# COMMITTEE DATE APPLICATIONS COMMITTEE PROGRAMME APPLICATIONS

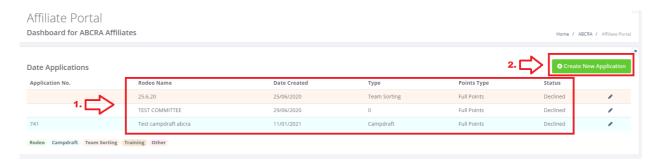
### **SECTION ONE: CREATE A COMMITTEE DATE APPLICATION**

**1. LOGIN** to your Committee's **iCompete** profile.

If your Committee does not yet have an iCompete profile **CLICK HERE** to create one.

Listed will be all existing committee date applications and their status (1.)

#### Select CREATE NEW APPLICATION (2.)



#### 2. You are now on APPLY FOR PROGRAMME DATES screen

From here you need to provide:

- Programme Name this is your Show Name for example "Tamworth Rodeo"
- Programme Type Rodeo, Campdraft etc.
- **Events- NOTE:** Depending on the Event Type that you selected above for example "Campdraft" the bottom section of this screen will update and allow you to specify what events you would like to run.
- Points Type Full, Percentage etc.
- 3 preferred Start and End dates for your programme.

Please ensure your preferred Show Date is your number 1 preference.

**NOTE:** If you have less than 3 preferred dates you can enter the same date multiple times as these cannot be left blank.

Once you have entered all the required Show information, press the **green SAVE** button at the bottom right of this screen, see example below.

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3. You will now be prompted with a window asking if you would like to "SUBMIT FOR APPROVAL".

Once submitted, your Show Date Application will be automatically emailed to your Zone Secretary for approval and the status will have updated on your home screen.

The application will await approval by the Zone Secretary and then by the Association (ABCRA).

Both the Zone Secretary and Association are automatically notified of your Show Date Application submission.



4. After the Show Date Application is approved by both the Zone Secretary and ABCRA it will move FROM DATE APPLICATION SECTION to the **PROGRAMME APPLICATIONS** section on your home screen – *example below*.



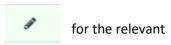
See the following pages for PROGRAMME APPLICATION steps now required.



## COMMITTEE DATE APPLICATIONS COMMITTEE PROGRAMME APPLICATIONS

### SECTION TWO: CREATE SHOW PROGRAMME APPLICATION

- LOGIN to your Committee's <u>iCompete</u> profile.
- 2. Scroll to **PROGRAMME APPLICATIONS SECTION. CLICK THE EDIT BUTTON** program you wish to set up.

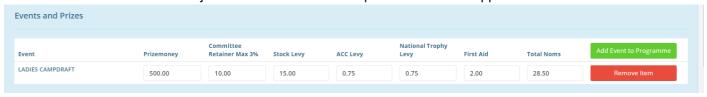


- 3. ENTER
- a. entry open and close dates

		ENTRIES OPEN	ENTRIES CLOSE
RODEO	Standard entry	9am Tuesday	5pm Friday
		the week before your show	the week before your show
	Late entry (Late fee	5.01pm Friday	12pm Monday
	applies)	the week before your show	week of your show
CAMPDRAFT	Standard entry	10 am Tuesday	5 pm Wednesday
	2 weeks prior to Show		

- **b.** Any maximum 1<sup>st</sup> round runs per competitor (campdraft only)
- c. Contact name/Show details
- d. GST Status & ABN if applicable
- **e.** Events (This is where you will enter prizemoney and formulate your entry fees, formerly manual Worksheet)

Click ADD EVENT TO PROGRAMME & ENTER PRIZEMONEY COMMITTEE RETAINER (funds you keep from the entry fee). Press TAB to auto-populate the Total Nomination fee. The entered information is subject to ABCRA Rules and requires Head Office approval.



- **f.** Add Judge information (This may be entered at a later date if you do not know at this point)
- 4. Select **SAVE DRAFT** to edit later. **SUBMIT TO ABCRA** when you have finalised the Programme application. The status of your application will now change to "Submitted"
- 5. Once Head Office approved, your programme application WILL MOVE down to the third section PROGRAMMES.
  - To edit or access all the relevant functions for your approved program you will now use the **LEFT SIDEBAR PROGRAMMES** Button>**ACTIONS** for the relevant programme.