

Direct Entry of Show Data

When a show has already occurred and you want to enter the race/run information into the *BarrelTime* after the fact, use the **Direct Entry** routine found under Registration Menu: **Register | Direct Entry - Registr/Run**

Note: The first two steps below are the same in the Registering Rider/Horse Topic. Read that Topic first, then come back.

To use **Direct Entry**, you must have already set up the Show and Races as noted under the "Setting Up Shows" Help Topic. Once the Show and Race information is entered, you can Register the Rider/Horses and their Run/Time information in one operation using **Direct Entry**.

From the Main Menu select **Register | Direct Entry - Registr/Run**.

Show	Arena	City	Date
#15 NBHA C006	Hughes Arena	Olney Spgs	10/26/2008
#14 NBHA C006	Hughes Arena	Olney Spgs	10/19/2008
#13 NBHA C006	Hughes Arena	Olney Spgs	10/05/2008
#12 NBHA C006	Hughes Arena	Olney Springs	09/28/2008

Race#	Race Name
047	Open4D
048	Youth

Pick the Show, then the Race from the [Select Show/Race for Rider Registration](#) window picklists. BE SURE that the Show Name shows in the "Find Show:" field and that the correct Race is highlighted, then click on **[OK]**. You will be asked to Confirm that the Show and Race selected are correct. Click on **[Yes]** to continue or **[No]** to pick again.

If you clicked on **[Yes]** you are asked to Select the Rider and Horse from the [Register Rider & Horse](#) window

picklists. You can use the scroll bar for the Rider, but usually it is faster to enter the first few letters of the Rider's last name in the Find Rider field to locate the rider more quickly. When the Rider's name appears, click on it (or continue typing until it is all there) then select the Rider's Horse from the picklist.

Name	City	State	District
Horn, Melinda			
Horne, Peggy	Loveland	CO	
Horserider, Suzie	Mosca	CO	C099
Hoss, Angie			


Horse Name
Catcherintheride
Suzie's Surprise
Onedown Two2Go

If the rider and/or horse are not found, click on the **[Add/Edit]** button to input the rider and/or horse information.

Be sure the Rider's Name is in the Find Rider: field, and that the correct horse is selected, then press **[OK]**. If the Rider's membership information is OK, you will get a request to confirm that the Rider & Horse are correct. If there is a problem with the Rider's membership or other information, you will get a prompt asking what to do. Follow the prompts as warranted.

Next, you get a prompt to confirm that the fees have been paid. Answer appropriately.

Direct Entry of Run Data -- Barrel Time

 **Run Data** *BARREL TIME*

Show: 08015 #14 NBHA C006 10/19/2008
Race: 047 Open4D

Rider: Suzie Horserider Horse: Suzie's Surprise

Run Time: 0.000 Barrels Down: 0 Total Time: 0.000

DQ'd: No Time: Scratched: Run #: 0

Finally, you get the [Direct Entry of Run Data](#) window, where you enter the Run Data -- Run Time, number of Barrels down, DQ, Scratch or No Time, and Total (Final) Time for the run. Click **[OK]**, and you are done with this rider and are taken back to the [Register Rider & Horse](#) window.

Sounds complicated, but it goes quickly.

Register | Direct Entry - Register/Run