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## How To Guide: Uploading CSV Show Results

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<b>Step 1: Login</b> .....	2
<b>Step 2: Click on Events</b> .....	3
<b>Step 3: Your Event Page</b> .....	4
<b>Step 4: Import CSV</b> .....	5
<b>Step 5: Editing CSV Format- NotePad</b> .....	6
<b>What does a properly formatted CSV look like?</b> .....	7
<b>Step 6: Sending documentation to NRHA</b> .....	8
<b>Note From NRHA</b> .....	9

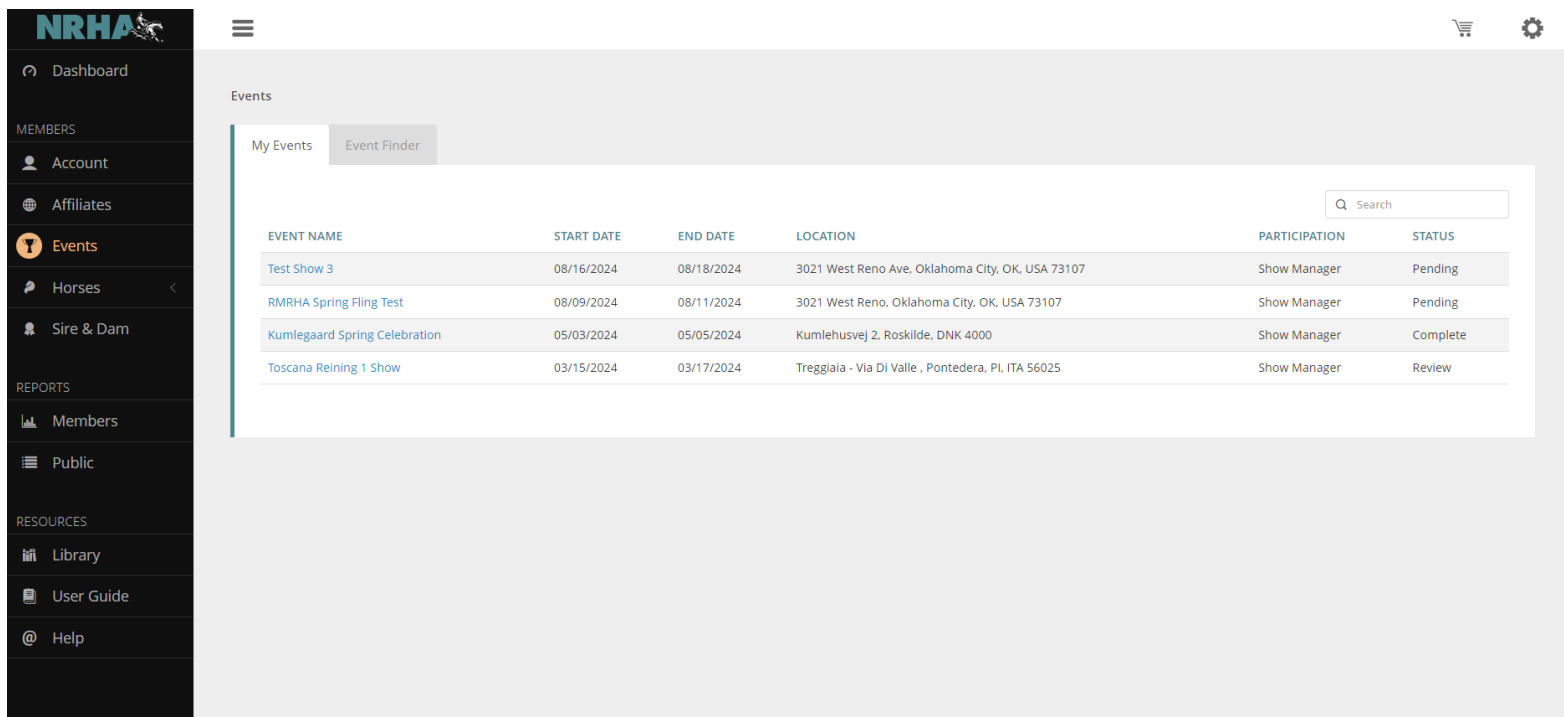
# Step 1: Login

- Once you are ready to upload your show results, you will first log in to your ReinerSuite account. This will bring you to your dashboard.
- From here, you can click on “Events” on the left-hand side.

The screenshot shows the NRHA ReinerSuite dashboard. On the left is a dark sidebar with the NRHA logo at the top. Below the logo are menu items: Dashboard, MEMBERS (Account, Affiliates, Events, Horses, Sire & Dam), REPORTS (Members, Public), and RESOURCES (Library, User Guide, Help). The 'Events' item is circled in red. The main content area is titled 'Dashboard' and features a large image of a rider on a brown horse in an arena. Below the image is a profile card for Lauren Waymire, a member, with contact information and earnings. To the right of the profile card is a 'REINERSUITE' logo. Below the profile card is a 'RHF Donation' section. On the far right, there are three panels: 'ReinerSuite' with a welcome message, 'Event Countdown' listing three events with their respective logos and days remaining, and 'Event Calendar' for May 2023 with dropdown menus for 'All Countries' and 'All States'.

## Step 2: Click on Events

- This will pull up two tabs, “My Events” and “Event Finder”.
- The tab “My Events” will list all events you have either submitted or are currently listed as the Show Secretary or Manager for.
- You will want to stay on the tab “My Events”
- Once you are here, you can click on your event.



EVENT NAME	START DATE	END DATE	LOCATION	PARTICIPATION	STATUS
Test Show 3	08/16/2024	08/18/2024	3021 West Reno Ave, Oklahoma City, OK, USA 73107	Show Manager	Pending
RMRHA Spring Fling Test	08/09/2024	08/11/2024	3021 West Reno, Oklahoma City, OK, USA 73107	Show Manager	Pending
Kumlegaard Spring Celebration	05/03/2024	05/05/2024	Kumlehusvej 2, Roskilde, DNK 4000	Show Manager	Complete
Toscana Reining 1 Show	03/15/2024	03/17/2024	Treggiaia - Via Di Valle, Pontedera, PI, ITA 56025	Show Manager	Review

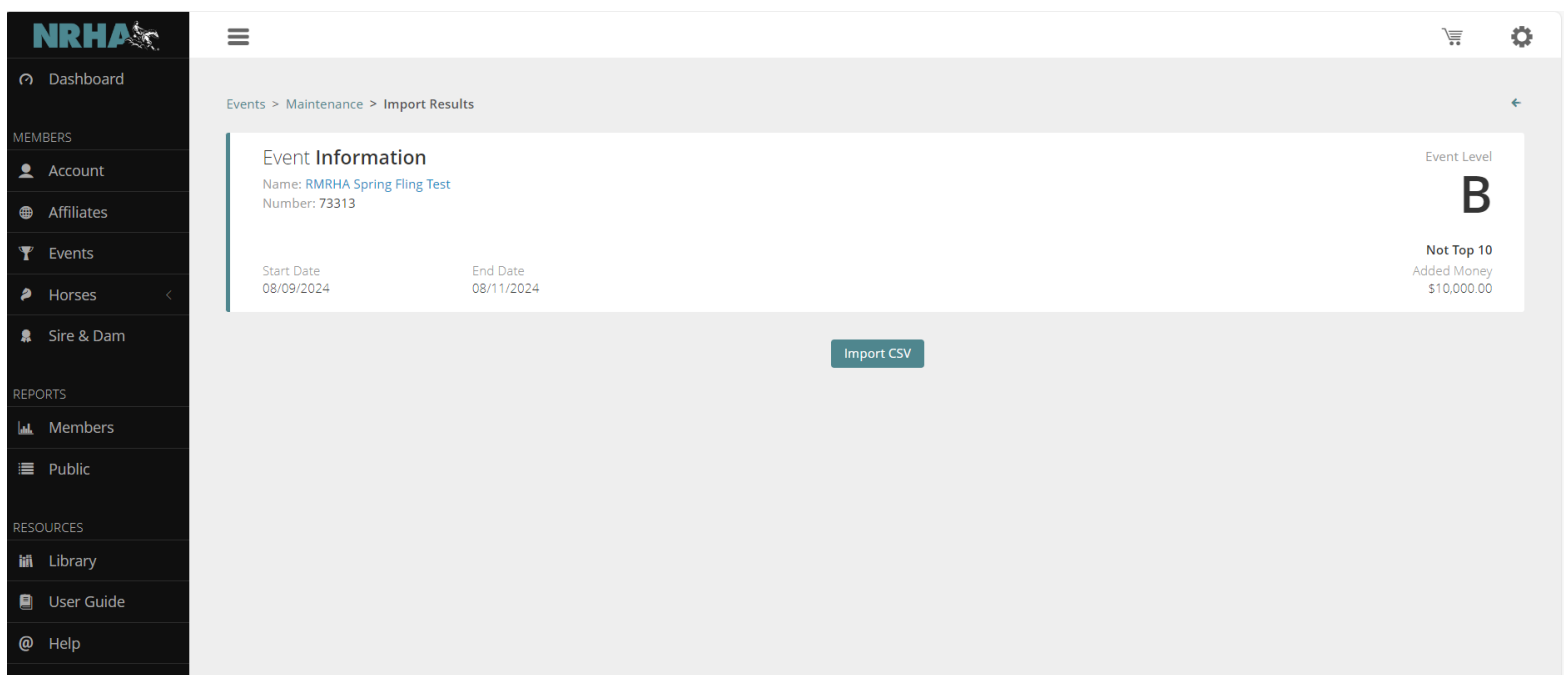
# Step 3: Your Event Page

- You are now able to import your event by selecting “Import Results”

The screenshot displays the NRHA ReinerSuite web application interface. On the left is a dark sidebar with navigation options: Dashboard, MEMBERS (Account, Affiliates, Events, Horses, Sire & Dam), REPORTS (Members, Public), and RESOURCES (Library, User Guide, Help). The main content area shows the breadcrumb 'Events > Maintenance' and the 'Event Information' for 'RMRHA Spring Fling Test' (Number: 73313). The event details include Start Date (08/09/2024) and End Date (08/11/2024). On the right, the Event Level is 'B', and it is noted as 'Not Top 10' with 'Added Money' of '\$10,000.00'. Below the event information are two panels: 'Participants' (with a 'Details' link) and 'Show Management' (with a 'View' link). The 'Import Results' link under 'Show Management' is circled in red.

## Step 4: Import CSV

- On this page you can find the “Import CSV” option.
- While a CSV is uploading, it is pertinent to maintain the internet connection. Loss of connection while importing will cause the system to “Lock Up.”
- The CSV must meet the format requirements to be successfully uploaded.
- The CSV exported from your show program may require edits, which will be displayed in a red box.



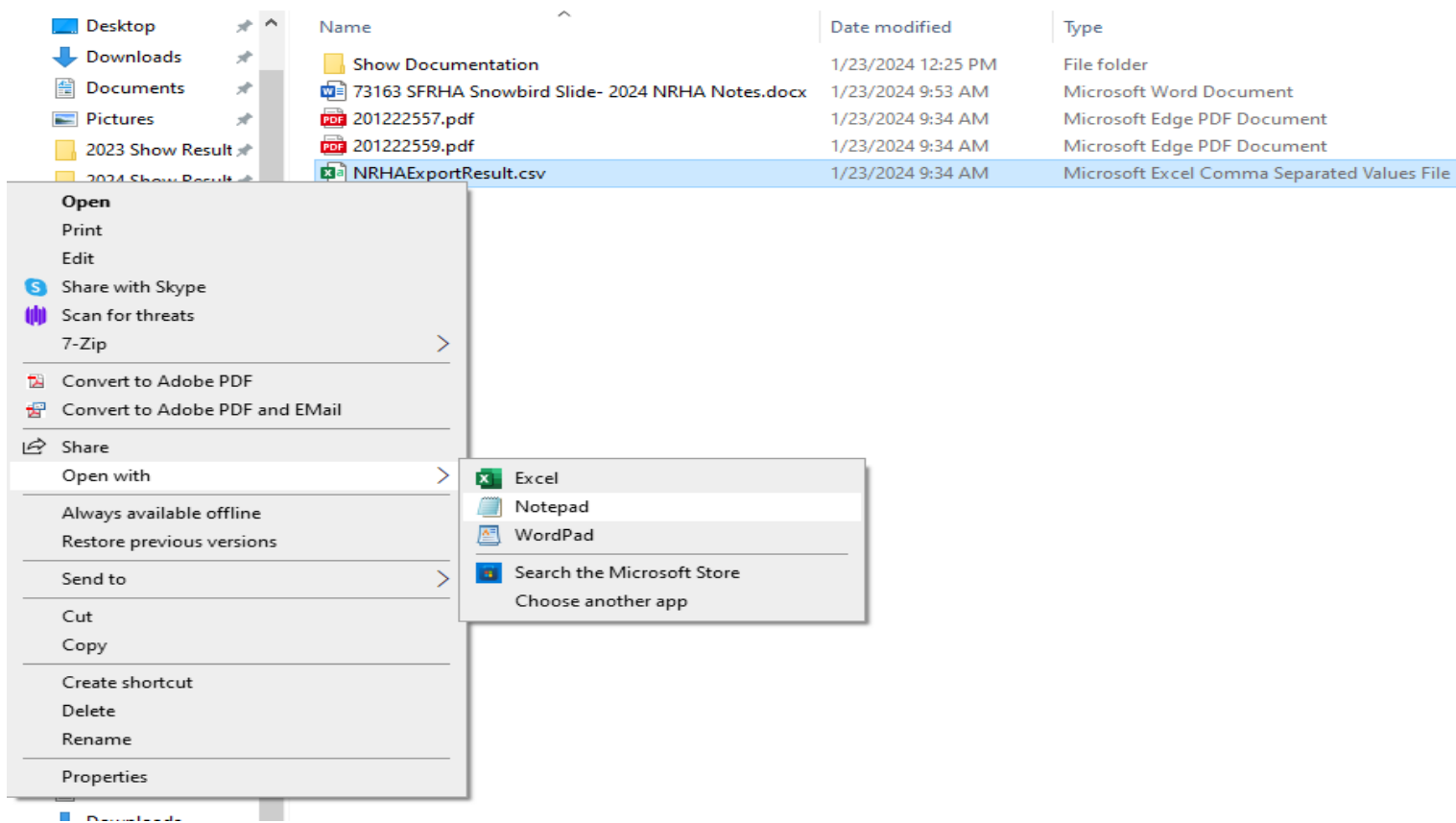
The screenshot displays the NRHA ReinerSuite web application interface. On the left is a dark sidebar with the NRHA logo and navigation menu items: Dashboard, MEMBERS (Account, Affiliates, Events, Horses, Sire & Dam), REPORTS (Members, Public), and RESOURCES (Library, User Guide, Help). The main content area shows a breadcrumb trail: Events > Maintenance > Import Results. A white card titled 'Event Information' contains the following data: Name: RMRHA Spring Fling Test, Number: 73313, Start Date: 08/09/2024, and End Date: 08/11/2024. To the right of the card, the Event Level is 'B', and it is noted as 'Not Top 10' with 'Added Money' of '\$10,000.00'. A green 'Import CSV' button is centered below the card.

## Step 5: Editing CSV Format- Notepad

- If the upload is unsuccessful, the edits required will be displayed in a red box.
- This means that the CSV will require Formatting edits to be uploaded into ReinerSuite.
- To open and edit the CSV, you will need to open the file in Notepad. (For Mac users, the application will be *text edit* and you will use the same steps. right-click your file)

### How to Open Notepad

1. Right-click your file
2. Hover your mouse over the “Open with”
3. Select Notepad



## Step 5: Editing CSV Format- NotePad - Cont'd.

- Once you open the file, review the CSV FAQ document and attempt to edit your CSV.
- Below is a list of items that may require edits.
  - Commas replaced with Semicolons and/or quotations added
  - Pattern A or B- edit to a number (e.g. 19, 20, 21, etc.)
  - Horse name spellings – can be corrected in show program.
  - Rider name spellings – can be corrected in show program.

## What does a properly formatted CSV look like?

- Below is an example of a properly formatted CSV.
- The top line must follow the structure below. Each Data point must be surrounded by Quotation Marks and separated by a Semicolon.

E.g.-

```
"ShowNum";"ShowName";"ClassName";"ClassCode";"PatternNum";"EntryCount";"ShownCount";  
"GoNum";"GoType";"Horse";"HorseNrha";"Member";"MemberNrha";"BackNum";"PlaceNum";"To  
talScore";"MoneyWon"
```



```
|"ShowNum";"ShowName";"ClassName";"ClassCode";"PatternNum";"EntryCount";"ShownCount";"GoType";"GoNum";"Horse";"HorseNrha";"Member";"MemberNrha";"BackNum";"PlaceNum";"TotalScore";"MoneyWon"  
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Ebony Whizard";"586772";"Lovejoy, Peggy";"52294";"61";"1";"71.0";"1.50"  
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Smooth Merry";"668397";"Kaskey, Sandra";"510849";"86";"7";"62.0";"0.00"  
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Heza Custom Cash";"584823";"Olson, Gail M";"19010";"94";"5";"66.5";"0.00"  
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Stetsons Smoking Gun";"603208";"Remington, Kathie";"52933";"233";"4";"68.0";"0.00"  
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Always A Magnum";"600114";"Williams, Pamela J";"53332";"118";"8";"0.0";"0.00"  
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Rockstars Need Cash";"592836";"Hillner, Marc E";"59169";"73";"3";"68.5";"0.67"  
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Voodoo Thatyoudo";"606103";"Arcos, Barbara";"84101";"211";"5";"66.5";"0.00"  
"201222557";"ANCILLARY 122557";"1660 NRHA Masters Non Pro ";"1660";"8";"8";"8";"1";"5";"Spooks Gota Blonde";"576611";"Hellriegel, Gladys R";"59808";"92";"2";"70.5";"1.16"
```

## Step 6: Sending documentation to NRHA

You will still need to send PDF results and all other required documentation to NRHA if you choose to use the CSV upload. Please ensure that ALL DOCUMENTATION is submitted to NRHA within 10 business days after the event's conclusion.

- *Summary*
  - List all NRHA paperwork submitted by members. Summarize the event by including your 5% total and medications total, (US & Canada events.)
- *Processing / Paperwork*
  - All documents or applications taken at the show.
- *Tally sheet*
  - List all NRHA approved classes with the entry fee, number of entries, trophies, NRHA 5%, retainage%, and added money.
- *Medications total (USA & Canada)*
  - Must be a clear total.
- *Results*
  - PDF Results must be included to complete documentation.
  - Let the show department know that you have uploaded your CSV results to ReinerSuite
- *Score Sheets*
  - Must be labeled with slate name and be signed by judge.
- *Representative Report*
  - Due 15 days from the last day of the show.
- *Payment for show fee*



## Note From NRHA-

If your show program does not export the CSV in the order found here and you are unable to successfully edit the file, **reach out to [shows@nrha.com](mailto:shows@nrha.com)**. We are happy to individually teach the best ways of reorganizing the data structure.

Your feedback is extremely valuable to us!