GIRA - USAWE User Quick Reference (07/02/23)

Use this quick-reference guide if you're already familiar on using USAWE GIRA online scoring software program. For new users, download and follow the USAWE GIRA User's Manual < usawe.org > Competitions > Competition Resources > Downloadable Forms > **GIRA.IO User Guide**

Although the GIRA.io system works very well, like all internet-based programs, its functionality depends on having a strong, consistent internet connection. Because even the best wireless networks sometimes have 'hiccups', USAWE recommends that you always have paper copies of the scoresheets available and ready to be put into use immediately in case the internet goes down. *Did you know GIRA will generate Dressage, EOH and Speed scoresheets for your show?*

Most shows use manual scoresheets during the show in all trials, then use GIRA to enter marks (not comments) and calculate the scores for each test; participants receive original manual score sheets (the show management retains copies). Use GIRA to post overall placings, then download and send the show results excel file to the Awards Committee.

For GIRA setup, allow a minimum of two weeks (14 calendar days). Send an email to Competitions Committee member Julie Alonzo (GIRA@usawe.org) to request that your competition be added to USAWE's online scoring system.

If you need help with GIRA before, during, or after your competition, please contact Competitions Committee member Julie Alonzo (primary) or Emily Callihan (back-up support).

Julie can be reached by email at GIRA@usawe.org or by text at 530-521-8755. Emily can be reached by email at competitions3@usawe.org or by text at 408-364-1912.

To set up your competition, we will need to know:

- **Region #:**

- **Schooling Show or Show License #'s**

- **Competition Name** - if your competition has a specific name you'd like us to use, or is a series of shows, please provide that as well.

- **Facility name and physical address** where competition will take place

- **Show Date(s) and Show Start Time(s)** - including time zone - give your best guess for when you're going to want to begin your show (each day if multi-day show). GIRA opens data entry based on show's start date/time and closes data entry after the show's ending date. Data can only be entered during that designated time period.

- **Show Organizers** - provide the names and email addresses of up to two (2) people you'd like to be set up as GIRA organizers to be authorized to set up, score, print results and download the show results excel file(s).

	GIRA Task	GIRA User Guide Page
1 ☐	**Verify and/or setup Rider/Horse Pairs** ADMIN > Database > **Athletes** - Make sure all athletes (horse/rider pairs) have been entered into GIRA's database with **USAWE Member#** (FED NR) and **Horse Recording#** (FED NR) for the **Level** in which they are going to be competing. Verify membership # and recorded horse name (not barn name) matches USAWE records.	6

	If a horse/rider combination is missing from the GIRA *Athletes* list, add them. If a horse/rider combo is already in the database at a particular level, you should not add them in again. Doing so will create a duplicate entry. If a horse/rider combo is promoting up to a new level, select "New Level" rather than creating a new entry for the pair.	
2 ☐	**Setup Tests** ADMIN > Configuration > [select competition] >**Tests** ● Select test & assign date & start time (Init Date) for each trial – one 'Test' at a time – Dressage, EOH, Speed, and Cow (if offered). ● Click 'Save' and 'OK' after gira.io says 'Tests saved!'	6-7
3 ☐	**Select Participants** ADMIN > Configuration > [select competition] > **Participants** ● Use the Search box in the upper right side of your screen to enter the name of a horse or rider. (Click 'Name' or 'Horse' to alphabetize list) ● Click box on far left to select Participant ● Click 'Circuit' to select Division (GIRA default is 'Open'. Per each show entry form, select the participant's Division (Junior, Amateur, Open, etc.) ● If setting up the Cattle Trial, click Team to select Cow Trial Team ● Insert 'Saddle' if a specific bridle/saddle # is assigned for each horse/rider pair	7-8
4 ☐	**Select Judge(s)** ADMIN > Configuration > [select competition] > Judges ● Select the 'Test' (Dressage first, then EOH, then Speed). Select Cows if setting up the Cattle Trial. ● Click on the box next to the Judge's name, indicate their position ("C" is most common) ● Indicate if they are the President of the Jury (if there is only one judge, select "Y", for "Yes". If there is more than one judge, select either "Y "for "Yes" or "N" for "No" ● Then scroll to the bottom of the page and select whether you want to apply this same judge for all the levels ("Save it for ALL levels") or only for the level you have selected in an earlier step ("Only for the level"). Even though judges are not at a letter for EOH, Speed and Cow, use the same "Position" letter you used for the dressage trial; this helps the system keep track of individual judges' scores as they are entered. > The speed trial is not judged but rather timed, with penalties. Thus, all judges on the panel will have the exact same results. This is how it is handled internationally. To be in alignment with WAWE, USAWE should use a single scoresheet for speed, regardless of the number of judges officiating at a competition.	8-9
5 ☐	**Configure Scoresheets for Ease of Handling** ADMIN > Configuration > (select show) > Ease of Handling ● Using EOH course map(s), add the obstacles, in the order in which they are used for each Level	9
6 ☐	**Configure Scoresheets for Speed** ADMIN > Configuration > (select show) > Speed	9

	● Using Speed course map(s), enter total number of obstacles used. If Spear Ring is a course obstacle, the bonus is the # that corresponds to 'Replace Pole'. When it's time to enter the Speed scores, you "+10" if the person spears the ring and successfully deposits ring/pole as Replace Pole'. GIRA will automatically do a reverse score and remove the ten seconds from rider time.	

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	Configure Cow Trial (if offered) – set up Cow Teams, Cow Number, & assign Participants a Cow Team
	
	    Manually score the Cow Trial using the USAWE Cattle Trial Scoresheet USAWE Rules > Appendix C -Scoresheets. Then after Cow Trial ends, manually enter participant data into GIRA.
	
	ADMIN > Database > **Teams**
	    ● Setup # of Teams based on number of Participants
	
	ADMIN > Database > **Cows**
	    ● Setup # of Cows based on number of Participants
	
	ADMIN > Configuration > [select competition]> **Participants** > Team > [assign #]
	    ● Using 'Team', assign Participants competing in Cow Trial their 'Team'
		10-11

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☐
	Create Start List for each Trial
	ADMIN > Configuration > [select competition] > **Start List**
	    ● Select '**Test**' > **Generate Start List** > **Select Test** [repeat for each Trial offered]
	    ● Move Level (or Participants within a Level) by right clicking and drag to desired location
	    ● If using GIRA to generate Start List, insert Judge Break, EOH/Speed Walk Through & 15 min warm up) by right clicking mouse on rider where you want to insert a break > click **New** > click '**After**' or '**Before**' > Select **Break** > Insert **End time** > within **Text**, type in type of break
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	Generate Score Sheets for Dressage, EOH and Speed - after all participants and all trials are setup
	ADMIN > Reports > Evaluations > [select competition], then select the 'Tests' (scoresheets) > Select [All for each option] > 'No' Summary - you also can generate an Individual scorecard, if needed
	    ● Select '**Generate Report**' to download them as a PDF
	    ● Send them to your printer.
	    ● For the Cow Trial, use the USAWE Cattle Trial (Team or Individual) Scoresheet USAWE Rules > Appendix C -Scoresheets as GIRA does **not** generate a manual Cow Trial Scorecard
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Now you're ready to enter scores!		

	Entering Scores	

10 ☐	**EVALUATION** > [select competition] > [Dressage, EOH, Speed, Cow], Level, Judge, then Participant
	
	For Dressage and Ease of Handling,
	● Enter scores (and comments if desired) for each competitor
	● If someone scores a '0', first click anywhere on the number line to let the system know that you want to enter a score for that movement, and then select the "0" option.
	● If someone is unsuccessful in completing a trial, choose the appropriate option at the bottom of their Evaluation
	    ○ **Scratch (SCR)** = entered show, but scratched trial before the trial started; horse/rider pair did not start trial
	    ○ **Withdrawn (WD)** = entered show, horse/rider pair entered trial's arena and started the trial, but horse/rider pair withdrew from trial before completing it
	    ○ **Disqualified (DQ)** = disqualified from trial
	    ○ **Eliminated (ELIM)** = eliminated from competition
	● After all movements and collectives have been entered, hit the "**Validate**" option. Use this to have the computer read back each of the scores
	● Once you have confirmed the accuracy of the data entry, click "**Done**"
	● A box will appear on the screen with the total number of points earned for movements/obstacles and collective marks, any errors, and the overall total as well as the percentage (score). Write this info on the paper copy of the score sheet so the calculations are finished
	● Hit the "**Top**" button to be taken back to the top of the page. There, select the next competitor, and repeat the process
	
	     Remember, if a participant earns ≥ 3 zero's in Ease of Handling, the show's scorer must manually assign a DQ in Speed (per USAWE Rules). GIRA will **not** automatically update Speed scoresheet.
		13-14

☐	**For Speed,** ● Enter min:sec:cent ● Enter penalties and bonus; enter "+10" in the **green #** if the person skewers the ring and deposits, - the computer will automatically do a reverse score. ● Click Eliminated, Withdrawn, Disqualified or Scratch (if applicable) ● Click "**Save**" ● Verify "gira.io says Total Time ###s ##c (#m #.##s) matches manual scorecard ● Click "Close"	
☐	**For Cow,** use manual scorecard from USAWE Rules > Appendix C -Scoresheets ● Enter min:sec:cent ● Enter # of Penalties ● Click Eliminated, Withdrawn, Disqualified or Scratch (if applicable) ● Click "**Save**" ● Verify "gira.io says Total Time ###s ##c (#m #.##s) matches manual scorecard ● Click "Close"	
	After all trial scores are entered, you're ready to print results!	

	Printing Results	
11 ☐	ADMIN > Reports > **Results** [select competition] > Individual > [Division] > [Level]> [Trial] > **Generate Report** • Printing the results from the individual trials will provide you with the percentages earned. Printing the General Results provides you with the points earned and subsequent placings, but doesn't include the percentages from the individual trials – for this reason, you should print and post both. • Print the results for each trial so the Judge or TD can review and sign off. • Remember that results must be posted within the timeframe specified in the rules and posting sooner is better.	15
	After all results are posted, you're ready to download & send the Show Results file!	
	Download Show Results	
12 ☐	ADMIN > Files > Results > [select competition] • Simply download the file, type in the license number for your competition, verify that all rider and horse #s have been filled in (add any that are missing by looking them up at USAWE.org). Add the Region # for the region where your show took place. Add the Judge's level ("r", "R", or "S) • Verify any Disqualification (DQ), Scratch (SCR), Withdrawal (WD) or Elimination (ELIM) is noted in the Collectives column and the % is listed as 0.00% • Then send the Show Results file(s) named with your show's license # (i.e., Results - 21-001 as an email attachment to Results@usawe.org	16
	Thank you for hosting a USAWE Working Equitation show!	
☐	If there are any GIRA issues, please request that your TD report them within your show's **TD Report form** located on USAWE.org > Competitions > Competitions Resources > Downloadable Forms	

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