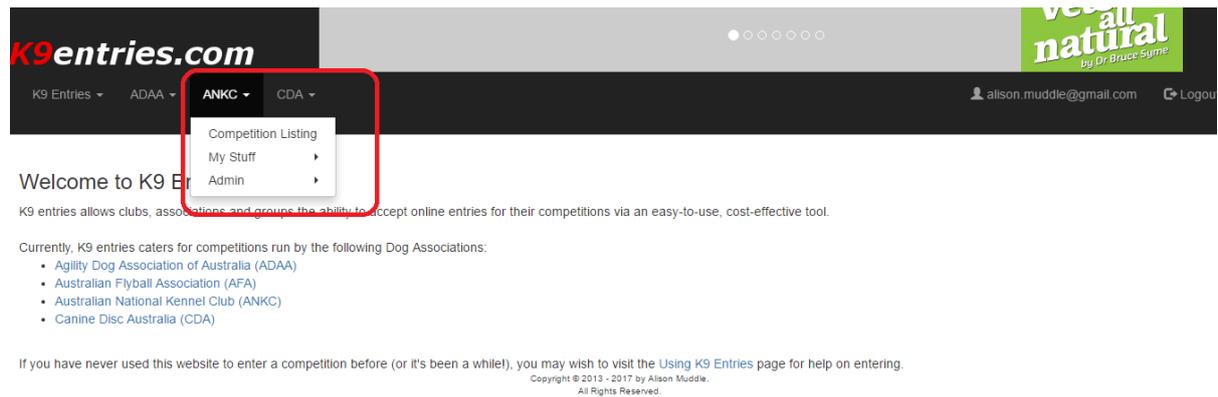


Entering a competition

Placing your mouse on the top menu bar will show a menu list of items for you to select from.

From mobile devices, you will see a button with 3 lines on the top right of the screen – clicking this button will reveal the 'K9 Entries', 'ADAA', 'ANKC', etc menu items as per below. You can view the same menu items for each type of competition (by organisation) by clicking on the name of the organisation.

Find the appropriate organisation, and click on the 'Competition Listing' to find out what competitions are available for entry.



Competition Listing – Note the search field at the top of the page to narrow down the competitions you want to find. Leaving all options blank will retrieve ALL competitions. ANKC is currently the only organisation that has a 'sport' option (to differentiate between Agility, Obedience, Rally, etc).

Competition Listing

To view results from past competitions, simply enter the competition date in the search box below.

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

Search

State:

Dates between: and

Sport:

State	Competition Date	Club	Competition Name	Entry Close Date	Notices	Meals?	Camping?	Rubber Contact?
QLD	31/05/2017	Club for testing	Second Entry form testing	12/05/2017		✓	✓	<input type="button" value="Catalogue"/>
VIC	31/12/2018	DOGS Vic	Test State Trial	01/11/2017				<input type="button" value="Enter"/> <input type="button" value="Catalogue"/>



Click on this symbol, to learn about any announcements that the club has made about this competition.



Click on this button to download the current catalogue.



Click on this button to enter the competition

To enter a competition, click on the green 'Enter' button listed next to the competition details.

Note that the competition should already be selected in the 'Competition' drop-down list. Also note that the organisation is highlighted at the top of the page (in this case, it is 'ADAA').

ADAA

Entry Form

Competition: WAAG Weave Pole Revolution 600 - Fundraiser Competition - 05/08/17

Dog: -- Select Dog --

Handler: -- Select Handler --

Events:

Entry Fees:

Bookings and Orders: Not Applicable

Other Fees (eg.camping):

Total Fees: 0

Payment Type: Cheque

Comments:

I agree to the [Terms and Conditions](#) of entering this competition

If this is the first time you have used K9entries, you will need to add your dog and handler details. There are a couple of ways of doing this. It can now be done from the entry form.

To add a new dog via the entry form, you must ensure that the 'Select Dog' option is selected. Next, click on the pencil icon to the right of the Dog field (as highlighted above).

For ADAA competitions, the following will pop-up to select a dog that ADAA recognises.

entries.com

ADAA - AIKFC - CDA

alison.muddis

ADAA

Entry Form

Competition: WAAG Weave Pole Revolution 600 - Fundraiser Competition - 05/08/17

Dog: -- Select Dog --

Handler: -- Select Handler --

Events:

Entry Fees:

Bookings and Orders: Not Applicable

Other Fees (eg.camping):

Total Fees: 0

Payment Type: Cheque

I own this dog

Please Select...

- 2Up (AD384)
- Abba (RD271)
- Abbey (AD855)
- Abbey (RD035)
- Abbey (AA837)
- Abby (AC835)
- Abby (AD075)
- Abby (AB816)
- Abby (RB731)
- Abby (RD006)
- Abizac Top Secret (AA647)
- Ace (RD692)
- Ace (RD767)
- Ace (RD771)
- Ace (AD749)
- Acme Wile E Coyote (AC818)
- Adam (RD738)
- Adeltoy Simply Buffy (AA896)
- Adithe Dash of Spice (AD699)

Select the dog from the listing. If you own the dog, click on the 'I own this dog' tickbox. This will allow you to update such things as the default height option, and to add a title in progress (this will be discussed in further detail later).

Once you have selected a dog, click on the Save button.

ADAA

Entry Form

Competition: WAAG Weave Pole Revolution 600 - Fundraiser Competition - 05/08/17

Dog: **Abba (RD271)** 

Handler: -- Select Handler -- 

Events:

- 3b. Regular Intermediate Mini Jumping (Judge: Denise Crook)
- 3c. Regular Intermediate Midi Jumping (Judge: Denise Crook)
- 3d. Regular Intermediate Maxi Jumping (Judge: Denise Crook)
- 4b. Regular Open A Mini Jumping (Judge: Wendy Blakeston)
- 4c. Regular Open A Midi Jumping (Judge: Wendy Blakeston)
- 4d. Regular Open A Maxi Jumping (Judge: Wendy Blakeston)
- 7e. Regular Open A Maxi Agility (Judge: Natalie Kirkwood)
- 7f. Regular Open A Midi Agility (Judge: Natalie Kirkwood)
- 7g. Regular Open A Mini Agility (Judge: Natalie Kirkwood)
- 10e. Regular Open A Maxi Ind Game - Steeplechase (Judge: Natalie Kirkwood)
- 10f. Regular Open A Midi Ind Game - Steeplechase (Judge: Natalie Kirkwood)
- 10g. Regular Open A Mini Ind Game - Steeplechase (Judge: Natalie Kirkwood)

Entry Fees:

Bookings and Orders: Not Applicable

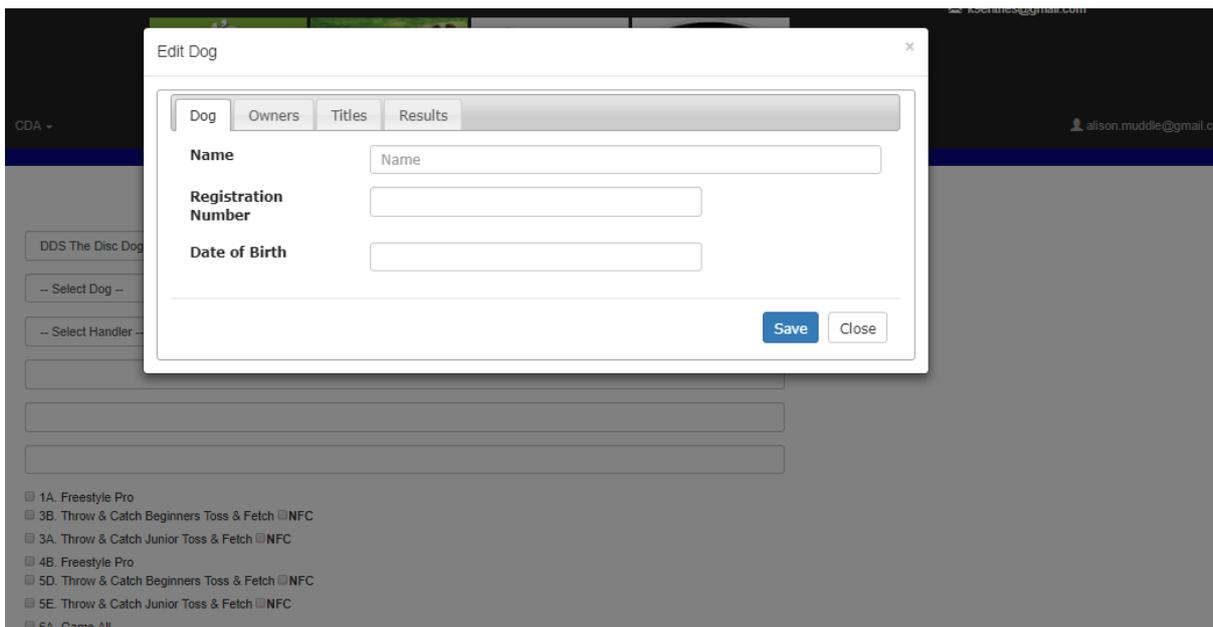
Other Fees (eg.camping):

Total Entry:

The dog is now added to your listing, and has automatically been selected for you in the entry form.

Clicking on the pencil icon next to the Dog field now (ie, when a dog is selected in the drop down listing), will allow you to view/edit the details of the dog (ADAA users should note that only a limited amount of details can be edited for their dogs due to the data exchanges that occur between ADAA and K9entries). More on this will be discussed later.

Below is a screenshot on the Dog popup page that is displayed for CDA competitions:



Edit Dog

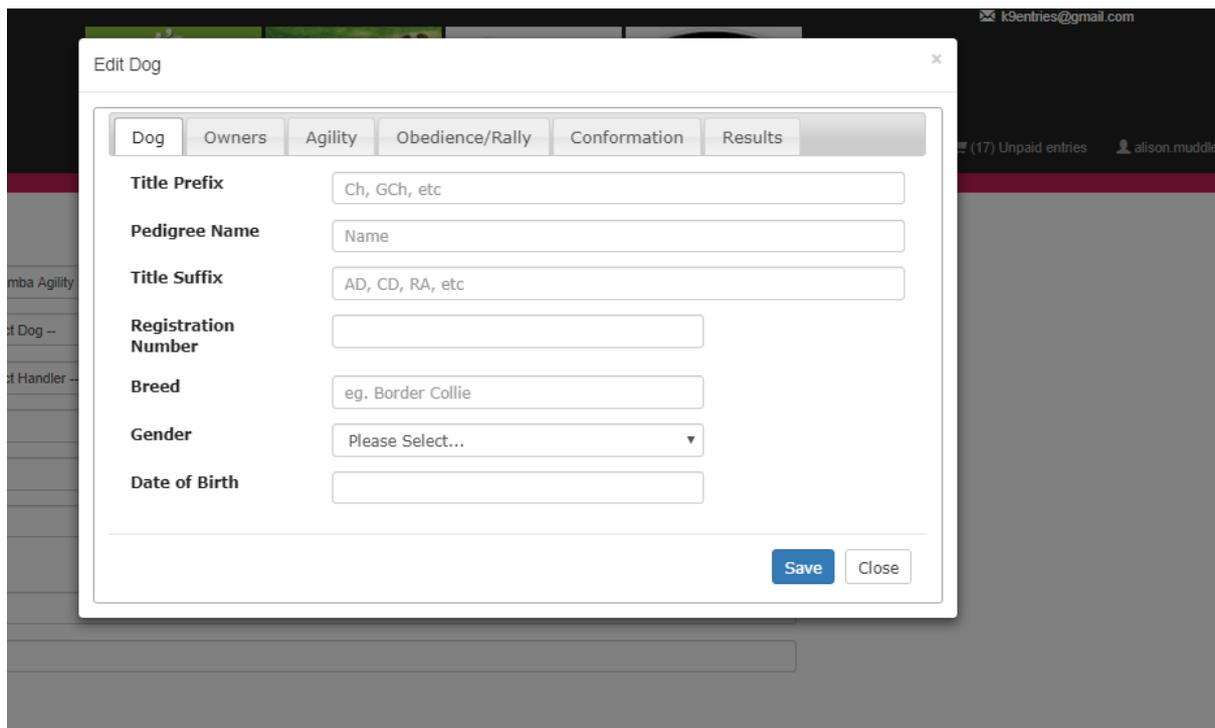
Dog
 Owners
 Titles
 Results

Name

Registration Number

Date of Birth

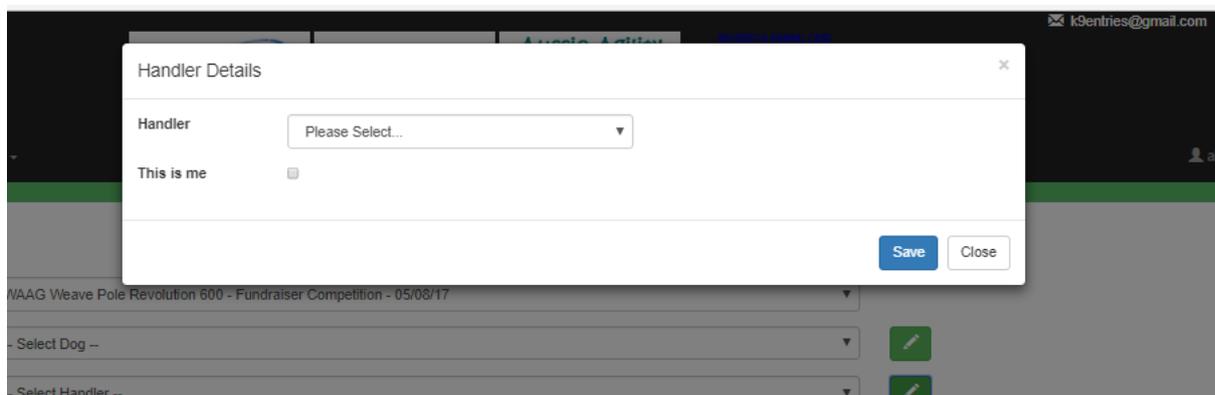
Note that all the details can be entered upon creation. Similarly for ANKC competitions:



Next, you will need to add a handler to your login.

In the same way that you added a dog to your listing (from the entry page), click on the pencil icon next to the handler.

Once again, the ADAA popup for adding a handler will look a little different to the ANKC and CDA popups:



As you did for the dog, select the handler from the list and click on the Save button. Click on the 'This is me' tickbox if the handler is, in fact, yourself.

The ANKC and CDA (which are both the same) handler popup pages are shown below for comparison:

Again, if you would like to edit the details of the handler in your setup, ensure that the name of the handler is selected in your list before clicking on the pencil icon from the entry page.

Note, that for ANKC and CDA competitions, the owner contact details are to be entered via the entry form. The system will pre-populate these fields with the details you have entered in your user profile. The details can be modified if necessary. It is also a good opportunity to check that your current email and phone number details are correct in the system.

Entry Form

Competition: TOADS Flying Toads Canine Disc Championships - 06/08/17

Dog: -- Select Dog --

Handler: -- Select Handler --

Owner email: franksmith@hotmail.com

Owner address: 88 Kettle town Rd, Kettle town Q 6780

Owner phone: 0411 111 111

Events:

- 1A. Throw & Catch Beginners Toss & Fetch NFC
- 2A. Game All
- 3A. Freestyle Skills Pro Skills
- 4A. Game All Time Trial
- 5A. Throw & Catch Beginners Toss & Fetch NFC

Entry Fees:

Bookings and Orders: Not Applicable

Other Fees (eg.camping):

Total Fees:

Once the competition, dog and handler details have been selected, you will notice that an appropriate list of events that your dog is eligible to enter will be displayed. If the events are not what you expect to be able to enter, please check that your dog has all its titles listed (this will be explained in another document TODO).

Tick the events that you wish to enter, and the 'Entry Fees' field will be updated automatically, as demonstrated below:

Events

- 1. Open Agility (Judge: Sue Eller)
- 4a. Novice Agility 500 (Judge: Sue Eller)
- 5e. Novice Jumping 500 (Judge: Michael Cowman)
- 8. Open Jumping (Judge: Michael Cowman)

Entry Fees

14

Note that the 'Total Fees' will also be automatically updated.

Some ANKC clubs offer discounts to club members to their competitions. If this is the case, you can enter the club discount code that will be distributed by the club:

Club Discount Code

Additionally, ANKC clubs generally have catalogues for sale – if you wish to purchase one, please tick the box to the right of 'Order Catalogue?'

Some clubs may offer additional things you can book/order, such as camping, meals, shirts, raffle tickets, etc. If offered, it will be shown in the 'Bookings and Orders' similar to below:

Bookings and Orders	Qty	Description	Notes
	<input type="text"/>	Friday Night (\$7.00)	<input type="text"/>
	<input type="text"/>	Saturday Night (\$7.00)	<input type="text"/>

Enter the number you wish to order in the text boxes under the 'Qty' field. Note that the Booking and Orders Total will automatically be updated and the Total will also include the Booking and Order fees as well as the entry fees. Any notes, can also be entered in the text boxes under the 'Notes' field. Note that the number of characters that are entered in this box is limited to 10.

Booking and Orders Total \$30.00

Total Fees

Payment Type Direct Deposit

Bank Details

BSB 124194

Account Name Canine Disc Australia LTD

Account Number 21939480

Comments

I agree to the [Terms and Conditions](#) of entering this competition

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Next enter any 'other fees', that weren't already covered in the 'Booking and Orders', and entry fees in the text box to the right of the 'Other Fees' field.

Select the payment type that you are intending to use. Some people use more than one form of payment (eg. Funny Money and Cheque), so also enter the amount that you are going to pay for each payment type in the text box to the right of the payment type option, as shown in the below example.

Total Fees

Payment Type

- Cheque
- Cash
- Money Order
- Direct Deposit

Please note that the total fees should be equal to the amount(s) entered in the text boxes, and if it doesn't you will receive an error.

Should you wish to pay via Direct Deposit, the club's bank account details will be shown in a box below, similar to:

Bank Details

BSB	124190
Account Name	Jimboomba Dog Training Club Inc
Account Number	21410430

Lastly, if there are any comments you wish to add, please enter them in the text box next to the 'Comments' field at the bottom of the entry form.

Check the 'Terms and Conditions' via clicking on the link, and then click on the tick box next to the 'I agree to the Terms...' field. This will then enable the 'Submit' button.

Click on the 'Submit' button.

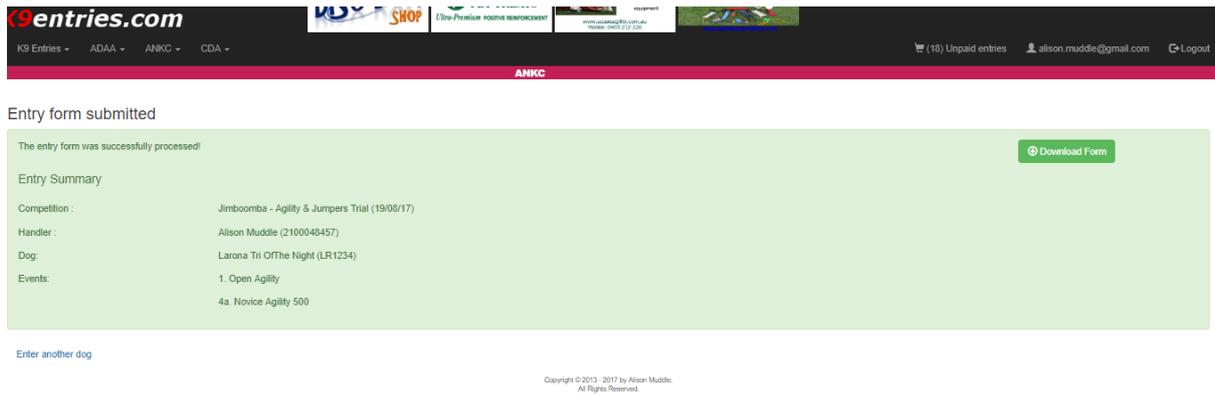
Should you have any errors in your entry form, they will be displayed at the top of the page as per the below example:

Entry Form

The entry form could not be submitted due to the following errors:
Payment amount incorrect. Total fees is \$16, and total amount of payment types selected is \$14

Competition

Once the form is error-free, you will be redirect to confirmation page which will show a summary of your entries, and the ability to download a PDF of the details that have been entered.



Entry form submitted

The entry form was successfully processed! [Download Form](#)

Entry Summary

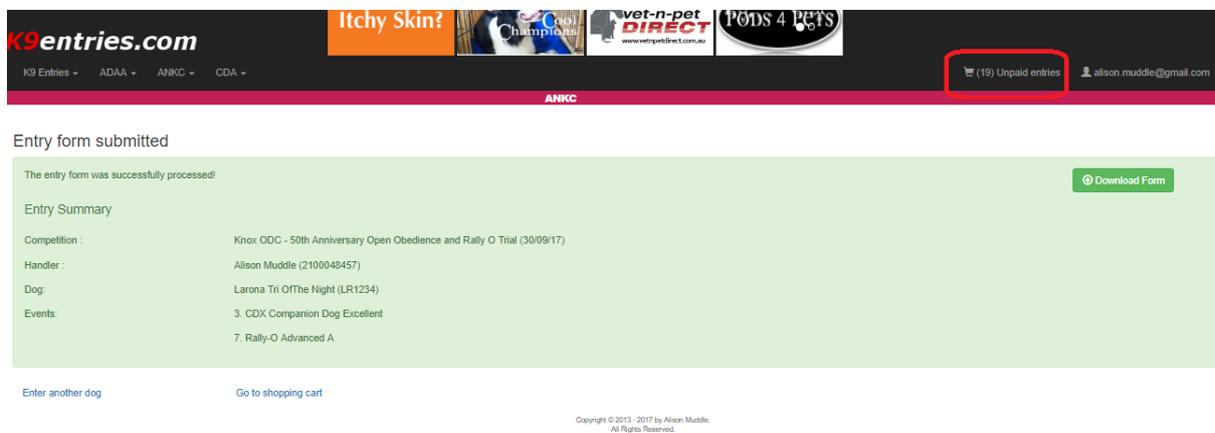
Competition :	Jimboomba - Agility & Jumpers Trial (19/09/17)
Handler :	Alison Muddle (2100040457)
Dog:	Larona Tri OffThe Night (LR1234)
Events:	1. Open Agility 4a. Novice Agility 500

[Enter another dog](#)

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Clicking on the 'Enter another Dog' link will take you to the entry page again, with the same competition already selected.

For those entries where 'PayPal' was the nominated Payment type (on the entry page), a 'Go to shopping cart' link is also displayed under the entry form summary.



Entry form submitted

The entry form was successfully processed! [Download Form](#)

Entry Summary

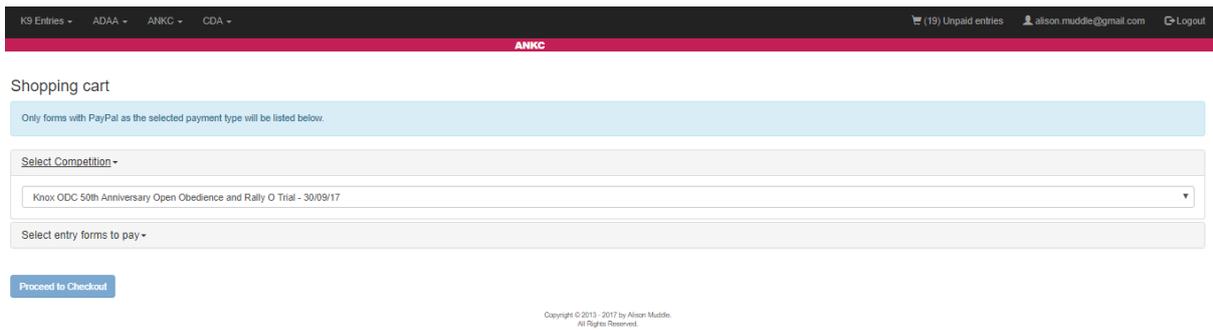
Competition :	Knox ODC - 50th Anniversary Open Obedience and Rally O Trial (30/09/17)
Handler :	Alison Muddle (2100048457)
Dog:	Larona Tri OffThe Night (LR1234)
Events:	3. CDX Companion Dog Excellent 7. Rally-O Advanced A

[Enter another dog](#) [Go to shopping cart](#)

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Note that anytime a new entry form is submitted, it will appear at the top right of the page (highlighted above) in the shopping cart of unpaid entries. The number is applicable only to the current organisation you are looking at. So, if you have 5 unpaid entries for ANKC competitions, and 2 unpaid entries for ADAA competitions (for example), you will see (5) unpaid entries when in ANKC, and (2) when in ADAA.

Clicking on the shopping cart symbol will show you a listing of all the entries that are waiting to be paid:

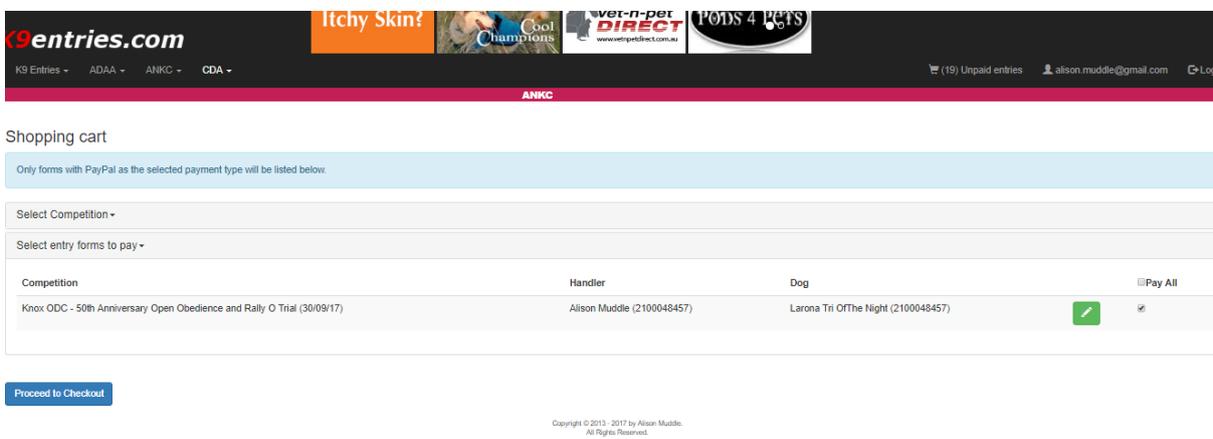


Next, click on the 'Select entry forms to pay' text to bring up the entry forms for this competition:



Next, select the entry forms you wish to pay for by ticking the box to the right of the entry form detail line. Note, to save time (if you have multiple entry forms you wish to pay for at once), click on the tick box to the left of the 'Pay All' field, and it will automatically select all the entry forms for you.

The pencil icon allows you to go into the entry form to check/update any details.



Next, click on the 'Proceed to Checkout' button.

You will then be presented with a confirmation page. Check the details, and click on the PayPal Checkout button to proceed to PayPal.

Checkout

Club	Comp Date	Dog	Handler	Fees
Gnox ODC	30/09/2017	Larona Tri OfThe Night (LR1234)	Alison Muddle (2100048457)	24.00
Total Entry Fees :				\$24.00
Administration Fees :				\$0.00
Total Payment Due :				\$24.00

[PayPal Check out](#)
The safe, easier way to pay

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You will then be sent to PayPal to complete your payment. PayPal will then redirect you back to the website upon completion of payment, with a confirmation of your payment:

Payment Success

Your payment was successfully processed via PayPal!

Note: should you wish to view the results of a competition, simply search the competition listing for the date of the trial. For example:

Viewing Results

When a competition is complete, the trial secretary will publish the results which will be available for viewing for the Competition Listing page.

The competition listing page defaults to searching for competitions that are in the future. Because a competition has already been run, you will need to enter the date for which the competition was run to be able to view the results. See below for an example.

Search

State:

Dates between: and

Sport:

State	Competition Date	Club	Competition Name	Entry Close Date	Notices	Meals?	Camping?	Rubber Contact?
QLD	04/09/2016	Toowoomba		18/08/2016		✓		✓
QLD	10/09/2016	Ipswich		10/09/2016		✓		✓
QLD	11/09/2016	Metro	September Double Rally O Trial 2	28/08/2016		✓		

