



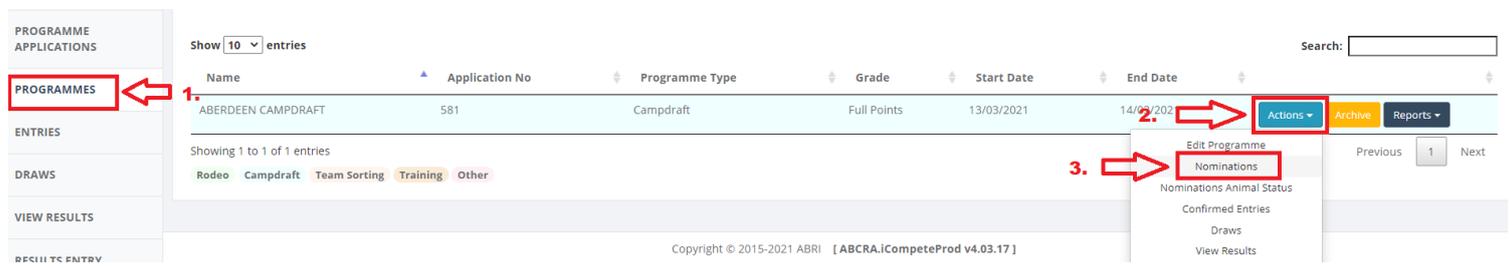
# FINALISING NOMINATIONS

**While Nominations are OPEN Committee can:**

-  **Accept Nominations**
-  **Waitlist Nominations**
-  **Add Entries**
-  **Amend Nominations**
-  **Delete Nominations**

EXPLANATION OF TERMS	
<b>NOMINATIONS ARE:</b>	An expression of interest to attend a Committee show
<b>ENTRIES ARE:</b>	A Committee APPROVED & PAID (confirmed) nomination

1. **LOG IN** to your Committee iCompete portal
2. Click **PROGRAMMES (1.), ACTIONS (2.) NOMINATIONS (3.)**



**There are two ways you can finalise your nominations.**

**a. BY COMPETITOR**

**b. BY EVENT**

**Please see following pages for detailed instruction**



# iCOMPETE



## TIP SHEET

### FINALISING NOMINATIONS

#### THE SUMMARY TABLE EXPLAINED

Summary of Entries by Event	2. Pending Cnt	3. WaitListed Cnt	4. Approved Cnt	5. Confirmed Cnt	6. Direct Entries Cnt	7. Pre-Draw Scratches	8. Competitors	Refresh
1. → OPEN CAMPDRAFT	125	0	18	0	0	0	18	
NOVICE CAMPDRAFT	322	0	32	0	2	0	34	
MAIDEN CAMPDRAFT	298	0	31	0	1	0	N/A	
LADIES CAMPDRAFT	96	0	12	0	0	0	12	
JUVENILE CAMPDRAFT 13 - U17	56	0	14	0	0	0	14	
JUNIOR CAMPDRAFT 8 - U13	15	0	5	0	0	0	5	
JUNIOR CUTOUT 8 - UNDER 13	7	0	2	0	0	0	2	
ENCOURAGEMENT DRAFT	89	0	10	0	0	0	N/A	
OPEN 4 OPEN CAMPDRAFT	43	0	7	0	0	0	7	
<b>TOTAL</b>	9. → 1051	0	131	0	3	0	92	
Conjunction: Maiden/Encouragement Combined		0	31	0	1		32	
<b>1st Round Runs</b>							124	
<b>Unique Competitors</b>		10. ↑					11. → 307	

The numbers in this table are correct as at the page load. If you Approve or wait list entries you need to refresh to update these numbers.  
 Total Counts are unique totals for each event by Nomination Status. They do not include duplicates from Conjunctions.  
 Conjunctions represent a distinct count of rider/horse for each conjunction + entry status.

1. The individual event line
2. The pending "Nominations" count for each event before acceptance or waitlisting. All incoming nominations must be either approved or waitlisted, this field should be 0 when finalisation of nominations is completed
3. Waitlisted competitors count for each event
4. Approved count for each event
5. The confirmed count (= paid approved nominations) for each event
6. Manual entry count per event (committee entered entries that have skipped nomination process)
7. Scratchings count PRE DRAW
8. Competitor count per event
9. Total number of nominations received
10. Details on nomination counts for events help in conjunction
11. The number of unique competitors that make up the total of 9.



# FINALISING NOMINATIONS

## A. FINALISING NOMINATIONS "BY COMPETITOR"

You will be automatically viewing "By Competitor" after following steps 1 & 2 from the first page.

1. **SCROLL DOWN** the page to the list competitor nominations received

2. Click the  button to open the individual competitors nomination details

3. This will then display the associated members of the competitor (1.)

4. From this screen you can  
Image arrow (2.)

**APPROVE ALL NOMINATIONS** for competitor & their associates using the green tick

**WAITLIST ALL NOMINATIONS** for competitor & their associates using the Red



**EDIT/WAITLIST** each competitors nomination individually. Image arrow (3.)



5. If you need to find a particular competitor use the **SEARCH BOX** (4.) Names will need to be cleared from the field to display all other nominations.

4.  Search:

Competitors:	Total	OPEN CAMPDRAFT	NOVICE CAMPDRAFT	MAIDEN CAMPDRAFT	LADIES CAMPDRAFT	JUVENILE CAMPDRAFT 13 - U17	JUNIOR CAMPDRAFT 8 - U13	JUNIOR CUTOUT 8 - UNDER 13	ENCOURAGEMENT DRAFT	OPEN 4 OPEN CAMPDRAFT
305	(1196)	(145)	(360)	(333)	(108)	(72)	(20)	(9)	(99)	(50)
 FAYTH EDWARDS ABERDEEN 2336	1	0	0	0	0	1	0	0	0	0
Associated Members: ALLAN YOUNG  1.										
 CHARLIE CHAPMAN NUNDLE 2340	1	0	0	0	1	0	0	0	0	0

2.    
 3.   

6. Once all competitors have been either waitlisted or accepted,

Scroll Up page and click  to notify competitors that they have been either accepted or waitlisted. Competitors can now pay the fees and transition from a nomination to a CONFIRMED ENTRY.

7. When accepting people from the waitlist, or moving acceptances to waitlist (ie. when haven't paid entry fees within given timeframe)

Click the  button again, this will notify only those that have had updates to their nomination status.



# FINALISING NOMINATIONS

## B. FINALISING NOMINATIONS "BY EVENT"

1. Click **VIEW BY EVENT** button ( top right)

2. Select **THE EVENT** you wish to view by  
Nominations for: TEST 12/01/2020 - 19/01/2020

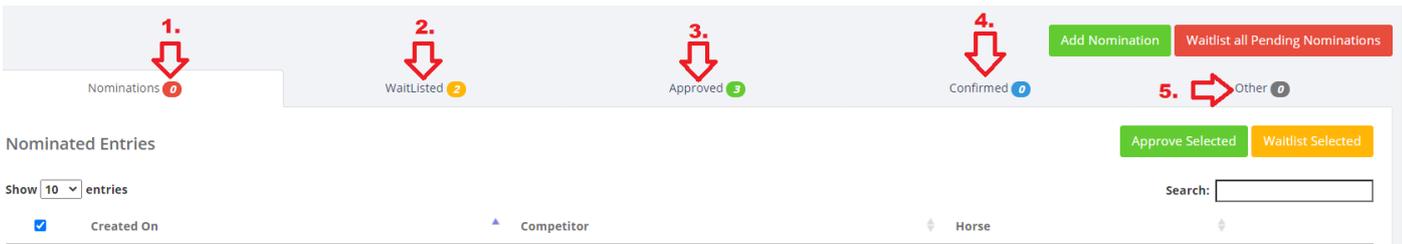


using the drop down menu



Viewing Entries for Event: LADIES CAMPDRAFT

3. Scroll down to **VIEW THE NOMINATION TABS**



- (1.) **Pending Nominations:** This is where all nominations come into. All of these nominations need to be moved to either waitlist or approved. This tab should display 0 before you Notify competitors of their nomination status. See below for instructions how to waitlist or approve.
- (2.) **Waitlist nominations:** Click to view all competitors that have been waitlisted for this event.
- (3.) **Approved nominations:** Click to view all the nominations approved for this event. You can waitlist these competitors (eg. When they are still sitting in approved and not confirmed (PAID) by the deadline)
- (4.) **Confirmed entries:** These are the approved nominations that have paid their entry fees
- (5.) **Other:** This tab will detail the nominations that have scratched for this event. Select nominations from the waitlist tab to fill vacancies.

### 4. HOW TO WAITLIST OR ACCEPT COMPETITORS

There are two ways to finalise nominations by Competitor **1. IN BULK OR 2. INDIVIDUALLY**

- a. **IN BULK:** Click the box/es (1.) on left of nomination details to select multiple competitors to approve or waitlist nominations simultaneously for this event. Click (2.) the Green approve selected or yellow Waitlist selected button to confirm this action.





## FINALISING NOMINATIONS

b. **INDIVIDUALLY:** Click the individual button for each competitor nomination

### WAITLIST

<input type="checkbox"/>	8/12/2020 3:10:26 PM	JO CLARKE	WARUMBUL STARS N SCARS	abcraoffice@gmail.com	8/12/2020 3:46:25 PM	Edit	WaitList	←
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OR

### APPROVE

<input type="checkbox"/>	8/12/2020 3:15:32 PM	mrs SALLY BEDGGOOD	BLACK ROSE	abcraoffice@gmail.com	8/12/2020 3:47:25 PM	Edit	Approve	←
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## 5. NOTIFYING COMPETITORS OF NOMINATION STATUS

**Once all competitors have been either waitlisted or accepted (pending nominations should state 0),**

a. **Initially after finalisation of nominations:**

Scroll Up page and click [Notify Updated Competitors](#) to notify competitors that they have been either accepted or waitlisted. Competitors can now pay the fees and transition from a nomination to a CONFIRMED ENTRY.

b. **Before the draws:**

**Approved tab should state (0),** either contact competitors to initiate their immediate payment or waitlist those still in approved (they have not paid). You can now accept competitors from waitlist to fill the vacancies from unpaid persons.

When you have accepted people from the waitlist, or moved acceptances to the waitlist (ie. when haven't paid entry fees within given timeframe)

Click the [Notify Updated Competitors](#) button again, this will notify only those that have had updates to their nomination status.