

# The Roping Assistant Professional Edition

Version 5

## Users Guide

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# Introduction

Thank you for purchasing the Roping Assistant Professional Edition. We have dedicated a lot of time to making the Roping Assistant meet the needs of today's roping producers. It was designed to be very flexible to handle the wide variety of situations you will encounter as you run your team roping events.

We have enjoyed creating this product and we hope you will enjoy using it. We are sure that it will help you work more effectively, and give you more time to do the thing you really want to do--enjoy the roping!

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## What's new in version 5?

The Roping Assistant Professional contains all the great functionality included with the original Roping Assistant program and so much more. Here are just some of the new features:

- Improved user interface over everything
- Direct printing of report (without having to edit first).
- Built in Address Label Printing
- Built in association features to manage multiple sets of cowboys and ratings
- Improved cowboy lookup as you type
- Integration with Farmtek Timers
- Improved network functionality with unlimited connections
- Major overhaul of database backend to avoid corruptions
- Supports Ride-in ropings with on-the-fly entry
- Send text messages to cowboys with their team numbers
- Better report preview and editing
- Much, Much More!

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## Manual Conventions

The manual is divided into several sections to help you find the specific information you are looking for. The **Getting Started** section (see page 7) describes some of the features of the Roping Assistant, and takes you on a step by step tour of how to use the Roping Assistant. The **Command Reference** (see page 15) gives you detailed explanations of each of the major system components and menu options. And finally, the **Appendix** (see page 94) gives you definitions and describes some "How do I" procedures that are commonly asked about.

Whenever you are asked to select a menu option, that option will appear in **BOLD, SMALL CAPS**. For example, if you saw **FILE, NEW, ROPING**, you would first pull down the **FILE** menu. Then you would choose the **NEW** option under the **FILE** menu. Then, under the **NEW** menu, you would choose the **ROPING** option.

**Whenever you are asked to click a button on the screen, it will appear in redline.**

*Whenever the computer responds to one of your actions, you will see that response in italics.*

Please note that the screen shots used in this manual came from a computer running Windows Vista. If you are using Windows 7 or Windows xp, the screens will look slightly different.

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## System Requirements

You will need the following computer equipment to use the Roping Assistant Professional:

- Minimum:** Windows XP with 1 Gig. of RAM and 100 Meg HD space
- Recommended:** Windows 7 with 2+ Gig of RAM and 200 Meg HD space

A printer is required to get a hard copy of any of the reports or team listings.

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## System Capacity

The number of ropings you can maintain is limited only by your hard disk size. Each roping series can hold up to an unlimited number different ropings, and each roping can hold an unlimited number of teams. There is also a 10 round limit on each roping. The system will handle up to 99 rotations per round.

# Organizing Your Data

When you use the Roping Assistant software, all your data is stored as an “association” that consists of all the cowboys, their addresses and information and all the ropings that those cowboys participate in. You start with a general association, but you can create as many associations as you want to keep your cowboys grouped together. Each association will have its own set of cowboys with their ratings and their ropings. You can easily switch between your associations, back them up and restore them as needed.

Each association can hold as many cowboys and ropings as needed. Most producers will probably only need the one general association. The main reason to have separate associations is if you run ropings with separate handicap ratings.

# Getting Started

We are dedicated to making the Roping Assistant Professional work for you. This section contains some helpful definitions and a complete step by step walk through of the process of running a roping with the help of the Roping Assistant.

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## Using the Roping Assistant Pro.

The Roping Assistant is a powerful tool to help producers both run and manage their team roping events. It will do signups, arrange teams for roping, and print team listings and time sheets, tracking the times and winners, and even print the checks for you. It will prepare numbered ropings, drawpots, Pick-N-Draws, and round robin ropings. A Pick-N-Draw roping allows you to run a combination roping where some of the partners are picked by the cowboys, and some are picked by the computer.

In short, the Roping Assistant is all you need to organize and track your team roping events. At the end of a roping, you'll have an organized list of all the cowboys that attended your event. You can even keep track of each cowboy's address right in the Roping Assistant and then create mailing labels right from within the software.

**Note: Please make regular backups of your Roping Assistant data. If something ever goes wrong on your computer and one of your data file gets corrupted, you'll be very glad you have a recent backup. For information about making a backup, see Backup on page 24.**

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## Structure and Organization

The Roping Assistant organizes all your work into "Roping Series" and "Ropings" (sometimes referred to as "Events"). A roping series is a general term (see the definitions section) for all the ropings you will be running on any given day or weekend. A roping series could be a whole series over several weeks.

The Roping Assistant will keep each roping series separate so it is organized independently from other ropings you have run, but the cowboys names are shared among all ropings to save you time when typing them in. If you regularly have some of the same cowboys coming back to your ropings, you only need to enter them once and they will be remembered for all future ropings.

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## Step by Step Scenario

Let's take a step by step look at how you would use the Roping Assistant Pro. to run a weekend roping series consisting of 5 roping events: a #5 and a #6 roping on Friday, and a #7, #9, and #11 roping on Saturday. In this section we won't go into too much detail about why we set things up they way we do, but you can refer to the **Command Reference** starting on page 15 to see the in-depth explanation of everything we talk about here. This example uses Numbered ropings, but you would follow similar steps for the other types of ropings.

Using the Roping Assistant to perform an event consists of five steps, which are described below: Preparing the roping, Entering the Teams, Arranging the Teams, Printing the team listings and time sheets, and running the roping.

## Preparing the Roping:

At some point before the signup for any of the ropings begins, you would enter the roping information into the Roping Assistant. This shouldn't take more than about five minutes. Here are the steps that you should use:

1. Load the Roping Assistant Pro. program.

*The opening menu and toolbelt will appear.*

2. Choose **FILE, NEW, ROPING SERIES** from the menu.

*The Roping Information screen will appear.*

3. Type a short description for the entire roping series in the 'Roping Series Title' box. (i.e. Idaho Spin-N-Grab)



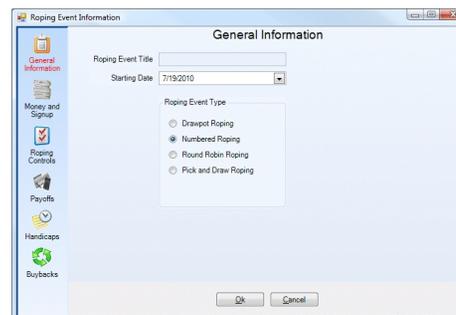
4. Type the starting date of the roping into the 'Roping Date' box. If the date is already correct, you can just leave it. To learn about the rest of the options on this screen, see Roping Information on page 81.
5. Click the Ok button to create the roping series.

*The name of the roping series will now appear in the title section of the screen. You have now created a new roping series.*

You are now ready to create each of the events that will take place during the weekend. We will walk through the first one and then you can repeat these steps to create the others.

6. Choose **FILE, NEW, ROPING EVENT** from the menu.

*The Roping Information screen will appear.*



7. Type a short title for the roping. For our first one, we will type “#5 Roping” for the description.
8. Fill in the information on the screen and then click Ok to save the variable changes we have made. To learn what each option means, see Event Variables on page 41.

*You will be returned to the main screen and the new event will be listed on the screen.*

You have now setup your first roping. Repeat steps 6-9 to setup the #6, #7, #9, and #11 ropings. Be sure to put the proper dates on the #7, #9, and #11 ropings since they will be held on Saturday instead of Friday.

## Entering the Teams:

1. Load the Roping Assistant Pro.

*The main menu and toolbelt will appear with a list of the ropings you have created.*

2. Highland the roping you want to open and choose **FILE, OPEN** from the menu (or simply double click the roping).

*The title of the roping series and roping will appear in the title box above the list of ropings*

You are now ready to start entering the teams that have signed up.

3. Choose **EVENTS, SIGNUP** from the menu.

*The Team Signup dialog will appear.*

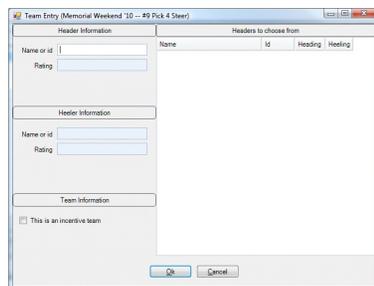
4. Click the New Entry button to start entering teams.

*The Team Entry dialog will appear.*

5. Type the name of the next header into the Name box.

**Always type the first name of the cowboy and then the last name (i.e. Joe Brown).**

*Notice that as you type, the computer will start filling in the 'Cowboys for Heading' listbox.*



6. Press the Tab key to move to the next field.

*If the cowboy was in the database, the following information will automatically be filled out for you.*

7. Continue pressing the Tab key and filling in each field as necessary until you come to the Name box for the Heeler.

8. Repeat steps 5-7 to enter the heeler. Then click the Ok button to add the team.

*The computer will clear the screen and put the cursor back in the Header's Name box so you can begin entering the next team.*

9. Repeat steps 5-8 until you have entered all the teams for the current event. Then click the Cancel button to signal the end of the new team entry.

*The Team Signup dialog will re-appear, but this time it will show all the teams you have entered. You can sort this screen by clicking on one of the column headings.*

All the teams are now signed up for the event. You can modify any team by highlighting that team and clicking the Modify Entry button and then changing the necessary information.

When all the teams are entered correctly, you should click the Ok button to return to the main screen.

## Arranging the Teams:

The teams need to be arranged in their roping order before you can run the event. Follow the steps below to arrange the teams.

1. Choose **EVENTS, ARRANGE / DRAW** from the menu.

*The Arrange Teams dialog will appear.*

2. In the 'Roping Order' box, click the team arrangement that you want to use. Your choices are "First to Enter, Last to Rope", "First to Enter, First to Rope", and "Random Order".

3. Click the Ok button to arrange the teams.

*A message box will appear after a few seconds and tell you that the teams are arranged in their proper order.*

*Simply click the Ok button to acknowledge the message.*

*You will then be returned to the main screen.*

The teams are now arranged in their roping order. This includes spacing the teams so they don't rope back to back and arranging them in the general order that you selected. If you want to set up rotations, refer to the Rotations section on page 83. You are now ready to print the reports.

## Printing the Reports

At this point, you can print team listings and time sheets to run the event. To print the reports, follow the steps below:

1. Choose **REPORTS** from the left side button bar.

*The Event Reports screen will appear.*

2. Highlight the 'Team Listing' report and then click the Preview Report button.

*The Team listing report will appear.*

3. Select the **PRINT REPORT** button.

*The report will print to the printer. All the reports can be edited before printing if you want to.*

4. Highlight the 'Roping Time Sheet' report and then click the

Preview Report button.

*The Time Sheet report will appear.*

5. Select the **PRINT** button.

*The report will print to the printer.*

6. Click the Ropings button on the left button bar.

*You will be returned to the main ropings screen.*

You have now printed all the reports you need to successfully run the roping.

## Running the Roping Event

At this point you are ready to perform the event. To run the event, follow the steps below.

1. Choose **EVENTS, PERFORM EVENT** from the menu.

*The Perform Event Window will appear. The first team to run should be highlighted.*

2. Press Enter, or Double Click the team on the screen to enter a time for their run.

*The Time Entry dialog will appear.*

3. Enter the time for the run. If there was a penalty, press the Tab key and enter the penalty time in the penalty box. Then press Enter or click the Ok button to record the time.

*The Time Entry dialog will disappear and the highlight bar will move to the next team to run. You can change a time on any given team by highlighting that team and press enter again to re-enter the time.*

Tea	Header	Heeler	Tim	Total	Total with Hs	Av	
1	Mark Anderson(4)	Joe Stewart(3)	N/T	N/T	7:00	0	Still in the Average
2	Camille Henry(6)	Lincoln Strickland(5)	N/T	N/T	N/T	0	Round 1: Waiting to Rope
3	Mark Philips(3)	David Allen(3)	N/T	N/T	6:00	0	Round 2:
4	Adam Jolley(3)	Jacqueline Leon(6)	N/T	N/T	N/T	0	Round 3:
5	Brendan Pruitt(4)	Finn Dodson(4)	N/T	N/T	N/T	0	
6	Kaleb Garza(4)	Josie Riddle(1)	N/T	N/T	5:00	0	
7	Cohen Castillo(3)	Nolan Crane(3)	N/T	N/T	6:00	0	
8	Joe Stewart(3)	Katelynn Brooks(2)	N/T	N/T	5:50	0	
9	Jacob Cantu(4)	Leo Greene(6)	N/T	N/T	N/T	0	
10	Ruth Meyer(6)	Zackary Chan(3)	N/T	N/T	N/T	0	
11	Adam Jolley(3)	David Rogers(4)	N/T	N/T	7:00	0	
12	Lawrence Spencer(4)	Philip Warner(5)	N/T	N/T	N/T	0	
13	Breanna Bowman(4)	Cheyenne Daugherty(1)	N/T	N/T	N/T	0	

4. Repeat steps 2-3 until you have done every team in the round. Then click the Next Round button in the middle of the screen.

*The screen will move to the next round.*

5. Repeat steps 2-4 until all the rounds have been run. You can close the performance window

*You will be returned to the main screen.*

6. Print Payoff sheets, winners listings, checks, or any other reports you want to print. For a complete list of reports and their options, see Event Reports on page 33 and General Reports on page 54.

You have now successfully run a complete roping.

This was a quick overview of what you would do to run a roping with the Roping Assistant Pro. There are many other options and several types of ropings events that are available, and each of them are listed in detail under the Command Reference section.

# Command Reference

The Command Reference includes detailed information about all aspects of the program. The entries have been alphabetized to help you find the information you want more easily.

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## Add Cowboy

This feature is found by choosing the Cowboys button from the left button bar. It allows you to add a new cowboy to the database. Cowboys can also be added on the fly as you are entering teams into a roping.

- Procedure*
1. Click the Cowboys button on the left button bar.
  1. Click the Add button in the top middle of the screen.  
*The Cowboy Information dialog will appear.*
  2. Fill in each field of information and then press the Tab key to move to the next field.
  3. When you are finished entering all the information, press the Ok button to add the cowboy to the database. If you don't want to add the cowboy, click the Cancel button.

*See Also...* Edit Cowboy (page 32), Delete Cowboy (page 30), Combine Cowboy (page 27), Find Cowboy (page 54).

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## Append to Roping

This option can be found under the **TOOLS** menu. Appending a roping is used to take several smaller ropings and append them together into one big roping (mainly used to calculate winners across all of them.) This is an advanced feature and needs to be used with care. All the events that will be appended need to be created with appropriate team numbers and appended in the proper order so all the team numbers are in order in the new event.

When appending ropings, the original roping is left in tact and just added to the new event. When using this feature, you will probably run each roping individually and time it individually, and then pull it all together only for the short round.

To append a roping, use the following procedure. This assumes you have created an empty event that ready to accepts the appended ropings:

- Procedure*
1. Open the roping that you want to append into the new roping (see Open Event on page 70)
  2. Choose **TOOLS, APPEND TO ROPING** from the main menu.  
*The Append To Roping dialog will appear with a list of all the ropings you can append to.*
  3. Click the checkmark next to the roping you **want to add the teams to and click the Ok** button.

*A verify dialog will appear asking you if*

- you want to actually append the roping.*
4. Click Yes to continue with the append, or No to cancel.  
*A status dialog will appear saying that the append was completed.*
  5. Click Ok.  
*You will be returned to the main screen.*

The append is now complete.

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## Arranging Teams

This feature is found by choosing **EVENTS, ARRANGE / DRAW** from the menu. It is used to arrange the teams in their proper roping order once the teams have been entered. Arranging the teams not only puts the teams in the general order you select, but it also spaces the teams so they are so many teams apart (not back to back). How far apart the teams are spaced can be changed in the Event Variables (see page 41).

Any teams that are added after the teams have been arranged must also go through an arranging process before they show up on the team listings. This allows you to arrange part of the teams, enter more teams, and then arrange them onto the end (or front) so they aren't just stuck on the end of the team list without any spacing.

For Drawpots, Pick-N-Draws, and Round Robins, this option does the actual matching and creating of the teams as well as the spacing of the teams. With drawpot and round robin ropings, all the teams will be completely redrawn (re-arranged, etc.) every time you perform the draw.

With Pick-N-Draw ropings, you have the option of just arranging the picked teams or arranging the drawn teams as well. This allows you to arrange the picked teams and start the roping while waiting for more teams to enter before arranging the rest of the event.

Here are the options available when arranging the Pick-N-Draw:

### *Arranging ONLY the picked teams (to get the roping started)*

This option allows you to arrange some of the picked teams that have already been entered without having to arrange any of the computer generated "Draw" teams. The computer treats the teams as if they were a numbered roping for this part of the Pick-N-Draw. All the arranging options for a Numbered roping apply here. You can even do several arrangements of the picked teams (adding more teams each time) before you decided to add the drawn teams.

**NOTE:** If you use this option after the "Drawn" teams are added, all the drawn teams will be reset and will have to be re-drawn. This option is mainly to be able to get the roping started with the picked teams before adding the drawn teams.

### *I want to finish drawing all the teams (and close the roping)*

This option will arrange all the remaining teams (picked and drawn) and add them to the roping. Once this is done the roping is complete. This option will also let you draw all the teams at once so both the

picked and drawn teams are spaced randomly throughout the roping.

*Start over with the entire draw*

This option when checked will start the arranging process completely over as if you had never arranged any teams before.

For **Pick-N-Draw** ropings, use the following procedure to arrange the teams:

*Procedure*

1. Choose **EVENTS, ARRANGE / DRAW** from the menu.  
*The Pick-N-Draw Options dialog will appear. From this dialog you can choose to arrange only the picked teams that are currently entered, or to finish arranging all remaining teams (including the draw teams). There is also a checkbox to start the arranging completely over.*
2. Click the appropriate checkboxes and click the Continue button.  
*If you are arranging only picked teams, the Numbered Roping dialog will appear to finish the arranging (go to step 2 under Numbered Ropings.) If you are completing the arranging, the Pick-N-Draw dialog will appear (go to step 2 for Drawpots and Round Robins.)*

For **Drawpots** and **Round Robins**, use the following procedure to arrange the teams:

*Procedure*

1. Choose **EVENTS, ARRANGE / DRAW** from

the menu.

*The Draw Teams dialog will appear. If the number of headers does NOT match the number of heelers in a drawpot or Pick-N-Draw, you will be asked if you want to randomly fill in the remaining teams (see Auto Fill / Remove on page 23). For a Pick-N-Draw, the numbers shown only represent the 'Draw' portion. The picked teams will be randomly mixed in once the draw is complete.*

2. Set the starting team number (if you want something other than 1) in the Starting Team box. This could be used to stick two ropings together, with the team numbers of one roping starting with the last team number of another roping.
3. Click the Perform Draw button to actually do the draw.

*The message "Success-- The draw is complete!" will appear in the dialog box when the draw is finished. If there were any problems with the draw, the message will read "ABORTED -- " and then give an additional message as to why it did not complete successfully. The teams that were drawn will remain in the event and be ready to go, while the ropers that couldn't be drawn will appear in to windows combo box on the screen. You can pull the box down with the mouse and see which ropers were not able to be drawn.*

4. Click the Ok button.  
*You will be returned to the main screen.*

For **Numbered ropings**, you have a few more options. Each will be described below following the procedure.

- Procedure*
1. Choose **EVENTS, ARRANGE / DRAW** from the menu.

*The Arrange Teams in Roping Order dialog will appear.*

2. Select the roping order you want by clicking on one of the options in the 'Roping Order' box.

3. Click the Ok button.

*The arranging will be done and then a message box will appear to tell you it is complete. After clicking the Ok button, you will be returned to the main screen.*



Additional Options are as follows:

*Roping Order* The roping order box provides the ability to arrange the teams in three different orders. There may be slight variations in the roping order due to the spacing the computer attempts to put between the teams. See Roping Order on page 82 for more information.

*Number of teams to arrange*

This option allows you to specify how many

teams you want to arrange right now. For example, you can arrange only your first 50 teams, and then add more teams and arrange the rest later. Generally, you will just use the 'All Remaining' option.

In the center of the dialog you will see a box showing how many teams are waiting to be arranged. This is the number that the 'All Remaining' teams will use.

If this option is confusing to you, don't worry. You don't ever need to use it. This is an extra power feature, and if you never mess with this option, everything will work properly.

**\*\* WARNING \*\*** If you are using rotations and this option, you should arrange in multiples of one rotation's worth of teams at once (i.e. if you are using 50 teams per rotation, the number you use here should be a multiple of 50.)

*Add teams to:* You can use this option to select whether the teams you are arranging will be added at the end of the roping or at the front. This is useful if you have a couple of late entries and you want them to be the first to rope.

*First Team Number* Use this option to specify the starting team number to use for the teams you are arranging (i.e. you are running this roping in conjunction with another one and want to start numbering the teams with the last team number from another event.)

### *Re-Arrange*

This button is another power feature that you may never need to use. It will take the whole event and re-arrange it. Suppose you have just arranged the roping, but haven't printed any team listings yet. You then discover ten teams that didn't get entered. You now have two choices:

1. You can enter the new teams and use the regular arrange feature. That will add the ten teams onto the front or end of the roping.
2. You can enter the new teams and use the 'Re-Arrange' button. This will re-arrange all the teams, mixing in the ten new teams appropriately.

*See Also...* Roping Order (page 82).

---

## **Auto Fill / Remove**

This option only applies to Drawpots and Pick-N-Draws. If the number of headers entering the drawpot is NOT the same as the number of heelers, the Roping Assistant will ask you (when you draw the event) if you want the remaining teams filled in randomly. If you select yes, the draw will proceed as normal. If you select no, you will be asked if you want to randomly remove entries to even up the roping. If you select yes, the computer will randomly remove entries and generate a list of the removed entries so you can print it. If you answered No to removing entries, then you must manually add or take away entries until you have a match between headers and heelers.

For example, let's say you are short 10 headers. If you use auto fill, the computer will

randomly pick 10 ropers that are already heading and give them a free run. If you are using auto-remove, the computer will randomly pick 10 heelers and remove them. The computer will only give a second free run to a header after all the other available headers have been chosen once. The first ones to be chosen will be from those who have paid to enter the most times.

*See Also* Arranging Teams (page 17)

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## **Backup Data**

It is always a good idea to have a recent backup copy of your Roping Assistant data file. We recommend making a backup every time you add a significant number of cowboys to your system. This option creates a backup of your entire Roping Assistant data including cowboys, addresses, teams, ropings, events, etc. It can only be restored as an entire set. To restore from a backup, see Restore Data on page 80.

To create a backup of your data files, follow the procedure below.

### *Procedure*

1. Choose **TOOLS, DATA, BACKUP DATA** from the main menu.  
*A message will appear describing what is about to happen.*
2. Click the Yes button to continue the backup, or the No button to cancel.  
*If you choose Yes, a file Save As dialog will appear to help you enter a file to hold the backup.*
3. Enter the path and filename for the backup

(i.e. C:\ROPE1). Then click the Ok button.

*An hourglass cursor will appear while the backup is taking place. This process could take several minutes to complete. A message box will then appear saying that the backup either failed or succeeded.*

4. Click the Ok button.

*Your data has now been backed up.*

*See Also...* Restore Data (page 80).

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## Close Roping

This feature is found under the **FILE** menu and is used to close a roping (see the definition of Roping on page 94) or a roping series. The active roping is automatically closed when another roping is opened.

*Procedure* 1. Choose **FILE, CLOSE** from the menu.  
*The event will be closed and you will be returned to the main screen.*

*Shortcut* There is a toolbelt button to close an event.

*See Also...* Toolbelt (page 93), Open Event (page 70), New Event (page 68), Open Roping (page 71), New Roping (page 69).

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## Clear Database

This feature is found under the **TOOLS, DATA** menu and is used to clear all the data out of your system so you can start with a clean slate. You have the choice of clearing your entire system or just clean out your ropings while still leaving the cowboys you have painstakingly entered. This option only affects the current association that is open. You can always start a fresh association which will have the same effect as clearing your current association.

To clear your data, follow the procedure below:

*Procedure*

1. Choose **TOOLS, DATA, CLEAR DATABASE** from the menu.  
*A dialog box asking which parts of your database you want to clear.*
2. Click the parts of your database you want to clear and click Clear Data to clear the data or click Close to abort the effort and keep your data .

The following options are available when clearing your database

### *Clear all Roping Series:*

You can use this option to clear all the ropings you have created, but leave all your cowboys in the system to future ropings.

### *Clear all cowboys from database*

Use this option to clear all the cowboys from

your system and start with a completely empty slate.

#### *Clear all test generated cowboys*

This option will clear out any test cowboys that you automatically created by using the “Generate Cowboys” menu item.

*See Also...* Backup Data (page 24), Restore Data (page 80).

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## Combine Cowboy

This feature is found by choosing **COWBOYS** from the left button bar. It is used to consolidate two cowboys into one database entry. Occasionally, a cowboy will get entered into the database under multiple spellings of his name. This feature can be used to remove the alternate spellings and consolidate everything under one cowboy.

#### *Procedure*

1. From the Cowboy screen, click on the tab labeled “Combine”. Click in the first edit box on that tab to show that you are choosing the first cowboy to combine, and then highlight a cowboy in the cowboy listbox by using a mouse or typing the name in the search box. As you select cowboys you will notice that the edit box is updated with the cowboy you are currently selecting.
2. Click the second edit box on the combine tab to show you are selecting the second cowboy to combine.
3. Select the cowboy to combine by highlighting cowboys with the mouse or

typing the cowboy’s name in the find box.

*Notice that the second edit box is updated with the name of the cowboy you are selecting on the left side.*

4. Once both cowboys are selected, click the Combine Cowboys button.

*The cowboys will be combined and you are done.*

#### *Note...*

Whenever you combine two cowboys, all the team entries for the second cowboy selected will be placed under the first cowboy, and then the second cowboy will be removed from the database. **It is important not to just delete the second cowboy, or the teams he was assigned to will be unassigned.**

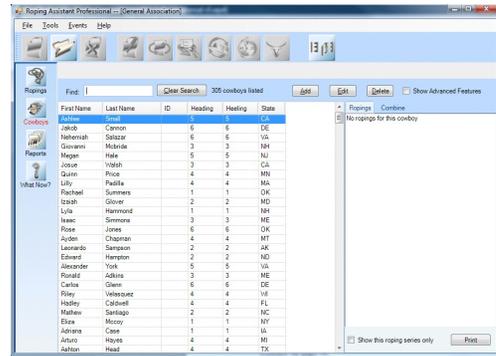
#### *See Also...*

Add Cowboy (page 15), Delete Cowboy (page 30), Edit Cowboy (page 32), Find Cowboy (page 54).

---

## Cowboy Maintenance

This feature is found under the Cowboys button on the left button bar and is used for maintaining the cowboy database. It includes features for Adding, Changing, Deleting, Combining, and Finding cowboys. The database holds address and other information about each of the cowboys in the system, and all that information can be modified from this menu.



After choosing this menu option, the Cowboy Maintenance dialog will appear. To find a particular cowboy, position the cursor in the Search field, and start typing the cowboy's name. The listbox above the search field will start filling up with names as you type.

Once the appropriate name is highlighted, you can Edit, Delete, Find, and Combine the highlighted cowboy as described below. You can also add a new cowboy at any time by clicking the Add button.

To exit the Cowboy screen simply click on the Roping button on the left button bar.

**Add** Adds a new cowboy to the database. See Add Cowboy on page 15.

**Edit** Allows you to change any information about the cowboy. See Edit Cowboy on page 32.

**Delete** Allows you to remove a cowboy from the database. **This should rarely if ever be used.** See Delete Cowboy on page 30.

#### Show Advanced Features

This checkbox turns on the filtering and grouping in the cowboys grid. If this is on you can click on the filters in each column to set filter criteria for seeing your cowboys. You can

also drag columns to the header bar and cowboys by different fields (i.e. to see how many cowboys from each state, drag the state column to the header bar, etc.)

**Combine Tab** This tab is used to combine one cowboy with another (i.e. there have been two different spellings entered for the same cowboy.) See Combine Cowboy on page 27.

**Ropings Tab** This tab shows all the ropings that the highlighted cowboy is in. It will update instantly as you scroll through the cowboys. You can also print the list of ropings for the cowboy with the Print button in the bottom right corner.

#### Show this roping series only

This checkbox on the ropings tab will limit the list of ropings displayed in the ropings tab to the current roping series that is open at the time.

**See Also...** Open Roping (page 71), Toolbelt (page 93)

## Delete Cowboy

This feature is found by choosing the cowboys button on the left nav bar. It allows you to delete (remove) a cowboy from the database. **Deleting a cowboy is permanent and can NOT be undone. You should almost never use this feature. See Combine Cowboys on page 27 before using this option.**

You should never use this feature unless you are deleting a cowboy that has never been in any of your ropings. If you delete a cowboy that

was in one of your ropings, the team he was on will become invalid. If the same cowboy is in the database multiple times, use the Combine Cowboy feature instead of deleting the extra spellings.

- Procedure*
1. From the Cowboy screen, highlight a cowboy in the cowboy listbox by using a mouse or by typing the name in the search box.
  2. Click the Delete button.  
*A prompt will appear asking you to confirm that you are about to delete a cowboy.*
  3. Click the Yes button if you want to delete the cowboy. Otherwise click the No button.

*See Also...* Edit Cowboy (page 32), Add Cowboy (page 15), Combine Cowboy (page 27), Find Cowboy (page 54).

---

## Delete Roping

To remove an entire roping from the Roping Assistant, simply right click the mouse on that roping and choose Delete. All the teams and times and the roping itself will be removed from your system.

---

## Drawing Teams

See Arranging Teams (page 17).

---

## Edit Cowboy

This feature is found by choosing the Cowboys button on the left button bar. It allows you to change information about any cowboy in the database.

- Procedure*
1. From the Cowboy screen, highlight a cowboy in the cowboy listbox by using a mouse or typing the name in the search box.
  2. Click the Edit button.  
*The Cowboy Information dialog will appear with all the information in the appropriate fields.*
  3. Press the Tab key until you get to the information you want to change, then change the information in the field.
  4. When you are finished entering the all the information, press the Ok button to save the changes to the database. If you don't want to save the changes, click the Cancel button.

*See Also...* Add Cowboy (page 15), Delete Cowboy (page 30), Combine Cowboy (page 27), Find Cowboy (page 54).

---

## Event Arranging

See Arranging Teams (page 17).

---

## Event Information

This feature is found by right clicking the mouse on the roping and choosing properties. It is for changing information about the active event. You can change the event description or event date by clicking in the appropriate field and changing the information.

This dialog will also let you change the event type. Please do this with **extreme caution**. Changing the event type can be an important tool, but it should never be done during the signup and arrange phase. The main difference between each of the event types is how the signup and arranging is done. For information on the different event types, see Event Types on page 39.

*See Also...* Event Types (page 39), Open Event (page 70), New Event (page 68).

---

## Event Reports

This option is found by clicking on the reports button on the left tool bar. It allows you to print a hard copy of the reports needed to run a roping event. To generate an event report, follow the procedure below:

- Procedure*
1. Click on reports on the left tool bar.  
*The Event Reports screen will appear showing the available reports.*
  2. Highlight the report you want to generate and click any report options you want.
  3. Click the Preview Report button to generate

the report.

*The Roping Assistant Editor will appear with the report data.*

4. Click the **PRINT** button.

*The report will print to the printer.*

All event reports have the option of which teams to print. By default, it will print all the teams in an event, but if you just need to reprint teams 100 - 120, place those numbers in the boxes next to the "Include Teams" prompt. Only the teams in that range will be included in the report.

Here is a description of the reports and their options.

### *Team Listing Report*

The Team Listing report will list all the teams in their roping order. It will show the names of the header and the heeler with their rating in parenthesis behind each name. It will also show their combined team rating and their handicap (if you are using handicaps.) This list can be posted so the teams know their roping order.

If you are using rotations with your roping, you may want to print the team listing for each rotation separately. To do this, click the 'Print Single Rotation Only' option in the Report Options box. You will then be prompted to enter the rotation you want to print when you perform the report. You will need to repeat the report for each rotation.

### *Roping Time Sheet*

The Roping Time Sheet is a form for writing and totaling the times and for running the roping. It includes the team number, the header and heeler names (with their rating in parenthesis), and lines for each round. It also includes lines for totals between rounds and handicaps if you are using handicaps.

If you are using rotations with your roping, you will probably want to print the time sheets for each rotation separately. To do this, click the 'Print Single Rotation Only' option in the Report Options box. You will then be prompted to enter the rotation you want to print when you perform the report. You will need to repeat the report for each rotation.

If any times have already been entered, they will show up on the time sheet. To print a blank time sheet for manually writing in the times, click the 'Manual Time Sheet' checkbox before running the report.

### *Payoff Summary Report*

The payoff summary shows the current winners and their payoffs according to the times you have entered and the payoff variables you have set (see Event Variables on page 41) At the top of the report is a summary of the money involved in the roping. There are two checkbox options with this report: one to hide the money summary at the top of the report, and one to hide the payoff amounts for the winners. Using these two options together, you can post a winners list without having to show any of the money involved.

### *Callbacks Listing*

This report generates the teams that will come back to the short go or final round. You will be asked which round to use for the report so you can print a callback listing for any round (not only the final round.) The report will print in a 'Team Listing' style unless you check the option for a time sheet style report. The time sheet style report is very handy for running the final round

### *Single Round Ranking*

This report ranks the teams based on their times in a single round, from fastest to slowest. The 'Show Percentile Markers' checkbox will show put markers in the report every 10 percent of the teams that it lists. This makes it easy to see which teams are in the top 10 percent, 20 percent, etc.

### *Team Ranking (Average)*

This report ranks the teams based on their average times (including handicaps if you are using them.) The 'Show Percentile Markers' checkbox will show put markers in the report every 10 percent of the teams that it lists. This makes it easy to see which teams are in the top 10 percent, 20 percent, etc.

### *Roper Ranking (Average)*

This report ranks the individual ropers based on the times they had with each team they roped with. Use the 'Separate Headers and Heelers' option to separate the times by header and heeler.

### *Settings Report*

This report gives a bird's eye view of the roping, showing all the settings that are used for this event.

### *Free Runs*

This report shows all the cowboys that got a free run in the roping due to a mismatch in the number of headers and heelers

### *See Also...*

General Reports (page 54), Drawpot Report (page ?), Report Editing (page 79).

---

## Event Signup

This feature is found under the **EVENTS** menu and is used to enter teams or cowboys into a specific event. All teams that are participating in an event **MUST** go through this process to get entered into the event. All signup dialogs have three buttons to do the signup: New Team, Modify Team, and Remove Team. Each button is described below.

### *Note*

**Cowboys are always entered in First Name Last Name order (i.e. John Doe). That is how the Roping Assistant is expecting you to type the cowboys' names as you enter the teams. You can change this under the Global Options settings under the File menu.**

Event signup is also the procedure for adding, changing, and removing teams after the event has started.

### *New Team*

Click this button to start entering new

teams. Once you start entering new teams, the Roping Assistant will keep asking you for more until you press the Cancel button. You will then be returned to the signup dialog. See Team Entry on page 85 for information about the Team Entry dialog.

**NOTE:** To exit the new entry loop, be sure and click Cancel before entering another team. If you type in the team information and just click Cancel to exit the loop, the last team you entered **will be canceled. Instead, you should click Ok** on the last team, and then click Cancel when the next blank entry screen appears.

### *Modify Entry*

To modify a team, highlight the team you **want to change, and then click the Modify Entry** button. The team will be displayed in the Team Entry dialog (see page 85) and you can change any of the information (including which cowboys are on the team.)

### *Remove Entry*

To remove a team from the event, highlight the team you want to remove, and then click the Remove Entry button. You will be prompted as to whether or not you want to remove the team. If you click Yes, the team will be removed from the event.

### *Team Signup*

This button will only appear if you are working with a Round Robin or a Drawpot. With these event types, you don't enter teams directly into the Roping Assistant. Instead, you enter cowboys and the Roping Assistant creates teams from the cowboys.

In order to modify the teams after the event

is in progress, you must use this button. It will take you to the Team Signup dialog for a numbered roping and you can then add, change, or remove teams as if this were a numbered roping.

*Change Team Info* This button will only appear if you are working with a Numbered roping. It is used to change the attributes of a team. Each of these is described under Team Information on page 89.

*See Also...* Team Entry (page 85), Team Information (page 89), Pick-N-Draw Roping (page 78).

---

## Event Types

There are currently four different event types that are supported by the Roping Assistant: Drawpot, Numbered Roping, Pick-N-Draw, and Round Robin. All four types are run the exact same way, the only difference being in how the signup is done and how the arranging (or drawing) is done. All the standard Event Variables apply to all the event types (except where noted below.). This is one of the things that makes the Roping Assistant so flexible. Below is a description of the signup and arranging of each of the event types.

*Drawpot* A drawpot is a roping where cowboys buy tickets for either heading or heeling or both. Each cowboy is entered individually into the computer along with how many times he wants to head and heel. After all the cowboys have been entered in this fashion, the arranging (or

drawing) can be done.

To do the draw, the computer will randomly match headers with healers, arrange them in a random order, and then space the teams appropriately for roping. From this point on, the event is run just like a numbered roping.

A drawpot is generally used in conjunction with a handicap system to even out the randomness of the draw.

*Pick-N-Draw* A Pick-N-Draw is a combination of a drawpot and a numbered roping. You enter teams into a Pick-N-Draw the same as you would in a numbered roping. The difference is that for each time a cowboy is entered into the roping, a certain number of partners are automatically drawn to rope with them as other teams. The teams entered in are taken into account when the draw is performed so the same team isn't created twice. You can add to or take away from the draw portion by clicking the Drawpot button on the signup screen. Please note, however, that every time a cowboy is modified or added to the pick portion of the roping, his "draw" entries are automatically recalculated (i.e. If I modify the draw portion for Cowboy 1, then when I add him in the pick portion again, I will lose the manual changes I made on his name in the draw because the computer will re-calculate his draw entries.)

To do the draw, the computer will randomly match headers with healers (taking into account the teams that are pre-matched), arrange them in a random order, and then space the teams appropriately for roping. From this point on, the

event is run just like a numbered roping.

A Pick-N-Draw is sometimes used in conjunction with a handicap system to even out the randomness of the draw. **For more detailed information about the Pick-N-Draw roping, see Pick-N-Draw Roping on page 78.**

#### *Numbered*

A numbered roping is a standard team roping event. Tickets are sold to the cowboys and they match up their own teams. The teams are then typed into the computer (as a team) to be arranged.

After all the teams are entered, the arranging can be done in one of three ways: “First to Enter, Last to Rope”, “First to Enter, First to Rope”, or “Random Order”.

#### *Round Robin*

A round robin is where every header ropes with every heeler. The entry is similar to the Drawpot in that each cowboy is entered individually into the computer. When the entry is complete, the arrange stage will pair up the teams, arrange them in a random order, and then space them for roping. The rest of the roping runs like a numbered roping.

#### *See Also...*

Pick-N-Draw Roping (page 78), Event Reports (page 33).

---

## Event Variables

This option is found under the **EVENTS, VARIABLES** menu. It is used to specify the different aspects of an event. Each of the options is described in detail following the procedure below. For convenience, the event

variables are grouped under different major headings that are listed on the left side of the variables dialog.

To modify the event variables, follow these steps:

#### *Procedure*

1. Choose **EVENTS, VARIABLES** from the main menu.  
*A dialog will appear showing all the variable options.*
2. Click on the appropriate variables section in the list box on the left (i.e. Money and Signup, Roping Controls, etc.)  
*The appropriate variable settings will be displayed on the right side of the dialog.*
3. Set the appropriate options (described below) by pressing Enter to move between fields. When all the variables are set the way you want, click Ok.  
*You will be returned to the main screen.*

The event variables are as follows:

### **Money and Signup**

*Number of Rounds* The variable sets how many rounds will be roped in this event. The maximum is 10 rounds per event.

*Entry Fee* This variable is the entry fee per roper (not per team).

*Maximum Entries* This variable tells the maximum number of times a cowboy can enter an event. If the cowboy tries to enter more times than is allowed, the Roping Assistant will

generate a warning to notify you. For a Pick & Draw, this number is the combined maximum for the draw portion and the pick portion.

#### *Lump Sum Deduction*

This variable allows you to subtract a generic amount from the roping for any adjustments that need made. See Payoff Calculation on page 71 for more information about how this affects the payoff.

#### *Lump Sum Addition*

This variable allows you to add a generic amount to the roping for any adjustments that need made. See Payoff Calculation on page 71 for more information about how this affects the payoff.

#### *Lump Sum is applied after stock charge*

If this box is checked then the lump sum amount will be added after the stock charges have been calculated instead of before.

#### *Stock Charge Percent*

This is the percent of the gross money that will be taken out for the stock charge. This can be a percentage, or, to specify a specific dollar amount, type a dollar sign in front of the number (i.e. \$300.00). See Payoff Calculation on page 71 for more information about how this affects the payoff.

*Association Fee* This is the percent of the gross that gets taken out for an association fee. This can be

a percentage, or, to specify a specific dollar amount, type a dollar sign in front of the number (i.e. \$500.00). See Payoff Calculation on page 71 for more information about how this affects the payoff.

#### *Prize Money (per Roper)*

This is the amount of the signup fee that is take out per roper to pay for prizes. See Payoff Calculation on page 71 for more information about how this affects the payoff.

### **Roping Controls**

*Max Team Rating* This option specifies that maximum combination of ratings that can enter a roping. For example, in a #8 roping, you would be warned by the computer if a 6 roper tried to rope with a 3 roper. For drawpots, this number represents the maximum combination that the computer will match together (e.g. If this number is set at 7, then the computer would never match two number 4 ropers together.) This number does NOT apply to round robins.

*Min Team Rating* This option specifies that minimum combination of ratings that can enter a roping. For example, with a minimum of a #4, you would be warned by the computer if a 2 roper tried to rope with a 1 roper. For drawpots, this number represents the minimum combination that the computer will match together (e.g. If

this number is set at 4, then the computer would never match two number 1 ropers together.) This number does NOT apply to round robins.

#### *Max Header Rating*

This is the maximum rating that a header can be before a warning is shown.

#### *Max Heeler Rating*

This is the maximum rating that a heeler can be before a warning is shown.

#### *Draws for each Picked Roper*

This option only applies to the Pick-N-Draw ropings. It specifies the number of draw teams the computer will pick for a cowboy for every time they are entered into the Pick-N-Draw as a picked team. You can change this number at any time before you draw the roping and the draw will be adjusted accordingly.

*Progressive After* This variable controls at which round the roping becomes progressive (i.e. teams must have caught all their steers to advance.) Another way to look at this is the number of steers that each team is guaranteed to get whether they catch or not.

#### *Allow same partner more than once*

By default, a person can only rope with the same partner one time. If this box is checked, they can rope with the same partner multiple times. This is mainly used for Draw Pot ropings where you

have a small number of headers or heelers and they need to rope with the same partner more than once.

#### *Teams allowed in the short round*

This variable specifies how many teams are brought back to the short round at the end of the roping. It is a specific number of teams unless you check the “Treat as a percentage” checkbox directly behind the option. It would then become that percentage of teams (i.e. 20% of the teams instead of 20 actual teams.)

#### *Short round runs slowest to fastest*

By default, the short round will be run in the fastest to slowest time average time order. If you want to reverse that order, check this box.

#### *Min. Roper Spacing*

This option specifies the minimum number of the teams that the Roping Assistant will use to try to separate a cowboy’s roping teams. For example, a setting of 8 would mean that if I just roped, there will be about 8 teams rope before I come up to rope again. If this isn’t possible, the computer will space them as close to this number as it can. Sometimes decreasing this number will let the computer space all the teams a little better (especially with smaller ropings.)

#### *Give spacing preference to teams at which end of the roping?*

If it is necessary to run some teams closer together than is optimal, this setting tells whether to give better spacing to the teams at the end of the

roping or at the beginning of the roping.

## Payoffs

The Payoffs section has a list of tabs across the top with the different types of payoff you can use. All payoffs have a Breakdown button and most have a *Use* checkbox. See Payoff Breakdown below for information about setting up the payoff breakdowns. The *Use* checkbox is so you can setup your payoff and then just decided whether or not to use any of the options without losing all your settings. For example, you might setup a payoff for the overall fast times, look at the payoff reports, and then decide whether to use it or not. Simply check the *Use* checkbox to include it in the roping, or uncheck it to not include it.

*Average* Set the number of places you want to pay in the 'Holes Paid' box. Set the payoff breakdown by clicking on the Breakdown button (see Payoff Breakdown at the end of this section.)

*Round Payoffs* Rounds payoffs can be set for each round by using the pulldown list. Only the number of rounds in the roping will be listed in the pulldown combobox. First, select the round number you are making settings for, and then set the following settings:

*Holes Paid* – Specifies the number of holes paid in that particular round.

*Use?* – This checkbox determines whether the payoffs are used for the

selected round. You can set the payoff up for a round and then turn it on and off without losing all the settings.

*Breakdown* – Click this to set the payoff breakdown for the given round. See Payoff Breakdown below.

*Pay round money in small rotation* – Click this box to only pay half the round payoff for the last rotation if the rotation has fewer than half the number of teams as the other rotations.

*Remove average winners* – Click this box to remove the average winners from getting round money for the selected round. This is usually only used on the short go round.

### *Overall Round Payoffs*

This controls the payoff for overall times (across all rounds and rotations.) Set the number of places you want to pay in the 'Holes Paid' box. Set the payoff breakdown by clicking on the Breakdown button (see Payoff Breakdown at the end of this section.) Click the *Use* checkbox to use this in the roping.

*Pay overall in each rotation* – By default, the overall round money is just paid once across all rotations. If this box is checked, the money is paid for each rotation.

### *Incentive Payoffs*

This allows you to include a special payoff just for the incentive teams in a roping. An incentive team is any team that has a team rating below the rating you have specified as the incentive break off point. You can mark any team as an incentive team, but the computer will automatically mark incentive teams at signup if you check the *Use* checkbox for the incentives. The following settings are available.

*Holes Paid* – Specifies the number of holes paid in the incentive.

*Use?* – This checkbox determines whether incentives are used in the roping.

**Be sure to turn this option on before entering teams so they will automatically be marked as incentive teams by the computer.**

*Breakdown* – Click this to set the payoff breakdown for the incentives. See Payoff Breakdown below.

*Highest team rating for incentives* – Enter the largest team number that qualifies to be an incentive team here. Any team rating equal to or less than this number will be marked as an incentive team.

*Incentives based on how many rounds?* – Enter the number of rounds to be used to pay the average incentive winners. This allows you to pay incentives on a fewer

number of rounds than are actually in the roping.

### *Fastest on Two Payoffs*

The Fastest on Two finds the fastest combined two times for any two rounds excluding the short round. The following options are available:

*Holes Paid* – Specifies the number of holes paid in the fastest on two.

*Use?* – This checkbox determines whether the fastest on two is used in the roping.

*Breakdown* – Click this to set the payoff breakdown for the fastest on two payoffs. See Payoff Breakdown below.

*Remove Average Winners from List* – Click this box to remove any teams that placed in the average from the winners list of the fastest on two (i.e. average winners don't qualify for the fastest on two.)

### *Consolation Payoffs*

The Consolation payoffs pays on one round less than the average. Average winners are not allowed to win the consolation money. To use the consolation you must run consolation rounds at the end of each rotation for those who only missed one of their steers. The following options are available:

*Holes Paid* – Specifies the number of holes paid in the consolation.

*Use?* – This checkbox determines whether the consolation is used in the roping.

*Breakdown* – Click this to set the payoff breakdown for the consolation payoffs. See Payoff Breakdown below.

### Handicaps

Use this to setup the handicaps for your roping. If you aren't using handicaps, you don't need to use these settings. Handicaps are described in detail on page 61.

### Buybacks

Use this option to allows buybacks in your roping. Buybacks allow a team to buyback their steer if they missed their catch. While the event is being performed, a team can be marked as doing a buyback and they will be brought back at the end in the buyback round. The following options are available.

*Buyback through round #* – Enter the round number that buybacks are allowed through (i.e. you can only buy back the first two steers, etc.)

*Buyback fee per team* – Enter the amount

for each team to buy back a steer. This is for record keeping only.

*Allow Buybacks* – Check this option if you are allowing buybacks at your roping.

### Payoff Breakdown

Setting the payoff breakdown for all payoffs works the same way. A dialog pops up that shows the number of teams in the event and has places for 60 payoff holes. Type the amount that each **TEAM** (not roper) gets for winning that place in the roping. The amount is a percentage by default. To specify a dollar amount, place a dollar sign in front of the number (i.e \$300.00). You can use a combination of percentages and dollar amounts (i.e. first 5 places pay percentages, and then places 6 - 10 pay \$300.00 per team.) See Payoff Calculation (page 71) for more information about how this affects the **payoff**. You can also click the **Default Breakdown** button to use the defaults for the number of holes you are paying.

*Shortcut* There is a toolbelt button for variables.

*See Also...* Roping Information (page 81).

---

## Exit the Roping Assistant

To exit the Roping Assistant, click the **Exit** button on the toolbelt. You can also exit by selecting the **FILE, EXIT** menu option from the main menu.

When you exit the Roping Assistant, your data will automatically be saved for you.

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## Export Cowboys

This feature is found under the **TOOLS, COWBOYS, EXPORT COWBOYS** menu. It allows you to export all the cowboys and their addresses so they can be for mailing labels, etc. See Mailing List on page ? for the procedure on exporting.

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## Free Runs

When you run a drawpot event, you have a possibility of having a mismatched number of headers and heelers. When you draw the event, the Roping Assistant will ask you if you want it to automatically give free runs to headers or heelers as appropriate to balance them. If you choose to do this, those cowboys that get one or more free runs will be marked as such by square brackets (i.e. [John Doe]) appearing around their name on the printouts.

You can also manually assign a free run once the event is drawn using the Team Information screen (see page 89).

In short, this is just an easy way for you to track with cowboys got free runs in your roping.

*Note* To encourage ropers to enter as many times as possible, free runs are handed out randomly with a weighting towards those who have paid for the most entries first.

*See Also...* Team Information (page 89), Arranging Teams (page 17)

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## Find Cowboy

This feature is found by choosing **COWBOYS** button on the left side of the screen. It allows you to find everywhere a cowboy is roping.

*Procedure* 1. From the Cowboy screen, make sure you have clicked on the Roping tab on the right side of the cowboy screen. Then highlight a cowboy in the cowboy list by using a mouse or typing the name in the find box.

*All the ropings that the highlighted cowboy is in will appear under the roping tab on the right side of the screen. To narrow to just the active Roping Series, click the checkbox at the bottom of the tab. You can also print the information with the Print button at the bottom.*

*See Also...* Edit Cowboy (page 32), Delete Cowboy (page 30), Combine Cowboy (page 27), Add Cowboy (page 15).

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## General Reports

This option is found under the **REPORTS** button on the left of the main screen. It allows you to print a hard copy of the general roping reports. The general reports can be used to summarize a whole roping instead of just a single event. To generate a general report, follow the procedure below:

*Procedure*

1. Choose **REPORTS** from the left of the screen.  
*The General Reports dialog will appear showing the available reports.*
2. Click the Report tab and highlight the report you want to generate and click any report options you want.
3. Click the Prepare Report button to generate the report.  
*A dialog will appear asking you to select the events you want to use in the report.*
4. Highlight the events you want on the report and click the Ok button.  
*The Roping Assistant Editor will appear with the report data.*
5. Select the **PRINT** menu option.  
*The report will print to the printer.*

Here is a description of the general reports and their options.

*Ranking by Money Winnings*

This report sorts all the participants by their money winnings in the selected events. You also have the option to show the cowboys costs (entry fees) on the report which sorts by winnings less cost.

*Participants Listing by Cowboy*

The Participants Listing report will find all the cowboys that are in one of the events you selected and list them alphabetically showing how many times they are entered in the events you selected.

If you click the Show Event Detail box and

perform the report you will now get additional detail for each cowboy (who they are roping with, what team they are, what rotation they are in, etc.) If you only want to summarize one rotation, click the “Print Single Rotation Only” checkbox and you will be prompted for which rotation to print.

At the end of the report you will get a count of the unique number of ropers that entered your events.

You can have the report sort by last name by setting that option in the Reports section of the Global Options screen.

*Cattle Runs Summary*

This reports summaries all the runs in a roping by rotation and round. It will tell you how many runs were made for the entire roping.

*Shortcut*

There is a toolbelt button for General Reports.

*See Also...*

Event Reports (page 33), Report Editing (page 79).

---

## Global Options

This option is found under the **FILE, GLOBAL OPTIONS** menu. They are called Global Options because they apply to all ropings in the system. Whenever you change one of these settings, it affects all your ropings until you change it again. To change one or more of the global options, follow the procedure below:

*Procedure*

1. Choose **FILE, GLOBAL OPTIONS** from the main menu.

- The Global Options dialog will appear.*
2. Change any options you want to change by pressing the Tab key to move between the fields.  
*As you tab between each field, a brief description of that setting will be displayed at the bottom of the dialog box.*
  3. Click Ok when you are finished.  
*You will be returned to the main screen.*

The available Global Options are as follows:

### GENERAL

#### *Search and enter cowboys by last name*

If this option is checked, all entries and searches done in the system as assumed to start with the last name of the cowboy instead of the first name of the cowboy. The program needs to know what order you are entering them so it can break the names into their appropriate first and last name components properly.

### SIGNUP

#### *Repeat header entries during signup*

This option will cause the heading team on the signup for a numbered roping to repeat until changed. This facilitates entry forms where a single header is listed with all their heelers.

#### *Enter association id numbers during signup*

If this option is checked, you will be given a box to enter each cowboy's association id number at

the same time you enter them into the roping. Many times this information isn't available so you can have that box turned off so you don't have to tab through it on every entry.

#### *Enter global id numbers during signup*

If this option is checked, you will be given a box to enter each cowboy's global id number at the same time you enter them into the roping. The global id number is used for identifying the cowboy in the online portal.

#### *Show warnings for ratings of zero*

If this option is checked, you will get a warning every time you enter a cowboy with a zero rating so you can correct it before moving on.

### TIMER

#### *Use Farmtek Timer*

Check this option if you will be using a Farmtek timer to automatically enter your times.

#### *Com Port Number*

This is where you put the number of the communications port where the timer is attached. Once you have attached the timer to the computer (using the Farmtek serial to usb cable) you can use the dropdown list on this screen to help determine which COM port the timer is using. Then type the number in the Com port number field.

#### *Test Timer*

Use this button to test and see if the COM port

number you are using can see the timer attached.

## PENALTIES

Use this section to change the amount of time added for any given penalty in the system.

These are just the default times that will be used. You can always override the penalty value when you enter the time for the roper.

## REPORTS

### *Base font size for reports*

This represents the base font size in points used in the event reports (i.e. a 12 represents a 12 point font.) Bigger numbers make bigger print on the reports. Smaller numbers make smaller print. You would mainly use this option if you wanted to squeeze more teams on to a single page. To do that, you could set the font size to an 8 or 10 point font.

### *Base font size for spacing teams on a report*

This represents the base font size in points used for spacing the teams in the event reports (i.e. a 12 represents a 12 point font.) Bigger numbers make more space between teams on the printed page. Smaller numbers prints them closer together. You would mainly use this option if you wanted to squeeze more teams on to a single page. To do that, you could set the spacing to 6 or an 8 point font.

### *Default number of teams per page for time sheets*

This option will for the force the computer

to start a new page after the specified number of teams. If you leave this set at zero, the computer will start a new page whenever it fills up the previous page. If you set this number to 15 you will only get 15 teams per page. This option is mainly used to prevent teams from splitting across a page. Based on your printer, you can tell how many teams are fitting on a page and tell the computer to always put that many teams on a page. **This setting applies to time sheet reports only.**

### *Default number of teams per page for team listings*

This option will for the force the computer to start a new page after the specified number of teams. If you leave this set at zero, the computer will start a new page whenever it fills up the previous page. If you set this number to 15 you will only get 15 teams per page. This option is mainly used to prevent teams from splitting across a page. Based on your printer, you can tell how many teams are fitting on a page and tell the computer to always put that many teams on a page. **This setting applies to team listing reports only.**

### *Sort Participants listing by last name*

Check this option if you want the participants listing to be sorted by the cowboy's last name instead of by their first name.

## PAYOFFS

### *Round Payoffs to the nearest dollar*

Check this option if you want all your payoff

amounts to be rounded to the nearest dollar after they are calculated. This could lead to the payoff numbers not exactly matching because of rounding.

#### *Round Payoffs to the nearest five dollars*

Check this option if you want all your payoff amounts to be rounded to the nearest five dollars after they are calculated. This could lead to the payoff numbers not exactly matching because of rounding.

#### *Check printing offset in millimeters*

Use this number to move the check printing paper up or down slightly to align the printing to the lines on the checks better. A positive number will move the printing down the page the specified number of millimeters. A negative number will move it up the page.

## Handicaps

You can define handicaps for your roping event by choosing **EVENTS, VARIABLES**, and then clicking the ‘Handicaps’ variables section.

Handicaps are based on the combined team rating. For any given team rating, seconds will be added or subtracted from the teams’s total time. The handicaps for any given team will be shown on both the team listing report and the roping time sheets for your convenience.

**YOU DON’T NEED TO HAVE A VALUE FOR EVERY TEAM RATING IN YOUR ROPING.** The computer will search to find the

next highest team rating and assign that handicap to the team (for example, if a #1 through #3 team rating gets 3 seconds off and a #4 through #7 gets 1 seconds off, you only need to make an entry for the #3 rating at -3 seconds and the #7 rating at -1 seconds. Everyone above a 3 will automatically be caught by the #7 entry.)

To use handicaps, make sure the ‘Use Handicaps’ box is checked on the handicaps dialog. This checkbox allows you to define and save your handicap settings, even if you don’t want to use them in the event right now. You can turn them on or off as you need to.

To enter your handicaps, use the procedure below:

#### *Procedure*

1. Choose **EVENTS, VARIABLES** from the main menu.

*The Variable Information dialog will appear.*

2. Click the ‘Handicaps’ variables section..

*The Average Handicaps variables will appear on the right side of the dialog.*

3. For each team rating, type the number of seconds to be added or subtracted from their

total time. To add seconds, simply type a number in the box (i.e. 10). To subtract seconds, type a negative number in the box (i.e. -3). To move to the next field, press the Tab key.

4. Choose a handicap for an open team and type that number in the box by the



words ‘Everyone else gets this many seconds added: ‘. Any team that has a rating higher than the highest number you typed in any handicap box will get this value.

5. Click the ‘Use Handicaps’ box to turn handicaps on or off. If the box has a check in it, then handicaps will be used. If you use a custom rating system (i.e. half ratings, etc.), see the note below about customizing your handicap rating system.

6. Click the Ok button.

*You will be returned to the main screen.*

#### *Customizing your handicap rating system*

If you use a different rating system at your roping (i.e. half points instead of 1 to 9), you can customize the handicaps to work for your system. To do this, you can simply change the number under the “Team Rating” column to match your numbers. Be sure to enter your team ratings in ascending order, from smallest to largest since the computer looks sequentially through the team ratings to find which handicap should apply. For example, you might replace the 2, 3, 4, 5, 6, etc. ratings with 2, 2.5, 3, 3.5, 4, 4.5, etc.

*See Also...* Event Variables (page 41).

---

## Import Cowboys

This feature allows you to load a list of cowboys into your system. The file must be a comma delimited text file with one cowboy per line. All fields must be represented on the line,

but can be empty if there is no data (i.e. a comma followed by another comma would represent an empty field.) The fields in each line must be in the following order: First Name, Last Name, Address, Address 2, City, State, Zip, Phone, Association Number, Header Rating, Heeler Rating.

If you are importing your database from a previous version of the Roping Assistant software, be sure to check the box that says “This is an export from a previous version of the software”

This option is found under the **Tools, Cowboys, Import Cowboys** menu. Follow the procedure below to import your data file.

#### *Procedure*

1. Choose **TOOLS, COWBOYS, IMPORT COWBOYS** from the main menu.

*A dialog will appear asking you for the file to import.*

2. Select the path and filename for your cowboy file and click Ok. (e.g. cowboys.txt)

*The file will be imported into your cowboy list and a summary will display.*

3. Click Ok. Your file has been imported and the cowboys will be in the system.

---

## Labels

To use a 3<sup>rd</sup> party program to do labels (i.e. Microsoft Word), export a cowboy list and import it into that program (See Export Cowboys (page 53)). To use built in mailing labels, See Mailing Labels on page 65

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## Mailing Labels

This feature allows you to create mailing labels for the Avery 5160 or 8160 label format.

This option is found under the **TOOLS, COWBOYS, MAILING LABELS** menu. Follow the procedure below to create your mailing labels.

### *Procedure*

1. Choose **TOOLS, COWBOYS, MAILING LABELS** from the main menu.  
*The mailing labels dialog will appear*
2. Click Select Cowboys button in the upper left corner.  
*The Select Cowboys dialog will appear*
3. Use the filters on any or all of the columns by clicking on the dropdown lists that appear on each column as you hover over it to set the criteria you want for the label (i.e. All #3 header in Arizona).  
*As you add and clear filters, the cowboy list will narrow to your current selection and tell you at the bottom of the dialog how many cowboys are currently selected.*
4. Click the Select button on the bottom left of the dialog once you have the cowboys that you want.  
*You will be returned to the mailing labels screen. You can repeat steps 2 - 4 as many times as you want to change which cowboys will get mailing labels created.*
5. Click Make Labels.  
*After a minute or two the labels will appear and a button called "Print Labels" will appear.*

6. Load the labels into your printer and click Print Labels.

---

## Networking Support

This feature is found under the **FILE, CONNECT TO NETWORK** menu and is used to allow multiple computers to have access to the same roping data at the same time. Using this feature, you can have one computer entering names into a new event while another computer is running the previous event. You can even have multiple computers entering ropers into the same event at the same time.

**\*\*\*\*\* WARNING \*\*\*\*\* Before using this feature, be sure to read and understand this entire section. Networking is an advanced feature and can only be used with the proper installation. A network must be in place with network cards in all the participating computers and with the computers able to see each other in the network. DO NOT TRY AND SET THIS UP MINUTES BEFORE YOUR ROPING STARTS -- MAKE SURE IT IS DONE WELL IN ADVANCE SO YOU CAN GET IT WORKING PROPERLY.**

In order to use networking, you must specify a single server computer with one or more client computers connecting to it. Only the server computer needs a licensed copy of the Roping Assistant Professional. The clients that will connect to it can all be running in demo mode.

- Preparation*
1. A working network environment must be in

- place with all computers connected to it.
- 2. A licensed copy of the Roping Assistant Professional (version 5 or above) must be installed and running on the server machine.
- 3. Collect the ip address of the server machine (found under the **HELP,ABOUT** menu).
- 4. Collect the program path on the server machine (found under the **HELP,ABOUT** menu).

*Procedure*

- 1. Choose **FILE, CONNECT TO NETWORK** from the menu on a client machine (not on the server machine).  
*The Connect to another machine dialog will appear*
- 2. Type in the ip address of the server machine you are connecting to in the “Machine name or ip address” box.
- 3. Type in the Path for the program on the server machine (generally this is correct and can be left with the default value)
- 4. Click the Connect button  
*You will be connected to the server machine. If this is the first time you have connected to the server, you must wait for the server to prompt you to accept the new client before it can connect.*

*Troubleshooting*

There are several good tutorials on our web site to help troubleshoot networking problems. Visit <http://www.teamroping.net/tutorials>

*Other Info.*

Some of the information in the Roping

Assistant Pro. is stored locally on the client machine to make entry go faster. Multiple people could make changes to the data without other client computers immediately knowing about it. If you have multiple people entering and updating information from different client machines, make sure to close your event and re-open it to make sure all your information is up to date before performing the draw or printing reports, etc. Exiting the Roping Assistant Pro. and re-opening it will always synchronize the client with all the latest data.

If you are using multiple computers to do data entry, it is possible for two people with create a new cowboy at the same time and create two entries for that person. If you want to later eliminate one of the duplicate entries, use the Combine Cowboy feature in cowboy screen (see page 27).

---

## New Event

This feature is found under the **FILE** menu and is used to create a new roping event (see the definition of Event on page 94).

*Procedure*

- 1. Choose **FILE, NEW, ROPING EVENT** from the menu.  
*If there isn't a roping series open, you must first open a roping series.*
- 2. Type a description for the event (i.e. #5 Roping) and then press Tab.  
*You will move to the date field.*
- 3. Type the date of the event.
- 4. If you are running an event other than a normal numbered roping, click on the type

of roping you are running (see Event Types on page 39 to understand the different options here.)

*If you are switching the type of roping event, the computer will warn you to do so carefully. For a new event, you can ignore this warning.*

5. Set up the variables (see Event Variables on page 41) and then click the Ok button.  
*You will return to the main screen.*

*See Also...* Event Information (page 33), Event Variables (page 41), Event Types (page 39), Open Event (page 70), Close Event (page 25)..

---

## New Roping Series

This feature is found under the **FILE** menu and is used to create a new roping series (see definition of a roping series on page 95). Each roping has several attributes that can be set to determine how all the events in that roping function. Each of these options can be defined when a new roping is created or at any other time by changing the roping information screen.

- Procedure*
1. Choose **FILE, NEW, ROPING SERIES** from the menu.  
*The Roping Series Information dialog will appear.*
  2. Type a short overall description (up to 30 characters) for the roping series (i.e. Spin-N-Grab) and then press Tab.  
*You will move to the date field.*
  3. Type the starting date of the roping.
  4. Select the Roping Options as described

5. Click the Ok button.  
*You will be returned to the main screen*

*See Also...* Roping Information (page 81), Open Roping (page 71), Close Roping (page ?).

---

## Open Event

This feature is found under the **FILE** menu and is used to open an event (see the definition of Event on page 94). An event must be opened before any work can be done it.

- Procedure*
1. Highlight the roping you want to open and choose **FILE, OPEN** from the menu.

*Shortcut* Simply double click on any roping you want to open. You don't need to close a previous event before opening another one. The active event will automatically be closed for you. You will know an event is open because it will show in red and will be listed in the title bar section of the screen.

There also a toolbelt button to open an event.

*See Also...* Toolbelt (page 93), Open Roping (page 71), Close Event (page 25), New Event (page 68).

---

## Open Roping

This feature is found under the **FILE** menu and is used to open a roping series (see the definition of a Roping on page 95). If a roping is already open, it will automatically be closed before the new one is opened.

*Procedure* 1. Highlight the roping you want to open and choose **FILE, OPEN** from the menu.

*See Also...* Open Event (page 70), Close Roping (page ?), New Roping (page 69).

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## Options

See Global Options (page 56)

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## Payoff Calculation

Calculating the payoffs is a very important aspect of the Roping Assistant Professional, and it is important to understand how everything is calculated so you can setup the variables properly. Here is the order the payoffs are calculated.

*Note:* The money from buybacks is not used in the calculations. It is assumed to be strictly producer's profit.

1. The total owed from the number of teams is calculated (**TOTAL1**)
2. The prize money multiplied by twice the number of teams is subtracted from

**TOTAL1** and a new total (**TOTAL2**) is found. (NOTE: The prize money is assumed to be per cowboy, not per team.)

3. The Association fee is taken out, either as a percent or a dollar amount, from **TOTAL2**. The new total is **TOTAL3**.
4. The Lump Sum Deduction is subtracted from **TOTAL3** and then the Lump Sum Addition is added to **TOTAL3** giving **TOTAL4**.
5. The Stock charge (either a percent or dollar amount) is taken out of **TOTAL4** leaving **TOTAL5**.
6. If the incentive money is a percent, that percentage of the **INCENTIVE AMOUNT** (see incentives calculation below) will be subtracted out of **TOTAL5**, leaving **TOTAL6**. If the incentive money is a dollar amount, it is subtracted out of **TOTAL5**, leaving **TOTAL6**.
7. All round money is calculated (as shown below) and subtracted from **TOTAL6** to make **TOTAL7** (which is the average pot money)
8. The average ground money (or any other dollar amounts specified) is taken from **TOTAL7** leaving **TOTAL8**.
9. **TOTAL8** (the average money) is then used to pay the average holes.

## Round Money Calculations

1. The round percents for the round payoffs are added up for each round (i.e. 5% for round 1, 5% for round 2, etc.). This total percent is multiplied by **TOTAL6** above. This gives **ROUND TOTAL1**.
2. The ground money (or any other dollar

amounts specified to be paid in each round) is added to **ROUND TOTAL1** giving **ROUND TOTAL2**.

3. The overall fastgo money to be paid is added to **ROUND TOTAL2** to make **ROUND TOTAL3**.

4. **ROUND TOTAL3** is the amount subtracted out in step 7 above.

5. If rotations are being used, the money for each round is divided evenly among all rotations with each rotation paying the same number of round holes. Any dollar values used (ground money) is multiplied by the number of rotations so each place gets the amount specified in the round variables.

## Incentives Calculation

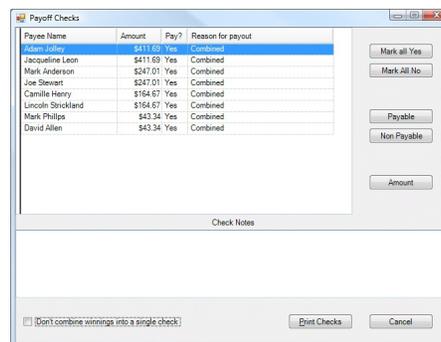
Note: If incentives are used, then percents should be used in both the stock charge and association fee if they apply.

1. Count the number of teams that qualify for the incentives (**INCENTIVE TEAM COUNT**)
2. Multiply the **INCENTIVE TEAM COUNT** by the entry fee to get **INCENTIVE TOTAL1**.
3. Subtract the appropriate stock charge and association fee from **INCENTIVE TOTAL1** leaving **INCENTIVE AMOUNT** used above for payoffs.

See Also... Event Variables (page 41).

## Payoff Checks

Printing payoff checks is a handy feature, even if you have the computer print the actual checks. By default, all the winners are summarized on the Print Payoff Checks dialog, one entry per winner. If a cowboy won multiple places (i.e. an average spot and a fastgo) they will only be listed once with the combined winnings. This way you can print a single check for the winner instead of several checks.



The check printout is a 3 section form that fits on the size of a regular 8½ by 11 inch paper. The

top section is the actual check; the middle section is a pay stub type summary breakdown for winnings of the individual in the event; the bottom section is a summary with a sign off line showing the roper got their money.

When you print payoff checks, only those checks that are marked as 'Yes' in the 'Ok to Pay' column will be printed. By default, all are **se the 'Yes'**. You can use the **Mark All 'Yes'** button and the **Mark All 'No'** buttons to mark all the checks one way or the other. Use the **Payable** and **Non-Payable** buttons to mark individual entries (as opposed to marking all of them.) You can change the amount on any individual check by highlighting the winner and clicking the **Amount** button. You will then be

asked for the new amount to write the check for. You can attach a note to a check by typing it in the 'Check Notes' box.

If you want all the winnings for an individual separated (instead of combined), click the 'Don't combine winnings into a single check' checkbox.

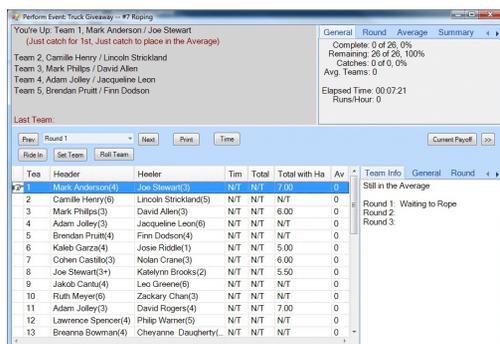
## Perform Event

This option is found under **EVENTS**, **PERFORM EVENT**. It allows you to run the roping event and enter all the times into the Roping Assistant Professional.

**\*\* Note \*\*** – We recommend you always keep a paper copy of the times, even if you are running the event with the computer.

When you perform an event, the main screen changes to the performance screen. This screen can be used to run the event as it happens,

or just as an entry screen to enter roping times into the computer. The screen is divided into 4 main sections. The top left section shows the teams that are coming up next, who is the current 1<sup>st</sup> place in the average, and what the last timed team did. After every run, this section will always show the total time for the last team



and what place that moved them into in the average.

The top right section shows various statistics about runs per hour, teams that have caught in this round, how many teams are still in the average, etc. Also in this section is a pulldown combobox that lists all the rounds and rotations in the ropings. You can use this list to jump to any spot in the roping when you are entering times.

The bottom left section shows all the teams in the current round and rotation. If they have already been timed for that round, a blue check mark will appear by their names. An icon of a hand will always mark the next team that will be timed.

The bottom right section shows information about the highlighted team in the top part, and the current fastest times for the round and rotation in the bottom part.

There are many shortcuts you can use when performing the event (which are listed below). Generally you can follow a very simple process as follows: Press the Enter key, type the time, press the Tab key, type the penalty time, and press the Enter key again. The time will be recorded and the highlighter will automatically move to the next team to rope. Repeat this process until you come to the end of the rotation or round. The computer will automatically prompt you to move to the next round as necessary.

In the middle of the perform event screen

are several buttons. Each of the buttons has a corresponding menu item under the **PERFORM** menu. You can click the button or use the menu option. They are all described below, along with short cuts.

*Time* This button brings up the timing dialog box so you can enter the time for a run. You can also press the Enter key.

*Next Round* This button moves to the next round in the roping.

*Previous Round* This button moves to the previous round in the roping.

*Set Team* This button allows you to set the next team that will be timed. You can time any team at any time, but the Set Team button will start the roping moving forward from that point on.

*Roll* This button rolls the highlighted team down a specified number of teams and brings them up to be timed later. An ‘R’ icon will appear beside the team.

*\$ Mark Buyback \$* Marks the team with a ‘B’ icon to come back during the buyback round.

*Ride In* This button allows you to add a ride in team on the fly without going through the team entry and arranging process.

*Buyback Round*

This button starts the buyback round and just runs those teams that are marked with a ‘B’.

### General Shortcuts

Enter	Times a team
Spacebar	Return to the current team
S	Search for a name (or partial name)
J	Jump to team number

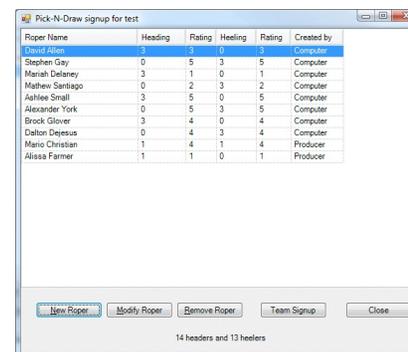
## Pick-N-Draw Roping

A Pick-N-Draw roping is slightly more involved than a regular roping and deserves a little more attention here.

The computer maintains two sets of “Draw” entries for the Pick-N-Draw: one set that it generates for your picked teams, and one set where you can make your custom entries. The computer’s entries appear in the signup box with the word “Computer” in the created by column of the signup screen. Your entries appear with the word Producer in the created by column. You can’t modify the computer’s

entries, and it won’t modify yours. If you change the number of draws that each picked team gets, the computer’s part is regenerated but yours is left alone.

The entries you make are intended to offset the computer’s entries. For example, suppose



John Doe isn't in the roping, but just wants to enter into the draw portion. You can add him into the draw portion only. Or, perhaps John Doe want to get in the draw portion two extra times: you can add him as a new roper in the draw portion and his custom entries will be added to the computer's entries to give him the two extra entries.

You can also remove entries from the draw portion by entering a negative number for a roper. For example, John Doe has been entered into the draw 6 times by the computer, but for some reason you only want him in 4 times. You can make an entry for John Doe heading -2 times. This will be added to the computers 6 times and only leave him with 4 entries.

This may sound complicated, but once you have done it, it is really very simple.

*See Also...* Event Variables (page 41), Event Types (page 39).

---

## Report Editing

All reports in the Roping Assistant are printed from the Report Editor. It is basically a small word processor where you can make any changes to the text before printing the report. None of the changes you make will affect your actual roping data, only the printout of the current report.

If you want to save your report to disk, you can use the Save Report As button on the upper left side to save the file as an PDF file or other format for importing into a word processor.

*See Also...* Event Reports (page 33), General Reports (page 54).

---

## Restore Data

This option is used to restore your data from a backup. It will create a new association to hold your data so no data gets overwritten.

To restore your data files, follow the procedure below.

- Procedure*
1. Choose **TOOLS, DATA, RESTORE DATA** from the main menu.  
*A message will appear describing what is about to happen.*
  2. Click the Ok button to continue the restore.  
*An Open dialog box will appear to help you find the backup file.*
  3. Enter the path and filename of the backup file to restore or just browse to find it using the dialog box. Then click the Ok button.  
*A dialog will appear asking for the name of the association you want to create. This can easily be changed later.*
  4. Enter the name for an association and then click the Ok button to continue or click Cancel to abort the restore.  
*An hourglass cursor will appear while the restore is taking place. This process could take several minutes to complete. A message box will then appear saying that the restore is completed.*

*See Also...* Backup Data (page 24)

---

## Roping Information

This feature is used to change the information associated with the active roping series. You can use this option to change the description of a roping series, the date of a roping series, or any of the attributes of a roping series. To change the description or date, move to the appropriate field and type the new information. For information on each of the roping options, see the descriptions below.

*Roping Options*     Simply check or uncheck each option to activate or de-activate it by clicking with the mouse on the appropriate box.

### **Show Event Date on Reports**

If this is checked, the date of the event prints on all applicable event reports.

### **Use Team Sequence Numbers**

If this is checked, the ordering of teams is determined by the sequence number entered in the sequence field when the team was entered. The teams are first sorted on this, and then arranged in the order chosen during the arranging process. If it isn't checked, the sequence numbers are ignored.

### **Allow Switch-End Teams**

If this option is active, you will be warned if a team has entered an event again by just switching ends (i.e. the header is now heeling and the heeler is now heading.)

*See Also...*     Open Roping (page 71), New Roping (page 69), Event Information (page 33).

---

## Roping Order

The Roping Assistant offers three different ways to arrange your teams in a numbered roping. In a drawpot, a Pick-N-Draw, and a round robin roping, the teams are always arranged in a random or a pre-determined order.

For numbered ropings and the picked teams in a Pick-N-Draw, the computer keeps track of the order in which the teams are entered. It can then offer you three different ways to arrange your roping teams. Each option is described below.

If you are using sequence numbers, the teams will be sorted first by sequence number, and then by the roping order you have chosen.

With any given roping order, there may be some variation due to the need to space the ropers so they aren't roping back to back. The different roping orders are as follows:

### *First to Enter, First to Rope*

With this order, the teams are arranged in the same order they were entered into the Roping Assistant.

### *First to Enter, Last to Rope*

With this order (the most common one), the teams are arranged in the reverse order from how they were entered. This makes the first teams that entered, the last teams to rope.

### *Random Order*

With this order, the teams are arranged in a completely random order regardless of what

order they were entered into the Roping Assistant.

*See Also...* Arranging Teams (page 17), Team Roping Order (page 91).

---

## Rotations

Rotations allow you to divide a large roping into several smaller groups. This option is found under the **EVENT, ROTATIONS** menu. You can setup automatic rotations (the Roping Assistant will generate them for you) or you can manually change any of the assigned rotations.

Before you assign any rotations, you must arrange the teams in their roping order.

To automatically assign rotations, follow the procedure below:

- Procedure*
1. Choose **EVENT, ROTATIONS** from the main menu.  
*The Setup Rotations dialog will appear. The box in the upper right corner will show how many teams have and have not been assigned rotations.*
  2. Set the size of each rotation (the number of teams per rotation) in the 'How many teams do you want in each rotation' box. The default of 50 teams is usually a good number to use.
  3. Set the number of teams (from those NOT already assigned rotations) to group into rotations. This number will automatically be the total number of teams that need rotations (unless you change it.) If you choose to, you can group fewer teams than

the number of teams that still need rotations, and then do the rest at a later time. If you do this, you should do it in multiples of the rotation size.

4. Click the Make Rotations button.  
*The teams will be assigned to a rotation.*

There are two other options that can be used with the automatic rotations. They are described here:

### *Redo all teams gathering ropers into the fewest rotations*

If this button is used then the teams will be grouped before assigning rotation numbers. **NOTE: This will not preserve the roping order you have chosen. It also re-assigns team numbers because team positions change dramatically.**

Grouping arranges the teams so that a single cowboy will have all his teams in one rotation. The rationale behind this is that if there are 6 rotations, I may not want to have to rope in three different rotations. I am now free to rope in my rotation, and then come back at the end for the final round.

Sometimes it isn't possible to put a roper's entries all in one rotation. When that is the case, the computer will try and put the roper in a back to back rotation.

### *Clear all assigned rotations*

This clears all the assigned rotation. You can then assign everyone to rotation one or redo the rotations. This box is seldom if ever used.

There will be times when you just want to change one team (or several teams) into different rotations. You can modify any teams' rotation individually by following the procedure below:

*Procedure*

1. From the Setup Rotations dialog, highlight the team (shown in the listbox on the left of the screen) or teams that you want to change rotations for.
2. **Click the Change rotation for highlighted teams button.**  
*A message box will appear ask for the new rotation number you want to move the teams into.*
3. Type the number of the new rotation and click the Ok button.  
*The team or teams will be updated with the new rotation number.*

When you are finished working with rotations, click the Ok button to return to the main screen.

*Shortcut*

There is a toolbelt button for rotations.

*See Also...*

Arranging Teams (page 17), Team Information (page 89).

---

## Team Entry

This dialog is accessed from the Team Signup dialog. It is used to enter and modify teams in an event. This dialog will vary depending on which type of event you are entering. The dialog contains the information about one team for Numbered and Pick-N-Draw Ropings and the information for one cowboy for

Round Robin and Drawpot ropings.

When the team (or cowboy) is complete, click Ok to accept the entry. If everything checks out, you will be asked for the next cowboy. There are, however, several checks that are done on each team. If the team or one of the cowboys on the team fails any of these checks, you will be given a message on the screen and asked if it is alright to accept the team anyway. If you click Yes, the team will be added like normal. If you click No, you will be returned to the entry screen so you can cancel or modify the team.

*Drawpot*

Use the following steps to enter a cowboy into a Drawpot. To change the information, you would follow the same steps, but change only the new information.

1. Type the cowboy's name in the 'Name' field. Notice that as you type, the Cowboy List box on the right starts to search for the right cowboy. Once you find the right cowboy, press the Tab key.  
*If the cowboy already exists in the database, the cowboy's number and rating will be filled in for you.*
2. Optionally, enter the cowboy's association id (if you have that field turned on), and then press Tab.
3. Enter the cowboy's ratings. This is very important to have if you are using handicaps. Press Tab to move to the next field.
4. Enter the number of times this cowboy will

be in the event as a header, then press Tab. Leaving the field blank will assume zero (0) times.

5. Enter the number of times this cowboy will be in the event as a heeler, then press Tab. Again, the default is zero.
6. Click Ok to add the entry.  
*A new entry screen will appear.*

*Round Robin* The team entry for a round robin is identical to the drawpot. The only thing you need to know is that a cowboy can't head and heel in a round robin, and a cowboy can't be entered more than once in a round robin.

*Numbered Roping* The process for entering a team in a numbered roping consists of entering a header and a heeler.

1. Type the cowboy's name in the 'Name' field under 'Header Information'. Notice that as you type, the Cowboy's for Heading List box on the top starts to search for the right cowboy. Once you find the right cowboy, press the Tab key.  
*If the cowboy already exists in the database, the cowboy's number and rating will be filled in for you.*
2. Optionally, enter the cowboy's association number (if you have that turned on), and then press Tab.
3. Enter the cowboy's rating. This is very important to have if you are using handicaps. Press Tab to move to the next field.

You are now ready to enter the heeler. Repeat steps 1-3 on the heeler side of the screen to enter his information. When you are done, click Ok to accept the entry, or Cancel to start over with this team.

If you are using incentives, the computer will automatically turn on the incentive checkbox for the team if their team rating falls below the number you have set (see Event Variables on page 41). You can manually check or uncheck the incentives checkbox.

If you are using sequence numbers (i.e. every team that entered was stamped with an incrementing number to preserve entry order), you would put the sequence number in the sequence field before accepting the team. The teams would then be arranged by their sequence numbers before being arranged for roping (Team Sequence Numbers on page 81).

*Pick-N-Draw* The team entry for a Pick-N-Draw is identical to the drawpot for the draw portion, and identical to the numbered roping for the "Pick" portion. Initially, you will be in the numbered roping entry. To switch to the "Draw" entry, click the Drawpot button (which only appears if you are entering teams into a Pick-N-Draw). When you are finished entering the "Draw" teams, you will be returned back to the numbered entry. You can switch back and forth as often as you need to. Every team that is entered (as opposed to being "drawn") in a Pick-N-Draw will appear in the team signup window with an asterisk (\*) by their name. That shows that this is an actual picked team and not one

that the computer has generated.

For a Pick-N-Draw, you will seldom need to fill in the draw portion because the computer will automatically fill it in for you based on how many drawn teams each picked roper gets (set in the variable settings (see page 41)). At any time, you can see what the computer has built on the “Draw” side of the roping by clicking the Drawpot button on the signup screen.

*Note*

When you are on the “draw” screen of the Pick-N-Draw, the entries the computer has made for you will appear with the word “Computer” in the created by column while any custom entries you have made will appear with “Producer” in the created by column (see Pick-N-Draw on page 78).

*See Also...* Team Entry (page 85), Pick-N-Draw (page 78).

---

## Team Information

This dialog is accessed from the Team Signup dialog. It is used to change the attributes of a team. Each of the attributes is described below. When you are finished changing attributes, click Ok to save the changes, or Cancel to cancel them.

*Team Number* The team number is simply the description used throughout the Roping Assistant to talk about a particular team. It in NO way affects the position of the team. You have the ability to change the team number because you may want to change it in certain circumstances.

For example, suppose I moved team number

14 down to the 25th position. I could then change the team number to 25A (since there is already a team 25.) This makes moving a team less confusing in the team listings.

As you change the team number, a checkbox will appear saying where the team will be moved to if you leave the box checked (i.e. if you changed team 14 to 25a the computer would move the team right after team 25 unless you uncheck the box not to move it.)

*Rotation* This the rotation that the team ropes in.

*This is an incentive team* This lets you mark a team as an incentive team.

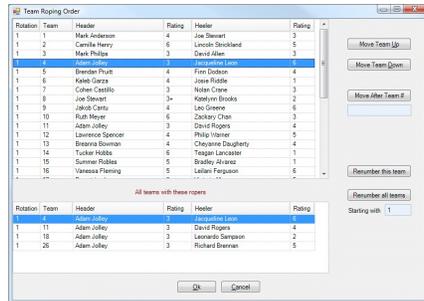
*The Header has a free run* This lets you manually mark the header of a team as getting a free run. You can also remove the free run here.

*The Heeler has a free run* This lets you manually mark the heeler of a team as getting a free run. You can also remove the free run here.

*See Also...* Team Entry (page 85), Free Runs (page 53).

# Team Roping Order

This option can be found under the **EVENT, ROPING ORDER** menu. It is used to make quick manual adjustments to roping order once you have arranged the teams. For example, two cowboys might be sharing the same horse, but



they are roping back to back. Use this screen to move one of the teams. The move will then be reflected in all the reports.

If you just need to move a single team, the quickest way is to go

back to team signup and use the “Change Team Information” button to just change their number. The team roping order screen is more for making multiple changes quickly.

To manually change the roping order, use the following procedure:

## Procedure

1. Choose **EVENT, ROPING ORDER** from the main menu.

*The Team Roping Order dialog will appear listing all the teams.*

2. Highlight the team you want to move with the mouse.

*Other teams that involve one of the same cowboys will be listed at the bottom of the dialog so you can see what other teams they are roping with.*

3. Use the buttons on the dialog box to move the team up or down, or to place it after a

specific team number. Click the Ok button when you have completed the moves you wanted to make.

*A message box will appear asking you to confirm that you accept the new roping order. If you click Yes, the order will be made active. If you click No, you will be returned to the Team Roping Order dialog so you can cancel.*

There are several buttons on this dialog that are described below:

### Move Team Up

This button will move the highlighted team up one position in the roping order.

### Move Team Down

This button will move the highlighted team down one position in the roping order.

### Move Team After #

This button will move the highlighted team after the team number you specify in the box directly below the button. You can move team #1 below team #50 by typing a 50 in the box and click this button.

### Renumber This Team

This button will let you change the team information about the highlighted team. Many times you will want to give the team a different number after moving the team, or give it a different rotation number. For example, after

moving team #1 after team #50, you might want to click this button and change the team number to 50A. (See Team Information on page 89).

### *Renumber All Teams*

Use this button if you want to automatically renumber all the teams according to the new order you have created. You may want to do this if you have made several changes and haven't posted any of the team listings yet. The computer will start at 1 and renumber all the teams according to your new order, thus saving you from having to change a bunch of team numbers manually.

*Shortcut...* There is a toolbelt button for Roping Order.

*See Also...* Arranging Teams (page 17), Roping Order (page 82), Team Information (page 89).

---

## Toolbelt

The toolbelt provides a quick and easy way to start the most common tasks in the Roping Assistant. It is the row of buttons directly below the menu bar on the main screen. As you move your mouse cursor over the buttons, a description of each button will appear in the status bar at the bottom of the main screen.

To access one of the button features, simply click on the corresponding button. Everything that can be accessed from the toolbelt can also be accessed from the menus above the toolbelt.

# Appendices

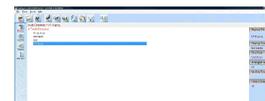
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## Definitions

The following definitions are used throughout this manual. A good understanding of how the Roping Assistant is defining the following words will help you understand how to get the most out of your product.

**Event** An event is a single team roping. Multiple events make up a complete roping series. An event might be a #9 roping, a DrawPot Roping, a Round Robin, a Pick & Draw, etc.

**Main Screen** This is the opening screen that you first see when you run the Roping Assistant. This screen becomes the point of reference (or starting point) for most of the procedures listed in this manual.



**Drawpot** A drawpot is a roping where each roper is entered individually and then the computer matches the ropers to form teams. All teams are matched randomly.

**Numbered Roping** A numbered roping is one where each roper picks all his teams. There is no matching of teams by the computer.

**Pick-N-Draw** A Pick-N-Draw is a combination of a numbered roping and a drawpot. Each roper picks a partner (or multiple partners) and then an appropriate number of random partners are drawn for them.

**Round Robin** A round robin is a roping where each roper is entered individually and then the computer matches each header with every other heeler and vice versa.

**Roping Series** A roping series refers to a series or collection of individual events. A roping series might cover an entire week or just a single day, and include multiple events (i.e. a #9, a #7, and a #9-Century event.)

**Toolbelt** The toolbelt is the bar that sits right below the menu on the main screen. It provides one-click buttons to quickly start the most common tasks in the Roping Assistant.

---

## How Do I?

This section contains some of the most common questions and gives one of the solutions for each. There may be several ways to answer the same questions. Only one solution is given here.

### **How do I change the spelling on a roper's name?**

Use the Edit feature under the Cowboy screen (see page 28) to edit the cowboys information and change the spelling on his name. The change will immediately take effect throughout all ropings.

### **How do I sort the ropers in the signup dialogs?**

Most the dialogs that have several columns of information now have appropriate titles on each column. To sort the list by that column, simply click the mouse once on that column's title. The computer will sort the information and then re-display it in sorted order. To sort the information in reverse order, hold the CTRL button on the keyboard while clicking on the column title.

### **How do I add teams to a drawpot or Pick-N-Draw after it has been draw and is already running?**

To add teams to a drawpot or Pick-N-Draw roping after it has already started (so you don't want to re-draw the whole roping), you must change the event to a numbered roping. Once it has been changed, you can then add teams and the arrange option will let you just arrange the teams you have add that haven't been arranged yet (see Arranging Teams on page 17).

To change the event type, right click the roping and choose properties and then click on the Numbered Roping option. Be sure to click Ok to save your changes.

### **How do I use my own Handicaps?**

The Roping Assistant allows you to enter your own handicaps for each roping event. The handicaps will print on the team listings as well as the time sheets. For detailed instructions on how the use handicaps, see Handicaps on page 61.

### **How do I customize my reports?**

Any report created by the Roping Assistant is put into a text window for you to print to the printer or just look at on the screen. You can add anything you want to the report, or remove anything by simply typing new information or deleting information. Anything you change in this text window will also show up on the printed report. See Event Reports on page 33.

You may also use the global options on the File menu under the Reports tab to change the font size and spacing.

### **What are the teams listed under the “Waiting Teams” section on the ropings screen?**

When a roping series is open, all the events in that series are listed on the screen. To the right of each event, the Roping Assistant shows the total number of teams that have already been arranged (i.e. assigned team numbers), and the number waiting for team numbers. The “Waiting Teams” is the number of teams that have been entered, but not arranged for the roping. Every team must go through the ‘Arrange / Draw’ phase before they are ready to rope.

### **Why do some of the ropers have brackets around their names?**

Brackets around a roper indicate that they got a free run (see page 53) because there was a header/heeler mismatch when the event was drawn.

### **What are the dollar signs (\$) and asterisks (\*) that appear on my reports?**

A dollar sign is used to show the teams that are marked as incentive teams. An asterisk show which teams were the picked teams of a Pick-N-Draw roping (as opposed to the teams that were drawn.)

### **Why don’t my teams show up when I perform the event?**

Teams will only appear in the Perform Event window if they have been through the arrange/draw process (see page 17)

## Sample Entry Tickets

Here are some sample entry tickets that you can use for easier entering into the computer. The drawpot ticket is shown below, and the numbered roping tickets on the next page. The header ticket is smaller so it can be stapled right onto the heeler ticket and you can still easily see both names on the ticket.

*Staple Header Ticket Here.*

---

**Heeler Ticket**

Name: \_\_\_\_\_  
(Please Print)

USTRC Id: \_\_\_\_\_ Rating: \_\_\_\_\_

Sample Numbered Roping Heeler Ticket

**Header Ticket**

Name: \_\_\_\_\_  
(Please Print)

USTRC Id: \_\_\_\_\_ Rating: \_\_\_\_\_

Sample Numbered Roping Header Ticket

**Drawpot**

Name: \_\_\_\_\_

Rating: \_\_\_\_\_

Heading:    1    2    3    4    5

Heeling:    1    2    3    4    5

Sample Drawpot and Round Robin Ticket

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