

Scribing & Electronic Scribing DO's and DON'Ts

SCRIBING DO's

- Arrive at the judge's booth 15 min before first ride starts
- Verify all the score sheets are there for the rides scheduled, and that they match the test being ridden
- Before each class, preview the test being ridden so you are familiar with them
- Be sure name & number on score sheet matches the rider
- Stay focused on the judge and test so you can keep up
- If you believe a movement was not scored, continue on and verify the missed score with the judge at an appropriate time
- Write legibly, using standard scribing abbreviations
- Ask the judge at the end of the test any questions you still have
- If you are working with an E scribe, you may be asked to verify electronic scores quickly at the end of the test

ELECTRONIC SCRIBING DO's

- Arrive at the judge's booth 15 min before first ride starts
- Make sure you have a copy of each type of test being ridden, a schedule of riders per class, a pen, and scratch paper
- Review with show management how the scores get entered, especially make sure you know how to enter the .5 scores
- Be familiar with the screen layout to confirm test, rider, movements, etc
- Stay focused on the judge and test so you can keep up
- If you do not hear a score, do not ask during the test. Just continue on with the movement you know is being ridden, then verify all the scores with the scribe at the end of the test before sending/completing that ride
- Occasionally a test will not load before the rider is in the ring. If that happens, you may need to write some scores down on your scratch pad and fill them in once the test loads. You will verify all scores at the end of the test

DO NOT

- Arrive late!! Judges and show management become very anxious about covering!
- Offer your opinion to the judge about the rider, horse, or ride
- Distract the judge with idle chatter
- Use odd symbols or abbreviations that are not standard or commonly known
- Improvise if you get lost or behind