

Name and Horse Entry

Rider Page: Rider/Contestant information and their Horse Names are entered in the [Riders & Horses](#) window accessed from **Files | Names - Riders & Horses**. The first page is for the Rider information, the second (tab) page is for the horses owned/ridden by this rider.

Riders & Horses -- Barrel Time

Names BARRELTIME

Name: (1605 1379 1378)

Address:

City: CO

Home No: SSN:

Day No: DOB:

Fax: Cell:

eMail:

Comments:

NBHA Membership

NBHA
ID #:
District:

Suspended

Other Memberships

AQHA WPRA
 AW4D BBR
 COBRA
 NCBRA IPRA

Details on Membership Page

Dues Status

Dues Paid Dues:
 Mailing List Expires:

Riders | Horses | Membership

Find Prev Next Add Edit Delete Help Quit

NOTE: *BarrelTime* uses several editing screens similar to this one. The Command Buttons at the bottom of the editing screen control what you are able to do with this screen. **You cannot Edit this information without first clicking the [Edit] Button.** In order to [Add] a new record, you must click the [Add] Button. When a record has been Added or Edited, you must click the [Save] Button to save the changed information, or click the [Ignore] button to not save the changed information.

NOTE: There is only one field for the name (instead of one for the Firstname and one for the Lastname). Enter names using a "Lastname, Firstname" format. (That is - Lastname comma space Firstname.) The system know when and where to use the "Firstname Lastname" format, and a number of the reports allow you to choose the format.

Enter the name, address and membership information as appropriate:

When entering addresses, the system jumps to the Zip Code after the second address line. Enter the Zip Code. The system looks up the City and State and Area Code for you. (If the Zip Code is wrong or the city/state need changing, you will be able to overwrite the City/State/Zip information now or in "Edit" mode.)

The Date of Birth (DOB) is required for running Youth and Senior Races. The system will grump at you if you enter only partial NBHA information.

Comments: You can put anything you want here. This is the only place it is seen.

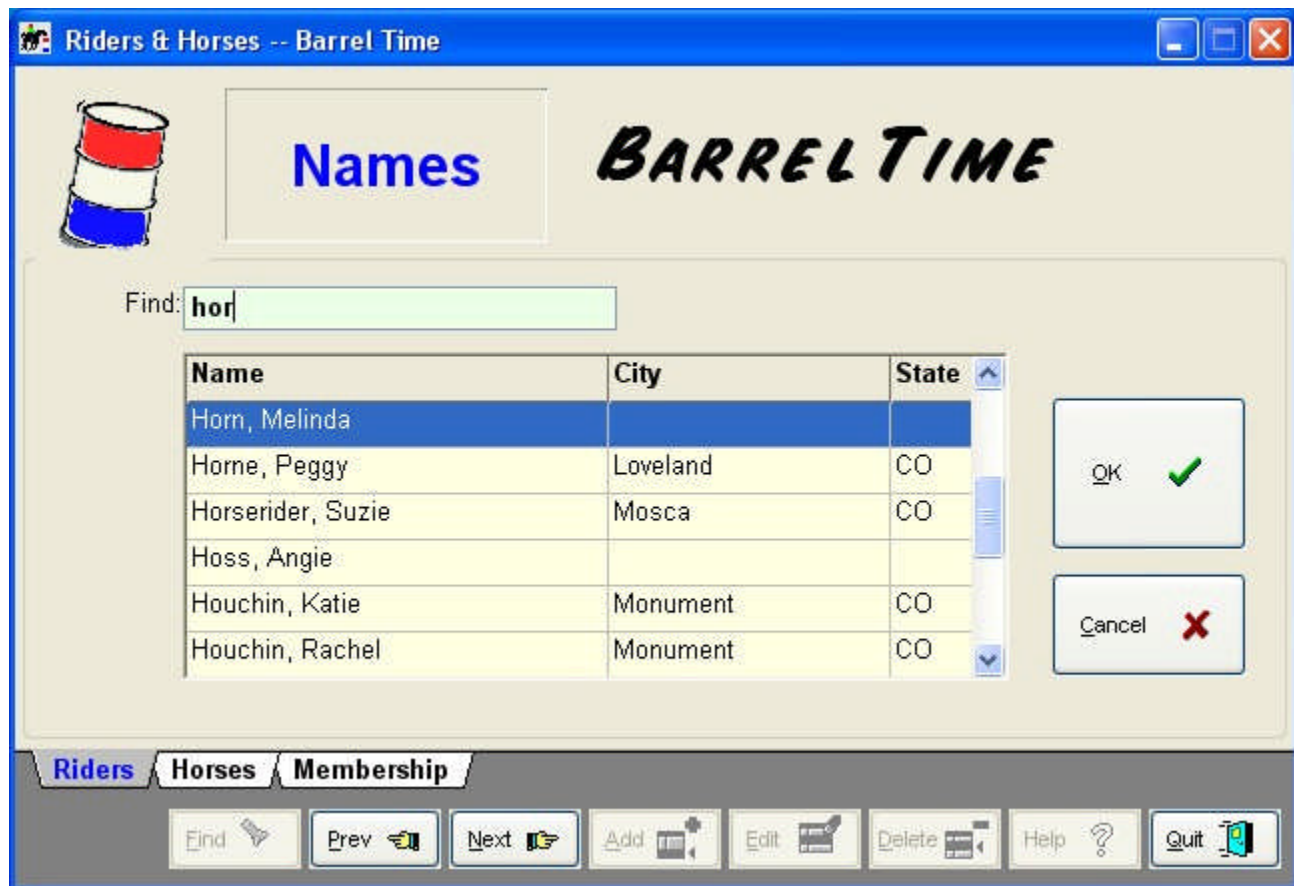
Horses Page: Enter the horse names for each horse this rider uses. If a horse is shared by contestants, enter the horse's name for each rider that uses it. You will be clicking and picking the horse names from the information you enter here.

The vertical command buttons are used to add/edit and manage this rider's horses. The horizontal command buttons are linked to the rider, so all you are limited to moving to another rider when you are on the horse tab.

Editing or Deleting Name & Horse Information: Name, Address and District affiliation changes can be made at any time. However, if someone leaves your club/district for parts unknown (or too far away to participate in your shows), do not delete them from your names file until you have closed out your show year. You need them in the system in order to do the year end reports, and to re-run any other reports of activities in which they were a participant.

Horse names -- again, if the rider gets rid of a horse, do not delete the horse until after the year-end closing to assure that any reports show the horse participation. If the **horse is bought by another rider**, just add that horse to the new rider's horses as normal. (The computer thinks it's a different horse.) Obviously, if the horse was not used during the Competition Year (or the Rider did not compete), the deletion can be done immediately.

Click the **[Add]** command button to add a new name/horse, or the **[Edit]** command button to edit the information. Click the **[Save]** button when done.



Finding a Rider: You can use the [Next]/[Previous] Buttons on the first page to find a rider, but it is usually faster to Click on the [Find] Control Button. Then start entering the Rider's last name until it shows on the picklist. Pick the name, then Click the [OK] button.

Membership Page: The membership page is for keeping track of membership in the supported sanctioning organizations.

Files | Names - Riders & Horses