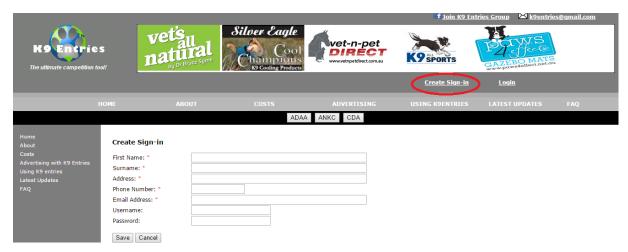
Logging in/Creating your Sign-in/Updating your User Profile

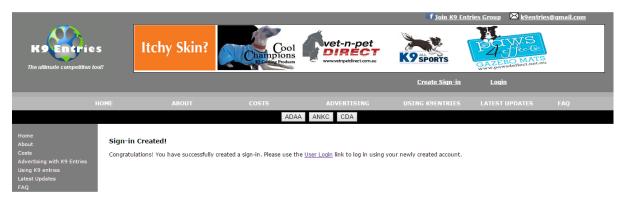
Creating a sign-in

If this is the first time you have used the www.k9entries.com website, please create a new login, via the 'Create Sign-in' link at the top of the page:



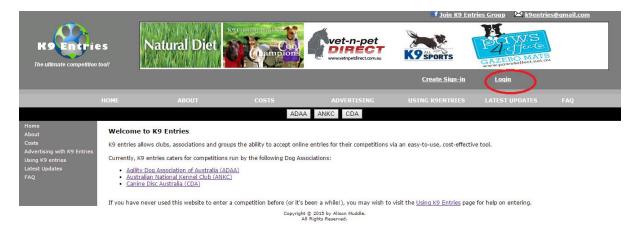
Enter the fields as required. Note that the Username must be unique (it will default to the same as your email address if you do not enter anything in this field).

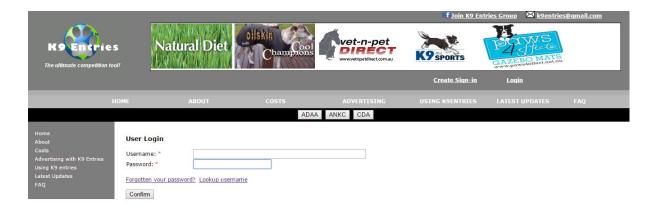
Once you click on the save button (after correctly entering all the details as requested), you will be presented with a confirmation page as below:



Logging in

Click on the Login link at the top of the page (as circled below).





Enter your username and password.

NB: If you have used the website for more than one discipline (eg. You have entered an ADAA and an ANKC competition), your username and password has been allocated as follows:

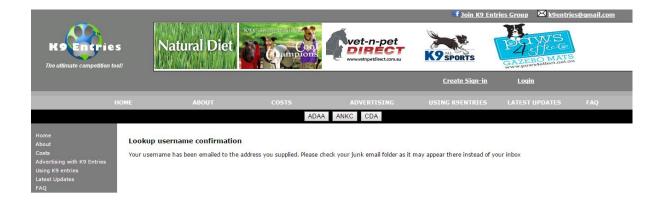
- a) If you have an ADAA and an ANKC login, the username will be the same as what you used for your ADAA login;
- b) If you have an ADAA and CDA login, the username will be the same as what you used for your ADAA login;
- c) If you have an ANKC and CDA login, the username will be the same as what you used for your ANKC login;
- d) If you have an ADAA, ANKC and CDA login, the username will be the same as what you used for your ADAA login

Lookup my username

If you cannot remember which username you used, you can attempt to look up your username via the 'Lookup username' link on the User Login page.



Enter your first name and surname and click on the Confirm button.



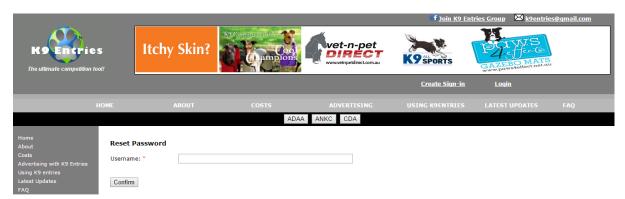
If a match was found, your username will be emailed to the address recorded against your username. If no match was found, you will see a message as per below:



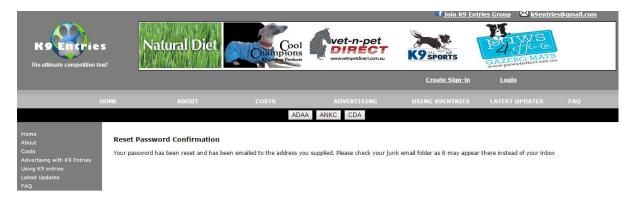
Please note, a number of people have entered initials and multiple names in these fields. For example, the values 'Mr and Mrs J & L' were entered in the field for the first name and 'Smith' in the field for the surname. If you cannot retrieve your username via this method, and cannot remember your username, please contact k9entries@gmail.com for assistance.

Resetting your password

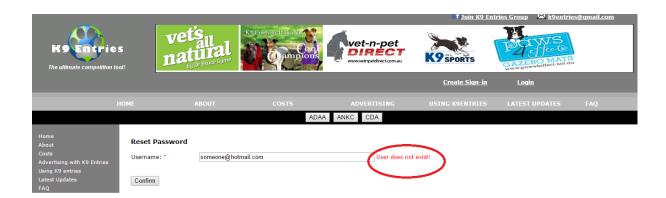
If you are having trouble remembering your password, you can click on the 'Forgotten your password?' link from the User Login page.



Enter your username, and click on the confirm button. If there was a match on the username, a new password will be emailed to you at the address recorded against your login.



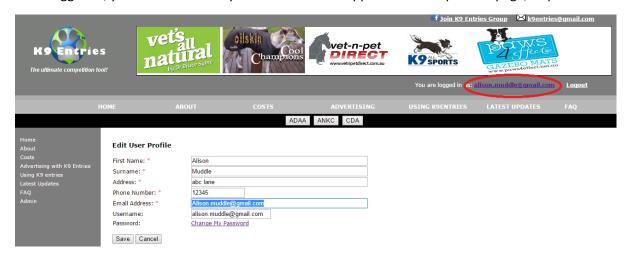
If there wasn't a match, an error message will be displayed as below:



Once you have your username and password, enter them into the User Login page, and click on the confirm button.

Editing my User Profile

Once logged in, you will notice that your username will appear on the top of the page, as per below:



Click on this link, to bring up your user profile as shown above.

This is the page you can use to change your personal details, including your username. Please note, that your username must be unique within the K9entries database. A check will be made if you change your username, and if a username already exists, an error message will be displayed as per below (in red text):



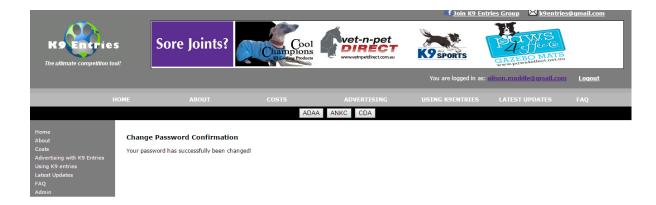
Note, there is a link to change your password (for when you have reset your password and want to change it to something more easily remembered).

Change My Password

Clicking on the Change My Password link will give you the following page:



Enter the fields as per the instructions, and click on the Confirm button. A confirmation page will be displayed as per below.



Setting up your registration and dog registration details

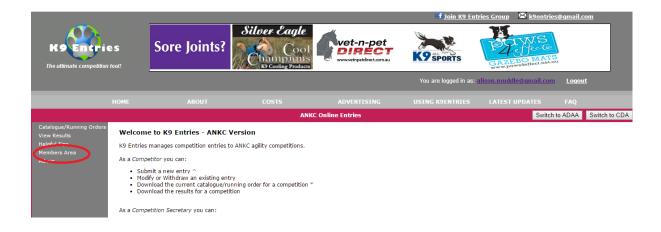
You will need to set up handler/owner and dog details separately for each different discipline. This is because each discipline will have details specific to their records. Eg, the dog registration number for ADAA will be different to the registration number for ANKC, etc.

The instructions that follow are specific to ANKC, however most principles can be applied to other disciplines.

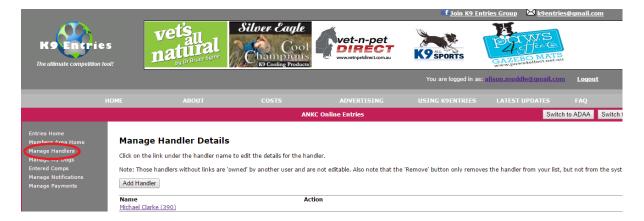
Firstly, click on the 'ANKC' button (if you are wanting to setup a different discipline, click on the appropriate button).



Next, click on the Members Area link.

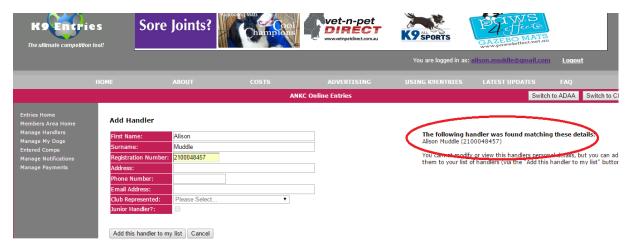


Next, click on the Manage Handlers link.



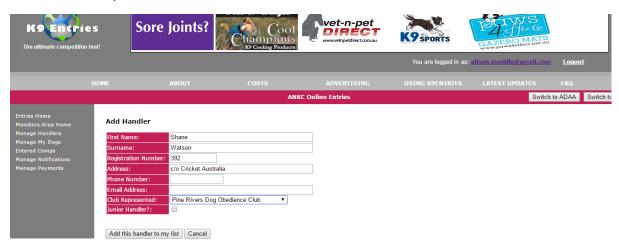
Any handler you wish to enter into a competition should appear in this list. If the handler is not in the list, click on the 'Add Handler' button.

Start typing the first name, surname and registration number into the corresponding fields. Note: for ANKC, where you do not have to have a registration number as a handler, you can leave this field blank. Should the person already be in the system, you will see a message pop-up similar to below:



If this is the case, simply click on the 'Add this handler to my list' button (you will not be able to edit or view any of their personal details, as the handler record belongs to somebody else).

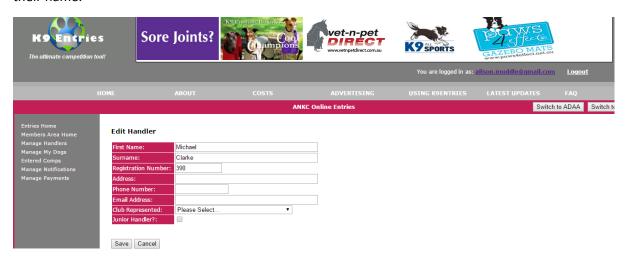
If you don't see any message pop up, you can keep adding details as necessary, and click on the 'Add this handler to my list' button.





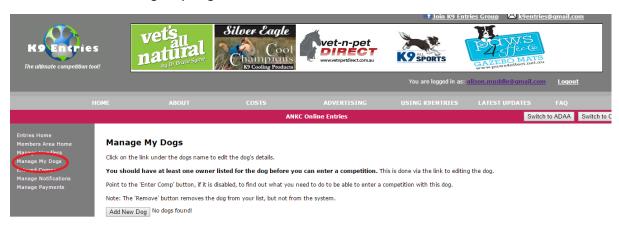
Note: You will notice some of the handlers have links under their names, and some have a 'Remove' button. Those without a link under their name are for handler records 'owned' by somebody else, and you cannot edit or view their personal details. The 'Remove' button will only appear for records owned by somebody else, and they will only be removed from your list (ie. not deleted from the system).

Should you wish to edit the details of one of the handlers in your list, simply click on the link below their name.



Edit the handler details, and click the 'Save' button.

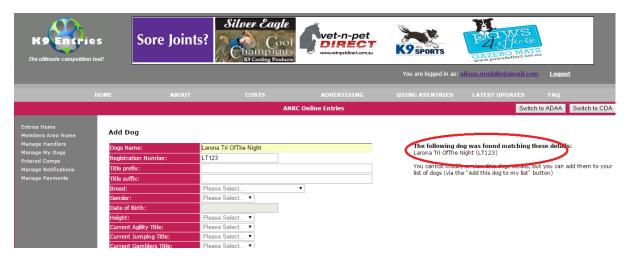
Next, click on the Manage My Dogs link.



The Manage My Dogs listing includes all the details of the **dogs** of the discipline that you will be entering competitions with. Any dog that you would be handling or that you own should be included in this list.

Click on the 'Add Dog' to add any dogs that you wish to enter and they are not already on your list.

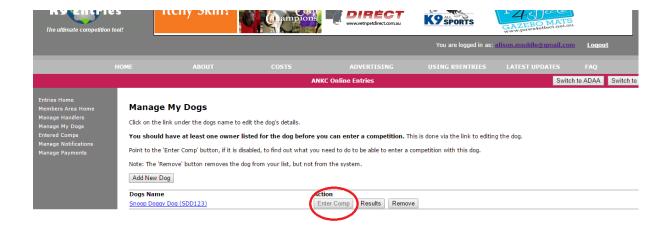
Enter the dog's name and registration number. If the dog already exists in the system, you will see a message similar to below, asking you to click on the 'Add this dog to my list' button. You do not need to enter any more details for the dog, as it has already been done.



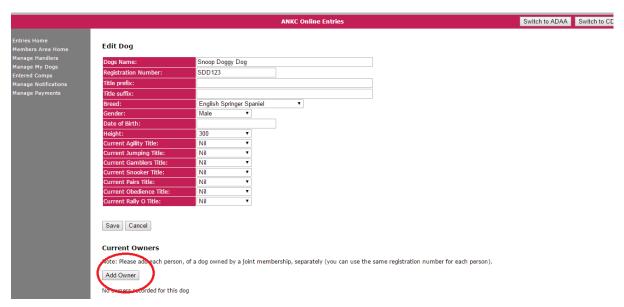
If you do not receive the above message, you can continue entering the dog's details. Please be sure to select values for your current titles, even if you do not have any yet (ie. there is an option for 'Nil' titles).

	НОМЕ	ABOUT	COS	TS	ADVERTISING	USING K9ENTRIES	LATEST UPDATES	FAQ	
					ANKC Online Entries		Swite	ch to ADAA	Switch to CE
Entries Home Members Area Home	Add Dog								
Manage Handlers Manage My Dogs Entered Comps	Dogs Name: *		Snoop Doggy Dog						
	Registration Nu	mber: *	SDD123						
Manage Notifications	Title prefix:								
Manage Payments	Title suffix:								
	Breed: *		English Springer Spa	niel	▼				
	Gender:		Male ▼						
	Date of Birth:								
	Height:		300 ▼						
	Current Agility	Title: *	Nil ▼						
	Current Jumpin	g Title: *	Nil ▼						
	Current Gamble	ers Title: "	Nil ▼						
	Current Snooke		Nil ▼						
	Current Pairs Ti	tle:	Nil ▼						
	Current Obedie		Nil ▼						
	Current Rally O	Title: *	Nil ▼						
	Add this dog to	my list Cancel							

Click on the 'Add this dog to my list' button.



You will notice your newly created dog in your listing. You may also notice that the 'Enter Comp' button is disabled. This is because you have not added the owners for this dog yet. Hint: if you hover over the 'Enter Comp' button, it will tell you why it is disabled. Click on the link under the dogs name, to add the owner details.



Click on the 'Add Owner' button.



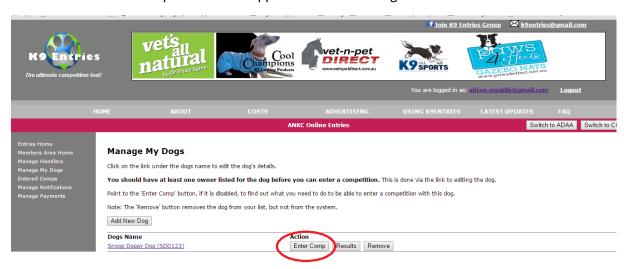
Similar to when you are adding a Handler to your list, if you enter the name and registration number and tab to the next field, a message may be displayed if the person already exists in the system. If this is the case, you only need to click on the 'Add this owner' button to add the person as an owner of the dog, and there is no need to enter any further details. Otherwise, keep entering the remaining details for the owner. If the dog has multiple owners, please add an owner for each person that owns the dog.

Entries Home										
Members Area Home	Edit Dog									
Manage Handlers	Dogs Name: "	Snoop Doggy Dog								
Manage My Dogs Entered Comps Manage Notifications Manage Payments	Registration Number:	SDD123								
	Title prefix:									
	Title suffix:									
	Breed: "	English Springer Spaniel ▼								
	Gender:	Male ▼								
	Date of Birth:									
	Height: *	300 ▼								
	Current Agility Title: "	Nil ▼								
	Current Jumping Title:	Nil ▼								
	Current Gamblers Title:	Nil ▼								
	Current Snooker Title:	Nil ▼								
	Current Pairs Title: *	Nil ▼								
	Current Obedience Title: *	Nil •								
	Current Rally O Title:	Nil ▼								
	Save Cancel									
	Current Owners									
	Note: Please add each person, of a dog owned by a joint membership, separately (you can use the same registration number for each person).									
	Add Owner									
	Michael Hussey (394) Remove									
	Michael Clarke (390)	<i>)</i>	Remove							

You will see each owner appear in the 'Current Owners' listing for the dog.

If you have accidentally added the wrong owner, or the records of ownership have changed in the disciplines' records, you can click on the 'Remove' button to remove the owner from the listed owners.

Note how the 'Enter Comp' button now appears for our new dog:



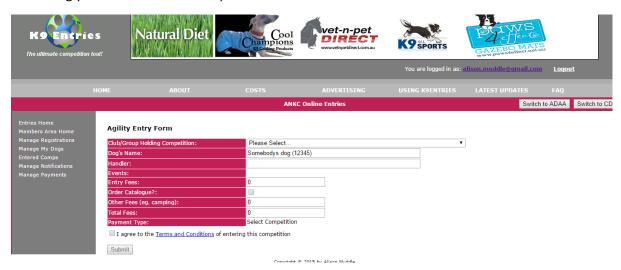
Some notes:

- Don't forget to change the titles for a dog as they earn them (the titles entry varies from discipline to discipline);
- If an owner or handler already existed in the system (and you simply just added them to your list), you will not be able to view or edit their details (ie. there will be no link under their name in the Handler Listing or the Owner listing for the dog they own respectively). The same applies for dogs.

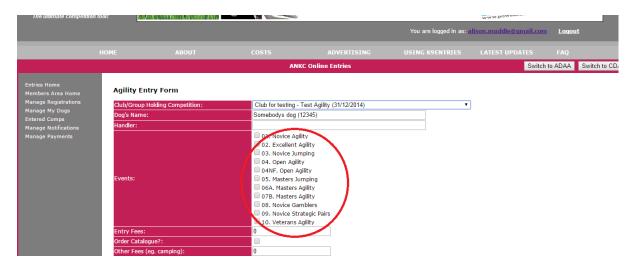
Entering a competition

To enter a competition, you need to login first.

After logging in, go to Members Area->Manage My Dogs, and click on the 'Enter Comp' button next to the dog you wish to enter a competition with.



You will notice that the dogs' name will automatically be populated. Select the competition you wish to enter from the drop down list, and the Events will be populated based on what the dog is eligible for in the selected competition. Note that if there aren't any events listed, it may be that (a) your dog is already entered in the competition or (b) that your dog isn't eligible for any events (unlikely). Check the 'Entered Comps' link to see if the dog has already been entered.



Next, start typing the handler's name:

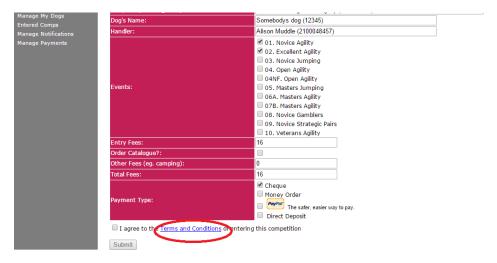


You will notice that a list will automatically pop-up with the available handlers (based on your list of registrations). Select the handler required from this list.

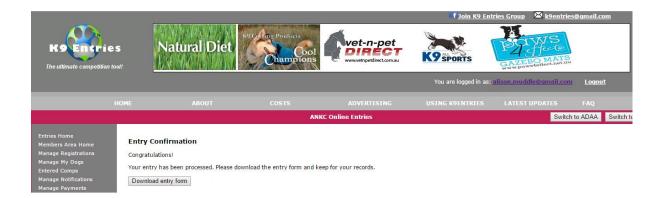
Tick the boxes against the events you wish to enter. Note that the Entry Fees field will automatically be updated for the events.

If you require a catalogue, tick the 'Order Catalogue' box. The Total Fees field will automatically be updated to include the catalogue fee.

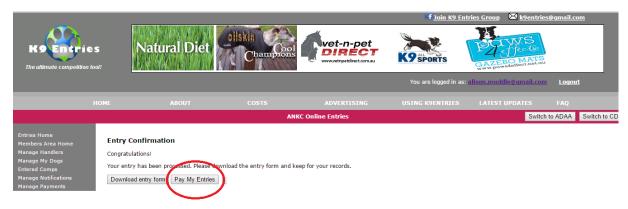
Next, select the payment type you are using, and tick the 'I agree to the terms and conditions..' box (once you have read and are happy to agree to the Terms and Conditions which are available by clicking on the link as per below):



Once you have ticked the Terms and Conditions box, click on the 'Submit' button to submit your entry. You will then see a page which confirms that your entry was successfully processed (as per below):

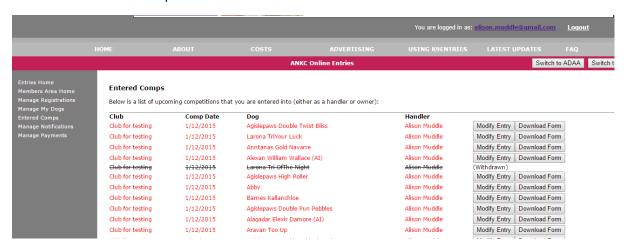


If you selected PayPal as the payment option, you will notice a button on the entry confirmation page to take you to the Manage Payments page. Note, if you are entering multiple dogs in a competition, you should leave payment until you have submitted entries for all dogs. This will reduce the transaction fee (ie. only one transaction fee as opposed to one per dog) charged by PayPal.



Updating your entries

Should you need to update your entries, or download the entry form for an entered competition, click on the 'Entered Comps' link.



Note that entries that the competition secretary has not received payment for will be displayed in red.

Withdrawn entries will be displayed with a strike-through line (as per above page).

Once entries have closed for a competition, the 'Modify Entry' button will not be available. If you would like to update an entry, click on the 'Modify Entry' button, and you will be taken to the Agility Entry Form page as shown earlier in this document.

Manage Notifications

Should you wish to be reminded (by email notification) of the closing date of an upcoming competition, you may wish to set up notifications. This can be done by clicking on the Manage Notifications link:

