

## Submitting Outreach Results 101

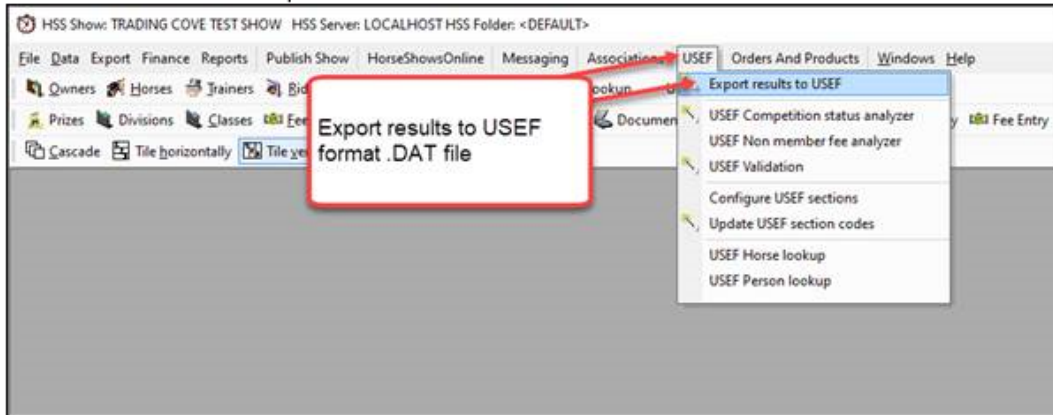
This is a “cheat sheet” for exporting results from some of the more common horse show software programs. The most common format to export results is the .dat file (also known as USEF results on several software versions). The export function organizes all of the information from your show so we can process results.

- **HORSESHOWSONLINE.com**

### **Exporting show results in USEF results file format:**

Show managers using our HSS software can export results in the standard USEF .DAT file format as follows:

1. Open the show in HSS
2. Click the “USEF” menu drop down from the main HSS menu.



3. Click “Export results to USEF”.
4. Select the classes and divisions to export
5. Select the destination folder where the exported data file will be saved.
6. Check / Uncheck any of the option settings as desired.
7. Click the “Export Now” button to create the export file.

The results file is exported and compressed into a standard **ZIP** file and saved to the destination the user specified. The results file can then be attached to an email and sent to the desired recipient ([outreach@ushja.org](mailto:outreach@ushja.org)).

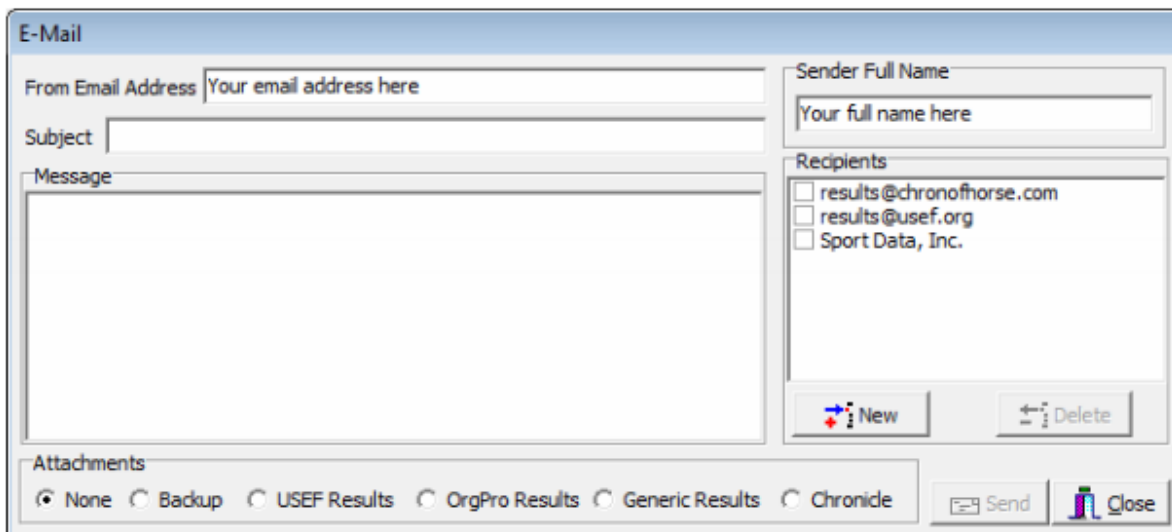
- **SHOWPRO/Horseshowing.com**

The ShowPro users guide is available online at: <https://www.sportdatainc.com/ShowPro.pdf>

You'll want to set up the email function for easiest exporting. This is under the Tools Menu.

You will also need your Outreach competition ID. This was provided to you in your Application Acceptance email. If you do not have it, you can check the [USHJA Outreach Calendar](#). The competition ID is listed in parenthesis after the competition name.

ShowPro has an E-Mail tool that allows you to send electronic results and backups with ease if you are connected to the internet. When you select E-Mail from the Tools menu the following dialog box is displayed...



Your e-mail address **MUST** be entered in the **From Email Address** box, this only needs to be entered one time, ShowPro will remember it for you. Your full name **MUST** be entered in the **Sender Full Name box**, ShowPro will remember this also.

ShowPro comes with three **recipients** already configured, results@chronofhorse.com, results@usef.org and Sport Data, Inc. The Sport Data, Inc recipient is to allow you to easily send a backup to us for support purposes. The results@usef.org recipient is for submitting results to USEF. You can add other recipients by clicking the **New** button and entering the e-mail address.

The attachment options are **None, Backup, USEF Electronic Results, OrgPro Results, Generic Results or Chronicle**. if you select a backup or results option ShowPro will automatically create the proper file and attach it to your e-mail.

You can type any appropriate message in the message box.

To send your e-mail click the Send button. An hour glass will appear while your message is being sent. Depending on the speed of your internet connection and the size of any attachment this may be for several seconds or minutes.

After the completion of your competition, you will want to Verify Your Results. ShowPro will not allow you to export them without verifying them. You can then use the Email Tool to easily export to USHJA or other Affiliates.

## Verifying Results



The Verify Results button, which is on the Results tab of the Classes Screen is used to check for missing results.

When you click the button ShowPro will scan through your classes looking for problems. If it finds what it thinks might be a problem it will stop on that class and select it in the list so you can see in the placings table what the problem might be and have an opportunity to fix it.

If ShowPro stops on a class after you fix the problem click the Verify Results button again, if there are more problems ShowPro will stop on them.

Continue to click the button until you see the following message...



**Note:** Verify Results is not terribly sophisticated and may stop on legitimate ties. It is very useful for finding problems in your results though and should definitely be used.

- **HorseShowTime.com**

To export data for electronic results reporting:

1. Select FILE EXPORT E-RESULTS and choose the desired organization (probably listed as USEF)
2. The electronic results file will be created in your VIEW USERDATA folder
3. Open an email and select recipient ([outreach@ushja.org](mailto:outreach@ushja.org) or [results@ushja.org](mailto:results@ushja.org))
4. Attach desired results

OR:

5. EC results are uploaded directly from the grid that displays when you export the results
6. From that grid: Click FILE -- SENDEC RESULTS. You will get a status message at the bottom of the grid.

Here is an example of the grid:

CompYear	USEFCom...	ClassNu...	ClassTitle	Section...	Combin...	Hunter...	Jumper...	Jumper...	Number...	PrizeMo...	PrizeMo...	Qualifier	Place	ShowN...
2021	USHJA Ev...	9	\$24,00...	3800			1.30	M	0	0	24000		0	0
2021	USHJA Ev...	10	\$10,00...	3800			1.25	M	0	0	10000		0	0
2021	USHJA Ev...	12	\$1,500 ...	3500			1.10	M	0	0	1500		0	0
2021	USHJA Ev...	13	\$1,000 ...	3800			1.00	M	0	0	1000		0	0
2021	USHJA Ev...	11	\$1,500 ...	3300			1.25	M	0	0	1500		0	0
2021	USHJA Ev...	14	\$1,000 ...	3800			0.90	M	0	0	1000		0	0
2021	USHJA Ev...	23	\$1,000 ...	3050			0.91	M	0	0	1000		0	0
2021	USHJA Ev...	22	\$1,000 ...	3050			0.91	M	0	0	1000		0	0
2021	USHJA Ev...	15	\$10,00...	3100			0.91	M	0	0	10000		0	0
2021	USHJA Ev...	25	\$500 L...	3000			0.75	M	0	0	500		0	0
2021	USHJA Ev...	24	\$500 Pr...	3000			0.85	M	0	0	500		0	0
2021	USHJA Ev...	16	\$10,00...	3100			0.91	M	0	0	10000		0	0
2021	USHJA Ev...	17	\$10,00...	3100			0.91	M	0	0	10000		0	0
2021	USHJA Ev...	21	\$1,500 ...	3050				M	0	0	1500		0	0
2021	USHJA Ev...	18	\$1,500 ...	3100				M	0	0	1500		0	0
2021	USHJA Ev...	19	\$1,500 ...	3100				M	0	0	1500		0	0
2021	USHJA Ev...	20	\$1,500 ...	3100				M	0	0	1500		0	0
2021	USHJA Ev...	40	\$500 1...	3800			1.30	M	0	0	500		0	0
2021	USHJA Ev...	41	\$500 1...	3800			1.30	M	0	0	500		0	0
2021	USHJA Ev...	42	\$500 1...	3800			1.30	M	0	0	500		0	0
2021	USHJA Ev...	50	\$500 1...	3800			1.25	M	0	0	500		0	0
2021	USHJA Ev...	51	\$500 1...	3800			1.25	M	0	0	500		0	0
2021	USHJA Ev...	60	\$500 1...	3800			1.20	M	0	0	500		0	0
2021	USHJA Ev...	52	\$500 1...	3800			1.25	M	0	0	500		0	0
2021	USHJA Ev...	62	\$500 1...	3800			1.20	M	0	0	500		0	0
2021	USHJA Ev...	61	\$500 1...	3800			1.20	M	0	0	500		0	0
2021	USHJA Ev...	70	\$300 1...	3800			1.15	M	0	0	300		0	0

Once you click OK, the path to the exported results appears at the bottom of the window.

2021	USHJA Ev...	52	\$500 1...	3800			1.25	M	0	0	500		0	0
2021	USHJA Ev...	62	\$500 1...	3800			1.20	M	0	0	500		0	0
2021	USHJA Ev...	61	\$500 1...	3800			1.20	M	0	0	500		0	0
2021	USHJA Ev...	70	\$300 1...	3800			1.15	M	0	0	300		0	0

C:\horseshowtime\data\USHJA Event Number.dat

When you click View, Userdata they will see the file which is named (event number).dat.

1	Organize	New	Open	Sele
his PC > Acer (C:) > horseshowtime > data				
Name	Date modified	Type	Size	
reports	9/15/2020 10:31 AM	File folder		
shows	2/24/2021 1:02 PM	File folder		
1.dat	3/8/2021 9:28 AM	DAT File	161 KB	
20191207_Thoroughbred_Holiday_Classic...	1/30/2020 3:25 PM	Text Document	2 KB	
20200724_Gem_State_Circuit_AQHA_Res...	8/5/2020 10:27 AM	Text Document	129 KB	
20200812_Sweet_Summertime_Finale_W...	9/18/2020 9:37 AM	Text Document	217 KB	
20210305_Early_Thaw_Show_AQHA_Resul...	3/16/2021 4:11 PM	Text Document	415 KB	
class and ring schedule.csv	10/5/2020 1:10 PM	Microsoft Excel C...	10 KB	
Example 1 Scoreboard_Export.txt	12/3/2020 2:06 PM	Text Document	4 KB	
exhibitors.txt	12/4/2019 11:19 AM	Text Document	1 KB	
HSITP.dat	11/25/2019 10:16 AM	DAT File	1,301 KB	
report.txt	4/25/2021 11:37 AM	Text Document	1 KB	
Scoreboard_.txt	12/3/2020 2:08 PM	Text Document	0 KB	
Scoreboard_191.txt	12/3/2020 2:08 PM	Text Document	1 KB	
Scoreboard_212.txt	12/3/2020 2:08 PM	Text Document	1 KB	
Scoreboard_229.txt	12/3/2020 2:08 PM	Text Document	1 KB	
Scoreboard_238.txt	12/3/2020 2:08 PM	Text Document	1 KB	
Scoreboard_400.txt	12/3/2020 2:08 PM	Text Document	2 KB	
Scoreboard_402.txt	12/3/2020 2:08 PM	Text Document	2 KB	
Scoreboard_403c.txt	12/3/2020 2:08 PM	Text Document	1 KB	
Scoreboard_Export.txt	12/3/2020 2:05 PM	Text Document	4 KB	
show entries.txt	12/3/2020 2:10 PM	Text Document	40 KB	
usef_exhibitor_status.dat	1/9/2021 6:34 PM	DAT File	2 KB	
usef_exhibitor_status.txt	1/9/2021 6:34 PM	Text Document	2 KB	
usef_horse_status.dat	9/23/2020 9:32 AM	DAT File	711 KB	
USHJA Event Number.dat	4/30/2021 10:44 AM	DAT File	165 KB	

Then attach that file to an email to [outreach@ushja.org](mailto:outreach@ushja.org). You will be able to select the file named <event ID number>.dat. If you do not input the Outreach ID, all files will be named USHJA Event Number.dat and will be difficult to identify.