

**PRARG**

**PENCILLER's TABLET USER GUIDELINES**

**Approved by Kay Paulsen**

**March 2023**

**Contents:**

**PHOTO GUIDELINES FOR PENCILLERS**

**HANDY HINTS FOR PENCILLERS**

“VOLUME” and “BATTERY LEVEL”...



When collecting tablet,  
check top Right-hand corner of screen.

Ensure...

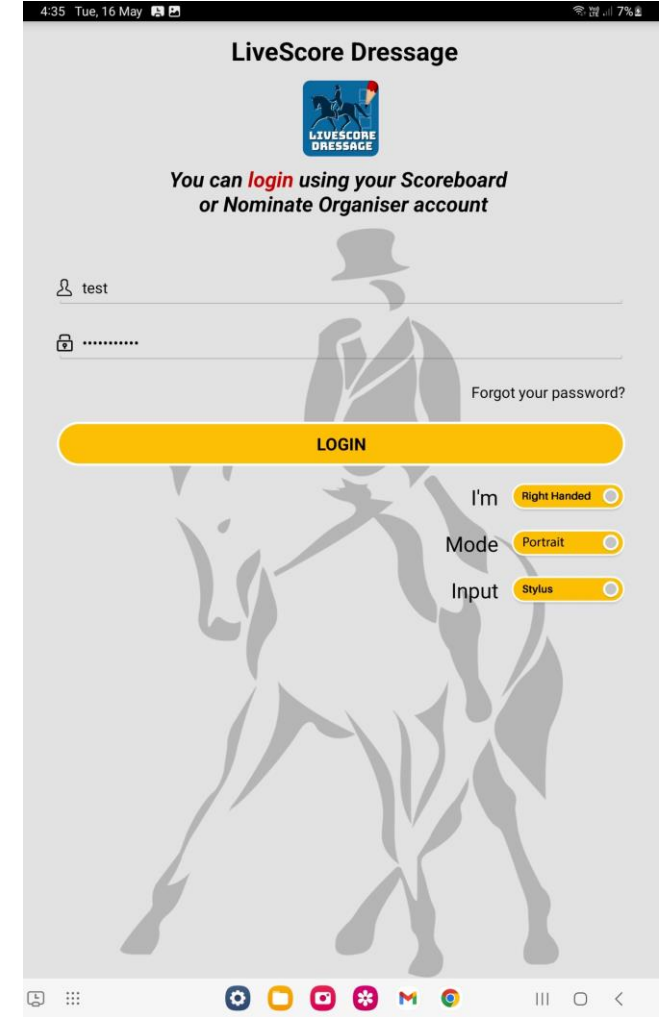
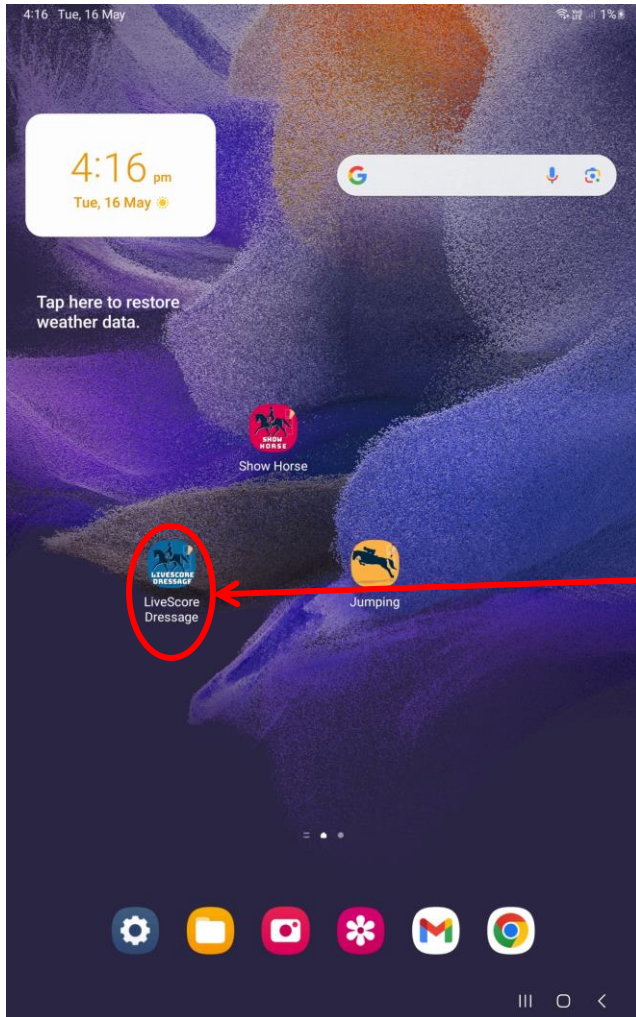


“VOLUME”  
Must be  
“MUTED”

“BATTERY LEVEL”  
Must be  
“FULL”

If “BATTERY LEVEL” is *not* “FULL”  
take  
BATTERY PACK AND CABLE,  
and connect  
BEFORE  
COMMENCEMENT OF TEST/S.

# LOGIN...

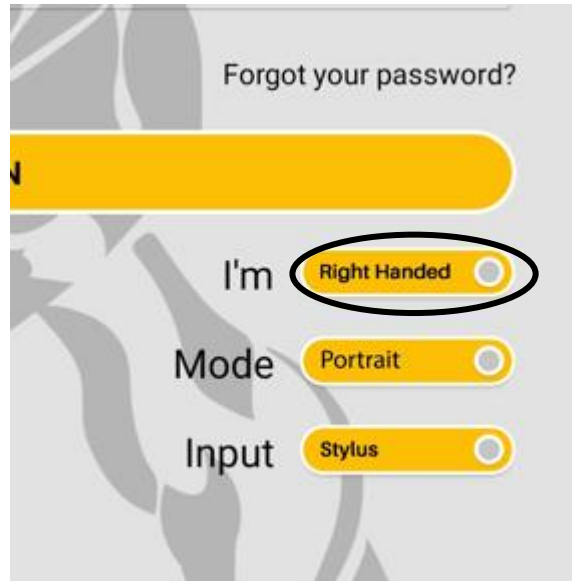


Tap on “Livescore Dressage” icon

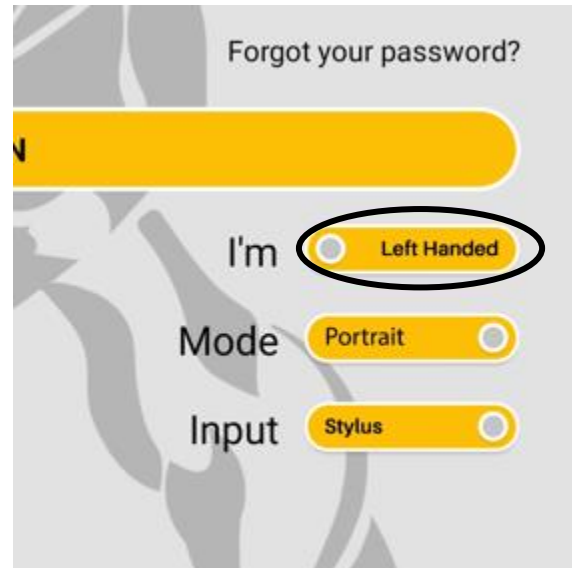
This blue screen appears briefly

The white login screen will then appear automatically.

# Before you click login...



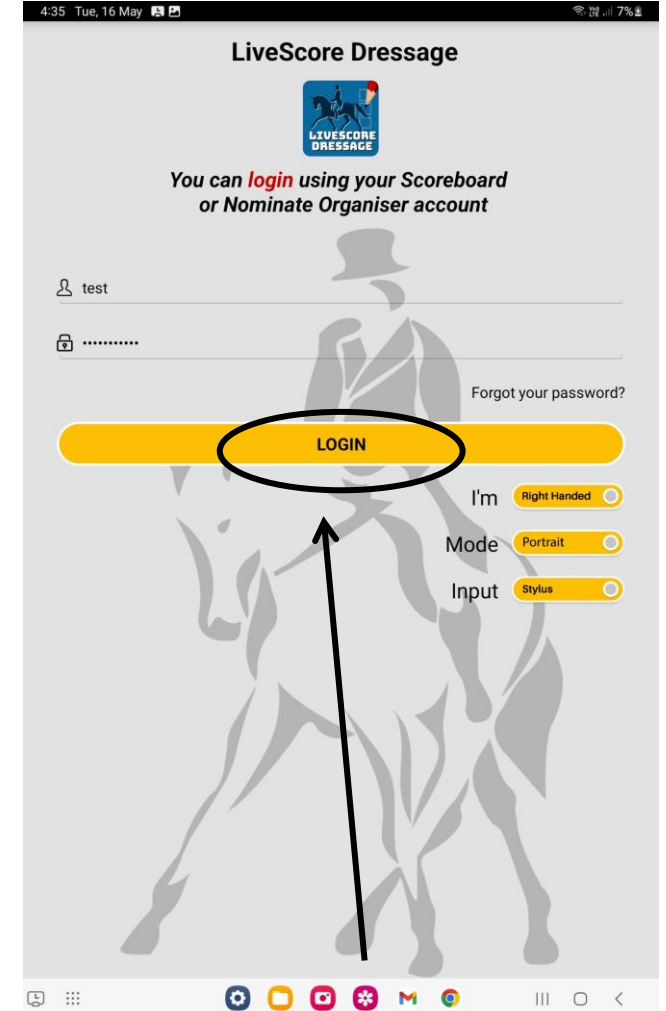
First choose left or right handed by tapping stylus on white circle to toggle between left and right.



Please note: **“Mode”** should be on **“Portrait”** (Not **“Landscape.”**)

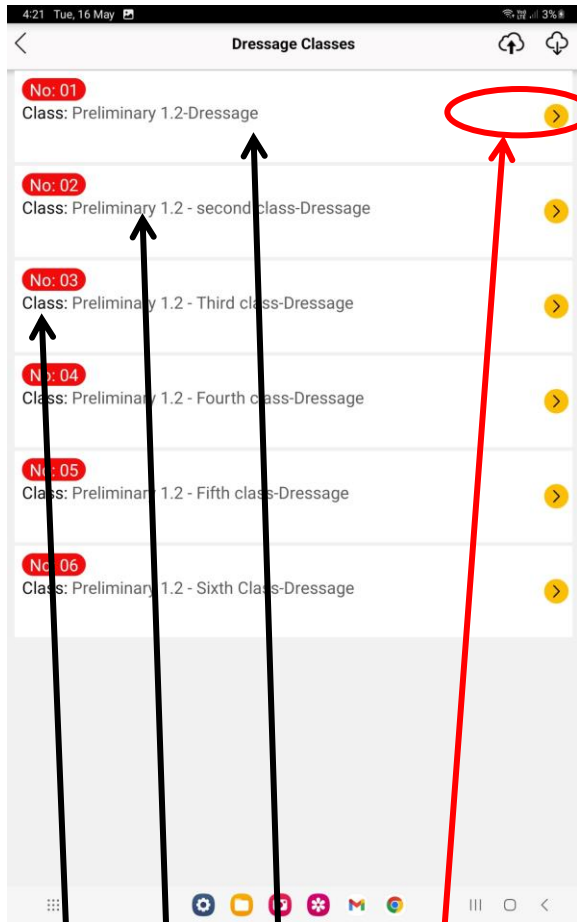
**“Input”** should be on **“Stylus”** (Not **“Keyboard.”**)

**(Toggle using white circles to correct either if necessary.)**



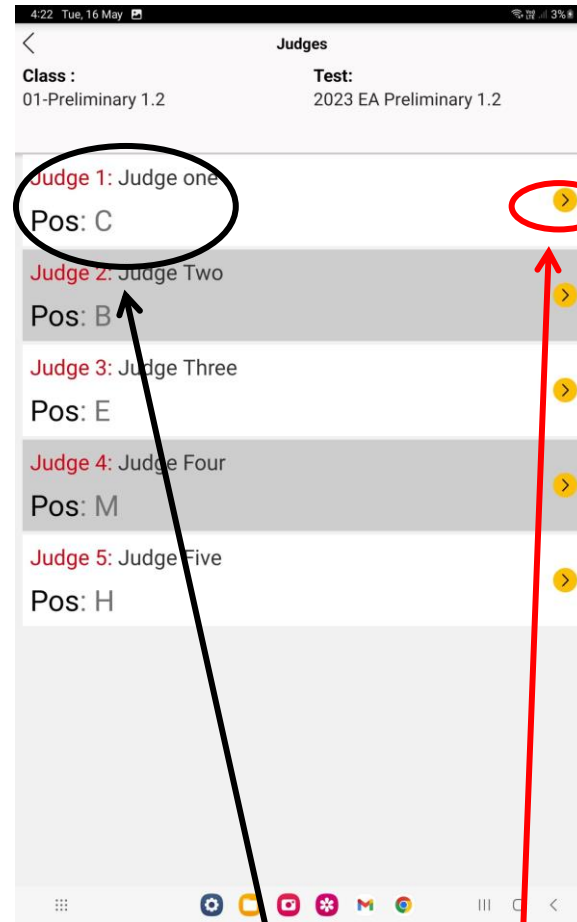
Then tap **“LOGIN”**

# Finding your test....



Select **your** "CLASS"

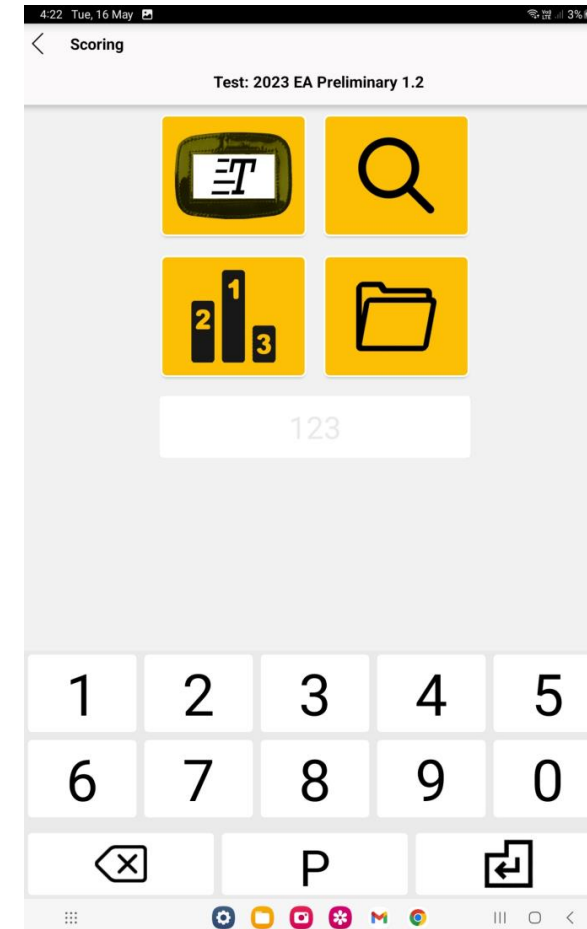
From the available group,  
then tap it's **red arrow**.

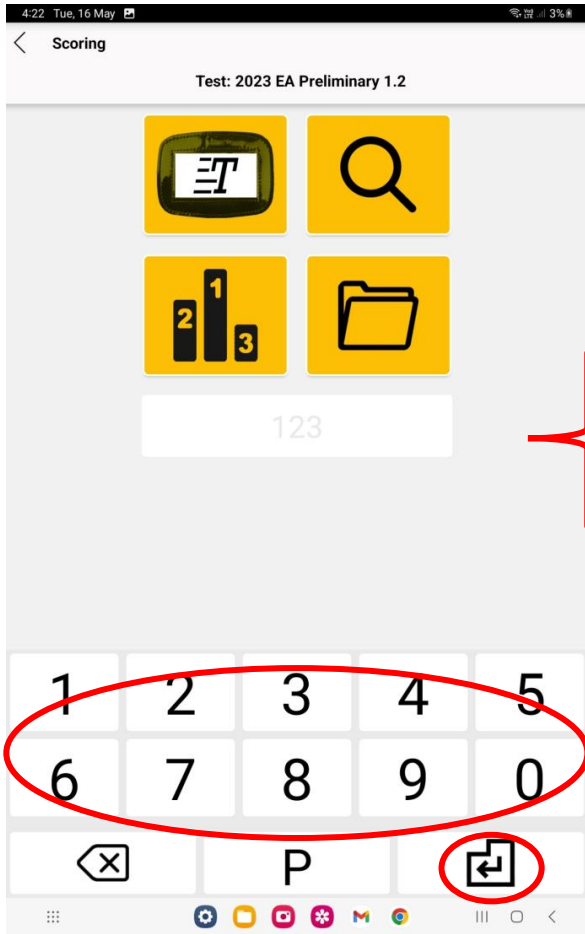


Find your "JUDGE"

(and position, eg "C" ,  
then tap the relevant **red arrow**.

Once you have selected your judge,  
the following screen will appear...

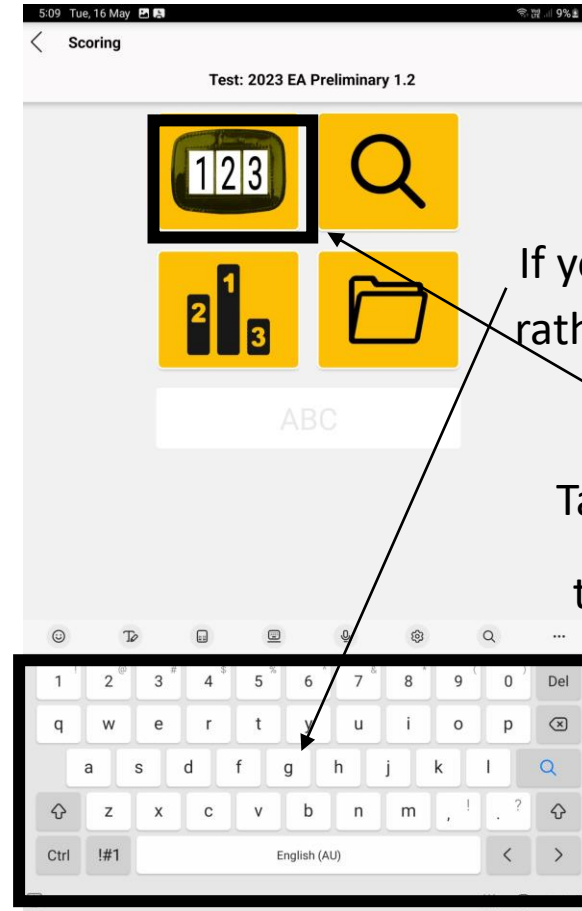




“NUMPAD” Screen

This screen is where you can enter the **BRIDLE NUMBER** to find your entrant.

Tap on the BRIDLE NUMBERS, then tap on the “Enter Arrow”



Please note:

If you have a “KEYBOARD” rather than a “NUMPAD”...

Tap on the “123” icon, to toggle back to the “BRIDLE NUMBER” entry screen.

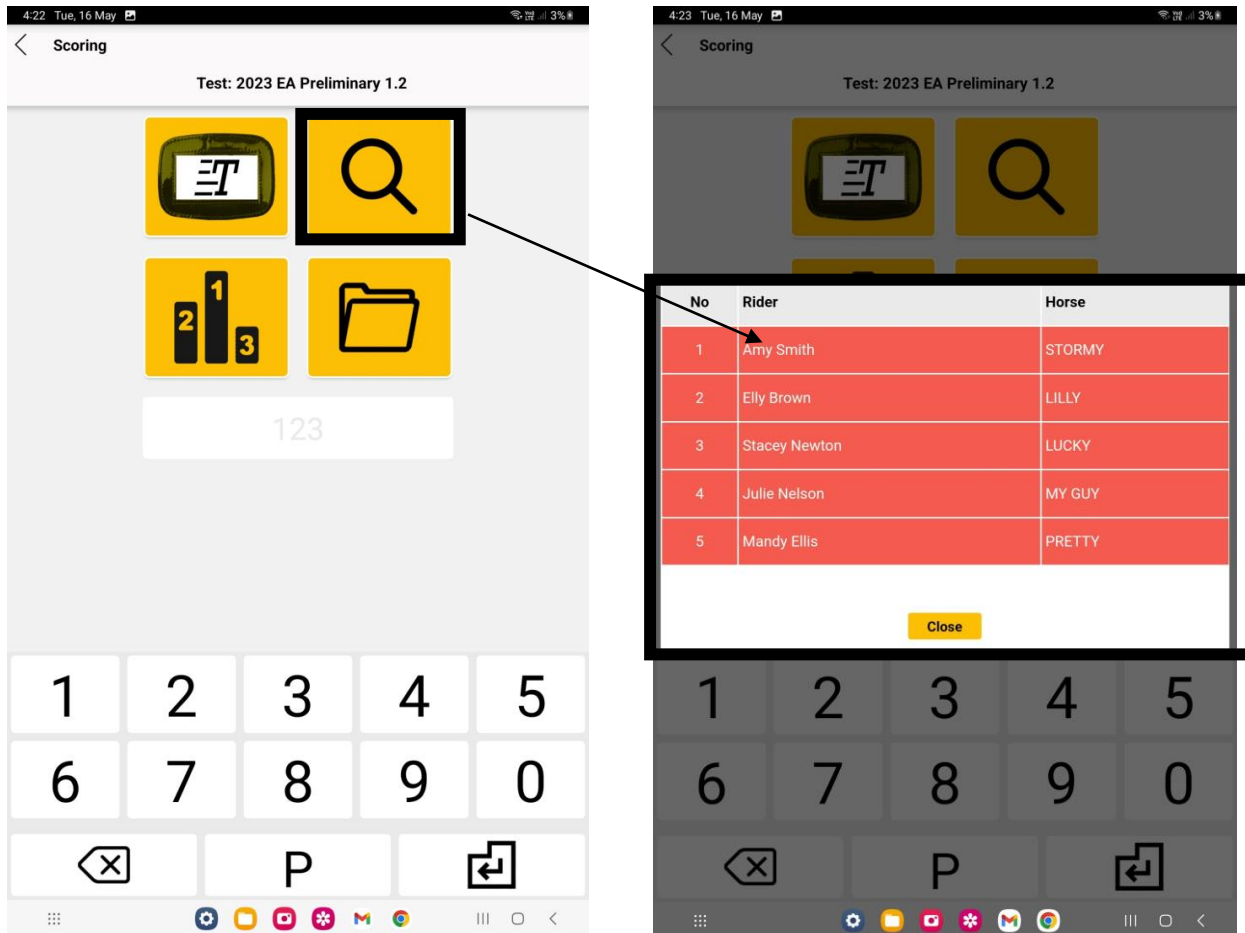
**KEYBOARD**

**PLEASE DO NOT USE THE “KEYBOARD” FOR SCORING.**

## YOU CAN ALSO FIND YOUR ENTRANT BY...

Tapping the stylus on the top right hand **YELLOW ICON - MAGNIFYING GLASS - (on the NUMPAD screen).**

This gives you the list of entrants to choose from...



Those still to compete will appear on a red background.

To reveal all entrants, use your finger, to lightly swipe up across the list on the screen till your entrant is visible.

To select your entrant,  
tap stylus on the  
**Bridle Number, OR  
Rider, OR horse...**

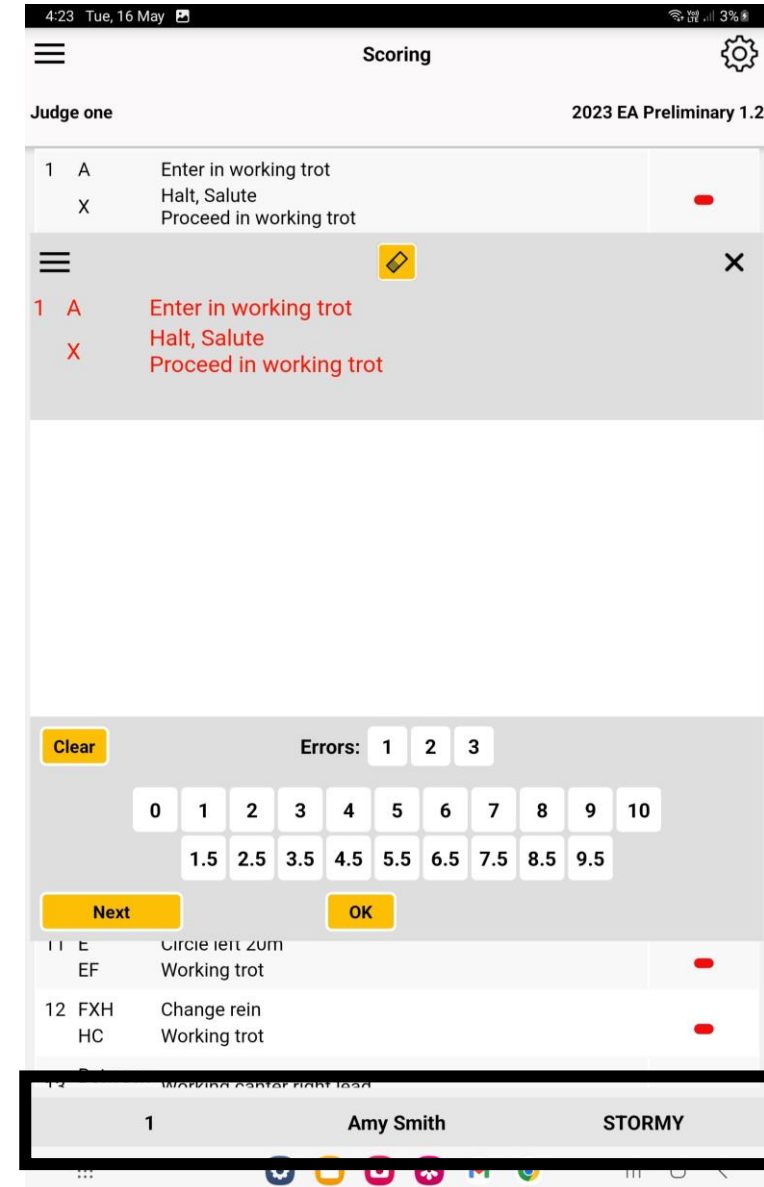
This will take you to the scoring page for that entrant.

The magnifying glass takes you to a list of entrants (in some cases, using this option may be faster than entering Bridle numbers on the numpad screen).

Once you have selected your horse and rider, the following “scoring” screen will appear.

Look at the grey area on the bottom edge of the screen and confirm with your judge that you have selected the correct entrant. **If incorrect, go back and start again.**

Please also ensure that you are in the first movement. If you double click on the rider name in the popup screen, this can sometimes cause the app to skip forward some movements.





## Using the “scoring” screen....

Write your **JUDGES COMMENTS** in this area.

Tap on **Errors of Course** here. (If >3 rider is eliminated\*)

Tap on the **JUDGE’S SCORE** here.  
(Your Judge’s comments can still be entered here, despite EC’s)

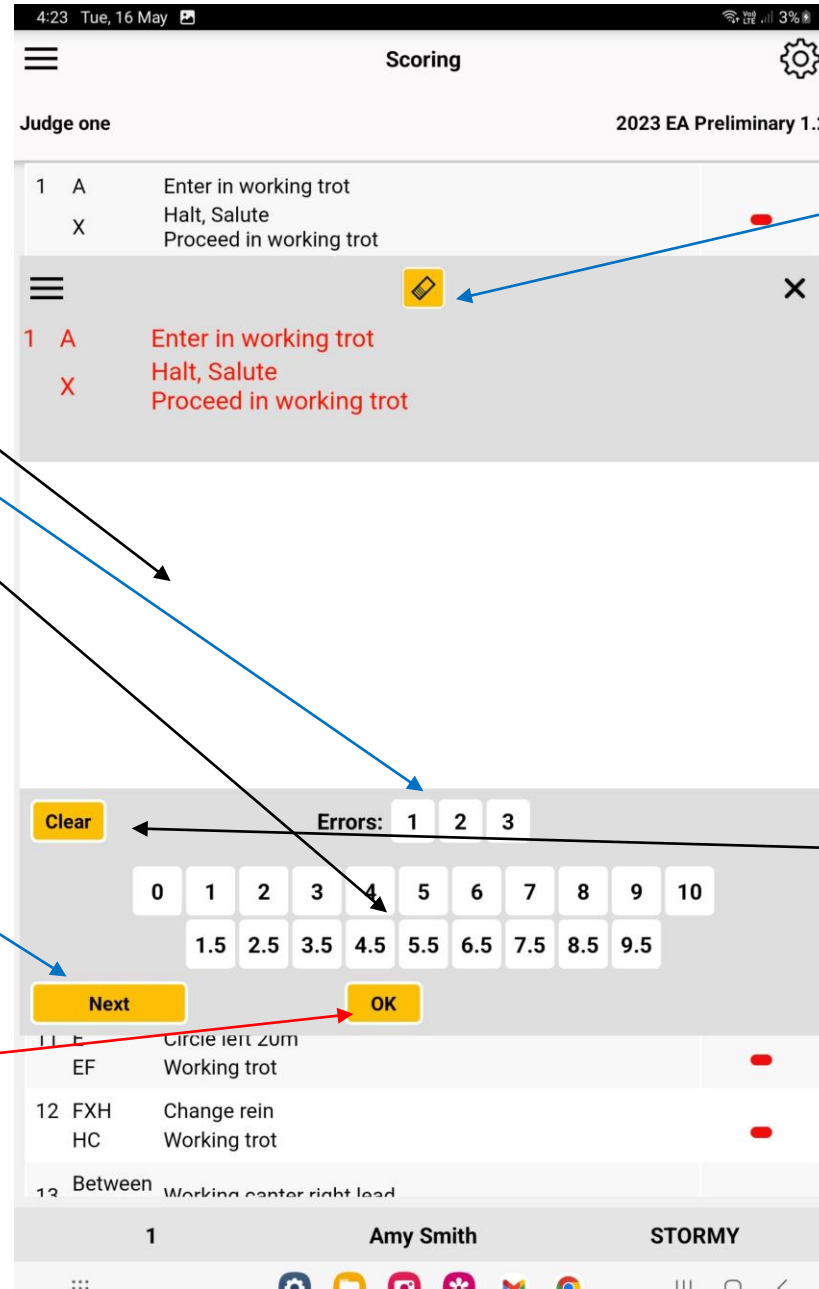
Tap on **“NEXT”** to go on to the next movement.

**NB Do NOT press “OK”**

as this will take you to another page

(and cost you **VALUABLE TIME YOU MAY NOT HAVE**

**to get back on track! )**



To activate **ERASER...**

Tap stylus on the “eraser” icon (icon turns red);

Use stylus to swipe or tap area to be deleted,

Then tap on the “eraser” icon again, to reactivate stylus

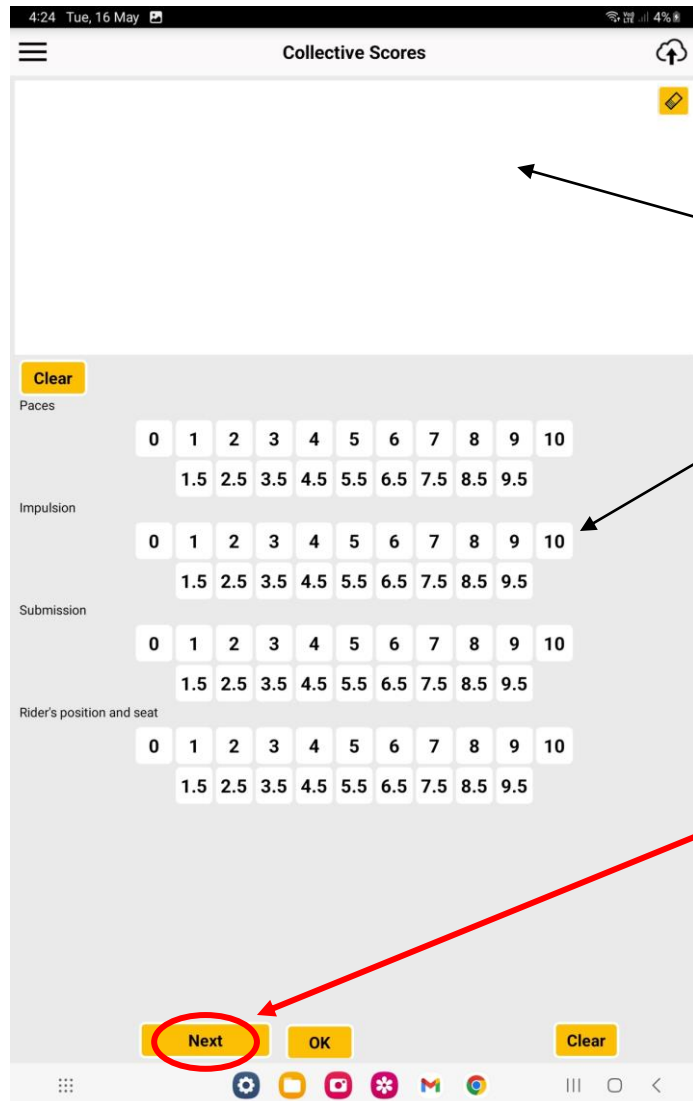
so you can resume writing (icon returns to black).

If you want to clear the entire comments box, click on clear button.

Once the test is complete, the “Collective Scores” screen will appear

{{ \* to record an “ELIMINATION” - see below. }}

## The "COLLECTIVE SCORES" screen...



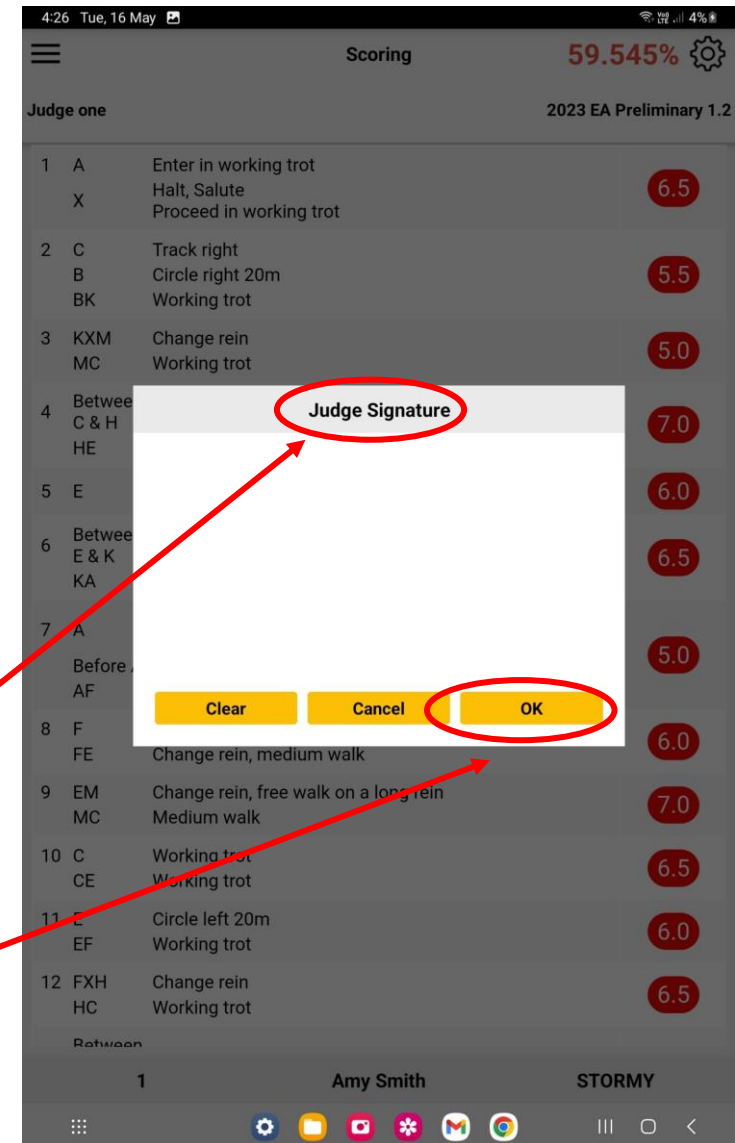
Some Judges will ask you for the tablet and stylus and enter their own **COMMENTS**, and **COLLECTIVE SCORES**.

Other judges will ask the penciller to do this.

On completion, the JUDGE will press "NEXT" and proceed to the "JUDGE SIGNATURE" screen.

JUDGE signs screen then taps on "OK".

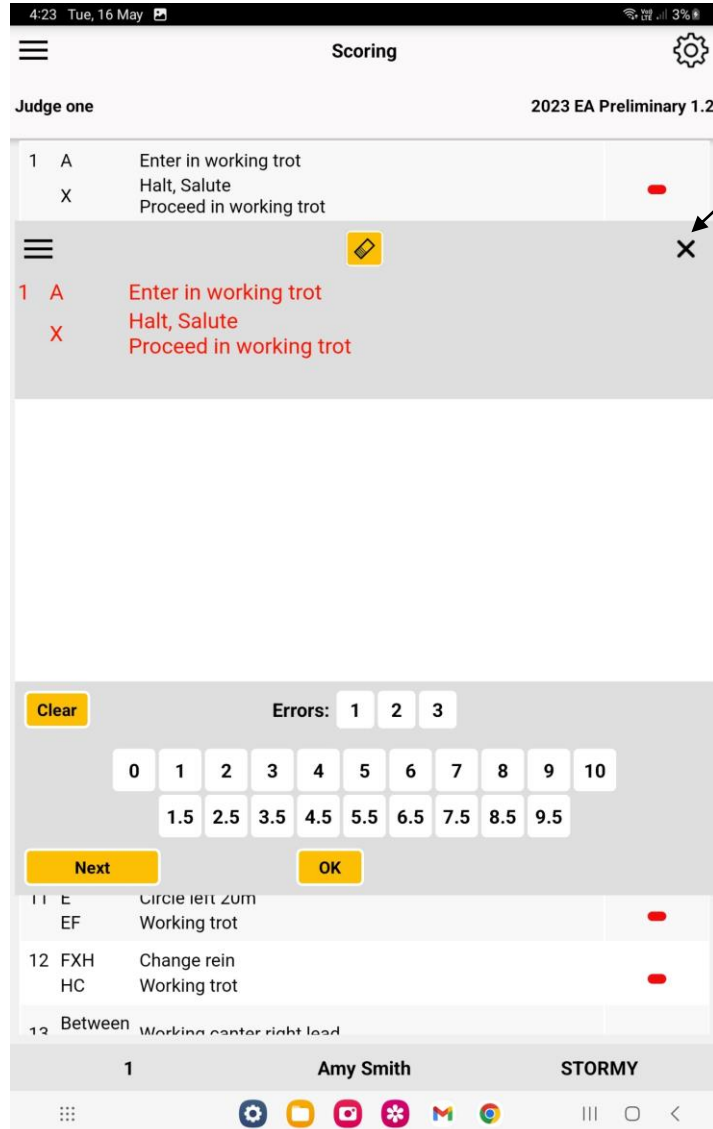
This closes the test for that entrant and the test "UPLOADS".



# REVIEW or AMENDMENT of the rider's scores and/or comments. There are 3 ways to do this...

Option 1 via the "SCORING" screen...

Any amendments must be done prior to the judge signing off on the test.



Tap on the "X" at the top right hand corner of the current "MOVEMENT"

This will take you to the "SCORING" screen for test overview.

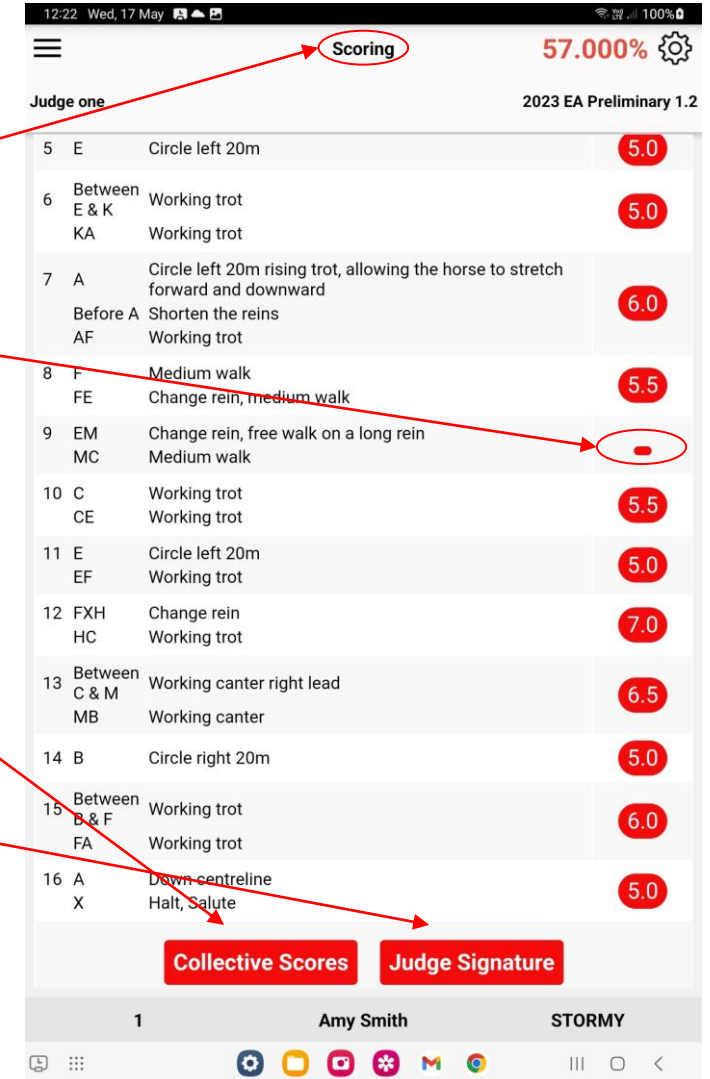
Any missing scores will be able to be seen easily by looking for the dash ( - )

The judge can review/amend as necessary by clicking on the movement, then go to "COLLECTIVE SCORES"

Or

"JUDGES SIGNATURE"

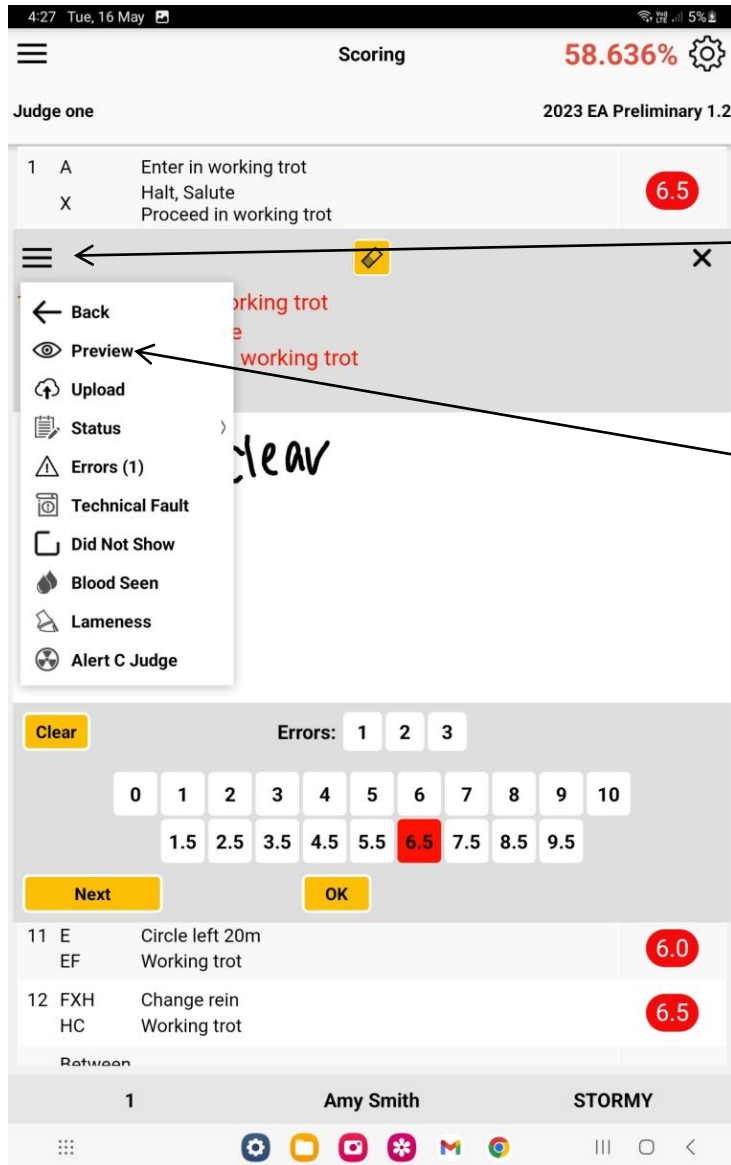
You must click on judges signature and ok to upload and finalise the test.



# REVIEW or AMENDMENT of the rider's scores and/or comments. There are 3 ways to do this...

## Option 2 via the "PREVIEW" screen...

Any amendments must be done prior to the judge signing off on the test.



To access "PREVIEW"

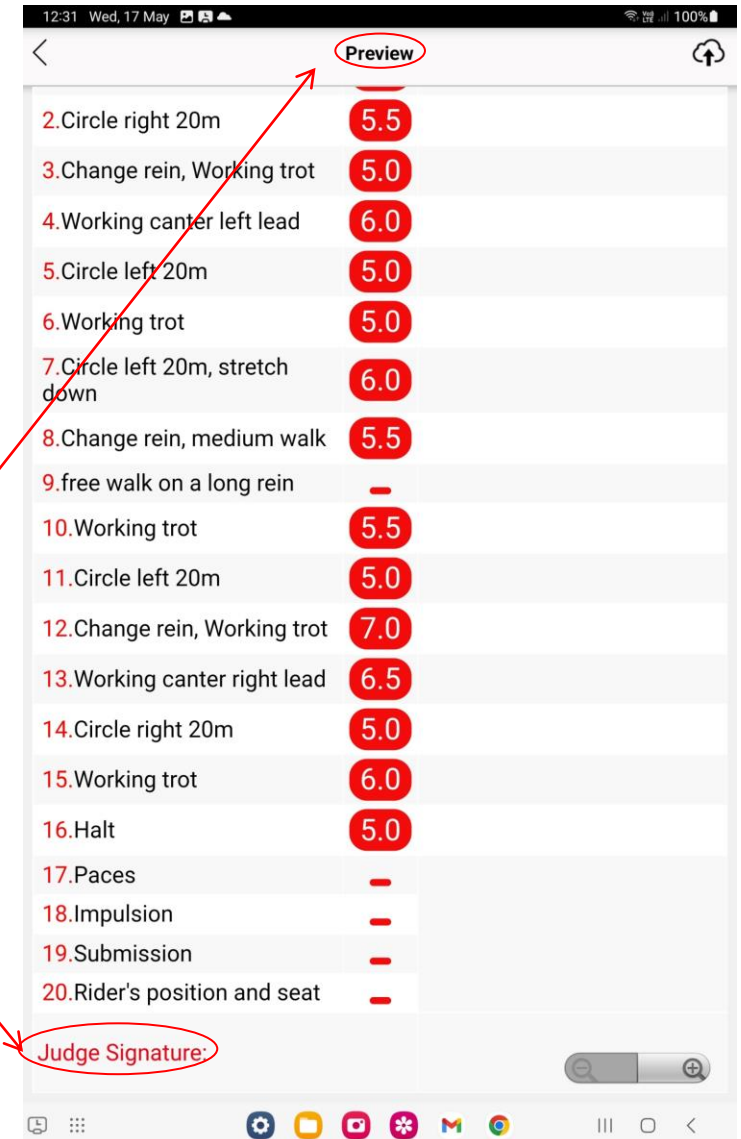
Tap on the 3 BLACK BARS at top left corner of the current "MOVEMENT" screen.

(NOT the set at the top of the tablet)

Tap on "PREVIEW"

Then the preview screen will appear.

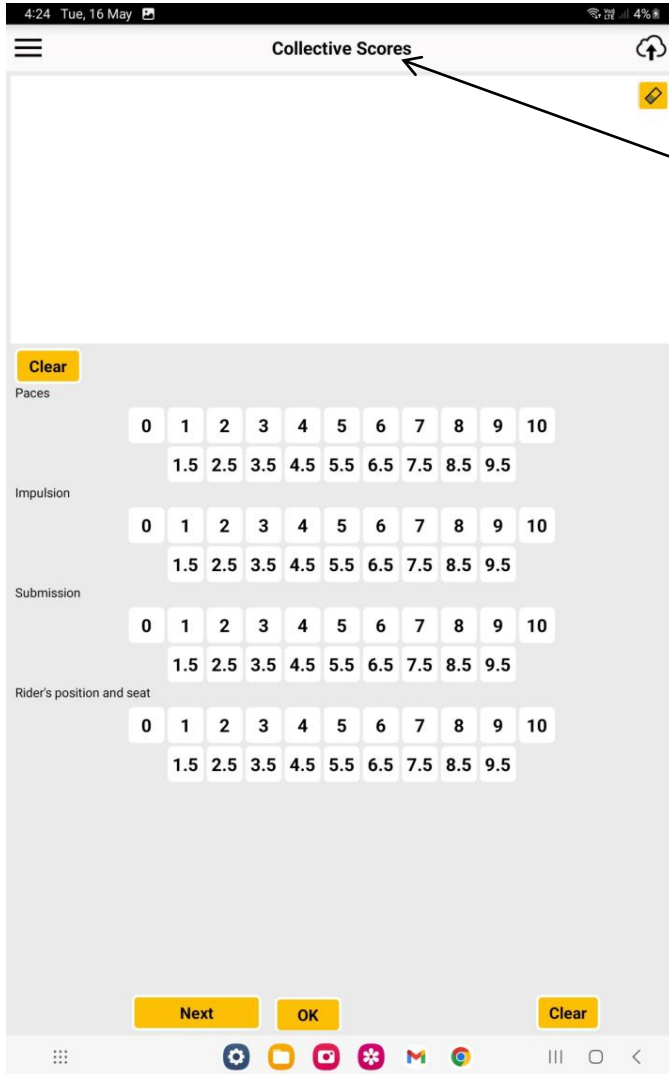
Your judge can then review any movement/s in the test, make amendments if necessary and then tap on the "JUDGES SIGNATURE"



# REVIEW or AMENDMENT of the rider's scores and/or comments. There are 3 ways to do this...

Option 3 via the "COLLECTIVE MARKS" screen...

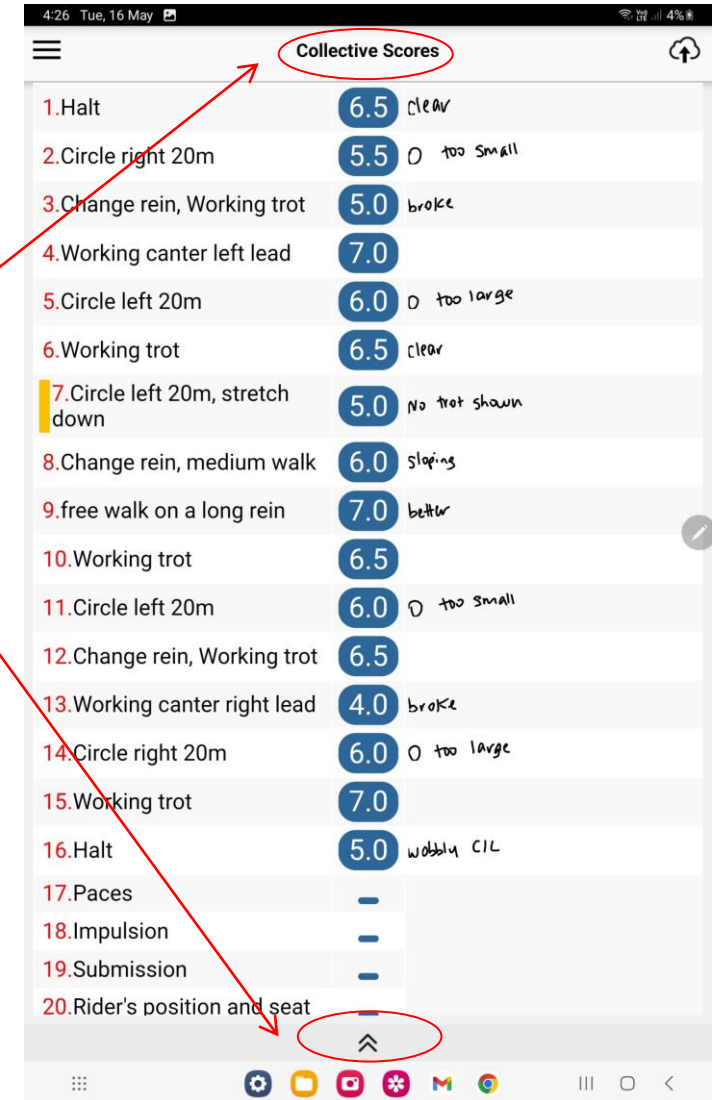
Any amendments must be done prior to the judge signing off on the test.



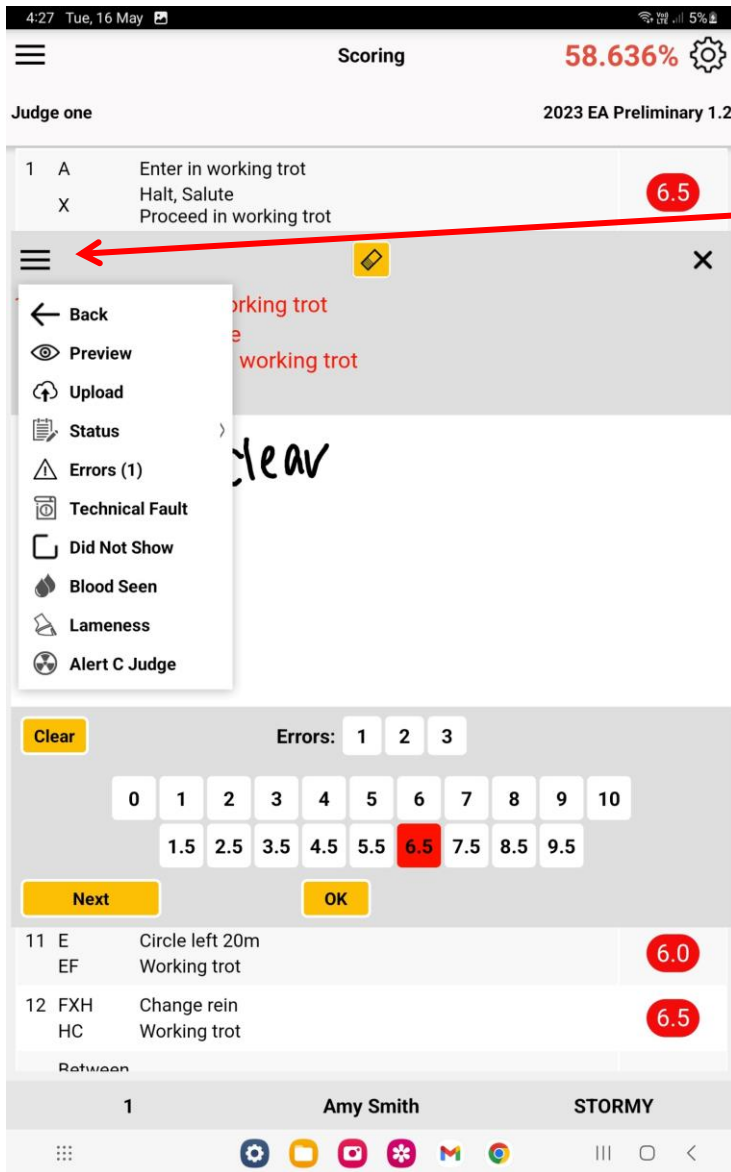
To access from the "COLLECTIVE SCREEN", click at the top middle of the screen, where it says "COLLECTIVE SCORES"

You will then be able to see all scores and comments and click to amend if needed.

Click on the arrows at the bottom of the screen to go back to "COLLECTIVE SCORES" page and continue on to signing from there.



## To register “ELIMINATION” or “RETIREMENT”...

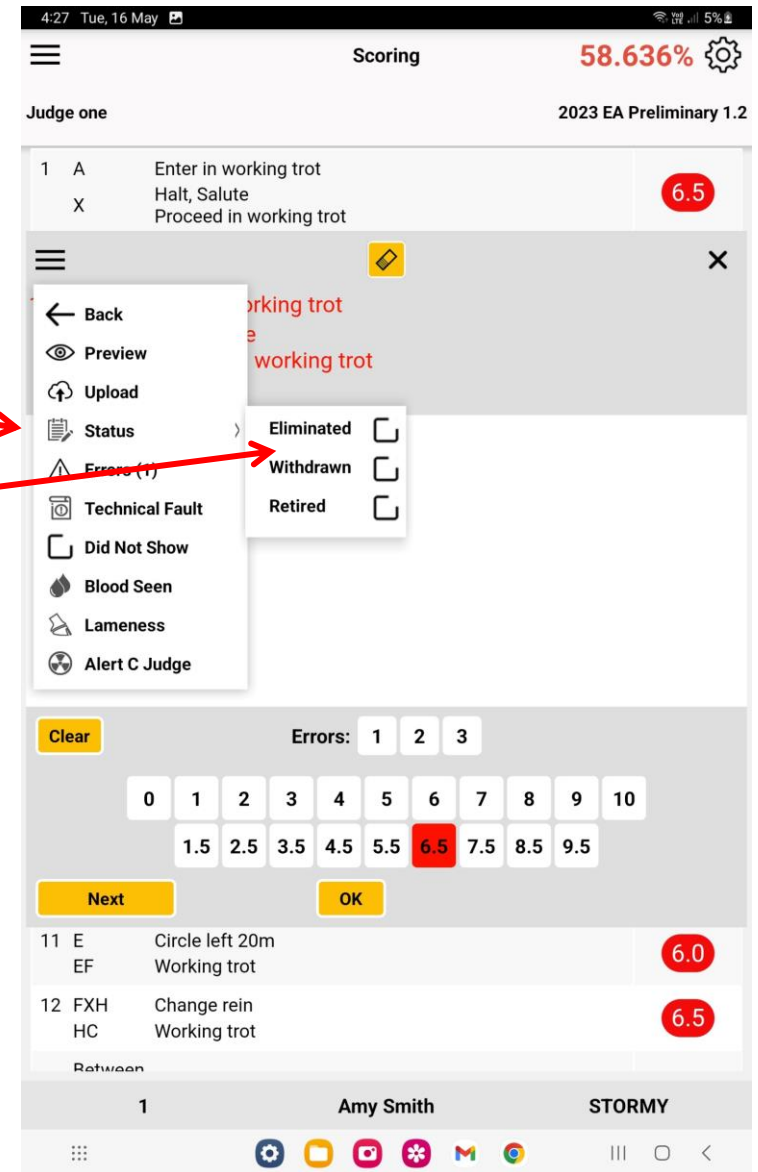


Tap 3 BLACK BARS at the top left corner of the current “MOVEMENT” screen.

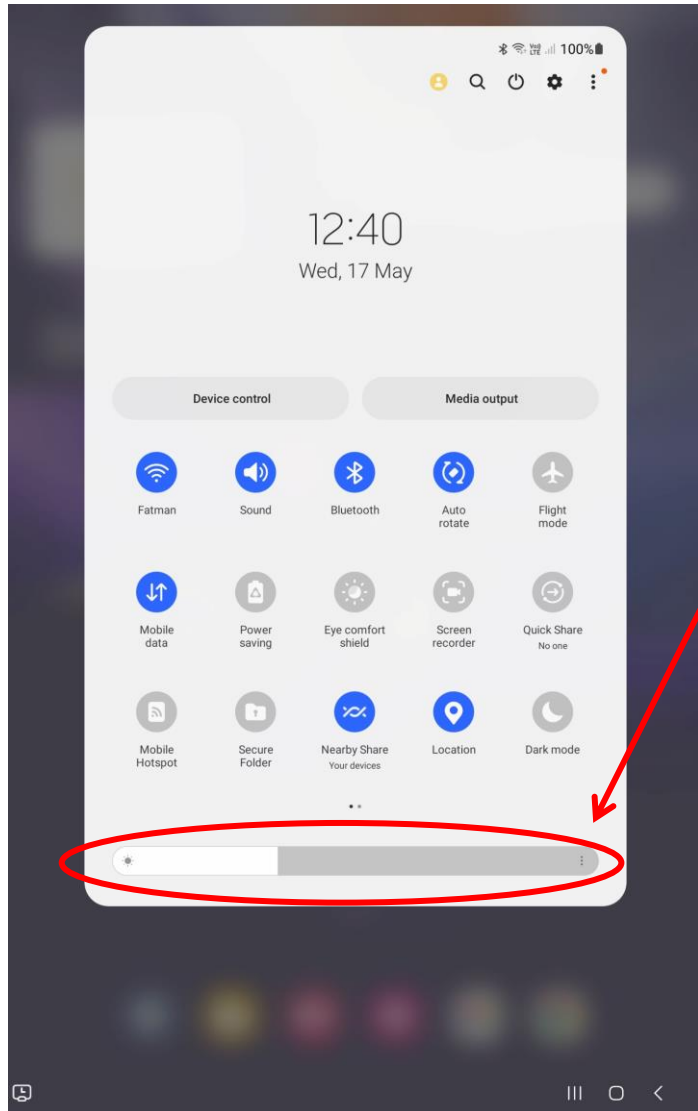
(NOT the set at the top of the tablet)

Tap on the “STATUS” arrow.

Then tap either Eliminated or Retired.

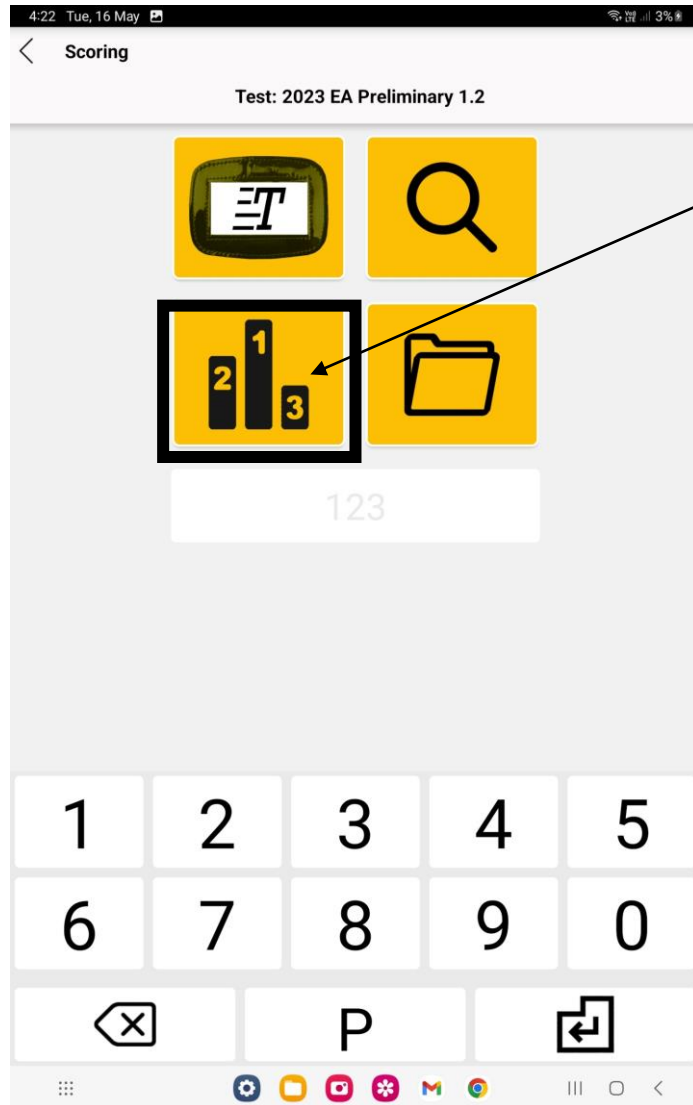


## To adjust BRIGHTNESS of screen...



Pull down from the top of the screen on the tablet and you will see the quick menu items. Adjust the "BRIGHTNESS" slider.

# Explanation of TWO REMAINING YELLOW ICONS on the “BRIDLE NUMBER” entry page: (the “PODIUM” Icon, and the “FILE FOLDER” Icon)



The 1<sup>st</sup> 2<sup>nd</sup> & 3<sup>rd</sup> place

**“PODIUM”**

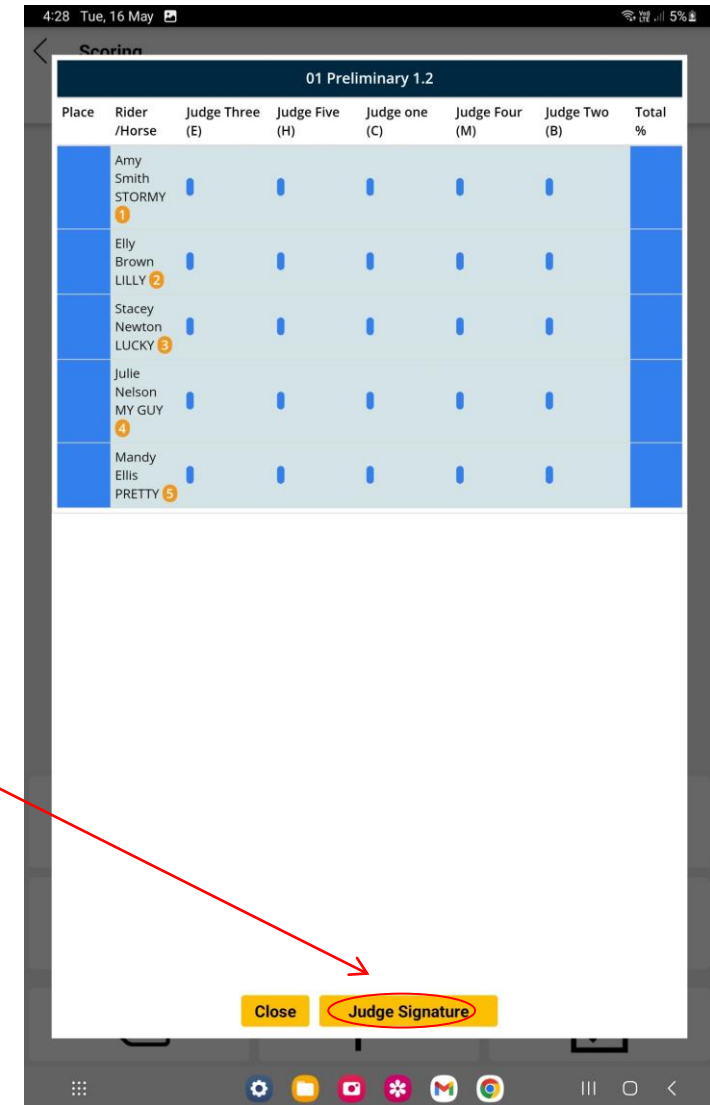
Icon takes you to...

The Arena’s leader board  
for the relevant test.

If all tests have been  
scored,

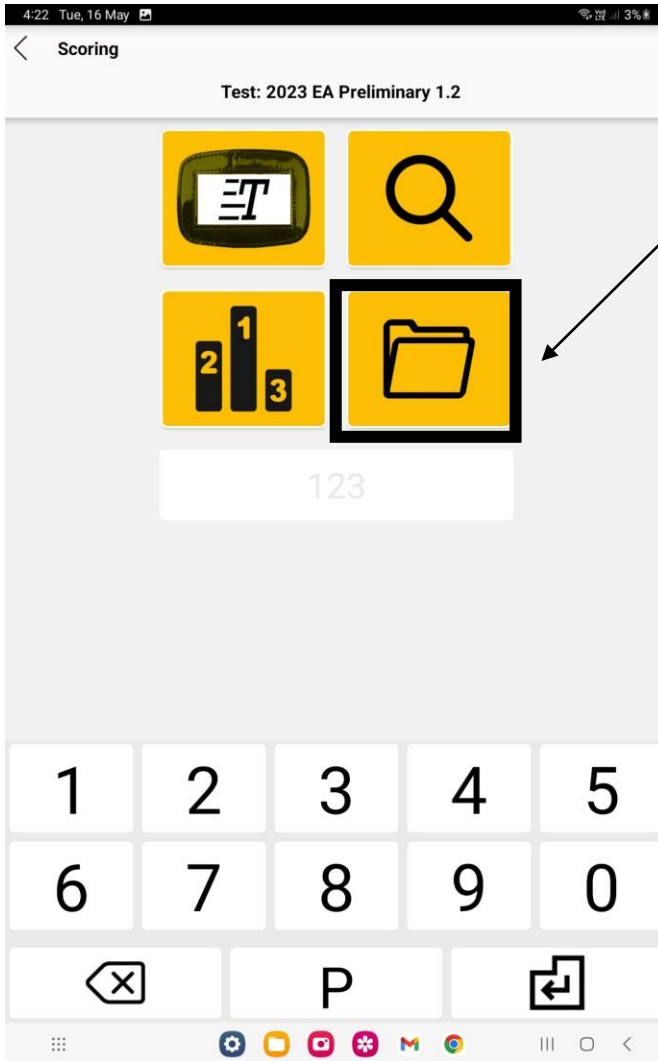
the JUDGE can sign off  
from this screen.

The podium button is only  
visible for the “C” Judge.





# Explanation of TWO REMAINING YELLOW ICONS on the “BRIDLE NUMBER” entry page: (the “PODIUM” Icon, and the “FILE FOLDER” Icon)



The “FILE FOLDER”  
Icon takes you to...

Tests scored, and those  
waiting to be scored.

To exit from this page...

tap on the  
“<” arrow

on the top left hand corner  
of the screen.

