



# USA Working Equitation

## RESULTS SUBMISSION GUIDE



Follow these instructions below to ensure that your results are processed in a timely manner.  
Please contact the Awards Committee with any questions: [Results@usawe.org](mailto:Results@usawe.org)

### 1. File Formatting

- **File Name:** Your result spreadsheet file name should be your show's license number and the word "Results" ONLY. Do not include extra words or digits.
- **File Type:** Your results MUST be in an excel or google sheet and in the template. PDF results will not be accepted, nor will those that are not in the reporting spreadsheet template.

### 2. Show Results Formatting

Within the spreadsheet there are several columns that must be filled out in a specific manner. While these are re-iterated in the template sheet, here is how you must format your results.

- **Show Information:**
  - **Competition Name:** This must exactly match the show name indicated on the license verification email from the Competitions Committee. If you are unsure, please visit this page: <https://usawe.org/competitions/competitions-resources/> and find your show name in the embedded spreadsheet
  - **Date:** This must be in MM/DD/YYYY format. If your show was multiple days, list only the first day.
  - **License Number:** This must be in ##-#### format.
  - **Judge(s):** If you had multiple judges, be sure to indicate which classes each judged. Example: John Doe(L1), Jane Doe(L2-L7)
- **Results:**
  - **General:** Do not insert rows between levels (i.e. between Level 1 and Level 2), and do not insert additional columns or formulas anywhere within the sheet. All results should be on one tab of the spreadsheet.
  - **Performance Level:** This must be in L# format. DO NOT use "Childrens", "Gaited", "Novice A", etc. ONLY L# format will be accepted for National Performance Level.
  - **Rider Names:** Double check spelling of rider names. Incorrectly spelled names can cause delays in results reporting and make it difficult to correct errors in results.
  - **USAWE Membership Number:** Membership numbers must be in #### format (four digits). If there are not enough digits in a membership number, add leading zeros. Please use the member spreadsheet, [linked here](#), to verify your riders' numbers. Incorrect membership numbers will cause delays in results reporting and may cause riders to not be reported at all on the leaderboards. Missing membership numbers will result in non-member fees being assessed.



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- **Rider Status:** Rider status must be either Y, A, or O. *All results reported must split placings by rider divisions. Shows that do not do so will be sent back for correction.* Do not use J for Junior/Youth, do not spell out the words, and do not use any divisions not recognized by the national leaderboards such as “Silver”, “Senior”, “Gaited”, etc. Incorrect rider status will result in riders not receiving their points on the correct leaderboard.
- **Horse:** Double check spelling of horse names. Incorrectly spelled names can cause delays in results reporting and make it difficult to correct errors in results.
- **USAWE Horse Recording Number:** Horse numbers must be in H####-### format. If the second half of the number lacks three digits, add leading zeros. Please use the horse spreadsheet, [linked here](#), to verify your horses' numbers. Incorrect horse numbers will cause delays in results reporting and may cause riders to not be reported at all on the leaderboards.
- **Dressage Percentage:** This must be in ##.###% format. These numbers must be percentages, not flat numbers. For a DQ, WD, or SCR, enter 0%.
- **Dressage Total Collective Marks:** Indicate Dressage DQ, WD, or SCR status in this column.
- **EOH Percentage:** This must be in ##.###% format. These numbers must be percentages, not flat numbers. For a DQ, WD, or SCR, enter 0%.
- **EOH Total Collective Marks:** Indicate EOH DQ, WD, or SCR status in this column.
- **Speed Place:** Placements must be in number format. If someone DQs, list 0 for their place, rather than last place.

### 3. Cattle Results Formatting

Within the spreadsheet there are several columns that must be filled out in a specific manner. While these are re-iterated in the template sheet, here is how you must format your results.

- **Show Information:**
  - **Competition Name:** This must exactly match the show name indicated on the license verification email from the Competitions Committee. If you are unsure, please visit this page: <https://usawe.org/competitions/competitions-resources/> and find your show name in the embedded spreadsheet
  - **Date:** This must be in MM/DD/YYYY format. If your show was multiple days, list only the first day.
  - **License Number:** This must be in ##-####-C format.
  - **Judge(s):** If you had multiple judges, be sure to indicate which classes each judged. Example: John Doe(L1), Jane Doe(L2-L7)
- **Cattle Results**
  - **Cattle Place:** Placements must be in number format. If someone DQs, list 0 for their place, rather than last place.



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### 3. Results Submission

Results should be submitted to [results@usawe.org](mailto:results@usawe.org) with the Show License Number and “Results” in the subject line within two weeks of the last day of the show.