

## Register Rider & Horse to Race

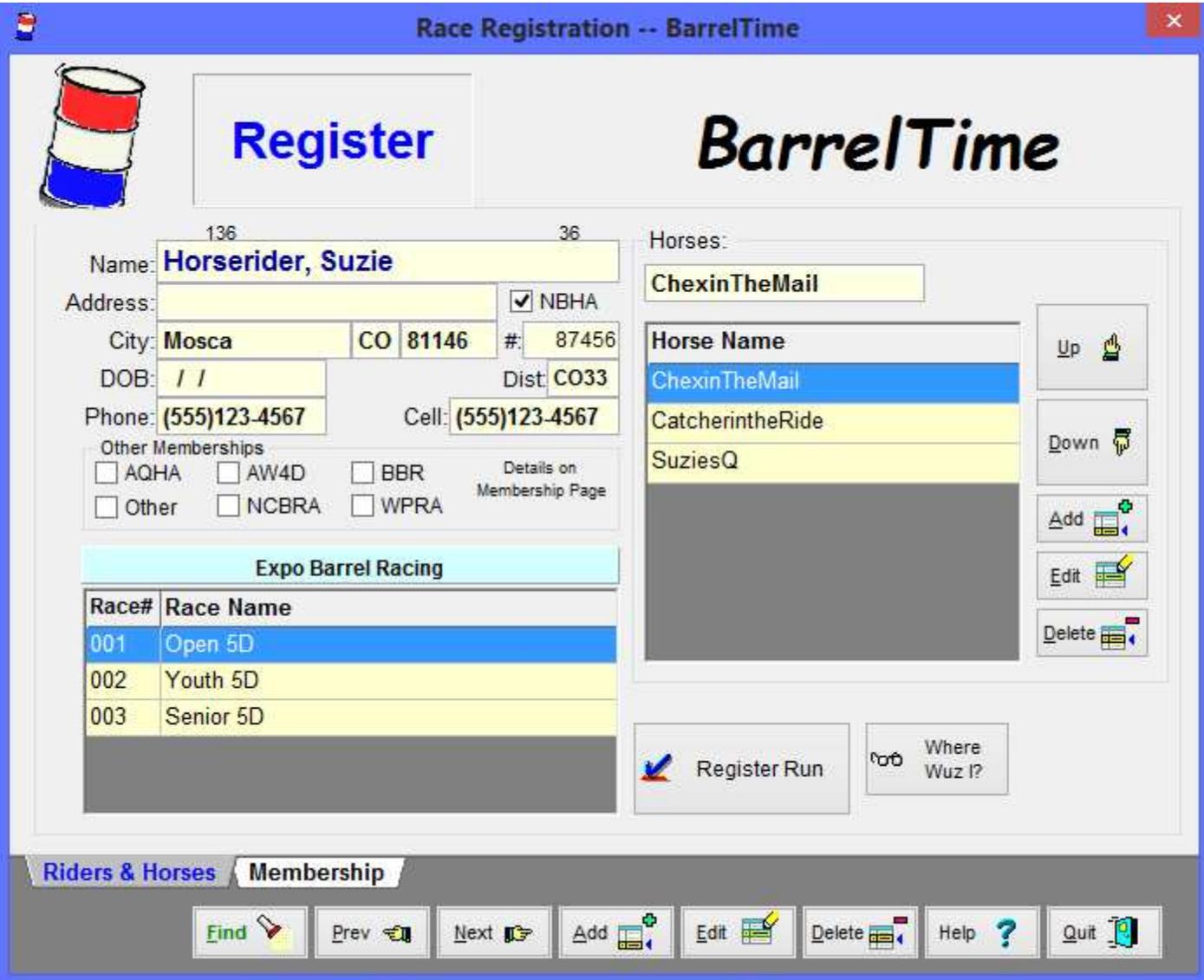
**First -- Set up the Show and Races** as noted under the "Show Set Up" Help Topic. Once the Show and Race information is entered, you can Register the Rider and Horses for the upcoming Show.



**Once the Show and Races are set up** - From the Main Menu select | Register | Race Registration -- Rider & Horse |. First you will be asked to select the Show:

Show#	Show	Arena	City	Date
14003	Expo Barrel Racing	Expo New Mexico		12/05/2014
14002	Expo Barrel Racing	Expo New Mexico		11/24/2014
14001	Expo Barrel Racing	Expo New Mexico		11/14/2014

After Picking the Show, you will be taken to the **NEW** All-in-One Registration Page:



**[Find]** the Rider, **Pick** the Race and Horse, and **[Register Run]**. That's all there is to it!

This **NEW** Registration Page allows you to Find/Add/Edit Rider & Horse Information without leaving the page.

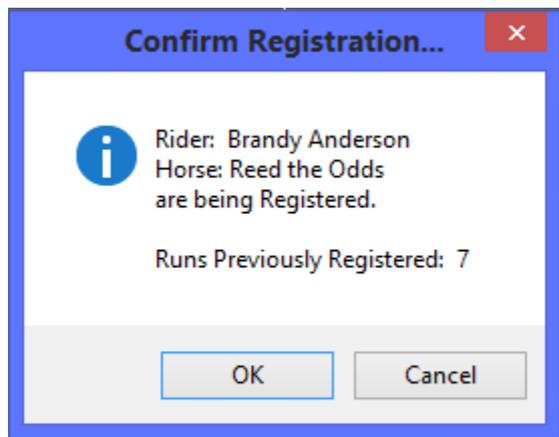
You may be asked if you want to Assign the Run Order (Draw) during Race Registration. The default is **[No]**. **BarrelTime** expects that most users will use **BarrelTime's** "Smart Draw" to set the Run Order. If your club does a "Poker Chip" draw at registration, or uses some other method for setting the run order at registration time, click **[Yes]** in order to input the draw order during race registration.



Next, you get a prompt to confirm that the fees have been paid. Answer appropriately.

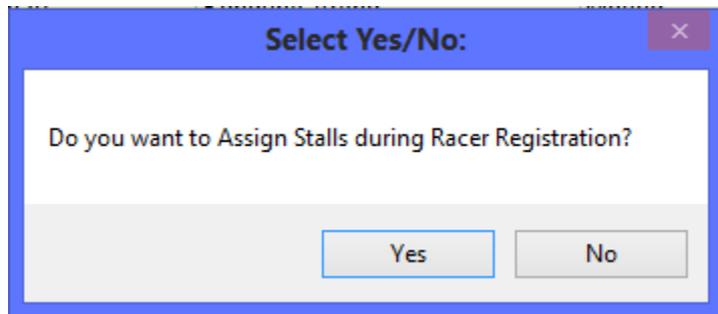


If you try to enter a Rider & Horse twice -- *BarrelTime* will grump at you!



Otherwise, you'll get a Registration Confirmation.

☞ If this **Show** has been flagged for Stall Assignments, you will be asked if you want to Assign Stalls during Racer Registration. You will get this prompt for each race in the show -- but you only Assign Stalls once.



☞ It is faster and easier to do Registration and Stall Assignment in one fell swoop. See the Stall Assignment topic for more details.

When you click **[Find]**, you are taken to the Find Name Page:



You can use the scroll bar for the Rider, but usually it is faster to enter the first few letters of the Rider's last name in the Find Rider field. When the Rider's name appears, click on it, then **[OK]**.

Sounds complicated, but it goes quickly.

| Register | Race Registration -- Rider & Horse |