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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Enter a Name for your Programme, choose the type and category and enter date preferences. When you click Save you will be prompted to notify the Zone secretary for date approval. Once a date has been approved by the Zone secretary and the ABCRA you will be able to provide additional information.

Programme Name

Tamworth Campdraft

Rodeo Type   **Points Type**

Campdraft   Full Points

Enter your date preferences below in preference order.

Start Date   **End Date**

20/03/2021   21/03/2021

Start Date   **End Date**

27/03/2021   28/03/2021

Start Date   **End Date**

27/03/2021   28/03/2021

Please select which events you wish to run:

Open	Yes	Novice	Yes
Ladies	Yes	Maiden	Yes
Encouragement	Yes	Juvenile 13-U17	Yes
Junior 8-U13	Yes	Open 4 Open	No

Save   Cancel

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.

Submit for Approval?

Would you like to submit your date preferences for Zone approval?

Yes   No

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.*

Programme Applications						
Application No.	Programme Name	Programme Date	Programme Type		Points Type	Status
1429	new test 321	02/07/2020	Submitted		Rodeo	
1430	Test test test test	02/07/2020			Campdraft	
1431	Rodeo Bonanza	07/07/2020			Rodeo	

See the following pages for PROGRAMME APPLICATION steps now required.

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SECTION TWO: CREATE SHOW PROGRAMME APPLICATION

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

2. Scroll to **PROGRAMME APPLICATIONS SECTION. CLICK THE EDIT BUTTON** ✏️ for the relevant program you wish to set up.

3. **ENTER**

   a. entry open and close dates

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

   b. Any maximum 1st 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.

Events and Prizes

Event	Prizemoney	Committee Retainer Max 3%	Stock Levy	ACC Levy	National Trophy Levy	First Aid	Total Noms	
								Add Event to Programme
LADIES CAMPDRAFT	500.00	10.00	15.00	0.75	0.75	2.00	28.50	Remove Item

   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.