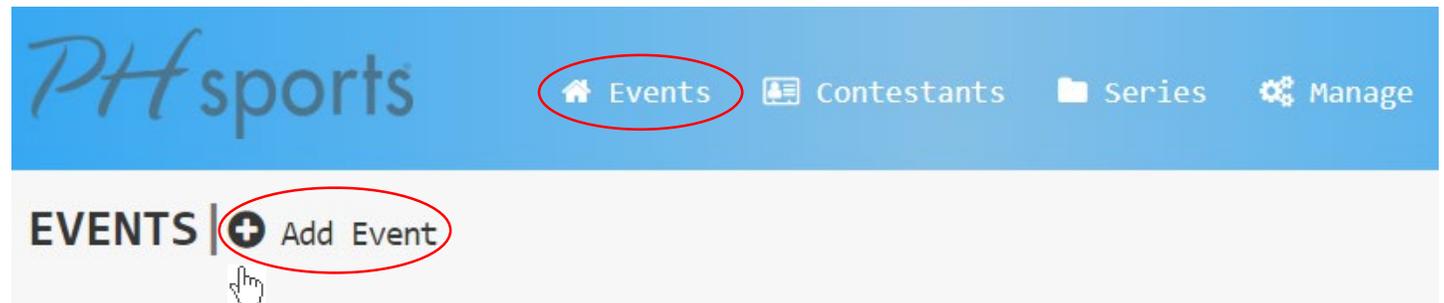
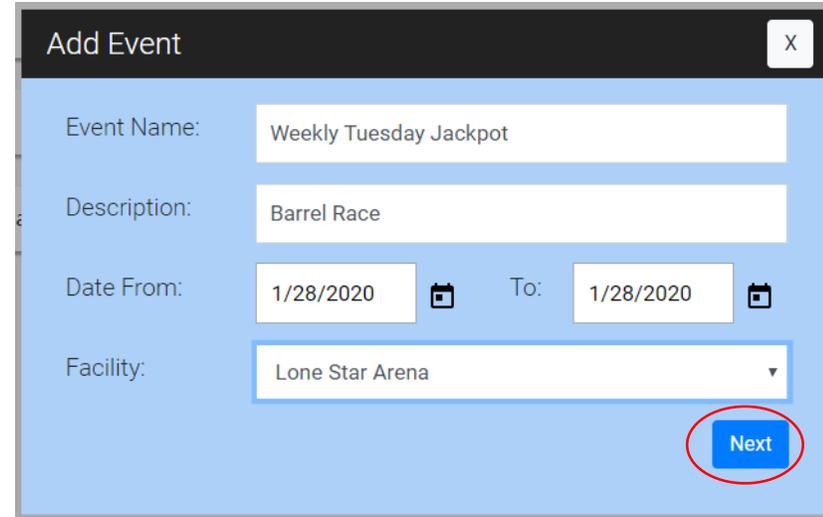


# Creating a Single Race

1) Click on **Events**, then click **Add Event**

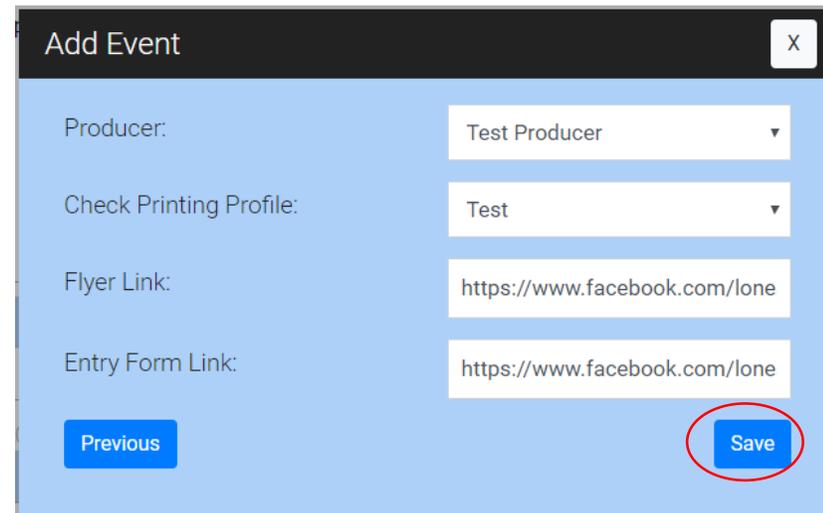


2) Enter your event information in the Add Event box, using **Create New** for Facility or choosing an existing Facility



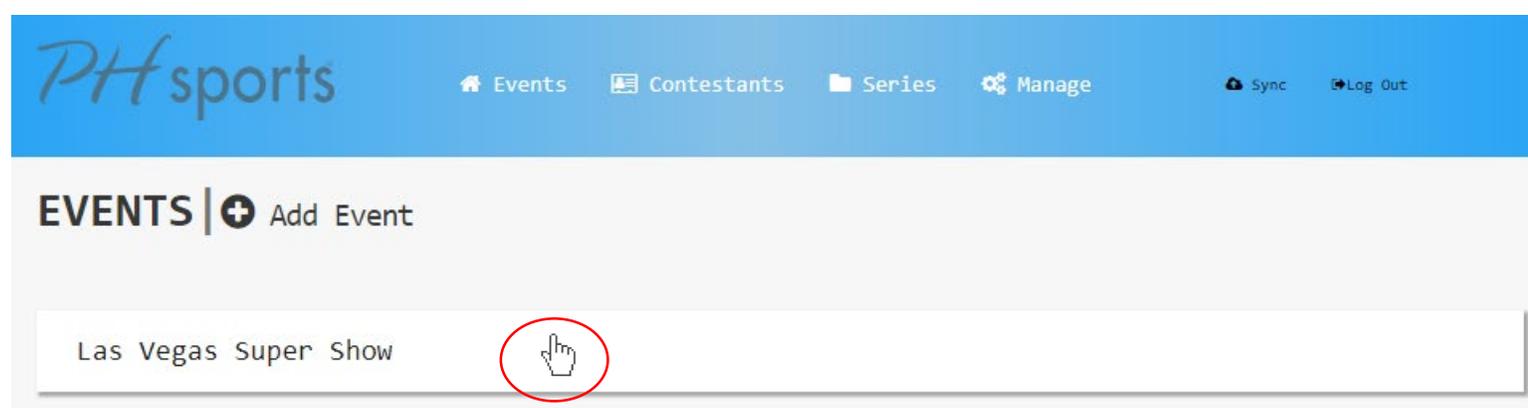
3) Click **Next**

4) Fill out the next screen the same way, adding full URLs by copying and pasting from your web browser for **Flyer Link** and **Entry Form Link**



5) Click **Save**

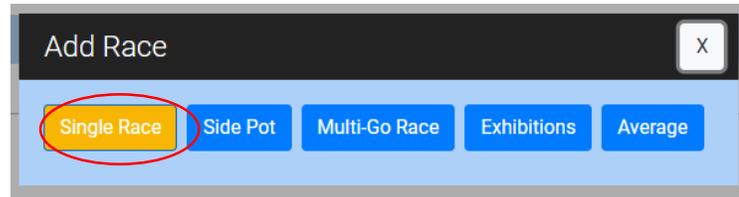
6) The Event you just created will show up on the **Events** screen. Click it to **Expand**.



7) Click **Add Race**



8) Choose **Single Race**



9) Fill out your race information using **Create New** for any custom formats or settings. **Race Config** saves the settings that you choose so that you can select it later on to recreate the same type of race.

The screenshot shows the 'Add Single Race' form. It has a title bar 'Add Single Race' and a close button 'X'. The form contains the following fields and options:

- Race Name: Open 5D
- Race Starts: 1/28/2020, 10:00 AM
- Entries Open: 1/27/2020, 7:00 PM
- Entries Close: 1/28/2020, 10:30 AM
- Arena: Main Arena
- Race Config: Create New

At the bottom of the form, there are two buttons: 'View Race Config Details' and 'Save & Close'.

10) **Class** is used to track points across races. There are some built in classes or you can create your own. If you are not tracking points, you don't need a Class.

The screenshot shows the 'Race Config : Weekly 5D Race' form. It has a title bar 'Race Config : Weekly 5D Race' and a close button 'X'. The form contains the following fields and options:

- Type: Barrel Race
- Format: NBHA 5D
- Affiliate: Select
- Class: Open
- Point Config: NBHA Standard

At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

11) **Enable Penalty Auto No Time** puts all of the hit barrels in a class of No Times instead of letting them fall into the last D. This is the most common choice.

12) **PreDraw and Draw and Run Notifications** are for text and email notifications. They will be sent to the Contestants entered in your race who have the notifications enabled in their Contestant record. **PreDraw Notifications** send as soon as a predraw number is assigned to the Entry. This number is subject to change, especially if you are using the Auto Draw option. The more common practice is only to send **Draw and Run Notifications**. This feature sends a text/email with a draw number when you process your entries and with run information when the contestant's run is saved.

13) **Sync Race to Web and Real Time Race Results** allow your Race and Run information to be sent to myhorsesport.com

14) The built in Payout Configurations can be viewed on the Manage Screen under **Payout Config** and **Payout Dist Type**. The NBHA and BBR Payout Percentages are 80%. You can override this with a percentage of your choice. You can also create your own custom configurations.

15) Click **Finish**

16) Review your race information and click **Save & Close**

Race Config : Weekly 5D Race

- Enable Drag  
Drag every  runs.
- Enable Auto Draw
- Enable Notifications
- Enable Perfs
- Allow run carry overs to other races
- Enable Penalty Auto No Time
- Enable Payout

Race Config : Weekly 5D Race

- PreDraw Notifications
- Draw and Run Notifications
- Sync Race to Web
- Real Time Race Results

Video Feed Providers:

Race Config : Weekly 5D Race

Payout:

Entry Fee:

Payout Config:

- Override Payout Percentage  %
- Added Money \$