Computer setup stuff

Do NOT update MS Office – there is an update in Outlook that "breaks" the ability for Trial Genie to send emails from within the program. Robin can't fix this.

Welcome Trial Secretary!

The purpose of this document is to instruct you on how to act as an AKC Agility Trial Secretary using Trial Genie software and comply with AKC Rules for Agility.

Agility Trial Genie has been written to assist you, the trial secretary on everything you need to do your job for an AKC agility trial. Trial Genie stores your owner and dog information, generates all AKC reports, automatically generates scores and catalogs, and assists the judge with the final trial paperwork. The intent of this program has been to save the Trial Secretary team as much work as possible by letting the computer do what it is good at calculating, sorting, and printing. The AKC rules for scoring have been included in the software. Upgrades will be available whenever the AKC changes the rules.

You don't need to be an experienced trial secretary to use this program, but familiarity with the Microsoft Windows operating system and Microsoft Access certainly helps. As a user, you need to be able to back up your copy of the database and transfer files from one computer to another. ***Using the Trial Genie software is not a substitute for learning the AKC rules for Trial Secretaries. A copy of the AKC Trial Secretary Handbook is required by AKC and a Trial Secretary is required to follow the instructions contained within.***

Make backup copies of your database often, preferably on a different media (thumb drive, zip drive, CD, or hard drive) for two reasons. The first is hardware failure. If an unforeseen power surge destroys your hard drive, you want to be able to recover your software. The second is software failure. Occasionally, for unknown reasons, Access can scramble your database in incomprehensible ways. In the rare event that this happens to you, you can go to your backup copy and resume where you left off.

To make a backup copy of the software, exit Access and use My Computer or Windows Explorer to copy the file to another location.

This software has been tested by a team of trial secretaries, but there is always a chance of error. If an error does occur the first rule is… Don't Panic. Close TG, restart the computer, reopen TG. Should fix the problem.

The best way to know what you are doing with the software before trial day arrives is to hold a mock trial with your trial team. Create entries, print reports, score dogs, enter information, and print the catalogs. This gives you confidence in what you are doing and in what the program does. The more that you "play" with the software, the better it will run for you on trial day.

An agility trial is a team effort. Members of the event committee must be club members and they represent the entire club. Impressions that exhibitors, spectators and judges take home from the event are a direct reflection on the club and the sport in general.

Event committee members must be familiar with the AKC's Rules Applying to Dog Shows, Regulations for Agility Trials, Rules Applying to Registration and Discipline, and Dealing with Misconduct, as well as AKC's Policy concerning emergency procedures at events and ADA requirements.

Committee members must be diplomatic and capable of treating each exhibitor courteously. Each problem should be resolved promptly, calmly and rationally.

Table of Contents

AKC Agility Contacts and Reference Information

Director of Agility Carrie De Young
Phone/Fax: (818) 886-8212
Cell: (818) 357-3376
cxd2@akc.org

Companion Events Department
PO Box 900068
Raleigh, NC 27675-9068
Office: (919) 816-3575
Fax: (919) 816-4204

Senior Field Representative
Gail Storm
gxs@akc.org

Senior Field Representative
Doug Hurley
dah@akc.org

Field Representative
Barbara Budnar
bxb@akc.org

Field Representative
Rich Mackintosh
rdm@akc.org

Agility Analyst/Field Representative
Steve Herwig
smh@akc.org

 Questions regarding Show Applications, & Trial Results:
John Brading
Office: (919) 816-3569
jab@akc.org

Other Information:

Height Cards: agilityhtcards@akc.org

AKC Website: www.akc.org

Website for Mileage: www.indo.com/distance

AKC Number for Weekend Show Cancellations
(919) 816-3955

Field Representative
Mark Sjogren
mxs3@akc.org

Field Representative
Debby Wheeler
dlw@akc.org

Required Regulations and Forms

The following forms and regulations are required to hold a trial. If a field representative attends the trial, you may be asked to provide proof that you have them available. Electronic copies are acceptable.

Agility Trial Manual
Regulations for Agility Trials
Agility Judgers Guidelines
Rules Applying to Dog Shows
Dealing with Misconduct
Rules Applying to Registration & Discipliner
Emergency Veterinary Directions
Disaster & Emergency Plan
First Aid Kit
Disqualifications for Attacking Form
Dog on Dog Attack Form
Dog Disqualified by Event Committee Form
Jr. Handler Certification Form
Checklist for Misconduct Hearing
Measuring Device
Measuring Method
Trial Secretary Report
Agility Trial MoveUp Form
Corresponding Date Table

Premium List
Completed Exhibitor Entry Forms
Judging Schedule

Event Committee Members are Onsite

Agility Trial Report – Trial Chair (submit online after the trial)
Report of Agility Trial – Trial Secretary (submit with marked catalog / fees to AKC)

Deadlines

All paperwork must be submitted at the earliest possible date so that the event will receive maximum exposure in the AKC's Events Calendar and website, and so that problems can be resolved well before the event Checking the AKC website for accuracy is highly recommended.

18 to 24 weeks prior to the event date – submit the Trial Application using the Online Event Management section on the AKC website. (This step is normally completed in mid-November for all trials the following year).

18 to 24 weeks prior to the event date – submit the Judges' Panel using the Online Event Management section on the AKC website. (This step is normally completed in mid-November for all trials the following year).

18 weeks prior to the event date – Review / update the Disaster and Emergency Plan on file on this computer on the files jump drive. Ensure that all information is complete and correct. Hopefully, this document will not be needed, but it is required by AKC.

2 weeks minimum prior to the opening date of the trial – send the premium list to all exhibitors, judges and AKC.

1 week prior to the trial – Email judging schedule to exhibitors and judge.

3 days before the trial up to the day prior to the trial – Ensure all move-ups are entered in the trial information. Backup the Database. Generate the Running Orders for all classes. Review the Running Order for each class. to see if handlers running multiple dogs need to be moved. NEVER exchange the order of the dogs running, just their place in the running order. Print Running Order as desired for exhibitors. Print running order for the first trial day. You may want one copy each for the gate steward, the scoring table, the photographer, the videographer, the assistant scribe, and one to be posted.   Print the report for dogs needing to be measured. If desired, separate the handler envelopes into those envelopes needing signatures, or measurement, and those that require no follow-up action. Print gate sheets for each class. Leave space at the beginning and end of each jump height for changes. Print at least three copies of each catalog. (If you need to do manual scoring, you need three blank copies.) Catalogs must be made available on request by exhibitors, but this rarely occurs. You can always print more on trial day. Print scribe-sheets. If you wish to use NCR sheets with all of the dog information filled in, you can use the check-in labels or print all scribe-sheets with armband numbers, and take the printed sheets to a local print store to be copied onto NCR sheets. If

not using NCR scribe-sheet, put each class (STD or JWW) on a different color of paper. Order all scribe-sheets by running order. The program gets close, but Excellent and Master STD have different formats and the divisions may be combined. Place a rubber-band or clip around each class, and put a reminder on the first and last sheet requesting class start and end times. Print the final Trial Schedule and the Entry Statistics. The AKC is paid by the number of entries (dogs). The judges are paid by the number of runs (trips). Backup the Database.

Day of the trial before the first class - Set up computer and scoring table in a quiet place if possible. Make sure you have plenty of paper and pens.
When a mistake is found in an entry, or if a dog requires a change in the jump height, change the entry in the trial information table, and run audits. Hand-mark the change in the running order and move the scribe-sheet to the correct class.
Moving a dog in the running order to accommodate handlers running multiple dogs on trial day is generally handled by the gate steward.
Ensure your printers work

End of the trial day - When an exhibitor wants to move-up, go to Owner/Dog/Trial information, change the class, mark the entry as a move-up. The handler should sign the move-up form. Set both sheets aside for later processing. At the end of the day, regenerate the running orders for the next day. Generate and edit the running order for the next day. Print running orders. Print scribe sheets. Generate the combined catalog and judges reports for the trial day. Save to judge USB file and Club USB file.

1 day after the trial - Email results to exhibitors. Send marked catalogs, Trial Secretary Report and fees to AKC via Priority Mail.

7 days after the trial – Results must be received by AKC, or the club can (will) be fined.

Classes, Titles & Abbreviations

Classes

Standard

    Novice A, B & Preferred
        Score of 85 or better
        Refusal – 2 allowed
        Wrong Course – 1 allowed
        Table Fault – 2 allowed
        Time Fault – 1 fault deducted for every full second over Standard
Course Time

    Open & Open Preferred
        Score of 85 or better
        Refusal – 1 allowed
        Wrong Course – 1 allowed
        Table Fault – 1 allowed
        Time Fault – 2 faults deducted for every full second over Standard
Course Time

    Excellent & Excellent Preferred
        Score of 85 or better
        Refusal – 0 allowed
        Wrong Course – 0 allowed
        Table Fault – 0 allowed
        Time Fault – 3 faults deducted for every full second over Standard
Course Time

    Master & Master Preferred
        Score of 100
        Refusal – 0 allowed
        Wrong Course – 0 allowed
        Table Fault – 0 allowed
        Time Fault – 0 allowed

Jumpers With Weaves

    Novice A, B & Preferred
        Score of 85 or better
        Refusal – 2 allowed
        Wrong Course – 0 allowed
        Time Fault – 1 fault deducted for every full second over Standard
Course Time

    Open & Open Preferred
        Score of 85 or better

Refusal – 1 allowed

Wrong Course – 0 allowed

Time Fault – 2 faults deducted for every full second over Standard

Course Time

Excellent & Excellent Preferred

Score of 85 or better

Refusal – 0 allowed

Wrong Course – 0 allowed

Time Fault – 3 faults deducted for every full second over Standard

Course Time

Master & Master Preferred

Score of 100

Refusal – 0 allowed

Wrong Course – 0 allowed

Time Fault – 0 allowed

Fifteen & Send Time (FAST)

No mistakes allowed to obtain a qualifying score; bonus send must be completed

Time To Beat (T2B)

No mistakes allowed to obtain a qualifying score

Titles

Novice A or B Standard Agility	NA
Open Standard Agility	OA
Excellent Standard Agility	AX
Master Standard Agility	MX
Novice Standard Agility Preferred	NAP
Open Standard Agility Preferred	OAP
Excellent Standard Agility Preferred	AXP
Master Standard Agility Preferred	MXP
Novice A or B Jumpers With Weaves	NAJ
Open Jumpers With Weaves	OAJ
Excellent Jumpers With Weaves	AXJ
Master Jumpers With Weaves	MXJ
Novice A or B Jumpers With Weaves Preferred	NAP
Open Jumpers With Weaves Preferred	OAP
Excellent Jumpers With Weaves Preferred	AXP
Master Jumpers With Weaves Preferred	MXP
Novice A or B FAST	NF
Open FAST	OF
Excellent FAST	XF
Master FAST	MXF
Master FAST Century Title	FTC
Novice A or B FAST Preferred	NFP
Open FAST Preferred	OFP
Excellent FAST Preferred	XFP
Master FAST Preferred	MFP
Master FAST Century Title	FTCP
Time To Beat	T2B
Time To Beat Preferred	T2BP
Master Agility Champion	MACH
Preferred Master Agility Champion	PACH
Preferred Agility Excellent Champion	PAX

Abbreviations

When looking at the Trial Genie program tables, report names, and menu selections, the following abbreviations have been used.

STD is used to designate Standard Agility.
JWW is used to designate Jumpers With Weaves.
ISC is used to designate the International Class
FAST is used to designate the Fifteen and Send Time Class
T2B is used to designate the Time To Beat Class
Trial is used to indicate an event, usually held on one day.
Class is used to indicate either STD or JWW.
Division is used to indicate Novice A, B, Open, Excellent or Master.
NOV includes "NOV A", "NOV B", "NOV P"
OPN includes "OPEN", "OPEN P"
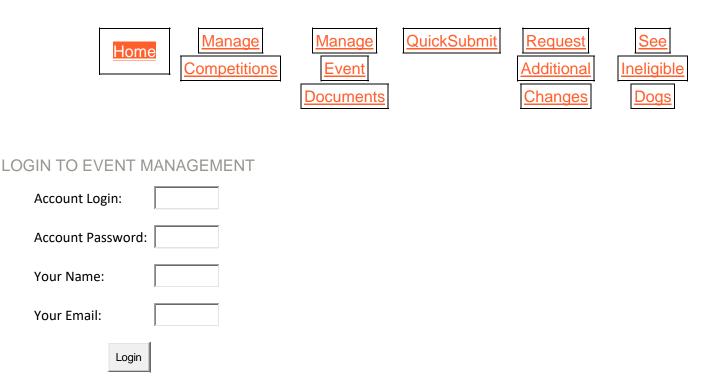**EXC** includes "EXC", "EXC P", "MST", "MST P"

Trial Application

Follow the steps in the Online Event Management screen to add / update the panel. Make sure that the correct classes are included for each trial date (AKC normally sets up the same classes as the previous year – but it is critical that you verify this). Add the judge name to each class. Update the report by selecting the appropriate button at the bottom of the screen. Once all classes are submitted, print the judge report to go with your trial paperwork.

Repeat this for each trial date for the following year.

Submit the Trial Application using the Online Event Management section on the AKC website. (This step is normally completed in mid-November for all trials the following year).

EVENT MANAGEMENT

| Home | Manage Competitions | Manage Event Documents | QuickSubmit | Request Additional Changes | See Ineligible Dogs |

LOGIN TO EVENT MANAGEMENT

Account Login:

Account Password:

Your Name:

Your Email:

Login

Once logged in, select the appropriate trial date. Work through each of the screens to add / update the information. When all information is submitted, print the trial application report. To complete the process, submit the appropriate fees via the

agility trial credit card. Provide a copy of the receipt to the Trial Chairman to include with the bank statement. Do this for each trial date for the following year.

The reports are used to create the premium lists for each trial.

Judge Information

Use the AKC website to go to the Judge Directory. Enter the judge name and search. Print the page with the judge information, you will need this to enter the judging panel and prepare the premium list.

Premium List

The premium list is one of the most important documents for the trial as it lists all critical information to host the trial. It is the official announcement of the event and the contact between a club and prospective exhibitors.

The premium must be sent out to prospective exhibitors not later than 2 weeks prior to the opening date of the trial.

Required documentation for the premium list is:

AKC Certification that permission has been granted for the club to hold the event, along with the current AKC logo.

The words "Licensed Trial" when the event-giving club is not a member of AKC (this applied to TVKC).

The complete name of the approved club.

Whether the event will be held indoors, outdoors, or outdoors under cover.

The ring surface and exact ring dimensions.

Time judging will commence and event hours.

Event number.

The date or dates of the event, tis exact location (complete address, including street number / name, city, state and ZIP Code), and the time and date of the opening and closing.

List of the officers of the event-giving club as well as the complete address of the corresponding secretary (we use the club official address for this).

The names of the Trial Committee members (minimum of 5 members of the club, excluding the trial secretary if not a club member) (the Trial Secretary is a member of TVKC, so serves as the recorder of the Event Committee).

Name, complete address, and phone number of the AKC-approved Trial Secretary (email address and fax number are optional).
Name, address, and assignment of each judge.

Name and telephone number of the veterinarian or the veterinary clinic and whether the veterinarian will be in attendance or on-call.

Notice as follows: "Exhibitors should follow their veterinarian's recommendation to assure their dogs are free of internal and external parasites, any communicable diseases and have appropriate vaccinations." Additionally, clubs should include any specific local or state health requirements; for example, proof of rabies vaccination.

Notice that the club may cancel the event in extreme weather conditions.

What classes will be offered.

Entry fees and a statement that the event-giving club will collect the recording fees for AKC. This statement must appear in the premium as well as on the entry form.

Whether online entries will be accepted; if so, the club must select only one service provider, and the name and address of the chosen service must be stated in the premium.

Method of entry (First Received or Random Draw) (TVKC trials are First Received)

Opening and closing dates and times

If First Received, the statement must be included "Paper entries received within the first 24 hours must include postage or be metered. Entries must be delivered by multi-state or multi-national postal or carrier service, including but not limited to USPS, FedEx, UPS, or DHL." A club may further restrict the delivery options (ie, no FedEx, no hand-deliveries at any time, etc.)

If Random Draw, list the date, time, and location of the draw.

If online entries are accepted, the club shall designate a percentage of the "total entry limit" to be fulfilled by paper entries and a percentage to be fulfilled by online entries. These limits are valid for the first 48 hours after the opening date, after which time the club may decrease or increase either limit accordingly

An official AKC entry form, both sides must be submitted.

Maximum of ten dogs may be submitted per envelope for limited trials statement. (TVKC Trials are not limited trials)

A statement regarding the eligibility of dogs able to enter the event. "All dogs 15 months of age or older that are registered with the AKC, or that have a PAL / ILP / All American Dog number are eligible to compete.

Restrictions on the presence of unentered dogs and no puppies under the age of 6 months.

Specify whether ribbons or rosettes will be offered, and whether trophies will be awarded. A list of prizes and trophies with accurate description of prizes, or the amount of monetary prizes must be included.

Statement of policy for refunding of entry fees for bitches in season.

A list of mandatory obstacles may be included or "Obstacles will conform to current requirements of the "Regulations for Agility Trials" may be used.
Listing of each agility class, jump heights, and the corresponding dog height range for each.

Statement of move-up policy.

A list of hotels, motels, and campgrounds, including complete addresses and zip codes which may be available near the show site.

General instructions and / or a map to the show site including the complete street address and zip code.

Any additional rules, regulations, or restrictions made by the club.

Use Trial Genie to send email to all previous exhibitors using the Owner List button. Ensure that Microsoft Outlook is open prior to the next step. Select Email Owners. An email will open with all owner emails in the bcc line. Attach the Premium List and Entry Form. Add judge email address in the cc line (from the printed judge information page). Add AKC email address (agilitypremiums@akc.org) in the TO line. Add any comments you wish to make in the body of the email. Send email. Keep copy of email in Outlook files.

Trial Setup

Main Control Form

The program is organized by function, left to right, in the order that you need to access the screens. Trial Setup is first, followed by the various statistics reports. The Data Entry Screens are for entering trial information, setting up armband numbers, and checking trial entries. Trial Preparation is for the final printing of reports, armband labels and scribe-sheets in final preparation for the trial. The trial day section contains the reports and forms needed for automatic scoring and the printing of catalogs.

Exporting data to Word or Excel

The exact location of the export buttons is dependent on the version of access. But most reports and queries can be exported to Word or Excel by looking for the "Analyze with Office" buttons on the Access Toolbars. Catalogs and Scribesheets export poorly in the rich text format office uses, and should be printed or saved to .pdf instead. If you have the program with a full version of Microsoft Access, you may make limited modifications to the forms and reports.

When modifying reports and forms, do not delete fields. Instead, go to the properties tab for that field and make the field invisible. There is a lot of code behind each form and report that may try to modify the field that you deleted. In that case, the program will error and stop execution of the form or report.

If you modify the code behind the forms, you are on your own if the program no longer functions.

Before modifying any form or report, make a backup of the database!

Trial results per class are exported to a .pdf file in order to email to exhibitors post-trial.

TRIAL MAIN CONTROL

AKC AGILITY TRIAL GENIE
TRIAL SECRETARY MAIN CONTROL

F1 for Help

Update Stats | Dogs In Trial: 367

Trial 1 Runs 750 | Trial 3 Runs 0

Trial 2 Runs 683 | Trial 4 Runs 0

SETUP
- Trial Setup

STATISTICS
- Entry Statistics
- Breed Statistics
- Treasurer's Reports
- Audit Trial Tables

DATA ENTRY
- Owner/Dog/Trial Data Entry
- Assign Armbands
- Calculate Schedule
- Conf/Close Letters
- Trial Summary

TRIAL PREP
- Owner List
- Running Order
- Check-In Reports
- Mailing/Arm Labels
- Print AKC ScribeSheet
- Volunteers

TRIAL DAY
- Enter Scores
- Post Scores, Placements
- Print Catalogs
- Qualified Reports
- Find My Results Utility

AKC Agility Trial Genie Version 4.6 Copyright 2010 Jean Murray

Button	Description
Trial Setup	All data items required to start and finish a trial; setup classes, judges, rings, running order, catalog, post trial cleanup, import new breeds
Entry Statistics	Calculate and print the number of runs in each trial day
Treasurer's Reports	Contains three reports: a list of entries and fees, a list of checks, and a list of dogs whose checks do not equal fees
Audit Trial Tables	Reviews the scoring tables and entry tables looking for and fixing inconsistencies
Owner / Dog / Trial Data Entry	Enter the trial entry in the database
Assign Armbands	Assign each dog an armband number and setup the scoring tables. Two methods to assign armbands.
Calculate Schedule	Calculate an approximate schedule for the trial using the trial setup information
Conf / Closeout Letters	Print or email confirmation letters
Trial Summary	Search for or review trial data for entries
Owner List	Mail or email to all of the owners in the database
Running Order	Generate, edit and print running orders and gate sheets
Check-In Reports	Print list of handlers, dogs to be measured, list of those who ordered catalogs, update measured dogs
Mailing / Arm Labels	Print armband labels, handler labels
Print AKC Scribesheet	Print AKC scribesheets
Volunteers	Volunteer management – (not used)
Enter Scores	Enter standard course times, enter scores
Post Scores / Placements	Post scores and placements for each dog entered
Find My Results Utility	The Find My Results Utility can be used by exhibitors to view their scores from a computer connected to the trial computer. The exhibitor cannot make any changes to trial data, but allows them to look up their scores and standard course times. (not used)
Print Catalogs	Print catalogs
Qualified Reports	Print or email qualification letters

The Trial Setup menu has three tabs:

The Trial Setup tab is used to configure your trial in the database
The Post Trial Cleanup tab is used to remove the trial data from the database after the trial
The Import Functions tab is used to import data from one version of the database to another, and to combine data if scored on multiple computers.

Button / Report	Description
Setup Trial Data	Click to configure number of trial days, rings, fees, club and secretary names
Setup Judges	Click to configure judges for the trial
Setup Running Order	Click to configure ascending and descending jump heights, A or B classes first in the running order
Edit Class Time Duration	Click to configure the number of seconds each dog is in the ring during a run (not used)
Edit Class Schedule	Click to configure the class order and assigned judge for each ring, each day
Edit Conf Letter	Click to edit the text of the confirmation letter
Edit Waitlist Letter	Click to edit the text of the waitlist letter (not used)
Edit Closeout Letter	Click to edit the text of the closeout letter (not used)
Edit Volunteer Letter	Click to edit the text of the volunteer letter (not used)

TRIAL SETUP FORM

EDIT TRIAL PARAMETERS

| Trial Setup | Fees and Misc. | Armbands | Name | Catalog | Club | ISC |

TRIAL SETUP

Number of Rings	2
Number of Trials	4
Number of Judges	2

Scoring Ruleset

9/1/2010 ▾

Concurrent Nov STD	✔	Concurrent Nov JWW	✔	Concurrent Nov FAST	✔
Concurrent Open Std	✔	Concurrent Open JWW	✔	Concurrent Open FAST	✔
Concurrent Exc STD	✔	Concurrent Exc JWW	✔	Concurrent Exc FAST	✔

Close   Save Data

This is the first step in setting up your trial. This data is available in your AKC application and premium.

On the first tab on the form.
- Trial Setup: Enter the number of trials. This is usually the number of trial days. The program supports up to 4 trials.
- Trial Setup: Enter the number of rings. Enter the largest number of rings for all trial days. The program supports up to 4 rings.
- Trial Setup: Enter the number of judges. Enter the total number of judges for all trial days. The program supports up to 10 judges. Later in the setup process, you will assign judges to trial days and classes.
- Trial Setup: Check the concurrent boxes when A, B, P classes are running together in a ring. These checkboxes will normally be checked.
- Trial Setup: Scoring Ruleset - Select the date in the dropdown for the rule changes to be used.

- Checks and Misc: Enter the fee for each class, the amount for lunch, and the amount for any trial package discount which will be removed from total fees
- Checks and Misc: Check the Greater than 999 dogs when there needs to be a 4 digit armband number
- Checks and Misc: Check the Moveups at end of Division for very large trials when you want the moveups to be at the end of the division instead of the end of the height
- Armbands: Check the checkbox when the same armband number will be used for all classes. Uncheck the checkbox when ISC classes will get a different armband number
- Armbands: Option to add a letter prefix for the armband number when different armbands are used for ISC
- Name: Create a name for each trial, typically the day of the week. Catalog: Date and AKC assigned number for each trial day. Catalog: Enter the trial location - venue.
- Catalog: Enter the trial location street address.
- Catalog: Enter the trial city, state, and zip code.
- Catalog: Enter the trial secretary name.
- Club: Enter the number of clubs hosting the trial, each clubs name, and which clubs are hosting each trial day. Fees and catalogs will be sorted and marked accordingly.
- ISC: Indicate whether ISC classes will be held, which classes on which days

Edit Schedule

Edit Class Schedule is organized as one form displayed per ring for each trial day. Create one record for each trial day and ring you are running. If you are running a two-day trial with three rings, create six records. Extra records must be deleted in order for the schedule and the judge's totals to be correct. Use the navigation buttons at the bottom of the screen to move from record to record. You may have to scroll down on the screen to see the buttons.

At the top of each record, enter the trial number, the ring number, and the start time of the ring. Each ring can have a maximum of twelve classes. Classes may be split by jump height.   For each class to be run in the ring, select the class (STD, JWW, ISC), the division (NOV A, and so on), whether or not there is a course change, the jump heights, the judge number, and the judge name. When you select a judge number, the judge name is be updated accordingly.   If you check one of the course

change or briefing boxes, the time for a course change and/or briefing is added before the class in the schedule.

Additional Information:

- Always work from left to right, starting with the Class, then the Division, then the Jump Heights and Judges
- "EXC" includes "EXC", "MASTER", "EXC P", "MASTER P"
- "OPN" includes "OPEN", and "OPEN P"
- "NOV" includes "NOV A", "NOV B", and "NOV P"
- The trial setup form "concurrent" setting will expand the divisions into individual divisions instead of "EXC", "OPN", "NOV"
- ***When changing the number of trials and rings in Setup - always assign Judges first before adding records to the schedule and remove judge assignments after removing records from the schedule.***
- ***This schedule is used in generating running orders, entering classes in trial data, trial statistics, and in sending results to exhibitors.***

Edit Schedule Duration

Class Time Duration is used to enter the course times used in creating the Trial Schedule. The Trial Schedule is calculated based on three things: the number of dogs in each class, the class schedule (next paragraph), and the class time durations. When the schedule is calculated, the time you expect each dog to be on course is multiplied by the number of dogs in the class. Height changes are not listed separately, but are included in the average time on course. If you mail out the schedule with the confirmation letter, you may not start a class early, but you may start it late. As you run multiple trials, you should be able to calculate how long an average class takes with your team.

Additional Information:
- Do not change any of the "Time on Course" entries, TG has a lot of code behind these figures
- Enter the time expected for course briefings, course changes, and lunch breaks.
- Enter the time you expect each dog to be on course.
- When the schedule is being calculated, a message box asks if you want to double the briefing duration for a split walkthrough for classes with more than 50 dogs. Answer "Yes" for any EXC / MST, T2B or FAST with large entries.

F1 for Help   <u>EDIT JUDGES</u>   Number of Judges: **2**   (From Trial Data)

	Judge Name	Judge Address	Trial 1	Trial 2	Trial 3	Trial 4
▶ 1	Joan Mullen	Menomonee Falls, WI	☑	☑	☑	☐
2	June Ebert	Tampa, FL	☑	☑	☑	☐
3			☐	☐	☐	☐
4			☐	☐	☐	☐
5			☐	☐	☐	☐
6			☐	☐	☐	☐
7			☐	☐	☐	☐
8			☐	☐	☐	☐
9			☐	☐	☐	☐
##			☐	☐	☐	☐

Record: ◀ ◀ 1 of 10 ▶ ▶▮ ▶   ✖ No Filter   Search

Close   **Save Data**

Setup Judges

Setup Judges shows one form, with places to enter the name, address, and trial days for each judge. Replace the names of unused judges with spaces or "NO".

Additional Information:

- The number of judges for this trial is entered on the previous Trial Setup screens.
- Do NOT delete records from the table, merely replace judge names with spaces.

Assign Judges to all trials before entering the trial schedule form.

Edit Confirmation Letter
Edit Confirmation Letter is used to edit the content of the confirmation letter sent to all exhibitors to confirm entry in the trial. This introductory paragraph is not indented to be the entire required content being sent to the exhibitor. The requirements of the confirmation letter far exceed this small space. Put the most important information here, it will be printed at the top of the confirmation letters.
Create a separate document which includes all of the required information for the exhibitors. The document will be able to be attached to the confirmation letter during the email process, or can be emailed to all exhibitors at a later date. (I use the "Email Exhibitors" tab to send other info to the exhibitors).

Running Order Setup

Trial Genie uses the Trial Setup options to define the running order from the Class and the Armband number. After that, the running order is saved in the scoring tables is used instead of the armband number. So, make sure the running order has been defined the way you want it before you assign the armband numbers! You can regenerate the running order at any time to change the jump height order, the division order, and the move-up order. Any dogs that you have moved around to separate will stay where you put them. This allows you to create new running orders late Saturday night after you have all of your Sunday move-ups entered.

- Running Order Setup has four options:
- Moveups at end of Division (or Height).
- Jumps High to Low or Low to High
- Division A, then B, the P or Division P, then B, then A
- Armband Numbers Ascending or Descending

Additional information:

- **Note:** If the "Move-ups at the end of Division" checkbox is selected, Move-ups will be placed at the end of the Class.
- **Example**: EXC 8", EXC 8" Move-ups, MST 8", MST 8" Move-ups
- **Otherwise,** the software will place move-ups at the end of the jump height.
  - ☐☐**Example:** EXC 8", MST 8", EXC 8" Move-ups, MST 8" Move-ups

EDIT WAITLIST LETTER

As Agility Trial Secretary for the Summertime Cluster, I am writing to inform you that you are on the waiting list for our August 26 through August 28, 2005 trials. The Dog Club trial on Saturday, August 27 filled to its 330-run limit by Friday night on June 17, 2005.

The Trial trial on Friday, August 26 and the trial on Sunday, August 28 still have openings. It would be helpful to know if you would be willing to participate in either or both of these trials if we do not receive any cancellations for the trial on Saturday, August 27. Please email me at your earliest convenience to let me know if you are interested in doing this. As cancellations occur, I will notify you of any openings. If we do not receive any cancellations before entries officially close at 6:00 p.m. on Thursday, August 11, I will contact you about participating in the Friday and/or Sunday trials. Or if you are not interested in participating in either of these days, I will return your check. If you would prefer not to wait, please contact me, and I'll return your entry and check immediately.

Thanks very much for your interest in our trial, and good luck in all your "trialing" endeavors.

| Close | Save Data |

Edit Wait List Letter
Edit Wait List Letter is used to edit the content of the confirmation letter sent to all exhibitors to confirm that they are on a wait list and do NOT have a valid entry in the trial.

Edit Volunteer Letter
Edit Volunteer Letter is used to edit the content of the letter sent to all volunteers for the trial.

(I haven't used this form as our volunteers sign up at the trial site)

Import Owner, Dog, and Trial Data

Import Owner and Dog Data imports the Owner and Dog Tables from another copy of the trial software. Most of the time, this function should be used to import your existing database into a new version of the software.

You also have the option of importing your existing trial information. The program imports the trial setup and the trial data tables.

Merge Owner and Dog Data
Use this when you have a new version of the software after a major upgrade.
Merge Owner and Dog Data merges the Owner and Dog Tables from another copy of the trial software.
The program tells you if it has a problem with the merge. Record the names that it gives for manual import or duplicate correction.
There is one group of users that cannot be merged at this time. Uses with names containing apostrophes will not be merged. The program reports a problem with a name, when the owner has been entered multiple times in different databases with different first or middle names.

Import Scoring Table

Import Scoring Table can be used to import the scoring table information from another database. Choose the trial day and the click on the import button to browse to the file which contains the data to be imported. Both the scores and the standard course times will be imported.

Note: Both databases must have the same owner, dog, and trial data for the import to work correctly

Check for Ineligible Dogs

Before accepting entries, download the Ineligible Dogs Listing from the AKC Website (Online Event Management, bottom of the page.)

Read and check the box on the warning. The listing will come up on the screen. In the center of the page, check the link for download .csv file. Save to the desktop as a .csv file. In Trial Genie, Trial Setup, select Import Ineligible Dog List. Follow the prompts to import the list to the program. TG will check entries against this list.

As a final check, after entries close, import the ineligible dog list from the AKC Website and repeat the above steps to ensure that no ineligible dog is entered in the trial.

Processing Entries

Enter the owner and dog information using the Owner/Dog/Trial Data Entry Screens.
If Not a random draw trial, enter the trial information for each dog.
If a random draw trial, wait for the draw date before entering the trial information for each dog.
Any entry received before closing and after armband numbers have been assigned can be added by just entering all Owner/Dog/Trial information, and then using the Assign Only New Armband Number button on the Assign Armband form. (Entries should not be added to the database after trial closing.)

Owner Master Form
The Owner Master Form is displayed when Owner/Dog/Trial Data Entry is selected.
A list is shown that displays summary information for each owner in the database.
The owner's last name, first name, date of last trial entry, status in the current trial, and owner ID are displayed.
Four methods are available to quickly find an entry: Select by AKC Number, Select by Call Name, Select by Owner Name, and Select by Email Address. To use these functions, click on the drop-down field, and then start typing the information for the dog you want to find. Alternatively, you can scroll down the dropdown list until you find the entry you are looking for. When the entry appears in the drop-down list, click

on it and the owner list selects the owner Then use the navigation buttons on the screen to edit or view the information. Co-owners are listed under Dog Data.

Button	Description
Update Stats	The total runs for each trial are displayed at the top of the form. The numbers are re-calculated each time the form is entered. The Update Stats button will recalculate the numbers. Use this button also to ensure that you don't exceed the total allowed runs per judge.
Add New	Displays the Enter Owner Data form and is used to add a new owner.
Edit Owner	Edit Owner displays the Enter Owner Data form and is used to modify the owner information for the selected owner. Use this button to get to the Dog Data and Entry forms.
View Owner	Displays the Enter Owner Data form and is used to view owner information for the selected owner without risk of making a change.
Copy Owner	Copy Owner makes a copy of the owner record. It can be used to quickly copy and then modify owner information for instances of multiple owners in a household or difference co-ownership situations.
Delete Owner	Delete Owner deletes the selected owner and all corresponding dog and trial information. You will be asked to confirm this action
Selection Dropdowns	Owner can be found in the list by Dog, AKC Number, Owner Lasts Name, Dog's Call Name, or Owner Email Address
Process / Finalize OLE or OLE Report	These buttons are used with the AKC Online Entry system. TVKC does not use this system, we use K9TrialsOnline.com instead.

Enter Owner Data allows you to enter the information in the owner section of the trial entry form. A list of dogs owned by this owner is displayed on the right. Additional information is displayed about the owner: Status in the current trial, Volunteer for current trial, Requested Premium, and Last Entry Date. **Note**: Do NOT try to enter the "Last Entry Date" and the "Owner ID" fields. The software automatically completes these fields when information entry is complete.

Button	Description
Add Dog	Displays the Enter Dog Data form and allow you to add a dog.
Edit Dog	Displays the Enter Dog Data form and allows you to modify the information for the selected dog.
View Dog	Displays the Enter Dog Data form and allows you to view the information for the selected dog, without risk of changing the information.
Delete Dog	Deletes the dog and all corresponding trial information. You will be asked to confirm this action before the deletion occurs. Use this when you know that a dog is deceased to remove the dog from possible email actions.

Delete Owner	Deletes the owner and all corresponding dog and trial information. The function is also used to delete a partially entered record. You will be asked to confirm this action before the deletion occurs.
Print Data Report	Will print a report of all of the data on the owner and dog forms.
Print Q Report	Will print a post-qualify report for all dogs entered in the trial for this owner. The report shows the times and scores of all qualifying rounds. This is used when mailing the post-trial reports. TVKC uses email instead.
Add to Volunteers	Adds an owner to the volunteer list and checks that the volunteer checkbox is checked. The volunteer form is displayed; and the owner name is automatically entered. The volunteer form has fields for preferred tasks and conflicts.
Add to Closed Out	Adds an owner to the Closed Out Table. You will be asked to confirm the action and prompted to print or email a Closed-Out Letter. This is the preferred method of printing a single Closed-Out Letter for this owner. The other method of printing Closed-Out letters prints one letter for each owner in a large report and is accessible from the "Conf / Close Letters" option on the Main Control Form. The Close-Out status is just a status field and a report If you create trial data for the dog, the software will assume the dog was entered in the trial. Do not use this status to "change" a dog's entry from "confirmed" to something else. A dog that is on the "closed-out" list should not have trial data entered.
Add to Wait List	Adds an owner to the Wait List Table. You will be prompted to print or email a

	Wait List Letter. There is a report available from the "Conf / Close Letters" option on the Main Control Form that prints the list of owners that are on the wait list.
Add to Pulled List	Adds an owner to the Pulled Entry Table. You will be prompted to print or email a Pulled-List letter. There is a report available from the "Conf / Close Letters" option on the Main Control Form that prints the list of owners that had entries pulled from the trial. You can use this report to track refunds, and so on. The Pulled-List status is just a status field and a report. If you create trial data for the dog, the software will assume the dog was entered in the trial. Do not use this status to "change" a dog's entry form from "confirmed" to something else. When a dog is to be pulled from the trial, you must delete the dog's trial data.
Send Q Report	Use to send an email containing all dogs entered in the trial for this owner. This report shows the times and scores of all qualifying rounds. Use this report when an exhibitor does not receive the post-trial email.

Dog Data Form

Enter Dog Data allows you to enter the dog information listed on the entry form. This includes the AKC Registration number, the dog name, the breeder information, the dog breed, height, and place of birth. The database will retain this information for future trials.

The Jump Height field is automatically calculated from the Dog Height upon entry of Dog Height. The Jump Height field is used to determine the dog's jump height in the Trial Data. If the dog is jumping higher than the required jump height, change the Entered Jump Height field to the desired height.

Additionally, this form lists the Junior Handler Number, and has two checkboxes for the AKC height card. The Height Card box is checked if the dog has a height card, the Height Card Date is the date if issue. Check the Temp Height Card if the Height Card presented is a temporary card. The software displays the Height Card information on the Armband Report and on the Dogs to be Measured Reports.

Additional Information:

- Please note the addition of fields for a second owner first and last name. If there are more than two owners, the names can be combined in the fields.
- The additional owners were placed under dog data to simplify the mailing list functions that use the owner data table.
- *If a dog's height changes after trial data has been entered, you must manually update the trial data.*

- The breed list is extracted from the table named "Breeds". When new breeds are added by AKC, add the breed name to the table.
- Preferred Classes will be used on the Trial Data form to determine which Divisions the dog is eligible to enter

Change Owner ID for Dog

This form is used to change the owner for a dog.

If a dog has the wrong owner:

- Create the new owner in the database using the Owner Data Form
- Note the OwnerId number for the new owner
- Click on the *Change Owner Id* button on the dog data form
- Type the new owner id number in the space on the form. Click the *Exit with Owner* button

Trial Data Entry

Enter Trial Data is used to enter classes, jump height, fees, and amount paid for each dog in the trial. On the first "Quick Entry" tab, you can select the "All" choices for STD, JWW, and ISC. The Jump Heights and the armband numbers are listed together so that you have a quick view of the entry. The classes scheduled for each day can be viewed on the tab for that day.

The Checks and Fees Tab is used to track the entry fees for the dog. The sum of the fees is automatically totaled from the fees for each class in the STD, JWW, and ISC tabs.   The sum of fees box will update when you enter the dog in classes or hit the Save Data button. On the Checks and Fees tab you will see fields for the Owner Name, check number, check amount, total fees, Misc. Desc., Misc. Fees, Lunch checkbox and Package Discount checkboxes for each dog. The Package checkbox subtracts the Discount amount from the total fees for the dog.   The Lunch checkbox adds the lunch amount to the Misc. Fees and fills in "Lunch" in the Misc. Desc. Field. If more than one club is sponsoring the trial, the fee description fields are displayed for each club as defined in Trial Setup.

The last tab is the trial comments tab. You can enter any trial related comments for this trial entry here. The owner comments report under the Check-In Reports function will print a report of all dogs and owners with comments.

Additional Information:

- **<New>** The jump height can now be entered for each individual class on each day. This allows the jump height to be changed after a dog has run and is measured.
- The Armband Number will be blank until the Assign Armband Number function is selected from the Main Control Form.
- **Moveups:** When you need to move-up a dog to a higher class, first change the class to the new class on all applicable trial days. Then check the move-up box for the class in order for the move-up to be correctly placed at the bottom of the running order for the jump height.
- **Moveups:** Print Move-up prints the AKC move-up form, filling in all fields on the form except the owner and the secretary signature fields. Just verify the information for the entry, and sign the form. You also have the option of printing a completed AKC scribe-sheet for the new class. The program will send the scribe-sheets directly to the default printer so that the scribe-sheets for multiple days can be printed at one time.
- **<New>**: Only enter a check for multiple dogs once - on a single dog.
- If you have multiple class modifications after armbands are assigned and running orders are generated, you may want to regenerate the running order before the next trial day. Otherwise, the dog may show up in a "strange" place in the running order (wrong height, and so on). Simply go to the running order form, regenerate the running order, and the dog shows up in the correct height.

F1 for Help

SELECT LABELS TO PRINT

Mail Premiums

[Owner List (By Owner)]

[Owner List (By ZipCode)]

☑ **Mail to all Owners**
☑ **Mail to all Owners With Recent Entry**
  Years Since Last Entry 2 ▾

☐ **Mail to all Owners Requested Premium**

☐ **Mail to all Owners with Breed of Dog**
  Select Breed German Shepherd Dog ▾

☐ **Mail to all Owners that show AKC**
☐ **Mail to all Owners without Email Address**

Limit the number of emails sent by Owner Last Name

[Email Owners]

Starting Value ALL ▾
Ending Value ALL ▾

[Close] ➤ Check all boxes that apply. The printed owner list will be a combination of all selections.

Owner List

Owner List Form is used to print mailing labels for Premiums or to email a premium announcement to past exhibitors. All mailing labels are to be printed on 1"x 2 5/8" labels. Alternatively, the Email Owners button will create a Microsoft Outlook email with all selected owners in the BCC address column.

The Owner List Filter box allows you to choose a filter for the owner list. In other words, you can create labels for owners with a certain dog breed, owners that have requested premiums, owners who have entered your trial within a specific number of years, all owners that are marked as showing AKC, or all owners in the database.

Additional Information

- You can create labels for fewer owners by selecting the appropriate checkboxes on the form.
- If you wish to filter on a certain breed of dog or on the years since the last entry, choose the breed or number of years in the drop-down box below the owner list filter. Access will treat the breed names as two different names if you have capitalized the breed names differently (German Shepherd Dog vs. GERMAN SHEPHERD DOG).
- **Note:** Most internet providers now limit the number of addresses per email. You can copy/paste the BCC addresses into notepad or word to use a few at a time, or use the filter on the form to send to the A's, B's, etc.

- The Mailing Labels form is accessed from the **Owner List** button on the **Main Control** display. Selection of the Mail Premiums buttons will print mailing labels to each owner in the database.
- **Note:** The Email function sends a Microsoft message to Outlook to generate the email. Other email engines may not work.
- **Note:** Mailing Labels are 1" x 2 5/8"

Print Letters

This screen allows you to print and email the various letters. The letter content is defined in Trial Setup.

- Once you print the confirmation letter, you can always put additional instructions, schedule, etc. on the back of the letters. A duplicate address is at the bottom of each letter to allow use of window envelopes instead of mailing labels. The letter text is plain text, one font only. The letter text field is limited to 2000 characters and the letters have been sized accordingly.
- Email confirmation letters are created one at a time, and sent to outlook for mailing. Most internet service providers limit the number of emails which could be sent during a time interval, which is why the letters are sent one at a time.
- **<New>** There is an option to email confirmation letters which have not yet been emailed.
- ***NOTE *** The AKC has a list of items which much be sent to the judge and all exhibitors in the Trial Secretaries handbook. You can use the "Email Exhibitors" function to send this information to all owners entered in the trial.

Online Entries

Log into k9trialsonline.com. Under Secretary Links, select Trials List. Select the TVKC Trial Entries List. The display will list all current entries. On the right side of the screen, select the PDF link to review the entry, select the print link to print the entry. The system will download the entry. From the bottom left of the computer screen, select the entry. Print the entry form.

Enter the dog in the trial.

The next time you enter the website and review entries, the printed entries will show as Printed. This is how you track which entries are new & not yet reviewed or printed. If the "Print" link is not active, the entry has not been fully processed by DoriLynn. Give it 24 hours and look again.

Ensure you review the system at closing to ensure you have pulled all entries.

Closing Date

Run the Entry Statistics report to view entry counts and runs for each judge.
Run the deposit report against a manual total of the entry fees.
Dogs exceeding trial limits may be added to the Wait or Closed Out lists.
Dogs pulled from the trial that require refunds may be added to the Pulled list.
If you need to re-assign classes to different rings or judges, fix the assignment in Trial Setup.
Backup the Database.

Judge Overload

If the trial has more than 350 entries and only one judge, you must create a wait list.

If you have multiple judges, you must move a class to get the judge under the 350 limit. Select the smallest class that will get the judge under the 350 limit. In Trial setup, Judge Setup, change the class to the other judge. Run Audits to update the trial data.

Send a notice to all exhibitors that the class has been changed. They have the option to request a refund for this class if they wish. If requested, notify the Trial Chair that a refund is requested. Remove the dog from that class.

Trial Schedule

The Trial Schedule shall be sent to exhibitors and the judge(s) as soon as possible after the trial closes and a minimum of seven days prior to the trial. The phrase "preliminary running order contingent on move-up entries not yet received" should be send with the Schedule. The Trial Schedule **MAY NOT** include any specific exhibitor / dog information. The schedule must include scheduled start time, number of dogs entered per class and running order. It may include information such as Tall to Small / Small to Tall, scheduled lunch time and if any classes are split walk / run.

AKC must approve any changes to the information previously published in the premium. If there is a judge change, every effort to make them more noticeable in the judging schedule is helpful to exhibitors. The judging schedule should state that the AKC approved the change. When changes are made in the judging panel, the exhibitor may receive a refund for the affected class if requested a minimum of one half-hour before the start of the trial.

Open the Excel file Trial Schedule – (Month).

Use the Conf / Close Letters button in Trial Genie. Select Email Exhibitors. Change the Max # Addr per email to 250. Ensure the Include Judges in Email Exhibitors box is checked. Attach the Judging Schedule to the email. Add any comments to the body of the email. Send. Retain a copy of the email in Outlook files.

Catalog

An official catalog must be prepared once entries have closed and armband numbers have been randomly assigned. If the club elects to provide exhibitor catalogs, they may not go on sale prior to one hour prior to the start of the trial. Only the Trial Secretary may have information on which exhibitors and dogs are entered for the trial.

Run a full catalog for each class (Agility, JWW, T2B, FAST). Export to Word. Save on Desktop as a Word or .pdf file. You don't need to print it unless the program crashes beyond recovery and you must use the catalog for manual scoring. Backing up the database will prevent this problem.

At the end of the trial day, prepare a full catalog for the trial files & judge. Export to .pdf and file on the appropriate USB stick.

Check Fee Totals

After closing, print the Treasurer's Report to Excel. Sort the file by type of payment (check, cc, Online or cash). Total each category and the trial total.

For online totals, email DoriLynn (email address in database) to compare totals with her. Totals must match. DoriLynn mails or hand delivers check direct to Trial Chairman.

Ensure fee totals for other payment types match the funds on hand.

Coordinate with Trial Chair to turn over funds within 3 days of closing date.

A returned check is an invalid entry. The Trial Chair will notify you if there is a returned check. The exhibitor must pay cash (plus the overdraft fee) prior to the start of the trial or will not be allowed to run.

Multiple occasions of returned checks will cause the exhibitor to be placed on a cash only basis.

<p style="text-align:center">Balance Fees</p>

Print Treasurer's Reports

Treasurer's Reports allow you to choose one of three reports. The Treasurer's Report displays the check and fee per day by owner name. The Deposit Record displays the check information by check number and check name. The Checks Not Equal (NE) to Fees report displays a list of owners that have entries where the amount paid does not equal the class fees.

- If there is more than one club sponsoring the trial cluster, there is one Treasurer's Report, Deposit Report, and Checks NE Fees report available per club.

Reconcile Treasurer's Report with checks and deposit checks in the bank. In order to balance the funds received with the deposit, export this report to Excel.

Sort file by check number, last name and first name – this gets the different types of funds sorted together so you can reconcile each type of $$.

Sort those lines paid by check by last name, first name. This gets the checks into alpha order.

Look at each line to see if the second check field was used. If so, copy that line and paste into the sorted fields by type of payment (check, cash, TVKC, K9Trials). Adjust the first set of paid by fields and amount to match the second check field. This gets all the different types of payments into the correct sort.

Total each type of payment to find the amount to match.

Total the trial to indicate the total trial fees.

Print 2 copies of the report – retain one with the trial files, the second copy is to go with the trial $$ to the Trial Chair.

Email the TVKC Treasurer to transfer the credit card payments to the Agility Bank Account. CC the trial chair. Include a listing of the cc payees and amounts so that the Treasurer can balance their records with the trial records.

Email K9Trials owner to ensure your payments match theirs – if they match, the owner will mail the check to the Trial Chair.

Coordinate a date and time to turn over the cash and checks to the Trial Chair. Documents that go with the money is the edited Treasurer Report, the Entry Statistics Report from Trial Genie, and your bill for the trial.

Assign Armbands

Assign Armband Numbers

Assign Armband Numbers randomly generates a unique number for each dog. At the time of armband number assignment, the armband numbers are be assigned sequentially to each dog sorted by class, division, jump height, and random number. If you wait until all entries are in to assign armband numbers, the numbers will be sequential for each class except for late move-ups and dogs that are only showing on one trial day.

Please note that when you are using the same armband number for all classes (the normal method), all armband numbers will be sequential only when the handler is running the dog in the same level and division in all classes. In other words, when a dog is running Excellent Standard and Open Jumpers, the armband numbers will no longer be in perfect ascending order. If you are running a trial that does not require the exhibitors to wear the armband number, please assign the armband number anyway. The armband numbers are used to generate the running order and to track the dog throughout the trial. The running order sheets display the handler name, the call name, the dog breed, and the armband number.>

In trial setup, you can choose to create one armband number per class or use the same armband number for all classes. The same armband number is used for each trial day. You also have the option to assign a prefix to the armband numbers. This is primarily for those clubs that wish to use a different armband number for the STD, JWW, and ISC classes. At the end of the armband number assignment, the computer automatically generates the running orders and sets up all the entries in the scoring tables.

You have two options for generating armband numbers, Method 1 (two step), and Method 2 (one step). Method 1 first assigns a dog number to each dog, and then allows you to reassign a dog a new number in order to change the running order. This allows you to move handlers that are running multiple dogs, while maintaining basically sequential armband numbers in the running order. After you have moved dogs around in the running order, you then assign the armband numbers. Method 2 assigns everything at once. Remember, you can always move dogs in the running order using the running order edit form.

- Make sure you have configured the running order in Trial Setup before assigning armband numbers
- Warning: **Do NOT** reassign armband numbers once confirmation letters have been mailed and catalogs have been generated.
- **(New)** There are two possible armband numbers for each dog: ISC classes number, and everything else (STD).
- Note: Dog numbers are never repeated across classes to avoid confusion with move-ups, and so on. For the same reason, the class name is not in the armband number.
- **(New)** There are now 8 different algorithms for assigning random numbers to dogs to avoid dogs always being in the same position
- **(New)** There is a new handler separation algorithm as well.

Assign Armband numbers using method 1 or 2. Use Method 1 if you want to try to separate runs for handlers of multiple dogs in the same class. You can also to move dogs in the running order later.

Verify the information for each entry using the Armband Report. Edit the confirmation letter in Trial Setup. Remember, you can put more information on the back of the letter or on additional pages.

Create the Trial Schedule. The Trial schedule needs to be included with the confirmation information.

Email Confirmation Letters if using Microsoft compatible Email, such as Outlook.

Dog Order Select allows you to move dogs in the running order by swapping dog numbers. **(New)** There are two possible armband numbers for each dog: ISC classes number, and everything else (STD).

> Select STD to examine armband numbers for STD, JWW, FAST, and T2B Classes. Select EXC, OPN, or NOV for the Excellent, Open, and Novice Divisions

Dog Order Edit

Dog Order Edit allows you to move dogs in the running order by swapping dog numbers. **(New)** There are two possible armband numbers for each dog: ISC classes number, and everything else (STD). This form shows you the dog number (armband number) for each dog, and the standard class the dog is entered in. You can move the dog up or down in the dog order.

Additional Information:

- Move dogs up or down in the order one at a time.
- Dogs cannot be moved across jump heights.

When armband numbers are finalized and running orders assigned, the first sort groups dogs in the same division together. So - it is best to leave the A, B, and P dogs next to each other in the armband order.

DOG ORDER EDIT

SELECT RECORD TO MOVE IN DOG ORDER   Division EXC   F1 for Help

	DOG NUI	HEIGHT	LAST NAM	FIRST NAM	CALL NAM	ArmbandDi	Armbanddiva
	04138	4	Cribbs	Carole	Dolly	EXC	EXC B P
	08139	8	Dillard	Ronda	Pudge	EXC	EXC B P
	08140	8	Barclay	Shella	Tom	EXC	EXC B P
	08147	8	Graham	Karen	Festus	EXC	EXC B
	08148	8	Gott	Cathy L.	Pele	EXC	EXC B
	08149	8	Brown	Kathy	Niko	EXC	EXC B
	08150	8	Ewing	Kenneth	Whiskie	EXC	EXC B
	08151	8	Todd	Cindi S.	Wrinkles	EXC	EXC B
	08152	8	Brasel	Susan	Shotz	EXC	EXC B
	08153	8	Shaffmaster	Wendy	Sean	EXC	EXC B
	08155	8	Janis	Edward	Gabi	EXC	EXC B
	08156	8	Bowers	Judith	Trey	EXC	EXC B
	08157	8	Rashidzadeh	Shauna	Hiedy	EXC	EXC B
	08158	8	Gott	Cathy L.	Cheri	EXC	EXC B
	08159	8	Brown	Gerry	Fuzz Butt	EXC	EXC B

Move Dog Up

Move Dog Down

Close

Record: ◄ ◄ 1 of 243 ► ►I ►* ▼ Filtered   Search
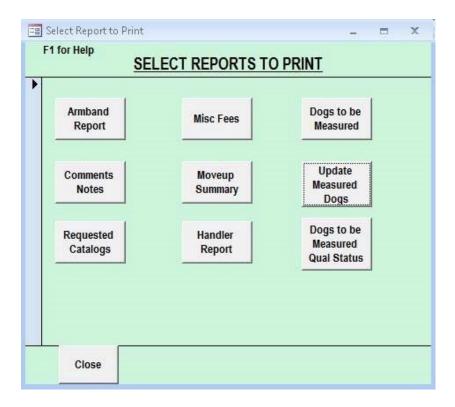
Final Confirmation Email

Once Armbands are assigned, send a final confirmation email to the exhibitor so that any errors have one last chance to be corrected.

Move-Ups

If a dog completes a title, have the exhibitor complete a move up form. At the end of the trial day, process the move up in the trial data entry for the day to be moved up. Don't use the quick entry or it will update all trial days, not the move up day(s). Save the class change and exit the screen. Re-enter the screen to verify that the move up "stuck". TG has been known to slip the change on occasion.

Once all move ups are completed, generate the Running Order for the next trial day.

Dogs to be Measured

If the judge is a VMO, have the exhibitor fill out the measuring form prior to going to be measured. The assistant will direct the exhibitor to bring the yellow form to you after the dog is measured. Ensure that the measurement does not put the dog into a different jump height. If a height change is required, have the exhibitor decide if they will move up or down in height or change to preferred class. Ensure you change the height on the scribe sheet, gate sheet and in TG.

If the judge is not a VMO, give the measuring assistant a pack of post-it notes for the judge to record the handler last name, dog name and height class. The assistant will direct the exhibitor to bring the yellow form to you after the dog is measured. Ensure that the measurement does not put the dog into a different jump height. If a height change is required, have the exhibitor decide if they will move up or down in height or change to preferred class. Ensure you change the height on the scribe sheet, gate sheet and in TG.

Enter the height card information or measurement form information in the database so that the dog does not show up on the measurement list for the next trial day.

Dogs To Be Measured

CALL NAME	AKC Num	HEIGHT	H.C.	H.C. DATE	MEAS. HEIGHT	To Be Measured		STD JH
Aiden	HP26699701	28	☐		24	Yes	▼	24
Audra	WS05054901	20	☐		20	Yes	▼	20
Ava Belle	SR45654708	21.88	☐		20	Yes	▼	20
'Bama	SR49603605	22.75	☐		24	Yes	▼	24
Baron	SR55725204	23	☐		24	Yes	▼	24
Belle	HP18152901	19	☐		20	Yes	▼	16
Bogie	TR71576705	12.12	☐		12	Yes	▼	12
Bonnie	TR77545301	12	☐		12	Yes	▼	12
Brandy	DN22779404	17.5	☐		16	Yes	▼	16
Brash	SR47264501	21.75	☐		20	Yes	▼	20
Brinkley	SR45557206	23.75	☐		24	Yes	▼	26
Brodie	DN22189302	15.63	☐		16	Yes	▼	16
Campbell	DN22503501	18.25	☐		20	Yes	▼	20
Catcher	SR50855609	22	☐		20	Yes	▼	20
Charlee	SR50855607	21.38	☐		20	Yes	▼	20

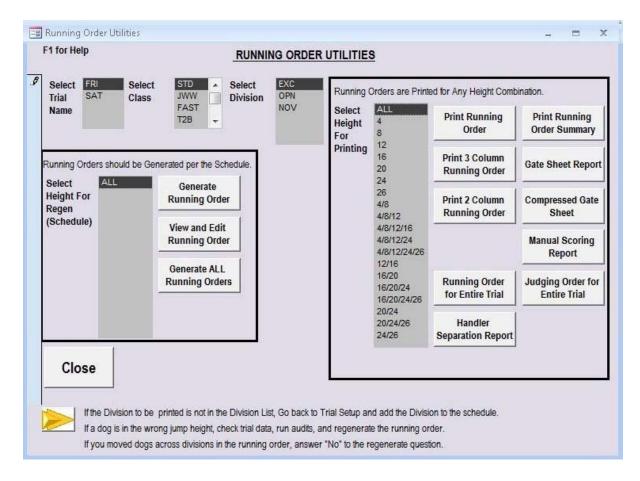Record: I◄ ◄ 1 of 120 ► ►I ►⊞ 🦅 No Filter | Search

Update Measured Dogs Form *(New!)*
The Update Measured Dogs form can be used to update the measurement status of a group of dogs that are measured by an official measuring judge at check-in or during a trial. The form displays the list of dogs without a permanent height card with a *"To Be Measured"* status in trial data

Junior Handler Paperwork

Remind any junior handlers to fill out their junior handler forms as soon as possible. They will give you the paperwork for the weekend. Sign the forms. Top copy goes back to the junior, the yellow copy goes to AKC with the trial paperwork.

Running Order

Running orders are configured during Trial Setup, and then initially assigned during Assign Armbands. This form is used to regenerate (refresh) running orders and to print running orders and gate sheets in your desired format. You must select the trial, division, and class for the running order to be viewed or printed. The program creates the running order by sorting the class entries by move-ups (always last), jump height, division, and then armband number. Select 'ALL' for the jump height unless you are splitting classes into different rings by the jump height. 'ALL' will create the running order for all dogs in the class.

If you are regenerating the running orders after moveups at the end of a trial day, or after moving dogs in the running order, the software will ask the question "Running Order Sort to Include A/B Division?" Answer "Yes" if this is the first time the running order has been generated. Answer "No" if entries have been moved across the A/B/P boundaries to separate dogs running with the same handler. The "A" dogs are often moved into the "B" dogs' running order and vice versa when one handler is running multiple dogs. Resorting on Division will "move back" those entries that were so carefully moved.

- **<New>** FAST standard course times are printed on the gate sheets

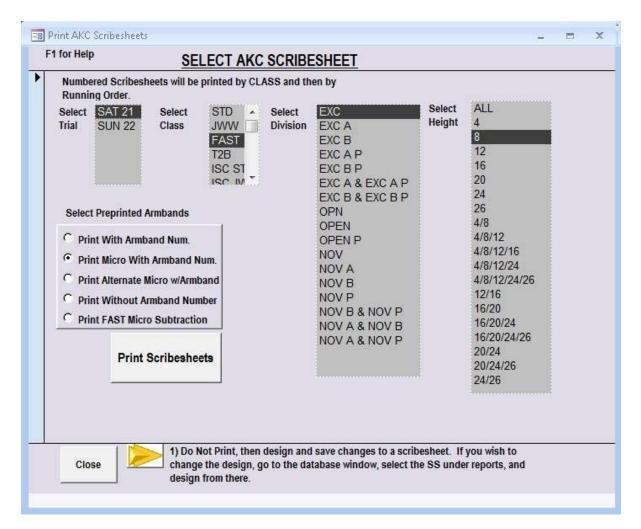- **<New>** FAST P dogs are placed in the running order to group common standard course times together

Running Order Edit

The Running Order Edit form is used to modify dogs in the running order for a single class after armband numbers have been assigned.

- You will not be permitted to move dogs across jump heights

Printing Scribesheets

Print Scribesheets
Print AKC Scribe-sheets displays the Select AKC Scribe-sheet Form. You select the trial, division, and class for printing AKC scribe-sheets. You have four choices for scribe-sheets: Blank scribe-sheets, scribe-sheets with armband numbers (two to a page), "Micro" scribe-sheets with armband numbers (four to a page), and an alternate "Micro" layout.

Additional Information:
- Scribesheets are printed in running order, but such that you can cut an entire stack of sheets, and then place the cut sheets on top of each other. The sheet for the second dog will be on the page *beneath* the sheet for the first dog.
- You can select almost any combinations of divisions for printing. Most commonly, this is used to print different color scribe sheets for each division. This makes printing harder, but sorting for catalogs much easier.

- If NCR scribe sheets are desired, use a PDF printing program to print the scribe sheets as a .pdf file to take to a professional printer.
- *Moveups*: Scribesheets for moveups are printed from the Trial Data Form.
- **<New>** FAST micro scribesheet - subtraction method
- **<New>** Scribesheet printing order fixed on last couple of pages

Enter Standard Course Time

	STANDARD COURSE TIMES						
FRI							F1 for Help
Clas STD	Yards	JH	SCT	Max	AKC MAX	Rec. YPS	Act. YPS
Div EXC							
EXC A	146	8	63	83	76	2.5	2.5
EXC A	146	12	59	79	71	2.7	2.7
EXC A	146	16	56	76	71	2.85	2.85
EXC A	146	20	52	72	68	3.1	3.1
EXC A	146	24	55	75	72	2.9	2.9
EXC A	146	26	52	72	68	3.1	3.1
EXC A P	146	4	68	88	76	2.5	2.5
EXC A P	146	8	64	84	71	2.7	2.7
EXC A P	146	12	61	81	71	2.85	2.85
EXC A P	146	16	57	77	68	3.1	3.1
EXC A P	146	20	60	80	72	2.9	2.9
EXC B	146	8	63	83	76	2.5	2.5
EXC B	146	12	59	79	71	2.7	2.7
EXC B	146	16	56	76	71	2.85	2.85
EXC B	146	20	52	72	68	3.1	3.1
EXC B	146	24	55	75	72	2.9	2.9
EXC B	146	26	52	72	68	3.1	3.1
EXC B P	146	4	68	88	76	2.5	2.5

Close   Save Data

Enter Standard Course Times

The standard course times must be entered before the computer can perform automatic scoring. After the judge wheels the course and calculates the standard course times, enter this form to add the data into the database.

<NEW> Navigation to this form can be found on the Enter Scores Form

When the form is displayed, notice that each division is listed separately. This is for large trials where these classes may be judged in different rings.

1. Enter the yards from the judge's sheet. The computer automatically calculates the course times and will complete the A, B, and P classes using the first value entered.
2. Verify the standard course time and the preferred class times from the judge's sheet. *Always verify that the time in the computer matches the time that is listed on the judge's sheet*.

Additional Information: <NEW FORMAT>

- Pressing Tab will take you to the next Yards field.
- The divisions are grouped and highlighted with a different background color.
- The Standard Course Time (SCT) is bold
- Yards Per Second (YPS) has been added for your information, but is not printed in any report.<NEW>
- You can override any of the fields, as long as yards are entered first, followed by the standard course times, and then maximum course times. Empty fields are replaced with zeros.

- The program ensures that the Excellent standard course times are within the maximum values allowed by the AKC and prints a warning when a time has been exceeded.
- FAST and T2B times are automatically calculated when the form is opened. After the FAST and T2B times are in the database, they will not be cleared when a new trial is started, so you should not have to enter them again. <NEW>

Get the course yardage from the judge. Enter the standard course times into Trial Genie. The Standard Course Times (SCT) should be within one second of the judge's numbers. Ensure the judges SCT numbers are entered into the computer. Print a copy of the times, one to post and one for the timer (Judge normally does this).

Enter Scores

Enter Scores

This form is the heart of trial day activities. Use this form to select the class/division/jump height to enter scores for dogs runs. This form uses the trial schedule in trial setup to determine the selections.

<New> Enter Standard Course Times from the button on the lower left of the form. A report can be printed with the course distance, standard course time, and maximum course time.

Additional Information:

- **<New>** Print Judge Statistics and Print Standard Course Times reports are available from the buttons on the lower left of the form.
- You can select the dog order on the scoring form: Running Order, Armband Number, Qualification Status
- **<New>** Once a class/division/jump height is selected, the number of un-scored dogs in the class is displayed
- The Recent Scores button will display the most recent dogs scored in all rings
- If the selection lists are missing classes - the trial setup is incorrect
- **<New>** An alternate FAST scoring form is available

FAST Scoring Form

This colorful form is laid out similar to the scribe sheet for the class you are scoring. The entries are ordered by running order or by armband (depending on which button was selected when you opened the form). The Class, Height, Running Order, Armband Numbers, and most of the dog information is displayed at the top of the

screen. The form navigation functions at the bottom of the screen are used to move to the next entry.

Additional Information:

- Standard course times must be entered before using this form. FAST times are standard and won't be deleted between trials, so once you confirm the times are in the database, they will stay there.
- Standard course times are automatically filled in on the form after the dogs run time is entered
- Method 1 to find a dog: Scroll through the list on the left side of the form and select the dog to be scored. ☐☐Method 2 to find a dog: Use the *Previous/Next* buttons to move through the running order
- Method 3 to find a dog: Use the *Find By Armband* button at the top of the left side of the form.
- Tab or Mouse Click to Move between fields
- ***Dogs with NO TIME must have an Excusal (E)***
- Run Times too large or too small will generate a warning pop-up
- Dogs which do not qualify will have a recorded score and time of 0.
- **(New)** Dogs Not Scored count is available in the upper right corner.
- **(New)** Dogs Call Name, Breed, and Handler are displayed on the scoring form.
- **(New)** The data entry time is used during catalog printing to automatically calculate the class start and end time.

To Score a Dog

1. Enter the Dogs course time in Seconds. Dogs with NO TIME may have a zero
2. Method 1: Use your mouse to click on each score number
3. Method 2: Use the mouse to check the check boxes for an entire row
4. Method 3: (Fastest) Tab between total fields for each row. Enter the value for each row. For Instance: 7,18,19,20 - would complete the score for the dog in the screen capture below.
5. Be sure to enter time faults on the scribe sheet.
6. Save the record, navigate to the next dog. The number of dogs left to be scored will update when you save the record.

Special Considerations:

- **Absent Dogs**: Check the "Confirmed Absent" box to change a dog from "NOT SCORED" to "ABSENT".
- **Not Scored**: A dog will change from "Not Scored" to Absent, Qualified, or N.Q. once data has been entered for the dog. If a score is accidentally entered for a dog which has not yet been scored, just remove the scores and times from the scoring record and the dog's status returns to "Not Scored".
- (New) Withdrawn or Disqualified Status. Select the new status from the Qualified list box for the dog. (Change the "Not Scored" status to a different status)
- (New) The new status fields can also be set from Trial Data and will update all scoring tables. This means when you have an Absent dog, you can mark the

dog Absent in the Trial Data form, and the dog will be marked as absent for the entire weekend.

-

As each scribe-sheet comes in, enter the faults in the computer, put the score on the scribesheet, and check off the dog on a copy of the running order. Hand-mark a catalog with NQ, Q, or absent. Make every effort to score the scribe-sheet promptly. Should an exhibitor wish to question a judge's call, they can do so promptly. Put the scribe-sheets in order as requested by the judge for verification.

- **Placement/Ties:** Placements are automatically calculated when the scoring reports are printed from the "Post Scores, Placements" form. Ties can be broken by completing the "Tie Breaker Placement" text box.

FAST Scoring Form

This colorful form is laid out similar to the scribe sheet for the class you are scoring. The entries are ordered by running order or by armband (depending on which button was selected when you opened the form). The Class, Height, Running Order, Armband Numbers, and most of the dog information is displayed at the top of the screen. The form navigation functions at the bottom of the screen are used to move to the next entry.

Additional Information:

- Standard course times must be entered before using this form. FAST times are standard and won't be deleted between trials, so once you confirm the times are in
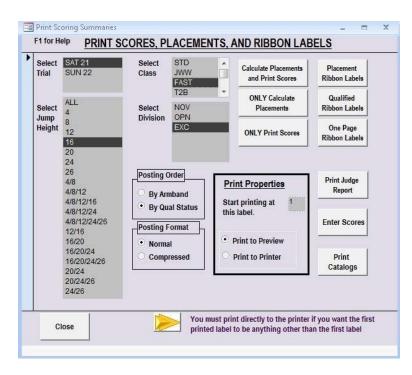 the database, they will stay there.

- Standard course times are automatically filled in on the form after the dogs run time is entered
- Method 1 to find a dog: Scroll through the list on the left side of the form and select the dog to be scored. ☐☐Method 2 to find a dog: Use the *Previous/Next* buttons to move through the running order
- Method 3 to find a dog: Use the *Find By Armband* button at the top of the left side of the form.
- Tab or Mouse Click to Move between fields
- ***Dogs with NO TIME must have an Excusal (E)***
- Run Times too large or too small will generate a warning pop-up
- Dogs which do not qualify will have a recorded score and time of 0.
- **(New)** Dogs Not Scored count is available in the upper right corner.
- **(New)** Dogs Call Name, Breed, and Handler are displayed on the scoring form.
- **(New)** The data entry time is used during catalog printing to automatically calculate the class start and end time.

To Score a Dog

1. Enter the Dogs course time in Seconds. Dogs with NO TIME may have a zero
2. ***Type 1 in each field for the points acquired. The form will automatically tab to the next field.***
3. Be sure to enter time faults on the scribe sheet.
4. Save the record, navigate to the next dog. The number of dogs left to be scored will update when you save the record.

Special Considerations:

- **Absent Dogs**: Check the "Confirmed Absent" box to change a dog from "NOT SCORED" to "ABSENT".
- **Not Scored**: A dog will change from "Not Scored" to Absent, Qualified, or N.Q. once data has been entered for the dog. If a score is accidentally entered for a dog which has not yet been scored, just remove the scores and times from the scoring record and the dog's status returns to "Not Scored".
- **(New) Withdrawn or Disqualified Status**. Select the new status from the Qualified list box for the dog. (Change the "Not Scored" status to a different status)
- **(New)** The new status fields can also be set from Trial Data and will update all scoring tables. This means when you have an Absent dog, you can mark the dog Absent in the Trial Data form, and the dog will be marked as absent for the entire weekend.
- **Placement/Ties:** Placements are automatically calculated when the scoring reports are printed from the "Post Scores, Placements" form. Ties can be broken by completing the "Tie Breaker Placement" text box.

Calculate Placements

At the end of the class, run the Judges Report and save to judge and club USB stick. Select the Calculate Placement and Print Scores button. Print a copy of the report for the table binder. Save a copy of the report to the Club USB stick. Print the Qualified Ribbons (select correct start point for the sticker page). Print a copy of the catalog for that class. Verify the score in the catalog with the score on the scribe-sheet. Look for missed marks and verify that the correct score and time is entered for each dog. Verification before ribbons are awarded are optimal. If you make a mistake, correct the error in the scoring form, recalculate placements, and then reprint the pages in the catalog that were affected. Separate the scribe-sheets into Q, NQ, and Absent according to the judge's preference. Double-check that the number of Q, NQ and Absent scribe-sheets match the number counted in the Judge's Report. Give the printed catalog and scribesheets to the judge for verification and judge initials on the official catalog. After judge verification of the official catalog, put the ribbon stickers into the tower and put the results page into the desk binder. Set the official catalog into a folder to compile at the end of the trial day for mailing to AKC. Put scribesheets into envelope for judge to take at the end of the trial day. At the end of a division (STD, JWW, T2B or FAST), run a complete catalog and save as a .pdf file to the judge and club USB stick. Prepare for the next class.

Qualification Scores

Calculate Placements and Print Scores

Calculate Placements and Print Scores is used to calculate division placements and print scoring and placement reports. Both reports are printed when you Print Placements for One Height. The Post Scores report is used to display dogs' scores to the exhibitors and can be printed at the end of scoring for each jump height. The prize committee uses the placement report to award ribbons and prizes. This form can be entered from the Main Control form or from the Enter Scores Form.

Additional Information:

- You may also select whether you want the dogs to be displayed in armband order or in qual status/placement order.
- Print the posted scores at the end of each jump height
- Print the Ribbon labels after and judge has reviewed the catalog per AKC regulations
- All Ribbon Labels are 1" x 2 5/8"
- The "Start Printing at this Unused Label" field is used to change the starting label for printing. If you printer can handle printing on "used" label sheets, you can start printing at the first blank label on the page. *You must select the "Print to Printer" option to use this feature*. Otherwise, the labels will start printing at label 1 on the page no matter where you told it to print.

Tie Scores

Trial Genie computes a potential tie score when Compute Placements is selected. In the event of a tie score, IMMEDIATELY notify the judge so that the trial course is not broken down by the Course Builders.

If the score and time are identical in the top four placements, a run-off must be held to determine the placement. There can never be two dogs listed for one placement. The judge will conduct a run-off on the existing course. If by chance the existing course has been changed to a lower class level, that setup can be used for the run-off. If the course has been changed to a higher-class level, then only a portion of the course would be used for the run-off.

Score takes precedence over time in the run-off and shall be awarded the higher placement. If there is a second tie, an additional run-off shall be run.

Once the runoff is completed, update TG scoring form to indicate the tie breaker placement. Once update is complete, re-run Placement and Scores.

Save Results to .pdf File

Export the Results page to a .pdf file and save to the club USB stick. After the trial, email results to all exhibitors.

Print Ribbon Stickers

Under print properties, ensure that the "Print to Printer" button is checked. Update the print properties to indicate the start position of the labels. Print Qualified Ribbon Labels. After the judge reviews and signs the official catalog, file the label sheet in the box. Notify the exhibitors that the class is ready.

Print Catalog

Print Catalogs

Select Trial for Catalog prints the trial catalogs, both before and during the show. The following versions of the catalog currently available:

- A version with all dog information, including the dog's sire and dam information
- A version without breed information.
- A version which shows all dogs for all days

Please review the AKC Agility Manual for the correct order of the divisions in the final catalog.

During trial preparation, print (or have copied) at least **one** copies of the catalog without scores *per the AKC Regulations*. You must have catalogs available on request. Whether you have a printer on site determines how many copies of the catalog you need. If you are not using a printer on trial day, you can edit the design of the catalog to add space for move-ups at the end of the jump height. You must have at least four copies of the catalog: three for scoring and one for move-up cutting and pasting.

If you are using a printer on trial day, you need one copy of the catalog for hand scoring. This catalog is kept for "emergencies" so that you have a catalog with

scores should you experience problems with your printer or computer.   At the end of each class, print the catalog with scores. Make sure that you run trial statistics first (at some time during the day) so that the number of dogs entered in each class is accurate. The number of dogs qualified is taken from the judges' statistics, so you should run the judges' statistics report before printing the final catalog signature page. Moveups are automatically printed in the catalog in the correct class, so there is no need for marking move-ups in the catalog.

Here is an example of how it can be done: At the end of each class, print a times sheet, a judges' statistics, and a copy of the catalog. Verify each Scribe Sheet against the catalog immediately, and have the catalog ready for the judge to check before ribbons are awarded. In the Excellent classes (where MACH points are at stake), also verify the score and the course time. If any mistakes were made, the score in the computer is modified, the placements rerun, and the page from the catalog printed.

At the end of the trial day, print a final judges' statistics for each class, and the final page of the catalogs. If all of the scoring was done on one computer, all statistics for the signature blocks are automatically filled in. If the scoring was done on multiple computers, import the scoring information from the other computers to one computer for final statistics. The alternative is just to print copies of the final page from the catalog without scores and fill in the appropriate total's information. The Judges Report is printed and given to each judge to assist the judge in qualification statistics.

The owner's list is a required part of the catalog. You can either print the catalog for each class, or for the combined trial. The trial photographer usually requests a copy of the owner's list.

Additional Information

- **<New>** The class start and end times are automatically calculated from the times the scores are entered.
- **<New>** AKC Catalog Header Information
- **<New>** More Efficient Catalog Format
- **<New>** Electronic Catalog Utility run from this form
- The Print Scores function determines the placement for each entry. If the placement needs to be altered (in case of an exact tie), return to the Enter Scores Form to manually change the placement for both dogs, and then print the catalog.
- The Catalog gets the Judge's qualification numbers for the signature page from a combination of the schedule and the Judge's statistics. If the judge's statistics do not match the trial entry statistics – run audits (Dogs were moved around in classes and the tables are out of sync). If the judge's statistics do not match the judge catalog qualifiers, make sure the judge is assigned to the class in the trial schedule.

Calculate High In Trial JWW

As each JWW class is completed, make a note of the top two qualifiers for each class. After the JWW division is completed, determine the top two finishers for regular and preferred. Make an announcement to all exhibitors and present the prize envelope.

Double Q Pins

As the Master classes are completed, note qualifiers for each class. If an exhibitor earns a double Q, present a pin to them.

If the exhibitor wants a double Q ribbon instead of the pin, give them the ribbon.

Save Combined Catalog

Once a division is completed for the day (Agility, JWW, T2B and FAST), prepare a full catalog & export to a .pdf file. Save to the club and judge USB stick.

Save Judge Report

Once a division is completed for the day (Agility, JWW, T2B and FAST), prepare the judge report & export to a .pdf file. Save to the club and judge USB stick.

Provide Judge with Documentation

At the end of the trial day, give the judge an envelope with all scribe sheets for the day. It is their responsibility to maintain them after the trial.

At the end of the trial weekend, give the judge their USB stick and that day's scribe sheets.

Backup Trial Data

As entries are processed, back up the database at the end of each day.

Back up the trial data at lunchtime and the end of the trial day.

Prepare Trial Results & Send to AKC

Once the trial day has ended, that day's trial results must be prepared for submission to AKC. The trial packet consists of the following in this exact order:

Check for AKC Fees
Measuring Forms from VMO Judge (if applicable)
Completed Junior Handler Forms (signed by Trial Secretary or Judge)
Report of Agility Trial – Trial Secretary
Agility Catalog (Standard Classes) Catalog MUST be in this order:
      Novice A
      Novice B
      Open
      Excellent
      Master
      Novice Preferred
      Open Preferred
      Excellent Preferred
      Master Preferred
Jumpers With Weaves Catalog – Catalog MUST be in this order:
      Novice A
      Novice B
      Open
      Excellent
      Master
      Novice Preferred
      Open Preferred
      Excellent Preferred
      Master Preferred
Fifteen and Send Time Catalog – Catalog MUST be in this order:
      Novice A
      Novice B
      Open
      Excellent
      Master
      Novice Preferred
      Open Preferred
      Excellent Preferred
      Master Preferred

Time to Beat Catalog

Each catalog must have the final page signed by both the judge and Trial Secretary

Secure each trial day paperwork with a binder clip.
At the end of the trial weekend, place all paperwork in a Priority Mail envelope.
Envelope is to be **mailed on the next business day to AKC** at the following
address:

AKC Agility Event Operations
PO Box 900051
Raleigh, NC 27675-9051

Scan the USPS receipt to the Trial Chairman for inclusion in the expenses report.
Track the package until received by AKC – remember that the results must be at
AKC **within 7 days** of the last trial day or the club will be fined for submission of late
results.

Trial Chairman Report

Go to AKC.org Agility Trial Secretary Resources
https://www.akc.org/sports/agility/trial-secretaries-resources/

Click on Trial Chairman report form: https://www.tfaforms.com/144809
Fill in and submit Trial Chairman Agility Trial Report Form -   Electronic Submission

Must be submitted within a week of the last day of the trial.

Send Individual Results to Exhibitors

Exhibitor Results

The Qualified reports form has selections for a report of all qualified dogs in a class, and a report that can be sent to each handler after the trial.

Qualified Reports prints a list of all dogs that qualified in a selected class. The information is sorted by highest score and lowest time. The "Print All" function is used to print all qualifying entries in the division. The report prints the dog's score, time, seconds under standard course time, any MACH Championship points (but not double points), the armband number, the division entered, the class placement, the dog's call name, the handler's name, and the breed. This report can be used to determine high scores by class, division, or breed.

Additional Information:

- If you wish to sort the information differently, export the report to Excel using the "Office Links" button on the Access Toolbar. You can then sort the information on any column you wish using Excel's standard functions.
- If a class is displayed with "#Error" in the Mach Points field, Check that the scoring reports were generated for that class.

Send Combined Results to Exhibitors

Select Conf/Close Letters, email Exhibitors. Attach all trial results for the weekend.

Trouble Shooting
Running Order Changes
The running order edit screen allows the user to move dogs in the running order to accommodate multiple dogs run by the same handler. If a dog must be moved in the running order on trial day, the "Find Dog" function (in enter scores) can be used to easily find the correct scoring record. If the preprinted scribe-sheets are being used, make sure that the order of the scribe-sheets is adjusted accordingly.

Move-ups
When a move-up is requested, first change the class for the dog in trial data for ONLY that trial day. Check the box that indicates that the change is a move-up. If desired, print the move-up form and new scribesheets from the trial entry screen. The move-up appears in the correct class the next time you regenerate the running order, enter scores, or print the catalog. Move-ups are automatically placed at the end of the running order per the AKC when you regenerate the running order. If you are using pre-printed scribe-sheets, remove the scribe-sheets for the dog in the old class, and complete a Scribe Sheet for the dog in the new class. The scribe-sheet is be printed at the same time the move-up form is printed.

Absent / Pulled Entries
Absent dogs are marked as absent by checking the absent box on the scoring form. <NEW> You can now mark as dog as absent on the trial data entry form. The dog will then be marked as absent by the software in each class.

Dog Entered in the Wrong Class or Jump Height
If a dog's class or jump height must be changed, return to the Trial Data Form to make the change. After you make the change, run Audits from the Main Control Form to make sure the scoring tables are properly updated. The change appears in the correct height the next time the running order is regenerated, scores are entered, or the catalog is printed. Do not change the armband number.

Dog Not in Running Order or   Trial Statistics Totals Do Not Match Running Order Totals or Judge's Report Totals
Running the Audit function on the main screen detects these errors and corrects them without changing the current running order.

Qualified Report Blank or Shows "#Error"
Make sure that the Calculate Placement reports have been run for the selected class and that the Trial Day, Class, and Division are correct.
Make sure the Trial Schedule is accurate.
The program uses the Schedule to determine what classes have been run.

Judge's Totals Do Not Match the Number of Dogs in the Running Order
If the judge's totals do not match the dogs entered in the class (extra absent dogs), run trial audits to remove "extra" dogs from the scoring table. This problem can

occur when armband numbers or AKC numbers for a dog are corrected. Audits ensures that each dog has a scoring table entry and that there are no extra dogs in the scoring table.

Invalid Use of NULL

If the program window says, "Invalid use of Null," you must to go back and put a " " (space) in the field from which you just deleted all of the information.

Dog in a Strange Location in the Running Order

If a dog shows up in a different jump height or is not in the running order, verify that the entry is correct in trial information. The dog is probably a move-up, or had a correction to the class after the running orders were generated.

Regenerate the running order for the class. If the dog still does not show up, run trial audits to make sure the dog is in all of the correct tables, and then regenerate the running order again. The dog should be there.

Placements Are Missing from the Catalog

If the placements are missing from the catalog, simply rerun the run posting and scoring reports to verify that the placements are in the tables.

Dog Counts in the Catalog are Not Correct

If the statistics in the catalog are not correct, run the Trial Schedule, Trial Data Statistics and the Judge's Report before printing the catalog. The catalog reads the number of dogs in each class from the trial data statistics report. It reads the number of dogs qualified for each judge from the Judge's Report. If the class is not correctly assigned to the judge in the schedule, the catalog will be incorrect.

The Judge's Totals or the Judge's Name in the Catalog are Not Correct

The program reads the judge for each class from trial setup. If the judge is showing up wrong in the catalog, return to trial setup and make sure the correct judge is listed for the class in the trial class schedule.

Event Committee Proceedings

Event Committee hearings are governed by the rules set forth in Dealing With Misconduct, and the checklist for committee hearings. A copy of Dealing With Misconduct MUST be available to the complainant, the accused, and with each member of the hearing committee at the event. Incidents of misconduct must be managed with impartiality, orderliness in the procedures followed, and fairness in obtaining testimonies from witnesses and the accused.

It is the duty of the Event Committee, not of the AKC, to deal initially with acts of alleged prejudicial conduct that occur during or in connection with a club's event. Prior to the trial, it is imperative that all members of the Event Committee thoroughly review the Dealing With Misconduct booklet.

If there is an AKC Representative present at the trial, the Rep should be present for most of the hearing. The Rep will advise all parties about proper procedures.

The Event Committee should plan a location where a hearing could be held. The location should afford the privacy needed – removed from the immediate mainstream of activities, yet easily accessible to all parties involved in the hearing.

An Event Committee itself may prefer charges of prejudicial conduct against anyone. Charges do not have to be made by someone directly involved in the incident.

A preliminary investigation is made by the Event Committee to determine whether the allegation(s), if proved, would constitute conduct prejudicial to the best interests of the sport of purebred dogs or to dog shows. If not, the matter can be dismissed without a hearing.

The Event Committee should consist of at least five individuals listed in the premium list as members of the Event Committee. A minimum of three individuals must be available for a hearing. If three committee members are unavailable due to conflict of interest, other club members may be substituted. All committee members MUST be members of the event-giving club.

A witness cannot serve as a member of the committee. Committee members must excuse themselves if they feel that they can not be impartial to the proceedings, or if they expect to offer testimony for or against the accused.

An Event Committee hearing must be noted on the Report of Agility Trial – Trial Secretary & Trial Chairman Agility Report. The Judge(s) should be notified of the results of the hearing.

Ordering Ribbons / Rosettes

Ribbons and Rosettes are ordered through Hodge's Badge Company. TVKC has an account using Terri's ZIP Code (99710)(Change to yours). Minimum stock for each type of ribbon or rosette are:

Q Ribbon	750
1st Place	750
2nd Place	700
3d Place	50
4th Place	50
New Title	100
MX Ribbon	25
MXJ Ribbon	25
Triple Q	25
MACH	10
PACH	7
PAX	5
QQ Pins	100 (Linda has source)

Trial Supplies

Office Max

Toner Cartridges – HP Laser Jet Pro MFP M148fdw 4PA42A	5 (you will use 1 per trial)
Binder Clips, Large	1 package
Paper Clips	3 boxes
Pens	1 box
Scotch Tape	10 rolls
Paper, White	1 case (you will use 1 per trial)
Paper, Colored (3 or 4 colors)	1 ream
Label, Avery 5960	1 box (have a large stock)
Pocket Folders	5 (1 per trial)
Envelopes, 10 X 12	1 package (2 per trial)
Envelopes, mailing	1 package (1 per trial for $$ to Linda)
Ink, Red & Black	1 each
Post-It Notes	1 package (non-VMO measuring)
Priority Mail envelopes (from USPS)	5 (1 per trial)