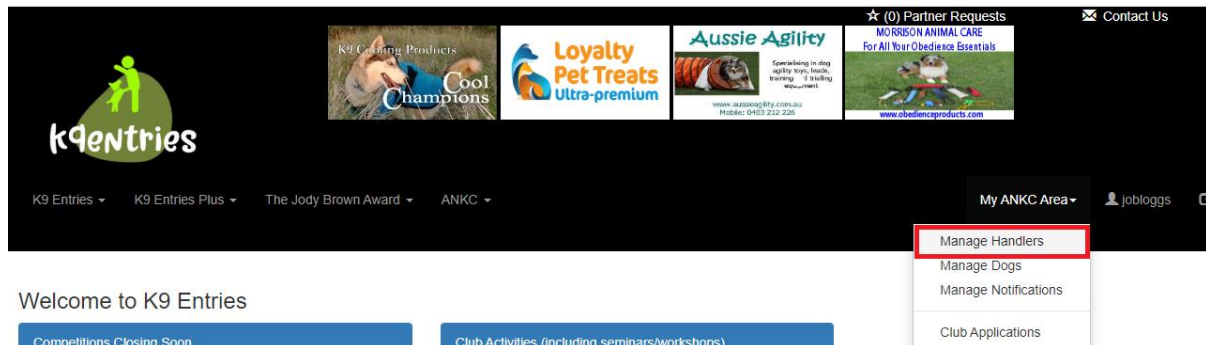


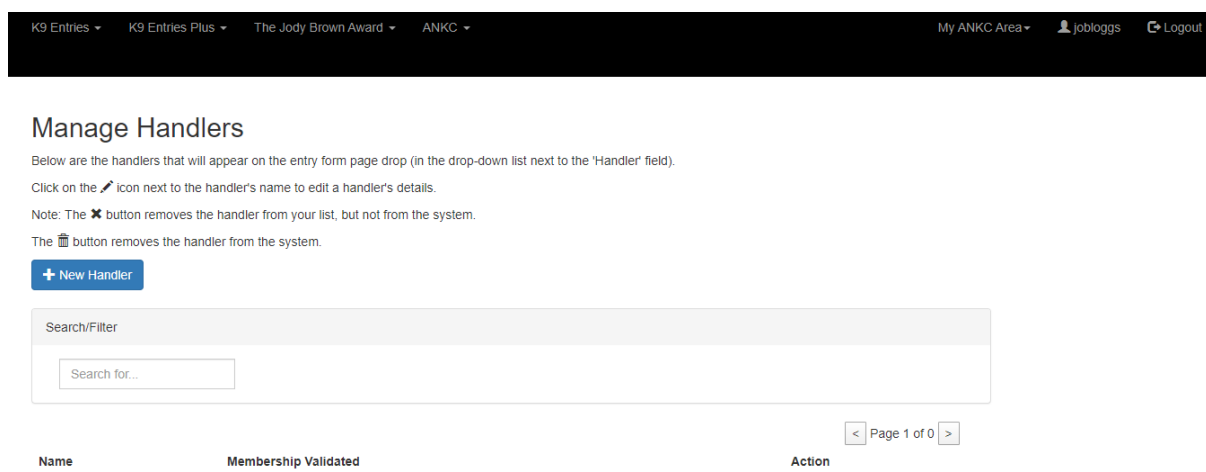
My ANKC Area

To manage your dogs, handlers, notifications, and view what competitions you have entered, hover over the 'My ANKC Area' menu to the top right of the page. To start with, we will take a look at the Manage Handlers page, so click on the 'Manage Handlers' option from the My ANKC Area menu.

Manage Handlers



The Manage Handlers page looks like the following:




To add a new handler to your listing, click on the Blue button 'New Handler', and a handler details popup will be displayed (similar to what is displayed on the entry page).

Please note that this is the page where you need to be setting up which club you wish to represent at competitions. Note also, that if you change which club you are representing, the change will only be affected on new entry forms submitted after the change. If you wish to ‘backdate’ it, you can go back into the entry page, and simply click ‘Update’ (no changes required), and it will update the club represented in the ‘background’ for you.

Once you have entered your details, click the ‘Save’ button, and then click on the ‘Close’ button to close the dialog when you are finished your changes.

Note: whatever handlers are shown in the listing of this page will also be the ones that are shown in the handler drop down listing in the entry page, **where the ANKC Registered tick box is ticked** (note, the system will not let you enter a handler that is not registered).

As per the instructions on the page, you will note that you can remove a handler from your listing,

via clicking on the yellow cross button . This is useful, if you have added a friend to handle your dog for a competition, but no longer need them on your list. Additionally, you are able to remove yourself from the system (not applicable to ADAA users) via clicking on the red trash can


button .

Manage Dogs

You are able to remove a dog from your list via clicking on the yellow button with a cross on it



You are also able to remove a dog permanently from the system (eg. If a dog has since passed away)

via clicking on the red button with a trash can icon on it .

 + New Dog

Click on the blue button to add a new dog.

Enter all titles that appear **before** a dogs name in the Champion Titles field (eg. Ch, GCh, etc).

Enter the dog's name **excluding all titles** in the Pedigree/Registered Name. This must match what the governing body has the dog registered as.

Enter all titles that appear **after** a dogs' name in the Title Suffix field (eg. AD, JD, etc).

Dog	Titles	Agility	Obedience/Rally	Tracking	Conformation	Results
Call Name	<input type="text" value="Kingsley"/>					
Champion Titles	<input type="text" value="Ch, GCh, etc"/>					
Pedigree/Registered Name	<input type="text" value="Larona Tri OfThe Night"/>					
Title Suffix	<input type="text" value="CCD AD"/>					
ANKC Registered?	<input checked="" type="checkbox"/>					
Registration Number	<input type="text" value="LR1234"/>					
Breed	<input type="text" value="English Springer Spaniel"/>					
Gender	<input type="text" value="Dog"/>					
Date of Birth	<input type="text" value="13/02/2002"/>					
Registered Owner Name	<input type="text" value="Alison Muddle"/>					
Registered Owner Number	<input type="text" value="410015"/>					
Vacc Due Date	<input type="text" value="00/00/0000"/>					

When entering titles, you will see matching possible titles pop up when you start typing the new title. Ensure that you either select the title from the list, or match how it is formatted, as the system will not recognise different formats, and not allow you to enter the events your dog is eligible for.

Dog	Titles	Agility	Obedience/Rally	Tracking	Conformation	Results
Call Name	<input type="text" value="Kingsley"/>					
Champion Titles	<input type="text" value="Ch, GCh, etc"/>					
Pedigree/Registered Name	<input type="text" value="Larona Tri OfThe Night"/>					
Title Suffix	<input type="text" value="CCD AD J"/>					
ANKC Registered?	<input checked="" type="checkbox"/> <div> <input type="checkbox"/> JD <input type="checkbox"/> JDM <input type="checkbox"/> JDO <input type="checkbox"/> JDX </div>					
Registration Number	<input type="text" value=""/>					
Breed	<input type="text" value="English Springer Spaniel"/>					
Gender	<input type="text" value="Dog"/>					
Date of Birth	<input type="text" value="13/02/2002"/>					

Any dog competing in an ANKC trial needs to be registered with the states governing body. If your dog is registered, tick the ANKC registered box. If this box is not ticked, the dog's name will not be able to be selected on the entry form.

ANKC Registered?	<input checked="" type="checkbox"/>
Registration	<input type="text" value="IR1234"/>

Enter the owner's registration details as they appear on the dog's pedigree certificate.

Vaccination details are not particularly required for entering competitions, but you are welcome to enter the details here if you want a central point of reference. These details are mainly used for club activities, such as membership.

Tick the Exclude From Top Dog Listing box if you do not wish your dogs name to appear in the 'Top Dog' page of the website.

Registered Owner Name	<input type="text" value="Alison Muddle"/>
Registered Owner Number	<input type="text" value="410015"/>
Vacc Due Date	<input type="text" value="00/00/0000"/>
Vacc Cert Upload	<input type="button" value="Choose file"/> No file chosen
Exclude from Top Dog listing?	<input type="checkbox"/>

Don't forget to click on the Save button once all these details have been entered.

If you are competing in Agility, click on the 'Agility' tab, and select the height class applicable:

The screenshot shows the 'Edit Dog' modal window with the 'Agility' tab selected. The 'Agility Height Class' dropdown menu is open, showing a list of height options. The '500' option is currently selected and highlighted in blue. The modal also includes tabs for 'Dog', 'Titles', 'Obedience/Rally', 'Tracking', 'Conformation', and 'Results'. At the bottom right, there are 'Save' and 'Close' buttons.

This helps the system work out what height classes the dog is eligible for. Leaving this blank will likely result in no classes being listed in the entry form.

If you are competing in Obedience or Rally O, click on the 'Obedience/Rally O' tab, to enter the 'Height at Shoulder' and 'Rally Height Class' details.

The screenshot shows the 'Edit Dog' window with the 'Obedience/Rally' tab active. The form contains two input fields: 'Height at Shoulder (in mm)' with the value '504' and 'Rally Height Class' with a dropdown menu showing '200'. At the bottom right are 'Save' and 'Close' buttons.

Tab	Field	Value
Obedience/Rally	Height at Shoulder (in mm)	504
	Rally Height Class	200

If you are competing in Tracking, you may want to include your tracking history in the 'Tracking' tab:

The screenshot shows the 'Edit Dog' window with the 'Tracking' tab active. The form contains a 'Tracking History' section with two input fields: 'Name' and 'Date Tracked'. There is a 'Clear Form' button in the bottom right of the section. At the bottom right of the window are 'Save' and 'Close' buttons.

Tab	Field	Value
Tracking	Name	
	Date Tracked	

Note, click on the 'Save' button, each time you add a new name/date, and they will appear in a listing.

Some states require that you enter your dog's breeding lines. Click on the 'Conformation' tab, and you are able to enter these details, as per below:

Edit Dog

Dog details updated

Dog Titles Agility Obedience/Rally Tracking Conformation Results

Bred By

Sire

Pedigree Name Larona Something Sire

Registration Number (if known) 123456789-S

Dam

Pedigree Name Larona Something Dam

Registration Number (if known) 987654321-D

Save Close

Entered Comps

To view the competitions you have entered, or to update tricks, entry forms or download any entry forms, select the 'Entered Comps' menu item:

K9entries

K9 Entries K9 Entries Plus The Jody Brown Award ANKC

My ANKC Area

- Manage Handlers
- Manage Dogs
- Manage Notifications
- Club Applications
- Judging Appointments
- (4) Unpaid entries
- Pay via PayPal
- (0) Entered Comps
- (0) Partner Requests

Manage My Dogs

Click on the icon next to the dogs name to edit a dog's details.

You should have at least one owner listed for the dog before you can enter a competition.

Note: The button removes the dog from your list, but not from the system.

The button removes the dog from the system.

New Dog

As per the instructions on the page, any entry forms that the club has not yet received payment for will be highlighted in red.

Note: for non-PayPal payments, entry forms may remain 'in the red' even though payment has been sent. The competition secretary will mark off entry forms as being paid when they have received (in the case of cheque, money order, etc) the payment or have viewed the club's bank statements (in

the case of Direct Deposit). Please allow sufficient time to the competition secretary before contacting them about an entry form that has been paid and still showing in red.

To withdraw from a competition, click on the green Modify Entry button. You will see a 'Withdraw' button at the bottom of the page:

☐ Direct Deposit

Direct Deposit amount

Bank Details
BSB
Account Name
Account Number

Comments

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

Submit

Withdraw

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Click on the button, and the confirmation popup box, and your entry will be withdrawn. The withdrawal will show up as follows in the 'Entered Comps' listing:

Entered Comps

Below is a list of upcoming competitions that you are entered into (either as a handler or owner):

Club	Comp Date	Comp Name	Dog	Handler	
Club-for-testing	25/4/2020	Agility & Jumping Trial (TESTING-ONLY)	Larona-Tri-OfThe-Night	Alison-Muddle	(Withdrawn)

Entries highlighted in red indicates that the club has not yet received payment for this entry.

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When entries close for a competition, you will still be able to withdraw via the 'Entered Comps' page. Note the blue 'Check in' button below for an entry form where entries have closed for the competition:

Entered Comps

Below is a list of upcoming competitions that you are entered into (either as a handler or owner):

Club	Comp Date	Comp Name	Dog	Handler	
Club-for-testing	25/4/2020	Agility & Jumping Trial (TESTING-ONLY)	Larona-Tri-OfThe-Night	Alison-Muddle	(Withdrawn)
Jimboomba	14/3/2020	Agility and Jumping Trial	Larona Tri OfThe Night	Alison Muddle	<div>Check inDownload Form</div>

Clicking on the button will bring up the events you are entered:

Check-in dogs - Jimboomba 14/03/2020

Search/Filter					
<input type="text" value="Search for..."/>					
Catalogue #	Name	Rego Num	Entries	Cat Num	Check in
	Larona Tri OfThe Night	LR1234	1d. Open Agility 500 3d. Excellent Agility 500		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

To withdraw, simply un-tick the box next to the event(s) you wish to withdraw from. This will automatically update the results entry to mark your dog as absent/withdrawn from the event.

After competition close, it is unlikely that you will receive a refund for these types of withdrawals. If in doubt, contact the competition secretary for further details.

Manage Notifications

To set up reminder emails to notify you of upcoming entry close dates, click on the 'Manage Notifications' menu item.

K9 Entries ▾	K9 Entries Plus ▾	The Jody Brown Award ▾	ANKC ▾	My ANKC Area ▾
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Manage Notifications

[+ Add New Notification](#)

Notification Type	Days Before	State	Action
Closing Date Reminders	1	QLD	Edit Delete

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To add a new notification, click on the blue 'Add New Notification' button:

Add/Edit Notification

Notification Type: *

-- Please Select --

Comps for state: *

-- Please Select --

Closing Date Reminders

Early Close Date Reminder

Number of days before: *

Save

Cancel

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Select the notification type.

Select the state where the competitions are run that you wish to be notified about, and the number of days before the closing date.

Next click on the 'Save' button, and you will be taken back to the Notifications listing, where your new notification will be displayed.

You have the option to edit (via the green button with the pencil icon) or delete (via the red button with a cross icon) any of these notifications at any time. Email reminders are sent to the email address you supplied at the point of creating a login (ie, in your profile).

Please check that your email address is correct and up-to-date when setting up notifications