

# ShowEntries Ringside

## Overview

ShowEntries Ringside is a free web based app that dog clubs may use free of charge to keep exhibitors informed of the progress of runs in their events. No download is required.

The app runs on Apple and Android smartphones, tablets, and personal computers with touchscreens. It will run on non-touchscreen PC's but some features may not be available.

## Roles

- **Exhibitors** may see the entries and progress of runs for any class in any event. No registration or login is required. There are no exhibitor instructions.
- **Stewards** must sign-in with club credentials to manage club events. Stewards are able to:
  - See all the trials associated with the event
  - Create and maintain messages that exhibitors will see after selecting any trial in the event.
  - See all the classes associated with each trial
  - Check-in exhibitors by class
  - If the club allows, do central check-in by armband (for all classes in the selected trial)
  - Mark that an exhibitor has run in the class
  - Move the exhibitor up or down in the running order in a class
  - NEW in v1.4: see the details for an exhibitor class entry (similar to seeing details for an armband)

Detailed instructions for a steward follow

- **Secretaries** must sign in with club credentials to manage club events. Secretaries are able to:
  - Transfer an entry to a different class in the same event and trial.
  - Secretaries can also manage check-ins, runs, and messages, the same as stewards (but only stewards can move run order in a class)

Detailed instructions for a Secretary follow

## Data Requirements

- A spreadsheet of data with one line per entry in each class, using a supplied template
- This data will be uploaded to the app database and credentials will be provided

Guidelines for organizing your data follow

# Steward Instructions for ShowEntries Ringside app

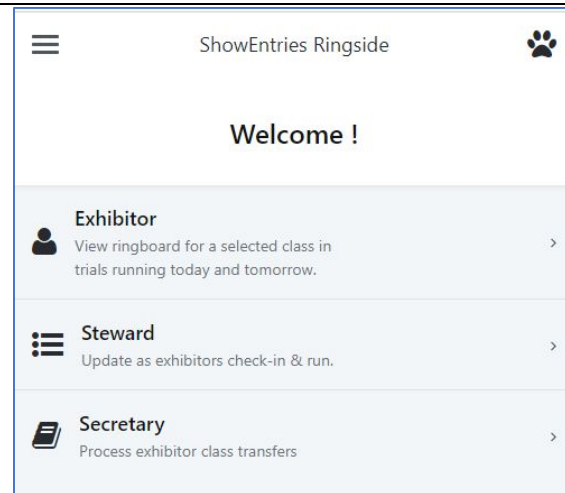
Stewards are able to manage exhibitor status (checked-in, run, etc), run order within a class, and add or maintain event messages to exhibitors.

Open the app on your smartphone or tablet using the QRCode or by the URL  
<https://personal-4dgsiamf.outsystemscloud.com/showentriesringside>



You can save the link on your home screen or as a favorite

Open the app.



Click on Steward and sign in.  
Type your name (at least 5 characters)

For practice you can use event number **137** and code **Demostew**

Your device should remember your credentials when you go back in later



After signing in, you will see the list of trials for your event, and a button to maintain Trial Messages.

The screenshot shows the 'Stewards Trial List' page. At the top, there is a hamburger menu icon on the left and the title 'Stewards Trial List' in the center. Below the title, it says 'Steward: Chris Brooks'. There is a table with the following columns: Club, Trial Date, Competition, and TrialNo. The table contains one row with the values: BRDTC, 17 Nov 2020, Obedience, and 1. Below the table, there are two buttons: 'Back' and 'Trial Messages'.

Click on **Trial Messages**

Click on the **+** to add a new message

Click on a message to edit or delete the message.

The screenshot shows the 'Event Message List' page. At the top, there is a hamburger menu icon on the left, the title 'Event Message List' in the center, and a plus sign icon on the right. Below the title, it says 'ShowEntries Event: 137'. There is a table with the following columns: Date, Time, and Name. The table contains one row with the values: 2020-11-15 21:15:00, Chris, and Open B will use glove 2 and order V. Below the table, there is a 'Back' button.

To add a new message, fill in the details and click **save**

The screenshot shows the 'New Event Message' form. At the top, there is a hamburger menu icon on the left and the title 'New Event Message' in the center. Below the title, there are three input fields: 'SEI Event' with the value '137', 'Message' with the placeholder text 'type the message here. newest messages will be at the top', and 'Timestamp' with the placeholder text 'mm/dd/yyyy --:-- --' and a calendar icon. Below the input fields, there is an 'Author' field with the placeholder text 'set the timestamp, put your name here, then save'. At the bottom, there are three buttons: 'Back', 'Save', and 'Delete'.

To edit a message, make the changes then **save**, or click **delete**

**Edit Event Message**

SEI Event  
137

Message  
Open B will use glove 2 and order V

Timestamp  
11/15/2020 09:15 PM

Author  
Chris

[Back](#) [Save](#) [Delete](#)

Click on a trial date / competition to see classes

**Stewards Trial List**  
Steward: **Chris Brooks**

Club	Trial Date	Competition	TrialNo
BRDTC	17 Nov 2020	Obedience	1

[Back](#) [Trial Messages](#)

The list of classes shows how many runs are still pending. This will change as you maintain exhibitors as having run already.

If your club allows central check-in by armband (applying to all classes for that armband in the trial) you will also see an **Armbands** option button. Click this to do central check-in.

To go back to the list of trials, click the **Trials** button.

Click on a class to see and manage the entries in the class

**Steward Class List**  
Steward: **Chris Brooks**

BRDTC	Trial Date	Competition	Trial#	runs pending
Novice A	2020-11-14	Obedience	1	3
Novice B				9
Open A				9
Open B & Preferred Open				6
Utility A				4
Utility B & Preferred Utility				8
Beginner Novice A				1
Beginner Novice B				5

[Trials](#) [Armbands](#)

On this screen you can change status or move an exhibitor to run in a different run order within the class.

Swipe left then click to

- / Check in
- **A** mark Absent
- Clear status back to **blank**

You can also swipe a long left to set checked-in without having to click

Swipe right then click, or swipe long right, to mark as having entered the ring or having run:

- **X**

The screenshot shows a mobile application interface for a dog show class. At the top, there is a title 'Open B & Preferred Open' and a refresh icon. Below the title, the steward's name 'Chris Brooks' is displayed. The event details are: BRDTC 2020-11-17, Obedience trial 1, and Breed Armband. A list of entries follows, each with a status icon, a number, and a breed name: 63 Border Collie, 79 Golden Retriever, / 77 Belgian Malinois, A 75 Doberman Pinscher, 65 Labrador Retriever, 61 Spanish Water Dog, 60 Shetland Sheepdog, / 68 Australian Cattle Dog. At the bottom, there is a 'List of Classes' button.

You can double-click / double-tap on an entry to see the details for that particular entry:

The screenshot shows the 'Entry Detail' screen for a specific dog. The title is 'Entry Detail'. The event details are: 4PAW 2021-02-14, Obedience trial 0. The dog's details are: Armband 44, Breed Golden Retriever, CallName Stevie, LastName Tisdale, and Jump 20. At the bottom, there is a 'Back' button.

To move a dog in run order, tap once on the breed. The line will highlight in yellow to show the dog selected to move

If you change your mind, or tapped the wrong dog, tap once again and the highlight will go away, indicating the dog is no longer selected

After selecting, choose the dog in the position you want to move to. For example, to move the Lab to run second in the class, tap next on the Golden which is currently running second.

You can move to any position from first to last or in between.

Open B & Preferred Open

Steward: Chris Brooks  
BRDTC 2020-11-17 Obedience trial 1  
Armband Breed

63	<b>Border Collie</b>
79	<b>Golden Retriever</b>
/ 77	<b>Belgian Malinois</b>
A 75	<b>Doberman Pinscher</b>
65	Labrador Retriever
61	<b>Spanish Water Dog</b>
60	<b>Shetland Sheepdog</b>
/ 68	<b>Australian Cattle Dog</b>

List of Classes

After tapping on the target position, the target position line will momentarily highlight in light red, as a visual indication that the move is going to take place

Open B & Preferred Open

Steward: Chris Brooks  
BRDTC 2020-11-17 Obedience trial 1  
Armband Breed

63	<b>Border Collie</b>
79	Golden Retriever
/ 77	<b>Belgian Malinois</b>
A 75	<b>Doberman Pinscher</b>
65	Labrador Retriever

The app will make the change. The Lab moves to position 2, and highlights in green to show the dog just moved.

The Golden moves to position 3 and so on down the list.

At this point you can stay on the screen to move other dogs or mark other dogs checked-in or run or absent.

To go to another class, click on **List of Classes**.

For other information or to return directly to the home screen, click on the menu icon

Open B & Preferred Open	
Steward:	Chris Brooks
BRDTC	2020-11-17
Obedience	trial 1
Armband	Breed
63	Border Collie
65	Labrador Retriever
79	Golden Retriever
/ 77	Belgian Malinois
A 75	Doberman Pinscher
61	Spanish Water Dog
60	Shetland Sheepdog
/ 68	Australian Cattle Dog

List of Classes

The Armbands button takes you to the screen for central check-in.

On this screen you can change status for an exhibitor by armband number.

Swipe left then click to

- / Check in
- **A** mark Absent
- Clear status back to **blank**

You can also swipe a long left to set checked-in without having to click

The new status will apply to all classes in the trial. This applies if your practice is to assign one armband number per dog.

The new status will show after the updates are applied, except that the new status will never override the “has run” status if already set for a specific class.

If this is the case, the status here will show ‘X’, though the status you selected will be applied to any classes in which the exhibitor has not yet run.

Armband	Breed
38	All American Dog
39	Whippet
40	Doberman Pinscher
41	Border Collie
42	Labrador Retriever
43	Dachshund
44	German Shepherd Dog
45	Golden Retriever
46	Belgian Malinois
47	Collie
48	Rottweiler
49	Lagotto Romagnolo
50	All American Dog

You can see the details for any armband by clicking on the entry.

The breed, call name, and exhibitor’s last name are shown, along with the list of any classes in which the dog is entered

Armband	Breed	CallName	LastName
77	Belgian Malinois	Sonic	LoScalzo

Open B & Preferred Open

Utility B & Preferred Utility

Back

For other information or to return directly to the welcome screen, click on the menu icon from any screen





You can

- Return to the welcome screen
- See the explanation of the legend
- Share the QR Code with someone else to use the app



ShowEntriesRingside

ShowEntries Ringside application Copyright  
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[Welcome Screen](#)

Run Status Legend

Share QR Code

Admin functions

Status legends



Legend



Entry  
Status  
Symbol Represents

- not checked in (blank)

A - absent

/ - checked in

X - in ring or finished run

A and X are excluded from the list and count of runs  
pending.

[Back](#)

## Secretary Instructions for ShowEntries Ringside app

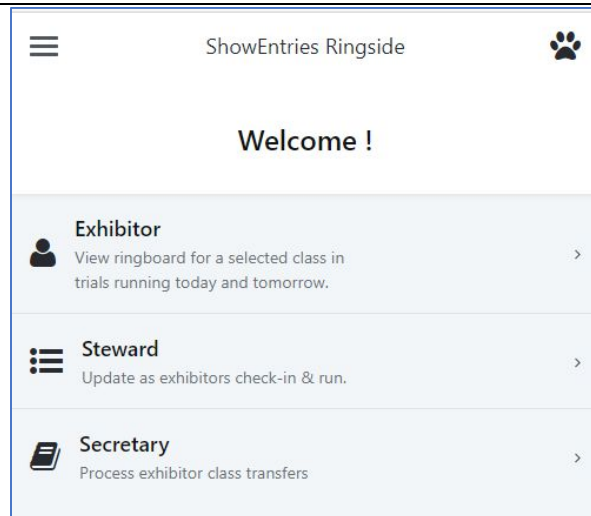
Secretaries are able to transfer entries to another class in the same trial, and can also add or maintain event messages to exhibitors.

Open the app on your smartphone or tablet using the QRCode or by the URL  
<https://personal-4dgsiamf.outsystemscloud.com/showentriesringside>



You can save the link on your home screen or as a favorite

Open the app.



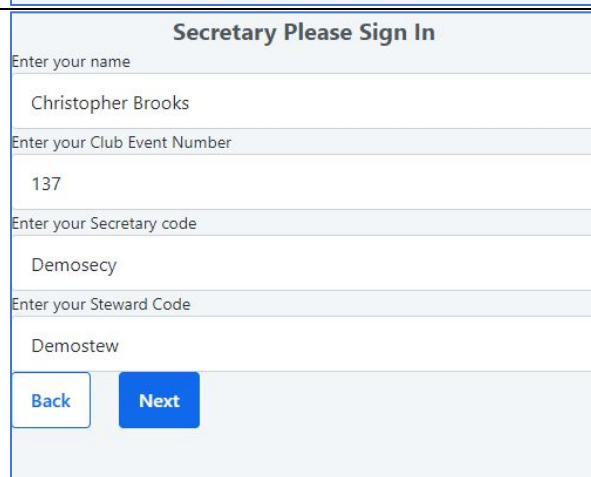
The screenshot shows the 'ShowEntries Ringside' app interface. At the top, there is a hamburger menu icon on the left, the app title 'ShowEntries Ringside' in the center, and a paw print icon on the right. Below the title, it says 'Welcome !'. There are three main menu items, each with an icon and a right-pointing chevron: 'Exhibitor' with a person icon and the description 'View ringboard for a selected class in trials running today and tomorrow.'; 'Steward' with a list icon and the description 'Update as exhibitors check-in & run.'; and 'Secretary' with a document icon and the description 'Process exhibitor class transfers'.

Click on Secretary and sign in. A secretary needs both steward and secretary credentials.

Type your name (at least 5 characters)

For practice you can use event number **137** and codes **Demosecy** and **Demostew**

Your device should remember your credentials when you go back in later



The screenshot shows the 'Secretary Please Sign In' screen. It has a title bar at the top. Below the title, there are four input fields: 'Enter your name' with the text 'Christopher Brooks', 'Enter your Club Event Number' with the text '137', 'Enter your Secretary code' with the text 'Demosecy', and 'Enter your Steward Code' with the text 'Demostew'. At the bottom, there are two buttons: a white 'Back' button and a blue 'Next' button.

After signing in, you will see the list of trials for your event, and a button to maintain Trial Messages, the same as for Stewards.

Club	Trial Date	Competition	TrialNo
BRDTC	17 Nov 2020	Obedience	1

The list of classes is also the same as for stewards.

If your club allows central check-in by armband (applying to all classes for that armband in the trial) you will also see an **Armbands** option button. Click this to do central check-in.

Club	Trial Date	Competition	Trial#	runs pending
BRDTC	2020-11-14	Obedience	1	runs pending

- Novice A: 3
- Novice B: 9
- Open A: 9
- Open B & Preferred Open: 6
- Utility A: 4
- Utility B & Preferred Utility: 8
- Beginner Novice A: 1
- Beginner Novice B: 5

To go back to the list of trials, click the **Trials** button.

Click on a class to see and manage the entries in the class, the same as for stewards with two exceptions:

- Only stewards can change run order in a class
- Only secretaries can move the entry to a different class

On the entries screen for secretaries, you can change status.

Secretary	Club	Trial Date	Competition	trial#	RunOrder
Chris Brooks	BRDTC	2020-11-14	Obedience	1	1

Armband	Breed	RunOrder
77	Belgian Malinois	1
75	Doberman Pinscher	2
68	Australian Cattle Dog	3
65	Labrador Retriever	4
63	Border Collie	5
61	Spanish Water Dog	6

Swipe left then click to

- / Check in
- **A** mark Absent
- Clear status back to **blank**

You can also swipe a long left to set checked-in without having to click

Swipe right then click, or swipe long right, to mark as having entered the ring or having run:

- **X**

The secretary will see run order populated. To move the entry to a different class, click on the entry.

The armband, breed, and current class are shown.

Click on the **To Class** dropdown box arrow.

Edit Entry RunOrder

Armband 45  
Breed Golden Retriever  
From Class Novice B

To Class  
Select Transfer To Class

New RunOrder \* 6

Back Save

The **To Class** dropdown list will populate with all other classes in the same trial.

Armband 65  
Breed Labrador Retriever  
From Class Open B & Preferred Open

To Class  
Select Transfer To Class

Select Transfer To Class  
Novice A  
Novice B  
Open A  
Utility A  
Utility B & Preferred Utility  
Beginner Novice A  
Beginner Novice B

Select the new class

The run order will be set to the end of the class.

Confirm that the selection is correct and click **Save**.

The entry will have been moved.

The steward can change the run order if needed.

Armband 65  
Breed Labrador Retriever  
From Class Open B & Preferred Open

To Class  
Open A

New RunOrder \* 10

Back Save

## Organizing Data for ShowEntries Ringside app

Data is organized in a hierarchy.

- Club** Has a club name and one or more events
- Event** Has a club  
Has an event number and specific steward and secretary credentials.  
  
Can be a single trial, or a set of trials on a day, or for an entire weekend.  
  
The primary reason for setting up with multiple events is to have separate steward and secretary credentials. When signing in, the person will see only the trials associated with that event.
- Trial** Has an event number  
Has a trial date  
Has a trial number on that date (1, or perhaps 1 and 2)  
Has a type of Competition  
Has a set of classes listed for the competition  
  
Naming the competition allows you to determine how exhibitors (and stewards and secretaries) will see classes in the trial.  
  
Typical choices might be to separate **Obedience** and **Rally** so they show only the respective classes. You could choose to show all classes using **Obed / Rally**  
  
You could show **Scentwork** with trial numbers **1** and **2**. Or you could show **Scentwork – AM** and **Scentwork – PM** (each with only trial 1)  
  
The choice is entirely up to the club.
- Class** Has a trial (defined by date, number, and competition)  
Has a class name  
Has a class sort sequence (how the names will be listed)  
Has a set of entries in the class

**Entry**

Has an armband

Has a Trial (defined by date, number, and competition)

Has an event number

Exhibitor details are flexible according to what you want to show:

Has a jump height (or 0 if not applicable)

Has a breed

Has a call name

Has an exhibitor last name (only visible to stewards / secretaries)

**Navigation For exhibitors:**

- Choose a club by name
- Choose from all trials for the club (any / all events)
- Choose a class
- See the exhibitors and progress in the class

**For Stewards and Secretaries:**

- Sign in with credentials
- Choose from only those trials for the event credential used to sign in
- Choose a class
- Choose an exhibitor to manage or move or transfer