



## ADDING MANUAL APPROVED ENTRIES

### MANUAL ENTRIES (AUTOMATICALLY "APPROVED")

**IMPORTANT NOTE: A manual "entry" is automatically approved.**

**Cash payment will need to be collected from the competitor and notated during the process.**

1. LOG IN to your Committee iCompete profile.
2. SELECT PROGRAMMES, ACTIONS, CONFIRMED ENTRIES

PROGRAMMES	Name	Application No	Programme Type	Grade	Start Date	End Date	Actions	Archive	Reports
ENTRIES	ABCRA Rodeo Roundup - ROUGHSTOCK		Rodeo	Full Points	23/01/2021	23/01/2021	Actions	Archive	Reports
DRAWS	ABCRA Rodeo Roundup - Timed Events Shootout		Rodeo	Full Points	24/01/2021	24/01/2021	Actions	Archive	Reports
VIEW RESULTS	ABCRA Rodeo Roundup-Divisional Barrel race		Rodeo	Full Points	22/01/2021	22/01/2021	Actions	Archive	Reports
RESULTS ENTRY	campdraft test ABCRA	742	Campdraft		15/01/2020		Edit Programme	Archive	Reports
PAY INVOICE	TEST	713	Campdraft		12/01/2020		Confirmed Entries	Archive	Reports

3. Click on the **GREEN** button in the top right hand side corner **CREATE NEW ENTRY**

Event Entry Forms

Australian Bushmens Campdraft and Rodeo Association

Home / ABCRA / Event Entry Forms

+ Create New Entry

Search Criteria

4. Select **PROGRAMME, TYPE MEMBER NAME** (Click include inactive for current unfinancial members)

Divisional Barrel race - 22/01/2021 - 22/01/2021
1. →

MEMBERS SEARCH

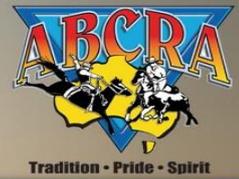
2. →

If more than one name appears for the same person, please use the member search option on the side bar FIRST to search for the competitor and ensure you are selecting the correct member and member number.



# iCOMPETE

## TIP SHEET



### ADDING MANUAL APPROVED ENTRIES

#### MANUAL ENTRIES (AUTOMATICALLY "APPROVED") cont.

- 5. Click on the **ADD EVENT (1.)** button. Multiple runs can be added per competitor by repeating **ADD EVENT**. Select **EVENT (2.)** & **COMPETITOR (3.)**

The screenshot shows a web form for adding manual entries. On the left is a sidebar with options: ENTRIES, DRAWS, VIEW RESULTS, RESULTS ENTRY, and PAY INVOICE. The main form has a table with columns: Event, Competitor(s), Animal(s), Preferences, Cost, and an 'Add Event' button. Three rows are shown: BAREBACK, BULL RIDE, and SADDLE BRONC, each with a cost of \$165.00. Below the table are sections for 'Notes', 'Late Fees' (radio button for 'No'), 'Day Member Fee' (\$0.00), 'Administration Fee' (\$5.44), and 'Amount Due' (\$500.44). At the bottom, there are two radio buttons: 'Complimentary' (radio button for 'No') and 'Email Receipt/Invoice' (radio button for 'Yes'). Red arrows and boxes highlight these elements: '2.' points to the Event dropdown, '3.' points to the Competitor dropdown, '1.' points to the '+ Add Event' button, 'B.' points to the 'Complimentary' radio button, and 'A.' points to the 'Email Receipt/Invoice' radio button. A red note with an arrow points to the 'Day Member Fee' field: 'Committee must collect a waiver form for an event member'.

- **B.** Ensure *Complimentary* is selected... you will collect cash payment and do not need to add a charge to the competitor's account.
- **\*IMPORTANT\*** If the competitor is un financial, the Committee **MUST** obtain a hard copy signed waiver located [HERE](#)
- Add notes to the manual entry specifying if cash was collected on the day.
- You **MUST** keep a list of ALL committee created entries so that payment can be identified, and receipted if paid for on the day. This is essential for the reconciling of your event.

- 6. Select **SAVE** top right corner