

NCHA AFFILIATE ICOMPETE MANUAL



There are currently two different versions of Icomplete

- **Financial Model**
- **Unfinancial Model**

The benefit of using Icomplete is that the program checks that Membership is current including the rider and horses are registered with NCHA (with correct ownership and age verification). If membership is not current this will need to be renewed before the member proceeds.

Financial Model

- For this process your Club will need to have a Westpac Bank Account. Contact the NCHA and we will forward your details to the Westpac Representative.
- Westpac will provide the relevant forms for the Affiliate Club to complete
- On lodgement of your forms your club will need to allow 6-8 weeks for the approval and setup process to be organised. When completed you will be contacted by the Westpac Representative.
- Entry Refunds – in accordance with Westpac Merchant Facility Terms & Conditions should be processed via the Payway Merchant Facility. Should there be bulk refunds our Westpac Representative, Kelly Benson will administer, by forwarding Affiliate Club request with payment refund details via email to Kelly.benson@westpac.com.au.
- Post event NCHA will forward an invoice to the Affiliate Club for costs incurred for iCompete entry transactions & Merchant Fees whereby payment will be required.
- The benefits of this version are that members pay for their entries online when entering (all in the one transaction)
- You would also state on the Terms and Conditions of your entries that the members would pay and complete entries via Icomplete
- The Affiliate Club is set up as a 3rd Party to the NCHA Merchant Facility.
- Merchant Facility Transaction Reporting will be provided when Show Entries close by our NCHA Affiliate Representative via an email to the relevant Show Secretary.
- This reporting is to reconcile Bank Transactions against Icomplete Entries.
- Should you require assistance contact admin@ncha.com.au

Unfinancial Model

- Members are able to put entries straight into Icomplete and then make a separate transaction by doing a direct deposit into the Clubs Bank Account
- You need to have the Clubs Bank Account details listed on your Terms and Conditions. Suggested you request that the members use their name as a reference when they are making the payment **BSB 000-000 A/C 00 000 000 REFERENCE JOHN SMITH**
- The Members Entries are not fully accepted until the Entry Fees are received.

Horse & Rider Information

- Verification that the correct spelling of the Horse matches the NCHA Register. As members are adding horses to the system when they think the horse is not in the system and there has been inconsistencies in spelling.

AFFILIATE HOME SCREEN



My Details



Show Applications



Show Programmes



Entries



Draws



Enter Results



Enter Results (Manual)



Edit Results

SHOW APPLICATION



Show Applications

1. Click on **SHOW APPLICATIONS** to create your Show Application

Setup Show Applications Create New

Show entries Search:

Show Number	Name	Date	Status
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

2. This is now able to be done online through Icompete. The next screen shot is the application screen.

ALL CATEGORIES NEED TO BE FILLED IN.

When finished filling in application. Click on **CREATE AND SUBMIT**

Create Show Application

National Cutting Horse Association of Australia

Home / NCHA / ShowApplications / Create Show Application

Show Name	Show Date	End Date
<input type="text"/>	<input type="text" value="25/01/2021"/>	<input type="text" value="25/01/2021"/>
Email	Principle Contact Name	
<input type="text"/>	<input type="text"/>	
Show Address	Phone (Business Hours)	
<input type="text"/>	<input type="text"/>	
	Phone (After Hours)	
	<input type="text"/>	
Events	<input type="button" value="Add Event to Show"/>	
There are no selected Events. Click Add Event to Show to add some events to this show application.		
Direct Deposit Account Name (for entry fees)	BSB	Account No.
<input type="text"/>	<input type="text"/>	<input type="text"/>
Monitor Judge	Day Members Accepted?	
<input type="text"/>	<input type="button" value="No"/> <input type="button" value="Yes"/>	
Judge 1	Judge 2	
<input type="text"/>	<input type="text"/>	
Judge 3	Judge 4	
<input type="text"/>	<input type="text"/>	

When you have created your show in Icompet NCHA will receive an email for notification. Your Show Application is checked that it meets all the guidelines ie Date/Distance/Area/Type of Show, the General Manager will approve it.

- Once approved you will be invoiced the application fee. (This should be paid as soon as possible to secure your dates). We will then put the show date on Upcoming Shows List, Chatta, and will automatically go onto the Icompet Calendar.



< > today

March 2021

month week day list

W	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
10	1	2	3	4	5	6	7	
					PVCC Walcha Preworks ALL ages			
11	8	9	10	11	12	13	14	
12	15	16	17	18	19	20	21	
			LTHCC Bob Wheatley Memorial Gelding Stakes 2021				SOUTHERN QUEENSLAND CHA - CHNICHILLA	
13	22	23	24	25	26	27	28	
14	29	30	31	1	2	3	4	
			PVCC Cutting for Cash Walcha				TRI STAR	
					WILD HORSE CUTTING INC			
15	5	6	7	8	9	10	11	
	TRI STAR				CAPELLA INDOOR CUTTING ASSOCIATION			
					SOUTHERN QUEENSLAND CHA - CONDAMINE			
						COOLUP CUTTING C		

4. When approved you will need to check
 - a. Events are correct
 - b. Opening and Closing Dates for entries
 - c. If you have the finance model of Icompetete you will need to check the monetary values of each event are correct. And that they calculate to your total fees.
 - d. You need to TEST that all your entries are calculating correctly.

Details

Events

Show

Monitor Judge

Affiliate Member

Start Date

End Date

Cancelled Message

Setting a Message here will mark the show as cancelled and display the message on the calendar.

Date Entries Open

Late Fee Start Date

Entry Cutoff Date

Associated Costs - Leave Blank to exclude from Member Entry Form

Day Member Fee

Junior Day Member Fee

Camping Fee cost per site

Stabling Fee cost per Stable

Account Name

BSB

Account No

For the Testing of your entries, you need to Contact the NCHA Office. The test will ensure that the entries are calculated correctly. We only open this up for a short time while you put an entry in. This needs to be completed before we let the entries go live.

The following is an example of h

Event Code	Event Name	
AMA	Amateur	Edit Delete
XJYTH	Junior Youth	Edit Delete
XNPCC	Non Pro Classic Challenge	Edit Delete
XNPD	Non Pro Derby	Edit Delete
XNPF	Non Pro Futurity	Edit Delete
NP SEVEN-UP	NP SEVEN-UP	Edit Delete
XCC	Open Classic Challenge	Edit Delete
XD	Open Derby	Edit Delete
XF	Open Futurity	Edit Delete
ROOK	Rookies	Edit Delete
XSNR	Senior Youth	Edit Delete
SEVEN-UP	SEVEN-UP	Edit Delete

Edit Programme Event

Event	Billable Item	
\$15000 Novice		
Total Rounds	Number of entries to go to Final	Is Team Event
		<input type="radio"/> No
ScheduledDate	MaxEntries	
Entry Fee	Purse Portion \$	
National Finals	Area Levy	
Insurance Levy	Day Permit	
Late Fee	Cancellation Fee	
Cattle Hire	Office Levy	
Judges Levy	Facility Fee	
Video Levy		
Judge		
Choose a Judge		

- **TOTAL ROUNDS** – Depending on the Event you can stipulate how many rounds and the number of entries that will go to the Final.
- **ENTRY FEE** – Total amount that competitors will need to pay. It is the total sum of your PURSE PORTION/LEVIES/CATTLE HIRE/JUDGES LEVY/OFFICE FEE/VIDEO LEVY
- **PURSE PORTION** – Entry
- **LEVIES** – Area/National Finals/Insurance Levy
- **CATTLE HIRE**
- **OFFICE LEVY**
- **JUDGES LEVY**
- **VIDEO LEVY**
- **JUDGES** – You can list the Judge for each event and are able to add more than one per event.

5. If you have a flyer/any info/program. We can upload this and members will then be able to view this through the Calendar and Upcoming Shows list.
- Icomplete Calendar

[Back to Calendar](#) [View Show Brochure](#) [View Draw](#) [View Results](#)

Show: NCHA COVID-19 SPECIAL WALCHA SHOW

Start Date: 6/11/2020

End Date: 8/11/2020

Entry Cutoff Date: 3/11/2020 12:00:00 AM

Late Fee Cutoff Date:

Camping Fee:

Events

Show entries

Search:

Name	Min Age	Max Age	Sex	Cost	Late Fee	Event Sub Class	Parent Event
Amateur							
Junior Youth							
Non Pro Classic Challenge							
Non Pro Derby							
Non Pro Futurity							
NP SEVEN-UP							
Open Classic Challenge							
Open Derby							
Open Futurity							
Rookies							

Showing 1 to 10 of 14 entries

Previous 2 Next

Upcoming Shows

Show	Date	Area	State	Contact	Forms
TRI STAR	23/01/2021 - 25/01/2021	7	VIC	NADEAN MCKENNA - 0428 772 034 MARIE STREET LOCKSLEY VIC 3665 cuttabarqstud@gmail.com Entries close: 15/01/2021	
WA CUTTING HORSE ASSOCIATION	24/01/2021 - 24/01/2021	1	WA	JESSICA MCCAHAN 72 HART DRIVE CHITTERING WA 6084 j.mccahan@icloud.com Entries close: 18/01/2021	
COOLUP CUTTING CLUB	07/02/2021 - 07/02/2021	1	WA	GAIL RAPLEY 281 WEST COAST DRIVE NORTH coolupcutentries@iinet.au Entries close: 27/01/2021	
WA CUTTING HORSE ASSOCIATION	13/02/2021 - 13/02/2021	1	WA	JESSICA MCCAHAN 72 HART DRIVE CHITTERING WA 6084 j.mccahan@icloud.com Entries close: 05/02/2021	

(For Upcoming Shows List – Members will click on the line with the down arrow to view the document)

6. CAMPING/STABLING/EXTRA EVENTS

This can also be added once your show has been approved. Icomplete has this function if you require it. You can add extra social events here if you are having a dinner etc. This is the metric system.

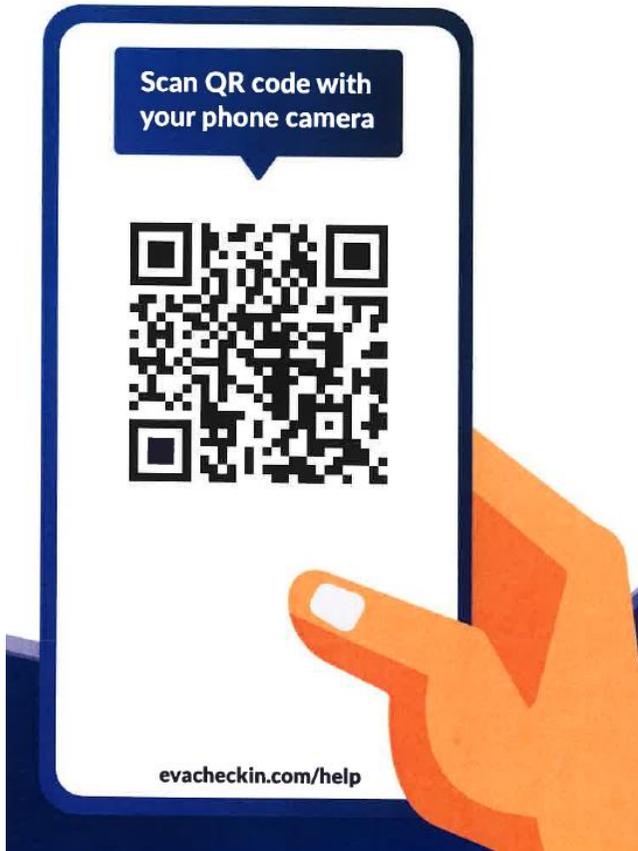
- In the METRIC NAME FIELD to name it eg CAMPING/STABLING/DINNER.
- In the METRICE COST FIELD - this is the cost per night or for the entire show.
- ENABLE METRIC FIELD – This needs to be YES.

Metric 1 Name <input type="text" value="3 NIGHTS STABLING"/>	Metric 2 Name <input type="text" value="3 NIGHTS TAPED YARD"/>		
Metric 3 Name <input type="text" value="3 NIGHTS CAMPING"/>	Metric 4 Name <input type="text"/>		
Metric 1 Enable <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	Metric 2 Enable <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	Metric 3 Enable <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	Metric 4 Enable <input type="button" value="No"/> <input type="button" value="Yes"/>
Metric 1 Cost <input type="text" value="15.00"/>	Metric 2 Cost <input type="text" value="0.00"/>	Metric 3 Cost <input type="text" value="45.00"/>	Metric 4 Cost <input type="text"/>
Metric 1 Counter <input type="text" value="61"/>	Metric 2 Counter <input type="text" value="29"/>	Metric 3 Counter <input type="text" value="41"/>	Metric 4 Counter <input type="text" value="0"/>
Metric 1 Min <input type="text"/>	Metric 2 Min <input type="text"/>	Metric 3 Min <input type="text"/>	Metric 4 Min <input type="text"/>
Metric 1 Max <input type="text"/>	Metric 2 Max <input type="text"/>	Metric 3 Max <input type="text"/>	Metric 4 Max <input type="text"/>
Metric 1 Billable Item <input type="text" value="Stables"/>	Metric 2 Billable Item <input type="text" value="Stables"/>	Metric 3 Billable Item <input type="text" value="Camping Fee"/>	Metric 4 Billable Item <input type="text"/>
Metric 1 Allow Purchase with no Entries <input type="button" value="No"/> <input type="button" value="Yes"/>	Metric 2 Allow Purchase with no Entries <input type="button" value="No"/> <input type="button" value="Yes"/>	Metric 3 Allow Purchase with no Entries <input type="button" value="No"/> <input type="button" value="Yes"/>	Metric 4 Allow Purchase with no Entries <input type="button" value="No"/> <input type="button" value="Yes"/>

Calendar Links - If included these documents are available via the calendar

7. COVID-19 PRACTICES

As the restrictions ease you will still need to maintain COVID-19 practices. **Required signage and hygiene** need to be displayed around your venue. Also ensure that you keep a record of all visitors and if possible, have the QR Code set up. This is available through NCHA



ICOMPETE REPORTS/FUNCTIONS FOR AFFILIATES

Found 1 Programmes [Create New](#)

Show entries

Name	Application No	Description	Grade	Area	Start Date	End Date	
NCHA COVID-19 SPECIAL WALCHA SHOW	534	NCHA COVID-19 SPECIAL WALCHA SHOW	AGED	6	6/11/2020	8/11/2020	Edit Delete Archive Reports

Showing 1 to 1 of 1 entries

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- Results Report
- Results Exports
- Income Summary
- Income Details
- Income Details (Affiliate)
- Transaction Fees
- Entries Counts
- Entries Counts (CSV)
- Entries by Event
- Entries by Owner
- Programme Draw Report
- Camping and Stabling Summary
- Additional Metric Summary
- Competitor List (CSV)
- Competitor List Extra (CSV)
- Prize \$ Bank Accounts Report
- Prize \$ Bank Accounts CSV
- Financial Status Export (CSV)
- Entry Members Email List (CSV)
- Competitor Pedigree Report

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- Additional Metric Summary
- Competitor List (CSV)
- Competitor List Extra (CSV)
- Prize \$ Bank Accounts Report
- Prize \$ Bank Accounts CSV
- Financial Status Export (CSV)
- Entry Members Email List (CSV)
- Competitor Pedigree Report

ENTIRES

As the Show Secretary you are able to monitor your entry numbers easily with Icompete.



Event Entry Counts

Show Name: NCHA COVID-19 SPECIAL WALCHA SHOW

Event	Gross Entries	Scratchings	Net Entries
AMA - Amateur	26	4	22
NP SEVEN-UP - NP SEVEN-UP	27	8	19
ROOK - Rookies	34	12	22
SEVEN-UP - SEVEN-UP	7	1	6
SNAFFB - Snafflebit	20	3	17
SNAFFLEBIT FUTURITY - SNAFFLEBIT FUTURITY	12	1	11
XCC - Open Classic Challenge	20	4	16
XD - Open Derby	19	6	13
XF - Open Futurity	41	7	34
XJYTH - Junior Youth	9	1	8
XNPCC - Non Pro Classic Challenge	19	6	13
XNPD - Non Pro Derby	14	4	10
XNPF - Non Pro Futurity	16	5	11
XSNR - Senior Youth	1	1	0
Total	265	63	202

When you have reached your quota (if only allowing certain number entries), you are able to adjust your closing date in Icompete, if needed.

ENTRIES BY EVENT

This is the Alphabetical List for each event. This allows members to view their entries and correct entries (events/ownership) before you run the draws.



Event Entries

NCHA COVID-19 SPECIAL WALCHA SHOW

Non Pro Classic Challenge

<u>Owner</u>	<u>Horse</u>	<u>Rider</u>
MRS MAXINE AMBROSE	HI BEAM	MRS MAXINE AMBROSE
MR JEFFREY WARREN BAKER	ONE TIME CRIMSON	MR JEFFREY WARREN BAKER
MISS KYLIE BARNETT-TAPP	YULGILBAR GDAY KITTY	MISS SUMMAR BARNETT
STEPHEN FELTON	SMART LOOK N HONEY	STEPHEN FELTON
MR PAUL FRIEND	PLAYIN WITH ROANIE	MR PAUL FRIEND
MS TONI GAFFNEY	TAPIN THAT	MS TONI GAFFNEY
MR JAMIE INGLIS	THE CAT	MR JAMIE INGLIS
MR JAMIE INGLIS	PHLAMING WHISKEY	MR JAMIE INGLIS
MR BRETT MICHAEL JOHNS	DEE BAR ANGEL BLUE	MR BRETT MICHAEL JOHNS
MS JEANETTE MOSS	BAD HARRY	MS JEANETTE MOSS
MR BRETT PEEL	DARLEA ONE ROYAL CAT	MISS BRODIE JONES
MS MEGAN RICHARDS	QUICK N SMART	MR CAMERON READ
MRS LEANNE ROSE	EB S AUTUMN MOOR	MRS LEANNE ROSE
MR FORREST SAUNDERS	LIQUOR CAT	MRS KIM TAHU
OWEN SHANE SMITH	MISS HOLLYWOOD STAR	OWEN SHANE SMITH
MR MARK SUMMERS	ROC N DRIVE	MISS ANNA SUMMERS
MR MARK SUMMERS	ROC N DRIVE	MR MARK SUMMERS
MRS RENEE WARE	I SEE YOU TOO	MRS RENEE WARE
MR GRANT WICKHAM	BACARDI CAT	MR GRANT WICKHAM
<u>Total 19</u>		

If there is anything that is not right, it can be changed. The scenarios are as follows.

- **Horse ownership.** May be that the owner has transferred the horse with AQHA and not with us. Both systems are not linked. All the member needs to do is fill in the NCHA Transfer Form and send it in.
- **Incorrect event.** You are able to delete this from that event and enter it in the correct event. For those affiliates that have the finance module, if you make any changes to the entries you will need to adjust the members record as well.

SCRATCHINGS

If a member contacts you to scratch their entry before the Draws are done. You will need to do this from **EVENT ENTRY FORMS**. Select your show and **REFRESH**. All the entries received will be list, put the members name in the search box and **ENTER**. This will bring up all entries under their name. Click on the **DETAILS BUTTON** for the correct one. This brings you to another screen and will this will allow you to SCRATCH the Horse/Entry here.

Event Entry Forms

National Cutting Horse Association of Australia

Home / NCHA / Event Entry Forms

[+ Create New Entry](#)

Search Criteria

Programme

[Refresh](#)

Results

Show entries

Search:

Created Date	Show	Full Name	No. Entries
--------------	------	-----------	-------------

No data available in table

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

CONTACT DETAILS

You are able to use the **EMAIL LIST/COMPETITOR LIST EXTRA (CSV)** will give you basic contact information if you need to contact a member for a particular reason. This information is not to be shared and is only used to contact purposes for the show.

MEMBER ENTRIES

All members are able to do the entries for Shows on Icompete but there may be a few that need you to do this for them.

From the below screen, select your SHOW, Members Name and add the events for them

Create Event Entry

Choose a Show, Member and add Event Entries

Home / NCHA / Entries / Create Event Entry

Show

Member

Event	Rider	Horse
There are no event entries, click Add Event to add one.		

Notes

Billing

Your Transaction will be billed at the specified event rates. To Add a payment tick the Add Payment checkbox and enter the payment details.

Entry Date

Add Payment? Payment Amount

Payment Method Payment Receipt

DRAWS

Click on the Draws Button



Draws

Fixture

NCHA COVID-19 SPECIAL WALCHA SHOW (06/11/2020) ▼

Event

Non Pro Classic Challenge ▼

Refresh

Round

Final ▼

Report Export

Draws

Results have been recorded for this Event, you cannot change the Draw.

Draws have been locked for this Event, you must unlock to change the Draw.

Unlock Draw

Generate Draw ▼

Number of Herds

1

Entries in Final

0

Save

Select your Show then the event. You will need to then click on **REFRESH**.

You will then click on **GENERATE DRAW**. To view the draws for each event you will need to click on REPORT. A PDF version will be on the bottom of the Screen. This will allow you to view the draw before you lock them. Icompete has been designed so that the riders are not drawn **BACK-TO-BACK**.

When you are happy with how the draws are you can then **LOCK DRAW**. If there is something that needs to be changed just **UNLOCK** and then make the necessary change.

As you do the draws for each of your events, they will be on the Icompete Calendar that is located on our website. Members are able to view this information.

[Back to Calendar](#)[📄 View Show Brochure](#)[📄 View Draw](#)[📄 View Results](#)

Show: NCHA COVID-19 SPECIAL WALCHA SHOW

Start Date: 6/11/2020

End Date: 8/11/2020

Entry Cutoff Date: 3/11/2020 12:00:00 AM

Late Fee Cutoff Date:

Camping Fee:

JUDGES

You are able to add the members who will be Judging at your event when you create your show. You are able to add them later, will need to be added individually to each event.

The Judges names will be on the Judges Cards.

To Print Judges Cards, Select your **SHOW, EVENT** and **ROUND**. **THEN REFRESH**. Click on Judges Cards

Enter Result Scores

National Cutting Horse Association of Australia

Home / NCHA / Results / Enter Result Scores

Q Search Criteria

Fixture

Event

Round

[Refresh](#) [Print Results \(By Draw\)](#) [Print Results \(By Score\)](#) [Print Judges Card](#)

Draws

Select an Event and Round to Enter Results

RESULTS



Enter Results

The **SCORES/RESULTS** for your Show are able to be entered once each **EVENT/HERD** have been completed.

To do this click on **ENTER RESULTS**, select your **SHOW/EVENT/ROUND** then **REFRESH**. All **COMPETITORS/HORSES** will be in order as per the draw. If a horse **SCRATCHED** just before they competed you can click on the RED SQUARE on the right-hand side of the screen next to their name. When you enter the scores **SAVE** them regularly. Once all the **SCORES** have been entered and reviewed you can select **PRINT RESULTS BY SCORE**.

Enter Result Scores

National Cutting Horse Association of Australia

Home / NCHA / Results / Enter Result Scores

Search Criteria

Fixture

NCHA COVID-19 SPECIAL WALCHA SHOW (06/11/2020)

Event

Non Pro Classic Challenge

Refresh

Print Results (By Draw)

Print Results (By Score)

Print Results (Amateur)

Print Judges Card

Round

Final

Draws

Save

Herd - Draw	Horse	Rider	PETER SHUMACK	
1 - 1	PHLAMING WHISKEY	MR JAMIE INGLIS	69.0	⊖
1 - 2	QUICK N SMART	MR CAMERON READ	72.0	⊖
1 - 3	HI BEAM	MRS MAXINE AMBROSE	66.0	⊖
1 - 4	BAD HARRY	MS JEANETTE MOSS	67.0	⊖
1 - 5	ONE TIME CRIMSON	MR JEFFREY WARREN BAKER	60.0	⊖
1 - 6	DEE BAR ANGEL BLUE	MR BRETT MICHAEL JOHNS	74.0	⊖