



# iCOMPETE



## TIP SHEET

### Show Date & Program Application

**This guide will cover how to create a program and explain each of the statuses that make up the process of applying for a programme.**

**When using iCompete as an ABCRA Committee/Affiliate member you first see your Committee's programmes and applications separated into 3 different sections.**

1. Login to your Committee's [iCompete](#) profile.  
If your Committee does not yet have an iCompete profile [CLICK HERE](#) to create one.
2. Firstly, you must create a Show Application for the date that you wish to hold the programme (event) on. This is the first section/box shown on your home screen after logging into your Committee iCompete profile. If you have any Show Date Applications already submitted these will be displayed here with their details and current status.

To create a new **Show Date Application**, press the **green "CREATE NEW APPLICATION"** located at the top right corner of the "Date Applications" section – *example below.*

Application No.	Rodeo Name	Date Created	Status	Type	Points Type
	Leetville	19/06/2020	Awaiting Zone Sec Approval	Rodeo	
	Backflintonica	19/06/2020	Awaiting Association Approval	Rodeo	
	ADRIAN TEST123	02/07/2020	Created	Campdraft	Dollars Only
382	Test 222	02/07/2020	Declined	Rodeo	Percentage Rodeo 30%

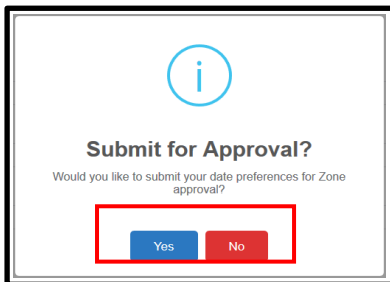
3. You will now be taken to a page titled **"APPLY FOR PROGRAMME DATES"** – example below.  
From here you need to provide:

- **Programme Name** – *this is your Show Name for example "Tamworth Rodeo"*
- **Programme Type** - Rodeo, Campdraft etc.  
**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.  
If you are unsure of what events you will be running you do not need to specify them now, you can add the information at a later point.
- **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 – example below.

The screenshot shows a web form titled "Apply for Programme Dates" for the Australian Bushmen's Campdraft and Rodeo Association. The form is designed for entering show details. It includes a "Programme Name" field, a "Show Type" dropdown menu (set to "Rodeo"), and a "Points Type" dropdown menu (set to "Select Category"). Below these are three rows of "Start Date" and "End Date" fields, each with a calendar icon. A section titled "Please select which events you wish to run:" contains two columns of event names, each with a radio button. The events listed include Saddle Bronc, Novice Saddle Bronc, Saddle Bronc, Novice Saddle Bronc, Bull Ride, Novice Bull Ride, Steer Wrestling, Novice Barrel Race, Rope and Tie, Ladies Barrel Race, Ladies Breakaway, 11-12/14 Junior Barrel Race, 14-15/18 Juvenile Barrel Race, 11-12/14 Junior Steer Ride, 14-15/18 Juvenile Steer Ride, and 14-15/18 Juvenile Bull Ride. At the bottom right, there are "Save" and "Cancel" buttons.

- You will now be prompted with a window asking if you would like to **“SUBMIT FOR APPROVAL”**. Click the **blue “YES”** button to submit – **example below**.  
**OR** if you would like to save this date application without submitting press the **red “NO”** button. Your Show Date Application will be saved in your Committee login and will not be submitted to the Zone Secretary.



- 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.
- After the Show Date Application is approved by both the Zone Secretary and ABCRA it will move to the **Programme Applications** section on your home screen – **example below**. Here you can fill out further details of your Show Programme such as event details, Contractors, Judges, Worksheet Times etc. **PLEASE ENSURE YOU INPUT FINAL ROUNDS > THIS ENSURES YOU CAN DO DRAWS FOR THE FINAL.** You can access this screen by clicking on the **small pencil icon** to the right of the programme to enter these details – **example below**.

Application No.	Rodeo Name	Date Created	Status	Type	Points Type	
	Leeville	18/06/2020	Awaiting Zone Sec Approval	Rodeo		
	BackflBonanza	18/06/2020	Awaiting Association Approval	Rodeo		
	ADRIAN TEST123	02/07/2020	Created	Campdraft	Dollars Only	
382	Test 222	02/07/2020	Declined	Rodeo	Percentage Rodeo 30%	
388	Wonderland Rodeo	08/07/2020	Created	Rodeo	Full Points	

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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		

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Rodeo/Show Name	Application No.	Start Date	End Date	Type	Points Type	Actions	Reports
ABRI TEST		11-08-2020	13-08-2020	Campdraft			

7. Once you have worked through the next screen and entered all of the required information you will see the option at the top right to either ***“SAVE AS DRAFT”*** or ***“SUBMIT TO ABCRA”***.

Once submitted to ABCRA the Show Programme’s status will change to ***“Submitted”*** on your home screen awaiting final review and approval by ABCRA.

Once approved by the ABCRA the Show Programme will move to the third box on your home screen where you can begin Draws, Entries and much more for the Show programme using the ***“ACTIONS”*** and ***“REPORTS”*** drop down menus beside each programme.