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## BEFORE YOU START

### A few key notes to remember when using the Web-Entry Program:

- To set up buddies & team roping partners, each member must be requested, and then accepted by all parties.
- If a contestant wishes to enter an event that is not a regular event, they may have to contact the CRES office to have that event set up for online entering.
- All tags must be set up by calling the CRES Office (including all immediate family members)

*NOTE: Common-law forms need to be re-submitted each rodeo season. Please contact CRES for the form.*

- If an entry is made online that included buddies and or tags, only the main member of the entry (member who made the initial entry) is able to make changes online. Any changes that wish to be made by members of the group will have to be made by calling the entry line.
- Entries will be available to enter twenty four (24) hours in advance to entries opening in CRES.
- Any information given while entering a rodeo through a CRES operator will be saved to your account for future use (i.e. – Buddies, events, etc.).
- All entry rules still apply when using the Web-Entry Program. All buddies must have a common event throughout the group (team roping partners are considered a common event)

## ACCESSING THE WEB-ENTRY PROGRAM

### NEW USER?

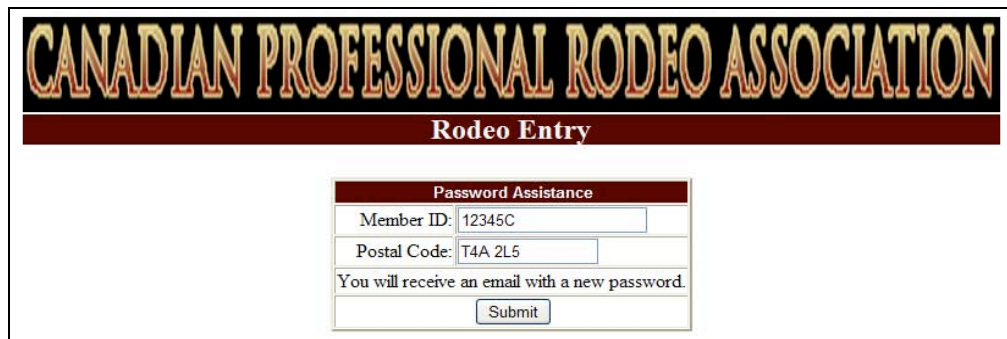
If this is the first time you have used the Web-Entry Program you will need to set up your username & password. **To do this online, please make sure you have a live e-mail address on file at the CPRA.** If you do not have an e-mail address on file, contact the CPRA at 403-945-0903 to add one. You can also contact the CRES office at 403-945-0358 to have your account set up for you.

1. Go to [www.rodeocanada.com](http://www.rodeocanada.com), and click on the **Member Log-in** option located down the left side of the home page.
2. Click on the **Get Password Help** Link.



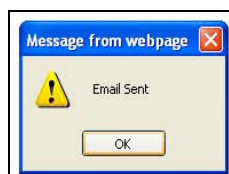
The screenshot shows the top of the CPRA website with the logo "CANADIAN PROFESSIONAL RODEO ASSOCIATION" and the heading "Rodeo Entry". Below this is a "Login" section with two input fields: "User Name:" and "Password:". A "Submit" button is located below the password field. At the bottom of the login section, there is a link: "Forgotten Your Password? [Get Password Help](#)".

3. The **Password Assistance** page appears and you are on your way to setting up your online account!



The screenshot shows the "Password Assistance" section of the CPRA website. It features two input fields: "Member ID:" with the value "12345C" and "Postal Code:" with the value "T4A 2L5". Below these fields is the text "You will receive an email with a new password." and a "Submit" button.

4. In the **username** field, type your CPRA card number WITH all letter prefixes. (For example, if your card number is LW12345C you must enter the LW and C in caps).
5. In the **Postal Code** field, please type in the postal code the CPRA has on file for you.
6. Click the **Submit** button. A message will appear to confirm an email has been sent to you.



7. You will then receive an email to the address on file with a temporary password.
8. Once you have received an email you can now log in to your web account using the temporary password. To change your password, please refer to page 14, **Update Password & Address**.

## **LOGGING INTO THE WEB-ENTRY PROGRAM**

1. Go to [www.rodeocanada.com](http://www.rodeocanada.com), and click on the **Member Log-in** option located down the left side of the home page.
2. Type your Member Number in the **User Name** field. (Please note to always to CAPS, and you must include all letters in your Member Number)



3. Type your password in the **Password** field. (Case Sensitive)
4. Click the **Submit** button. You will be directed to the Main Page.

## **FORGOT PASSWORD?**

To reset your password, you must be aware of the Postal Code on file with the CPRA.

1. In the Login window, click the **Get Password Help** Link.



2. The **Password Assistance** page appears.



The screenshot shows the CPRA Rodeo Entry Password Assistance page. At the top, there is a banner for the Canadian Professional Rodeo Association with the text "Rodeo Entry" below it. The main content area is titled "Password Assistance" and contains a form with two input fields: "Member ID:" with the value "12345C" and "Postal Code:" with the value "T4A 2L5". Below the fields, there is a message: "You will receive an email with a new password." and a "Submit" button.

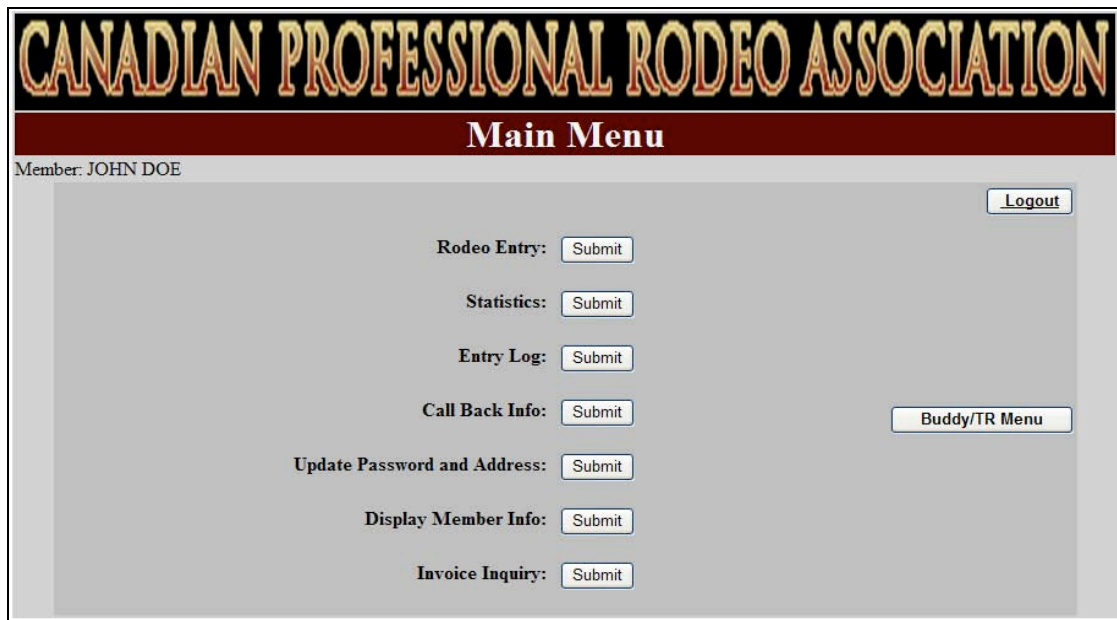
3. In the **username** field, type your CPRA card number WITH all letter prefixes. (For example, if your card number is LW12345C you must enter the LW and C in caps).
4. In the **Postal Code** field, please type in the postal code the CPRA has on file for you.
5. Click the **Submit** button. A message will appear to confirm an email has been sent to you.



6. You will then receive an email to the address on file with a temporary password.
7. Once you have received an email you can now log in to your web account using the temporary password. To change your password, please refer to page 14, **Update Password & Address**.

## **WEB-ENTRY MAIN MENU NAVIGATION**

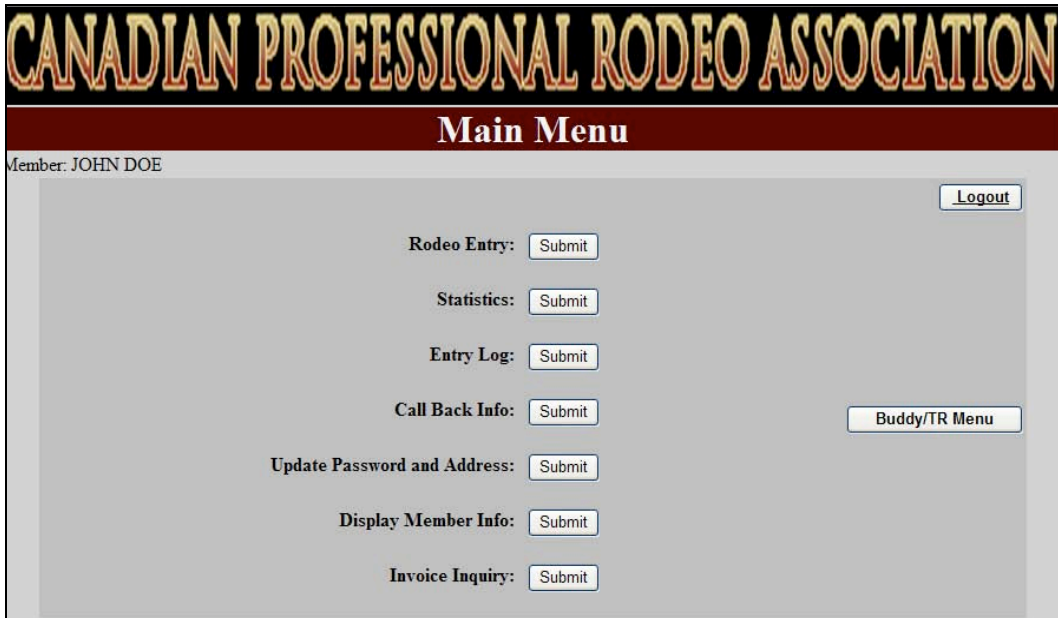
9. Once logged successfully, the **Main Menu** will appear.



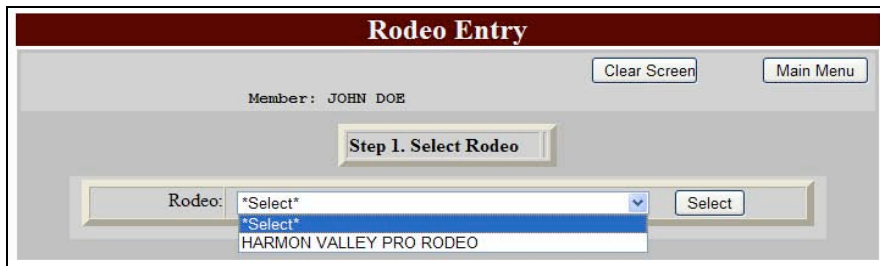
- Rodeo Entry –** This is where you will complete all tasks involved with entering a rodeo. Including a change of performance preference after the original entry is made.
- Statistics -** This is where contestants can get the event statistics at the rodeo(s) that are open for entry.
- Entry Log -** All entries that are submitted (Web & Phoned) are logged here. You can track all changes made to each entry at every rodeo.
- Call Back Info -** All position & stock callback will be displayed here. The slack order and final number of contestants per performance are also displayed.
- Update Password & Address -** This is where contestants are able to view and change contact information on file with the CPRA. This is also where a password can be updated & changed.
- Display Member Info –** This is where you can view your contact information, and also see the buddies, tags and team roping partners you have set up to enter with. This will also show the events linked to each account.
- Invoice Inquiry –** Members can see if there are any outstanding fees & fines, or credits to their account. It will show an invoice number for reference, and also the date the amount was due.
- Buddy/TR Menu -** This is where buddies & team roping partners are requested and allowed.

## RODEO ENTRY

1. To begin entering a rodeo, click on the **Rodeo Entry** button.

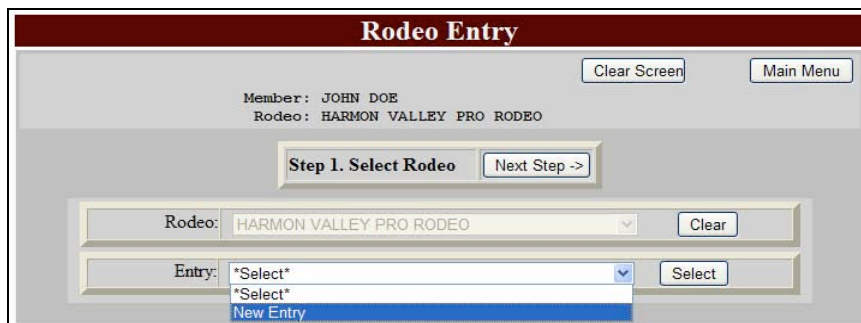


2. From the drop down menu, select the rodeo you wish to enter.



3. Click the **Select** button.
4. From the drop down menu, select **New Entry**.

*NOTE: If you have already entered the rodeo in one, or all of your events, it will show on the drop down menu. This will only show if that entry was made as you being the main member.*



5. After selecting the Entry, a pop up message may appear. This message will appear for multiple reasons:
  1. If you have already been entered in one or all of your events on another entry.
  2. If your buddies, tags, or team roping partners have already been entered on another entry.
  3. If you or any of your buddies, tags or team roping partners are ineligible.
6. If you still have available events to enter, you can continue. If you have no more events to enter, you can go back to the **Main Menu** and get the **Entry Log** for more information on your entry.
7. Next, you will select your performance preferences for the rodeo you are entering.

If you chose to submit an out flag, you can only enter your first preference, then select the drop down menu for the Out Flag and select Yes.

If you wish to add any comments to your entry (i.e. using a confirmed position at a PRCA rodeo, or PBR events – Refer to the CPRA Rulebook Section V, A, 2, (a), i & ii ) Do NOT enter information about split entering an event.

8. Click on **Next Step**.
9. Select your buddies from the drop down menus. All buddies who have confirmed status will show here if they have available events to enter. If you wish NOT to buddy, simply skip this step.



**Rodeo Entry**

Clear Screen    Main Menu

Member: JOHN DOE  
Rodeo: HARMON VALLEY PRO RODEO  
1st Preference: 1. 1:00PM SAT JULY 17 2011  
2nd Preference: 3. (SLACK) 9:00AM SUN JULY 18 2011

<- Back    **Step 2. Select Members**    Next Step ->

Member JOHN DOE

Buddy 1 DAFFY DUCK

Buddy 2 \*Select\*

Buddy 3 DAFFY DUCK

Buddy 3 MICKEY MOUSE

Add Tags

10. If you would also like to tag a contestant, click on the **Add Tags** button. If not, skip to Step 12.

**Rodeo Entry**

Clear Screen    Main Menu

Member: JOHN DOE  
Rodeo: HARMON VALLEY PRO RODEO  
1st Preference: 1. 1:00PM SAT JULY 17 2011  
2nd Preference: 3. (SLACK) 9:00AM SUN JULY 18 2011

<- Back    **Step 2. Select Members**    Next Step ->

Members	Tag 1	Tag 2	Tag 3
JOHN DOE	*Select*		

Add Buddy's

11. Once you have selected your tags, click on **Next Step**.

12. Select the events for each contestant to enter. There will be a drop down menu for each event available to enter per buddy/tag. If a member of the group is already entered in another event by themselves (split enter), that event will not show on the drop down menu.

**Rodeo Entry**

Clear Screen    Main Menu

Member: JOHN DOE  
Rodeo: HARMON VALLEY PRO RODEO  
1st Preference: 1. 1:00PM SAT JULY 17 2011  
2nd Preference: 3. (SLACK) 9:00AM SUN JULY 18 2011

<- Back    **Step 3. Select Events**    Next Step ->

<p>JOHN DOE</p> <p>TIE-DOWN ROPING</p> <p>TEAM ROPING</p> <p>*****Event*****</p> <p>TEAM ROPING</p> <p>TIE-DOWN ROPING</p>	<p>DAFFY DUCK</p> <p>STEER WRESTLING</p> <p>TIE-DOWN ROPING</p> <p>*****Event*****</p>
--	--

\*\*\*\*\*Team Roping Partner\*\*\*\*\*

<p>DAFFY DUCK</p> <p><input checked="" type="radio"/> Header    <input type="radio"/> Heeler</p>	<p>**TR PARTNER**</p> <p><input type="radio"/> Header    <input type="radio"/> Heeler</p>
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13. If an event is shown and you do not wish to enter it, simply do not select it.

*NOTE: In a buddy group a common event must be entered amongst all buddies.*

*NOTE: If you or a member of your buddy group is team roping with someone within the group, only one of the members need to specify team roping as the event.*

14. If team roping is a selected event, at the bottom of the page, a team roping partner must be selected. If no partners are set up, or your partner is not showing you will need to request their permission to enter together. You can also add a team roping partner by contacting the CRES office and Entry Line.
15. After selecting the team roping partner, you must specify whether the PARTNER is either heading or healing.
16. Once all fields have been filled out, click on **Next Step**.
17. You will then go to a summary page of your entry.

**Rodeo Entry**

Clear Screen Main Menu

Member: JOHN DOE  
Rodeo: HARMON VALLEY PRO RODEO  
1st Preference: 1. 1:00PM SAT JULY 17 2011  
2nd Preference: 3. (SLACK) 9:00AM SUN JULY 18 2011

<- Back Step 4. Finalize and Update

Member: 20048C JOHN DOE  
Events  
TIE-DOWN ROPING  
TEAM ROPING  
Team Member: DAFFY DUCK (HEADER)

Buddy1: 29577BC DAFFY DUCK  
Events  
STEER WRESTLING  
TIE-DOWN ROPING

Update Rodeo Entry

18. This step of the entry process is for reviewing the entry you just entered. Once you are satisfied with your entry, click on **Update Rodeo Entry**.

19. Once you submit your entry, you will have a pop-up message with a confirmation number.



Be sure to write this confirmation number down, as it can help if there is a discrepancy with your entry.

20. Select **OK**, and you will be directed to the Rodeo Entry screen again. To enter another rodeo, use the same steps as above. If you wish to go to the main menu, click on the **Main Menu** button.

## STATISTICS

1. To view to statistics at rodeos that are open to enter, simply click on the **Statistics** button on the **Main Menu**.

Member: JOHN DOE

Logout

Rodeo Entry:

Statistics:

Entry Log:

Call Back Info:

Update Password and Address:

Display Member Info:

Invoice Inquiry:

Buddy/TR Menu

2. From the drop down menu, select the rodeo you wish to view.

Member: JOHN DOE

Main Menu

Clear Selections

Location:

\*Select\*

HARMON VALLEY PRO RODEO

3. Click on **Select Location**.
4. From the drop down menu, select the event you wish to view.

The screenshot shows the 'Statistics' page for member JOHN DOE. The 'Location' is set to 'HARMON VALLEY PRO RODEO'. The 'Event' dropdown menu is open, showing options: \*Select\*, BAREBACK, BULL RIDING, LADIES BARREL RACING, SADDLE BRONC, STEER WRESTLING (highlighted), TEAM ROPING, and TIE-DOWN ROPING. Buttons for 'Clear Selections', 'Select Location', 'Select Event', and 'Main Menu' are visible.

5. Click on **Select Event**.
6. Your screen will then show a live count of the entries for your selected event.

The screenshot shows the 'Statistics' page after selecting 'STEER WRESTLING'. A table displays the entry counts for 'Sun Jul 17'.

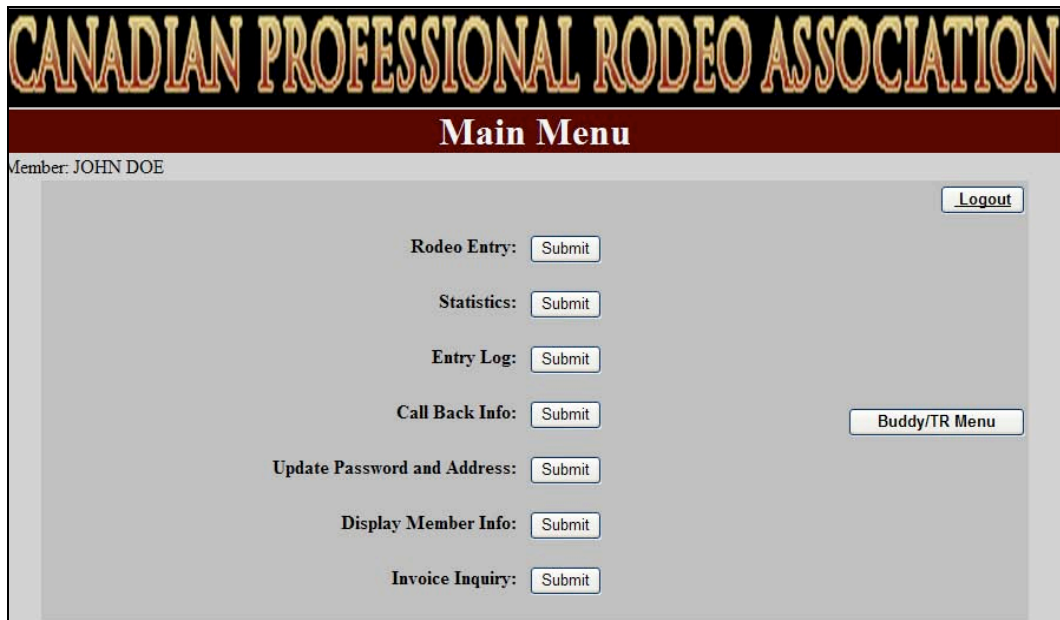
Member Types (1) Sun Jul 17		
REG	(2)	2
Totals:	(2)	2

From this screen, you can see the total number of entries and a breakdown of how many contestants are asking for which performance. You can also see the breakdown from the Full Cards, Semi Pros & Permits.

7. If you want to check another event, click on the drop menu and select a new one. It will update right away.
8. To return to the main menu, click the **Main Menu** button on the top right corner.

## ENTRY LOG

1. To view an entry for a rodeo past or present, click on the **Entry Log** button on the **Main Menu**.



NOTE: Only 2012 Data is currently available.

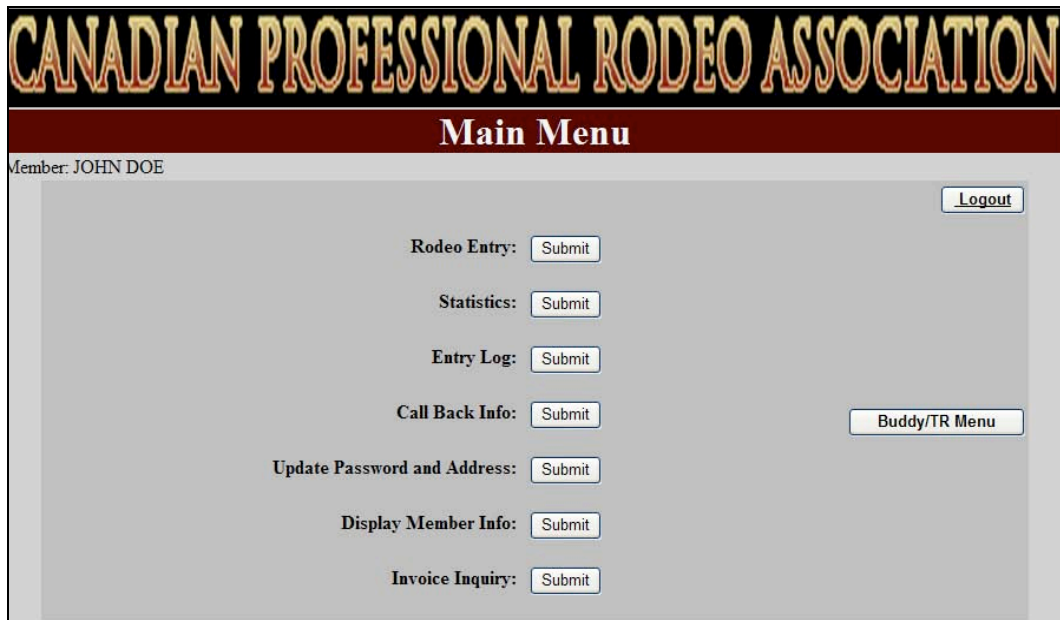
2. Select from the drop down menu the entry log you wish to view.



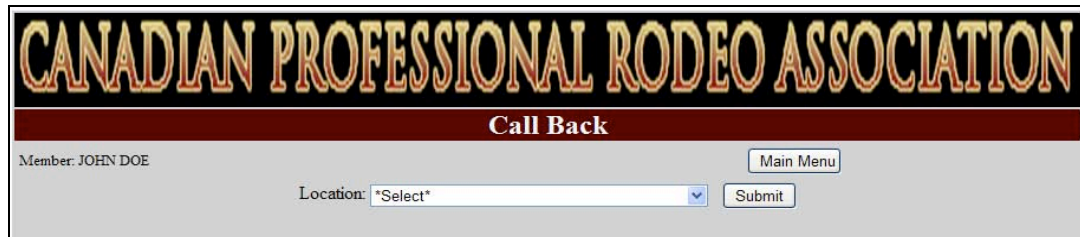
3. Click the **Submit** button
4. Your entry logs will then show for that rodeo. There will be a new log to each time your rodeo entry was changed.
5. To return to the main menu, click the **Main Menu** button on the top right corner.

## CALL BACK INFO

1. To view position & stock callback select **Call Back Info** on the main menu.



2. From the drop down menu, select the rodeo you wish to view callback for.

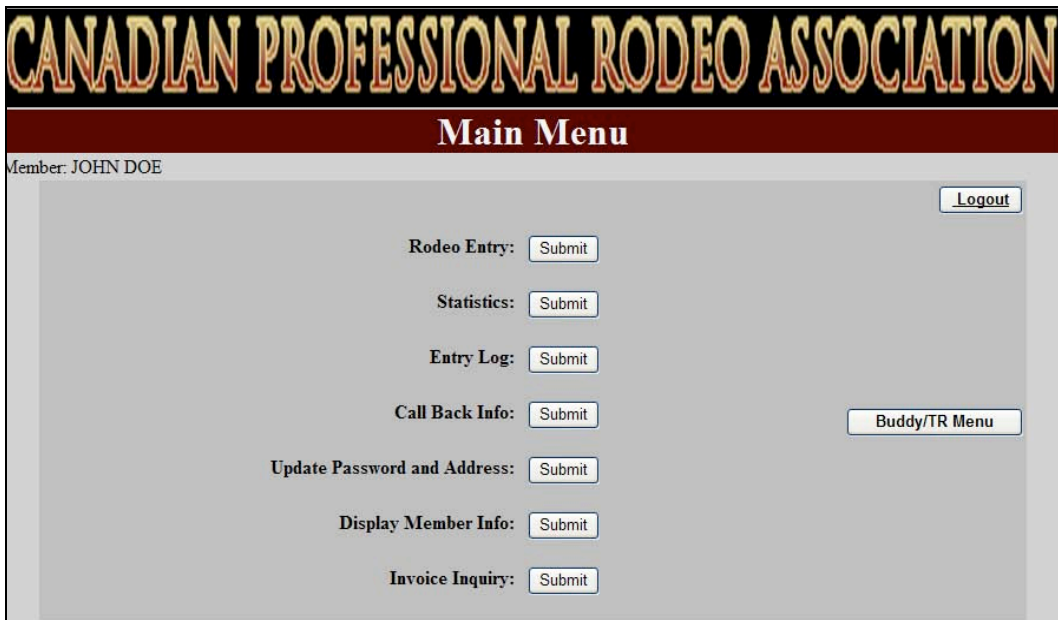


3. Once you click Submit, your screen will then show your callback for that rodeo. At the bottom of the screen you will be able to view the slack order (if applicable) and the number of contestants per performance after the draw was completed.
4. To return to the main menu, click the **Main Menu** button on the top right corner.

## **UPDATE PASSWORD & ADDRESS**

1. To update your contact information and/or password click on the **Update Password & Address** button.





2. Click on the function you would like to perform.



You are able to view and modify your personal information as well as change your password.

If you have modified any information in either of these areas, be sure to click the **Submit** button prior to proceeding.

3. To proceed back to the main menu, click on the **Main Menu** button on the top right corner.

## DISPLAY MEMBER INFO

1. To view your Member Information (contact info, buddies, tags, team roping partners & events) click on the **Display Member Info** button on the **Main Menu**.

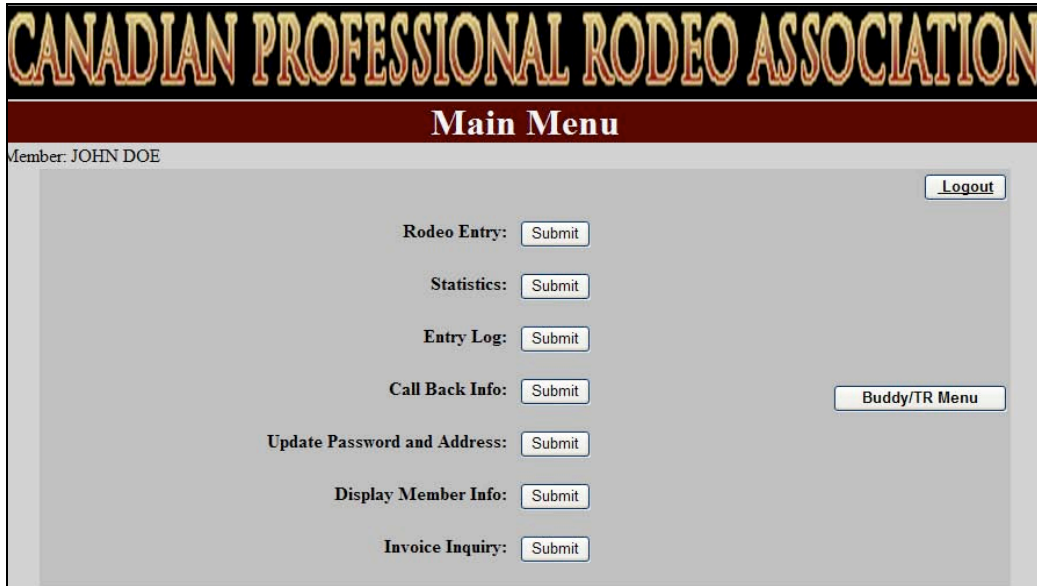


You can only view the member information on file at the CPRA with this function. This is where all buddies, tags and team roping partners are displayed as well as all events linked to online access.



## INVOICE INQUIRY

1. To view any outstanding invoices, entry fees and fines click on the Invoice Inquiry button on the main menu.



2. If you do not have any amounts outstanding with the CPRA, a pop-up message will appear.



3. If there are any amounts posted to your account, or outstanding they will show here. You can also view if there is a credit posted.

- The invoice number is available to view for reference
- The date the amount is due is available to view. If an amount is outstanding, you will become ineligible.
- A brief description of the invoice is shown.

If there is a discrepancy , or you would like to pay your account, please contact the **CPRA office at 403-945-0903**

## **BUDDY/TR MENU**

1. To send a buddy or TR partner request, or to accept a request click on the **Buddy/TR Menu** button.

If you have a request pending, the **Buddy/TR Menu** button will flash on the **Main Menu**.

The screenshot shows the 'Main Menu' for a member named JOHN DOE. At the top is the 'CANADIAN PROFESSIONAL RODEO ASSOCIATION' logo. Below the logo is a dark red header with the text 'Main Menu'. The member's name 'Member: JOHN DOE' is displayed in the top left. A 'Logout' button is in the top right. The main content area contains several options, each with a 'Submit' button: 'Rodeo Entry', 'Statistics', 'Entry Log', 'Call Back Info', 'Update Password and Address', 'Display Member Info', and 'Invoice Inquiry'. A 'Buddy/TR Menu' button is located on the right side of the page.

2. To request a buddy, or request a team roping partner, click on either the **Request to be Buddy** button, or the **Request to be Team Roping Partner** button.

The screenshot shows the 'Buddy/TR Menu' for a member named JOHN DOE. At the top is the 'CANADIAN PROFESSIONAL RODEO ASSOCIATION' logo. Below the logo is a dark red header with the text 'Buddy/TR Menu'. The member's name 'Member: JOHN DOE' is displayed in the top left. A 'Logout' button is in the top right. The main content area contains four options, each with a 'Submit' button: 'Request to be Buddy', 'Request to be Team Roping Partners', 'Allow Buddy', and 'Allow Team Roping Partner'. A 'Main Menu' button is located on the right side of the page.

3. Input the members card number (with all prefixes and all CAPS) and click **Submit**.

A request will then show on the requested members online account the next time they sign on. Once the request has been accepted, the buddy and/or team roping partner will show on both members accounts.

4. If there is a request pending on your account for a buddy or team roping partner, the Allow Buddy & Allow Team Roping Partner will flash a notification.

5. To accept the requests, click on **Submit**.
6. The information will show regarding the request, and you will have the option of allowing, or decling the request.

Once accepted, the information will be saved to both members online accounts. If declined, you will not be shown as a buddy on the members account.

7. To return to the main menu, simply click on the **Main Menu** button on the right side of your screen.