

1. Go to the KWHA Website www.kwhaonline.com

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2. Use the USER ID and Login that you registered with or that was sent to you.

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sensiblehorses@yahoo.com

Password

.....

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3. On the Dashboard select Shows

Board Clubs Judges Bulletin

Dashboard
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4. New Show

Shows

New Show

Title	Status	Date Start	Date End	Actions
Crazy K	published	Saturday, May 13th 2023	Sunday, May 14th 2023	

5. On the General Info Tab Fill in the Boxes

- Title (Name of Show)
 - Must be how the club is registered on the website.
- Location

- **Dates**

- Find the date you want then select Add Date, if you have a 2 Day show you will have to enter second date and Add Date.
- Type Judges name and you must select the name that comes up before you can enter an additional judge. (You must have one judge listed on showbill)
- Status will remain pending until KWHHA Secretary approves the showbill.
- Description and Footer must include:

- All costs of the show to include but not limited to, Contestant Fees, Arena Fee, Stall Cost, Electric Cost, Exhibitions.

Examples: \$10(\$2 KWHHA, \$1 Scholarship, \$5 Club, \$2 Arena Fee)

\$8(\$3KWHHA \$5 Club)

- Two points of contact listed with phone numbers.
- Special rules for the facility and any safety rules not covered by the KWHHA rule book.
- Show start time. Do entries close and if so when. Rain Date if you have one.
- Any other information pertaining to the show that the contestants need to be aware of.
- When you have entered all the information click on Add at the bottom of the page.

Add New Show

Title	Location
<input type="text" value="Title"/>	<input type="text" value="Location"/>

Dates

Judges

Status

Description

Footer

KWHA Points Show

General Info Events Manage Points

Edit Show Add Points Export Points Open Preview in New Tab Duplicate Show Freeze Show

Title: KWHA Points Show

Location: Hutchinson Kansas

Status: pending

Dates:

- Saturday, October 7th 2023
- Sunday, October 8th 2023

Judges:

- Renee Nichols

Description:

Must Include in either the Description or Footer Start Time of the show (do entries close) Two Contact Names and Numbers Cost of Show (include all costs)

Footer:

Stalls and cost (do you have to clean them) Electric and cost Any information pertinent to the show that would affect the contestant. Include all special rules of the show or grounds

6. Select the Events Tab

General Info **Events** Manage Points

Saturday, September 2nd 2023

+Add Events

7. Click on the Add Events

Saturday, September 2nd 2023

Events

- Polo Turn (14-17)
- Polo Turn (Men)
- Polo Turn (1-9)
- Polo Turn (Sr. Women)
- Polo Turn (10-13)
- Polo Turn (Sr. Men)

Close

Update

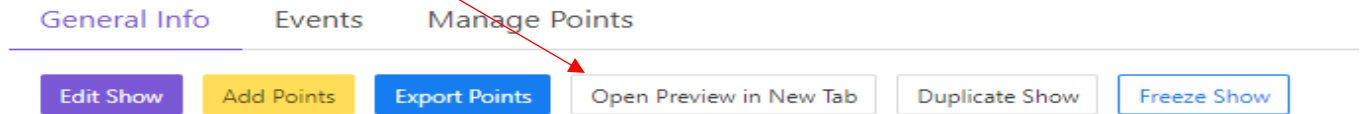
You will type in the event name or partial name and then a list will appear, select the name, and age group. Repeat until you have the age groups needed. (I suggest doing no more than 2 events at a time to make sure you have all the age groups on the screen) Then select the update button.

8. You will notice that the age groups will not be in the order you selected, and you will need to be put in the order that you want them. You can drag and put them in place. When you finish return to step 7 and repeat until you have all the events that you want.

NOTE: If you have a 2-day show make sure that you are on the right day for the events being selected.

☰	Western Pleasure	Sr. Women	■	Manage Points
☰	Western Pleasure	Sr. Men	■	Manage Points
☰	Cloverleaf	1-9	■	Manage Points
☰	Cloverleaf	10-13	■	Manage Points
☰	Cloverleaf	14-17	■	Manage Points
☰	Polo Turn	1-9	■	Manage Points
☰	Cloverleaf	Women	■	Manage Points
☰	Cloverleaf	Sr. Women	■	Manage Points
☰	Cloverleaf	Sr. Men	■	Manage Points
☰	Polo Turn	Men	■	Manage Points
☰	Polo Turn	10-13	■	Manage Points
☰	Polo Turn	14-17	■	Manage Points
☰	Polo Turn	Women	■	Manage Points
☰	Polo Turn	Sr. Women	■	Manage Points
☰	Polo Turn	Sr. Men	■	Manage Points
☰	Half & Race	1-9	■	Manage Points

9. Once you have finished organizing your events and your General Information is complete you can use the Open Preview in New Tab button



This will show you what your showbill will look like. It is easier to find any mistakes that you may have prior to it being published.

Saturday, September 2nd 2023		Sunday, September 3rd 2023	
1. Western Lead Line	1-5	34. Two Barrel Flag Race	1-9
2. Western Pleasure	Women	35. Two Barrel Flag Race	10-13
3. Walk Trot Horsemanship	1-7	36. Two Barrel Flag Race	Women
4. Horsemanship	1-9	37. Two Barrel Flag Race	Men
5. Horsemanship	10-13	38. Two Barrel Flag Race	Sr. Women
6. Cloverleaf	Men	39. Flag Race	14-17
7. Horsemanship	14-17	40. Flag Race	Sr. Men
8. Saddle and Rescue Race	..	41. Two Barrel Flag Race	Sr. Men
9. Western Pleasure	Men	42. Two Barrel Flag Race	14-17
10. Western Pleasure	Sr. Women		
11. Western Pleasure	Sr. Men		
12. Cloverleaf	1-9		

10. Once you have your showbill the way you want it you can send me an email or message and I will review it to make sure that everything that is required is listed and will make sure that all of the events appear to be in the correct listed order. If I have a question I will verify it with you prior to publishing the showbill.
11. Once the showbill is published I freeze the show and no changes can be made to the showbill. If you need to make changes up to 30 days prior to the show you will need to notify me so that I can open the show up for editing.
12. There is also a Duplicate Show. This will save you time if you want to duplicate a show that you have created to other shows. This saves you some time in creating showbills.
13. Enter the new show title and click on Duplicate Show & Events.

Duplicate KWAH Points Show

This action will duplicate all show details and events. Points **will not** be transferred. Please enter a new show title below. This can be changed later, a new unique name must be provided at this stage.

New Show Title

Current: KWAH Points Show

Duplicate Show & Events

14. Click on Edit Show
- Delete the original show dates and add your new ones.
 - Change any information in your Description and Footer
 - Click on Update

KWAH Points Show Training

General Info Events Manage Points

Edit Show Add Points Export Points Open Preview in New Tab Duplicate Show Freeze Show

Title: KWAH Points Show Training
Location: Hutchinson Kansas
Status: pending
Dates:

- Saturday, October 7th 2023
- Sunday, October 8th 2023

Judges:

- Renee Nichols

Description:
Must include in either the Description or Footer Start Time of the show (do entries close) Two Contact Names and Numbers Cost of Show (include all costs)

Footer:
Stalls and cost (do you have to clean them) Electric and cost Any information pertinent to the show that would affect the contestant. Include all special rules of the show or grounds

15. Go to the Events Tab this brings to you the Orphaned Event List

- Use the drop down and select the date that you want to add events to.
- Then put a check in each box to the left of the event. You do not have to select the same events for the same day as the other show and you do not have to select all the same events. You can add or delete events from this selection. This is simply to make things a little quicker when making your showbill.
- When you are done with the selection click on Update Date(s) for Selected
- Then repeat steps for the next date or if you only have a one day show any events left over just delete from the list.
- Repeat the same steps as above for the first show you set up.

Orphaned Event List

The events below are **orphaned**. This means that the events were added for a specific date, and then the dates of the show were modified. This results in events existing for the show, but not for the new dates. You can select many events at once to update to the appropriate date.

Select date	Update Date(s) for Selected
<input type="checkbox"/> Western Lead Line (1-5) Saturday, October 7th 2023	Delete
<input type="checkbox"/> Walk Trot Horsemanship (1-7) Saturday, October 7th 2023	Delete
<input type="checkbox"/> Horsemanship (1-9) Saturday, October 7th 2023	Delete
<input type="checkbox"/> Horsemanship (10-13) Saturday, October 7th 2023	Delete
<input type="checkbox"/> Horsemanship (14-17) Saturday, October 7th 2023	Delete
<input type="checkbox"/> Western Pleasure (Women) Saturday, October 7th 2023	Delete
<input type="checkbox"/> Western Pleasure (Men) Saturday, October 7th 2023	Delete
<input type="checkbox"/> Western Pleasure (Sr. Women) Saturday, October 7th 2023	Delete
<input type="checkbox"/> Western Pleasure (Sr. Men) Saturday, October 7th 2023	Delete
<input type="checkbox"/> Saddle and Rescue Race (.) Sunday, October 8th 2023	Delete

Special Notes

- ❖ Please contact me if you are having problems with your showbill or issues getting in to create your showbill. I will be glad to help walk you through it or fix anything I can.
- ❖ Please email me when you are done making changes to your showbill so I know when I can go in review and approve it.
- ❖ Showbill Fees must be paid prior to the show being approved. This money is sent to Norleen Knoll our Treasurer and you can pay this through Venmo.
- ❖ Showbills must be approved and posted 30 days prior to the show.
 - If you have ran out of time to get your showbill in for approval, please email me so that I can go and review it right away. I try to check the website daily but I might miss a day, so you will need to notify me.
- ❖ If you want to make entries and need help with this please feel free to ask.
- ❖ If you would like me to create your entry forms and put them on the website please request this when you turn in your showbill so that I can get them made for you to review.
- ❖ If you want to have your showbill and entries added to the KWAH calendar as attachments please email me this request.
- ❖ If you want to make your entries and showbill to be posted on the calendar or website, please send them to me and I will post them.
- ❖ Please use the kwhasecretary@gmail.com for an email address when concerning this information. Feel free to text, call, or message me personally for assistance. (785) 735-8747 or Renee Nichols on Messenger.