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 individualized floorplan per competitor).

PART I: SCORESHEET

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

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, start time, and test are listed in the top left corner.

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 as "can I confirm?", and then press the orange button with the tick mark on it. This locks ONLY 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/overall comment 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. During COVID we introduced the auto filled signatures, which are saved for each judge, so there is no need to sign each test sheet anymore.

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.
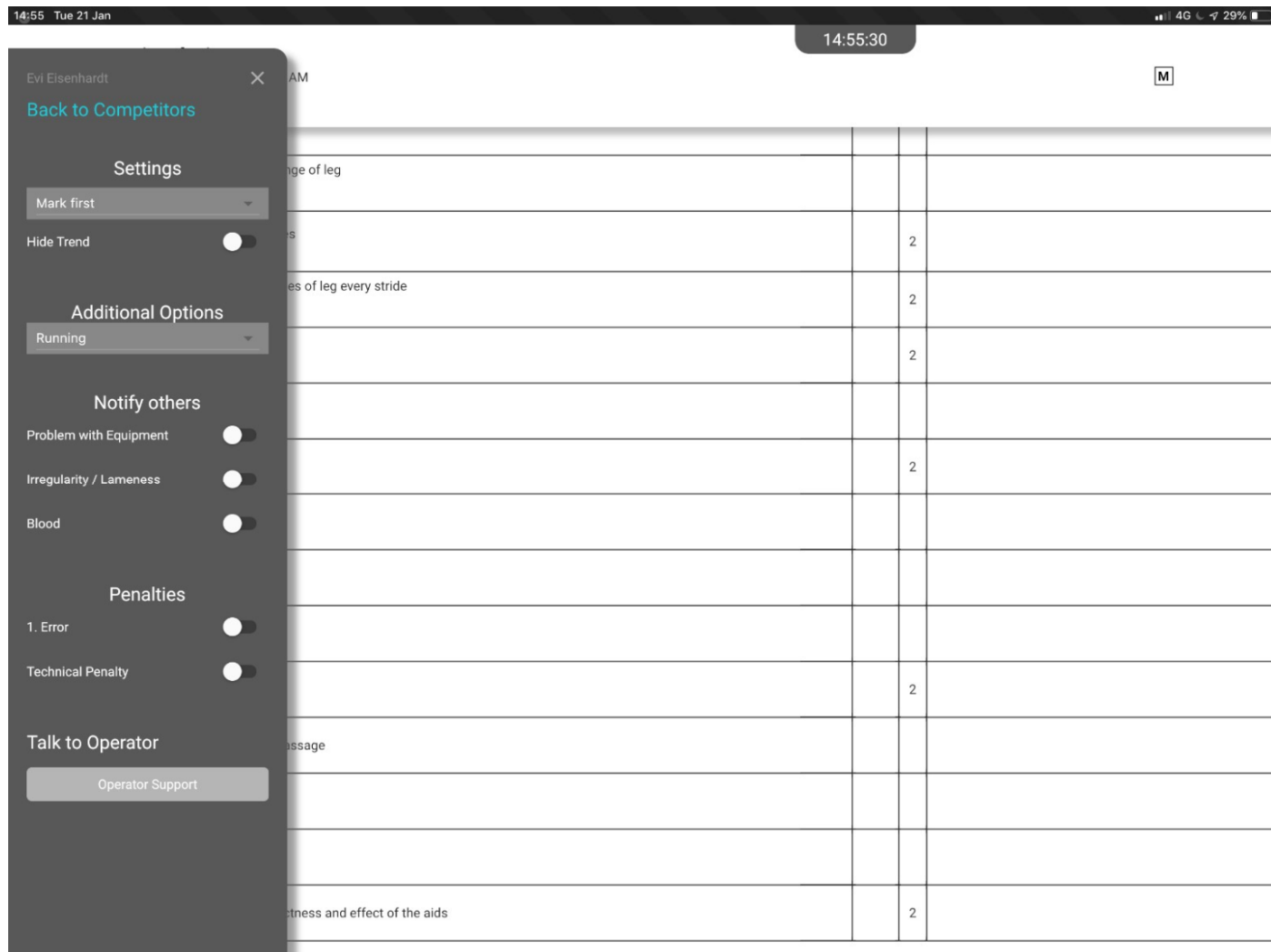
PART II: SCORESHEET MENU

Figure 3: eScribe menu

At the start of the competition, you can use the orange 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. Very rarely competitions or judges may request this, however it remains visible by default. Normally there is no need to change those individual per judge settings.
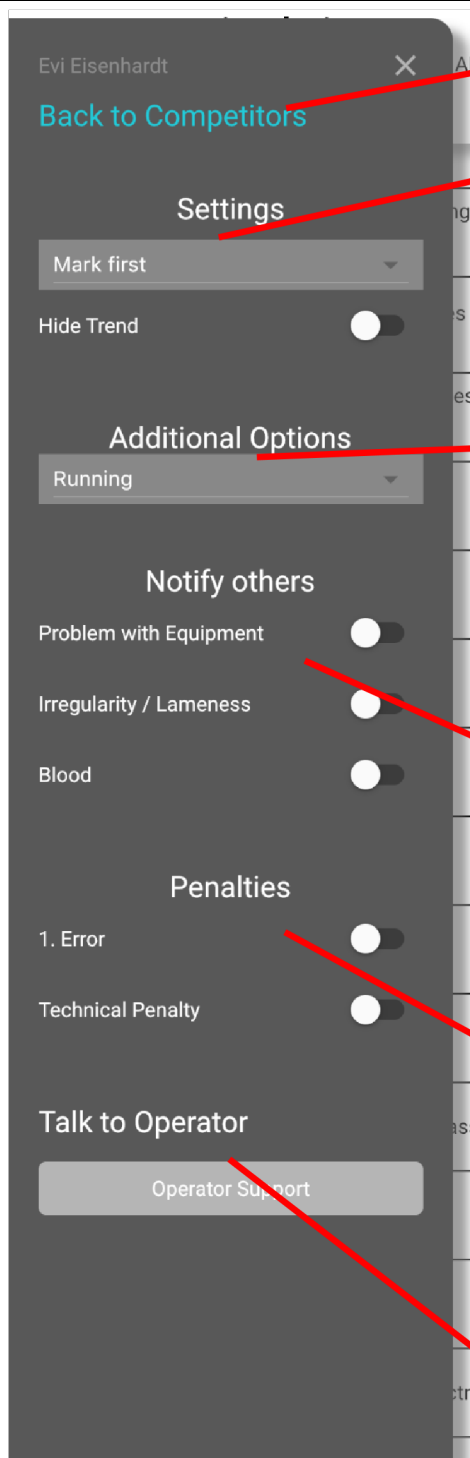
Figure 4: Menu

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.

You can close the menu with the small × in the top right corner or by clicking into the scoresheet.
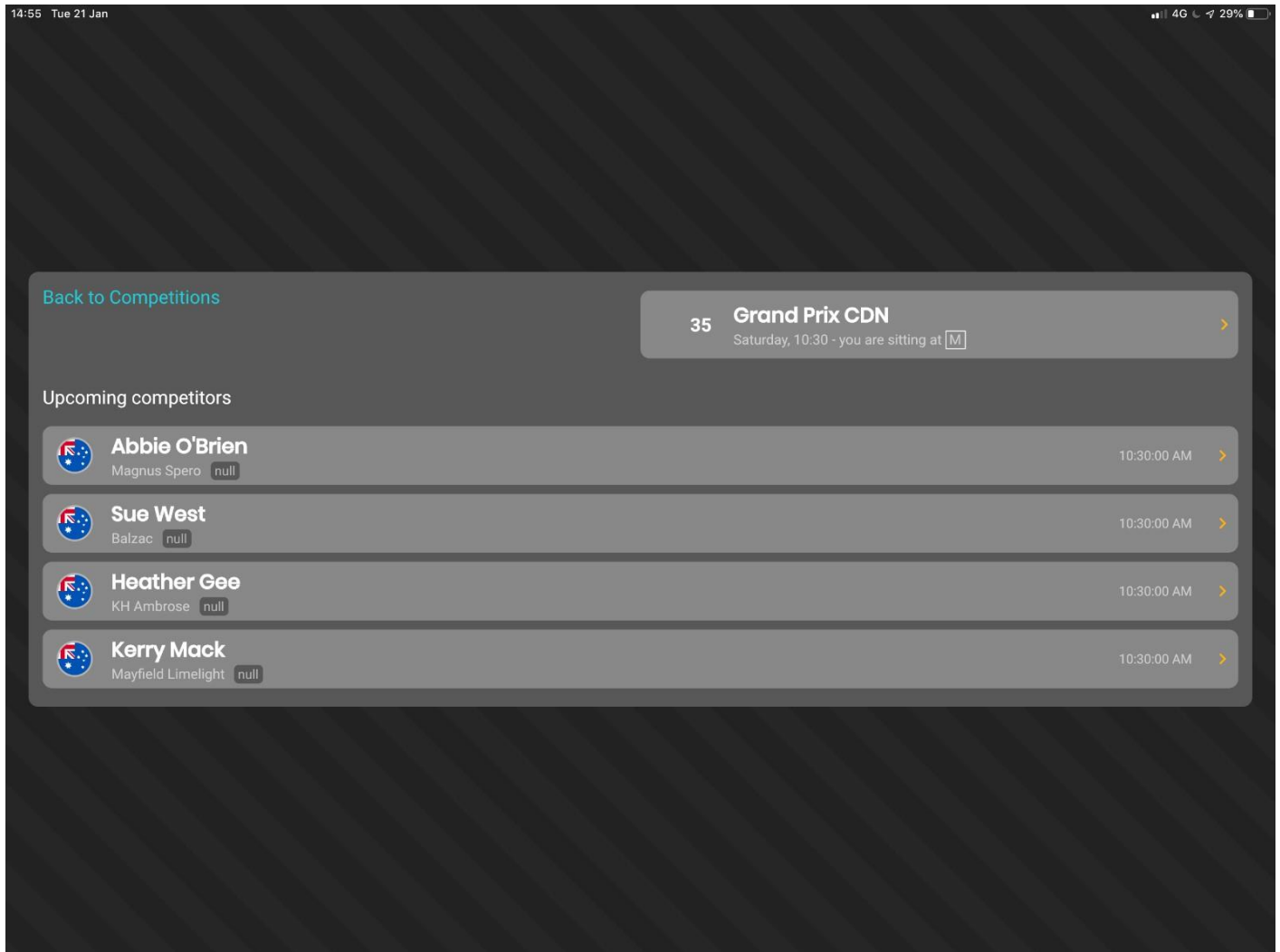
PART III: STARTLIST

Figure 5: view of the competitors in the start list

After you finished a rider's scoresheet (confirmed the scores and typed all comments), you will use the "Back to Competitors" button in the menu to return to the start list which looks like the above picture. Select the next competitor (generally confirmed/finished competitors will move to the bottom and create a result list per judge) by clicking the correct one with your finger. Make sure that the bridle number matches with the competitor entering the arena. Operators on site additionally make sure you are in the correct scoresheet and could send you the current rider if needed.

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: BACKUP TEST SHEETS

eScribe is very stable and has been rigorously tested to make sure that it performs in all conditions. However, in case you are physically not able to type anything in the iPad anymore, you will be provided with 2 or 3 hard-copy test sheets. If you have not been, please contact the operator on site or the show office immediately.

In the unlikely event of a technical difficulty, simply switch to using the hard copies provided and continue like normal. Recording the judge's marks and comments in this case is the priority. Black Horse One operators on site will come and help to get everything back up and running.

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 between the judges only. If you are at any other position, you will still need to take appropriate action. First please 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.