

Adding Horses to Lists in InCompass' Race Track Operations System

1. Log into RTO
2. Choose Horse Maintenance from the Main Menu**
3. Select the Subject Horse
4. Choose Lists – tab 3 **
5. The track will auto populate to the track for which you logged in
6. Enter the Trainer name, if known
7. Choose list type**
 - For horses ineligible under claiming rules to race in another jurisdiction, choose “Claiming List”
 - To put a horse on the Stewards’ List choose “Stewards List”
 - There are other lists available and the choices may vary by jurisdiction.
8. Put the date the Horse went on the list (i.e. became ineligible) in the “Date On” field**
9. Put date the Horse will be off the list (i.e. will become eligible) in the “Date Off” field**
10. Add any comments related to the list entry**
11. Choose “Add List “ to update the Lists
12. Choose “Update “ to update the Horse’s information
13. The list is now there for any entry clerk

You **SHOULD NOT** delete a horse off of a list *unless* it was entered in error. By using the “On” and “Off” date, you allow a horse to be taken off a list but still keep a record of the horse’s list history.

**Screenshot included below for reference

2. Horse Maintenance

Stakes Nom:	Maint	Reports	Mobile Stakes		
Cond Book:	Maint	Reports	Renum Race	Template	Driver
Entries:	Maint	Reports	Draws	Run Down	Move Draws/Entries
Horse:	Maint	Reports	Ship In/Out	Trainer Check In/Out	Renum Draws
Horsemen:	Maint	Reports	Trainer Inv.	Jockey Colony	

4. Lists Tab



7. Types of Lists [may vary by jurisdiction]

The screenshot shows a web-based form for creating a list. The 'Track' is set to 'BIR BIRMINGHAM TURF CLUB' and the 'Trainer' is 'Machowsky, Michael'. A dropdown menu for 'List Type' is open, displaying a list of options: Default Bleeder List, Default Nerved List, Default Starter List, Default Veterinarian List, Default Paddock Judge List, Default Mares in Foal List, Default Deceased List, Default Problem List, Default Ineligible List, Default Stewards List, Default Claiming List, and Default Racing Secretary List. Other buttons include 'Add List', 'Save List', 'Delete List', 'Clear', 'Other Jurisdictions', 'Update', and 'Exit'. The browser's address bar shows 'Internet' and '100%' zoom.

8. Date on

This screenshot shows the same software interface as in step 7, but with the 'Date On' field highlighted by a red oval. The 'Date On' field is a date picker with a calendar icon. The 'Date Off' field is also visible below it. The rest of the interface, including the 'Trainer' field, 'List Type' dropdown, 'Comments' text area, and various buttons, remains the same.

9. Date Off

This screenshot shows the same software interface as in step 7, but with the 'Date Off' field highlighted by a red oval. The 'Date Off' field is a date picker with a calendar icon. The 'Date On' field is visible above it. The rest of the interface, including the 'Trainer' field, 'List Type' dropdown, 'Comments' text area, and various buttons, remains the same.

10. Comments

The screenshot shows a web form with the following fields and buttons:

- Trainer:
- List Type:
- Date On:
- Date Off:
- Comments: (highlighted with a red oval)
- Buttons: Load From Last Start, Add List, Save List, Delete List, Clear, Other Jurisdictions, Update, Exit

Example:

A Horse racing at Birmingham in State A went on the Claiming List on 10/14/09 and will be eligible to race out of state on 10/28/09 under State A's Rules of Racing. The horse should be added to the Claiming List and should appear in Horse Maintenance as follows:

The screenshot shows the 'Horse Maintenance' web application. The main content area displays the following information:

Rush Rush -- Dark Bay or Brown, TB, Gelding (03/24/2003) Reg. # 03012384

List Type	Date On	Date Off	Reason
Default Claiming List	10/14/2009	10/28/2009	

Below the table, the form fields are populated with the following values:

- Track: BIR BIRMINGHAM TURF CLUB
- Trainer: Machowsky, Michael
- List Type:
- Date On:
- Date Off:
- Comments:

Buttons: Add List, Save List, Delete List, Clear, Other Jurisdictions, Update, Exit