## Instructions to Enter Times for Qualifiers

If you have not registered for an account, you will need to go register for an account at (this is the same place contestant's sign up)

**Entry Home - The Patriot Event** 

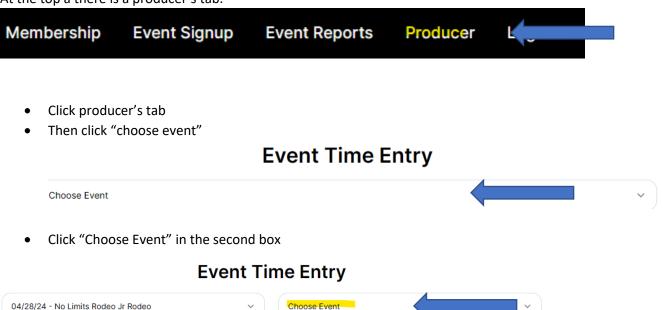


There will be an email to verify the account before it is active. Once you are in the system, you will log in for your event and be able to put the times straight in and see all the side pot entries. Contestants will know immediately if they qualify after the results are submitted.

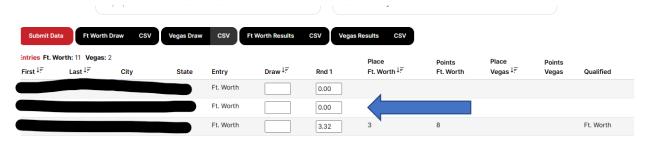
Log in to Entry Home - The Patriot Event (I would suggest logging in a early to make sure there are no problems)



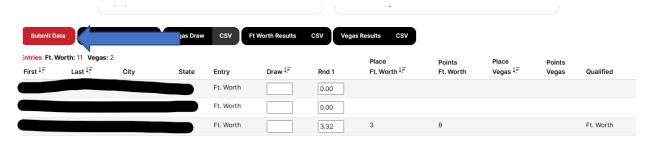
At the top a there is a producer's tab.



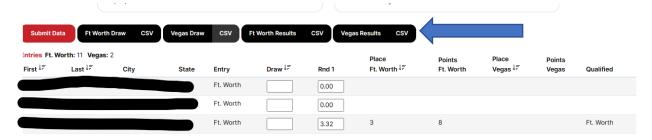
If there contestant signed up for that event, they will be in this window to enter the times.



- \*\*\*\*It is important to note a NO TIME IS ENTER AS A ZERO.
- \*\*\*If the rounds are not set up correctly, let me know and I can adjust. For Example, it is 2 rounds and you only see 1 round, I can fix that or vice versa. A contestant can only enter a side pot as many times as they are entered in that event at your rodeo up to "2" times. If they are entered in the 15U breakaway 1 time, they cannot enter the side pot for the 19U and the 15U and use the same time for both. They must be entered in the 19U and the 15U. The times for the 19U will be entered in the 19U side pot event. The times for 15U will be entered in the 15U side pot event for qualifications.
  - Once the times are entered, click "submit data" (if it is multiple rounds, the times will not calculate until you hit "enter"



• A csv is provided with the Ft. Worth results and Las Vegas results. For each report click the respective report. The "Ft. Worth Draw" and the "Vegas Draw" buttons are report that can be ran for producers to know who entered the side pot. These could be used as time sheets as well.



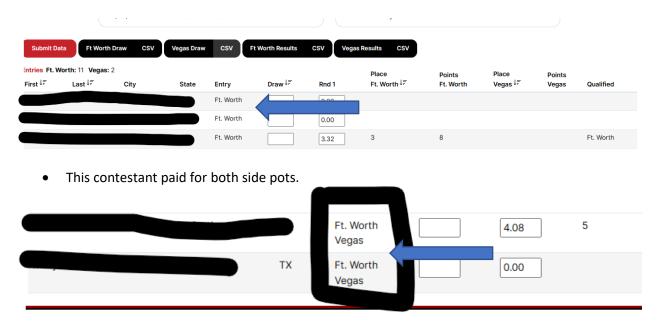
\*\*These results are unofficial until they are approved by the Patriot office and posted. Patriot office is taking your word and professionalism to enter the times correctly.

A copy of the time sheets should be emailed to <a href="mailto:approvals@patriotevent.com">approvals@patriotevent.com</a> to be audited before the results will become official. These sheets can be as picture, scan, or mail a copy to:

Patriot Events 1802 South Roosevelt Road H Rogers, NM 88132

## How to Read the Screen for Contestant Side Pots

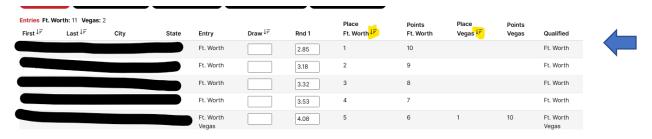
• The column title with "Entry" designates whether the side pot is for Ft. Worth or Vegas or both.



A producer can click the button beside "Place Ft. Worth" or "Place Vegas" and this will place the contestants in order of placing up to 10 places even if there are only 5 places awarded for qualifications. This is for the point system being implemented for events and prizes at Ft. Worth. Top 15 contestants with the most point in each event will be awarded prizes and will be able to enter an event with added money at Ft. Worth.



The Qualified column tells you where the qualification is earned.



If you have any questions, feel free to call Audrey Powell 575-760-6940