



# GIRA - Quick Reference

Use this quick-reference guide if you're already familiar on using USAWE GIRA online scoring software program. For new users, download and follow the USAWE GIRA User's Manual < [usawe.org](http://usawe.org) > [Competitions](#) > [Competition Resources](#) > [Downloadable Forms](#) > [GIRA.IO User Guide](#)

Although the [GIRA.io](http://GIRA.io) system works very well, like all internet-based programs, its functionality depends on having a strong, consistent internet connection. Because even the best wireless networks sometimes have 'hiccups', **USAWE recommends that you always have paper copies of the scoresheets available and ready to be put into use immediately in case the internet goes down.** *Did you know GIRA will accept show entries and generate Dressage, EOH and Speed scoresheets for your show?*

Most shows use manual scoresheets during the show in all trials, then use GIRA to double check scores (not comments); participants receive original manual score sheets (copy made for show mgmt.). Use GIRA to post overall placings, then download and send the show results excel file to the Awards Committee.

For GIRA setup, allow a minimum of two weeks (14 calendar days). Send an email to [Competitions2@usawe.org](mailto:Competitions2@usawe.org) to request that your competition be added to USAWE's online scoring system.

**To set up your competition, we will need to know:**

- **Region #:**
- **Licensed Show#, Schooling Show or Practice Show** for Dressage-EOH-Speed and, if offered, the separate license# for the Cattle trial since L1 is ineligible to compete.
- **Competition Name** - if your competition has a specific name you'd like use, or is a series of shows, please provide that as well.
- **Facility name and physical address** where competition will take place.
- **Show Date(s) and Show Start Time-** (including time zone) - give your best guess for when you're going to want to begin your show (each day if multi-day show). GIRA opens data entry based on show's start date/ time and closes data entry after the show's ending date. Data can only be entered during that designated time period.
- **Show Organizers** - provide the names and email addresses of (2) folks you'd like to be set up as GIRA organizers to be authorized to set up, score, print results and download the show results excel file(s).
- **Judge(s) name(s) and email address(es)** - If there is more than one judge, indicate whether the judges will split their duties/judge different levels, or whether they will be judging as part of a judge panel, together. List any Shadow Judge(s) and provide their name and email address.

	<b>GIRA Show Setup, Evaluation and Result Processing Tasks</b> - If you encounter any GIRA issues or have any suggestions to improve this user guide, please send an email to <a href="mailto:Competitions2@usawe.org">Competitions2@usawe.org</a>	<b>GIRA User Guide Page</b>
<b>1</b> <input type="checkbox"/>	<b>Verify and/or setup Rider/Horse Pairs</b> <a href="#">ADMIN &gt; Database &gt; Athletes</a> - Make sure all athletes (horse/rider pairs) have been entered into GIRA's database with <b>USAWE Member#</b> (FED NR) and <b>Horse Recording#</b> (FED NR) for the <b>Level</b> in which they are going to be competing. Verify membership #, division and recorded horse name (not barn name) matches USAWE records.	5




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	<p>If a horse/rider combination is missing from the <i>Athletes</i> list, add them. If a horse/rider combo is already in the database at a particular level, you should not add them in again. Doing so will create a duplicate entry.</p> <p>If a horse/rider combo is promoting up to a new level, select “New Level” rather than create a new entry for the pair.</p>	
2	<p><b>Setup Tests</b>  <a href="#">ADMIN &gt; Configuration &gt; [select competition] &gt; Tests</a></p> <p><input type="checkbox"/> <ul style="list-style-type: none"> <li>Select test &amp; assign date &amp; start time (Init Date) for each trial – one ‘Test’ at a time – Dressage, EOH, Speed. <b>Note:</b> Cow (if offered) is setup with a separate show license and will need to be a separate show set up in GIRA.</li> <li>Click ‘Save’ and ‘OK’ after gira.io says ‘Tests saved!’</li> </ul> </p>	6-7
3	<p><b>Select Participants</b>  <a href="#">ADMIN &gt; Configuration &gt; [select competition] &gt; Participants</a></p> <p><input type="checkbox"/> <ul style="list-style-type: none"> <li>Use the Search box in the upper right side of your screen to enter the name of a horse or rider. (Click ‘Name’ or ‘Horse’ to alphabetize list)</li> <li>Click box on far left to select each Participant</li> <li>Click ‘Circuit’ to select Division (GIRA default is ‘Open’. Per each show entry form, select the participant’s Division (Junior, Amateur, Open, etc.)</li> <li>If setting up the Cattle trial, click Team to select Cow Trial Team</li> <li>Insert ‘Saddle’ if you have a specific bridle/saddle # for each horse/rider pair</li> </ul> </p>	7-9
4	<p><b>Select Judge(s)</b>  <a href="#">ADMIN &gt; Configuration &gt; [select competition] &gt; Judges</a></p> <p><input type="checkbox"/> <ul style="list-style-type: none"> <li>Select the ‘Test’ (Dressage first, then EOH, then Speed). Select Cows if setting up the Cattle trial.</li> <li>Click on the box next to the Judge’s name, indicate their position (“C” is most common)</li> <li>Indicate if they are the President of the Jury (if there is only one judge, select “Y”, for “Yes”. If there is more than one judge, select either “Y” for “Yes” or “N” for “No”</li> <li>Then scroll to the bottom of the page and select whether you want to apply this same judge for all the levels (“Save it for ALL levels”) or only for the level you have selected in an earlier step (“Only for the level”).</li> </ul> <p>Even though judges are not at a letter for EOH, Speed and Cow, use the same “Position” letter you used for the dressage trial; this helps the system keep track of individual judges’ scores as they are entered. Speed will only allow one Judge; set up just the President of the Jury.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The speed trial is not judged but rather timed, with penalties. Thus, all judges on the panel will have the exact same results. This is how it is handled internationally. To be in alignment with WAWE, USAWE should use a single scoresheet for speed, regardless of the number of judges officiating at a competition.</p> </div> </p>	9-10
5	<p><b>Configure Scoresheets for Ease of Handling</b>  <a href="#">ADMIN &gt; Configuration &gt; [select competition] &gt; Ease of Handling</a></p> <p><input type="checkbox"/> <ul style="list-style-type: none"> <li>Using EOH course map(s), add the obstacles, in the order in which they are used for each Level. Save changes. “OK”</li> </ul> </p>	10



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<p>6</p> <p><input type="checkbox"/></p>	<p><b>Configure Scoresheets for Speed</b></p> <p><a href="#">ADMIN</a> &gt; <a href="#">Configuration</a> &gt; <a href="#">[select competition]</a> &gt; <a href="#">Speed</a></p> <ul style="list-style-type: none"> <li>Using Speed course map(s), enter total number of obstacles used. If Spear Ring is an obstacle, the 'Bonus' is the # that corresponds to 'Replace Pole'. Save changes. "OK"</li> <li>When it's time to enter the Speed scores, within <a href="#">Evaluation</a> &gt; <a href="#">Speed</a>, scorer will "+10" if the competitor spears the ring and successfully deposits ring/pole as Replace Pole'. GIRA will automatically do a reverse score and remove the ten seconds from rider time.</li> </ul>	<p>10-11</p>
<p>7</p> <p><input type="checkbox"/></p>	<p><b>Create Start List for <u>each</u> Trial</b></p> <p><a href="#">ADMIN</a> &gt; <a href="#">Configuration</a> &gt; <a href="#">[select competition]</a> &gt; <a href="#">Start List</a></p> <ul style="list-style-type: none"> <li>Select 'Test' &gt; <a href="#">Generate Start List</a> &gt; <a href="#">Select Test</a> [repeat for each Trial offered]</li> <li>Move Level (or Participants within a Level) by right clicking and drag to desired location</li> </ul> <p>If using GIRA to generate Start List, insert Judge Break, EOH/Speed Walk Thru &amp; 15 min warm up) by right clicking mouse on rider where you want to insert a break &gt; <a href="#">click New</a> &gt; <a href="#">click 'After'</a> or <a href="#">'Before'</a> &gt; <a href="#">Select Break</a> &gt; <a href="#">Insert End time</a> &gt; <a href="#">within Text</a>, type in type of break</p>	<p>12</p>
<p>8</p> <p><input type="checkbox"/></p>	<p><b>Generate Score Sheets for Dressage, EOH and Speed</b> - after all participants and all trials are setup</p> <p><a href="#">ADMIN</a> &gt; <a href="#">Reports</a> &gt; <a href="#">Evaluations</a> &gt; <a href="#">[select competition]</a>, then select the 'Tests' (scoresheets) &gt; <a href="#">Select [All for each option]</a> &gt; 'No' Summary - you also can generate an Individual scorecard, if needed</p>  <ul style="list-style-type: none"> <li>Select '<b>Generate Report</b>' to download Evaluation score sheets as a 'Protocol.pdf' file</li> <li>Send them to your printer.</li> </ul> <p>For the Cow Trial, use the USAWE Cattle Trial (Team or Individual) Scoresheet <a href="#">USAWE Rules &gt; Appendix C -Scoresheets</a> as GIRA does <b>not</b> generate a manual Cow trial Scorecard</p>	<p>13</p>
<p>9</p> <p><input type="checkbox"/></p>	<p><b>Configure Cow Trial</b> (if offered) - within the separately licensed Cow trial assign Participants a Cow Team and Cow Number (Cow 1 thru Cow #). The actual ear tags are not entered into GIRA.</p> <p><a href="#">ADMIN</a> &gt; <a href="#">Configuration</a> &gt; <a href="#">[select competition]</a> &gt; <a href="#">Participants</a></p> <p>Manually select Participants &gt; Select Division (Circuit) &gt; Select Cow Trial Team # &gt; 'Save' "OK"</p> <p><a href="#">ADMIN</a> &gt; <a href="#">Configuration</a> &gt; <a href="#">[select competition]</a> &gt; <a href="#">Start List</a> &gt; <a href="#">Select Test</a> &gt; <a href="#">Cow</a> &gt; <a href="#">Generate Start List</a> &gt; 'Save Changes' "OK"</p> <p><a href="#">ADMIN</a> &gt; <a href="#">Configuration</a> &gt; <a href="#">[select competition]</a> &gt; <a href="#">Cow</a> &gt; <a href="#">Cow</a> &gt; <a href="#">Select Cow#</a> (Select a Cow# starting with #1; (the actual ear tags are not entered into GIRA; keep a manual list of cow tag #s and manually assign each Cow trial Participant an ear tag #). 'Save' "OK"</p>	<p>11-12</p>
<p><b>Now you're ready to enter Dressage, Ease of Handling and Speed scores!</b></p>		



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If someone unsuccessfully completes a trial, mark the appropriate option at the bottom of their Scoresheet

Entering Scores	
<p><b>10</b></p> <p><b>EVALUATION</b> &gt; [select competition] &gt; [Dressage, EOH], Level, Judge, then Participant</p> <p><b>Note:</b> If a Participant list doesn't appear, you haven't set up a trial Start List.</p> <p><input type="checkbox"/> <b>For Dressage and Ease of Handling,</b></p> <ul style="list-style-type: none"> <li>● Enter scores (and comments if desired) for each competitor</li> <li>● If someone scores a '0', first click anywhere on the number line to let the system know that you want to enter a score for that movement, and then select the "0" option.</li> <li>● If someone unsuccessfully completes a trial, choose the appropriate option at the bottom of their Evaluation               <ul style="list-style-type: none"> <li>○ <b>Scratch (SCR)</b> = entered show, but scratched trial before the trial started; horse/rider pair did not start trial</li> <li>○ <b>Withdrawn (WD)</b> = entered show, horse/rider pair entered trial's arena and started the trial, but horse/rider pair withdrew from trial before completing it</li> <li>○ <b>Disqualified (DQ)</b> = disqualified from trial</li> <li>○ <b>Eliminated (ELIM)</b> = eliminated from competition</li> </ul> </li> <li>● After all movements and collectives have been entered click 'Save' and validate Result matches the paper copy score sheet. A box will appear on the screen with the total number of points earned for movements/obstacles and collective marks, any errors, and the overall total as well as the percentage (score). Write this info on the paper copy of the score sheet. Initial the score sheet and mark it 'G' to indicate score matches GIRA.               <p style="margin-left: 20px;">Dressage (Movements, Collective Mark, Total, Penalties, Balance, % Final)</p> <p style="margin-left: 20px;">Ease of Handling (Movements, Collective Mark, Total, Penalties, Balance, % Final)</p> <p>Click "<b>Top</b>" or scroll back to the top of the screen and hit the "<b>Validate</b>" option at the top right. Use this to have the computer read back each of the scores. After you have confirmed the accuracy of the data entry, click the "<b>Close</b>"</p> <p><b>HINT:</b> Click the following buttons are available at the top of each Participant Evaluation:</p> <p style="margin-left: 20px;"><b>Lock</b> makes the scores unable to be changed.</p> <p style="margin-left: 20px;"><b>Reset</b> erases all the scores on a scoresheet (useful when the scorer accidentally enters the scores for the wrong competitor).</p> <p style="margin-left: 20px;"><b>Recover</b> "recovers" the scores if you accidentally reset them.</p> <p style="margin-left: 20px;"><b>Zoom</b> opens up a "data entry screen" that allows the scorer to touch the score to enter it, rather than using the number line for data entry.</p> <p style="margin-left: 20px;"><b>Validate</b> is a scorer's favorite GIRA feature. When you click on Validate, the system will read aloud the scores entered -- this enables the scorer (or TD) to efficiently check all the data entry for the scoresheet without having to take their eyes off the paper.</p> </li> <li>● Click "<b>Top</b>" button to be taken back to the top of the page. There, select the next competitor, and repeat the process</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; color: red;"><b>Remember, if a participant earns <math>\geq 3</math> zeros in Ease of Handling, the show's scorer must manually assign a DQ in Speed (per USAWE Rules). GIRA will <b>not</b> automatically update the Speed scoresheet.</b></p> </div>	<p>14-15</p>



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<input type="checkbox"/>	<p><b>EVALUATION</b> &gt; <a href="#">[select competition]</a> &gt; <a href="#">[Speed]</a>, Level then <a href="#">Participant</a></p> <p><b>Note:</b> If a Participant list doesn't appear, you haven't set up a trial Start List.</p> <p><b>For Speed,</b></p> <ul style="list-style-type: none"> <li>● Enter min:sec:cent</li> <li>● Enter penalties and bonus; enter "+10" in the <b>green #</b> if the person skewers the ring and deposits, - the computer will automatically do a reverse score.</li> <li>● Click Scratch, Withdrawn, Disqualified, Eliminated (if applicable)</li> <li>● Click <b>"Save"</b></li> <li>● Verify "gira.io says Total Time ###s ##c (#m #.##s) matches manual scorecard</li> <li>● Click "OK"</li> </ul>
<input type="checkbox"/>	<p><b>Scoring the Cattle Trial</b></p> <p>Manually score the Cow trial using the Cattle Trial Scoresheet <a href="#">USAWE Rules &gt; Appendix C - Scoresheets</a>. Then after Cow trial ends, manually enter participant data into GIRA</p> <p><b>EVALUATION</b> &gt; <a href="#">[select competition]</a> &gt; <a href="#">[Cow]</a>, then <a href="#">Participant</a></p> <p><b>Note:</b> If a Participant list doesn't appear, you haven't set up a trial Start List.</p> <p><b>For Cow,</b> use manual scorecard from <a href="#">USAWE Rules &gt; Appendix C - Scoresheets</a></p> <ul style="list-style-type: none"> <li>● Enter min:sec:cent</li> <li>● Enter # of Penalties</li> <li>● Click Scratch, Withdrawn, Disqualified, Eliminated (if applicable)</li> <li>● Click <b>"Save"</b></li> <li>● Verify "gira.io says Total Time ###s ##c (#m #.##s) matches manual scorecard</li> <li>● Click "OK"</li> </ul> <p>When ready to download Cattle trial results, select <a href="#">ADMIN &gt; Reports &gt; Results &gt; [select competition] &gt; Team &gt; Cow detail &gt; Generate Report</a> - Rename file so it includes your show's license# (i.e., Results 22-001; Print downloaded report and ask the Judge/TD to review, sign, date. Post a copy on-site. Retain original.</p> <p>Download 'Results' excel file  <a href="#">ADMIN &gt; Files &gt; Results &gt; [select competition]</a> – rename file so it includes your show's license# (i.e., Results 22-001); Email Cattle trial 'Results' along with your Dressage-EOH-Speed licensed Show Results (held at the same time) to <a href="mailto:results@usawe.org">results@usawe.org</a></p>
<p><b>After all trial scores are entered, you're ready to print results!</b></p>	



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Printing Results		
11	<p><b>Note:</b> Since the online scoring/placement is used by other countries and WAVE, the USAWE GIRA does <b>not</b> generate show reports in the same format that what displays if a <i>U.S. Rules for Working Equitation</i> manual Final Competition Placement sheet is used.</p> <p><input type="checkbox"/></p> <p><a href="#">ADMIN</a> &gt; <a href="#">Reports</a> &gt; <a href="#">Results</a> [select competition] &gt; <a href="#">Individual</a> &gt; [Division] &gt; [Level] (All) &gt; [Trial] (All) &gt; <a href="#">Generate Report</a> - Printing Division Results - includes percentages</p> <ul style="list-style-type: none"> <li>Print the <a href="#">Admin</a> &gt; <a href="#">Reports</a> &gt; <a href="#">Results</a> &gt; [select competition] &gt; <a href="#">Open</a> &gt; All &gt; All so the Judge or TD can review and sign off. Post a copy; retain the original.</li> <li>Print the <a href="#">Admin</a> &gt; <a href="#">Reports</a> &gt; <a href="#">Results</a> &gt; [select competition] &gt; <a href="#">Amateur</a> &gt; All &gt; All so the Judge or TD can review and sign off. Post a copy; retain the original.</li> <li>Print the <a href="#">Admin</a> &gt; <a href="#">Reports</a> &gt; <a href="#">Results</a> &gt; [select competition] &gt; <a href="#">Junior</a> &gt; All &gt; All so the Judge or TD can review and sign off. Post a copy; retain the original.</li> <li>For the Cattle trial, photocopy and post the manual scoresheet used. Retain the original.</li> </ul> <p><a href="#">ADMIN</a> &gt; <a href="#">Reports</a> &gt; <a href="#">Results</a> [select competition] &gt; <a href="#">Individual</a> &gt; [Division] &gt; [Level] (All) &gt; <a href="#">General (All)</a> &gt; <a href="#">Generate Report</a></p> <p>Printing the Overall <b>General Results</b> provides you with the points earned and subsequent placings, but doesn't include the percentages – for this reason, you should print and post both.</p> <p>Remember competition results must be manually posted on-site within the timeframe specified in the USA Rules for Working Equitation.</p>	16
<b>After all results are posted, you're ready to download &amp; send the Show Results file!</b>		
Download Show Results for the Results Committee		
12	<p><input type="checkbox"/> <a href="#">ADMIN</a> &gt; <a href="#">Files</a> &gt; <a href="#">Results</a> &gt; [select competition]</p> <ul style="list-style-type: none"> <li>Simply download the 'Results' excel file, add the competition license number in the file name, verify that all riders and horse #s have been captured.</li> <li>Remove Schooling Show horse-rider pairs as their scores/points are not eligible for awards tracking.</li> <li>Verify any Scratch (SCR), Withdrawal (WD), Disqualification (DQ) or Elimination (ELIM) is noted in the Collectives column and the % is listed as 0.00%</li> </ul> <p>Email the Show Results file(s) named with your show's license # (i.e., <b>Results 22-001</b> for Dressage-EOH-Speed licensed show and <b>Results 22-001-C</b> if a separately licensed Cow Trial was held) as an email attachment to <a href="mailto:Results@usawe.org">Results@usawe.org</a></p> <p>If there are any post-show issues that require scoring/placement adjustments, email Competitions Committee GIRA Administrator at <a href="mailto:Competitions2@usawe.org">Competitions2@usawe.org</a></p>	17
<b>Thank you for hosting a USAWE Working Equitation show!</b>		
<input type="checkbox"/>	Report GIRA issues within your show's <b>TD Report form</b> located on <a href="#">USAWE.org</a> > <a href="#">Competitions</a> > <a href="#">Competition Resources</a> > <a href="#">Links and Downloadable Forms</a> > <a href="#">TD Report form</a>	

**Licensed Show results will not be posted until all reporting requirements are met and show fees are paid.**