



Reiner Suite

NRHA

How To Guide: Uploading CSV Show Results

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Step 1: Login

- Once you are ready to upload your show results, you will first log in to your ReinerSuite account. This will bring you to your dashboard.
- From here, you can click on “Events” on the left-hand side.

NRHA

Dashboard

MEMBERS

- Account
- Affiliates
- Events**
- Horses
- Sire & Dam

REPORTS

- Members
- Public

RESOURCES

- Library
- User Guide
- Help

Dashboard

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REINERSUITE

4 Horses

\$0.00 2023 Earnings
\$3,467.64 Lifetime Earnings

ReinerSuite

Welcome to NRHA ReinerSuite! Take a look around or access our User Guide for essential information and instruction on the features of the system. Have additional questions or need additional system access? Contact memberships@nrha.com for assistance.

Event Countdown

- 6666 NRHA Derby presented by Markel
19 days
- NRHA European Affiliate Championships
46 days
- NRHA Futurity & Adequan® North American Affiliate Championship
182 days

Event Calendar

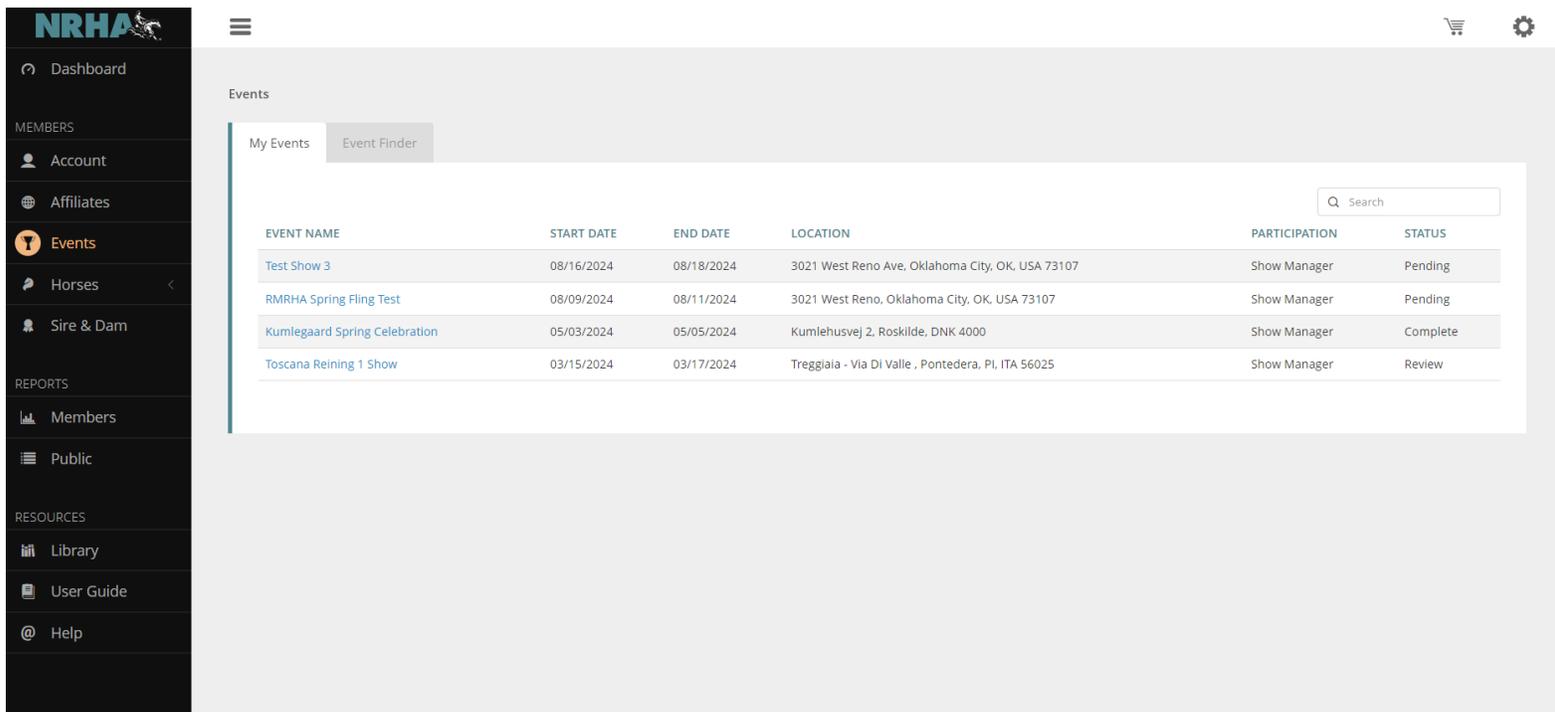
May 2023

All Countries All States

The Reining Horse Foundation is proud to offer the Reiners Club, a giving society with multiple tiers for donors to get involved and give back through annual support. Beginning with the Friend category at \$100-\$999 per year, there is a way for you to take part.

Step 2: Click on Events

- This will pull up two tabs, “My Events” and “Event Finder”.
- The tab “My Events” will list all events you have either submitted or are currently listed as the Show Secretary or Manager for.
- You will want to stay on the tab “My Events”
- Once you are here, you can click on your event.



EVENT NAME	START DATE	END DATE	LOCATION	PARTICIPATION	STATUS
Test Show 3	08/16/2024	08/18/2024	3021 West Reno Ave, Oklahoma City, OK, USA 73107	Show Manager	Pending
RMRHA Spring Fling Test	08/09/2024	08/11/2024	3021 West Reno, Oklahoma City, OK, USA 73107	Show Manager	Pending
Kumlegaard Spring Celebration	05/03/2024	05/05/2024	Kumlehusvej 2, Roskilde, DNK 4000	Show Manager	Complete
Toscana Reining 1 Show	03/15/2024	03/17/2024	Treggiaia - Via Di Valle , Pontedera, PI, ITA 56025	Show Manager	Review

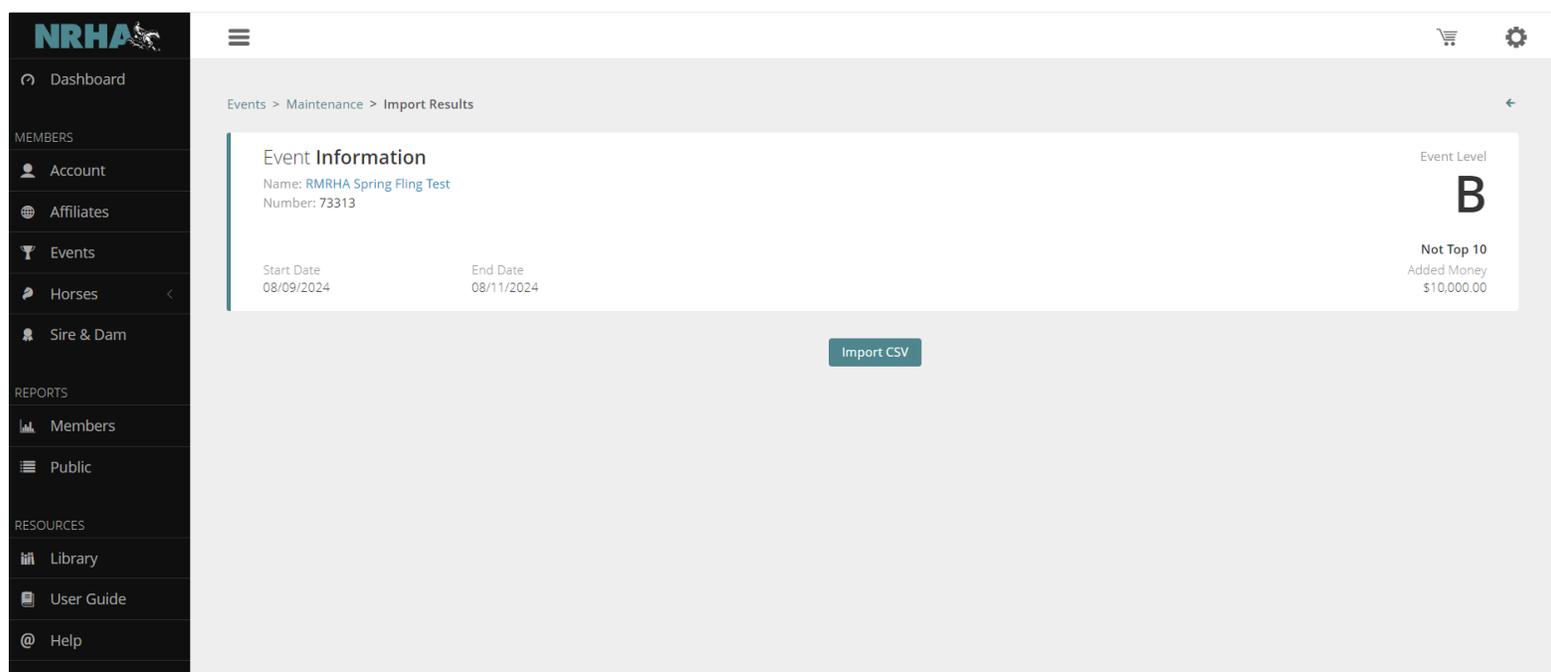
Step 3: Your Event Page

- You are now able to import your event by selecting "Import Results"

The screenshot displays the NRHA Reiner Suite interface. On the left is a dark sidebar with the NRHA logo and navigation options: Dashboard, MEMBERS (Account, Affiliates, Events, Horses, Sire & Dam), REPORTS (Members, Public), and RESOURCES (Library, User Guide, Help). The main content area shows the breadcrumb 'Events > Maintenance' and a back arrow. The 'Event Information' section includes: Name: RMRHA Spring Fling Test, Number: 73313, Start Date: 08/09/2024, End Date: 08/11/2024, Event Level: B, Not Top 10, and Added Money: \$10,000.00. Below this are two panels: 'Participants' with a 'Details' link, and 'Show Management' with 'View' and 'Import Results' links. The 'Import Results' link is circled in red.

Step 4: Import CSV

- On this page you can find the “Import CSV” option.
- 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.”
- The CSV must meet the format requirements to be successfully uploaded.
- The CSV exported from your show program may require edits, which will be displayed in a red box.



The screenshot displays the NRHA Reiner Suite web application interface. On the left is a dark sidebar with the NRHA logo at the top and a navigation menu including Dashboard, MEMBERS (Account, Affiliates, Events, Horses, Sire & Dam), REPORTS (Members, Public), and RESOURCES (Library, User Guide, Help). The main content area shows a breadcrumb trail: Events > Maintenance > Import Results. Below this is a white card titled 'Event Information' containing the following details:

Event Information		Event Level
Name: RMRHA Spring Fling Test		B
Number: 73313		Not Top 10
Start Date	End Date	Added Money
08/09/2024	08/11/2024	\$10,000.00

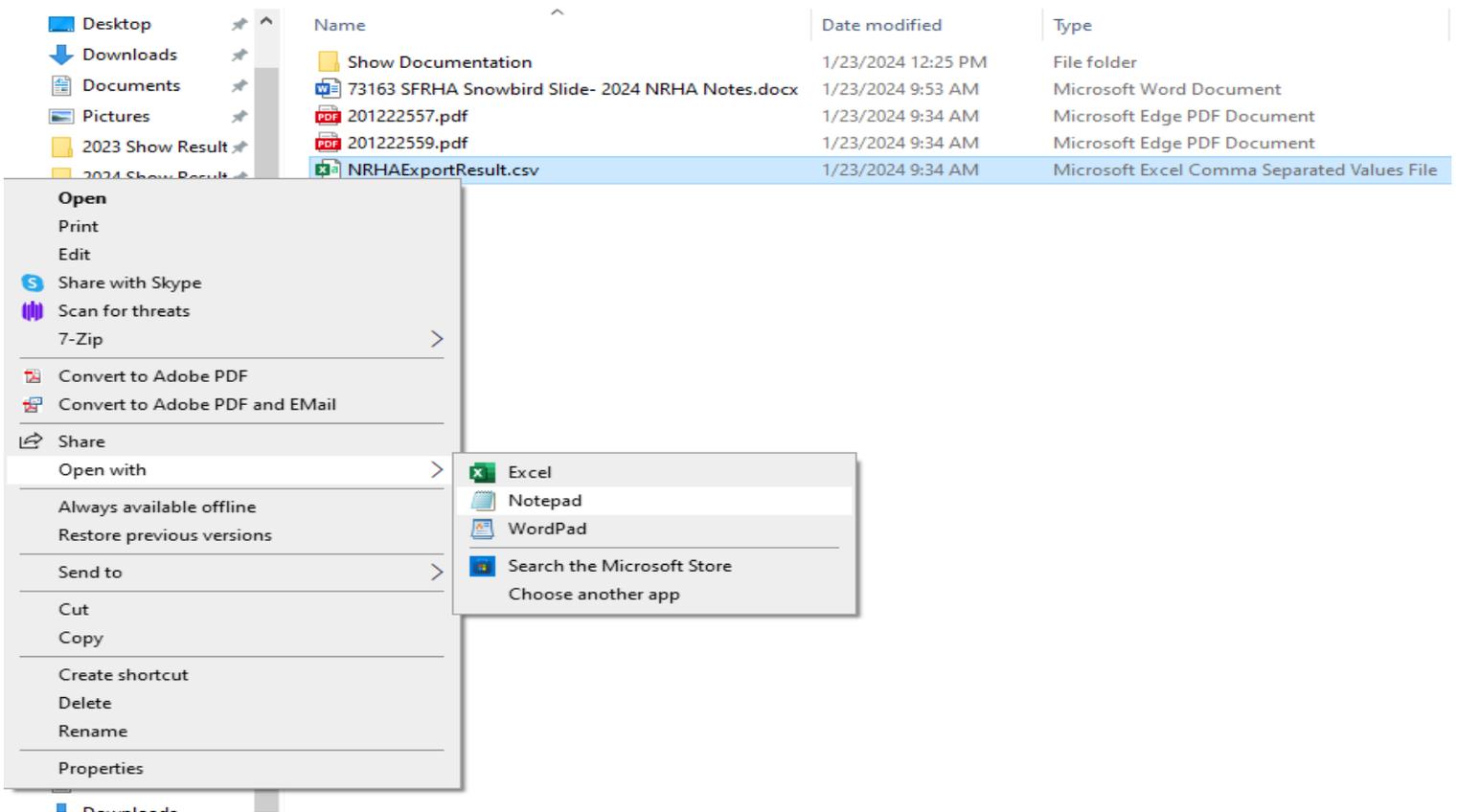
Below the event information card is a teal button labeled 'Import CSV'.

Step 5: Editing CSV Format- NotePad

- If the upload is unsuccessful, the edits required will be displayed in a red box.
- This means that the CSV will require Formatting edits to be uploaded into ReinerSuite.
- To open and edit the CSV, you will need to open the file in Notepad. (For Mac users, the application will be *text edit* and you will use the same steps. right-click your file)

How to Open Notepad

1. Right-click your file
2. Hover your mouse over the “Open with”
3. Select Notepad



Step 5: Editing CSV Format- NotePad - Cont'd.

- Once you open the file, review the CSV FAQ document and attempt to edit your CSV using the find and replace – CTRL + H.
- Below is a list of items that may require edits.
 - Commas replaced with Semicolons and/or quotations added
 - Pattern A or B- edit to a number (e.g. 19, 20, 21, etc.)
 - Horse name spellings – can be corrected in show program.
 - Rider name spellings – can be corrected in show program.

What does a properly formatted CSV look like?

- Below is an example of a properly formatted CSV.
- The top line must follow the structure below. Each Data point must be surrounded by Quotation Marks and separated by a Semicolon.

E.g.-

```
"ShowNum";"ShowName";"ClassName";"ClassCode";"PatternNum";"EntryCount";"ShownCount";"GoNum";"GoType";"Horse";"HorseNrha";"Member";"MemberNrha";"BackNum";"PlaceNum";"TotalScore";"MoneyWon"
```



```
KL 2) NRHAExportResult X +
File Edit View
"ShowNum";"ShowName";"ClassName";"ClassCode";"PatternNum";"EntryCount";"ShownCount";"GoType";"GoNum";"Horse";"HorseNrha";"Member";"MemberNrha";"BackNum";"PlaceNum";"TotalScore";"MoneyWon"
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Ebony Whizard";"586772";"Lovejoy, Peggy";"52294";"61";"1";"71.0";"1.50"
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Smooth Merry";"668397";"Kaskey, Sandra";"510849";"86";"7";"62.0";"0.00"
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Heza Custom Cash";"584823";"Olson, Gail M";"19010";"94";"5";"66.5";"0.00"
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Stetsons Smoking Gun";"603208";"Remington, Kathie";"52933";"233";"4";"68.0";"0.00"
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Always A Magnum";"600114";"Williams, Pamela J";"53332";"118";"8";"0.0";"0.00"
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Rockstars Need Cash";"592836";"Hillner, Marc E";"59169";"73";"3";"68.5";"0.67"
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Voodoo Thatyoudo";"606103";"Arcos, Barbara";"84101";"211";"5";"66.5";"0.00"
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Spooks Gota Blonde";"576611";"Hellriegel, Gladys R";"59808";"92";"2";"70.5";"1.16"
```

Step 6: Sending documentation to NRHA

You will still need to send PDF results and all other required documentation to NRHA if you choose to use the CSV upload. Please ensure that ALL DOCUMENTATION is submitted to NRHA within 10 business days after the event's conclusion.

- *Summary sheet*
 - List all NRHA paperwork submitted by members. Summarize the event by including your 5% total and medications total, (US & Canada events.)
- *Processing / Paperwork*
 - All documents or applications taken at the show.
- *Tally sheet*
 - List all NRHA approved classes with the entry fee, number of entries, trophies, NRHA 5%, retainage%, and added money.
- *Medications total (USA & Canada)*
 - Must be a clear total.
- *Results*
 - PDF Results must be included to complete documentation.
 - Let the show department know that you have uploaded your CSV results to ReinerSuite
- *Score Sheets*
 - Must be labeled with slate & class name and be signed by judge.
- *Representative Report*
 - Due 15 days from the last day of the show.
 - Must be submitted online.
- *Payment for show fees*
 - *Payment must be received within 10 business days (credit card or check).*

Note From NRHA-

If your show program does not export the CSV in the order found here and you are unable to successfully edit the file, **reach out to shows@nrha.com**. We are happy to individually teach the best ways of reorganizing the data structure.

Your feedback is extremely valuable to us!