

**Manitoba Horse Trials
Communications Report
October 2025**

Events/Website Development:

- Created "Boo In the Park" event online w/ Judy's guidance and posted to the website
- Posted Fall Breeze Results to website
- Changed front page posters according to correct events after Fall Breeze
- Fixed up "Events Calendar" tab for Oct Fun Show date
- Posted Sept Meeting Reports/minutes to website
- Created and posted 2025 sponsors page
- Updated all sponsors logos on website, made them click through to their respective website
- Learned how to post "Posts" in the news section, made some entries
- Posted weightings on the website
- Created and Posted the AGM/Banquet Event Registration
- Updated webpage front after BITP
- Posted BITP results, refreshed Results page format
- Updated AGM event with Kids cost
- Created a 2025 year end awards high Point tab online ready for results

Canva/Creation:

- Judy and I Created "Boo In The Park" poster
- Created "Save the date" post for AGM and Banquet
- Finalized welcome pamphlet for competitor bags, Judy printed and got into bags for Fall Breeze
- Created "Save the date" post for 2026 shows
- Created AGM and Banquet poster
- Re-configured XC Maps for Boo In The Park
- Updated Event Guide with OOG for BITP
- Created Scoresheet for BITP

Email:

- Emailed Fall Breeze Sunday BBQ info to attendants and volunteers
- Created "Competitor Information" email for Fall Breeze
- Set up the "Sunday BBQ" email and vouchers sent to each volunteer listed in volunteer section of drive
- Fall Breeze warm up times email created and sent
- Emailed Sunday BBQ vouchers to each volunteer, Fall Breeze
- Emailed Volunteer Check in Info to volunteers, Fall Breeze
- Compiled competitor info into an email and sent, with OOG/maps/stall list/prize list etc.
- Sent an email requesting help with jump judges for Boo in the Park
- Sent out Boo Competitor Info email
- Sent out new OOG email

Drive/Organization

- Set up the Sunday BBQ Voucher ticket form, Fall Breeze
- Uploaded the new posters to the communications->posters folder
- Created Fall Breeze stable list
- Uploaded Fall Breeze scoresheets to the drive.

Social Media

- Posted "Save the date" AGM/Banquet to facebook and Instagram
- Posted 2026 Show Dates to facebook and Instagram

Other

- Planned Sunday BBQ w/ Judy Klassen, Fall Breeze
 - Making arrangements w/ Honya Wasyliv to pick up goods
 - I bought burgers from Spenst Meats
- Scored Fall Breeze Derby w/ check in help from Kyla, Karla, Kaszlyn, and Sarah Read
- Created Fall Breeze Results excel page
- Presenting possibility of Compete Easy w/ Judy
- Assisted with scoring Boo In The Park w/Kyla

- Riders 327 and 325 were missed in Overalls by accident. They placed 3rd and 4th, so no changes to other placings. Arrangements to be made to deliver the ribbons.

Recommendations:

- Have 2 people in the scoring position, makes it faster and can spot errors before presentation
- All volunteers need to be listed on the Volunteer list, is first and Last names, as well as emails. Oftentimes many are not there or only one name is there.

Compete Easy

- Program looked nice and way easy to use to input dressage
- Had trouble on logistics of XC/SJ entry, they need tablets to run the program, not phones or laptops
- The availability of the presentation materials, service, and support was limited