

Registering Rider/Horse

First -- 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 and Horses for the upcoming Show.

If the Show and Races are set up - From the Main Menu select **Register | Race Registration -- Rider & Horse**.

Select Show & Race

Find Show: **BBR Happy New Year Show** Set the Show, then Highlight the Race

Show	Arena	City	Date
Sandune Extravaganza	Zapata Arena	Mosca	02/28/2009
BBR Happy New Year Show	Sand Dunes Arena	Mosca	01/09/2009
#15 NBHA C006	Hughes Arena	Olney Spgs	10/26/2008
#14 NBHA C006	Hughes Arena	Olney Spgs	10/19/2008

Race#	Race Name
001	BBR Open
002	Youth Pole Bending

View by:
 Date
 Show

X Cancel

✓ OK

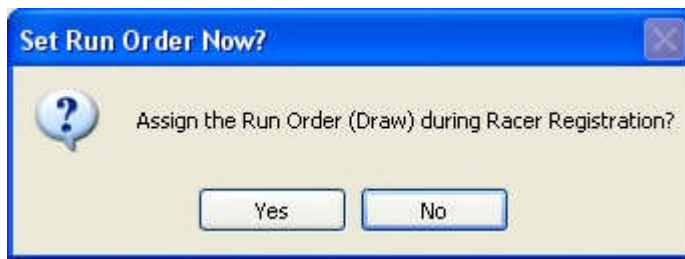
Pick the Show, then the Race from the [Select Show/Race for Rider Registration](#) window picklists. BE SURE that the Show Name shows in the "Find Show:" field and that the correct Race is highlighted, then click on [OK].

Confirm Show/Race Selection

Show: BBR Happy New Year Show / Race: BBR Open

Yes No

You will be asked to Confirm that the Show and Race selected are correct. Click on **[Yes]** to continue or **[No]** to pick again.



You are then asked if you want to Assign the Run Order (Draw) during Race Registration. The default is **[No]**. **BarrelTime** expects that most users will use **BarrelTime's** "Smart Draw" to set the Run Order. If your club does a "Poker Chip" draw at registration, or uses some other method for setting the run order at registration time, click **[Yes]** in order to input the draw order during race registration.



Now - 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.

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, will either 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.



If you try to enter a Rider & Horse twice -- *BarrelTime* will grump at you!



Otherwise, you'll get a Registration Confirmation.

Finally, Click on **[OK]** . You will be back at the [Register Rider & Horse](#) window to pick the next Rider & Horse.

Sounds complicated, but it goes quickly.

Register | Race Registration -- Rider & Horse