



**Administrators Guide to the Website**  
[www.drasa.org.za](http://www.drasa.org.za)

## Index

1. Registration
2. Calendar
3. Events/Rides and Clinics
  - 3.1. Loading a Clinic
    - 3.1.1 Clinic Only
    - 3.1.2 Clinic and Test Ride
  - 3.2. Loading a Ride
4. Event Administration
  - 4.1. Event Payments
  - 4.2. Emails to riders
  - 4.3. Other Event Administration Options
5. Affiliations
  - 5.1. National Affiliations
  - 5.2. Club Affiliations
6. Users Screen
7. Horses Tab
8. Document Updater
9. DRASA Structures

Anyone wanting to enter for an event or clinic or read all documentation must REGISTER on website. Registering is not AFFILIATING and no payment is necessary!

### **1. Registration**

1. New Person registers on website
2. Person fills in information
3. Activation email gets generated to person
4. Person clicks on activation email and goes into website.

### **2. Calendar**

All events for each Province will be approved and forwarded by the Provincial secretary to DRASA National for loading on the system. The Provincial council will approve a temporary calendar in Dec each year and forwards to DRASA National for loading on the website by the 6<sup>th</sup> January each year.

### **3. Events/Clinics**

New Riders may enter one **event** to try the discipline out: that means they do NOT have to affiliate to a Club or DRASA but they do have to pay a single event licence for that event in the form of an insurance cost and they do have to pay the R50 once off fee to get their horse onto the database and activated.

Anybody, whether a DRASA member or not, or a Club member or not, may enter a **clinic**. All monies go to Club/Organising Committee or SHB registered with Club and whose details have been put on the DRASA website due to the Club/SHB affiliation document. All costs are for Club/OC or SHB registered with Club and all entries MUST be done on Website

Clinics are offered in two forms:

A. Just a clinic where training and demonstrations are presented so that interested riders can be exposed to the principles of CTR. You may attend clinics without a horse and then will only be charged for the Clinic theory portion. You may stay to be a spectator at the test ride if you wish.

b. A clinic held together with a TEST Ride which offers riders a ride held after the theory and demonstration part of the clinic for exposure to a full CTR event. To participate in the Test ride portion of the Clinic you will have to then enter your horse's details and may be charged more to participate.

#### **3.1. Loading a Clinic**

All clinics must be sanctioned as these are official DRASA clinics to introduce DRASA to non-members or to allow skill/knowledge development.

Clinics may be in two forms – a Clinic only (no horses and no test ride so basically theory and demonstration) or a Clinic with a Test Ride.

Fill in Sanction document and SLA and send together with the Invite or any documents to be uploaded on the event to Provincial Secretary

Details must include Clinic details (any guest speakers/experts, distance of any test ride if applicable, venue location, costs including paddocks, gate fees, catering, hand-outs etc.), closing date of entry.

and

All Sanction forms and invites and SLA to be sent to Provincial body secretary and once approved they will send to DRASA National for loading on the system. Lead time is a week for loading.

Training Rides/ Fun Rides are NOT DRASA sanctioned and cannot be advertised as such. These are CLUB organised functions and as such the Club/SHB must take responsibility for any medical emergencies, veterinary issues or insurance

Click on EVENTS tab

## Events



Click NEW EVENT

The following screen will present. Enter the below information required from Ride Sanctioning Document and invite.

A screenshot of a form for creating a new event. The form has a 'Go Back' link at the top left. The fields are: 'Ride Name' (text input with 'test3 clinic only'), 'Description' (text input with 'test 3 clinic only'), 'Organiser Name' (text input with 'Cindy'), 'Organiser Tel' (text input with '0824321757 / 0725852125'), 'Date' (date input with '2020/06/06'), 'Close Date' (date input with '2020/06/04'), 'Club' (dropdown menu with 'DRASA' selected), and 'Event Type' (dropdown menu with 'Clinic' selected). Below the 'Event Type' dropdown is a checkbox for 'International Ride' which is unchecked. At the bottom of the form is a red button with a white plus sign and the text 'CREATE RIDE'. A blue arrow points from the 'CREATE RIDE' button to the 'Event Type' dropdown.

CHOOSE Clinic as Event Type and Click CREATE RIDE

### Event Administration

EVENT EXPORT	LABELS ▾	PAYMENTS	VET CARDS ▾
UI1 ▾	UI2 ▾	CLOSE REGISTRATIONS	

### Event details:

DPS Location:  
Club:  
**DRASA**  
Organiser Name:  
Cindy  
Organiser Tel:  
0824321757 / 0725852125  
Online Entries Closing Date:  
2020-06-04 00:00:00

### Add Documents

More content from organisers

Ride:  
Upload file:  
 No file chosen  
Display Name:  
  
Doc description:  
  
Is Result:

### Event pricing

Day	Distance	Entries	Price
Additional pricing			
Add Length			
Length	9 km ▾		
Legs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Colours	<input type="text" value="Blou"/>	<input type="text" value="Blou"/>	<input type="text" value="Blou"/>
Day	Friday ▾		

Upload any invite document or information document for Riders to view

Fill in details and click on **UPLOAD DOCUMENT**

### Add Documents

Ride:  
Upload file:  
 UITNODIGIN\_EERUST.pdf  
Display Name:  
  
Doc description:  
  
Is Result:

### **3.1.1. Clinic Only:**

- Click on Down Arrow on the length and choose Clinic Only
- Click on Day and choose the Day of the week
- Add the price into the Price column (no R in front of amount)
- Add date relevant to day of week
- Click Clinic block
- Click ADD RIDE LENGTH

Event pricing

Day	Distance	Entries	Price
Saturday	5.00 km	10	100.00

Additional pricing

Length: Clinic Only

Legs: 0 0 0 0 0 0

Colours: Blou Blou Blou Blou f f

Day: Saturday

Price: 50

Ride Letter: A

Date: 2020/06/09

Clinic  
 Pleasure  
 Trail  
 Summit  
 Foothills  
 Koppie

+ ADD RIDE LENGTH

This is what will show on the Event Pricing section

Event pricing

Day	Distance	Entries	Price
Saturday	5.00 km	10	100.00

Additional pricing

**3.1.2. Clinic with Test Ride**

Add clinic only cost as above

Then

Add Distance and price for TEST Ride

Event pricing

Day	Distance	Entries	Price
Saturday	5.00 km	10	100.00
Saturday	10 km	10	100.00

Additional pricing

Length: Clinic Only

Legs: 0 0 0 0 0 0

Colours: Blou Blou Blou Blou f f

Day: Saturday

Price: 100

Ride Letter: A

Date: 2020/06/09

Clinic  
 Pleasure  
 Trail  
 Summit  
 Foothills  
 Koppie

+ ADD RIDE LENGTH

Custom Items:

Item: Pooe

+ ADD CUSTOM ITEM

Explanation of fields to be completed:

**Length:** Total length of this distance: example 10km or 20km etc. and CLINIC ONLY for a clinic with no Test Ride

**Legs:** Enter each leg length of the ride distance: example 2 legs of 5kms each

**Colours:** if you are using specific colour markings for each leg

**Day:** the actual day of the week for this ride. For multi day rides add each day and distance separately

**Price:** the Entry fee for this distance

**Ride Letter:** not used currently

**Date:** the Date applicable to the day for this distance

Click on the **Divisions** this distance falls into

Click Add Ride Length

For the next distance or day complete another time and after each length entered click Add ride Length

Once completed fill in custom items: use drop down to get the common ones used, example Paddocks to be booked, gate fees, catering etc. These can have a price attached to them and will appear on the invoice for the ride entries as separate items. Fill in and click Add custom item

Click ADD RIDE LENGTH



The screenshot shows a table with the following structure:

Fee	Distance	Entry	Price
Voluntary	10.00 km 10min	ADD RIDE	\$10.00
Voluntary	5.00 km 5min	ADD RIDE	\$5.00

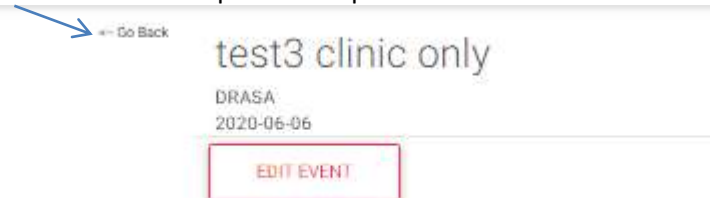
Below the table, there is a section for 'Additional pricing' with an 'add length' link.

Choose Down Down arrow for type of extra Costs .Enter the Cost for the Clinic (Gate Fee etc.) and Click ADD CUSTOM ITEM



The screenshot shows a form with a dropdown menu labeled 'Custom Items' with 'Gate Fee' selected. Below it is a 'Price' input field and a red 'ADD CUSTOM ITEM' button. There is also a 'My entries' link below the form.

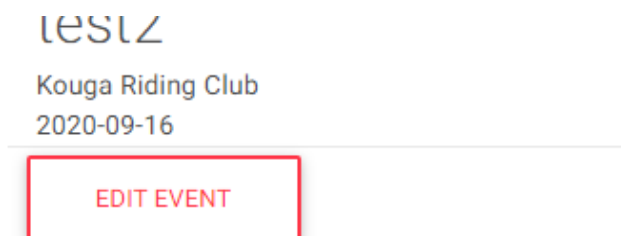
Use the Back Prompt at the top of the screen to exit



If you have made an error, delete ride and start again



Once saved one can also go back and edit the Event unless someone has already entered the Event



### **3.2 Loading a Ride**

Click on EVENTS tab



Click NEW EVENT

The Screen below will present.

Fill in all information from Ride Sanction document and Invite

← Go Back

Ride Name

Description

Organiser Name

Organiser Tel

Date

Close Date

Club

Event Type

International Ride

**+ CREATE RIDE**

Enter all information including Event type as Ride and Click CREATE RIDE

**+ DELETE EVENT**

### Event Administration

EVENT EXPORT   LABELS ▾   PAYMENTS   VET CARDS ▾

UI1 ▾   UI2 ▾   **CLOSE REGISTRATIONS**

### Event details:

DPS Location:  
 Club:  
**DRASA**  
 Organiser Name:  
**Cindy**  
 Organiser Tel:  
**0824321757 / 0725852125**  
 Online Entries Closing Date:  
**2020-06-04 00:00:00**

### More content from organisers

#### Add Documents

Ride:  
 Upload file:  
 No file chosen  
 Display Name:  
  
 Doc description:  
  
 Its Result:

### Event pricing

Day	Distance	Entries	Price		
Additional pricing					
Add Length					
Length	9 km ▾				
Legs	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Colours	<input type="text" value="Blou"/>	<input type="text" value="Blou"/>	<input type="text" value="Blou"/>	<input type="text" value="Blou"/>	<input type="text" value="£"/>
Day	Friday ▾				

Upload any invite document or information document for Riders to view



Fill in details and click on UPLOAD DOCUMENT

### Add Documents

Ride:  
Upload file:  
 UITNODIGIN...EERUST.pdf  
Display Name:  
  
Doc description:  
  
Is Result:

Additional pricing

Add Length

Length

Legs

Colours

Day

Price

Ride Letter

Date

Clinic  
 Pleasure  
 Trail  
 Summit  
 Foothills  
 Koppie

Explanation of fields to be completed:

**Length:** Total length of this distance: example 10km or 20km etc. for each divisions ride

**Legs:** Enter each leg length of the ride distance: example 2 legs of 5kms each

**Colours:** if you are using specific colour markings for each leg

**Day:** the actual day of the week for this ride. For multi day rides add each day and distance separately

**Price:** the Entry fee for this distance

**Ride Letter:** not used currently

**Date:** the Date applicable to the day for this distance

Click on the Divisions this distance falls into- Pleasure Trail Summit etc.

Click Add Ride Length

For the next distance or day complete another time and after each length entered click Add ride Length

Below example of Multi Day event distances added

### Event pricing

Day	Distance	Entries	Price
Sunday	10.00 km DRASA	6	₺150.00
Saturday	10.00 km DRASA	10	₺150.00
Saturday	20.00 km DRASA	1	₺200.00
Saturday	40.00 km DRASA	0	₺300.00
Sunday	40.00 km DRASA	0	₺300.00
Saturday	5.00 km DRASA	8	₺100.00
Sunday	5.00 km DRASA	8	₺100.00
Sunday	20.00 km DRASA	1	₺200.00

Additional pricing

Custom Items are specifically for Paddocks bookings, Gate fees, Catering/meals etc.  
Click on the down arrow and choose the custom item/items  
Put in the price per item and  
Click ADD CUSTOM ITEM

Custom Items

Gate Fee

Price

Price

ADD CUSTOM ITEM

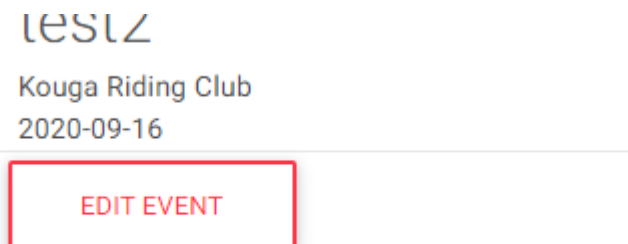
My entries

Use the Back Prompt at the top of the screen to exit



You may now click on the event and test by entering yourself

Once saved one can also go back and edit the Event



You can also delete a single distance line

Event pricing

Day	Distance	Entries	Price
Saturday	10.00 km DRASA	+ DELETE	R150.00
Saturday	0.00 km DRASA	+ DELETE	R50.00

Additional pricing  
.....

And delete the whole Event if necessary (unless someone has entered already, then you need to delete the riders entry first)

<- Go Back

### Clinic Only

Maestro Equestrian Club  
2020-06-09

+ DELETE EVENT

Event Administration

EVENT EXPORT   LABELS ▾   PAYMENTS   VET CARDS ▾

UIT1 ▾   UIT2 ▾   CLOSE REGISTRATIONS

The below can be used to delete an entry – if you are testing entries when loading the event then you can delete the entry once tested. You cannot delete a ride or distance if there are any entries already.

You can delete an entry on a riders request if they are unable to do so. Remember this will interfere in payments and ride recons if the rider has already paid

My entries

Jacques Budler   Shadan   Saturday 10 km

Amount of people joining (gate fee) 1   Amount of people joining (gate fee) 1

+ ADD AN ENTRY

Send Invoice

Use the delete button on the screen below  
test2

Optionals:

Amount of people joining (gate fee)

+ 1 -

Amount of people joining (gate fee)

+ 1 -

BACK   DELETE   CANCEL   SAVE

#### **4. EVENT Administration**

An OC or Club can use the below screen to administer entries and payments for Events

Tab Admin/Event Recon

#### **4.1. Events Entries/Payments**

Click LOAD PAYMENTS

Select the race to load payment details for:  
2020-09-16 test2 ▼

LOAD PAYMENTS

Not Paid

User	Email	Ref number	Latest Due	Amount Due	Paid Amount	Diff	Paid	
Radomsky, Cindy	fundurocindy@gmail.com	U2R52	R 340	R 340	0	R 340	Not Paid	<p>PROCESS</p> <p>PAY</p>

The above shows that the Rider has entered with the invoice number of the invoice that was sent to the Rider and the OC/Club secretary  
An example below of Email sent to Rider and Club/OC

**Name:Cindy Radomsky**  
**Total Amount of payment request: R 250**  
**Reference number for payment :U2R51/Radomsky**

#### **Payment details:**

**Account Holder:**  
**Bank:FNB**  
**Branch Code:**  
**Branch Name:250137**  
**Account Type:business**  
**Account Number:62839209344**  
**Ref Number:U2R51**  
**Please pay the amount of R 250 into the above account.**

**Email the proof of payment to [suikerbos.drasa@gmail.com](mailto:suikerbos.drasa@gmail.com)**

Once you have received Proof of Payment, Click Pay, Fill in the amount received. And click Process and Save

Select the race to load payment details for:  
 2020-09-16 test2

LOAD PAYMENTS

Not Paid

User	Email	Ref number	Latest Due	Amount Due	Paid Amount	Diff	Paid
Radomsky, Cindy	fundurocindy@gmail.com	U2R52	R 340	R 340	R 340	R 340	

PROCESS

SAVE

#### 4.2. Emails to Riders

Under the Broadcast Message heading, click on Load Ride Addresses

### Broadcast Message

To:

fundurocindy@gmail.com,

LOAD RIDE ADDRESSES    LOAD SITE ADDRESSES    LOAD MEMBER ADDRESSES

Subject:

Message: (editor)

BROADCAST MESSAGE    TEST MESSAGE

Type in your message and click Test Message – you will receive a test to check and then can Broad cast an email message to send it to all Event entries

#### 4.3. Other Event Administration options for Timekeepers, OC and Clubs

Event Administration

EVENT EXPORT    LABELS ▾    PAYMENTS    VET CARDS ▾

UIT1 ▾    UIT2 ▾    CLOSE REGISTRATIONS

Event Export: this will download a file of all entries with details

Labels: for envelope labels

**BILLSON, EMMA**

A249 Saturday , 10.00 km

SUMMERTIME ALLEGRA, SAEF2018/2975

**BOHM, MARLIES**

A247 Saturday , 5.00 km

ANATOLE, 22

**BOSCH, REINECKE**

A245 Saturday , 10.00 km

FAR HILLS ZODIAC, 2014/2094

**CHERRY, JANET**

A248 Saturday , 10.00 km

HURST NOBLE, 2012/4056

**FENTON, LORRAINE**

A064 Saturday , 10.00 km

MOONGLOW DESERT SKY, SAEF

**KOEGELENBERG, ANNIEK**

A063 Saturday , 20.00 km

FURRUK, UV021709

Payments: Download of all entries with amounts due

Vet cards: Prints vet cards with entrant's names on

UIT1 and 2: Uploads of entries from the event to the scoring system – for Timekeepers

Close Registrations: click on this when registrations are closed on the system – usually the Wed before the event. This must be done to close or open the registrations as the system will not automatically close the event

## **5: Affiliations**

### **5.1. National DRASA Affiliations**

When a Rider affiliates as a single event member, a full member or adds a horse to the database an email is sent to the Rider with an invoice and a copy goes to DRASA National email

[info.drasa@gmail.com](mailto:info.drasa@gmail.com)

Below is an example of the invoices.

Single Event membership:

### **Member and Horse Registration Invoice**

Bill To

[president.drasa@gmail.com](mailto:president.drasa@gmail.com)

Description	Amount	Price	Total
DRASA_Single	1	0	0
Union	1	0	0
DRASA	1	0	0
Insurance	1	150	150

		Subtotal:	R 150
		<b>Total:</b>	<b>R 150</b>

**Bank Details:**

**Reference Number-** R-415-288

**Bank-** FNB

**Bank Code-** 240129

**Bank Branch-**

**Bank Account Number-** 627 9911 7398

Please email proof of payment with the reference to: [info.drasa@gmail.com](mailto:info.drasa@gmail.com)

**Riders:**

Initials: JP

Name: John-Paul

Surname: Budler

Cell: 0824641809

Email: [president.drasa@gmail.com](mailto:president.drasa@gmail.com)

Category: DRASA\_Single

Date of Birth: 1958-05-27

Kind RegardsDRASA Team

Horse only registration

**Member and Horse Registration Invoice**

Bill To

[president.drasa@gmail.com](mailto:president.drasa@gmail.com)

Description	Amount	Price	Total
Horses	1	50	50
		Subtotal:	R 50
		<b>Total:</b>	<b>R 50</b>

**Bank Details:**

**Reference Number-** R-415-289

**Bank-** FNB

**Bank Code-** 240129

**Bank Branch-**

**Bank Account Number-** 627 9911 7398

Please email proof of payment with the reference to: [info.drasa@gmail.com](mailto:info.drasa@gmail.com)

**Horses:**

Name: Pressy

Passport Number: 123456

Date Of Birth 2010-10-01

Colour: bay

Owner: John Paul Budler

Kind RegardsDRASA Team

Full membership:

The National administrator can view the below screen under Admin/Invoices.

## 2020 - Invoices

Show 10 entries

Search:

Ref#	Date	Amount	Status	Email	
R-142-287	2020-04-29 10:56:02	R 650	Paid	peterplati@racomp.co.za	VIEW
R-122-286	2020-04-29 10:52:27	R 650	Paid	wplatt1@icloud.com	VIEW
R-2-283	2020-04-28 21:47:29	R 650	Unpaid	fundus@indy@gmail.com	VIEW
R-390-282	2020-04-28 21:47:29	R 200	Paid	lirengies@mwweb.co.za	VIEW
R-49-281	2020-04-28 21:47:29	R 1350	Unpaid	Whiesomecountryliving@gmail.com	VIEW
R-391-279	2020-04-28 21:47:29	R 200	Paid	cardioactive0@gmail.com	VIEW
R-237-278	2020-04-28 21:47:29	R 0	Paid	wzana@webAfrica.org.za	VIEW
R-398-277	2020-04-28 21:47:29	R 150	Paid	ka@minahayeb@gmail.com	VIEW

REF#: the invoice number.

Date: the date and time the invoice was generated

Amount: the total amount of the invoice

Status: the invoice has been paid or not (a manual input)

Email: The email address of the member

Click on VIEW

Recon - REG2020-415-290 president.drasa@gmail.com

### Horses

<b>Bles</b> John Paul Budler 12345 2000-01-01	R 50	Create
--	------	--------

Invoiced:

Received:

Paid in full




Click on the VIEW button to see details of the member/ horse on the invoice.

Click on the VIEW INVOICE to see the actual invoice

Once the member pays the Invoice and you receive Proof of payment you will need to mark the affiliation as paid.

Fill in the amount received

Click on the big red block – it will turn yellow once Drasa affiliation is marked as paid in full

Click on Paid in full (if part payment or short payment was received enter the amount and do not click on Paid in full). This will not activate the member

Click on submit

This will activate the member for DRASA National.



Now National allocate a membership number – This is controlled on a spread sheet so that permanent numbers follow sequentially as the system allocates a number automatically

- Admin Members must get A900 numbers
- Single Event numbers do not get changed from the automatic number allocated
- Full membership (whether junior or open) get an A number allocated from the spread sheet.

Go to Members

Search for member name from invoice

## DRASA Members

[DOWNLOAD CURRENT MEMBER LIST](#)
[DOWNLOAD MEMBER AFFILIATION FORMS](#)

Show  entries Search:


Code	Club	Name	Email	
A915	Stoneriver Equestrian Club DRASA_Admin	Hazel Robertson	hazrob747@gmail.com	<a href="#">VIEW</a>
Code	Club	Name	Email	

Showing 1 to 1 of 1 entries (filtered from 146 total entries) Previous **1** Next

Click on VIEW next to member

### Member Details

[ALL MEMBERS](#) [MY MEMBERS](#)



## Hazel Robertson

**A915**  
hazrob747@gmail.com

TOTAL KM	<b>DRASA_Admin</b> CATEGORY	CURRENT RANK
----------	--------------------------------	--------------

Memberships (Showing 3 years)

2020 YEAR	<a href="#">Invoice</a> DRASA Paid <a href="#">Undo</a> Club Paid <a href="#">Undo</a>	<b>DRASA_Admin</b>
--------------	--	--------------------

[DETAILS](#)
[RESULTS](#)

Active ●

Click on EDIT MEMBER DETAILS

Code  
A915

Club  
Stonetree Equestrian Club

Category DRASA\_Admin

Name  
Hazel

Surname  
Robertson

Email

Type over the Code with the next sequential number from the spread sheet  
 Click on SAVE  
 Click on INVOICE tab

2020 - Invoices 2020 2019

Show 10 entries

Search:

Ref#	Date	Amount	Status	Email	
R-328-299	2020-05-05 08:42:02	R 0	Paid	hazrob747@gmail.com	VIEW
R-418-298	2020-05-05 08:41:42	R 0	Paid	mliebenberg1@gmail.com	VIEW

Find or search from member name  
 Click on VIEW  
 The block should now be green

Recon - REG2020-328-299 hazrob747@gmail.com

Riders

**Hazel, H.A. Robertson**  
 hazrob747@gmail.com  
 DRASA\_Admin  
514226093  
 0791258147  
 DRASA 0

R 0

View

Invoiced:

Received:

Paid in full

SUBMIT

BACK

VIEW INVOICE

**5.2. Club Membership Activations**

The Club secretary has to activate the member for the Club once the member has affiliated and paid the Club either when UPGRADING from Single event membership or affiliating as a Full Membership.

The Rider has to choose a Club to affiliate to when doing these two types of Affiliations.

The system will then send the email to the Rider, Club chosen and DRASA National.

The Club secretary will need to contact the members and get the Club affiliation forms completed and invoice the member.  
 All the details are on the system under MEMBERS tab

Go to MEMBERS tab.

## DRASA Members

DOWNLOAD CURRENT MEMBER LIST      DOWNLOAD MEMBER AFFILIATION FORMS

Show 10 entries      Search:

Code	Club	Name	Email	
A001	Suikerbos Drasa Club DRASA_Full	Cindy Radomsky	forduto@cindy@gmail.com	VIEW
A002	Pretoria Equestrian Club DRASA_Full	Elizabeth Smit	elanie.lopez@el@gmail.com	VIEW
A003	George Riding Club DRASA_Full	Michelle Behrens Behrens	michelle@atnrcm.co.za	VIEW
A005	Swartland Equestrian Club DRASA_Admin	Ryno Verster	ryno@karsoco.co.za	VIEW
A006	Kouga Riding Club DRASA_Full	Emma Platt	eglat14@icloud.com	VIEW
A007	Suikerbos Drasa Club DRASA_Full	Paul Radomsky	paulradomsky@gmail.com	VIEW
A008	Suikerbos Drasa Club	Laura Redford	woodlura30@gmail.com	VIEW

Search by name  
 Click on VIEW next to the member

Memberships (Showing 3 years)

2020 YEAR	Invoice	DRASA Paid Undo	DRASA_Full
2020 YEAR	Invoice	Club Paid <b>PAY CLUB</b>	DRASA_Single
		DRASA Paid Undo	
		Club Paid Undo	

DETAILS      RESULTS

**Active** ●

Ethnic: Caucasian

Physical: 251 ANBDS Road Kyalami

Postal: 251 ANBDS Road Kyalami

Club: Suikerbos Drasa Club

EDIT MEMBER DETAILS

If the Active button is red it means the Club has not been marked as paid. The Secretary of the club has access to change the members details so they can change all member information and are responsible to update the Club and click the Club is paid once they have received payment.

Until then the member cannot enter an event.

They will click on club paid and the active button will be changed to green.

Only then may the Member enter events

See below as an example of an active member

### John-Paul Budler

A262  
president.drasa@gmail.com

TOTAL KM	DRASA_Full CATEGORY	CURRENT RANK
----------	------------------------	--------------

Memberships (Showing 3 years)

2020 Invoice YEAR	DRASA Paid Undo Club Paid Undo	DRASA_Full
2020 Invoice YEAR	DRASA Paid Undo Club Paid Undo	DRASA_Single

DETAILS RESULTS

Active	<span style="color: green;">●</span>
Ethnic	Caucasian
Physical	251 ANBDS Road Kyalami
Postal	251 ANBDS Road Kyalami
Club	Suikerbos Drasa Club

[EDIT MEMBER DETAILS](#)

## 6. Users Screen

Users

Show 10 entries

Search:

Name	Surname	Email	
		active approved	view
		active approved heatherlangford14@yahoo.co	view
		active approved kalimahayes@gmail.com	view
Abbey	Botima	active approved admin@evfs.co.za	view
Abdusamad Buluße		active approved aliame83@gmail.com	view
Adel	Janae van Rensburg	active approved adel.janae@gmail.com	view
ADOLF	WOLMARANS	active approved adolf@megasurfwillen.za	view
Adone	Laurens	active approved adonelourens@hotmail.com	view
Abie	Jacobi	active approved abiejacobi@vodemail.co.za	view

This screen can be accessed by National to

- Block members
- Update clubs
- Set access for clubs to handle events and memberships
- Change passwords to reset for members who have forgotten their passwords

Click on VIEW

USER

### Details

active approved

Email	president.drasa@gmail.com
Name	J.P,John Paul Budler
Last Login	2020-04-30 11:29:19
Club	<input type="text" value="Equidream Equestrian Club"/>
	<input type="text" value="Registered"/>
	<input type="button" value="CHANGE CLUB"/>
	<input type="text" value="Password"/>
	<input type="button" value="CHANGE PASSWORD"/>

Change Club : Use the drop down to choose the Club and click on CHANGE CLUB

Password: Input a new password and Click on CHANGE PASSWORD

User permissions :

Click on BACK to Exit

Setting up User access for Secretaries and Clubs

## **7. Horse Tab**

Updating Horses

Click on the Tab under admin labelled Horses

DOWNLOAD HORSE LIST

Show 10 entries Search:


Passport	Name	Breed	Colour	DOB	
0000	Appeljack	Appaloosa	Bay spotted blanket	2005-10-10	<a href="#">VIEW</a>
000000000	WAR HORSE	BOERPERD	BROWN	01012010	<a href="#">VIEW</a>
00001	Sireno	Booperd	Bay	2005-10-01	<a href="#">VIEW</a>
001	Irish Lad	Appaloosa	Leopard Spot	2004-10-14	<a href="#">VIEW</a>
0001906	Felix	Connemara cross	Palomino	1998-01-01	<a href="#">VIEW</a>
0097	Spink	Andalvadder/booperd	Grey	2006-03-12	<a href="#">VIEW</a>
1	Max	Booperd X	Bay	2010-02-10	<a href="#">VIEW</a>
10990	GRANDI SHAZRA	ARAB CROSS BREED	GREY	22022002	<a href="#">VIEW</a>

Click on VIEW

## Horse Details

ALL HORSES IN HORSE

Appeljack  
Appaloosa  
0000



TOTAL KM

2005-10-10  
DATE OF BIRTH

CURRENT RANK

Activated

YEAR: 2020 [FINISH](#)

↑ DETAILS
⌵ RESULTS

Activated

YEAR: 2020 [FINISH](#)

↑ DETAILS
⌵ RESULTS

**PASSPORT**  
0000

**SEX**  
gelding


**COLOUR**  
Bay spotted blanket

[EDIT HORSE DETAILS](#)

Passport and date of birth details, names etc. can be edited

Results for that specific horse can also be viewed

Siloah Dardashan  
Arab  
EBA1546



-  
TOTAL KM

2010-01-01  
DATE OF BIRTH

-  
CURRENT RANK

↑ DETAILS
📄 RESULTS

Date	Distance	Position	Total Score	Points	Division	Rider	
24/08/2019	43.6	1	#VALUE!	40.61	Trail	RADOMSKY CINDY	<a href="#">VIEW</a>
22/09/2019	20.8	4	283.56	19.66	Pleasure	CINDY RADOMSKY	<a href="#">VIEW</a>
22/09/2019	20.8	4	#VALUE!	19.66	Pleasure	RADOMSKY CINDY	<a href="#">VIEW</a>
22/02/2020	60.5	3	267.90	54.03	Summit	RADOMSKY CINDY	<a href="#">VIEW</a>
21/09/2019	41.0	4	278.51	38.06	Trail	CINDY RADOMSKY	<a href="#">VIEW</a>
21/09/2019	41	4	#VALUE!	38.06	Trail	RADOMSKY CINDY	<a href="#">VIEW</a>
19/01/2020	40.0	2	283.95	37.8600	Trail	RADOMSKY CINDY	<a href="#">VIEW</a>
06/07/2019	22	4	280.68	20.58	Pleasure	RADOMSKY CINDY	<a href="#">VIEW</a>
Date	Distance	Position	Total Score	Points	Division	Rider	

### 8: DOC UPDATER

This is to update documents on the website.



## Ride Management Documents

- DRASA Club Affiliation Delete
- DRASA Ride Entry Form Delete
- DRASA Ride Manager Report Delete
- DRASA Rider Liability Waiver Delete
- DRASA VETERINARY RULES Delete
- DRASA Worker Liability Waiver Delete
- DRASA accident report Delete
- Duties and Actions - checklist Delete
- HOW to Host a Ride Delete
- Officials Registration Form Delete
- Ride Budget Calculator Delete
- Ride Sanctioning Application v2 Delete

Upload Document (Select document)  No file chosen

## Horsemanship Judges Documentation

- Altered Horsemanship judging card feb 2020 Delete
- Body Condition Scoring Horses Delete

Click DELETE to remove the old document  
Click CHOOSE FILE to add a new document

### **9. DRASA STRUCTURES**

The Clubs that are affiliated to DRASA to offer CTR membership and Events are listed here. The Clubs affiliate by filling in the Affiliation document and SLA and sending the affiliation document with the SLA and a signed copy of their constitution, proof of a bank account and logo to the Provincial Council (see contact emails and details on the document DRASA Council and Exco). The Provincial Council will consider the application and once approved will send the full application to DRASA National Office for the details to be loaded on this Screen.

## DRASA Structure

- DRASA Club Affiliation
- DRASA Council and Exco
- DRASA Service Level Agreement 2020

### Clubs

---

DRASA	Region: DRASA Address: Contact Person: Email: info.drasa@gmail.com Website:	
-------	---	---

## Eastern Cape

---

Kouga Riding Club 	Region: Kouga/Cacadu Address: Eendevlei Farm, Oyster Bay Road, St Francis Bay Contact Person: Emma Platt / Hannelie Kruger 082 324 9045 Email: krc@racomp.co.za Website: www.facebook.com/Kouga-Riding-Club-411768722598205/	
--	--	---

## DRASA Structure

- DRASA Club Affiliation
- DRASA Council and Exco

### Clubs

---

DRASA	Region: DRASA Address: Contact Person: Email: info.drasa@gmail.com Website:	
-------	---	---

## Eastern Cape

---

Kouga Riding Club 	Region: Kouga/Cacadu Address: Eendevlei Farm, Oyster Bay Road, St Francis Bay Contact Person: Emma Platt / Hannelie Kruger 082 324 9045 Email: krc@racomp.co.za Website: www.facebook.com/Kouga-Riding-Club-411768722598205/	
--	--	---

To add a Club: Click on ADD CLUB

## Add Club

Upload Image (Select Image)  No file chosen



Name

Code

Province

Region

Email Address

Contact Person

Contact Number

Address

Website

SAVE

Fill in all details and click SAVE

To add bank details and edit a club click VIEW next to the Club screen

### Eastern Cape

#### Kouga Riding Club



Region: Kouga/Cacadu

Address: Eendevlei Farm, Oyster Bay Road, St Francis Bay

Contact Person: Emma Platt / Hannelie Kruger 082 324 9045


Email: [krc@racomp.co.za](mailto:krc@racomp.co.za)

Website: [www.facebook.com/Kouga-Riding-Club-411768722598205/](https://www.facebook.com/Kouga-Riding-Club-411768722598205/)

VIEW

### Free State

## Club Details ALL CLUBS



<b>krc@racomp.co.za</b> EMAIL	<b>Emma Platt / Hannelie Kruger</b> CONTACT	<b>082 324 9045</b> NUMBER
----------------------------------	--	-------------------------------

[DETAILS](#)

**BANK DETAILS**

**BANK**  
Standard Bank

**BRANCH CODE**

**BRANCH**

**ACCOUNT TYPE**

**ACCOUNT NUMBER**  
085710466

[EDIT](#)

Then click EDIT

email	krc@racomp.co.za
bank_account_holder	
branch_code	
branch	
account_type	
account_number	085710466
active	1
contact	Emma Platt
contact_number	082 3070662
address	Eendeviel Farm, Oyster Bay Road, St Francis Bay
province	Eastern Cape
website	www.facebook.com/Kouga-Riding-Club-411766722982057
<a href="#" style="background-color: #555; color: white; padding: 5px 10px; text-decoration: none;">SAVE</a> <a href="#" style="background-color: #555; color: white; padding: 5px 10px; text-decoration: none;">VIEW</a>	

Active – must be 1 if club is active, if not change to 0  
Edit Details and click SAVE