SCRATCHING, CHANGING RIDER / HORSE NAME
(DURING SHOW)

EDITING RIDER OR HORSE NAME BEFORE THE EVENT STARTS (use the Draws screen)

1. Select **PROGRAMMES**, Select **ACTIONS** on relevant program, Select **DRAWS** from drop down menu

2. Select **EVENT** and **ROUND** that you wish to make changes to, click **REFRESH**

3. Select **UNLOCK DRAW** button

4. Click **THE 3 DOTS** on the field you wish to edit, make changes and select **SAVE**
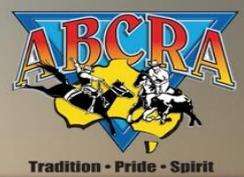

5. Select **LOCK DRAW**

SCRATCHING, CHANGING RIDER / HORSE NAME
(DURING SHOW)

EDITING A RIDER OR HORSE NAME AFTER THE EVENT HAS STARTED (use the Result Entry screen)

1. Select **PROGRAMMES, ACTIONS** for relevant program, **RESULTS ENTRY**

2. Select **EVENT AND ROUND,** Click **REFRESH.**
   NB: To select rounds after round 1 sometimes it is necessary to select round one REFRESH, then select further round REFRESH

3. **SELECT THE COMPETITOR** you wish to edit by scrolling on the left screen or using keyboard **Ctrl F function** and typing name in box that appears in top right hand corner.
   Click **THE 3 DOTS** on the field you wish to Edit, enter the amendment
   Click **SAVE** button

SCRATCHING, CHANGING RIDER / HORSE NAME
(DURING SHOW)

1. Select **PROGRAMMES** (1.) select **ACTIONS** for relevant programme (2.) select **CONFIRMED ENTRIES** (3.) from the drop down menu

2. **SEARCH** Member name, then Select **DETAILS** for the relevant run. Some names may not appear as they have been entered by an associate family member. Search the associate member name to edit the entry.

3. Select the yellow **SCRATCH** button

SCRATCHING, CHANGING RIDER / HORSE NAME
(DURING SHOW)

SCRATCHING A RIDER AFTER THE EVENT HAS STARTED (use the Results Entry screen)

1. Select **PROGRAMMES, ACTIONS** for relevant program, **RESULTS ENTRY**

2. Select **EVENT AND ROUND,** Click **REFRESH.**
    NB: To select rounds after round 1 sometimes it is necessary to select round one REFRESH, then select further round REFRESH

3. **SELECT THE COMPETITOR** you wish to edit by scrolling on the left screen or using keyboard **Ctrl F function** and typing name in box that appears in top right hand corner.
    Click the Yellow **SCRATCH** button
    A red line will now appear through the competitors name in the left scrolling entry list.