



User's Manual

Using the GIRA.io online scoring program for USAWE competitions

If you need help with GIRA before, during, or after your competition, please contact Competitions Committee member Julie Alonzo.

She can be reached by email at GIRA@usawe.org or by text at 530-521-8755.

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REVISION SUMMARY

Revision	Date	Summary of Change
0.0	12/01/20	Original Issue
1.0	8/20/21	Added Cow Trial instructions
1.1	10/04/21	<p>Revised GIRA setup email address</p> <p>Added bookmarked links to each section and to return back to 'Table of Contents'</p> <p>Added revision date to footer</p> <p>Added instructions to ensure Results excel file is named with show's license#</p> <p>Added instructions to notate Scratch, Withdrawn, Disqualified and Eliminated in the Collectives column and score is recorded as 0.00%</p> <p>Starting with 2022 show season, Participant setup should delineate Divisions as Junior, Amateur and Open (to match USAWE membership designation, Leaderboards and Awards)</p>
1.2	10/19/21	<p>Added instructions if show has a Shadow Judge</p> <p>Added definitions of Scratch, Withdrawn, Disqualified and Eliminated</p>
1.3	11/01/21	<p>Added instructions on importance of show date(s) and start/end times</p> <p>Added instructions for separately licensed Cow Trial's data entry and Show Results excel file submission</p>
2.0	12/7/21	Updated guide to match GIRA enhancements
3.0	12/21/22	Updated guide to clarify how to use GIRA for the Cow Trial (if held).

GIRA is designed to be compatible with both Microsoft and Apple computers, but it is not optimized for use with Apple operating systems. Some of the features (such as the voice-to-text comment capture do not currently work on Apple operating systems), although most of the features work well on both Apple and Microsoft machines.

Try using Chrome as the internet browser if you are using a Mac.

USAWE subscribes to the [GIRA.io](https://www.gira.io) online scoring and placing system. It is available free of charge to show management running USAWE competitions as well as schooling shows.

There are several advantages to using the system:

- It automatically provides results to USAWE in the exact format needed for the Awards Program year-end point tracking, reducing the chance of error as we track people's scores within each show season.
- It reduces a lot of the clerical work -- once you "configure" a show, you can print all the scoresheets directly from the system, eliminating the need to hand-write (or type) the show name, competitor information, and judge info. This can save a lot of time!
- It helps reduce errors in scoring and placings. The system automatically adjusts scores and placings for coefficients, disqualifications, withdrawals, scratches, eliminations plus it eliminates the need for an adding machine/tape.
- Because placings are updated automatically as each competitor's scores are entered in the system, it gives people instant-access to information about their ride and helps reduce the strain on the show office and staff.
- Your show (and competitors) will gain international recognition, along with the competitions from other WAWE-member nations.

Learning how to use GIRA takes a little bit of getting used to at first, but once you've tried it, we think you'll become a huge fan. For the first show where you try it out, you might feel more comfortable if you do a "dry run" where you continue to do the scoring/placing like you always have, but then add the [GIRA.io](https://www.gira.io) data entry alongside, to verify first-hand that you have everything working right.

Please don't hesitate to contact USAWE if you have any questions. We're here to help!

If you wish to have a practice show setup, want to use GIRA for your schooling show, or haven't indicated you plan to use GIRA on your licensed show application, contact Julie Alonzo, from the USAWE Competitions Committee, GIRA@usawe.org, no less than 2 weeks prior to the show if you want to use this automated scoring system.

Part I: Basic Info

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1. All users (competition organizers / those doing data entry in the system) must have a username and password. You will use these to access the system to set up your WE competitions. To request your username and password, please contact Julie Alonzo, from the USAWE Competitions Committee at GIRA@usawe.org. Julie will need to have the name(s) and email addresses of up to two (2) people who need data-entry access to your competitions in GIRA.
2. Although the [GIRA.io](#) system works very well, like all internet-based programs, its functionality depends on having a strong, consistent internet connection. Because even the best wireless networks sometimes have ‘hiccups’, **we recommend that you always have paper copies of the scoresheets available and ready to be put into use immediately in case the internet goes down.**
 - a. For competitions without internet, it is possible to enter the scores after the show has ended to ensure that the placings were done correctly and to expedite processing of your show results. Providing your results via GIRA enables the Awards Committee to update the Regional and National Leaderboards much more quickly than they can if you do your scoring manually and provide a hand-entered Excel sheet to Results@usawe.org.
 - b. In recognition of the time savings and increased reliability that comes with results provided through the GIRA.io system, competitions that use GIRA (either during or after their show) to compute results will receive a discount in show licensing fees (\$2 per horse/rider pair competing, vs \$5 for manually-computed results).
3. It is ideal to have a person assigned to enter scores into the [GIRA.io](#) system, which automatically creates the overall results (both online and for printing). Please note that it is not necessary to enter the comments into GIRA.

Part II: Setting up a Competition

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1. Contact the Competitions Committee a minimum of two weeks (14 calendar days) by sending an email to GIRA@usawe.org to request that your licensed competition(s) or schooling shows be added to USAWE’s online scoring system.

To set up your competition, we will need to know:

- **Region #:**
- **Schooling Show or Show license #**
- **Competition Name** - if your competition has a specific name you’d like us to use, 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 Times** - 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 up to two (2) people you'd like to have set up as GIRA organizers to be authorized to set up, score, print results, and download the show results excel file(s).
2. Once we have added your competition to the database, we will email you back to let you know that it's ready for you to configure your Tests, Participants, Start lists, etc.
 3. Using [ADMIN > Database > Athletes](#), make sure all **Athletes** (horses and riders) have been entered into [GIRA.io's](#) Data Base.

If a horse/rider combination is missing from the [Athletes](#) list, add them.

If a horse/rider combo is already in the database at a particular level, you should **not** add them in again. Doing so will create a duplicate entry.

If a horse/rider combo is promoting up to a new level, select **"New Level"** rather than create a new entry for the pair.

USAWA Member # and Horse Recording information is located on the [USAWA.org](#) website under the [Membership & Horses](#) tab.

Disc	Level	FED NR	Horse	FED NR	Breeder	Owner
WE	Introductory	028	Danger Ranger	H1964-017		
WE	Introductory	028	Blue	H2011-188		
WE	Introductory	024	Baldomero 0	H2011-046	Christina Noonan	El Campeon Farms
WE	Introductory	024	Norfeets Will Do	H2000-082	Barbara Cully	Lou Gonda/El Campeon Farms
WE	Introductory	024	El Campeon's Truffles	H2007-095	Christina Noonan	El Campeon Farms
WE	Introductory	204	Cromless Mercedes	H2012-003		Adair Soho
WE	Introductory	065	Danger Ranger	H1964-017		
WE	Introductory		Charger's Valerica			
WE	Introductory	323	Dantu	H2016-100	Fish Avenue Bloodstock	Alex Tyson
WE	Introductory	313	Ecclesiastes	H2016-100		

4. Next, configure your show. Go to [ADMIN > Configuration >](#) to select the competition you want to work on.

Year	Status
2022	>
2022	>
2022	>
2022	>

Your first step will be to assign dates and start times for each of your trials. You do this by selecting **'Tests'** and setting up **one** 'Test' at a time (Dressage, Ease of Handling, Speed and Cow, if offered).

R2 2022 USAWE Shows
 (22-025) Summer Fun Working Equitation Show Series 2022 #10
 06/Nov/2022 📍 Murieta Equestrian Center, 7200 Lone Pine Dr, Rancho Murieta, CA 🇺🇸

Configuration: **Tests** Participants Judges Ease of Handling Speed Start List

Others: Entries Finance Scoreboard Sponsors

G I R A COMPETITIONS - EVALUATION ADMIN - ENTRIES INFO en - weunited@gira.io

Configuration of competition tests

Test

Test
 Dressage

Init Date
 06/22/2019 12:19

Calendar for June 2019:

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Configured Tests

Show 10 entries Search:

Test	Init Date	Arena
No data available in table		

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Configured Tests

Default Arena
 Show 50 entries Search:

Test	Init Date	Arena	Modify
Dressage	08/19/2021 08:00		Close
Ease Of Handling	08/19/2021 13:00		Close
Speed	08/19/2021 16:00		Close
Cow	08/19/2021 18:00		Close

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Don't worry about selecting anything under 'Arena' – that is a part of the system currently under development. Be sure to save (click on the icon green "+" symbol) after you've configured each 'Test' (otherwise your work will need to be re-done). Click 'OK' after GIRA.io says 'Tests saved!'. Repeat this step for each Trial offered.


1. Once you've configured the tests, move to the next option, which is "Participants" to select each competitor.

Configuration of competition participants

Show 10 entries Search: Participants

	Level	Name	Horse	Saddle	Circuit
<input type="checkbox"/>	Children	Taylin Hildreth	Danger Ranger	0	0
<input type="checkbox"/>	Introductory	Abby Johnson	Blue	0	0
<input type="checkbox"/>	Introductory	Abigail Followwill	Norfeats Will Do	0	0
<input type="checkbox"/>	Introductory	Abigail Followwill	Baldomero 0	0	0
<input type="checkbox"/>	Introductory	Abigail Followwill	El Campeon's Truffles	0	0
<input type="checkbox"/>	Introductory	Asaia Soho	Cromless Mercedes	0	0
<input type="checkbox"/>	Introductory	Adeline Magrans	Danger Ranger	0	0
<input type="checkbox"/>	Introductory	Almee Miller	Chargers Valencia	0	0
<input type="checkbox"/>	Introductory	Alex Tyson	Danu	0	0
<input type="checkbox"/>	Introductory	Alex Tyson	Ecclesiastes	0	0

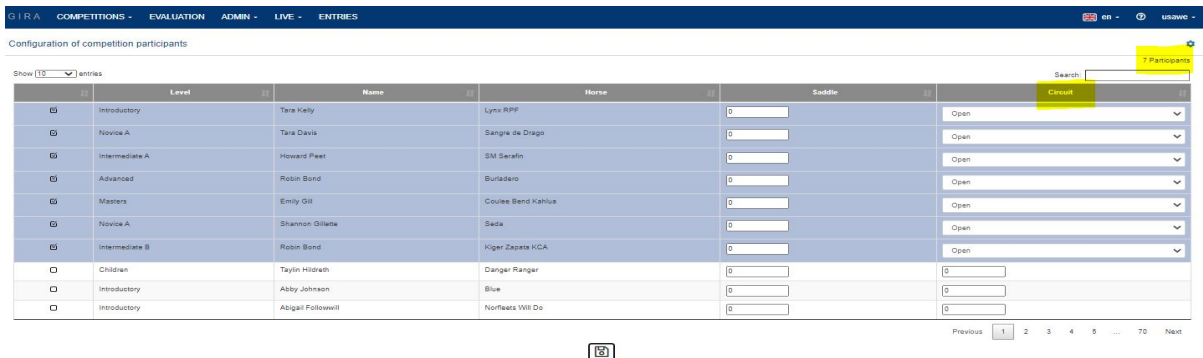
Previous 1 2 3 4 5 ... 70 Next

Use the **Search** box in the upper right side of your screen to enter the name of a horse or rider. It's a "smart" search engine, so will begin to pull up possible matches as soon as you start typing. Once the correct horse/rider (at the correct level) appears, simply click the box to the far left of their name and then hit the "save" button on the bottom of the screen (the old-school computer disk icon). 

PLEASE be careful with the spelling or rider / horse names. If you type in a name incorrectly (or use a barn name rather than the horse's official recorded name), the system will not let us upload your competition results for the Regional and National Leaderboard.

If the rider or horse name does not fill in automatically, go to USAWE.org > [Membership & Horses](#) tab and look up their information under "Current Members" and/or "Recorded Horses".

Please note, it is the show organizer's responsibility to ensure that ALL competitors are members of USAWE or pay a \$50 non-member fee and that all horses are registered with USAWE. It's much easier to get this done before your event than it is to try to track it down afterward. If you are holding more than one competition in a given weekend, you will need to collect the \$50 non-member fee for **each** competition a person competes in.



	Level	Name	Horse	Saddle	Circuit
<input checked="" type="checkbox"/>	Introductory	Tara Kelly	Lynx RFP	0	Open
<input checked="" type="checkbox"/>	Novice A	Tara Davis	Sangre de Diego	0	Open
<input checked="" type="checkbox"/>	Intermediate A	Howard Peet	SM Sarafin	0	Open
<input checked="" type="checkbox"/>	Advanced	Robin Bond	Burkadero	0	Open
<input checked="" type="checkbox"/>	Masters	Emily Gill	Coulee Bend Kahua	0	Open
<input checked="" type="checkbox"/>	Novice A	Shannon Gillette	Seda	0	Open
<input checked="" type="checkbox"/>	Intermediate B	Robin Bond	Viger Zapata HGA	0	Open
<input type="checkbox"/>	Children	Taylin Hildreth	Danger Ranger	0	0
<input type="checkbox"/>	Introductory	Abby Johnson	Blue	0	0
<input type="checkbox"/>	Introductory	Azigail Followell	Norfleets Will Do	0	0

You will repeat this process until you have all your competition Participants "clicked in" to your show. This is also where you will indicate what Division a horse/rider combo is entering. The system uses the word "Circuit" to delineate Division.

GIRA's default Circuit is "Open". You need to update each Participant's Division (Junior, Amateur, Open, Schooling, etc.) according to their show entry form.

Note: Starting with the 2022 Show Season (12/01/22), licensed shows must delineate Divisions (Junior, Amateur, Open); a show should not categorize ALL Participants into one Division called 'Open' as it causes issues with Leaderboard Awards.

Schooling is used for schooling rides and will not be included in national or regional USAWE Leaderboards.

'Team' is used for the Cow Trial.

If you have a late entry, you can go back to this screen at any time (even while your competition is going on) and add competitor(s) to the lineup.

2. The next step is to configure the **Judges** for your event. This part is simple. Just click on the [ADMIN > Configuration > \(select show\) > Judges](#), then select the 'Test' (Dressage first, then EOH, then Speed, then – if offered—Cows), and click on the box next to the Judge's name, indicate their position ("C" is most common), indicate if they are the President of the Jury (if there is only one judge, select "Y", for "Yes", if there is more than one judge, select either "Y " for "Yes" or "N" for "No", then scroll to the bottom of the page and select whether you want to apply this same judge for all the levels "[Save for ALL levels](#)" or "[Only for this level](#)".

If a judge candidate wishes to Shadow Judge, you can indicate that they are shadowing rather than judging in this section of the GIRA system.

Even though judges are not at a letter for EOH, Speed and Cow, **use the same "Position" letter you used for Dressage**; this helps the system keep track of individual judge's scores as they are entered.

definition of competition judges

Test: Dressage | Level: Introductory | Incompatibilities

Show 10 entries | Search

ID	Judge	Position	President
<input checked="" type="checkbox"/>	Carl Schwartz	C	Y
<input type="checkbox"/>	Erica Preet		N
<input type="checkbox"/>	Polly Limond		N
<input type="checkbox"/>	Kim Roe		N
<input type="checkbox"/>	Doreen Atkinson		N
<input type="checkbox"/>	Barbara Price		N
<input type="checkbox"/>	Susan Watkins		N
<input type="checkbox"/>	Tanni Warren		N
<input type="checkbox"/>	Rebecca Algar		N
<input type="checkbox"/>	Nicole Chastain		N

Previous 1 2 3 Next

Only for the level Save it for ALL levels

3. Your next step is to configure the scoresheets for each Trial. To start, choose **Ease of Handling** within [ADMIN > Configuration > \(select show\) > Ease of Handling](#). To do this, you will need the EOH course map(s), to add the obstacles, in the order in which they are used. This is an easy process. You'll need to configure the obstacle list for each Level, but if they are the same, it's super easy – you can opt to have the list "[Save for ALL levels](#)". If they differ, you can apply "[Only for this level](#)." After selecting a 'Level', you just select the obstacle from a dropdown menu that will appear when you click on the button for "[New Obstacle](#)" and "[Insert](#)" them in the order in which they will appear on your course. If you need to change the order, you simply "drag and drop" the obstacles into the position you want them in.

- For **Speed**, configure the scoresheets within [ADMIN > Configuration > \(select show\) > Speed](#) - all you need to enter is the # of obstacles listed on the Speed course map(s), look for total number of obstacles (not the obstacle names) and – if you have the Spear Ring obstacle, the # where the “Replace Pole” appears (if it’s the fifth obstacle in, you would code it as #5). When it’s time to enter the Speed scores, you “+10” if the person spears the ring, and the computer will automatically do a reverse score and remove the ten seconds from their time. You’ll need to configure the Speed list for each Level, but if they are the same, it’s super easy – you can opt to have the list “[Save it for ALL levels](#)”. If they differ, choose “[Only for this level.](#)”

The speed trial is not judged but rather timed, with penalties. Thus, all judges on the panel will have the exact same results. This is how it is handled internationally. To be in alignment with WAWE, USAWE should use a single scoresheet for speed, regardless of the number of judges officiating at a competition.

- For **Cow** (if offered), set up Cow Teams, set up Cow #s, designate a Cow Team for each Cow Trial competitor and designate a Cow# for each Cow Trial Participant.

Use the USAWE manual *Cattle Trial Scoresheet (Team or Individual)* to record the Cow Trial Rider/Horse Time, Penalties, Scratch (SCR), Withdrawn (WD), Disqualification (DQ), Elimination (ELIM), then input team horse/rider data into [GIRA.io](#) **after** Cow Trial is completed.

Manually score the Cow Trial using the Cattle Trial Scoresheet within the USAWE Rules; then enter the data into GIRA, download Show Results for Judge/Technical Delegate approval; then download the Show Results excel file and email it to the Awards Committee.

Set up **Cow Team #s** within [ADMIN > Data Base > Teams](#) - Select ‘New’, insert Team ‘Name’ (i.e., Cow Trial Team 1, Cow Trial Team 2, Cow Trial Team 3, etc.). ‘Save’. Click ‘OK’ after [GIRA.io](#) says Team inserted.

GIRA COMPETITIONS - EVALUATION ADMIN - LIVE - ENTRIES en - Kfr -


TEAMS

Show 10 entries Search:

	Name
<input type="checkbox"/>	Cow Trial Team 1
<input type="checkbox"/>	Cow Trial Team 2
<input type="checkbox"/>	Cow Trial Team 3
<input type="checkbox"/>	Cow Trial Team 4

Previous 1 Next

[New](#) [Modify](#) [Delete](#)

Next, setup **Cow #s** within [ADMIN > Data Base > Cows](#) - Select 'New', insert Cow 'Name' (i.e., Cow 1, Cow 2, Cow 3, etc.). 'Save'. Click 'OK' after GIRA.io says Cow inserted. 

GIRA COMPETITIONS - EVALUATION ADMIN - LIVE - ENTRIES en - usawe -


COWS

Show 10 entries Search:

	Name
<input type="checkbox"/>	Cow 1
<input type="checkbox"/>	Cow 2
<input type="checkbox"/>	Cow 3
<input type="checkbox"/>	Cow 4
<input type="checkbox"/>	Cow 5
<input type="checkbox"/>	Cow 6
<input type="checkbox"/>	Cow 7
<input type="checkbox"/>	Cow 8
<input type="checkbox"/>	Cow 9
<input type="checkbox"/>	Cow 10

Previous 1 2 Next

[New](#) [Modify](#) [Delete](#)

Next, setup **Cow Trial Teams** within [ADMIN > Configuration > \(select show\) > Participants > Team](#) - Simply click the **Team** dropdown box to the far right of each horse/rider name competing in the Cow Trial, choose Cow Trail Team # (assign 3-4 Participants per Team; or if a Participant is individually competing, assign 1 Participant per team) and then hit the "Save" button on the bottom of the screen (the old-school computer disk icon).  Click 'OK' after GIRA.io says Saved Participants!


GIRA COMPETITIONS - EVALUATION ADMIN - LIVE - ENTRIES en - usawe -


Configuration of competition participants

Show 10 entries Search: 0 Participants

	Level	Name	Horse	Saddle	Circuit	Team
<input checked="" type="checkbox"/>	Novice A	Kris Blacklock	Gambler's Jackpot	<input type="text"/>	Amateur	Cow Trial Team 1
<input checked="" type="checkbox"/>	Novice B	Rachel Olson	Adelweiss LK	<input type="text"/>	Amateur	Cow Trial Team 1
<input checked="" type="checkbox"/>	Novice A	Becky Sherven	Lena	<input type="text"/>	Amateur	Cow Trial Team 2
<input checked="" type="checkbox"/>	Introductory	Megan Harrison	Gryffindore	<input type="text"/>	Amateur	Cow Trial Team 1
<input checked="" type="checkbox"/>	Intermediate B	Emily Kemp	Soba TCF	<input type="text"/>	Open	Cow Trial Team 2
<input checked="" type="checkbox"/>	Novice B	Emily Kemp	Good Docs Curry (JR)	<input type="text"/>	Open	Cow Trial Team 2
<input type="checkbox"/>	Children	Taylin Hildreth	Danger Ranger	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Introductory	Abby Johnson	Blue	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Introductory	Abigail Followill	Norfleets Will Do	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Introductory	Abigail Followill	Baldomero 8	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Next, designate a Cow# to each rider/horse within [ADMIN > Configuration > \(select show\) > Cow > Cow](#) - Simply click the **Cow** dropdown box to the far right of each horse/rider name competing in the Cow Trial, designate a Cow # and then hit the "Save" button on the bottom of the screen (the old-school computer disk icon).  Click 'OK' after GIRA.io says Saved Participants!

- The final step in configuring your competition is creating a start list for **each** Trial. You can either do this the “quick and dirty” way using ‘Draw’ (which will activate the online scoring system, but will require your scorer to search for each rider/horse combo from the full list of those entered in the system for their class), or you can take the time to create a start list that will be super accurate (by selecting ‘Draw’, then using the “drag and drop” features included in the system). Both work.

- It’s a good idea to verify that all the information is ready to go before the competition day arrives. To do this, simply go to the **EVALUATION** option at the top of the **GIRA.io** system, select your competition, select **Dressage**, then **Level**, then **Participant**, etc. to verify that your list of competitors looks accurate. **If you forgot any steps above, then you will be unable to see the data entry screens.**
- Please keep in mind that these are LIVE data entry screens** and that if you open any up to verify their existence, you **SHOULD NOT** enter any scores / hit “save” before you’re doing so with actual scores on the day of the competition.

- You can print blank individual competitor Dressage, EOH and Speed scoresheets directly from [GIRA.io](https://www.gira.io) (no need to hand-write!).

To print, go to [ADMIN > Reports > Evaluations > \(select show\)](#), then select the ‘Tests’ (scoresheets) you want to print (Dressage, Ease of Handling, Speed), select ‘[Generate Report](#)’ to download them as a PDF, and send them to your printer.

For the Cow Trial, use the USAWE Cattle Trial (Team or Individual) Scoresheets [USAWE Rules > Appendix C -Scoresheets](#). [GIRA.io](#) does **not generate a manual Cow Trial Scorecard. After the Cow Trial ends, manually enter participant data into GIRA.**

Part IV: Entering Scores During the Competition

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- Be sure that your scorer has the [GIRA.io](https://www.gira.io) web address, username, and password written down in case they need to log back on. Remember to have **both** available - paper copies of the scoresheets **and** the online system ready to use.
- Go to [Evaluation > \(select show\) > Phase](#) (Dressage, EOH, Speed, Cow), [Level](#), [Judge](#), and then the [Participant](#). Once you’ve done this, the data entry screen should appear. If you want to be able to see directives (for dressage) and/or enter comments online, click on the icon green “+” symbol near the top of the screen – this will open up the directives and comment boxes.

GIRA COMPETITIONS - EVALUATION ADMIN - LIVE - ENTRIES en Kris

R5 2021 Shows - Kemp Horsemanship Summer Versatility #2

Dressage
 Ease of Handling
 Speed
 Cow
 Introductory
 Novice A
 Novice B
 Intermediate A
 Intermediate B

Participant: Judge:

Assigned Result: 62.708% ZOOM VALIDATE

#	Points	
1		<input type="text" value=""/>

Exercise Description: A= Enter at working trot X= Halt, Salute. Proceed at working trot. C= Turn right C- B= Working trot

Guidelines: A= Straightness, immobility of X= the halt, quality of the turn, regularity. C= C- B=

Remark:

3. Enter scores (and comments if desired) as the competitor completes each movement. Once all movements and collectives have been entered, hit the “Validate” option at the bottom right of the screen. Use this to have the computer read back each of the scores (HINT: the computer reads quickly; have your paper organized in advance so you are looking at the first score when you hit the “validate” button). If any of the scores are incorrect, “close” the validation window and correct the incorrect score, then check once more using the “Validate” option.
4. If someone fails to successfully complete a trial, choose the appropriate option at the bottom of their Evaluation
 - **Scratch (SCR)** = entered show, but scratched trial before the trial started; horse/rider pair did not start trial
 - **Withdrawn (WD)** = entered show, horse/rider pair entered trial’s arena and started the trial, but horse/rider pair withdrew from trial before completing it
 - **Disqualified (DQ)** = disqualified from trial
 - **Eliminated (ELIM)** = eliminated from competition
5. Then, click the “Done” button at the bottom of the screen. A box will appear on the screen with the total number of points earned for movements/obstacles and collective marks, any errors, and the overall total as well as the percentage (score). Write this info on the paper copy of the score sheet so the calculations are finished.
6. Hit the “Top” button to be taken back to the top of the page. There, select the next competitor, and repeat the process.
7. For EOH and Speed, you might find it easier to use a Tablet rather than a laptop (because it’s a lot more mobile).
8. Class placings are automatically updated as each new competitor’s scores are entered in the system.
9. **If someone scores a ‘0’ on an obstacle**, first click anywhere on the number line to let the system know that you want to enter a score for that movement, and then select the “0” option.

Remember, if a participant earns ≥ 3 zero's in Ease of Handling, the show's scorer must manually assign a DQ in Speed (per USAWE Rules). GIRA will **not** automatically update Speed scoresheet.

- When it's time to enter the Speed scores, you "+10" if the person skewers the ring and deposits it in the return barrel, and the computer will automatically do a reverse score and remove the ten seconds from the time. For penalty seconds, simply indicate the # of the obstacle where the time penalty was earned and click the "+" button to add time.
- For the Cow Trial, enter the manual scorecard scores **after** the cow trail concludes.

Part V: Printing Trial & Overall Results

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Although people can log on and see the preliminary results at any time by going to GIRA.io and selecting your competition from the list of available WE competitions, you still need to print the results for **each** trial so the Technical Delegate (or Judge) can review and sign off on them, and – once this is done – so you can post them within the timeframe required by the rules.

Printing the results from each of the individual trials will provide you with the percentages earned.

Printing the Overall **General Results** provides you with the points earned and subsequent placings, but doesn't include the percentages – for this reason, you should print and post both.

Remember that results must be posted within the timeframe specified in the rules and posting sooner is better.

G I R A COMPETITIONS - EVALUATION ADMIN - ENTRIES INFO en - weunited@gira.io -

WE UNITED OREGON 2019
Memorial Day Weekend WE United Show, Oregon - INDOOR

Open Junior Schooling Maiden

Introductory
 Dressage Ease of Handling Speed General CLOSED

#	Name	Horse	C	%Final	Points
1	Bett Kearl	Luna	64.688 ¹	64.688	8
2	Lisa Flood	Jedi	63.750 ²	63.750	6
3	Pamela Gotham	Rockeros de Orca	60.938 ³	60.938	5
4	Anne Storm	Querida SG	52.812 ⁴	52.812	4
5	Tara Davis	Sangre de Drago	51.875 ⁵	51.875	3
6	Katy Conlin	Cielo	49.688 ⁶	49.688	2
7	Kristine Strasburger	Kodi	--	NP	0

JUDGE: C - Carl Schwartz (President)

Part VI: Downloading and Sending Show Results

WE UNITED OREGON 2019 Memorial Day Weekend WE United Show, Oregon - INDOOR

Open Junior Schooling Maiden

Introductory
 Dressage Ease of Handling Speed General

#	Name	Horse	Dressage	Ease of Handling	Points
1	Bett Keart	Luna	8	8	16
2	Pamela Gotham	Rockeros de Orca	6	5	11
3	Lisa Flood	Jedi	4	6	10
4	Anne Storm	Querida SG	2	4	6
5	Katy Conlin	Cielo	3	2	5
6	Tara Davis	Sangre de Drago	1	3	4
7	Kristine Straasburger	Kodi	5	0	5

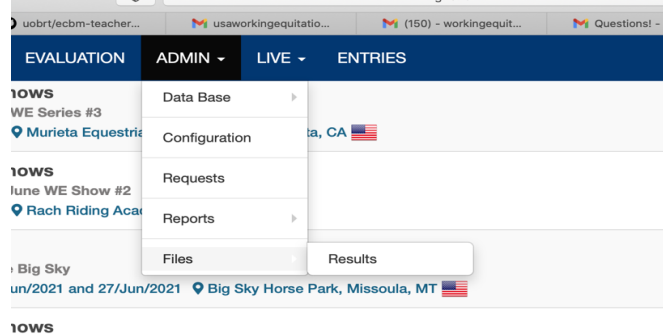
JUDGE: C - Carl Schwartz (President)

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At the end of your competition, use the [ADMIN > Files > Results > \(select show\)](#) to download an Excel file of the results for your competition, formatted in the manner that the USAWE Awards Committee needs. GIRA does **not** automatically email Show Results to USAWE.

Simply download the file, type in the license number for your competition and add the Region where the competition took place and the level of the Judge ("L", "r", "R", or "S"), verify that all rider and horse #s have been filled in (add any that are missing by looking them up at [USAWE.org](#)).

Then send the Show Results file(s) named with your show's license # (i.e. 21-001) as an email attachment to results@usawe.org



NOTE 1: Indicate DQ or WD in the applicable column as appropriate for entries that are disqualified or withdraw.

Competition Name	USAWE Competitions Test - D-E-S	Date	20210910	License Number	21-001	Judge(s)	First Last Name																						
Performance Level (L1-L7)	Rider Name	USAWE Membership No.	Rider Status Youth (Y) Adult (A) Open (O)	Horse	USAWE Horse Recording Number	Dressage			Ease of Handling			Speed			Cattle			TOTAL POINTS	Place										
						Dressage Percentage	Total Collectives	Dressage # Place	Points	ECH Percentage	Total Collectives	Total Number of "0"s"	ECH # Place	Points	Dressage ECH Point Total	Dressage ECH Score Average	Elapsed Time			Penalty/Bonus Time	Final Time	Speed # Place	Points	No. of Penalties	Penalty Time	Elapsed Time	Final Time	Cattle # Place	Points
L3	Rider C Usawe		O	USAWE Horse C		8107.10%	45	3	7	8558.80%	45	100.00%	2	8	154332.20%	203.57	15	218.57	3	7						22	1	4	
L3	Rider D Usawe		O	USAWE Horse B		9718.20%	40.5	5	5	6216.20%	41	200.00%	4	6	113949.40%	225.48	-10	215.48	2	6							19	2	2.25
L3	Rider D Usawe		O	USAWE Horse D		5553.60%	40.5	6	4	6223.50%	50	0.00%	3	7	115938.60%	214.1	35	249.1	4	6						17	3	1.75	
L3	Rider F Usawe		O	USAWE Horse F		6928.60%	55	1	10	DQ	0	0.00%	0	0	103464.30%	218.17	-10	208.17	1	10						20	4	1.5	
L3	Rider E Usawe		O	USAWE Horse E		5882.50%	40.5	4	6	6216.50%	40	300.00%	5	5	114604.70%	0	0	DQ	0	0						11	5	2	
L3	Rider A Usawe		O	USAWE Horse A		6350.00%	45.5	2	8	6794.10%	55	0.00%	1	10	184522.10%	0	0	SCR	0	0						18	6	4	
L3	Rider G Usawe		O	USAWE Horse G		WD	0	0	0	WD	0	0.00%	0	0	0	0	0	WD	0	0						0	7	0	
L3	Rider H Usawe		O	USAWE Horse H		SCR	0	0	0	SCR	0	0.00%	0	0	0	0	0	SCR	0	0						0	8	0	
L3	Rider I Usawe		O	USAWE Horse I		ELIM.	0	0	0	ELIM.	0	0.00%	0	0	0	0	0	ELIM.	0	0						0	9	0	

Part VII: Post GIRA.io Info Sheet at Competitions

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We recommend printing/posting the final page of this user's guide "**SHOW RESULTS AVAILABLE ONLINE IN REAL TIME!**" at any competition where you are using the [GIRA.io](#) system to help people find the results as they are entered.

Please note that people do not see the individual scores for movements/obstacles/collectives. Instead, they see the final percentages, placings, and points earned toward the overall results.

Part VIII: Technical Assistance

If you need help with GIRA before, during, or after your competition, please contact Competitions Committee member Julie Alonzo.

She can be reached by email at GIRA@usawe.org or by text at 530-521-8755.

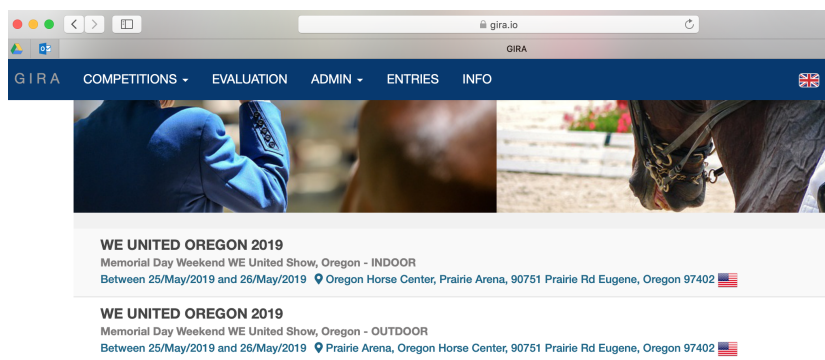
SHOW RESULTS AVAILABLE ONLINE IN REAL TIME!

But are not considered final until officially announced

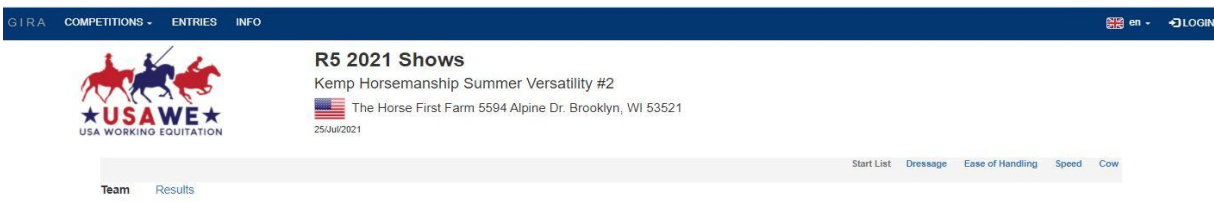
Go to: <https://GIRA.io> (use an internet browser on your phone, etc.)

Select the ENGLISH language by clicking on the British flag (English) in the upper right corner of the website (or learn Portuguese by leaving it at the default Portuguese flag!).

Click on **COMPETITIONS**



Select the USAWE Competition you want to see. When that opens, click on the **RESULTS** link



Select the **Division** (Open, Amateur, Junior, Schooling, etc.), then the Level (Introductory – Masters)

Then the **Trial** (Dressage, EOH, Speed, Cow, General – Overall standings as each trial finishes)

