Show Results FAQ- CSV Upload Guideline

With the development of the **Event Approvals and Show Results Portal**, secretaries now have the tools to upload their approvals and results seamlessly, improving efficiency and accuracy.

Show secretaries and managers can upload their results directly to **ReinerSuite**. This Guideline is designed to streamline operations and empower secretaries with the tools they need for success.

To ensure timely and accurate processing, **CSV files must include the required information in the exact order specified** and match the event approval in **ReinerSuite**. Free training resources and guides are available on nrha.com to assist you with this process.

Our goal is to equip you with everything you need to succeed with this system. If you encounter any challenges, please don't hesitate to contact us—we're here to make this transition as seamless as possible!

"Columns/titles necessary for CSV Import"; Data type to be input.

     i.   **"ShowNum";** Show Number starting in 2012
     ii.   **"ShowName";** Show Name for each slate
     iii.   **"ClassName";** Class Name
     iv.   **"ClassCode";** Class Number
     v.   **"PatternNum";** Pattern Number (Must be numerical.)
     vi.   **"EntryCount";** Number of Entries
     vii.   **"ShownCount";** Number of Horses Show
     viii.   **"GoType";** Go Type (usually 1)
     ix.   **"GoNum";** Go Number (usually 1, 2, or 5)
     x.   **"Horse";** Horse's Name
     xi.   **"HorseNrha";** Horse's NRHA Competition License Number
     xii.   **"Member";** Member's First and Last Name
     xiii.   **"MemberNrha";** Member's NRHA Number
     xiv.   **"BackNum";** Back/Exhibitor Number
     xv.   **"PlaceNum";** Placing
     xvi.   **"TotalScore";** Score (If more than one judge, must be *combined*.)
     xvii.   **"MoneyWon";** Earnings

Example of order*: "ShowNum;ShowName";"ClassName";"ClassCode";"PatternNum"; ...*

NRHA Event Reminders:
- All horses shown in NRHA classes must pay the designated Medication fee. One fee per horse.
- Horse and Rider ID numbers must be NRHA-specific numbers.
- *Category 10 classes will not retain the 5% fee while calculating payouts.*
- *Category 3 Youth classes will not retain the 5% fee AND will not deduct the trophy fee.*

Frequently Asked Questions:

Uploading a CSV to ReinerSuite:
- While a CSV is uploading, it is crucial to maintain an active internet connection. A lost connection during the import process can cause the system to "lock up."
- **After the status changes** from "Importing" to "Auditing", you may safely close out of the ReinerSuite upload screen.

Does ReinerSuite require CSV exports separated by Show or Class?
- No, please include all classes of all shows for each event in a single export.

How/where should a scratch or No Score be displayed in CSV data?
- A scratch can be indicated by the fields "Entry count" & "Entry shown". For example, If there are 17 entered in the class but only 15 showed in that class, it will be displayed as **"17";"15".**
- If the entry's earnings are included in the payout, this entry must still be displayed in the CSV.
- To denote scratches and no scores, use the following score codes
  - -2= Scratched entry
  - -1= No Score

Reminder- The Entry Count and Shown Count fields are per class instead of per event.

Displaying New NRHA Horses:
- New horses should be designated as one of the following: *Please specify the horse that was substituted while checking in the event documentation.*
  - "HorseApplied 1";"674487"
  - "HorseApplied 2";"674488"
  - "HorseApplied 3";"674489"
- The Competition License number and the horse's name must BOTH be altered in the CSV before uploading the file. ReinerSuite cross-references the horse's name and NRHA ID number to verify the profile, minimizing duplication of horses.
- After completing the horse's competition license, NRHA will send the number to the owner and update the results in ReinerSuite.
- An active NRHA Show Secretary can *investigate* horse information through the ReinerSuite "Horse Finder," the NRHA Export or by using the API. The API is set up to directly import from ReinerSuite.

NRHA does not require the horse to be licensed in *Category 10 classes*.
- To upload the CSV, if necessary, alter the horses name and NRHA ID number in the CSV. *Please specify the horse that was substituted while checking in the event documentation.*
  - "Horse not licensed";"535286"

Does the exact spelling of Horse names matter?
- Yes, the horse's name must match the exact spelling as listed on the Competition License. When NRHA receives your upload, the system will flag any misspelled names of horses, members, or riders. Please ensure the names are as accurate as possible when adding them.

Displaying New NRHA Members:
- New members should be designated as one of the following: *Please specify the member that was substituted while checking in the event documentation.*
    - "Member Applied 1";"515477"
    - "Member Applied 2";"515478"
    - "Member Applied 3";"515479"
- The Member number and the member's name must BOTH be altered in the CSV before uploading the file. ReinerSuite cross-references the horse's name and NRHA ID number to verify the profile, minimizing duplication of horses.
- After completing the new membership, NRHA will send the membership card to the person and update the results in ReinerSuite.

Does presentation of member name matter?
- The name can be presented either as "First Last" or "Last, First". However, it must match the spelling and any middle initials exactly as listed in the ReinerSuite data export. It's easiest to get this to match is the API is set up to directly import from ReinerSuite.

Does ReinerSuite require the field names at top line of CSV file?
- Yes, the field names listed at the top of each CSV file are required for proper upload.

Does ReinerSuite need semicolons instead of commons?
- Yes, semicolons are required instead of commas in the CSV file.

Does ReinerSuite require CSV exports separated by Show or Class?
- No, please include all classes of all shows for each event in a single export.

Does the ClassName spelling have to be exact?
- The class name does not need to be a perfect match. The class code is the primary identifier that ReinerSuite will use when uploading. The class name serves more as a confirmation.

Does the ShowNum and ClassCode have to be exact?
- Yes, both the ShowNum and ClassCode must match exactly as outlined in each event's approval.

Does ReinerSuite require the PlaceNum field data to be populated or can it be blank?
- ReinerSuite does require the PlaceNum field to be populated. No field can have blank data. For example, if there are no earnings, the field should display "0.00" instead of being left empty.

Does ReinerSuite require MoneyWon field data or can it be blank?
- Must be a "0" or "0.00" equivalent

Does it matter if the MoneyWon field is not rounded?
- ReinerSuite will round the number to the nearest cent if your program is not already.

How do GoType and GoNum fields work?
- The go type is indicated whether it is a single go or multi go. The go number would be which go it is if it is a multi-go class. For example, if there is a single go, the data would read "1";"1". If it is a multi-go, then it would read 2 (or 3, etc.) for the total number of go's in the GoType, then specifically which go it is for the GoNum.

Thank you for supporting us as we advance into the future with CSV Exports!

If you or your team have any questions about formatting the CSV, please reach out to the NRHA Show Management team by phone at (405)-946-7400, or by email, at Shows@nrha.com*.*