



SCRATCHING, CHANGING RIDER / HORSE NAME (PRE-SHOW)

IN NOMINATIONS STAGE (prior to payment)

1. **LOG IN** to iCompete Committee portal
2. Select **PROGRAMMES** (1.) select **ACTIONS** (2.) for relevant programme, select **NOMINATIONS** (3.)

The screenshot shows the 'PROGRAMMES' section of the iCompete portal. A table lists various events. The 'PROGRAMMES' menu item on the left is highlighted with a red box and arrow labeled '1.'. In the table, the 'campdraft test ABCRA' row has its 'Actions' button highlighted with a red box and arrow labeled '2.'. A dropdown menu is open for the 'Actions' button, with 'Nominations' selected and highlighted with a red box and arrow labeled '3.'. Other options in the menu include 'Edit Programme', 'Nominations Animal Status', 'Confirmed Entries', 'Draws', 'View Results', 'Results Entry', and 'Calculate Winnings'.

from the drop down menu

3. Click the **GREEN + BUTTON (1.)** so that it turns RED and displays the competitor's entire nominations. Click **EDIT (2.)** on the nomination you wish to edit.
4. Edit the **EVENT, RIDER, or HORSE** field accordingly and select **SAVE** or; if you need to remove nomination, select **DELETE**.

The screenshot shows the 'Edit Event Entry - TEST' form. It has three input fields: 'Event' (LADIES CAMPDRAFT), 'Rider/Competitor' (JO CLARKE), and 'Horse' (MYSTERY). Below the fields are two buttons: 'Delete Nomination' (highlighted with a red box) and 'Save Changes' (highlighted with a red box). A 'Back' button is also visible.

	ANEKA RONCHI WORTH 2340	3	1	1	1		
	JO CLARKE COMBERAH 2340	4	1	1	2		

Event	Horse	Pref	Entry Date	Status	Actions
LADIES CAMPDRAFT	MYSTERY	null	08/12/2020 03:10:26 PM		Edit WaitList
LADIES CAMPDRAFT	WARUMBUL STARS N SCARS	null	08/12/2020 03:10:26 PM		Edit WaitList

See next page for Changing details for an approved and paid Nomination (now called an "ENTRY")



SCRATCHING, CHANGING RIDER / HORSE NAME (PRE-SHOW)

IN ENTRY STAGE (an approved and paid nomination)

1. **LOG IN** to iCompete Committee portal
2. Select **PROGRAMMES** (1.) select **ACTIONS** for relevant programme (2.) select **CONFIRMED ENTRIES** (3.) from the drop down menu

PROGRAMMES	Name	Application No	Programme Type	Grade	Start Date	End Date	Actions	Archive	Reports
	ABCRA Rodeo Roundup - ROUGHSTOCK		Rodeo	Full Points	23/01/2021	23/01/2021	Actions	Archive	Reports
	ABCRA Rodeo Roundup - Timed Events Shootout		Rodeo	Full Points	24/01/2021	24/01/2021	Actions	Archive	Reports
	ABCRA Rodeo Roundup-Divisional Barrel race		Rodeo	Full Points	22/01/2021	22/01/2021	Actions	Archive	Reports
	campdraft test ABCRA	742	Campdraft		15/01/2020	16/01/2020	Actions	Archive	Reports
	TEST	713	Campdraft		12/01/2020		Actions	Archive	Reports

Annotations: 1. Arrow to PROGRAMMES tab; 2. Arrow to Actions dropdown; 3. Arrow to Confirmed Entries in dropdown menu.

3. Select **DETAILS** for the relevant entry

Created Date	Rodeo	Full Name	No. Entries	Actions
12/01/2021 11:48:53 PM	campdraft test ABCRA	MELISSA GORTON	3	Details Delete Reprint Receipt

Should you need to remove a rider from the competition, always use the yellow **SCRATCH** button see step 4. **DO NOT USE DELETE BUTTON** as this entry now has a corresponding financial transaction and will make event reconciliation difficult.

4. Select **EDIT ENTRY** to edit the relevant entry.

Event	Competitor	Animal	Additional	Actions
LADIES CAMPDRAFT A	MELISSA GORTON	ACCIDENT	<input type="checkbox"/> First Pref <input type="checkbox"/> Second Pref <input type="checkbox"/> Third Pref	Edit Entry Scratch Delete
LADIES CAMPDRAFT B	MELISSA GORTON	HARD TIMES	<input type="checkbox"/> First Pref <input type="checkbox"/> Second Pref <input type="checkbox"/> Third Pref	Edit Entry Scratch Delete
LADIES CAMPDRAFT A	MELISSA GORTON	G FORCE	<input type="checkbox"/> First Pref <input type="checkbox"/> Second Pref <input type="checkbox"/> Third Pref	Edit Entry Scratch Delete

5. **EDIT** the relevant fields and select **SAVE**.

Rider/Competitor: JO CLARKE

Horse: MYSTERY

Buttons: Save Changes, Back