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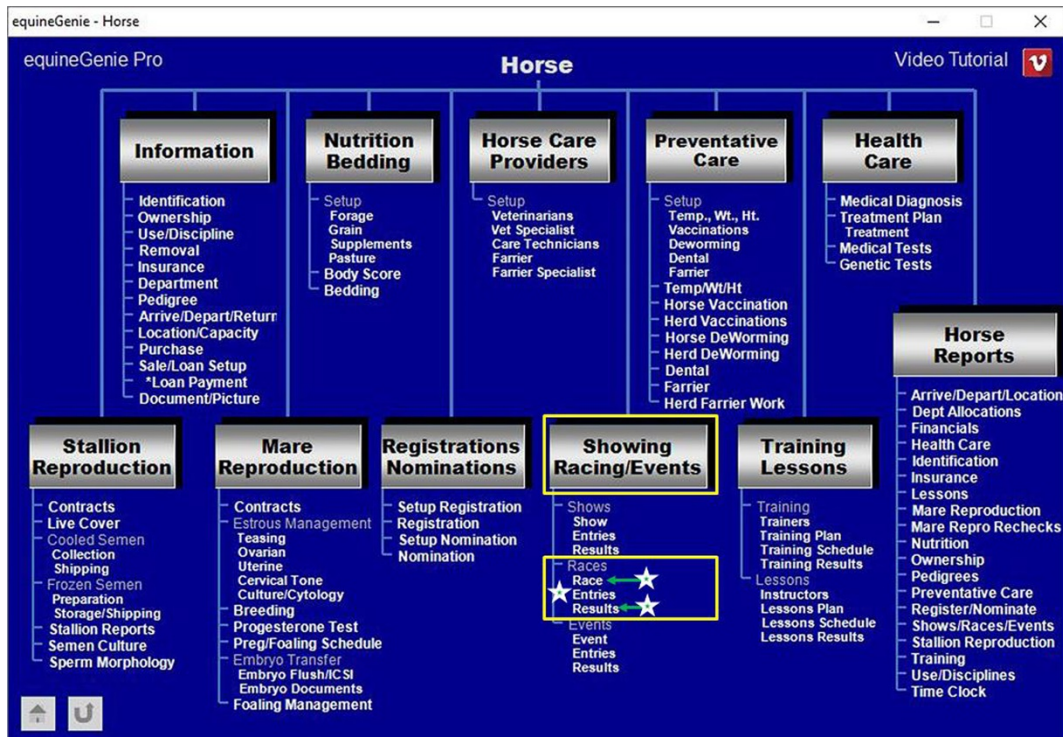
Horses Racing – Race Setup

Path: Home: Horses: Showing/Racing/Events: Races Race

There are no prerequisites required before horse races can be entered.

① **Enter or select** a horse race from the *Enter / Select Race* dropdown.

Note 1: If a previous show had been entered, equineGenie would have remembered it and it would be available for selection. If it is a new show entry, select **[New Item]** from the *Enter / Select Horse Show* dropdown and enter the show. EquineGenie will remember the show for future selection.

② **Enter the race date** in the *Race Date* dropdown. A date can be entered by either selecting the calendar icon or selecting **[New Date]** from the *Race Date* dropdown. Selection of a date from the calendar icon will enter the calendar's selected date. Selection of **[New Date]** in the dropdown requires a date to be entered in the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

Enter or select the race location from the *Race Location* dropdown. If the location had been previous entered it can be selected. If it is a new race location, 'click' in the *Race Location* dropdown and enter the race location. equineGenie will remember the race location entered for future selection.

Enter or select the race sponsor from the *Race Sponsor* dropdown. If the sponsor had been previous entered it can be selected. If it is a new sponsor, 'click' in the *Race Sponsor* dropdown and enter the sponsor. equineGenie will remember the sponsor entered for future selection.

Select the type of race from the *Type Of Race* dropdown. If a new type of race needs to be added, 'click' in the *Type Of Race* dropdown and enter the new type. equineGenie will remember the type of race entered for future selection.

Enter the race closing date in the *Enter Closing Date* box. A date can be entered by selecting the date from the calendar icon or by 'click' in the *Enter Closing Date* box and entering the date in the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

③ The race sponsor is a vendor to your horse business. **If the race sponsor's financial information has not been previously setup**, **select the** *Go To Race Financial Account** button. Selection of the *Go To Race Financial Account** button will enter the race setup information and display the *Financial – Vendor / Supplier Account Setup* screen where the race sponsor's financial account can be setup. *Path – Home: Financials: Financial Business Setup: Vendor Setup.* **(See the Genie Academy, Financial Setup – Accounts training document)**.

④ **equineGenie will automatically set a race closing date reminder** for the selected race setup. The reminder will be set for one week before the race closing date. The reminder can be deleted by selecting the *Delete Race Reminder* **Red** button.

⑤ **If you need to remove a selected race setup**, it can be removed by displaying the entire race setup information and selecting the **Red** *Remove Selected Race* button. When the button is selected a *Delete Item* popup will be displayed to make sure you want to delete the selected race setup.

<div align="center">

Delete Item ⊠

Are sure you want to delete this item?

OK   **Cancel**

</div>

After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button⑦.

⑥ **Enter** any comments or notes associated with the selected race setup information.

⑦ **Select** enter before leaving the *Horse Race – Setup* screen.

❶ **Selection** of the '*Races Scheduled Current Year'* button will enable the current year race schedule information to be viewed, exported and/or printed.

❷ **Selection** of the '*Races Scheduled Previous Year'* button will enable the previous year race schedule information to be viewed, exported and/or printed.

❸ **Selection** of the '*Races Scheduled Date Specified'* button will enable race schedule information within a specified date range to be viewed, exported and/or printed.

Horses Racing – Race Entries

Path: Home: Horses: Showing/Racing/Events: Races Entries

There are prerequisites required before a horse's race entries can be entered. A horse must be entered in equineGenie, (Horses: Information: Identification). A horse must be identified for racing in equineGenie, (Horses: Information: Use/Discipline).

① **Select** the horse from the *Select Horse* dropdown.

Note 1: A horse must have been previously entered in equineGenie to appear in the *Select Horse* dropdown. Horses are entered in equineGenie on the *Horse Information – Identification* screen. A horse must have been previously identified in equineGenie for racing to appear in the *Select Horse* dropdown. Horses are identified for racing in equineGenie on the *Horse Information – Use / Discipline* screen.

② **Select a horse race** from the *Select Race* dropdown. The horse races displayed in the *Select Race* dropdown are the races entered on the *Horse Race –Setup* screen.

Note 2: A race must be entered on the *Horse Race – Setup* screen to be displayed in the *Select Race* dropdown.

Select the race date of the selected race from the *Race Date* dropdown. Race dates from previously entered races will be displayed in the *Race Date* dropdown. Race dates from previous races can be selected to recall previous race entries or to make changes to previously entered race entries.

Important: Be sure to select the correct date for the selected race.

Select a race event the horse will be raced in or a race fee charge from the *Select Race Event/Fee* dropdown. Previously entered races or race charges will be

displayed in the *Select Race Event/Fee* dropdown. If a new race or race charge needs to be entered, select **[New Race Fee]** and enter the race or race charge. equineGenie will remember the race entered for future selection.

The *Event #* box will be activated when the *Select Race Event/Fee* is selected or entered. **Enter the event number** in the *Event #* box.

Enter the race event or race charge date in the *Race Event/Fee Date* box. The date can be entered by selecting the date from the calendar icon or by 'click' in the *Race Event/Fee Date* box and entering the date in the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

**Enter the race entry fee** in the *Entry Fee* box.

Note 3: If a race event or charge fee is entered, the **$** to the right of the *Race Event/Fees* box will turn **Red**. Selection of the **$** will display the *Payment Method* popup to initiate recording the financial transaction associated with the race event or race charge fee for the associated race event. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

If there is another class for the same horse at the same horse show, selecting the orange **Another Race Event Same Race** will enter and clear the previous race event information so another race event at the same horse race can be entered.

If the same horse needs to be entered in a different horse race, selecting **Another Race Same Horse** will enter and clear the previous race's information enabling the information for a new horse race with the same horse to be entered.

Important: If the race entry is for a race charge other than an event fee, the *Event #* box does no need to have information entered.

③ **If you need to remove a selected race fee**, it can be removed by displaying the race entry or race charge information to be removed and selecting the **Red** *Remove Selected Race Fee* button. When the button is selected a *Delete Item* popup will be displayed to make sure you want to delete the selected race event entry or race charge.
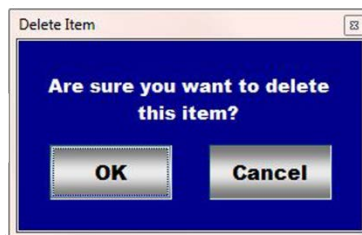
After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button⑥.

④ **Enter** any comments or notes associated with the selected race entry information.

⑤ If the horse being raced is a customer horse, **selecting** the, '*Enter and Charge the Horse/Customer (Go To Horse Billing Log)*' button will enter the horse's race information; the entry fee business cost transaction and display the *Horse Billing Log*. The race horse's name and the horse race date will be automatically displayed on the *Horse Billing Log*.

⑥ **Select** enter before leaving the *Horse Race – Entries* screen.

❶ **Selection** of the '*Horse Entries Current Year'* button will enable the selected horse's race entry information for the current year to be viewed, exported and/or printed.

❷ **Selection** of the '*Horse Entries Previous Year'* button will enable the selected horse's race entry information for the previous year to be viewed, exported and/or printed.

❸ **Selection** of the '*Race Entries Current Year'* button will enable all horse race entry information for the current year to be viewed, exported and/or printed.

❹ **Selection** of the '*Race Entries Previous Year'* button will enable all horse race entry information for the previous year to be viewed, exported and/or printed.

Information: Additional horse racing reports are available in the *Horse Reports – Shows/Races/Events* screen. *Path - Home: Horses: Horse Reports: Shows/Races/Events*.

Horses Racing – Race Results

Path: Home: Horses: Showing/Racing/Events: Races Results

There are prerequisites required before a horse's show results can be entered. A horse must be entered in equineGenie, (Horses: Information: Identification). A horse must be identified for showing in equineGenie, (Horses: Information: Use/Discipline). A horse must have been entered in a horse show on the Horse Showing – Show Entries screen (Horses Race – Entries).

① **Select** the horse whose race results will be entered from the *Select Horse* dropdown.

Note 1: A horse must have been previously entered in equineGenie to appear in the *Select Horse* dropdown. Horses are entered in equineGenie on the *Horse Information – Identification* screen. A horse must have been previously identified in equineGenie for racing to appear in the *Select Horse* dropdown. Horses are identified for racing in equineGenie on the *Horse Information – Use / Discipline* screen. A horse must have been previously entered in a race on the *Horse Race – Entries* (Horses Racing – Race Entries) screen to appear in the *Select Horse* dropdown.

② **Select** the horse race in which the selected horse's race results will be entered from the *Select Race* dropdown.

Note 2: The selected horse must have been previously entered in a horse race for a horse race to be displayed in the *Select Race* dropdown.

③ **Select the race date of the selected race** from the *Race Date* dropdown. Race dates from previously entered races will be displayed in the *Race Date* dropdown. Race dates from previous races can be selected to recall previous race results or to make changes to previously entered race results.

Important: Be sure to select the correct date for the selected race.

④ **Select** the race event to enter the race results for the select horse and horse race from the *Select Race Event* dropdown.

Note 3: The available race events for selection will only be the race events that were previously entered for the selected race on the *Horse Race – Entries* (**Horses Racing – Race Entries**) screen.

Enter the race event date in the *Race Event Date* dropdown. A date can be entered by either selecting the calendar icon or 'clicking' in the *Show Date* dropdown. Selection of a date from the calendar icon will enter the calendar's selected date. Clicking in the *Race Event Date* dropdown requires a date to be entered in the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

Enter the race distance in the *Distance* box.

Enter the race time in the *Time* box.

Select the track condition from the *Track Condition* dropdown. If a track condition is not available for selection in the *Track Condition* dropdown, 'click' in *the Track Condition* dropdown and enter the track condition. equineGenie will remember the track condition entered for future selection.

Select the number of entries in the race from the *# Entries* dropdown. If the number of entries is not available in the *# Entries* dropdown, 'click' in *the # Entries* dropdown and enter the new number of entries. equineGenie will remember the number entered for future selection.

Select how the selected horse placed in the identified race from the *Race Event Placing* dropdown. If the race placing is not available in the *Race Event Placing* dropdown, 'click' in *the Race Event Placing* dropdown and enter the race placing. equineGenie will remember the placing entered for future selection.

If points are awarded for the race placing, enter the point awarded in the *Points* box.

Select the race event jockey from the *Race Event Jockey* dropdown. If an event jockey is not available in the *Race Event Jockey* dropdown an event jockey can be added by 'clicking' in *the Race Event Jockey* dropdown and enter the new jockey. equineGenie will remember the jockey entered for future selection.

Enter any race monies won by the selected race horse in the *Monies Won* box.

Information: equineGenie tracks, manages and reports the race monies won by a horse.

Enter the race event winnings in the *Race Event Winnings* box.

Note 4: If any race event winnings are entered, the **$** to the right of the *Race Event Winnings* box will turn **Red**. Selection of the **$** will display the *Payment Method* popup to initiate recording the financial transaction associated with the race event winnings for the associated race event. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

> **If there is another race event for the same horse at the same horse race**, selecting the orange **Another Race Event** will enter and clear the previous race event results information so another race event results for the same horse at the same race can be entered.

⑤ **To Enter any race documents, pictures or videos for the selected race:**

Enter or select the item's storage identity from the *Identify Race Document / Picture / Videos* dropdown. To enter a new storage item, select **[New Item]** from the *Identify Race Document / Picture / Videos* dropdown and add the new item's identity. To recall a previously stored item, select the item's identity from the *Identify Race Document / Picture / Videos* dropdown.

> **The item can be stored** in equineGenie by selecting the **Locate button** to locate the item's file. Selecting open will automatically add it to equineGenie. Selecting the **View button** allows you to view the item. Selecting the **Clear button** will remove the item from equineGenie.

> **To store another item for the same race**, select the orange **Another Race Picture**. Selecting **Another Race Picture** clears the previous item's storage information enabling a new item to be entered.

⑥ **Selection of Another Race** enters and clears the previous horse race's results information enabling a new horse race results to be entered.

⑦ **If you need to remove a selected race results**, it can be removed by displaying the race result information to be removed and selecting the **Red** *Remove Selected Race Result* button. When the button is selected a *Delete Item* popup will be displayed to make sure you want to delete the selected race result.

> After selecting **OK** on the *Delete Item* popup you need to select the **Enter** button❶.

⑧ **Enter** any comments or notes associated with the selected race result information.

⑨ **Enter** any comments or notes associated with the selected race document, picture or video information.

⑩ If the horse being raced is a customer horse, **selecting** the, '*Enter and Charge the Horse/Customer (Go To Horse Billing Log)*' button will enter the horse's race results information; any race results financial transaction and display the *Horse Billing Log*. The race horse's name and the horse race date will be automatically displayed on the *Horse Billing Log.*

❶ **Select** enter before leaving the *Horse Race – Results* screen.

❷ **Selection** of the '*Horse Race Results (Date Specified)*' button will enable the selected horse's race results within a specified date range to be viewed, exported and/or printed.

❸ **Selection** of the '*Race Results Current Year*' button will enable the current year race result information to be viewed, exported and/or printed.

❹ **Selection** of the '*Race Results Date Specified*' button will enable the race result information within a specified date range to be viewed, exported and/or printed.

❺ **Selection** of the '*List of Race Pictures / Videos*' button will enable a list of race documents, pictures and videos to be viewed, exported and/or printed.

Information: Additional horse showing reports are available in the *Horse Reports – Shows/Races/Events* screen. *Path - Home: Horses: Horse Reports: Shows/Races/Events.*

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