

## 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	Renum Draws
Horse:	Maint	Reports	Ship In/Out	Trainer Check In/Out		
Horsemen:	Maint	Reports	Trainer Inv.	Jockey Colony		

### 4. Lists Tab



7. Types of Lists [may vary by jurisdiction]

Track: BIR BIRMINGHAM TURF CLUB

Trainer: Machowsky, Michael

List Type: [Dropdown menu open with 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, Default Racing Secretary List]

Date On: [Empty]

Date Off: [Empty]

Comments: [Text area]

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

8. Date on

Trainer: [Empty]

List Type: [Dropdown menu]

Date On: [Date picker highlighted with red circle]

Date Off: [Date picker]

Comments: [Text area]

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

9. Date Off

Trainer: [Empty]

List Type: [Dropdown menu]

Date On: [Date picker]

Date Off: [Date picker highlighted with red circle]

Comments: [Text area]

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

## 10. Comments

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

- Trainer:
- List Type:
- Date On:
- Date Off:
- Comments:
- 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 with the following details:

- 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

The application also displays a table of list entries for the horse '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	