GIRA.io – Show Entries Guide v1.0-22-01-27

Use this **GIRA.io Show Entries Guide** to set your show up to accept show entries using the GIRA online software program. Instructions are also on the USA Working Equitation website USAWE.org > Competitions > Competition Resources > Links and Downloadable Forms > **GIRA.iO Show Entries Guide**

Although the GIRA.io system works very well, like all internet-based programs, its functionality depends on having a strong, consistent internet connection. *Did you know GIRA will also generate Dressage, Ease of Handling (EOH) and Speed scoresheets for your show?*

Benefits of using GIRA for show entries	Drawbacks
Entries will populate to your show's Participant List after they're "Accepted" by the show organizer (minimizes time required for manually selecting horse-rider pairs).	GIRA.io Show Entries will **not** accept or process online payments (PayPal, Credit Card, etc). Participants must remit payment directly to show secretary.
	Unable to capture participant emails for mass email show reminders, course maps and other show info.
	Unable to gather liability releases and Coggins.

If you are already set up in GIRA as a show organizer and your show has been set up in GIRA, you may proceed. If not, please request GIRA show set up and organizer access by providing the following information:

For GIRA setup, allow a minimum of two weeks (14 calendar days). Send an email to Competitions2@usawe.org to request your competition(s) be added to USAWE's online show entry, scoring, placement and results system.

To set up your competition in GIRA.io, we will need to know:

- **Region #:**

- **Licensed Show#, Schooling Show or Practice Show** for Dressage-EOH-Speed and, if offered, the separate license# for the Cattle trial since L1 is ineligible to compete.

- **Competition Name** - if your competition has a specific name you'd like used, or is a series of shows, please provide that as well.

- **Facility name and physical address** - where competition will take place.

- **Show Date(s) and Show Start Time(s)** - including time zone, give your best guess for when you're going to want to begin your show (each day if multi-day show). GIRA opens data entry based on show's start date/ time and closes data entry after the show's ending date. Data can only be entered during that designated time period.

- **Show Organizers** - provide the names and email addresses of (2) folks you'd like to be set up as GIRA organizers to be authorized to set up, score, print placings and download the show results excel file(s).

- **Judge(s) name(s) and email address(es)** - If there is more than one judge, indicate whether the judges will split their duties/judge different levels, or whether they will be judging as part of a judge panel, together. List any Shadow Judge(s) and provide their name and email address.

GIRA Show Entries - If you encounter any GIRA issues or have any suggestions to improve this user guide, please send an email to Competitions2@usawe.org

	Setting up your GIRA.io show to accept show entries
1 ☐	**USAWE Competitions GIRA Administrator Task** After a show organizer indicates s/he wants to accept show entries within their show setup in GIRA.io, go to ADMIN > Configuration > * > Competition > Select the championship > Select the Competition > change **Online** to **Y** (enables online entries) and change **Reprises** to **Y** (enables riders to have access to electronic copies of their score sheets when they log into their GIRA account) Click 'Save' and 'OK' after gira.io says 'Competition saved (or modified)!'
2 ☐	**Show Organizer Task** After your show is set up to accept show entries, go to GIRA.io > Configuration > Entries and select/initialize the following show entry options **Level** – click the performance levels offered at your show **Init Date** – enter the date and time (military time) you will **start** accepting show entries **End Date** – enter the date and time (military time) you will **stop** accepting show entries **Notifications email** – enter the email address where you want to be notified of show entries **Max entries** – the maximum number of entries you will allow **Remark** – leave this blank; it's used in the participant entry registration for notes to show manager To save, click the **green +** and 'OK' after gira.io says 'Competition inserted.'

3 ☐	**Show Participant Task**
	
	Instruct show participants who want to enter your show, to create a personal account in GIRA.io
	
	Anyone can do this by clicking on the "login" button and creating an account using their email address and a password they select. They will need to provide their USAWE Membership# and Horse recording#, etc. and GIRA will add them to the system.
	
	Once the show participant has a GIRA.io login, s/he can enter any competition that has been configured for online entries through GIRA by clicking on '**ENTRIES**', then selecting the show they wish to enter.
	
	The participant will be asked to complete the following:
	
	Level – Select their performance Level and Division (Open, Amateur, Youth) – GIRA default is 'Open'
	
	Athlete Nationality* - Select the Country
	
	Rider* - USAWE Membership Name that appears on their membership card, as GIRA will recognize the name from the USAWE Member List and pre-fill the following field
	
	      USAWE# - Rider's USAWE membership# that appears on their membership card
	
	Horse* - USAWE Recorded Horse's full name that appears on the recorded horse list (not barn name) as GIRA will recognize the name from the USAWE Recorded Horse List and pre-fill the following four (4) fields
	
	      USAWE HORSE # - USAWE Recorded Horse#
	
	      Breed – optional, Horse's breed (or 'Grade' if none)
	
	      Breeder – optional, list horse's breeder name
	
	      Owner – optional, list horse's owner name
	
	Remark – participant notes to show manager

	Setting up your GIRA.io show to accept show entries
	Click "Save" After the participant completes all fields and clicks 'Save', the following displays New Entry – participant may enter another rider-horse pair show entry Modify Entry – participant may modify their show entry Cancel Entry – participant may cancel their show entry
4	**Show Organizer Task**
☐	After participant show entry submission, the show organizer can see 'SUBMITTED' show entries when they log in and go to GIRA.io > Configuration > Entries > [select competition] Click the "Entries" link, to display a list of people who have entered show entries online through GIRA The show organizer has a variety of entry "Status" options (**Paid, Canceled, Approved, Not Approved, Waiting List**). ● Selecting "**Paid**" and then saving, marks the horse/rider pair as paid. ● Selecting "**Canceled**" and then saving, removes the participant from the show's Participant list. ● Selecting "**Approved**" and then saving, automatically adds that horse/rider pair into the show's Participant list for that particular show. ● Selecting "**Not Approved**" and then saving, will not add the participant to the show's Participant list. ● Selecting "**Waiting List**" and then saving, places the entry on the show's wait list.

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