Set Up Show Office and Announcer

**Master Computer and Local Printer**
1. Connect power cord to computer and plug power cord into wall outlet
2. Connect printer to serial port on computer and plug printer power cord into wall outlet.
3. Connect gray Ethernet cable to computer
4. Turn on printer
5. Turn on computer
6. Logon to computer when prompted
7. Open the Horse Show Management program as follows
   a. Open “Windows Explorer”
   b. Open “My Computer”
   c. Double click “Local Disk (C):”
   d. Open “4HHorse Program” folder
   e. Open “Point Shows” folder
   f. Open “Database” folder
   g. Double click on “20104H_HSMV5_0.mde”
   h. Select “Registration”

**Slave Computer and Ethernet Hub**
1. Connect power cord to computer and plug power cord into wall outlet
2. Connect power cord to network hub and plug power cord into wall outlet
3. Connect gray Ethernet cable to network hub
4. Connect one end of yellow Ethernet cable to network hub and the other end to the computer
5. Turn on network hub
6. Turn on computer
7. Logon to computer when prompted
8. Open the Horse Show Management program as follows
   a. Open “My Computer”
   b. Double click “4HHorse Program”
   c. Open “Point Shows” folder
   d. Open “Database” folder
   e. Double click on “20104H_HSMV5_0.mde”
   f. Select “Announcer”
   g. Set current show
**Show Office Procedures**

**Registration procedure**
1. Verify Coggins is negative and was drawn within the previous year – if Coggins is not valid, they can not show and must remove the animal from the grounds immediately.
2. Verify helmet has an SEI/ASTM approved sticker in it – if no sticker exists or it can not be read, then they can not show in that helmet; Put a tie wrap on the left side of the approved helmet.
3. Verify that Entry Form is completely filled out.
4. Verify kid and horse (Horse ID form on file) are BOTH enrolled in the 4-H Program.
5. Closed checks should be placed in the Cash Box.
6. Open checks should be attached to the Entry Form until closed out.
7. All class scratches and adds must be effected by submitting an add/scratch sheet. This sheet should be attached to the original Entry Form.
8. Exhibitors only pay for classes shown in (that is, no charge for scratches).

**Cash box procedure**
Cash boxes should be counted and recounted.
Count results should be documented on provided form.
Cash boxes should be picked up by organization Treasurer or designated representative.

**Registration equipment/supplies returned to Cocoa Extension**
2 laptops in cases
1 network hub including power cord and short, yellow Ethernet cable
PA system including microphone
Show box including walkie talkies
Left over ribbons and trophies
Electronic game timer and long cable

**Equipment/Paperwork given to Barbara Nagle**
Entry forms
Judges cards and score sheets
1 HP printer including power cord and serial cable
1 power strip
Announcer Instructions

General
The announcer will set the tone and the pace for the show. So there are really only two rules: (1) communicate, communicate, communicate, and (2) do it with a smile in your voice.

1. Keep the public and exhibitors informed of the progress of the show as much as possible.
2. Maintain focus on important items and screen out background distractions.
3. Be prepared to give appropriate instructions in an emergency.

Specific
1. You will start work promptly 30 minutes before the first class of the day is scheduled to start.
2. Before you start announcing, test the PA system and your walkie-talkie.
3. Begin announcing by:
   - Welcoming everyone
   - Announcing the judge(s) for the day
   - Thanking the host club(s) and the many volunteers
   - Telling the public exactly what time the show will start
4. Announce that exhibitors must present their helmet and their Coggins papers with their show entry form to the registration booth to enter the show events.
5. Announce that all exhibitors are required to wear an SEI/ASTM approved safety equestrian helmet with fastened chin harness in all classes and all warm-up and make-up areas. This pertains to the entire show grounds from the time of arrival until departure. Note that the helmet must have the SEI/ASTM approved sticker physically attached (inside the helmet), and it must be readable. The helmet must be worn when both handling the horse on the ground and when mounted.
6. Encourage schooling hunters to adhere to the “Hunter Ring Etiquette Rules” available at registration.
7. Announce where awards may be picked up.
8. Announce which gates will be used for entry and exit.
9. Announce that no coaching is allowed from the rail while exhibitors are showing. Coaching may be cause for the exhibitor to be disqualified from the class.
10. Begin calling for the first class of the day or the first class after a break, 15 minutes before the class is scheduled to start, this is the first gate call. Give the second gate call 5 minutes before the class is scheduled to start.
11. Call for the next class to check in when the previous class is entering the arena.
12. All gate calls should include the number of the class and the name of the class.
13. All gate calls should call by exhibitor number.
14. Allow only one minute for gate calls once the class is entering the arena.
15. Announce class placings 1 through 6 in reverse order starting with 6th place. Announce exhibitor number, exhibitor horse and exhibitor name.
16. If you are announcing a timed speed event, you will announce the exhibitor’s time at the completion of their run.