



INDIANA
DRESSAGE
SOCIETY

SCRIBE: Job Description 2022

Description –Test scores are documented via the Black Horse One program ([eDressage™](#)) *. The scribe uses an iPad with a special keyboard in the judge’s booth to document the judge’s scores and comments which are directly transmitted to the master computer in the office. A scribe never adds or deletes anything that is not requested by the judge. The scribe sits quietly and concentrates for hours. The scribe should commit to the entirety of the show for the day. Schooling show scribes do not need to be experienced in scribing. For rated shows the scribe must have scribing experience and general knowledge of dressage movements. Scribes may contact the Volunteer Coordinator in advance of the show to request a judge or be assigned at volunteer check in.

Scribing requires the following skills:

- Previous experience at scribing (for Rated shows).
- Good organizational skills, attention to detail, and ability to listen and focus for extended periods of time.
- The ability to sit quietly and enter judge scores and comments for the entire day (with breaks).
- Understanding of basic dressage terminology. The scribe should be familiar with abbreviations commonly used in dressage ([see USDF Guide for Scribes](#)).
- Use of an iPad for entering comments and scores via a keyboard.
- The ability to be outside all day in a variety of weather conditions.
- Use of Black Horse One technology. Training (about 1 hour) will be provided if needed prior to show.

Instructions for scribes:

1. Dress neatly to show your respect for the judge and riders. Plan to silence your phone while you are in the judge’s booth.
2. Check in with the Volunteer Coordinator at the Volunteer Hospitality Pavilion (next to the competition office) and pick up your supplies. Supplies could include paper copies of tests, orders of go, bell, clipboard, stylus, snacks, etc.
3. Locate your judge’s booth. The competition committee should have wiped down the table, chairs and ledges before you enter the booth and at the end of the show. Note that the chairs are hard and the cushions provided, thin. You may want to enhance the seating, unobtrusively for your comfort. Place your scribe supplies and scoring iPad in the booth.
4. Locate your judge (judges may be in the show office or Hospitality Pavilion) and introduce yourself. Let them know you plan to meet them in the judge’s booth, so they may be reassured that you are on the showgrounds and ready to scribe.
5. Once the judge has arrived in the booth, you can expect your judge to discuss their preferred method of dictating scores and how business should be conducted. Have a clear understanding whether comments for a movement will be given before or after the score so that comments will be entered in the correct place on the test.

6. E-Scribe through Black Horse eliminates paper scribing. Scribes will need to be trained. Black Horse is used for all classes with an exception that judges may prefer paper for freestyles. **This training takes a maximum of 30 minutes.**
7. When scoring, do not offer comments or explanations to the judge about any horse or rider. Do not distract the judge with idle chatter. Stay focused. Do your job quietly, and let the judge take the lead on initiating any conversation. Be courteous and respectful.
8. As riders arrive in the arena, check each rider's number as soon as possible and confirm it with the Black Horse entry list. Be sure the test you are about to enter scores for matches the rider entry number. If the numbers do not match, alert the judge and locate the proper electronic test form (or rider). Your judge may ask you to record any identifying features such as color of horse.
9. Stay focused on the judge and the test so you can keep up.
10. If you believe you are missing a score, quietly mention this immediately to the judge. Occasionally the judge may accidentally miss a score. They will appreciate a prompt so they, too, can keep on track. If a score for a movement actually has been missed, expect to just go on with the scoring, leaving that space blank. It is impossible to backtrack in the middle of a ride, and the judge will have to fill that mark in at the end of the test. Once the final mark has been given, the Collective Marks and Comments remain. Judges will dictate these.
11. Have the judge approve the final test score and comments and sign the test. The judge has a stylus they will use to sign the test. After the test is checked and signed, it should be finalized by submitting the score within the Black Horse One software. The test and score are directly transmitted to the show office computer.
12. If you have any problems with the system, software, or scoring, contact the show/office manager by alerting the ring steward or another volunteer.
13. You will also need to keep track of any scratches and pay attention to the time to know if your ring is ahead or behind of schedule. You can tell the ring steward if the judge is ready for a rider before the scheduled time.
14. Another show volunteer will check with you to see if you or the judge need anything in between breaks (food, drinks, other supplies). You can also ask the ring steward for these items.

We can't say it enough! Thank you for your time and contribution to the show!

**<https://blackhorse-one.com/>