Draws

To Create a Draw

1. Login to your Committee iCompete profile

2. Click on *DRAWS*

3. Select the *PROGRAMME,* select the *EVENT* and *ROUND* changes if applicable.

4. Adding *VACANT RUNS:* Each Committee can choose where and how many vacant runs to add to the draw for late additions to an event. Click Here

5. Click on *GENERATE DRAW*

Vacant runs will appear in the Printable Draw as seen below.

Event Draw Report

Show Name: WARIALDA LOCAL CAMPDRAFT (5/09/2020 - 5/09/2020)
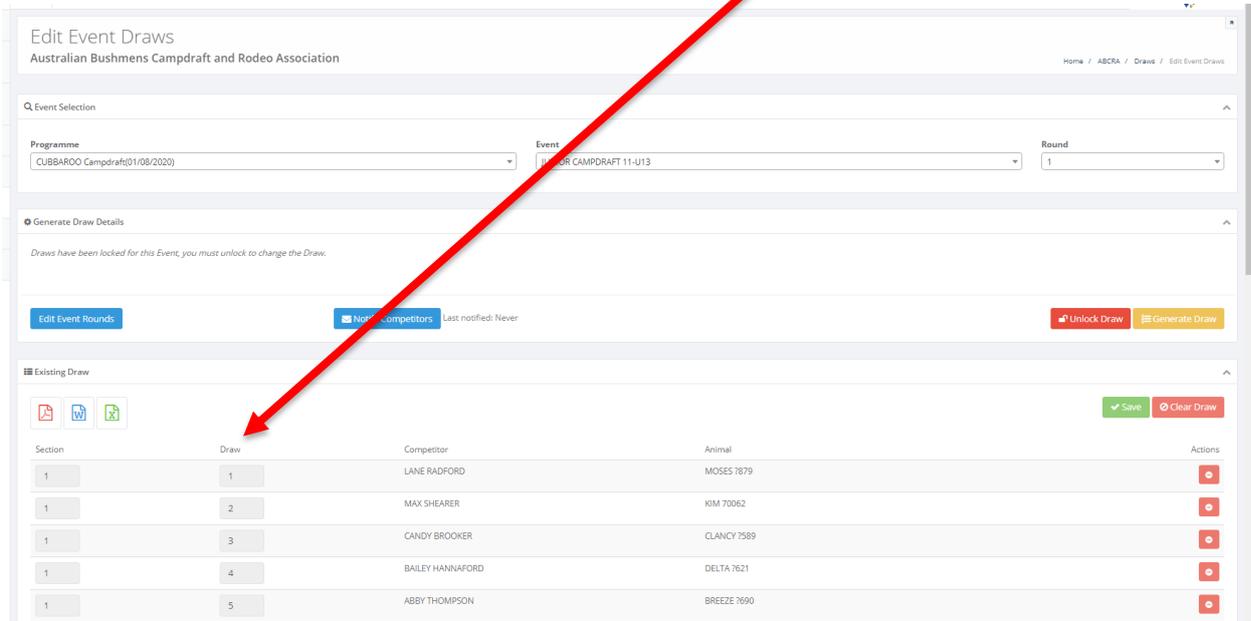
Event: JUNIOR CAMPDRAFT 8 - U13

Round: 1

Section 1

Draw	Rider	Animal
1	INDIANA HART	KIDROCK ?610
2	TOM HALL	BLUEY ?674
3	ELLA HUNT	OCEAN TINKABELL ?1366
4	ILYSSA NEWBURY	CHANCELLOR 608255
5	GRACE STEWART	WADE 70486
6	KATE HALL	BUCKEROO ?646
7	MOLLY GREEN	WREN ?1593
8	RUBY TURNBULL	SAM ?784
9	BELLA HANNAFORD	DELTA ?621
10	*VACANT*	
11	INDIGO KELLY	HARMONY ?853
12	BLAKE THOMPSON	ONE MORE CHANCE 607502
13	LACHLAN MUNRO	WILLIAMSONS SCARLET ?479
14	SOPHIE KELLY	JACK 606111
15	ELLA HUNT	AKERINGA YASI ?1381
16	RUBY TURNBULL	LUCKY ?782
17	MOLLY GREEN	MANGO ?1594
18	KATE HALL	BUDDY ?665
19	ILYSSA NEWBURY	COPY 608254
20	*VACANT*	
21	TOM HALL	TWINKLE ?650
22	BELLA HANNAFORD	DEALER 11413
23	INDIGO KELLY	BOB ?852
24	BLAKE THOMPSON	SPARKLES ?869

Entries Total 22

CHANGING DRAWS PRE POSTING

6. To move an **existing** competitor in the draw. Change the draw number under the Draw field. This must be swapped between existing draw numbers, for example a competitor needing to change from early run to late run, draw 4 moves to 20 and draw 20 moves to 4.
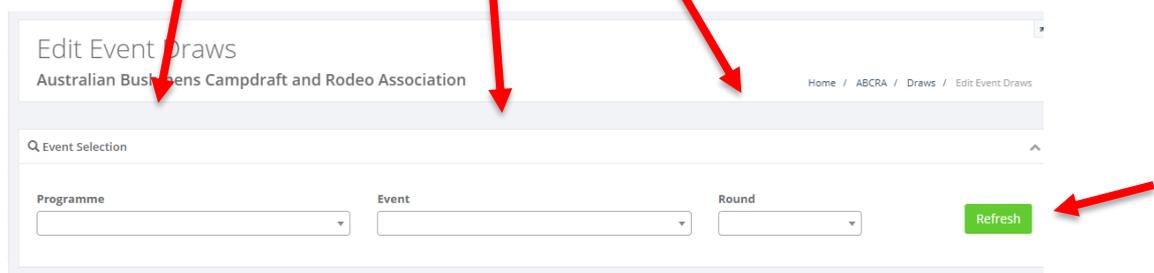

RUNNING A DRAW FOR FINALS

7. Select the *PROGRAMME,* select the *EVENT* and *ROUND* select round 2.

8. **DRAW FILTERING**

Limit draw to top: E.G top 20 scores

From rounds: 1

Exclude last place ties: Select YES if you do not want last place ties from round 1 in the finals
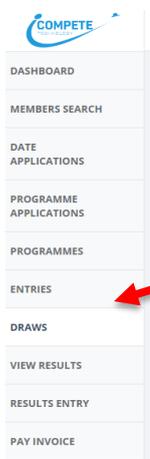

Generate Draw

Complete the same process for Run Offs *(select different rounds)*

If you need to add more rounds follow below

Dashboard "Programs" > "Actions" > "Edit Program" > "Events" > "Edit Event"

Find **"Rounds"** and put in how many rounds you need. Click **SAVE** and you can return to draws.

9. To add a new competitor go to **ENTRIES** select the Programme and click **CREATE NEW ENTRY**

IN ABOVE SCREEN:

- Select Programme
- Choose Member click on 3 dots
- Add event
- Add Animal
- Select "*Complimentary* or *Email receipt/ Invoice* to competitor"
- Add Notes – adding details here will assist reconciliation such as "Paid Cash on the Day"
- Click **SAVE**

NOTE: If you are adding entries on a competitor's behalf ensure you keep a list of entries placed by committees; this is to ensure we have an accurate record of potential outstanding payments.

Go back to Draws, Select Programme, Event, Round and click **REFRESH** the new entry will appear in the draw with a 0 draw number, you can then assign the competitor to a draw number.

Adding a competitor **POST** draws being posted, please use the above entry process and the competitor will show in *"Results Entry"* with a 0 draw number where you can enter their score and assign them a number.

PRINTING DRAW SHEETS

1. *GO TO DRAWS* Select the *PROGRAMME,* select the *EVENT* and *ROUND* select round.

2. **Click** on either of the three **icons** below *"PDF" "WORD" EXCEL"*

Event Draw Report

Show Name: **WARIALDA LOCAL CAMPDRAFT (5/09/2020 - 5/09/2020)**

Event: **JUNIOR CAMPDRAFT 8 - U13**

Round: **1**

Section 1
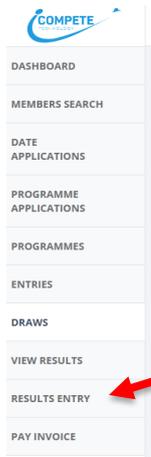
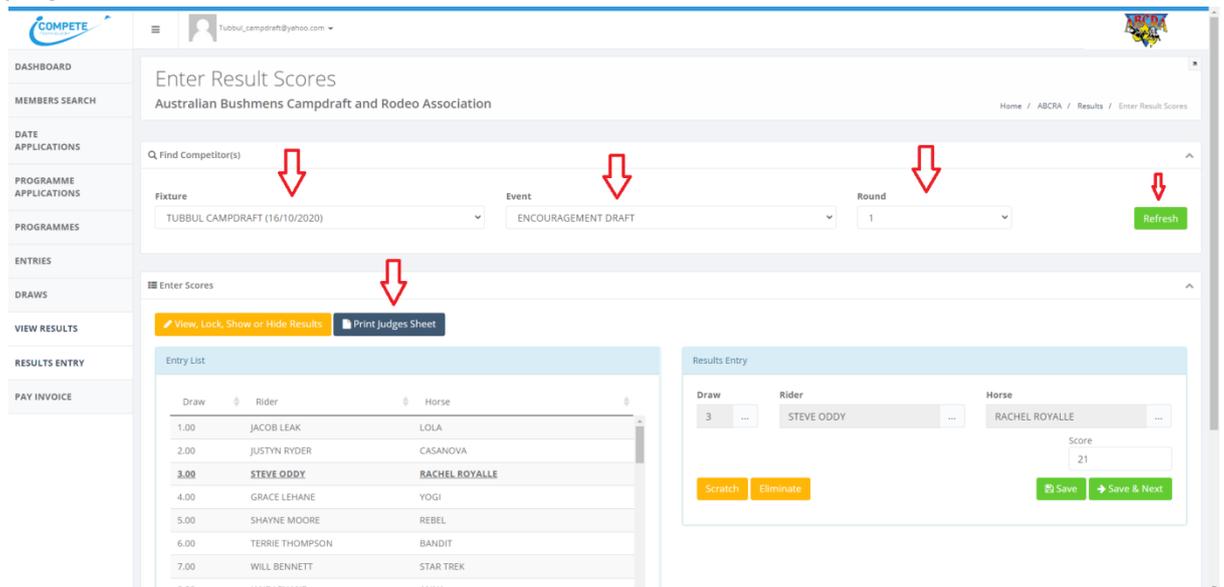| Draw	Rider	Animal
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Entries Total 22

3. SCORE CARDS

Select *"results entry"* on the side bar of your portal.

4. Under *"Fixture "* select the program, **REFRESH**, select *"Event",* select *"Round"* , select *"Print judges card"*