dropdown, 'Choose the vacant place for nomination' with a 'Select place' dropdown, and 'Choose the horses' with a 'Select horse' dropdown. At the bottom left, there is a red 'Add Nominations' button.

8.7 Live Leaderboard

The **Live Leaderboard** displays scores in real time.

Steps to access:

1. Select **Leaderboard** from the left menu
2. Select your draft (*Next page*)



 **Tip:** Click column headers (e.g., run, rider, score) to filter or sort results

Once your draft is selected, it displays a preview of all events, including details of:

- Each round.
- Number of starters
- Judge
- A summary of scores by how many on that score
- Top 10 riders for that event

A summary of scores by how many on that score (explained):

This feature is used to identify how many riders have achieved the highest scores. 1>90 = 1 rider has a score greater than 90

Top 10 riders for that event (explained):

- To view more than top 10, click on the title of the event
- Once clicked, you can filter through multiple rounds (if applicable)
- Filter applicable columns with the arrow icons (run, rider name, cut out score or round) from highest to lowest or alphabetically

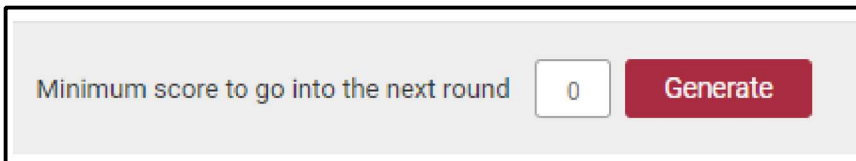
NOVICE (269)				
Round 1 Final				
Judges:				
1>175 3>174 4>173 5>171 6>170 8>169 9>168 10>167 11>166 13>164				
Rank	Rider name	Horse name	Owner name	Score

8.8 Generating Consecutive Rounds / Final

To generate a consecutive round or final:

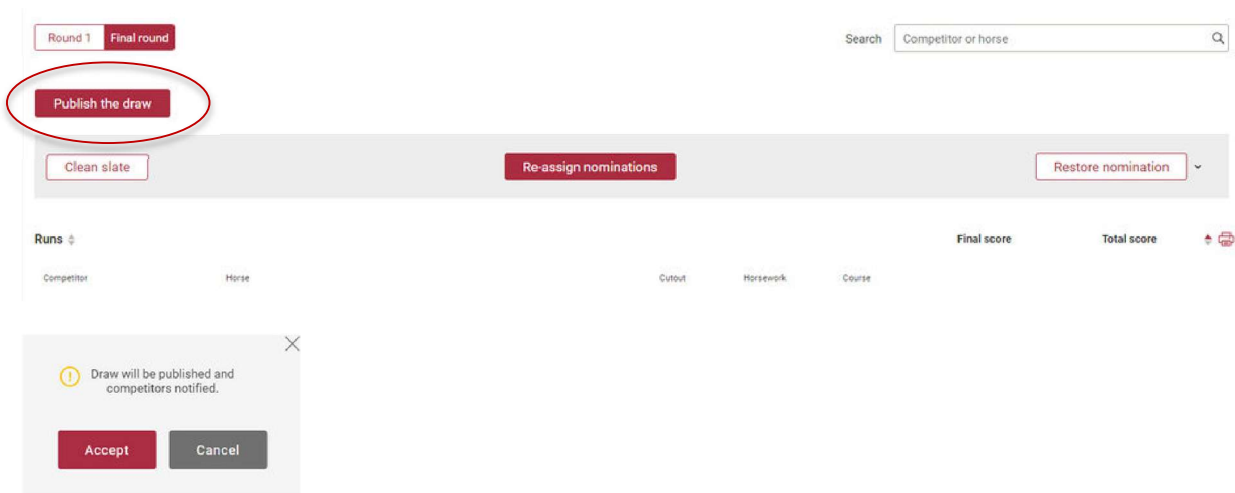
1. Use the **Riverina Stock Feeds Live Leaderboard** to identify how many riders achieved a specific score
2. Navigate to the required draw
3. Find the **Minimum score to go into the next round/final** field
4. Enter the identified score
5. Click the **Generate** button
6. The system will refresh into the newly generated round/final
7. Confirm the correct number of competitors
8. You can drag and drop if you need to reposition competitors

 **NOTE:** you can process this as many times as you wish prior to publishing the draw for the consecutive round or final.



Minimum score to go into the next round **Generate**

✓ Once satisfied, click the **Publish** button to notify competitors.



The screenshot shows the 'Riverina Stock Feeds Live Leaderboard' interface. At the top, there are tabs for 'Round 1' and 'Final round'. A search bar is on the right. Below the tabs, a red button labeled 'Publish the draw' is circled in red. Other buttons include 'Clean slate', 'Re-assign nominations', and 'Restore nomination'. Below these buttons is a table with columns: Competitor, Horse, Cutout, Horsework, Course, Final score, and Total score. At the bottom, a modal dialog box is open with the message 'Draw will be published and competitors notified.' and buttons for 'Accept' and 'Cancel'.

8.9 Restoring Nominations from Previous Rounds

You can manually restore competitors using the **Restore Nomination** button in any round following the first.

This is useful if:

- A competitor doesn't appear in the final unexpectedly
- There's an eligibility or operator error
- A competitor rode horses out of order
- A score was incorrectly applied



When restoring:

1. Enter the **Competitor to restore**
 - Must have competed in a previous round
2. Choose a **Vacant place**
 - From spacings or at the end
3. Choose the **Horse**
 - Must have run previously

Click the red **Add Nominations** button.

8.10 Clean Slate Final

If a **Clean Slate Final** is required:

- Before publishing, click the **Clean Slate** button
- This will **disregard all previous round scores** for the final

8.11 Adding a Run-Off

A run-off is required when, in the final round, all scores have been entered and there is a tie for first place.

You will be prompted to add a run-off.

Steps:

1. Select the **Add a run-off** button
2. A new tab **RUN-OFF** will appear (top left)
3. The round will populate with the tied competitors
4. While in the **RUN-OFF** round, select **Publish Draws**
 - ⚠ Failure to publish the draws will result in an inability to enter scores

 Repeat this process as needed for multiple ties

8.12 Finalising Events

After all scores are entered, the system will refresh and return to the top of the draw.

1. Click the **Finalise event and calculate prize money** button (top right)

Finalise event and calculate prize money

A screen titled **Edit Calculations** appears:

- **Declared prize money:** Prize money entered during event creation

- **Add back amount:** Add-back amount (if any) entered initially

✓ You must click **Calculate Round Money** to finalize your event. Prize money can be changed later, and the public cannot see it

Prize Money Calculator

Open Shoot Out

PRIZEMONEY CAN BE CHANGED LATER. PLEASE PRESS "CALCULATE ROUND MONEY" AND "UPDATE EVENT" TO PROCEED.

Total nominations: 2

Total rounds: 1

Declared prize money: \$ 0.00

Add back amount: \$ 0.00

Total prize money: \$ 0.00

Calculate Round Money

A table will appear for each round/final (defaulted to ACA rules R.6–R.9 in CORO12)

Rounds Prize Money

ROUND 1

Round money: \$ 20.00

% of Total: % 20.00

Number of places: 4

FINAL ROUND

Round money: \$ 80.00

% of Total: % 80.00

Number of places: 6

Place	%	\$
1	40.00	8.00
2	30.00	6.00
3	20.00	4.00
4	10.00	2.00
TOTAL	100.00	20.00

Place	%	\$
1	25.00	20.00
2	21.00	16.80
3	18.00	14.40
4	15.00	12.00
5	12.00	9.60
6	9.00	7.20
TOTAL	100.00	80.00

You can:

- Adjust round totals by value or %
- Set how many places are paid
- Edit % or \$ values per placing using the **red pencil** icon

YOU DO NOT NEED TO CONFIRM THESE AMOUNTS DURING THE DRAFT – ALL PRIZE MONEY CAN BE EDITED LATER

Once edits are made, click the **Update Event** button (top right) to apply and return to the draws menu.

⚠ **Note:** All prize money can be edited later if needed.

📄 **Action – Update Event:**

- Saves all values entered
- Overwrites current values (if not already paid out)

If an event has no prize money or pays cash on the day:

1. Set **Declared Prize Money** to \$1
2. Click **Calculate Round Money**
3. Change the amount in round money to \$0
4. Repeat for other rounds if needed
5. Click **Update Event** to save *(See images and further instructions on the next page)*

Prize Money Calculator

TEST

Total nominations: 4

Total rounds: 3

Declared prize money:

Add back amount:

Total prize money: \$ 0.00

Calculate Round Money

Rounds Prize Money

ROUND 1				ROUND 2				FINAL ROUND			
Round money:		\$ 0.00		Round money:		\$ 0.00		Round money:		\$ 0.00	
% of Total:		0		% of Total:		0		% of Total:		0	
Number of places:		4		Number of places:		4		Number of places:		6	
Place	%	\$		Place	%	\$		Place	%	\$	
1	40.00	0.00		1	40.00	0.00		1	25.00	0.00	
2	30.00	0.00		2	30.00	0.00		2	21.00	0.00	
3	20.00	0.00		3	20.00	0.00		3	10.00	0.00	
4	10.00	0.00		4	10.00	0.00		4	15.00	0.00	
TOTAL	100.00	0.00		TOTAL	100.00	0.00		5	12.00	0.00	
								6	9.00	0.00	
								TOTAL	100.00	0.00	

Action

Update Event

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

If any event's prize money is to be paid in cash on the day, or **does not have any prize money**, you should zero the values to avoid double payments. In the **Edit Calculations** screen:

Steps:

7.0 Publish Draws

8.12 Finalising Events

1. Set the **Declared Prize Money** to **\$1**

•

Prize Money Calculator

TEST

Total nominations: 3

Total rounds: (including Final) 3

Declared prize money: \$ 1.00

Add back amount: (leave blank if none) \$ 0.00

Total prize money: \$ 1.00

Calculate Round Money

Action

Update Event

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

2. Click **Calculate Round Money**

Prize Money Calculator

TEST

Total nominations: 4

Total rounds: (including Final) 3

Declared prize money: \$ 0

Add back amount: (leave blank if none) \$ 0.00

Total prize money: \$ 0.00

Calculate Round Money

Rounds Prize Money

ROUND 1				ROUND 2				FINAL ROUND			
Round money: \$ 0.00				Round money: \$ 0.00				Round money: \$ 0.00			
% of Total: %				% of Total: %				% of Total: %			
Number of places: 4				Number of places: 4				Number of places: 5			
Place	%	\$	\$	Place	%	\$	\$	Place	%	\$	\$
1	40.00	0.00		1	40.00	0.00		1	25.00	0.00	
2	30.00	0.00		2	30.00	0.00		2	21.00	0.00	
3	20.00	0.00		3	20.00	0.00		3	18.00	0.00	
4	10.00	0.00		4	10.00	0.00		4	15.00	0.00	
TOTAL	100.00	0.00		TOTAL	100.00	0.00		5	12.00	0.00	
								6	9.00	0.00	
								TOTAL	100.00	0.00	

3. Highlight the amount in Round Money and type 0
4. Repeat for any other rounds as needed
5. Click **Update Event** to save and exit

8.13 Determining a Cut-Out Winner

From the **Draws** menu, after finalising your event, the **View Results** button becomes visible.



Steps:

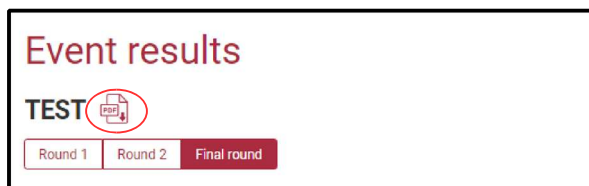
1. Click **View Results**
2. On the **Event Results** screen, scroll down to the cut-out section
3. Competitors tied for highest cut-out will be shown
4. Click **Make Winner** next to the appropriate competitor

Highest Cutouts			
Rider	Horse	Cutout	
	REGGIE	21	Make winner
	DESTINY DUTCHESS	21	Make winner

8.14 Printing Winners and Placegetters

From the **Event Results** screen:

1. Tabs at the top-left will show each round
 - ⚠ You must select a **Cut-Out Winner** before moving into later rounds or the Final
2. Select the **Final Round** tab
3. Above the round tabs and beside the event title, click the **PDF icon**
 - This opens a print preview for the final placings

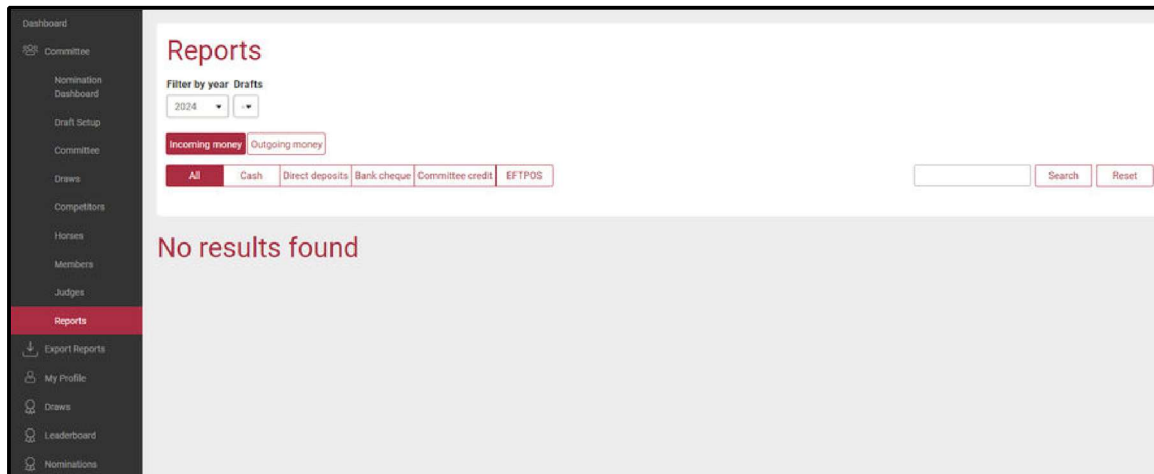


9.0 Processing Rounds/Prize Money Payouts

This section covers **payouts**, including **refunds** and **prize money**, which are primarily conducted following the completion of the campdraft.

9.1 Reports Submenu Explained

Navigate to the **Reports** sub-menu on the left-hand side of your screen. *(Next page)*



Functions (top to bottom, left to right):

- **Filter by Year**
 - Select the year of your draft
- **Drafts**
 - Displays drafts based on the year selected
- **Incoming Money Tab**
 - Shows all payments marked as paid via the Nomination Dashboard
 - Filter by payment types (e.g., Cash, Direct Debit, CC, EFTPOS)
- **Search Bar**
 - Search by competitor name or invoice number
 - Click “Search” to execute; use “Reset” to clear

- **Download Reports**
 - PDF or CSV format
- **Date Received**
 - When payment status was changed
- **Invoice Number**
 - Matches dashboard invoice number
- **Competitor Name**
 - Primary account holder only
- **Payment Type**
 - Only the first selected method is recorded
- **Amount Received**
 - Click pencil icon to edit
- **Sub Totals & Grand Total**
 - Listed beneath the table, grouped by payment type

Outgoing Money Tab:

- Shows all refunds & prize payouts
- Refunds display here **only if** the competitor was marked paid **and** scratched **before draws were generated**

Incoming money

Outgoing money

Generate prize money reports

Prize money report for a draft can not be generated until all its events are finalised.

Generate Prize Money Reports Button:

- Pulls prize money recipients (based on what is entered into the prize money calculations in Draws menu)

Two States:

- **Greyed Out:** Some events are still not finalised
 - Tooltip: “Prize money report for a draft cannot be generated until all its events are finalised.”
- **Filled Red (Active):** All events finalised — click to import prize money data into the “Unpaid” tab

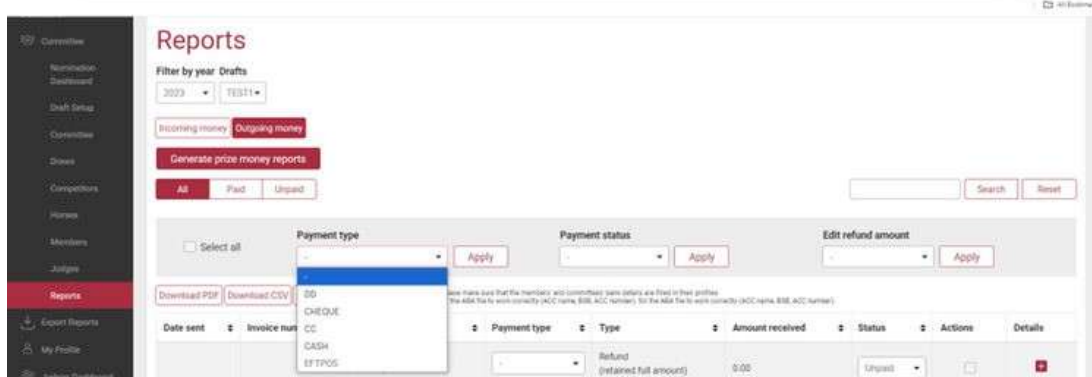
Filter by Payment Status:

- All
- Paid
- Unpaid

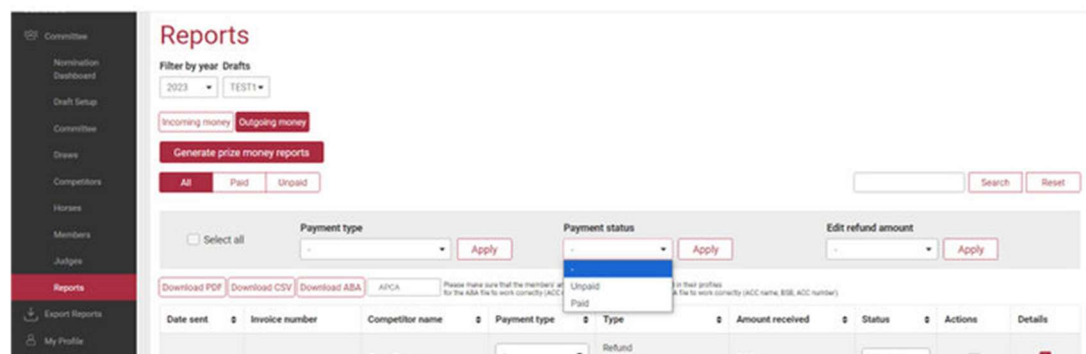
Use the **search bar** to locate competitors. Click **Reset** to clear the search.

Bulk Action Row:

- **Select All Checkbox:**
 - Checks all the competitors displayed on the page, readying them for batch actions.
- **Payment Type:**
 - Use the dropdown to select a payment method
 - Click **Apply** to update all selected competitors

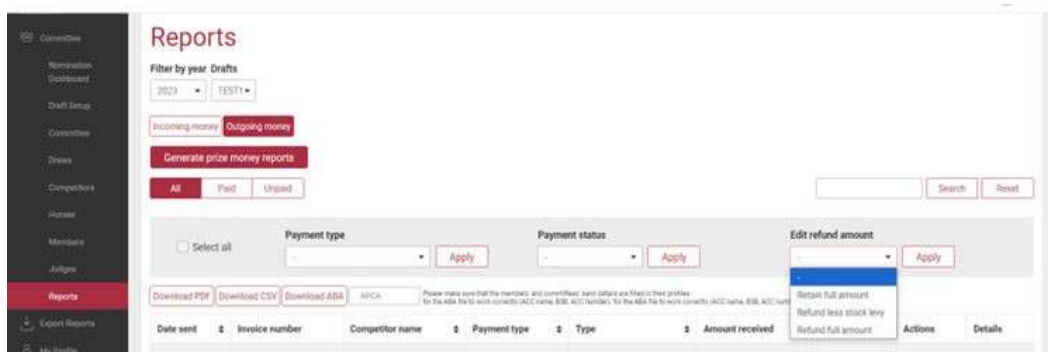


- **Payment Status:**
 - Use the dropdown to select **Paid** or **Unpaid**
 - Click **Apply** to update all selected competitors



Edit Refund Amount:

- Select various refund types from the dropdown
- Click **Apply** to apply the refund type to selected competitors (*Next page*)



Download Reports of Outgoing Money:

- Export as **PDF** or **CSV**

Download ABA:

- Generates a .ABA file for bulk banking uploads

APCA:

- Enter committee's APCA number to include it in the ABA file. This number comes from your bank; they will let you know if its required

Date Sent:

- When Payment Status is changed to Paid and the amount is greater than \$0, an invoice is emailed

Invoice Number:

- Click red invoice number to preview the breakdown to be sent

Competitor Name:

- Primary account holder is shown
- Click the invoice number to view members under that account who are due refunds or prizemoney

Payment Type Options:

- DD (Direct Debit)
- CC (Committee Credit)

- EFTPOS
- Cash
- Bank Cheque

Type Options:

- **Refund:** Paid & scratched before draws generated
- **Refund (Stock Levy Retained):** Deducts stock levy
- **Refund (Retained Full Amount):** Full amount retained by committee

Status:

- Reflects payment status
- Determines which tab the row appears in

Actions:

- Use checkboxes to select rows for batch updates via bulk action row

Details:

- Click the + icon to reveal bank details

Total:

- Displays subtotal per payment type and overall grand total

Show Entries:

- Choose up to 150 entries per page (helpful for ABA file formatting)

9.2 Organising Refunds

As per ACA's 'CORO12 General Information Competition Rules and Guidelines':

- **Full Refund:** If scratching occurs more than 7 days (168 hours) prior to 8:00am on Day 1
- **Partial/No Refund:** If within 7 days, the nomination fee may be retained
- **Discretionary Refunds:** Committees may grant refunds in special cases (*Next Page*)

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.

How to Organise Refunds:

1. Go to **Reports** > select correct **Year** and **Draft**
2. Click **Outgoing Money** > then **Unpaid**
3. Scroll down and choose **Show 150 Entries**
4. Pending refunds appear if:
 - Competitor was marked paid **before scratching**

The screenshot shows a web interface titled 'Reports'. Below the title, there is a section 'Filter by year Drafts'. It contains two dropdown menus: one for 'year' set to '2022' and one for 'Drafts' set to 'ACA Training'. Below these are two buttons: 'Incoming money' (light red) and 'Outgoing money' (dark red). At the bottom is a large red button labeled 'Generate prize money reports'.

Refund Types:

- **Refund:** Standard refund
- **Refund (Retained Full Amount):** \$0 refund, committee keeps full amount
- **Refund (Stock Levy Retained):** Refund minus levy

⚠ If not marked as paid prior to scratching, it won't appear in Outgoing Money

⚠ All \$0 amounts **must be marked as paid** to avoid issues when generating the ABA file

Type	Amount received
Refund (retained full amount)	0.00
Refund (retained full amount)	0.00

To Apply Refunds:

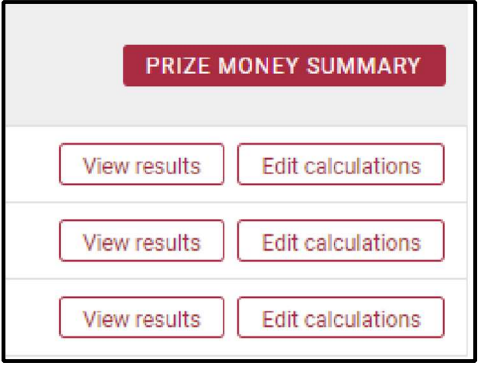
1. Tick the checkbox beside the competitor
2. Choose refund type using **Edit Refund Amount** dropdown
3. Click **Apply** beside the dropdown

 Repeat until all refunds display correct type and amount

Before Generating Prize Money Reports:

Go to the **Draws** sub-menu and confirm:

- All events are **finalised**
- **Prize Money Summary** button is visible
- Use this to confirm amounts for each event



PRIZE MONEY SUMMARY	
View results	Edit calculations
View results	Edit calculations
View results	Edit calculations

9.3 Generating Prize Money Report

Once all refund types and amounts are accurate, and **all events are finalised**:

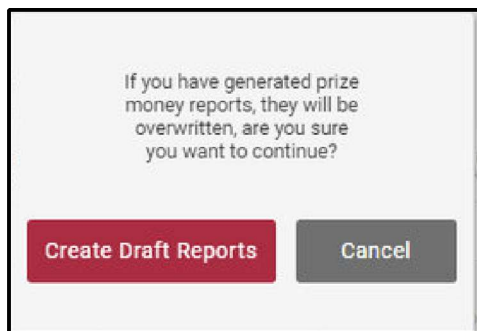
1. Go to **Draws** and review **Prize Money Summary** – check that all prizemoney is being paid out per your program
2. Go to **Reports > Outgoing Money**
3. Click **Generate Prize Money Reports**

PRIZE MONEY SUMMARY

A warning box will appear:

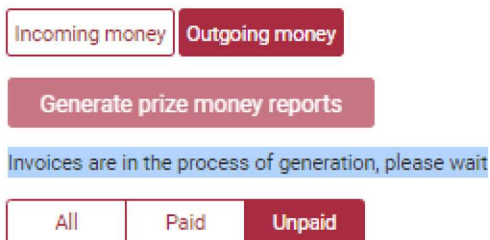
"If you have generated prize money reports, they will be overwritten. Are you sure you want to continue?"

Click **Create Draft Reports**



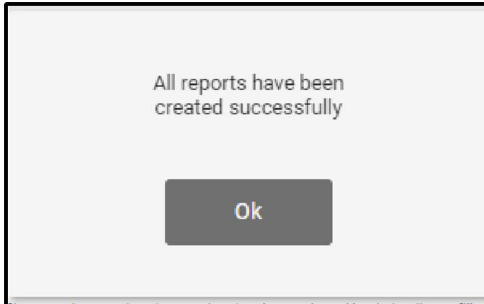
A progress message will appear:

"Reports have started to be generated, please wait for a while" (Next page)



After some time, the system will confirm that report generation is complete with a pop-up window:

“All reports have been created successfully”



9.4 Generating/Downloading ABA File

To generate an ABA file:

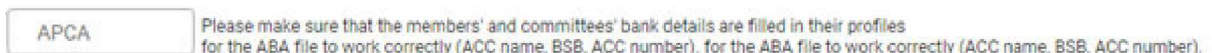
1. Go to the **Reports** tab
2. Select the **Draft Name** and **Year**
3. Click the **Outgoing Money** and **Unpaid** tabs
4. Scroll to the bottom and select **Show 150 entries**

⚠ Critical: All recipients must appear on the same page. Use **Show 150** to ensure visibility.

With APCA Number:

- Select All
- Enter **APCA Number** in the provided field
- Click **Download ABA**

💡 Ensure bank details (Account Name, BSB, Account Number) are correctly filled for both members and committees.



Without APCA Number:

- Select All
- Click **Download ABA**

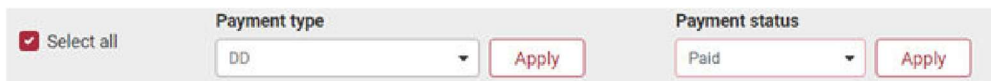
 *Tip:* Search your bank's ABA FAQ for upload instructions (e.g. "ABA FAQ Westpac")

9.5 Marking Refunds and Prizemoney as Paid

Once bank transfers are complete, mark competitors as paid in Campdraft One:

Steps:

1. Go to **Reports** sub-menu
2. Select **Year & Draft**
3. Open **Outgoing Money > Unpaid**
4. Scroll to bottom and choose **Show 150 entries**
5. Scroll back to top and tick **Select All**
6. Choose **DD** in the **Payment Type** dropdown
7. Click **Apply** (to the right)
8. Choose **Paid** in the **Payment Status** dropdown
9. Click **Apply**



 Once done, go to the **Paid** tab

- The **Date Sent** column will show today's date
- Indicates invoice was sent with refund/prizemoney breakdown

9.6 Troubleshooting if Bank Rejects File

If the bank rejects the ABA file during upload:

- The bank will provide an error code or reason
- Take a **screenshot** of the message

- Call your bank and inquire what the error code means
- If you are unsure of how to fix the error code the Campdraft One team may be able to assist, but your financial institution should be your first point of contact

Common Errors:

- **Incorrect Account Name:**
 - May be misspelled or improperly formatted in the competitor's Campdraft One profile
 - Error will typically indicate the affected line
 - **Incorrect Value:**
 - Indicates a \$0.00 value is being processed
 - **Incorrect APCA Number:**
 - Indicates the committee's APCA number is missing
-

10.0 Miscellaneous Functions

This section outlines commonly used miscellaneous functions that may be needed at any stage of the draft.

10.1 Accepting Casual Members

When you create your draft, you can tick “Allow event members to participate” if you would like to allow them to nominate. It is a committee decision to take or not take event members.

Create Draft

Draft Details

Draft Name*
Select draft

Draft Start Date* dd.mm.yyyy **Draft Finish Date*** dd.mm.yyyy

Secretary Contact Name **Secretary Phone Numb**

Stock Levy

☐ **Allow event members to participate**
Once this option is selected and saved, it cannot be undone.

☐ **Make competitor vehicle mandatory**

Event members can also be identified in Campdraft One by the (EM) or (CM) suffix. If you committee only wants to allow certain event members, tick allow to participate, then only accept the desired competitors.

⚠ IT IS OF THE UPMOST IMPORTANCE TO MARK YOUR EVENT MEMBERS AS PAID FOR THEIR EVENT MEMBERSHIP ⚠ This is not the same as marking their nominations as paid.

- On the Nomination Dashboard, click the name of your draft. Scroll down to find “Show Event Members in Draft”

Unprocessed Accepted Waitlist Scratched

Re-assign nominations

Send bulk email/text

Re-send draws notifications

Show Event Members in Draft



⚠ YOU MUST MARK THESE INVOICES AS PAID OR THE COMPETITOR WILL NOT BE ALLOWED IN THE DRAW ⚠

- To mark them as paid click update statuses, click the paid box, pick a comment, and click update
- ACA will invoice the committee for every event member in attendance

[back to Nomination Dashboard](#)

Event Members in Event

	Member name	Contacts	Cost	Invoice Status	Payment Status
#164292			\$100	Sent	Paid Update statuses
#7843			\$100	Sent	Paid Update statuses
#158721			\$100	Sent	Paid Update statuses

Below are the instructions for competitors wishing to use event membership:

Casual Memberships & Event Fees

If you don't have a Campdraft One profile:

- Go to the **ACA website** → *Contact Us* tab → *New Member Application Form*
- Or call the ACA Office (07 4622 3110) during office hours to create a profile

If you already have a Campdraft One profile:

- Pay **\$25 Casual Membership** (GST included)
 - This makes you a **financial member until 31 December**.
- Select the member, choose *Casual Membership*, checkout, and pay

After Becoming a Casual Member

- You can nominate for **ACA affiliated events** that accept Casual/Event Memberships (committees must advertise this on their program).
- If nominations are accepted, you'll receive an **invoice for the \$100 Event Membership** (GST included), along with your nominations invoice.

Membership Fees

- **\$25 Casual ACA Membership Fee**
 - Annual membership
 - Lets you nominate for events that accept casual memberships
 -  *Cannot be upgraded/prorated to another membership type during the year*
- **\$100 Event Membership Fee**
 - Payable to the **Committee** once your nominations are accepted.

Important Note

- **All ACA membership types are non-refundable.**

10.2 Combined Events

To create a new **Combined Event** in the Nomination Dashboard:

1. Click the **red eye icon** in the actions column
2. Select **Add New Event**
3. Tick the **Combined Events** checkbox
4. Enter:
 - **Primary Event Name (1)** and its cost
 - **In-Conjunction Event Name (2)** and its cost
5. Fill in other required fields
6. In most cases you will leave cost with a discount BLANK. This is mainly used for combined Maiden/Novice drafts

7. Click Create

Create Event

☒ Combined events

Event Name 1*

Cost*

Declared Prize Money

Event Name 2*

Cost*

Cost with a discount

Applied if participating in both events

Event 1 restrictions

Rounds*

2

Rounds including final

Type

Rider Sex

☐ Maiden rider

Notes

Final Name

Max Horses

Riders Min Age

Riders Max Age

Added Entry/Add Back

☐ Yes, it is an affiliated event

Horses Min Age

Horses Max Age

☐ Futurity

☐ Maiden

☐ Novice

☐ Open

☐ Any

☐ AQHS

☐ AQHA

Event 2 restrictions

Rounds*

2

Rounds including final

Type

Rider Sex

☐ Maiden rider

Notes

Final Name

Max Horses

Riders Min Age

Riders Max Age

Added Entry/Add Back

☐ Yes, it is an affiliated event

Horses Min Age

Horses Max Age

☐ Futurity

☐ Maiden

☐ Novice

☐ Open

☐ Any

☐ AQHS

☐ AQHA

Number of Judges

1

Sponsor Logo

Logo File

Browse

Select Judge

Action

Create

10.2 Combined Events

When a combined event is created, competitors see **three nomination options**:

- **Maiden** (full cost)
- **Novice** (full cost)

- **Combined** (discounted)

Changes to a combined nomination apply to **both events**. For example:

- Scratching from event one will also scratch the event two run

Draws Dashboard:

- Shows **two draws**
- The **first round** is identical for both and syncs automatically

Minimum Scores:

- Enter **minimum score to qualify** for:
 - Event one final in event one's draw
 - Event two final in event two's draw
-

10.3 Maiden 4 Maiden

There are multiple ways to run a **Maiden 4 Maiden** in Campdraft One.

Please contact the ACA Office to discuss which method will suit your draft best.

10.4 Exporting Competitor List (Logistical Estimates)

Exporting a competitor list helps determine the total number of competitors (primary and sub-account holders) for:

- Catering
- Parking
- Auditing
- Other logistics

Steps to Export:

1. Navigate to the **Competitor** submenu
 2. Select the relevant draft from the dropdown
-

3. Click **Download CSV**

In Excel:

1. Open the CSV
2. Delete all columns except **Competitor**
3. In cell B2, type: =UNIQUE(A2:A5000)
4. The resulting list in column B shows all unique competitor names

10.5 Catering Expressions of Interest / Orders & Booking Stables

While setting up for campdraft events, you may add an event for **stables** or **catering** to collect expressions of interest (EOIs) from competitors.

Important Notes:

- Exclude this event from **event restrictions**, if any are active for your draft
- Set the event as a **Custom Event** in the **Type** field
- Must allow:
 - Any horse
 - Any age
 - Any status
- A draw must be generated and published. All events must be finalized to conduct payouts.

10.6 Challenges

Campdraft One can facilitate your **challenge events**, whether they are ACA-affiliated or otherwise.

If you wish to run a challenge event through Campdraft One, please contact the **ACA Office Team**.

10.7 Judges Expression of Interest (Optional)

To locate Judges who have expressed interest (EOI):

1. Visit the **Judges** tab
2. Click on **Manage Expressions**
3. Scroll through the **Pending Expressions of Interest** page
 - You will see any Judges who submitted EOIs for your draft
4. For each entry, select either **Approve** or **Deny**
5. If approved, contact the Judge using the phone number on their profile



10.8 Linking or Adding New Horses

To nominate a competitor, ensure they are linked to the correct horse(s).
If not linked, you won't be able to nominate on their behalf.

To add a rider to an existing horse:

1. Visit the **Horses** submenu
2. Search for and select the required horse
3. Type the competitor's name in the **Rider/s** box
4. Click **Update** (top right) to save (*Next page*)

The screenshot shows the 'Horse Profile' form. At the top, there are two tabs: 'Details' (selected) and 'Results'. The form title 'Horse Profile' is in red. A yellow 'Unregistered' badge is in the top right. On the right side, there is a 'Publish' button and an 'Update' button. The form fields include: 'Notes' (a large text area), 'Active' (a checked checkbox), 'Horse Name' (a text field with 'Admin Maiden' entered), 'Rider/s' (a text field with 'Start Typing...' and a note 'Add here all of the members that need to nominate on this horse.'), and 'Owner' (a text field with 'Start Typing...').

To add a new horse:

1. Go to the **Horses** tab
2. Click **Add Horse** if it's not already in the database
3. Fill in required fields
4. Click **Add Horse** to complete

The screenshot shows the 'Add Horses' form. The title 'Add Horses' is in red. On the right side, there is an 'Action' button labeled 'Add Another' and a 'My Horses' section with the text 'Horses being added to list:' and an 'Add horse' button. The form fields include: 'Notes' (a large text area), 'Horse Name' (a text field), 'Date of Birth' (a date picker with 'dd/mm/yyyy' format), 'Owner' (a text field with 'Start Typing...' and a note 'Maximum of one owner'), and 'Sex' (a dropdown menu with 'Male' selected).

10.9 Changing Restrictions (Optional)

To change restrictions:

1. Go to the **Nomination Dashboard**
2. Click the **eyeball icon** beside the draft

3. Edit the restrictions under **Draft Rules**
4. Click **Save Details**

Draft Rules

First Round Runs Per Person

Exclude events...

Total Runs Per Horse

Exclude events...

Save Rules

Once saved:

- Competitors who no longer meet the restrictions will be **notified**
- A **yellow exclamation mark** appears next to names with conflicting runs
- Once scratched, the warning disappears

Account # 
RESEND INVOICE





Sponsor
Cattle Donor

☐ Select all
Resend draw notifications

☐

Some nominations needs to be processed

Novice (3) ▼

2	↑↓ 	 EDEN	Horse owner name	Nomination Status
				Unprocessed ▼
3	↑↓ 	 Mary Poppins	Horse owner name	Nomination Status
				Unprocessed ▼
5	↑↓ 	 Billy	Horse owner name	Nomination Status
				Unprocessed ▼

10.10 Sending Bulk Messages

To send bulk messages (email or SMS):

1. Go to the **Nomination Dashboard**
2. Click on your **Draft Name**
3. Click **Send Bulk Email/Text**
4. Enter your message (max 500 characters)
5. Click **Send**

Nomination Dashboard

Filter by year
2023

Name	Noms Open	Draft Start Date	Draft Finish Date	Status	Actions	Events
TEST1	24-07-2024 12:00 am	24-07-2023	24-07-2023	Closed		

☐ Select all
 Payment status: -
Nomination status: -
Comment: -

Search:

You can also:

- Resend draw notifications
- Filter by nomination/payment status before sending

10.11 Extending Nominations

You can extend nominations **if invoices haven't been sent** and the draft status is still **Open**.

Steps:

1. Go to the **Nomination Dashboard**
2. Click the **pencil icon** for the draft
3. Change the **Noms Closed Date & Time** to the new deadline
4. Click **Save Details**

Once nominations are closed:

- Go to the Dashboard and click on the **Waitlist** to manage further entries

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

10.12 Pulling Refunds from Draws

To process a refund after the draws have been generated, wait until the draft is concluded, then follow these steps:

- Visit the **Draws** submenu
- Select the relevant event
- While in the first round of the event, note everyone who has scratched from the event
 - All scratched competitors will be transferred into the **Refunds** tab
- Click the **Refund** button
- Choose the refund type:
 - Retain the stock levy
 - Refund full amount
 - (Note: You can edit this later in the Outgoing Money tab under Reports)*
- Follow the steps in the **Organising Refunds** section of this User Guide

TEST 

View results Edit calculations

Round 1 Round 2 Final round RUN-OFF RUN-OFF 2

Search Competitor or horse

Re-generate the draw

Minimum score to go into the next round Generate Re-assign nominations Refund Add new nomination

Runs 

Round score  

Competitor	Horse	Outout	Horsework	Course
------------	-------	--------	-----------	--------

10.13 Splitting A/B Events

There are two ways to facilitate spit events.

1. When setting up your events, create one event named (for example) Maiden A and a second event called Maiden B.
 - a. Competitors will be able to nominate into whichever Maiden they wish, eliminating the need for you to make many changes from A to B or B to A.
 - b. You may find that this makes the drafts uneven in number of starters. In this case you can scratch people from the larger draft and add them to the other event.
2. When setting up your events, create one event named (for example) Maiden (to be split) and allow all competitors to nominate into the single event.
 - a. Before generating draws, click the fork in the road button in the nominations dashboard.

Nomination Dashboard

Filter by year
2025

Name	Noms Open	Draft Start Date	Draft Finish Date	Status	Actions	Events
	20-08-2025 06:00 pm	05-09-2025	07-09-2025	Closed	  	

	Event Name	Final Noms	Total Noms	Unprocessed	Accepted	Wait List	Scratched	
↑↓	Maiden Draft		386	0	251 (251)	37	98	  
↑↓	Maiden 4 Maiden		102	0	55 (251)	11	36	  
↑↓	Futurity Draft		54	0	28	8	18	  
↑↓	Restricted Open Draft		65	0	44	2	19	  
↑↓	Open Draft		413	0	284	21	108	  
↑↓	Juvenile Draft		52	0	33	10	9	  
↑↓	Junior Draft		18	0	11	0	7	  
↑↓	Mini Draft		17	0	9	4	4	  
↑↓	Novice Draft		503	0	327	35	141	  

- b. Once you have clicked the fork in the road, an A and B version of the event will appear.
- c. Click the name of the event, for example, Maiden A and scroll down to see who is in it.
- d. If someone needs to be moved to the other event, click the pencil by their name.
- e. If you are in Maiden A, you will see a button in the pop up that says "Move to Maiden B" similar to the photo below: (Next page)

The screenshot shows a web application interface for managing horse nominations. At the top, there is a header bar with the text "Account" on the left, a red eye icon, a "RESEND INVOICE" button, and three red download icons. Below the header is a table with two rows of nomination data. Each row contains a number (8 and 95), a horse icon, a "Horse owner name" label, a "Nomination Status" dropdown menu, and a "Move to" dropdown menu. The "Move to" dropdown menu for the first row is circled in red, showing the option "Novice B".

		Horse owner name	Nomination Status	Move to
8	↑↓		Accepted	Novice B
95	↑↓		Accepted	Novice B

- f. You can swap people from A to B like this until the draws are generated.
- g. Once the draw is generated, this function will not work. You will need to scratch them from A and add a new nomination to B if a swap is required.
- h. Once the draws are generated, the program sees A/B events as totally separate.