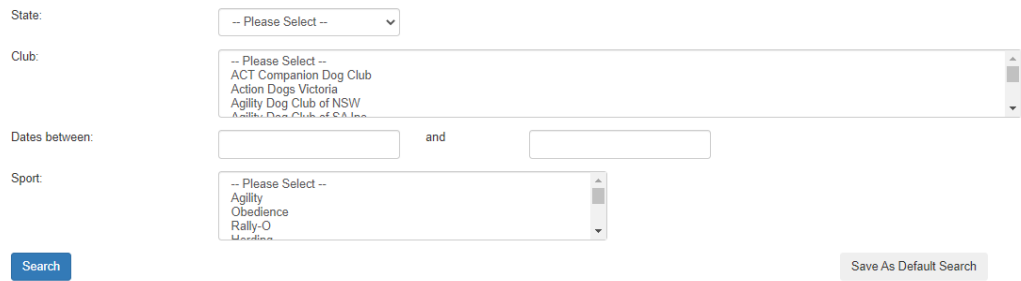


Setting up a competition

Competition Secretaries can go into the competition setup via the link showing in the Competition Date column.



Search filters for competitions. The 'Competition Date' field is highlighted with a red box and contains the date 01/01/2021. Other filters include State, Club, Dates between, and Sport.

State: -- Please Select --

Club: -- Please Select --
ACT Companion Dog Club
Action Dogs Victoria
Agility Dog Club of NSW
Agility Dog Club of SA Inc.

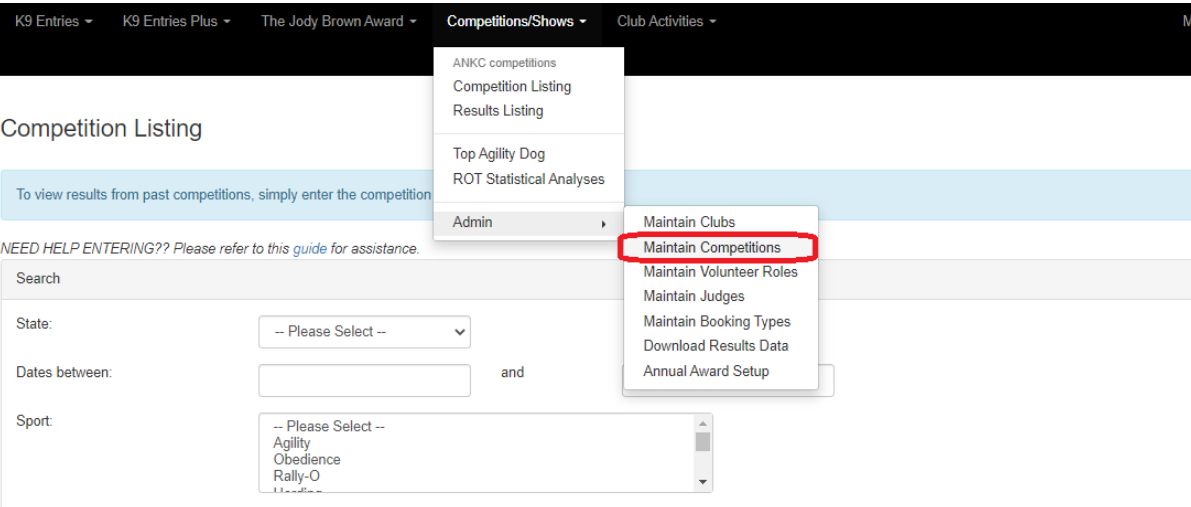
Dates between: and

Sport: -- Please Select --
Agility
Obedience
Rally-O
Hurdles

Search Save As Default Search

State	Entered?	Competition Date	Club	Competition Name	Early Bird Close	Entry Close Date	Notices	Meals?	Camping?	Attendance Register	Handler Count	Catalogue
ACT		01/01/2021	Belconnen	Trick Dog Competition	N/A	18/12/2020				Sign In	28	Closed Live Up
NSW		13/02/2021	Port Macquarie	Trick Dog Test	N/A	29/01/2021					14	Enter Catalogue

Alternatively (and specifically, for adding a new competition), bring up the 'Admin' menu, and select the 'Maintain Competitions' page.



The image shows the 'Competition Listing' page with the 'Admin' menu open. The 'Maintain Competitions' option is highlighted with a red box. The page includes search filters for State, Dates between, and Sport.

Competition Listing

To view results from past competitions, simply enter the competition

NEED HELP ENTERING?? Please refer to this [guide](#) for assistance.

Search

State: -- Please Select --

Dates between: and

Sport: -- Please Select --
Agility
Obedience
Rally-O
Hurdles

Search

Admin menu options:

- ANKC competitions
- Competition Listing
- Results Listing
- Top Agility Dog
- ROT Statistical Analyses
- Admin
 - Maintain Clubs
 - Maintain Competitions**
 - Maintain Volunteer Roles
 - Maintain Judges
 - Maintain Booking Types
 - Download Results Data
 - Annual Award Setup

To add a new competition, click on the Blue 'Add Competition' button at the top of the page.

Maintain Competitions

+ Add Competition

Competition	Num Entries	Invoice Num	Invoice Paid?	<input type="checkbox"/> Show Non-c
Test Club - Trick Trial (01/04/2021)	0		N	 Edit
Test Club - NIL (06/03/2021)	0		N	 Edit

When first adding a competition, the blue menu bar (described later) will not be available until the user has entered the competition details and clicked on the Save button.

Edit Competition -

Competition Details

Shuffle Running Orders

Club: *

Please Select...

Comp Name:

Contact Details:

Competition Date: *

Competition End Date:

(Only enter if run over multiple days)

Start Time: *

--:--

Entry Close Date: *

Entry Fee: *

The Club drop down list will show all clubs that you have permission to setup competitions for. If there is a club missing that you usually see in this listing, it may be that the club is no longer financial, so it may be worth checking to see if there is an outstanding invoice.

Select the club for which the competition is being run.

Club: *

Please Select...

The Comp Name is not required, but can be used to describe your competition. It may be an anniversary competition, ‘Knox 50th Anniversary Agility Competition’ for example.

Comp Name:

Clicking in the Competition Date text box will bring up a calendar from which you can select the date of your competition. It can also be entered directly into the page in the format 'dd/mm/yyyy'.

If your competition is to be run over multiple days, enter the end date of the competition in the Competition End Date field. A calendar will popup (as per the Competition Date), or alternatively, you can enter the date directly into the page (in the format 'dd/mm/yyyy').

Enter the start time of the competition

Enter the closing date for entries. Like the Competition Date, a calendar will popup to select a date from, or the date can be entered directly.

Enter the Entry fee in the format 9.99 (where 9 is any number). There is no need to enter the \$ symbol.

Select the applicable payment method(s) that the club is accepting. If selecting multiple methods, hold down the *Control* key, whilst selecting the methods from the listing. For PayPal, you will need to ensure that the club has PayPal linked up with K9entries. This will be discussed further in a separate document.

Camping Available?: ☐

Tick the above options that are applicable to the competition. These will be displayed in the competition listing page for all competitors to see.

Terms and Conditions:

The Terms and Conditions will be displayed at the bottom of the entry page, when competitors go to enter. Include any terms and conditions of entry, and any links to any COVID-19 assessment pages, etc, here.

Remind for Payment:

days before entry close (negative for after entry close)

Emails are sent to those people who haven't paid their entries by a certain date. Enter the number of days BEFORE the entry close date that this email should be sent (eg. 2 for 2 days before). If you wish the email to be sent out AFTER the entry close date, enter a negative number (eg. -2 for 2 days after).

Halt Payment Reminders?:

☐

If the club does not wish to send out emails to remind people to pay for their entries, tick this box.

Ready to Publish:

☐ (visible to competitors)

Publish Running Order?

☐

Publish Results?

☐

The above should not be ticked when initially setting up a competition. When competition setup is complete, you should tick the 'Ready to Publish' box to allow people to enter.

When the catalogue/running order is complete, you should tick the 'Publish Running Order' box so people can see a final draft of the running order.

When the competition is complete, and judges have signed the relevant paperwork, you should then click on the 'Publish Results' so people can view their finalised results.

Allow user to mark as absent?

☐

Click on this box if you are happy for people to mark their dog as absent (after the entry closing date). This will show up in the results pages (and associated reports) with the WD/ABS box ticked.

Disallow Entries:

☐

Tick the *Disallow Entries* checkbox if you want to only show the competition in the listing, but not accept entries (this can be unticked at a later date).

Rubberised Contacts?:

☐

Tick the Rubberised Contacts if using rubberised contacts (this will be displayed on the competition listing for all competitors to see).

Early Bird Close Date:

Early Bird Entry Fee:

Enter the Early Bird Close Date and entry fee as applicable.

Maximum Competitors

Should there be a cap on the number of competitors (eg. Due to COVID-19 restrictions), enter this number in the *Maximum Competitors* field.

Chargeable Location

Not Applicable



Where the competition is being held at a grounds owned by the state body, additional fees may be applicable. Use the Chargeable Location drop down to select the appropriate ground.

Trial Manager: *

First Aid Officer:

COVID Coordinator:

The above roles can be entered, which are shown in the catalogue generated.

Club Discount (per entry):

Club Discount code:

Multi entry discount :

entries for

If the club is offering a discount (possibly for competitors who are club members, etc), enter the dollar value (per entry).

If offering a discount, the club should enter a 'code' that competitors can use to claim the discount. For example, 'ABCD123'. The system will verify this code in the entry form before applying the discount.

If offering a multi entry discount (eg. 5 entries for the price of 3), enter the number of entries in the text box to the right of the 'Multi entry discount:' field, and the price in the text box to the right of the 'entries for' field. Example shown below:

Multi entry discount :

5

entries for

15.00



In the above example, when a competitor enters 5 events, the fee will be automatically calculated to \$15.00.

Ground Levy:

Enter the value of the ground levy in the appropriate box. This will be applied once for each entry form submitted.

Catalogue Fee:


Enter the catalogue fee (if catalogues are being sold).

Vetting Start Time:	<input type="text" value="--:-- --"/>	
Vetting Finish Time:	<input type="text" value="--:-- --"/>	

Enter the Vetting start/finish times, where applicable. This information will be shown in the popup information about the competition on the competition listing page.

Measuring Available: ☐

For Agility competitions, the club may be offering height measuring. If this is the case, tick the above box. This will show a tickbox on the entry page where the competitor can tick to request a measurement (a downloadable list is available to show who has ticked this box).

Show/Trial Type:	<input type="text" value="Performance"/>	
------------------	--	---

Select the appropriate option above. This will affect how the schedule is set up, etc, so please be sure to select the correct option.

Using system generated catalogue

The above is just an indicator of whether the catalogue that is downloadable on the competition listing page is the one that is generated by K9 Entries (ie. the System), or one that has been uploaded by the trial secretary.

Tick the below box, where you wish to allow the competitors to submit requests for what order they wish to be in each of the classes.

Open Order Preferences:	<input type="checkbox"/>	Adopt All Preferences (0)
-------------------------	--------------------------	---

Once completed, click on the Save button.

Competition Setup

Please note the competition menu bar that now appears when editing competitions. This menu bar will appear for all pages that are involved in setting up a competition.

Edit Competition - Test Club 31/01/2021

Edit Comp	Sponsors	Comp Points/Club Credits	Schedule	Bookings	Entrants	Pre Competition	Helpers	Post Competition	Incidents
---------------------------	--------------------------	--	--------------------------	--------------------------	--------------------------	---------------------------------	-------------------------	----------------------------------	---------------------------

Competition Details

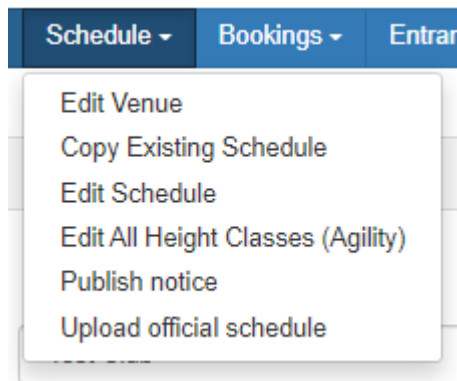
[Shuffle Running Orders](#)

Club:

Venue

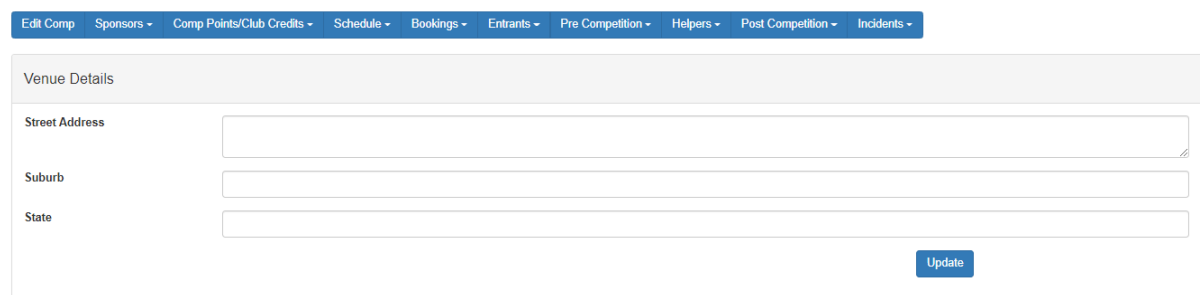
The venue of the competition (which is shown in the popup competition information from the competition listing page) is usually taken from what has been entered in the **Edit Club** page.

Sometimes, for various reasons, a competition is held at a different grounds. If this is the case, it might be worth adding the venue via the **Schedule->Edit Venue** menu item.



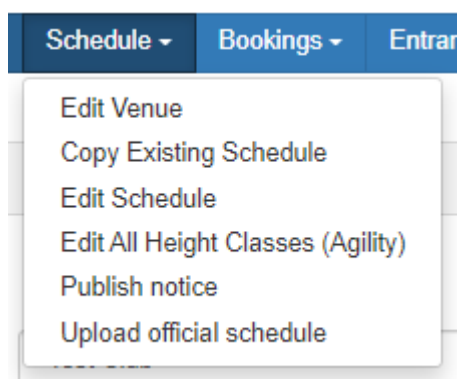
Enter the venue details, and click on the Update button.

Edit Venue - Redlands 30/01/2021

A screenshot of the 'Edit Venue' form. At the top, there is a navigation bar with tabs: 'Edit Comp', 'Sponsors', 'Comp Points/Club Credits', 'Schedule', 'Bookings', 'Entrants', 'Pre Competition', 'Helpers', 'Post Competition', and 'Incidents'. Below this, the 'Venue Details' section contains three input fields: 'Street Address', 'Suburb', and 'State'. An 'Update' button is located at the bottom right of the form.

Schedule Setup

To setup the schedule, you can now either copy a schedule from an existing competition (eg. if you use the same format for a certain competition every year, you could just copy the schedule from last years' competition rather than setting it up all over again from scratch).



Click on the 'Edit Schedule' option to set up a new schedule.

Class Details	
Class Number	<input type="text"/>
Sport	-- Please Select --
Class	
Class Suffix	<input type="text"/>
Ring Number	<input type="text"/>
Judge	
Card Type	
Date	31/01/2021
Early Fee	<input type="text"/>
Fee	5
Entry Limit	<input type="text"/>
Is a Final?	<input type="checkbox"/>
Is a Mock?	<input type="checkbox"/>
Is Virtual?	<input type="checkbox"/>
<div>Update Clear Form</div>	

To add an event to the schedule, enter the details in the 'Event Details' box, and click on the 'Update' button. This will add the event to the 'Events Listing' section.

Class Number

The class number is used to determine the order of the classes. This is a numeric field, and should be unique to all the other classes.

Sport	-- Please Select --
Class	-- Please Select --
Class Suffix	Agility
Ring Number	Obedience
Judge	Rally-O
Card Type	Herding
Date	Dances With Dogs
	Track and Search
	Tracking
	Conformation
	RATG
	Trick
	Weight Pull
	Endurance
	Retrieving
	Scent Work

Select the applicable sport.

The sport selection will narrow down the list of classes to be specific to that sport.

Sport	Agility
Class	
Part of	
Class Suffix	
Separate Heights?	
Ring Number	
Judge	

Elite Agility
Elite Jumping
Excellent Agility
Excellent Gamblers
Excellent Jumping
Excellent Snooker
Excellent Strategic Pairs
Junior Handler Agility
Junior Handler Gamblers
Junior Handler Jumping
Junior Handler Snooker
Masters Agility
Masters Gamblers

Select the applicable class.

If selecting an agility type of class, you will also be prompted to select what **event that the class is a part of**. In the ANKC 2021 rules for agility, the new **Elite** classes (Agility and Jumping) were added, and a specification to prevent the competitor from entering both the **Masters** and **Elite** classes for a specific event (where an event is defined as all the **Agility** classes, or **Jumping** classes, for example).

This field is used to work out whether an Elite class is in the same event as a Masters class.

So for example, if you have *Class number 1* as Masters Agility that is Part Of Agility Event 1, and *Class number 2* as Elite Agility that is Part Of Agility Event 1, the user will only be allowed to enter **either** Class number 1 or Class number 2.

This field is not mandatory, but if you offer Elite and Masters in the one event, not selecting this field will mean a dog can enter both classes.

The options listed for this field are automatically populated. Initially, it will just have the one option in the listing (Event 1). You will notice it has **(add)** as part of the name. This is because the event hasn't been added internally yet. Once you select the option, and save the class, the system will automatically add the event (and group the class into that event), and you will then see 2 options (Event 1, and Event 2 (add)) next time you add a class. Selecting Event 2 will automatically add the new event, and you'll then get Event 1, Event 2, and Event 3 (add) as the next set of options, and so on.

Class	Masters Agility
Part of	
Class Suffix	Agility Event 1 (add)

Class suffix can be used as a notation on the class that will be visible to all competitors in the entry page. It may be a state team selection event, or whether the class will be in an AM or PM session – which you can enter in this field.

Class Suffix

If running the class at separate heights, tick the following box. This will trigger the system to calculate placings for height classes, and output the results accordingly.

Separate Heights?

☐

Ring Number

Enter the ring number that the class will be run in. This is a numeric field.

Judge

Select the Judge. There is a TBA option, should judges not yet be confirmed.

Card Type

Select the Card Type as appropriate (note, some clubs may still use a preprinted A5 card, which is an option in this listing).

Date

31/01/2021



Enter the date that the class will be run on. This will default to the same day as the competition start date. This generally won't change unless you have a multi-day competition, and the class is run on a different day to the start date. Also, note, that if you **reschedule the competition, you will need to check these dates**. This date will be printed on the qualification certificates.

Early Fee

Fee

5

Whilst the fees are set in the Edit Competition page, sometimes clubs will set a different for a specific class (eg. There might be a fun 'Veterans' class, that is a few dollars cheaper than the titling classes). These fees (ie. Early Fee, where applicable, as well as on-time fee) can be modified at class level using the above fields.

Height Order

- ☒ Height Ascending
☐ Height Descending

For **Agility**, the order of the underlying height classes will be determined via the above selection.

Entry Limit

Where the class has a limit on the number of entries, enter the limit here.

Is a Final?

☐

If the above box is ticked, competitors will not be able to enter the class. It is intended for such things as state titles, or nationals where no quali cards are generated for qualifying rounds. All entries to this class must be done by the competition secretary.

Is a Mock?

☐

Tick this box, if the class is a Mock only. This will stop any clear rounds being recorded as Qualifying rounds in K9 Entries Plus.

Is Virtual?

☐



Tick this box for virtual competitions. It will allow the user to download a special K9 Entries certificate for entering the competition.

Editing individual height classes

There are a couple of ways to edit/view individual height classes for a class. If you just want to have a look at the height classes for a single class, or you want to be able to edit the height classes in a 'spreadsheet' style page layout, click on the class from the 'Edit Schedule' page.

Date	<input type="text" value="30/01/2021"/>	<input type="checkbox"/>
Early Fee	<input type="text"/>	
Fee	<input type="text" value="8"/>	
Entry Limit	<input type="text"/>	
Is a Final?	<input type="checkbox"/>	
Is a Mock?	<input type="checkbox"/>	
Is Virtual?	<input type="checkbox"/>	
		<input type="button" value="Update"/>
		<input type="button" value="Clear Form"/>

Class Listing

Number	Class	Suffix	Separate Hts?	Ring Number	Judges Name	Card Type	Date	Early Fee	Fee	Entry Limit	Event	
1	Masters Agility		Y	1	Robert Mills	Agility A4 preprinted card	30/01/2021		\$8.00	0	Agility 1	
2	Open Agility		N	4	Robert Mills	Agility A4 preprinted card	30/01/2021		\$8.00	0	Agility 2	

You can make changes specific to an individual height class in this page, however, if you want to make a change that affects all height classes, it is best to edit the schedule (which will copy the changes across to all the height classes attached to the class for you).

Edit Classes - Redlands 30/01/2021

[Edit Comp](#)
[Sponsors](#)
[Comp Points/Club Credits](#)
[Schedule](#)
[Bookings](#)
[Entrants](#)
[Pre Competition](#)
[Helpers](#)
[Post Competition](#)
[Incidents](#)

Height Class Listing

Number	Class	Height	Suffix	Ring Num	Judges Name	Card Type	Date	Early Fee	Fee	Final
1a	Masters Agility	200		1	Robert Mills	Agility A4 preprintec	30/01/2021		8	<input type="checkbox"/>
1b	Masters Agility	300		1	Robert Mills	Agility A4 preprintec	30/01/2021		8	<input type="checkbox"/>
1c	Masters Agility	400		1	Robert Mills	Agility A4 preprintec	30/01/2021		8	<input type="checkbox"/>
1d	Masters Agility	500		1	Robert Mills	Agility A4 preprintec	30/01/2021		8	<input type="checkbox"/>
1e	Masters Agility	600		1	Robert Mills	Agility A4 preprintec	30/01/2021		8	<input type="checkbox"/>

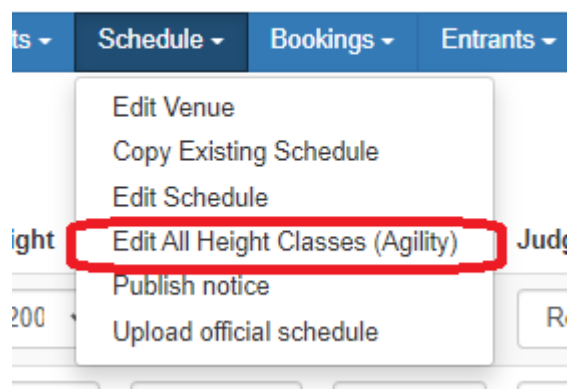
[Save](#)

IMPORTANT: Should you wish to change the order of the heights, change the **number** only. The number should consist of a numeric character, followed by an alphabetic character. The order of the heights is determined by the alphabetic character. Be sure to keep the same numeric character. **Do not change the height selection**, otherwise you will have dogs entered in incorrect height classes (eg. If a 500 dog has been entered in the 500 height class, and it is changed to 300, the 500 dog will be in the 300 height class).

Once you have finished editing the changes, click on the 'Save' button at the bottom of the page and it will take you back to the Edit Schedule page.

Alternatively, if you wish to view ALL the classes for the competition, go to the 'Schedule' menu item on the competition menu, and click on the 'Edit All Height Classes (Agility)' option.

021



Publish Notices

It is possible to add a notice to appear in the competition listing (as shown below – see the blue



button with the loudspeaker). This could be used to notify competitors that a course might be open for walking, meals have arrived, or there is a change of judge, etc.

State	Entered?	Competition Date	Club	Competition Name	Early Bird Close	Entry Close Date	Notices	Meals?	Camping?	Attendance Register	Handler Count	Catalogue
ACT		01/07/2021	Club for testing	Scent test	N/A	01/06/2021					1	Enter Catalogue

To add a notice, go to the **Schedule** menu item in the competition menu, and select **Publish notice** option.

Enter the notice you wish to be displayed in the textbox to the right of the **Text** field, and click **Update**. The notice will be appear in the listing and will be visible on the competition listing page.

Competition Notices - Club for testing 01/07/2021

[Edit Comp](#) [Sponsors](#) [Comp Points/Club Credits](#) [Schedule](#) [Bookings](#) [Entrants](#) [Pre Competition](#) [Helpers](#) [Post Competition](#) [Incidents](#)

Notice

Text

[Update](#) [Clear Form](#)

Setup Listing

Text	Posted Date	
Testing	2021-01-01 05:23:44	✎ ✖

The notice also appears on the main page (<https://www.k9entries.com>) :

Competition and Website Notices		
Date	From	Notice
01/01/2021	Club for testing	Scent test 01/07/2021: Testing

If you wish to remove the notice, click on the red button with the cross on it.

To edit/change the notice, click on the green button with the pencil icon.

Uploading official schedule

If you wish to upload the official schedule that was submitted to the state body, go to **Schedule->Upload official schedule**.

01/07/2021

[Schedule](#) [Bookings](#) [Entrants](#)

Edit Venue

Copy Existing Schedule

Edit Schedule

Edit All Height Classes (Agility)

Publish notice

Upload official schedule

Select the file, and click on the Update button.

Official Schedule upload - Club for testing 01/07/2021

[Edit Comp](#) [Sponsors](#) [Comp Points/Club Credits](#) [Schedule](#) [Bookings](#) [Entrants](#) [Pre Competition](#) [Helpers](#) [Post Competition](#) [Incidents](#)

Schedule Details

Schedule File

Choose file

No file chosen

Update

Clear Form

Schedule Listing

Schedule

2020-11-15 08:34:25 https://club-schedules.s3.ap-southeast-2.amazonaws.com/tmp/1099-course_setup.pdf

The uploaded file can be edited via the green pencil button, or deleted via the red cross button.

The download link appears in the competition information page that pops up from the competition listing page.

Competition Schedule [Download Official Schedule](#)

Club	Test Club
Venue	Bells Road, Haddon
Trial Manager	test
First Aid Officer	
COVID Coordinator	
Trial Manager	test
Date	01/07/2021
Judging Order	Ring 1 Allan Schmidt SWCN,ADCE,NIE,ADVIE,SWCE
Start Time	10:00:00
Entry Fee	\$5.00 *
Contact	
Postal Address	

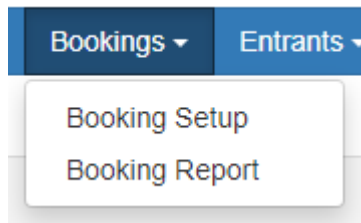
* Note, this may vary depending on the event entered

Close

Bookings

To allow competitors to order/book various items (such as camping, meals, shirts, raffle tickets, etc) with their entry, clubs can set up booking items.

Click on the **Bookings** menu item from the competition menu, and select the **Booking Setup** option.



Select the booking type, enter the description, and the unit price of the item that is to be booked. Please note that the unit price should be entered in the format 9.99 where 9 is any digit.

Do not enter the \$ symbol.

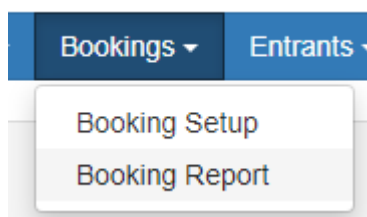
Maintain Booking Items - Club for testing 01/07/2021

A screenshot of a web application interface for managing booking items. At the top is a navigation bar with various menu items: 'Edit Comp', 'Sponsors', 'Comp Points/Club Credits', 'Schedule', 'Bookings', 'Entrants', 'Pre Competition', 'Helpers', 'Post Competition', and 'Incidents'. Below this is a form titled 'Booking Item'. The form has three input fields: 'Type' (with a dropdown menu showing options like 'Camping', 'Judges Training Donation', 'Meals', 'Misc', 'Mock Comp Entry', 'Sticker', and 'Team Event'), 'Description', and 'Unit Price'. To the right of the form are two buttons: 'Update' (blue) and 'Clear Form' (orange). Below the form is a table titled 'Booking Items Listing'. The table has three columns: 'Type', 'Description', and 'Unit Price'. It contains one row with the following data: 'Camping', 'per adult per night', and '\$5.00'. To the right of the row are two small icons: a green pencil and a red 'X'.

Click on the 'Update' button to add.

When entries are received, you can view the items booked/ordered via the Booking Report.

Locate the report on the competition menu – under the Bookings menu item.



The booking report will be downloaded in the form of a csv (comma separated values) file, which can be imported into an excel spreadsheet.

The format is similar to below (note: ** will be replaced with the actual handler name).

C4			
	A	B	C
1	Handler	Description	Qty
2	**	Friday night campng	1
3	**	Saturday night camping	1

Viewing the file in a spreadsheet allows the club to sum up the various items

Submitting an Entry on behalf of a competitor

Any paper entries received from competitors can be entered via the 'Submit Entry' option under the 'Entrants' menu item in the competition menu bar.

Maintain Booking Items - Club for testing 01/07/2021

Edit Comp	Sponsors	Comp Points/Club Credits	Schedule	Bookings	Entrants	Pre Competition	Helpers	Post Competition	Incidents
-----------	----------	--------------------------	----------	----------	----------	-----------------	---------	------------------	-----------

Booking Item
 Type
 Description
 Unit Price

Submit Entry
 Check dogs in
 Entrant Maintenance
 All Entries
 Unpaid Entries
 Download entries data

Refer to the Entry documentation to submit an entry (includes creating a new dog/handler record if the dog/handler do not already exist in the system).

Check Dogs in

If the club does a 'checking in' process at the beginning of a trial, clubs can use the following page to mark absences.

Click on the 'Entrants' menu item from the competition menu bar, and select 'Check Dogs In'.

Check-in dogs - Club for testing 01/07/2021

Edit Comp	Sponsors	Comp Points/Club Credits	Schedule	Bookings	Entrants	Pre Competition	Helpers	Post Competition	Incidents
-----------	----------	--------------------------	----------	----------	----------	-----------------	---------	------------------	-----------

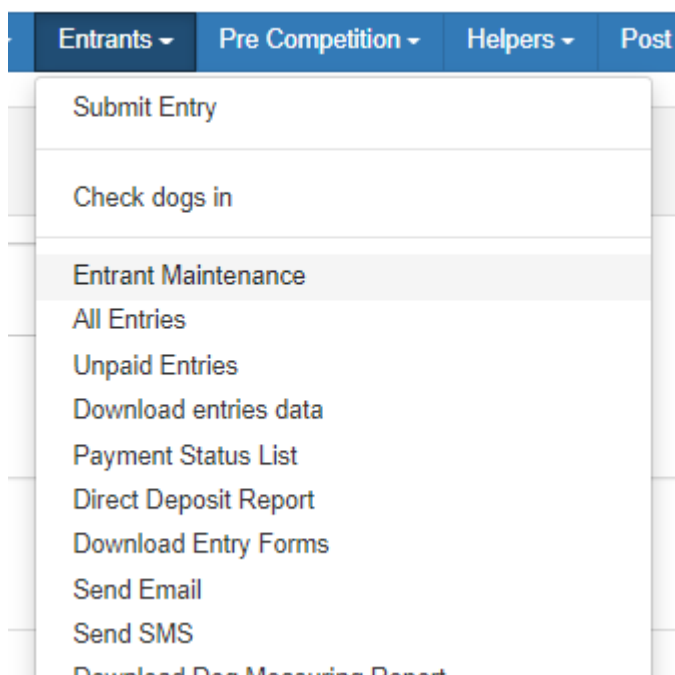
Search/Filter

Catalogue #	Name	Rego Num	Entries	Cat Num	Check in
	Larona Tri OfThe Night	LR1234	2. Advanced Container Element		<input checked="" type="checkbox"/>

Simply untick the entries that the dog is absent from, and the results page will automatically updated to mark the dog as withdrawn/absent.

Entrant Maintenance

To view who has entered the competition, find the 'Entrant Maintenance' option under the 'Entrants' menu item on the competition menu.



All entry forms received will be displayed in the listing in the order that they were received. Note that there is a Search/Filter field at the top of the page where you can search the entry forms for a specific handler/dog.

An example is shown below where a search for 'Grace' was entered.

Entrant Details Maintenance - Redlands 30/01/2021

Edit Comp
Sponsors
Comp Points/Club Credits
Schedule
Bookings
Entrants
Pre Competition
Helpers
Post Competition
Incidents

- Use this page to update the owner, handler and dog details.
- Use the *Manage Class* to change the handler.
- Click on the Modify Entry button to change the classes a person has entered

Search/Filter

Grace

Date received	Handler	Dog	<input type="checkbox"/> Include Withdrawals
20/12/2020	[REDACTED]	Grace (400953AR)	<div></div> <div></div>

Clicking on the Handler's name will bring a handler details popup window. These details can be edited – don't forget to click on the Save button.

Handler Details

Title:

First Name: *

Surname: *

ANKC Registered? ☐

Registration Number:

Club Represented:

Junior Handler?: * ☐

E-membership card upload No file chosen

[Electronic membership card download](#)

Clicking on the Dog's name will bring up a dog details window. These details can be edited – don't forget to click on the Save button.

Edit Dog

Dog | Titles | Agility | Obedience/Rally | Tracking | Conformation | Results

Call Name

Champion Titles

Pedigree/Registered Name

Title Suffix

ANKC Registered? ☒

Registration Number

Breed

Gender

Date of Birth

Registered Owner Name

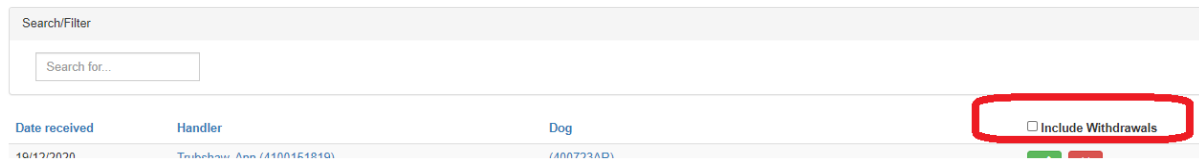
Registered Owner Number

Refer to the 'My Area' guide for more details on the Dog and Handler details pages

To view the entry form, click on the green button with the pencil icon on it.



To withdraw an entry form, click on the red button with the cross on it.

Note that withdrawn entries can be view by ticking the 'Include Withdrawals' box at the top of the listing:



Search/Filter

Search for...

Date received	Handler	Dog	<input type="checkbox"/> Include Withdrawals
10/12/2020	Tubshaw Ann (4100451810)	(400773AD)	 

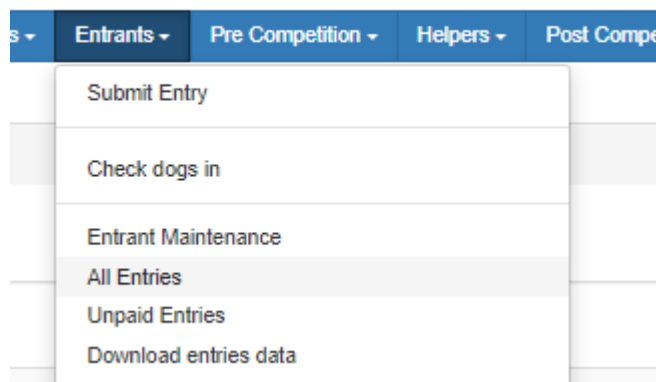
Also note that clicking on the column headings will order the listing by the value of the column heading.

For example, if you click on the 'Handler' column heading, the listing will be ordered by the handlers' names. Click again, and it will reverse the order by the handlers' names.

All Entries (Class Entry Update)

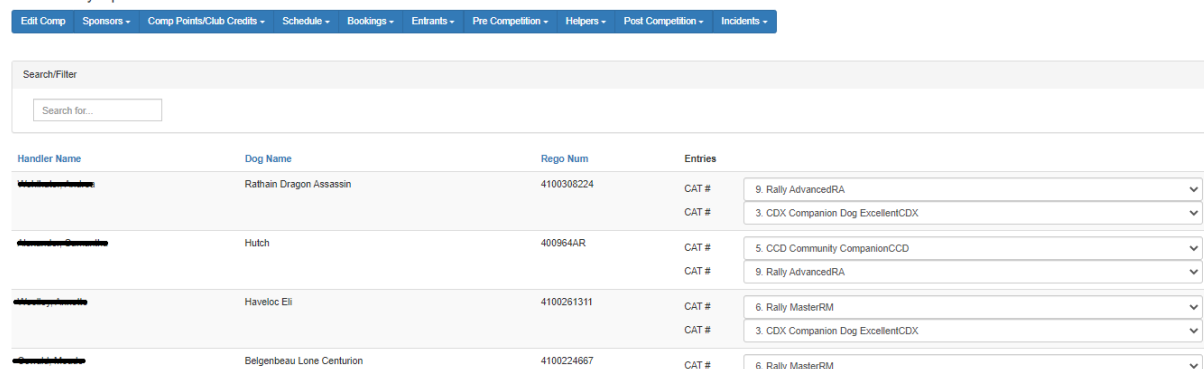
To view/modify all entries across the entire competition, go to **Entrants->All Entries**.

This page allows you to easily move dogs around the classes.



To change the class for a dog, simply click on the drop down list box of the class you want to change for the dog.





Class Entry Update - CCKC 23/04/2021



Edit Comp Sponsors Comp Points/Club Credits Schedule Bookings Entrants Pre Competition Helpers Post Competition Incidents

Search/Filter

Search for...

Handler Name	Dog Name	Rego Num	Entries
	Rathain Dragon Assassin	4100308224	CAT # 9. Rally AdvancedRA CAT # 3. CDX Companion Dog ExcellentCDX
	Hutch	400964AR	CAT # 5. CCD Community CompanionCCD CAT # 9. Rally AdvancedRA
	Haveloc Eli	4100261311	CAT # 6. Rally MasterRM CAT # 3. CDX Companion Dog ExcellentCDX
	Belgenbeau Lone Centurion	4100224667	CAT # 6. Rally MasterRM

Dog Name	Rego Num	Entries
Rathain Dragon Assassin	4100308224	CAT #
		CAT #
Hutch	400964AR	CAT #
		CAT #
Haveloc Eli	4100261311	CAT #
		CAT #

- 9. Rally AdvancedRA
- 1. UD Utility DogUD
- 2. UDX Utility Dog ExcellentUDX
- 3. CDX Companion Dog ExcellentCDX
- 4. CD Companion DogCD
- 5. CCD Community CompanionCCD
- 6. Rally MasterRM
- 7. Rally ExcellentRE
- 9. Rally AdvancedRA
- 11. Rally NoviceRN

Select the new class, and click the blue **Save** button.

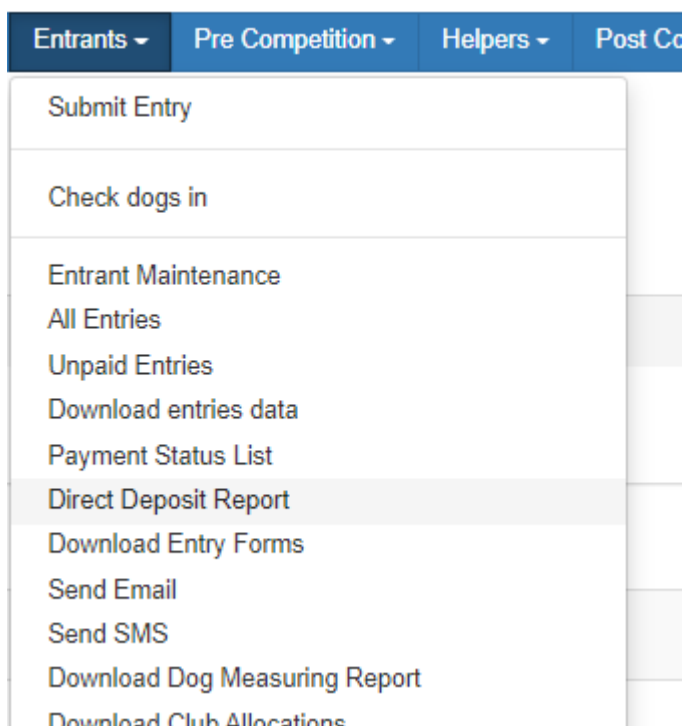
You can change multiple classes/dogs at the one time, before clicking the save button.

Download entries data

Should the club require entry data to be downloaded for another use, this can be done via the 'Entrants' menu item on the competition menu bar. Click on the 'Download entries data', and the data will be downloaded in csv (comma separated values) format. This can be imported into an Excel spreadsheet.

Direct Deposit Report

To view a listing of all competitors who have paid via Direct Deposit (including amount paid, and the date the entry form was received), click on the 'Entrants' menu item from the competition menu bar, and select the 'Direct Deposit Report' option. The listing will be downloaded in the form of a CSV (comma separated values) file which can be opened in Excel, allowing the user to do totals on the amounts, etc.



Payment Status List

To view the payment status of entry forms received, go to the 'Entrants' menu item on the competition menu bar, and click on 'Payment Status List' option.

Payment Status List - Redlands 30/01/2021

Edit Comp

Sponsors

Comp Points/Club Credits

Schedule

Bookings

Entrants

Pre Competition

Helpers

Post Competition

Incidents

Search/Filter

Search for...

☐ Show Withdrawals

Download as CSV

Handler	Dog	Total Fees	Total Amount Paid	Entries Paid	Refund Amount	Catalogue Paid	Ground Levy Paid	Other Fees Paid	Payment Type	Payment Amount	Catalogue?	Paid?	Refu club credi
<div>Wendy (4100036073)</div>	Ricky (400890AR)	\$32.00	\$32.00	\$32.00		\$0.00	\$0.00	\$0.00	PayPal	\$32.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<div>Wendy (400996AR)</div>	(400996AR)	\$16.00	\$16.00	\$16.00		\$0.00	\$0.00	\$0.00	PayPal	\$16.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Similar to the Entrant Maintenance page, there is the ability to Search/Filter to be able to narrow down the listing to a single handler or dog.

Note also that there is a 'Show Withdrawals' tickbox in the 'Search/Filter' box to show only those entry forms which have been withdrawn. This may be handy to the club for determining any refunds applicable.

Similar to the Entrant Maintenance page, clicking on the column headings 'Handler' and 'Dog' will reorder the listing according to the heading clicked (eg. If clicking on the 'Handler' column heading, the listing will be ordered by the Handler name; click again on the 'Handler' column heading, and it will be shown in reverse order of the Handler name).

Clicking on the link in the 'Total Fees' column will take the user to the entry form page that correlates to the list item.

To mark an entry form as paid, tick the box for the entry under the 'Paid' column.

Please note: only payments made via PayPal will automatically be marked as paid (the tick box will not be able to be unticked).

A summary of catalogues ordered, and entry fees received will be displayed at the bottom of the page, similar to below:

Number of catalogues ordered

Total Entry Fees	\$568.00
Total Catalogue Fees	\$0.00
Total Ground Levy Fees	\$0.00
Total Other Fees	\$0.00
Grand Total Fees	\$568.00
Total Refunds	\$0.00
Breakdown of payment received	
PayPal:	\$568.00
Cheque:	\$0.00

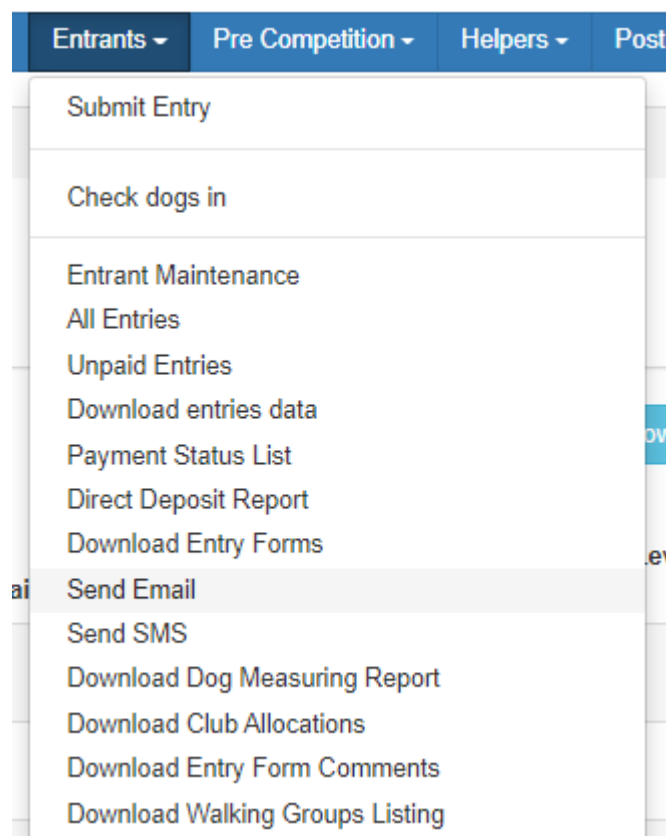
The listing can be downloaded as a CSV (comma separate values) file, by clicking on the



button. The csv file can be viewed in Excel.

Sending Emails to competitors entered in the competition

Emails can be sent to everyone entered in a competition by going to the 'Entrants' menu item on the competition menu bar, and selecting the 'Send Email' option.



Enter your email address (which is used as the 'return' address if people reply to the email that you send out); and subject and body (in similar fashion to typing a 'regular' email).

Click Send to send the email.

Send Entrant Notification - Redlands 30/01/2021

[Edit Comp](#) [Sponsors](#) [Comp Points/Club Credits](#) [Schedule](#) [Bookings](#) [Entrants](#) [Pre Competition](#) [Helpers](#) [Post Competition](#) [Incidents](#)

Your email address: *

Subject: *

Body: *

Send

The confirmation page will be shown when the email has been sent.

Send Entrant Notification Confirmation - Redlands 30/01/2021

[Edit Comp](#) [Sponsors](#) [Comp Points/Club Credits](#) [Schedule](#) [Bookings](#) [Entrants](#) [Pre Competition](#) [Helpers](#) [Post Competition](#) [Incidents](#)

Email Sent!

Should the club require a paper copy of the entry forms, this can be done via clicking on the 'Entrants' menu item on the competition menu bar, and selecting the 'Download Entry Forms' option.

[Entrants](#) [Pre Competition](#) [Helpers](#) [Post](#)

Submit Entry

Check dogs in

Entrant Maintenance

All Entries

Unpaid Entries

Download entries data

Payment Status List

Direct Deposit Report

Download Entry Forms

Send Email

Send SMS

Download Dog Measuring Report

Send SMS

Should the club need to notify entrants of a late change (eg. Late cancellation of a competition due to weather), they can send an SMS notification.

Note that there is a cost associated with the use of this feature.

To send out an SMS, click on the 'Entrants' menu item in the competition menu bar, and select the 'Send SMS' option.

Send Entrant Notification - Redlands 30/01/2021

[Edit Comp](#) [Sponsors](#) [Comp Points/Club Credits](#) [Schedule](#) [Bookings](#) [Entrants](#) [Pre Competition](#) [Helpers](#) [Post Competition](#) [Incidents](#)

WARNING: This message will be sent as an SMS to up to 29 competitors at a cost of 15c per message.
This cost will be added onto the fee that is charged for the use of K9 Entries.

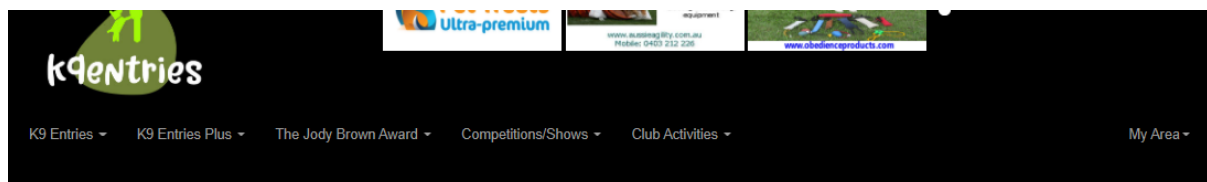
Subject: *

Body: *

[Send](#) [Cancel](#)

Enter the Subject and Body of the test message, and click on the Send button.

When the SMS has been sent, the confirmation page will be displayed as shown below.



Send SMS Confirmation - Redlands 30/01/2021

[Edit Comp](#) [Sponsors](#) [Comp Points/Club Credits](#) [Schedule](#) [Bookings](#) [Entrants](#) [Pre Competition](#) [Helpers](#) [Post Competition](#) [Incidents](#)

SMS have been sent!

Dog Measuring Report

Where the **Measuring Available** box has been ticked in the **Edit Competition** page, competitors will be able to nominate whether they wish to have their dog measured.

Those competitors that have nominated to be measured will appear in the Dog Measuring Report. This can be downloaded via **Entrants->Dog Measuring Report**. This will download as a PDF file, and an example is shown below.

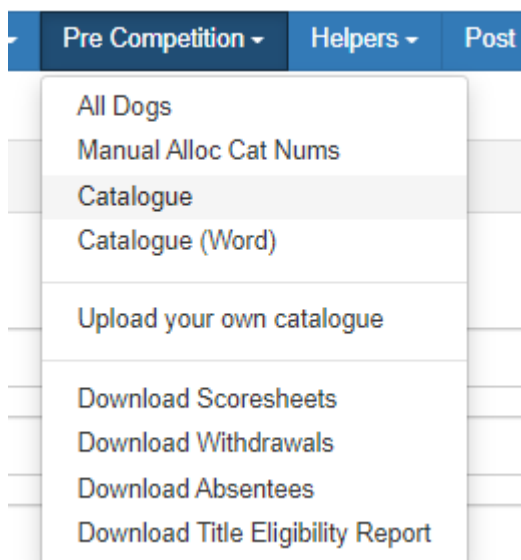
Entrants ▾
Pre Competition ▾
Helpers ▾
Post ▾

Submit Entry
Check dogs in
Entrant Maintenance
All Entries
Unpaid Entries
Download entries data
Payment Status List
Direct Deposit Report
Download Entry Forms
Send Email
Send SMS
Download Dog Measuring Report
Download Club Allocations
Download Entry Form Comments
Download Walking Groups Listing
Download Tracking Supplementary Spreadsheet

DOG MEASURING REPORT	
Name	Registration Number
	400723AR
	400996AR
Albionshore Thanos	4100193539
Callicoma Groovin The Moo	2100491858
DJ	400922AR
Myflair Andre Black	4100243928
Our Mystikal Aden Moon	4100318980LR
Quickstep Feel The Force	400074SR
Safire Blitzin Away	N1738-14SR
Seabreeze	400842AR

Running Orders/Catalogues

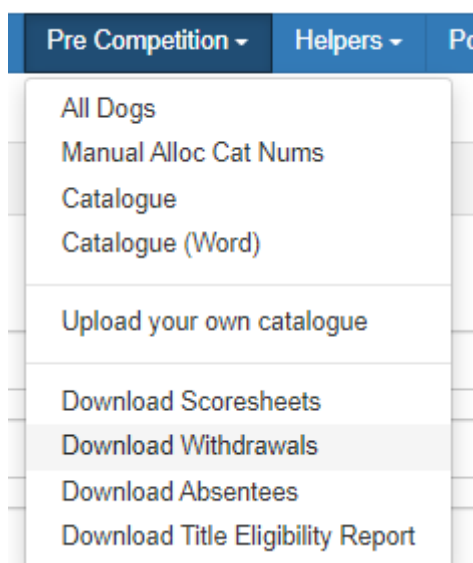
Catalogues can be downloaded by selecting the ‘Pre Competition’ menu item from the competition menu bar, and selecting ‘Catalogue’ option. A PDF will be generated and downloaded. Please note that this running order will give you current running orders, whereas the running orders/catalogues available for download from the competition listing may be out of date (as the order for this page is only updated every 30 minutes).



The Catalogue (Word) option allows you to download the catalogue in Word document format.

Download Withdrawals

To download a listing of withdrawals, click on the 'Pre Competition' menu item in the competition menu bar, and select the 'Download Withdrawals' option. A listing, in the form of a PDF, will be downloaded.



Note that withdrawals made via withdrawing the entry form as well as dog's that have been marked as absent in the 'Check Dogs In' page (or marked WD/ABS in the results entry pages) will be shown on this listing.

This may be handy to print and hand out to the marshaller for each ring so that they know (on the running order) not to look for the absent/withdrawn dogs.

Exhibitor Numbers and Labels

To print out exhibitor numbers and labels (for envelopes), select the 'Pre Competition' menu item from the competition menu bar, and select the 'All Dogs' option.

The page lists all the dogs entered in the competition, along with the entries (with their allocated catalogue numbers).

Note that there is a 'Search/Filter' option on this page. Here, you can search on a dogs name, registration number, catalogue number, etc.

Note that there are links on the listed entries for each dog to take the user to the results entry page for the event entered.

Exhibit Nums special
Clear Catalogue Nums
Allocate Cat Nums
Exhibit Nums By Number
Exhibit Nums By Surname
Exhibitor Labels

Search/Filter

☐ Search All Pages

Page 1

43 dogs entered

Agility Height	Rally Height	Name	Rego Num	Sex	Entries
600		Stevie	400993AR	S	
600		Shamefulchoc K R Jasper	4100245837LR	N	
600	400	Chanelgold Dreams Come True	4100273170	N	
600		GAMECALL Wave on Wilson	2100453839LR	N	
600		Phoebe	400821AR	S	
600	400	Safire Blitzin Away	N1738-14SR	M	
600	400	Electric Cherry	KC3360	F	

Clear Catalogue Nums

Click on the button to clear all the catalogue numbers for the competition.

Allocate Cat Nums

Clicking on the button will allocate catalogue numbers for the entire competition, using the current running orders of each class.

Exhibit Nums By Number

Click on the button to download the numbers in PDF form.

Exhibitor Labels

Click on the button to download the labels that can be used to stick onto envelopes – these are also downloaded in PDF form.

Note that once all catalogue numbers have been generated, the catalogue numbers for each class will be shown for each dog. Hovering over each number with your mouse will show you which class the catalogue number is for. Clicking on each number will take you into the results page for the event that the class is in.

ANKC – Download Scoresheets

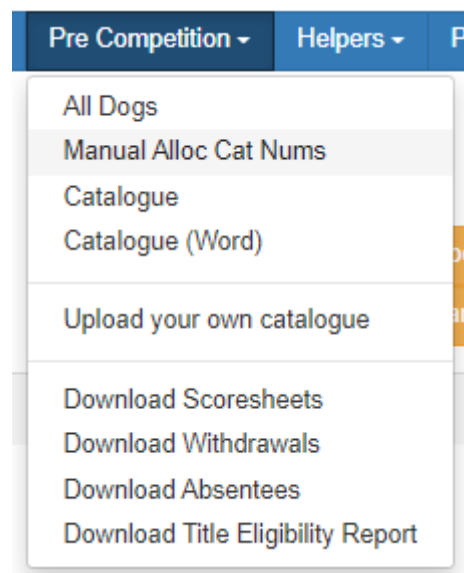
To download the scoresheets for a competition, select the 'Pre Competition' menu item from the competition menu, and select the 'Download Scoresheets' option. The scoresheets will download in the form of a PDF.

Manually allocate catalogue numbers

There are a number of ways to allocate catalogue numbers in the system.

You would either use the 'Manually Allocate Cat Num' page to allocate numbers which will give a single catalogue number for each dog for the entire competition, or you would go into the 'Running Order' page and allocate the numbers per dog per class. The latter can be done after the 'Manually Allocate Cat Num's' (so you could have the one dog with the same number for all agility events, for example, and separate numbers for obedience events at the one competition), but there is no point doing it before as the 'Manually Allocate Cat Num' page will just over-ride what was allocated in the Running Order page.

To use the page, select the 'Pre Competition' menu item on the competition menu bar, and select the 'Manual Alloc Cat Num's' option.



Auto allocate with handler gaps

Clicking on the button will:

- Add handler 'gaps' in all classes of the competition. That is, the system will update the running orders of each class so that - where the same handler(s) is running multiple dogs within the same class – a gap is placed in the running order between the dogs that the same handler is running. Therefore, handlers with multiple dogs in the same class will get a break between running their dogs.
- A unique number is allocated for each dog in the competition.

Order ALL Classes by Cat Num's

Clicking on the button will:

- Go through each class and order the class by the catalogue numbers allocated.

Therefore, clicking on the 2 buttons above will allow the user to set up all the catalogue numbers for a competition where only one catalogue number is given out per dog for the entire competition.

Please note: The above functions may take a little while to complete.

If desired, the user can change some of the catalogue numbers that were allocated in 'Auto allocate with handler gaps' process via updating the catalogue number in the listing, and clicking

Save

on the button at the bottom of the page. Note that there is a Search/Filter field at the top of the page to just show the one dog on the page (to save the user scrolling through and looking for a certain dog).

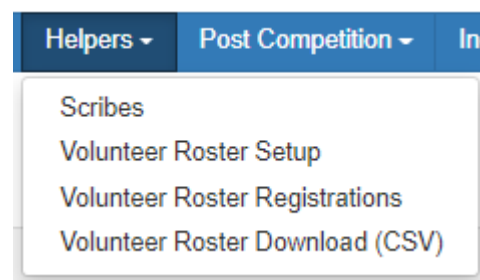
The user may alternatively simply allocate the catalogue numbers by hand, entering all the

Save

catalogue numbers into the listing a clicking on the button.

Allocate Scribes

To enable a user to enter results via their own login, click on the **Helpers->Scribes** menu item from the competition menu bar.



Enter the user's username into the field and click on the 'Update' button.

Once the user has been added to the scribes listing, they are able to scribe for all of that club's competitions (not just the current one). They will be able to see a link in the competition listing page (for competitions run by the club), similar to what the competition secretary sees:

Allocate Scribes - Redlands 30/01/2021

Edit Comp
Sponsors
Comp Points/Club Credits
Schedule
Bookings
Entrants
Pre Competition
Helpers
Post Competition
Incidents

User

Username

Scribes Listing

User

State	Entered?	Competition Date	Club	Competition Name	Early Bird Close	Entry Close Date	Notices	Meals?	Camping?	Attendance Register	Handler Count	Catalogue
ACT		01/07/2021	Club for testing	Scent test	N/A	01/06/2021					1	<input type="button" value="Enter"/> <input type="button" value="Catalogue"/>

When someone with scribe user access to a club clicks on the competition, they will only be able to see the listing of events on the 'Edit Competition' page:

Edit Competition - Club for testing 01/07/2021

Enter Results	Incidents ▾
Ring number 1	
1. Novice Container Element (Allan Schmidt)	●
2. Advanced Container Element (Allan Schmidt)	●
3. Novice Interior Element (Allan Schmidt)	●
4. Advanced Interior Element (Allan Schmidt)	●
5. Excellent Container Element (Allan Schmidt)	●

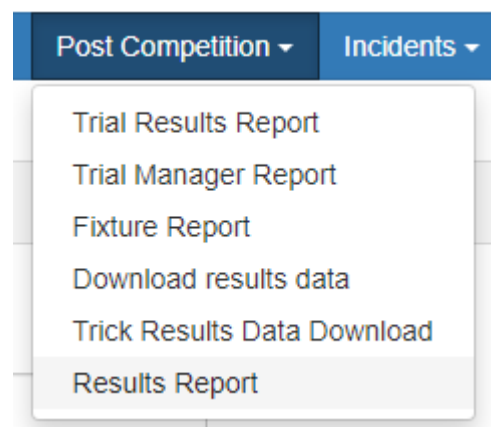
They will be able to click into each event and will be able to enter results for the events.

The 'Enter Results' button will bring them back to the above listing.

Results Report

To download a summary of the results for the competition, click on the 'Post Competition' menu item on the competition menu bar, and select the 'Results Report' option.

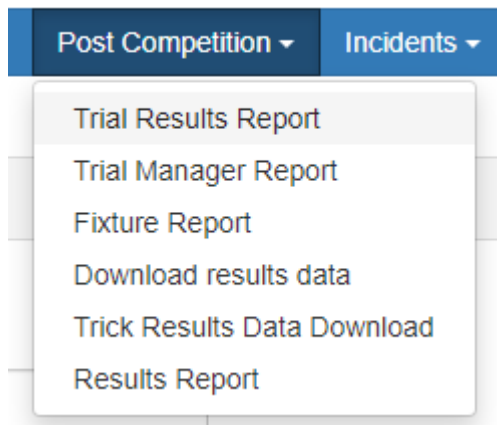
The results will be downloaded in the form of a PDF. Please note that generating a report from the competition menu bar will provide a more up-to-date version of the results than downloading from the Competition Listing page as the version that the competitors can view is only generated once every 10 minutes.



Trial Results Report and Fixture Report

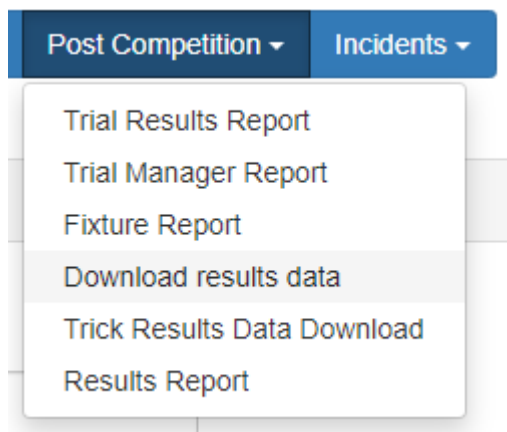
To download a pre-filled version of the Trial Results Report, and Fixture Report (currently set up for Dogs QLD, but requests can be made to create state-specific reports as required), click on the 'Post Competition' menu item on the competition menu bar and select the applicable report you wish to download.

The reports will be downloaded in the form of a PDF.



Download results data

To download results data, in the form of a csv file (comma separated values), click on the 'Post Competition' menu item of the competition menu bar and select 'Download Results data' option. The file can be view in an Excel spreadsheet.



Class listing

Once a schedule has been entered, you will see the events listed at the bottom of the page, similar to below.

Each class will show the number of dogs entered, and also a coloured circle (either red, orange, green or blue) beside it.



The red circle indicates that no results have been entered for any competitors in the class as yet.



The orange circle indicates that results for some of the competitors have been entered for the class.









The green circle indicates that class for all competitors entered in the class have been entered.









The blue circle indicates that the class is finalised (and cards have been printed).

Note that the option to download Scoresheets (and Individual Scoresheets for ANKC Rally O, etc) for the one class is also available.

Ring number 8				
17. Rally-O Novice (Ray Ashman)	 10 entries	Edit Running Order	Download Scoresheet	Download Individual Scoresheet
18. Rally-O Advanced A (Ray Ashman)	 5 entries	Edit Running Order	Download Scoresheet	Download Individual Scoresheet
19. Rally-O Advanced B (Ray Ashman)	 3 entries	Edit Running Order	Download Scoresheet	Download Individual Scoresheet
20. Rally-O Excellent A (Ray Ashman)	 7 entries	Edit Running Order	Download Scoresheet	Download Individual Scoresheet
21. Rally-O Excellent B (Ray Ashman)	 3 entries	Edit Running Order	Download Scoresheet	Download Individual Scoresheet
22. Rally-O Master (Ray Ashman)	 10 entries	Edit Running Order	Download Scoresheet	Download Individual Scoresheet

Edit Running Order

To view/change the running order of a class, click on the 'Edit Running Order' button listed against the class.

Ring number 8				
17. Rally-O Novice (Ray Ashman)	 10 entries	Edit Running Order	Download Scoresheet	Download Individual Scoresheet
18. Rally-O Advanced A (Ray Ashman)	 5 entries	Edit Running Order	Download Scoresheet	Download Individual Scoresheet
19. Rally-O Advanced B (Ray Ashman)	 3 entries	Edit Running Order	Download Scoresheet	Download Individual Scoresheet
20. Rally-O Excellent A (Ray Ashman)	 7 entries	Edit Running Order	Download Scoresheet	Download Individual Scoresheet
21. Rally-O Excellent B (Ray Ashman)	 3 entries	Edit Running Order	Download Scoresheet	Download Individual Scoresheet
22. Rally-O Master (Ray Ashman)	 10 entries	Edit Running Order	Download Scoresheet	Download Individual Scoresheet

Note that (like on many of the pages) there is a Search/Filter function to allow you to find a competitor quickly (handy for when there are a large number of competitors entered in the class).

Edit Running Order - WDTs 03/12/2020

Edit Comp Sponsors ▾ Comp Points/Club Credits ▾ Schedule ▾ Bookings ▾ Entrants ▾ Pre Competition ▾ Helpers ▾ Post Competition ▾ Incidents ▾

200 300 400 500 600

29c. Novice Jumping 400 (SAT AM)

Search/Filter

Search for...

Running Order	Reverse ↕	(Preference)	Catalogue Num	Height At Shoulder	Dog Name	Handler Name	Add Gaps
1		0	405		Adensley Shes So Fine	Clare Terpstra	

Save

Note that for agility classes, the event is split into height classes, with each height class being within a 'tabbed pane'. Therefore, if you wanted to view the competitors entered in '500' in the above example, you would click on the '500' tab.

Edit Running Order - WDTs 03/12/2020

Edit Comp Sponsors ▾ Comp Points/Club Credits ▾ Schedule ▾ Bookings ▾ Entrants ▾ Pre Competition ▾ Helpers ▾ Post Competition ▾ Incidents ▾

200 300 400 500 600

29c. Novice Jumping 400 (SAT AM)

Search/Filter

Search for...

Reversing the order

Clicking the **Reverse Order** link in the Edit Running Order page will reverse the order that the dogs are currently order.

Search for...

Running Order Reverse	(Preference)	Catalogue Num	Height At Shoulder	Dog Name
1	()	301	200	Beleesha Bright Star
2	()	300		Hoku Petite Raulf
3	()	310		Waiwilta Rebel Heart
4	()	309	320	Triple Ch (Neuter) (RO) (T) Davenport Midnight Dash
5	()	305		Zalucha Mr Mega
6	()	302		Daisy
7	()	316		Hoku Indiana
8	()	315	350	Tunamara Olenna

Save

After the Reverse has been applied:

Running Order Reverse	(Preference)	Catalogue Num	Height At Shoulder	Dog Name	Handler Name Add Gaps
1	()	315	350	Tunamara Olenna	Sharon Mulshine
2	()	316		Hoku Indiana	Meryl Birchall
3	()	302		Daisy	Tracey Beresford
4	()	305		Zalucha Mr Mega	Naomi Dunn
5	()	309	320	Triple Ch (Neuter) (RO) (T) Davenport Midnight Dash	P. Windlow
6	()	310		Waiwilta Rebel Heart	Dianne Bell
7	()	300		Hoku Petite Raulf	Meryl Birchall
8	()	301	200	Beleesha Bright Star	Katie Baird

Save

Alternatively, you can change the numbering directly via changing the values in the 'Running Order' column, and clicking 'Save'

Running Order Reverse	(Preference)	Catalogue Num	Height At Shoulder	Dog Name
3	()	315	350	Tunamara Olenna
2	()	316		Hoku Indiana
1	()	302		Daisy
4	()	305		Zalucha Mr Mega
5	()	309	320	Triple Ch (Neuter) (RO) (T) Dav Midnight Dash
6	()	310		Waiwilta Rebel Heart
7	()	300		Hoku Petite Raulf
8	()	301	200	Beleesha Bright Star

Save

After applying the change:

Running Order Reverse ↓↑	(Preference)	Catalogue Num	Height At Shoulder	Dog Name
<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="302"/>		Daisy
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="316"/>		Hoku Indiana
<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="315"/>	350	Tunamara Olenna
<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="305"/>		Zalucha Mr Mega
<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="309"/>	320	Triple Ch (Neuter) (RO) (T) Da Midnight Dash
<input type="text" value="6"/>	<input type="text" value="0"/>	<input type="text" value="310"/>		Waiwilta Rebel Heart
<input type="text" value="7"/>	<input type="text" value="0"/>	<input type="text" value="300"/>		Hoku Petite Raulf
<input type="text" value="8"/>	<input type="text" value="0"/>	<input type="text" value="301"/>	200	Beleesha Bright Star

Save

For Pairs, the Running order will look a little different, as the number will appear once for the entire team:

Running Order Reverse ↓↑	(Preference)	Catalogue Num	Height At Shoulder	Dog Name
<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="522"/>	520	Perrioak Not Jr
	<input type="text" value="0"/>	<input type="text" value="525"/>		Sweep
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="526"/>		Jack
	<input type="text" value="0"/>	<input type="text" value="537"/>		Shay
<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="603"/>	626	Milly
	<input type="text" value="0"/>	<input type="text" value="507"/>	450	Indie
<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="510"/>		Perrioak Dann
	<input type="text" value="0"/>	<input type="text" value="523"/>		Royalash Shel

Save

Catalogue numbering

Note that catalogue numbers can be edited in the Edit Running Order page. This does not replace the allocation of catalogue numbering, but can be useful to change in the Edit Running Order page, if necessary.

Catalogue numbers allocated in the running order pages will be overwritten if using the 'Manual Alloc Cat Num' page afterwards. This is because the 'Manual Alloc Cat Num' page will assign a single catalogue number for a dog for the entire competition. If you wish to allocate the one number (per dog) for, say agility events, and separate numbers for obedience, the best way is to go into the 'Manual Alloc Cat Num' page, allocate the catalogue numbers, then go into each of the Obedience running order pages and change the catalogue number there.