Show Results- Submitting in CSV Format

NRHA has been working diligently towards the expansion of ReinerSuite- the online platform that allows the digital submission and completion of competition licenses, transfers, memberships, leases and so much more. Part of this expansion is the creation of the event approvals and show results portal. This portal will allow secretaries to upload their approvals and eventually upload their results immediately!

As we work towards the release of the show approval and event results functionality- we ask that you all assist us in helping with the transition by submitting your results in the CSV format. This format allows NRHA to upload the show results in one motion- which leads to a speedier processing time.

The CSV file must include the information listed below. Please be sure your information is listed in the exact order below and matches your approval listed in ReinerSuite.

"Columns/titles necessary for CSV Import"; Data to be input.

  i. **"ShowNum";** Show Number starting in 2012
  ii. **" ShowName";** Show Name for each slate
  iii. **"ClassName";** Class Name
  iv. **"ClassCode";** Class Number
  v. **"PatternNum";** Pattern Number
  vi. **"EntryCount";** Number of Entries
  vii. **"ShownCount";** Number of Horses Show
  viii. **"GoType";** Go Type (usually 1)
  ix. **"GoNum";** Go Number (usually 1, 2, or 5)
  x. **"Horse";** Horse's Name
  xi. **"HorseNrha";** Horse's NRHA Competition License Number
  xii. **"Member";** Member's First and Last Name
  xiii. **"MemberNrha";** Member's NRHA Number
  xiv. **"BackNum";** Back/Exhibitor Number
  xv. **"PlaceNum";** Placing
  xvi. **"TotalScore";** Score (Combined if more than one judge.)
  xvii. **"MoneyWon";** Earnings

Frequently Asked Questions:

When Uploading the CSV-
- While a CSV is uploading, it is pertinent to maintain the internet connection. Loss of connection while importing will cause the system to "Lock Up."
- **After** the status changes from "Importing" to "Auditing", you may close out of the ReinerSuite upload screen.

How should new NRHA horses be displayed?
- New horses can be designated as one of the three following-
  o #674487- HorseApplied 1
  o #674488- HorseApplied 2
  o #674489- HorseApplied 3
- Both the Competition License number and the horse's name must align. ReinerSuite cross references both the name and the NRHA ID number to confirm the account of the member or horse. This allows for limited duplication of both members and horses.
- After completing the horse's competition license, we will send the number to the owner and update the results in ReinerSuite via the NRHA Results Team. *Please specify the horse that needs updating while checking in the event documentation.* An active NRHA Show Secretary can access horse information through the NRHA Export or by using the API. The API is set up to directly import from ReinerSuite. Additionally, this can be updated when the member registers for the next event.
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How should new NRHA members be displayed?
- Like the new horses, new members will be designated as one of the three following-
  o #515477- Member Applied 1
  o #515478- Member Applied 2
  o #515479- Member Applied 3
- Both the Member number and the member's name must align
- After completing the new membership, we will send the membership card to the person and update the results in ReinerSuite via the NRHA Results Team. *Please specify the member that needs updating while checking in the event documentation.*

Does exact spelling of Horse names matter?
- Yes, the horses name must be the exact spelling listed on the Competition License. When NRHA receives your upload, the system will flag any misspelled names of both members and riders. Do the best you can while adding the names.

Does presentation of member name matter?
- The name can be presented either as "First Last" or "Last, First". However, it has to match what is in the ReinerSuite data export as far as spelling or middle initials. It's easiest to get this to match if the API is set up to directly import from ReinerSuite.

Does ReinerSuite require the field names at top line of CSV file?
- Yes, the field names listed at the top of each CSV are required.

Does ReinerSuite need semicolons instead of commons?
- Yes, we need the semicolons.

Does ReinerSuite require CSV exports separated by Class?
- No, please include all classes and slates for each event in one export.

Does the ClassName spelling have to be exact?

- The class name will not have to be a perfect match. <u>The class code will be</u> what the ReinerSuite program will analyze when uploading. The class name is more of a confirmation.

Does the ShowNum and ClassCode have to be exact?
- Both number fields <u>must</u> match the ShowNum and ClassCode outlined in each event's approval.

Does ReinerSuite require the PlaceNum field data to be populated or can it be blank?
- ReinerSuite does require this to be populated. We cannot have blank data for any field.
- i.e. earnings need to be "0.00" instead of "".

Does ReinerSuite require MoneyWon field data or can it be blank?
- Must be a 0 or 0.00 equivalent

Does it matter if the MoneyWon field is not rounded?
- ReinerSuite will round the number to the nearest cent if your program is not already.

How/where should a **scratch** or **No Score** be displayed in CSV data?
- A scratch can be indicated by the fields "Entry count" & "Entry shown". For example, If there are 17 entered in the class but only 15 showed in that class, it will be displayed as **"17";"15".**
- This entry <u>**must**</u> be displayed if their money is included in the payout. We use the following score code to help us with scratches and no scores.
  - o   -2= Scratched entry
  - o   -1= No Score

Reminder- The Entry Count and Shown Count fields are per class instead of per event.

How/where should a **no score** be displayed in CSV data?
- Like the scratched entry, this score can be displayed as a negative -1. This will allow us to tell the difference between the two.

How do GoType and GoNum fields work?
- The go type is indicated whether it is a single go or multi go. The go number would be which go it is if it is a multi-go class. For example, if there is a single go, the data would read "1";"1". If it is a multi-go, then it would read 2 (or 3, etc.) for the total number of go's in the GoType, then specifically which go it is for the GoNum.

Reminders:
- Horse and Rider ID numbers must be NRHA-specific numbers.
- *Category 10 classes, Green and Ride&Slide classes will not retain the 5% fee while calculating payouts.*
- *Category 3 Youth classes will not retain the 5% fee AND will not deduct the trophy fee.*

-   All horses shown in NRHA classes must pay the designated Medication fee. One fee per horse.

Thank you for supporting us as we advance into the future with CSV Exports!

If you or your team have any questions about formatting the CSV, please reach out to the NRHA Show Management team by phone at (405)-946-7400, or by email, at Shows@nrha.com.