



iCOMPETE TIP SHEET

COMMITTEE DATE APPLICATIONS COMMITTEE PROGRAMME APPLICATIONS

SECTION ONE: CREATE A COMMITTEE DATE APPLICATION

1. **LOGIN** to your Committee's [iCompete](#) profile.

If your Committee does not yet have an iCompete profile [CLICK HERE](#) to create one.

Listed will be all existing committee date applications and their status (1.)

Select **CREATE NEW APPLICATION** (2.)

Affiliate Portal
Dashboard for ABCRA Affiliates

Home / ABCRA / Affiliate Portal

Date Applications

Application No.	Rodeo Name	Date Created	Type	Points Type	Status
	25.6.20	25/06/2020	Team Sorting	Full Points	Declined
	TEST COMMITTEE	29/06/2020	0	Full Points	Declined
741	Test campdraft abcra	11/01/2021	Campdraft	Full Points	Declined

1. →

2. → Create New Application

Rodeo Campdraft Team Sorting Training Other

2. You are now on **APPLY FOR PROGRAMME DATES** screen

From here you need to provide:

- **Programme Name** – *this is your Show Name for example "Tamworth Rodeo"*
- **Programme Type** - Rodeo, Campdraft etc.
- **Events- NOTE:** *Depending on the Event Type that you selected above for example "Campdraft" the bottom section of this screen will update and allow you to specify what events you would like to run.*
- **Points Type** - Full, Percentage etc.
- **3 preferred Start and End dates** for your programme.

Please ensure your preferred Show Date is your number 1 preference.

NOTE: *If you have less than 3 preferred dates you can enter the same date multiple times as these cannot be left blank.*

Once you have entered all the required Show information, press the **green SAVE** button at the bottom right of this screen, see example below.



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Enter a Name for your Programme, choose the type and category and enter date preferences. When you click Save you will be prompted to notify the Zone secretary for date approval. Once a date has been approved by the Zone secretary and the ABCRA you will be able to provide additional information.

Programme Name
Tamworth Campdraft

Rodeo Type
Campdraft

Points Type
Full Points

Enter your date preferences below in preference order.

Start Date
20/03/2021

End Date
21/03/2021

Start Date
27/03/2021

End Date
28/03/2021

Start Date
27/03/2021

End Date
28/03/2021

Please select which events you wish to run:

Open Yes

Ladies Yes

Encouragement Yes

Junior 8-U13 Yes

Novice Yes

Maiden Yes

Juvenile 13-U17 Yes

Open 4 Open No

3. You will now be prompted with a window asking if you would like to **"SUBMIT FOR APPROVAL"**.



Submit for Approval?

Would you like to submit your date preferences for Zone approval?

Once submitted, your Show Date Application will be automatically emailed to your Zone Secretary for approval and the status will have updated on your home screen.

The application will await approval by the Zone Secretary and then by the Association (ABCRA).

Both the Zone Secretary and Association are automatically notified of your Show Date Application submission.

4. After the Show Date Application is approved by both the Zone Secretary and ABCRA it will move FROM DATE APPLICATION SECTION to the **PROGRAMME APPLICATIONS** section on your home screen – *example below*.

↓

Application No.	Programme Name	Programme Date	Programme Type	Points Type	Status
1429	New text 321	02/01/2020	Submitted	Rodeo	<input checked="" type="checkbox"/>
1430	Test text test text	02/01/2020		Campdraft	<input checked="" type="checkbox"/>
1431	Rodeo Bonanza	01/01/2020		Rodeo	<input checked="" type="checkbox"/>

See the following pages for PROGRAMME APPLICATION steps now required.



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SECTION TWO: CREATE SHOW PROGRAMME APPLICATION

1. **LOGIN** to your Committee's [iCompete](#) profile.

2. Scroll to **PROGRAMME APPLICATIONS SECTION**. **CLICK THE EDIT BUTTON**



for the relevant program you wish to set up.

3. **ENTER**

a. entry open and close dates

		ENTRIES OPEN	ENTRIES CLOSE
RODEO	Standard entry	9am Tuesday the week before your show	5pm Friday the week before your show
	Late entry (Late fee applies)	5.01pm Friday the week before your show	12pm Monday week of your show
CAMPDRAFT	Standard entry 2 weeks prior to Show	10 am Tuesday	5 pm Wednesday

b. Any maximum 1st round runs per competitor (campdraft only)

c. Contact name/Show details

d. GST Status & ABN if applicable

e. Events (This is where you will enter prizemoney and formulate your entry fees, formerly manual Worksheet)

Click **ADD EVENT TO PROGRAMME & ENTER PRIZEMONEY COMMITTEE RETAINER (funds you keep from the entry fee)**. Press **TAB** to auto-populate the Total Nomination fee. The entered information is subject to ABCRA Rules and requires Head Office approval.

Event	Prizemoney	Committee Retainer Max 3%	Stock Levy	ACC Levy	National Trophy Levy	First Aid	Total Noms	Add Event to Programme
LADIES CAMPDRAFT	500.00	10.00	15.00	0.75	0.75	2.00	28.50	Remove Item

f. Add Judge information (This may be entered at a later date if you do not know at this point)

4. Select **SAVE DRAFT** to edit later. **SUBMIT TO ABCRA** when you have finalised the Programme application. The status of your application will now change to "Submitted"

5. Once Head Office approved, your programme application WILL MOVE down to the third section PROGRAMMES.

To edit or access all the relevant functions for your approved program you will now use the **LEFT SIDEBAR PROGRAMMES** Button>**ACTIONS** for the relevant programme.