

# v2.1 User Manual

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## About v2.1:

Microsoft Excel 2016 or newer, Macros enabled required.

Supports 1D to 5D formats using NBHA, BBR or CUSTOM payout settings, with up to 10 places paid.

Designed to run CLASS 1 as main class with up to three side pots, and CLASSES 2 and 3 as secondary classes with the option to roll times to OR from CLASS 1.

Supports up to 500 entries in a class and up to 1,496 unique event entries. Please note that performance may decrease with a large amount of entries, depending on your computer. It is recommended that you close all other programs while running v2.1 and that you save your work periodically.

# 1. Getting Started

Download the .zip file from the link provided at purchase. Unzip to a familiar location – we recommend creating a folder just for the Excel spreadsheet, as all related files will be saved to this location automatically.

After unzipping, Open the file “Barrel Race Results by goBarrelRace - v2.1\_v\*.xlsm” to get started. If asked, Yes to Enable Macros. It will not work without them!

As a general rule of thumb, blue fields can be edited. All other fields and functions are locked to protect the integrity of the spreadsheet functions.

Type in the name of your race under “EVENT NAME” and click “START NEW RACE”. This will save the spreadsheet with a filename relevant to your race and the current date/time stamp.

## 2. Event Info Sheet

Now that your file has been saved with a name unique to your new race, it's time to get everything set up. Be sure to fill in the Event Date!

### CLASS / SIDE POT SETTINGS:

By default, Class 1 is labeled “OPEN”. You can change the name by filling out the “C1 NAME” field. To enable additional classes or side pots, you must define the associated “NAME” field(s). Doing so will enable them on the entry form, as well as open the Results and Payout sheets.

Set the Split info to change from 1D through to 5D. By default, 5D is enabled on all classes and side pots. Remove the associated Split to change to the next lower division. Split time for each division is the total time from the fast time, not from the previous division.

DIVISION	SPLIT?
1D	N/A
2D	1
3D	2
4D	
5D	

RUNNING AS A 3D

*Example:*

3D with Full Second Splits

Fill out the “ENTRY FEE”, “ADDED MONEY” and “% TO PAY” fields with the info for each class.

## **CLASS SPECIFIC SETTINGS:**

“PAY ON”: This field is useful for producers that take a certain amount off the top of each entry fee and then calculate the payout from the reduced amount. Leave this blank to pay based on the full entry fee.

“Roll TO” or “Roll FROM” drop-down under Classes 2 & 3: Set to “Roll TO” if the class runs before Class 1, and riders can carry their times to it. Choose “Roll FROM” if the class runs after Class 1. Ignore if no roll-over option is needed.

“DRAG CLASS EVERY \_\_\_\_”: Default setting is 5. Changing this setting will alter the row breaks in the corresponding Announcer Sheets.

## **CHOOSE DEFAULT PAYOUT PERCENTAGES:**

Choose between NBHA, BBR or CUSTOM to update all payout calculators to use the associated settings. You can set your own custom settings under the “Set Custom Payout” tab (see Section 7 for more details).

## **AVAILABLE BUTTONS:**

### **“START NEW RACE”**

This will open a dialog to confirm before proceeding. If Yes is selected, the spreadsheet will be saved as a new file using the current Event Name and date/time stamp. Class names and settings will be preserved, and all race entries and times will be reset.

### **“SAVE ALL RESULTS”**

This will open a dialog to confirm before proceeding. If Yes is selected, the results for each class and side pot that have both a name and at least one entry will be saved as a single PDF file. This option is for use once all classes have completed running and all times have been entered. The file will be saved within the same folder as the spreadsheet, and will open after it is prepared.

### **“VIEW SAVED FILES”**

This will open Windows File Explorer to the location that your spreadsheet is saved. Here you can easily locate any files created by it.

### 3. Entries Sheet

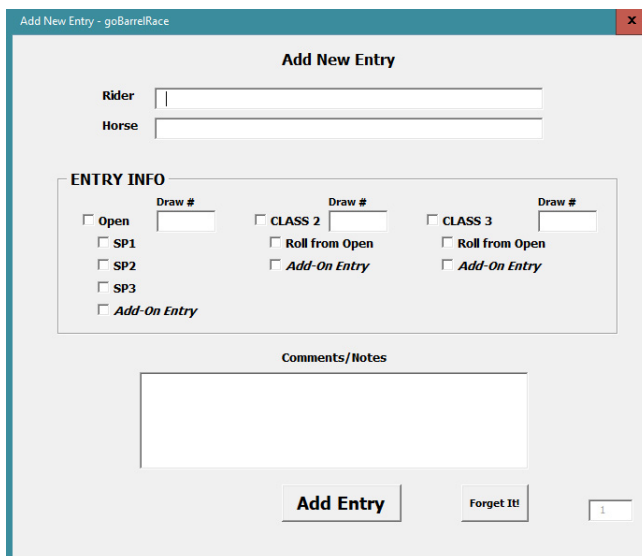
Here is where you will add and update entries, generate draws, and print and save summaries, draws and more.

#### “ADD NEW ENTRY”:

The form that you see will adjust based on what classes and side pots you have chosen to enable. Rider Name is required, all other fields are optional. If you are using chips or some other draw system, you can enter the Draw # as appropriate. Otherwise, leave blank and the draw number will be assigned when the draw is generated. If the pre-draw has already been generated for a class, “Add-On Entry” will automatically be selected. De-select this box to manually assign a draw number. You can also choose “Add-On Entry” for riders that are requesting a later draw.

As entries are added, rider names are added to a database within the spreadsheet and will automatically populate as you type. This helps to ensure rider names are entered exactly the same each time, which is a requirement for the draw generator to properly recognize riders on multiple horses, and therefore give them splits.

#### TIP:



The screenshot shows a window titled "Add New Entry - goBarrelRace". Inside, there's a form titled "Add New Entry". At the top, there are two input fields: "Rider" and "Horse". Below these is a section titled "ENTRY INFO". This section contains three columns of options, each with a "Draw #" label and a corresponding input field. The first column has checkboxes for "Open", "SP1", "SP2", "SP3", and "Add-On Entry". The second column has checkboxes for "CLASS 2", "Roll from Open", and "Add-On Entry". The third column has checkboxes for "CLASS 3", "Roll from Open", and "Add-On Entry". Below the "ENTRY INFO" section is a text area labeled "Comments/Notes". At the bottom of the form are two buttons: "Add Entry" and "Forget It!".

Enter riders with multiple horses in the order they wish to ride. The draw generator maintains this order.

**“EDIT CURRENT ENTRY”:**

This form will edit the record high-lighted in yellow. All classes and side pots are shown, regardless if they are enabled.

If you are adding the rider to a class that the pre-draw has already been generated for, you must either manually assign a draw number, or click the “Add-On Entry” box in order to include them in the add-on draw when it is generated.

To SCRATCH an entry that is NOT receiving a refund, select the corresponding SCRATCH option. This will leave the entry in the payout, but still free up their draw number if you are so inclined to use it. Uncheck the class/side pot box if you are refunding, and this will remove the rider completely.

To DELETE an entry entirely, click the “DELETE” button in the bottom right-hand corner of the “EDIT CURRENT ENTRY” form. This action CAN NOT BE UNDONE – USE WISELY!

**“GENERATE DRAWS”:**

This function should be fairly self-explanatory. A back-up of your file will be saved to the folder where the spreadsheet is located. Buttons are enabled and disabled as appropriate.

Riders on multiple horses will be drawn in the order that they were entered in. While the generator does it's best to provide adequate splits, smaller races or races with riders on more than 3 horses have a more difficult time generating a suitable draw. Riders on multiple horses are grouped into odd numbered groups, and single riders are placed in random groups. They are then assigned random numbers from there and the draw is created. It is recommended that you sort your draws by rider and review all splits. You can move a rider's position if absolutely necessary by clicking “EDIT CURRENT ENTRY” and changing the draw number. You can also click the blue down arrow above the draw column to unlock all entries with draw numbers, and edit directly on the spreadsheet. Don't forget to lock it back when you are done to avoid accidental changes!

If there is issue with the entire draw, it can be re-created by clicking the small text at the bottom of the form. This is not recommended but is included as a fail-safe.

### **“SORT, PRINT & SAVE”**

Mostly self-explanatory. Different options will become available as appropriate. Selecting an option to save will generate a PDF file saved within the same folder as the spreadsheet itself.

### **“SEARCH”**

Enter part or all of a rider’s name to list all matches. Highlight your choice and click “Update Selected Entry” to open the Edit Current Entry form. You can also highlight the result you are looking for, then close the search form to just go to that entry record.

### **“RANDOM NUMBER PICKER”**

Removed in 2.1 release 20200726.

## **4. “RUN ‘CLASS NAME’” Sheets**

Each sheet with the name “RUN ‘*CLASS NAME*” is where you will actually input times for each class. To begin your first class, click the “RUN OPEN” (“RUN CLASS 1”) sheet. Every rider with a draw number will already be located on the sheet based on the “Entries” tab. Entries will be added automatically as they receive draw numbers – the only thing you need to do on this sheet is enter times.

### **INSTRUCTIONS:**

NO TIME – You can enter a NO TIME two different ways. The first is to enter the “would have been” time and to check the box next to it so that it is recorded as such. You must be very careful with this option – if you forget to check the box, the rider will be placed accordingly. The second option is to enter 777. This will record a NO TIME whether the box is checked or not.

SCRATCHES – If the rider is still listed in the draw and will be in the payout, enter 999 to record the entry as a SCRATCH. If you do not want the entry to show in the results and calculate in the payout, you will need to remove the rider from the class on the “Entries” tab by using the “Edit Current Entry” button. If the rider was scratched by checking the corresponding “SCRATCH” box on the “Edit Current Entry” button, they are listed at the bottom of the sheet and a 999 will be recorded for them automatically.

BLANK LINES – In the case of unused draw numbers, there will be a corresponding blank line. Enter “0” (zero) for the time so that the program continues to run correctly for upcoming roll-overs.

ROLL-OVERS – Entries rolling their times from CLASS 1 to/from CLASS 2 or CLASS 3 will appear at the end of the corresponding entry sheet along with scratches. These begin at row 501 and work up.

#### AVAILABLE BUTTONS:

##### “PRINT ANNOUNCER SHEET”

Opens the Print Dialog to print a list of entries in draw order, in groups of 5, with Rider, Horse and a space to hand-write times.

##### “PROCESS SCRATCHES & ROLL OVERS”

This button is included as a fail-safe only. You should not need to use it, as the spreadsheet is set up to automatically carry times from CLASS 1 (Open) to/from CLASS 2 and/or CLASS 3.

## 5. “Results” Sheets

Each sheet with the name “*CLASS NAME’ Results*” is just what you think it is. Here you can see the current standings for classes and side pots, along with the working payout.

The Payout shown in the colored boxes is the default payout based on there being no ties and all places earned. The Payout that is shown in the actual “PAYOUT” column of the results is the on-the-fly payout based on ties, actual placings within a division versus how many placings it calls to pay, and all divisions with placings or not.

#### AVAILABLE BUTTONS:

##### “PRINT RESULTS”

Opens the Print Dialog to print the results on the active sheet only.

##### “SAVE TO PDF”

Saves the results on the active sheet to a PDF file within the folder of the spreadsheet.



## 6. “Payout” Sheets

Each sheet with the name “*CLASS NAME’ Payout*” is where you can further adjust percentages, added money (equal or based on same percentages that divisions are set to), and holes to pay.

CHANGEABLE OPTIONS:

### “EQUAL ADDED”

Default is “NO”. This will pay the Added Money using division percentages. Set to “YES” to divide Added Money equally between divisions.

### “ADDED SPLIT”

Default is 100%. Most producers pay 100% of added money (they should!).

DIVISION SPLITS				
	2D	3D	4D	5D
1D	60%	50%	35%	30%
2D	40%	30%	30%	25%
3D		20%	20%	20%
4D			15%	15%
5D				10%
	100%	100%	100%	100%

### “DIVISION SPLITS”

All percentages can be changed, even when not highlighted in blue.

### “OVERRIDE”

This setting will allow you to pay a different number of places than the overall settings call for. Leave blank to use the default “HOLES TO PAY”.

### PRE-DEFINED SETTINGS

In the lower right corner of each Payout sheet is a drop-down box like the one from the Event Info sheet. You can use this box to change individual Payout sheets to NBHA, BBR or CUSTOM. Useful for shows running classes approved by different associations. NOTE: Using the box on the Event Info sheet changes ALL Payout sheets.

## 7. “Set Custom Payout” Sheet

This sheet will allow you to fully customize the payout settings to your needs. As always, fields in blue can be edited. Be sure to keep everything totaling 100%, or your payout will be wrong.

SETTINGS:

## “DIVISION SPLITS”

Define the percentage that each division is to receive of the payout.

## “EQUAL ADDED”

Set to "NO" to pay the Added Money using division percentages.

Set to "YES" to divide Added Money equally between divisions.

“ADDED SPLIT”

Default is 100%. Most producers pay 100% of added money (they should!).

“PAY SPLIT”

The percentage of the entry fee going to the payout. Many producers use 70%, but take note that many associations require or strongly suggest 80% or more.

“MAX ENTRIES”

Here is where you will define how many places to pay based on how many entries are in the race. You may prefer to use the same break-down no matter if the race is a 1D or a 5D, but be sure to fill in all fields. Enter the maximum number of entries before the program should bump up and pay more places. In the below example, a 2D race with 29 entries would pay three places, and a 5D race with 320 entries would pay eight places.

[illegible]

### “PERCENTAGES”

Define the percentages associated with the number of places that will be paid.

When you are satisfied with your settings, you can click the “APPLY TO ALL PAYOUTS” button if you wish to use the CUSTOM settings on all races. If you would like to apply the settings to individual races ONLY, you will need to visit each Payout sheet and use the drop-down box in the lower right corner. And don’t worry – if you mess something up, you can always default back to NBHA or BBR pre-sets.

## 8. Quick Tips

Blue Fields: You can edit these!

NO TIME: 777 (or would-have-been time & check the NT box)

SCRATCH: 999

Fill in Class and Side Pot names on the Event Info sheet to enable all related sheets. Remove names to disable.

Always use the blue PRINT and SAVE buttons within the spreadsheet itself, NOT the print/save icons in the Excel toolbar/ribbon. There is specific coding to set the headers, footers and print range of every page that will not execute using the regular Excel icons.

Save your spreadsheet to a folder that’s easy to find. You can always do a “SAVE AS” and save it to a location of your choice. All files created by the spreadsheet will then be saved to that location.

Use Ctrl + S every so often to save your work. Excel of course automatically creates backups, but it’s not a bad idea to save it yourself as well.

**TURN OFF MICROSOFT EXCEL AUTO-SAVE:** This feature saves the spreadsheet to Microsoft Live, and any functions that incorporate a save feature WILL NOT WORK. This includes generating a draw, saving results, and more.

## 9. Mac OS Users

Release 20200818 now includes full functionality for Excel 2016 for Mac OS. Due to constraints with this setup, files are auto-saved to the folder “GBRacefiles”. Use the Finder app to locate this folder.

## 10. Support & Customization

While we are always happy to help, goBarrelRace is a small company and we may not always be able to get back to you right away, although we do try our best. We may have time to complete small customization requests – feel free to inquire.

You are welcome to contact us via:

Facebook – <https://facebook.com/goBarrelRace>

Email – [shop@goBarrelRace.com](mailto:shop@goBarrelRace.com)

Refund requests will be granted if received within 7 days of download.

Not responsible for data loss or issues arising from the use of v2.1, although we have done our best to provide a safe and user-friendly solution for producers.