



A basic introduction to

eScribe

Part of eDressage paperless dressage scoring system

USER MANUAL FOR SCRIBES

Before you start, make sure you have the following: iPad with eScribe software open, keyboard, Apple Pencil (where provided), charging cord, either Battery power pack or mains electricity connection, a hard-copy draw, and three hard-copy test sheets (for competitions using the FEI Freestyle System, you should have one hardcopy test sheet per competitor).

PART I: SCORESHEET

This is where you will spend the majority of your time for the competition.

	C	Track to the right		
23.	MXK	On the diagonal 15 flying changes of leg every stride		2
	KA	Collected canter		
24.	A	Down the centre line		2
	L	Pirouette to the left		
25.	X	Flying change of leg		
26.	I	Pirouette to the right		2
	C	Track to the right		
	CM	Collected canter		
27.	M	Collected trot		
	MR	Collected trot		
28.	RK	Extended trot		
	K	Collected trot		
	KA	Collected trot		
29.	A	Down the centre line		
	DX	Passage		
30.	X	Piaffe 12 to 15 steps		2
31.	X	Transitions passage - piaffe - passage		
32.	XG	Passage		
33.	G	Halt - immobility - salute		
34.		Rider's position and seat; correctness and effect of the aids		2

Overall comment Sign me

Final Score in % ✓

Figure 1: Scoresheet

The scoresheet behaves and is presented in the same way as a regular scoresheet on paper. The current competitor, horse, nation, bridle, number time, and test are listed in the top left corner.

Marvin Smink
Haya 1835 3:45:00 PM
Grand Prix

Figure 2: Athlete information header

You can navigate on the scoresheet by touching the box you want to type in with either your finger or the Apple Pencil.

You can also use the TAB key or RETURN/ENTER button on the keyboard.

When you enter marks, you may only enter numbers. You can enter half marks without the decimal point (e.g. 75 will be recognised and corrected to 7.5), full marks do not need the .0.

Comments can be written by typing in the box. Many abbreviations are still possible by using the keypad, for

instance Capital O for circle, -> for forwards, ^ for higher [press shift+6] etc)

To modify comments and marks, you can tap the box you want to edit, press again, or use the arrow keys to move the cursor to where you would like to edit, and then either continue typing to add to an existing comment or use the BACKSPACE/DELETE button to remove the existing comment or mark, 1 character at a time (hold to remove everything), before retyping.



IMPORTANT: At the end of the test, confirm the judge is happy with the marks, and then press the orange button with the tick mark on it. This locks the marks and allows for the result to be announced, so it's important that this is done as soon as possible after the last mark has been entered.

IMPORTANT: You can continue to add or edit comments after the marks have been submitted/locked.

Once you have finished, the judge can sign by pressing the "Sign me" button and using their finger or the Apple Pen to sign. Please do NOT use a regular pen.

For shows which use an electric bell and or countdown timer, the controls under the clock can be used to ring the bell, start the countdown timer, pause the countdown timer, or stop the timer (once the competitor enters the arena). For Freestyles, an additional 30 second option for the entry music exists.



PART II: SCORESHEET MENU

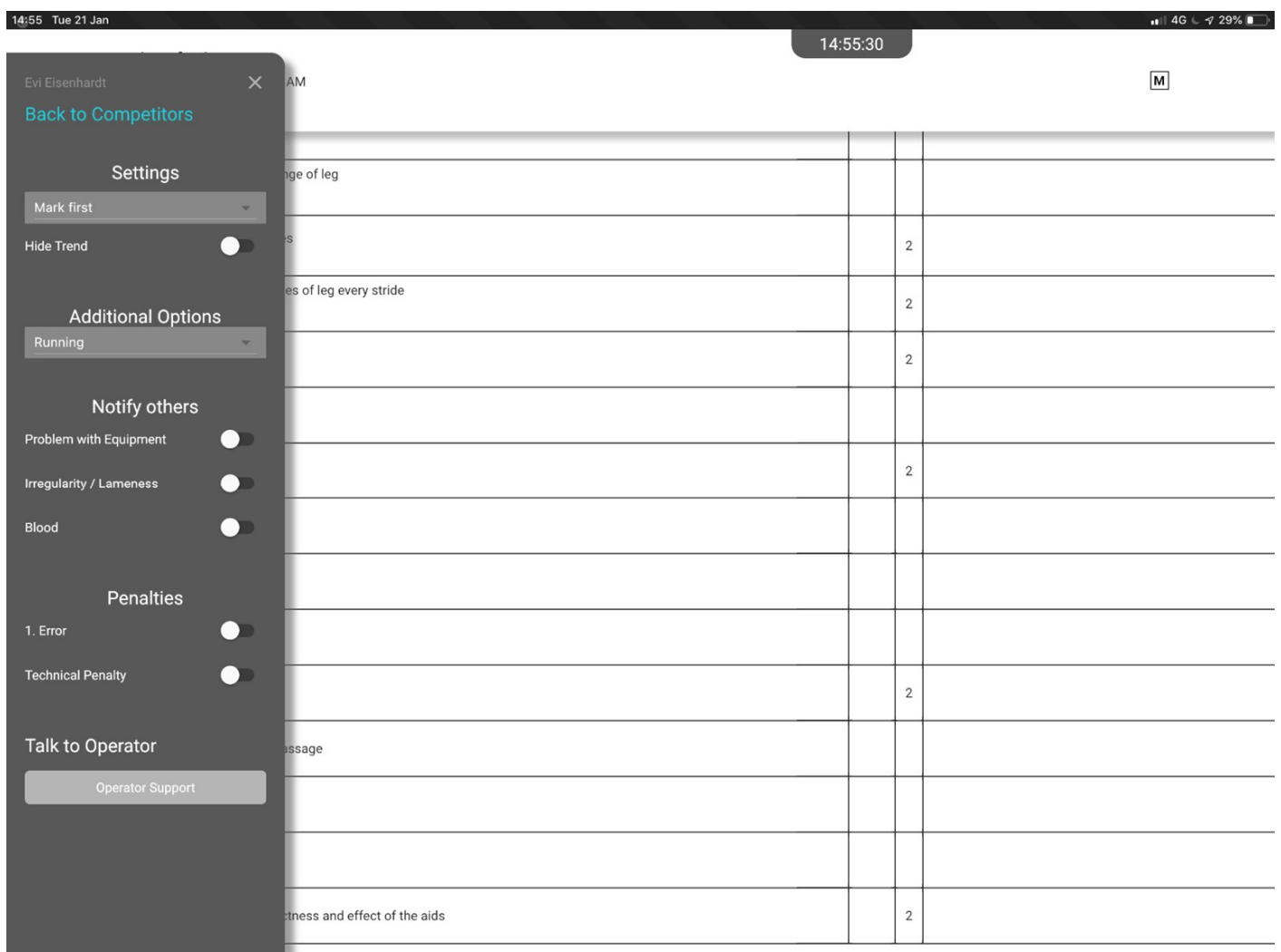
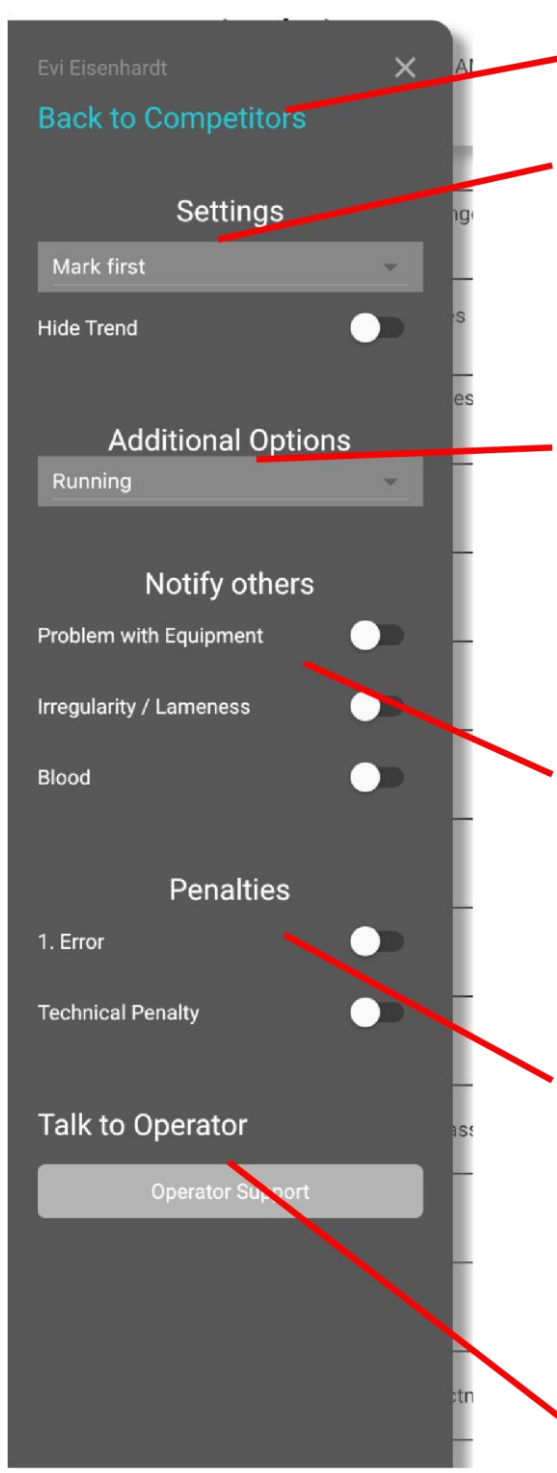


Figure 3: eScribe menu

See next page

At the start of the competition, you can use the menu icon (previous page picture) in the bottom left to open the menu. The menu has the following options:



Back to competitors (see next page)

Under **Settings**, you will notice two options, the first one sets which box the cursor jumps to on a new line where pressing the TAB or ENTER/RETURN key to navigate through the test. The second option is a toggle which will remove the live trend from the top-right corner. Some competitions or judges may request this, however it remains visible by default.

In **Additional options**, there is the status option. This allows the judge to set the current competitor to Withdrawn, Retired or Eliminated. For judging positions other than C, this causes a notification to appear at C with the recommendation, and which judging position requested it. **ONLY THE JUDGE AT C CAN ACTUALLY AFFECT THE STATUS OF A COMPETITOR.**

Notify Others alerts all other judges of the condition indicated. The judge can use this option to notify the judge at C if they see blood, lameness etc., or the judge at C can request confirmation from the other judges. If you see a notification appear, please notify your judge immediately. See Part V for more information

Penalties, errors and technical penalties can be added here. Error(s) (up to two errors depending on the test, for third error, please use the Elimination status in Additional Options) are for errors of course/test. And Technical penalty is for carrying a whip, wearing leg bandages or entering the arena more than 45 seconds after the bell, etc. Penalties have immediate effect on your trend, however they will be overwritten by the judge at C at the end of the test. Don't forget to type *ERROR or *EOC or similar in the comment for the movement.

Talk to Operator, this function allows you to contact the operator if you need technical support, assistance, or to notify the organisers of an issue. Simply type the comment in the box and tap send. This option DOES NOT allow inter-judge communication.

Figure 4: Menu

You can close the menu with the small x in the top right corner

PART III: STARTLIST

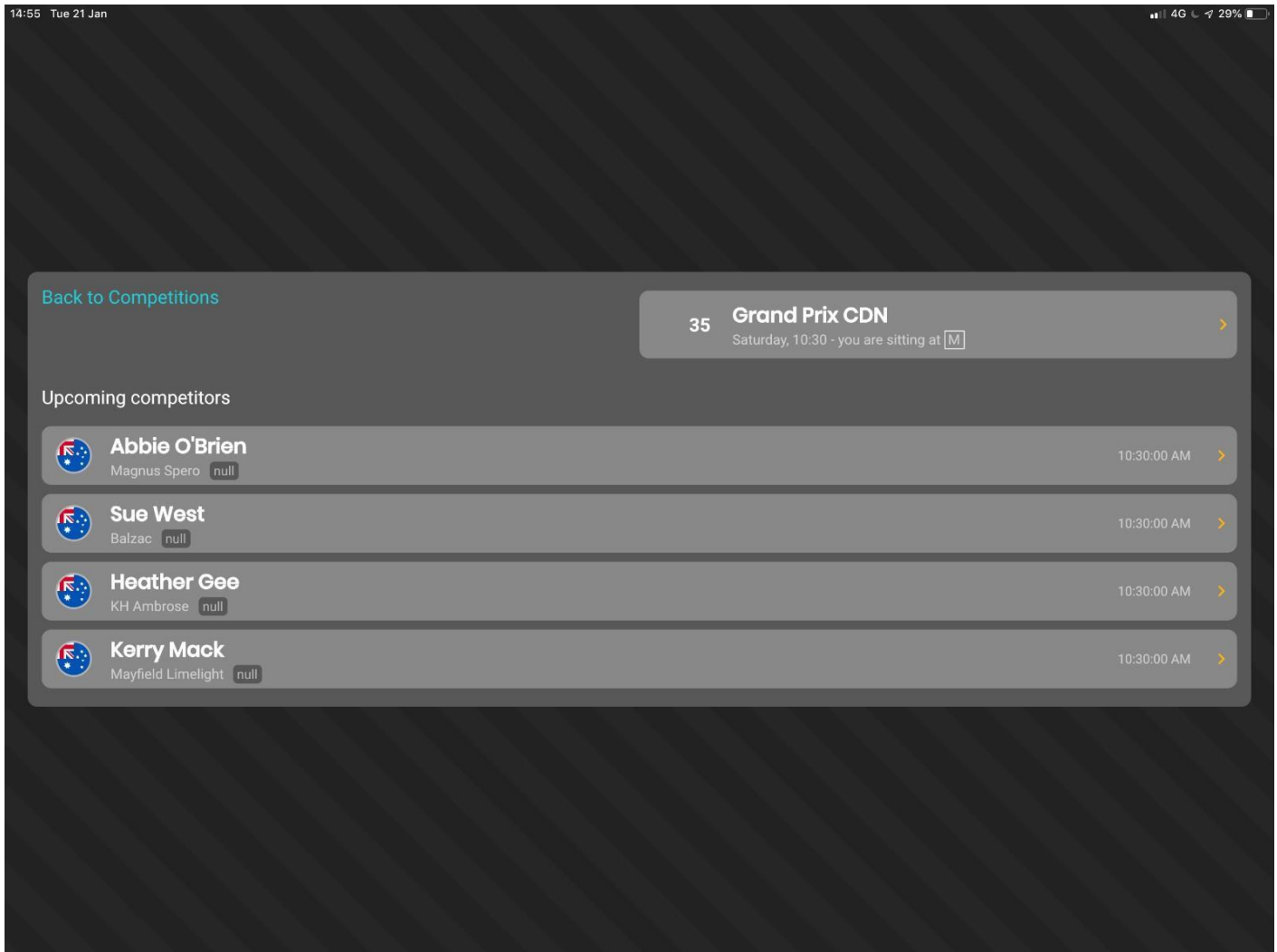


Figure 5: view of the competitors in the startlist

IMPORTANT: Only use this functionality in the circumstances and conditions listed below.

Normally, the next scoresheet will be automatically sent to you after the bell has been rung for the next competitor. However, if there is a loss of internet, you may not receive the next sheet. If that happens, you may use the Back to Competitors button in the menu to return to the start-list which looks like the above picture.

Using this, you may select the next competitor manually.

If you are at a Young Horse Test (4-6 Year Old only) with multiple horses in the arena at once (groups), you may have two iPads. In this case, the automatic sending will not work, and you will need to manually select each competitor on each iPad.

There is also a quick selection option which can be accessed from the scoresheet by clicking the small orange dot next to the athlete's name.

PART IV: TECHNICAL FAILURES

eScribe is very stable and has been rigorously tested to make sure that it performs in all conditions. However, in case there is a difficulty, or crash of the software, you will be provided with 3 hard-copy test sheets. If you have not been, please contact the show office immediately.

In the unlikely event of a failure, immediately switch to using the hard copies provided, do not try to troubleshoot the problem yourself during a test. Revert to using the paper sheet and recording the judge's marks and comments as a priority.

If at the end of the test, there is time, you may try to troubleshoot further. If the system recovers, you can switch back to using eScribe at any point during the test. If the system does not recover, or you do not have time to add the scores to the electronic test sheet, the paper sheet will be collected for manual entry at the control room.

The control room has real-time access to the comments and remarks as well as other information about the iPads being used in the competition, so we will be there to assist you with any technical problem as soon as possible.

PART V: NOTIFICATIONS

eDressage allows limited communication between judges in compliance with the guidelines for the FEI Judges' Signalling System. These allow the judges to discretely communicate with one another with regards to lameness, blood and errors etc. Refer to the controls in Figure 4 to turn notifications on or off.

If the judge at C applies a technical penalty, error of course etc, the following notification will appear:

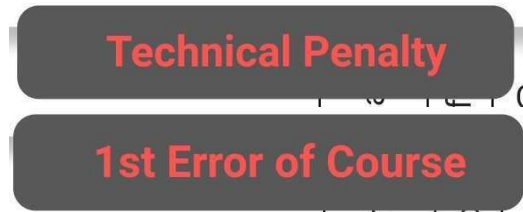


Figure 6: Activated penalties

These mean that the penalty has been applied and will immediately affect the trend. Please write Error, EOC etc in the appropriate comment for the competitor. You may also add the technical penalty or error, however as the judge at C has final discretion, this is not required.

If a judge at any other position adds a notification, an alert is sent to all other judges, including the judge at C with the type of alert, and the position at which it was given:



Figure 7: Suggested alerts or penalties

These notifications do not have any actual affect and are for notification only. If you are at any other position, you will still need to take appropriate action. First notify your judge that the other judge at (in this case at H) has given a penalty or seen blood, and then ask them for which action to take.

If you are at a position other than C, it is worth also adding the penalty or notification if your judge agrees, as this helps build consensus. If you are at C, then applying the penalty will affect the status of the competitor directly.