

TVKC Rally Trial Manual

Obedience Solution is a Microsoft Access-based trial secretary program for AKC obedience and rally trials. It can handle up to 8 obedience/rally trials in a cluster, with an unlimited number of class entries. In addition, it will handle multiple ongoing trials at a time.

As Microsoft makes changes to Office, use of the program has changed. Toolbars that have automatically displayed in the past are located on the Add-Ins tab of the ribbon. You may have to set the Obedience Solution folder as a Trusted Location on your computer; Trusted Locations can be set under File – Options – Trust Center – Trust Center Settings – Trusted Locations in Access. Some hotkey shortcuts (using the Alt key) may no longer function.

How Do I . . .

Run the installation file

Open the setup file. The program files will be copied to a new folder on your computer called Obedience Solution. In addition, a shortcut icon will be placed on your desktop and in your Start menu.

The Obedience Solution folder by default will be created in the C:\Users\Public folder. This folder location allows changes to be made (that is, it is not a read-only folder) and consequently allows you to make changes to the data file. The C:\Users\Public folder is common to all computers, making transfer from one computer to another much simpler. Using another location can interfere both with using the program and transferring it to another computer.

Open the program

Three ways to open the program:

Click on the Obedience Solution icon on your desktop

- o to Start – Programs/Search – Obedience Solution

Open the Obedience Solution file directly in Access

As the program opens, you will be given the option to open an existing trial or start a new trial.

Open an existing trial

When the initial screen comes up, select the Event ID from the

Current Event dropdown list that corresponds to the desired trial. Click Open (alt + O).

The program will open to the Main Menu with the chosen trial as the current event.

Create a new trial

Two ways to create a new trial:

When the initial screen comes up, select Create New Trial (alt + C)

Go to Trial Information – Trial Information – Add New Event (alt + A)

In the Create New Event window, enter the date of the first trial day, the number of days (not trials), and the organization.

Click the Create button (alt + R).

If you want to cancel out of this operation, click the Cancel button (alt + L) and you will return to the initial screen.

You will be asked how many trials are held on each day. The program allows both obedience and rally in one "trial", so you do not have to count each obedience and rally trial as a separate trial:

Enter information about a trial

Go to the Trial Information screen (Trial Information – Trial Information).

The current trial will be displayed. To select another trial, select the Event # for the Find Event list (alt + F) or use the navigation buttons at the bottom left of the screen.

The trial selected as the current trial will be displayed with a white background; all other trials will be gray.

The top half of the screen has information about the cluster (weekend) of trials. You MUST enter a cluster name.

The bottom half has information on each individual trial. From this section you can select the classes offered at each trial, assign judges, set entry limits, and set starting armband #s.

To change information in the top section, first click the Edit Event (alt + E) button.

Enter exhibitors into the program

Go to Exhibitor / Dog Information – Exhibitor / Dog Data and Trial Entry.

Look in the Find Exhibitor (alt + F) list to find an existing exhibitor.

If the exhibitor is not found, click Add Exhibitor to add a new exhibitor (alt + A).

Change an exhibitor's information

Go to Exhibitor / Dog Information – Exhibitor / Dog Data and Trial Entry.

Click Edit Exhibitor (alt + E).

Select or enter dogs into program

Go to Exhibitor / Dog Information – Exhibitor / Dog Data and Trial Entry.

Look in the Find Exhibitor list (alt + F) to find an existing exhibitor.

Select the dog from the Select Dog drop down list, click the Next Dog (alt + X) button, or click the navigation buttons at the bottom left of the dog screen to find the correct dog. Alternatively, use the Find Dog screen to locate the dog without first locating the exhibitor.

If the dog is not found, once you are on the exhibitor's page, click Add Dog (alt + D).

Fill in the information on the applicable tabs.

Enter a dog in a trial

Go to Exhibitor / Dog Information – Exhibitor / Dog Data and Trial Entry.

Look in the Find Exhibitor list to find an existing exhibitor.

Check that the information in the program matches the entry form.

Use the Select Dog drop down list, Next Dog (alt + X) button, or navigation buttons at the bottom left of the dog screen to find the correct dog.

Check that the information in the program matches the entry form. Click the Enter Trial (alt + T) button.

Edit the Date Received box if necessary.

Edit the Email To box if necessary.

Add the Handler (with JH# if appropriate). Check the Senior Handler box if applicable.

Check the Volunteer box if applicable.

Enter the class entered and the jump height entered (if applicable). If the dog is entered in all trials, click the All button. Otherwise, click on the boxes corresponding to the trials entered.

Enter the number of catalogs ordered by this exhibitor.

Click the Enter Payment Info (alt + P) button to enter the payment information for THIS DOG ONLY. Enter the payment method, check or money order number, amount paid, the payer (default is owner), paid date (default is current date) and any notes. If entry fees are made by more than one payment, enter each payment on its own line. Close screen.

Enter notes to yourself in the Status box.

Enter notes to the exhibitor in the Note on confirmation box.

Enter a second email address, if desired, to send the confirmation email (eg, an agent).

Move an entry from WL to IN

If a dog pulls from a trial, check the appropriate waiting list report (under Entry Reports) for the first dog on the waiting list. Depending on the type of limit, you may need to use the waiting list by judge.

Go to the Exhibitor/Dog entry screen, find the dog to put into the trial, click Enter Trial, and then click on the “WL” for the appropriate trial. The “WL” will disappear. Click the box again. The limits for the trial will be checked, and an “X” will appear if there is room in the trial. NOTE: If your trial has time limits, there may not be room if the new dog is in a class that requires more time than was gained from the dog that pulled. For example, a dog pulled from Novice B on its own will not open up enough time for an Open B dog.

Email entry-received confirmation

Click Email Exhibitor (alt + E). Based on your Email settings under Preferences and the email settings for your email program, the email will either open for editing or go directly to your Outbox or be sent.

If you would like a warning that no email has been sent, check the

“Warn if email not sent” box in the Preferences screen (under Database Maintenance).

If you would like all dogs entered by this exhibitor (or under this exhibitor) to be combined in one email, check the "Combine all of exhibitors' dogs in email" box in the Preferences screen (under Database Maintenance).

Transfer an entry (after trial has closed)

Transfers are done in the trial entry screen.

For all trials - change the class entered to the new class (eg, change Novice B to Transfer to Open A).

For transfers after the dog has shown - leave the original class but uncheck the days that are no longer applicable. Add a new row for the transfer class and check the appropriate days for that class (eg, leave Novice B and Saturday checked, uncheck Sunday; add Transfer to Open A on a new row and check Sunday only).

The dog should retain the original armband # for the new class. The program will attempt to save the armband #, but you may need to update it in the View Armband Assignment screen. You always need to reset the running order counter after transfers are completed to put the transferred dogs in the correct place in the class.

Delete an entry from one trial

Click on the appropriate box for that class and trial. The "X" should be removed.

Delete a entry from all trials

Click on the red "X" box to the far right of the class.

Delete an entire entry from all trials

Click the Delete Entry button at the bottom right on the screen.

Delete a dog from the program

Click the Delete Dog button. You cannot delete a dog entered in a trial, including any past trials that still have entries saved in your program.

Delete an exhibitor from the program

Click the Delete Exhibitor/Dogs button. You cannot delete an exhibitor if he/she has a dog entered in a trial stored in the program.

To delete all exhibitors who have not entered a trial since a specific year, go to Exhibitor / Dog Information – Delete Exhibitors By Year and enter the year desired.

Find a dog

Two ways to find a dog:

Find Dog – Go to Exhibitor / Dog Information – Exhibitor / Dog Data and Trial Entry.

Click on Find Dog (alt + G) in the dog screen.

Enter the AKC Registration #, AKC Registered Name, UKC Registration #, or Armband # (for current trial).

Click Find Dog.

Find Exhibitor – Go to Exhibitor / Dog Information – Exhibitor / Dog Data and Trial Entry.

Look in the Find Exhibitor list.

Use the Select Dog list, Next Dog button or navigation buttons to find the correct dog.

Change the owner for a dog

Check that the new owner is listed in the program. If not, you must add him/her.

Find the dog (see above).

Click Change Owner (alt + O) and select the new owner from the list.

Create a premium list mailing list

Go to Exhibitor / Dog Information – Exhibitor Mailings.

Select a Mailing List group, whether only Active exhibitors should be included, and click Get List (alt + G).

If you want to see the last mailing list created, click No when asked whether to create a new list.

Use the Select Criteria screen to pick a subset of the exhibitors in your data and click Get List.

Click the Delete button to remove any exhibitor from the mailing list. Deleting from the mailing list does not delete the exhibitor from the program.

Click the appropriate button for the mailing

Mailing Labels – printed labels to put on premium list

Email Addresses – list of email addresses for all exhibitors on mailing list

Send Mail Email – create an email for all exhibitors with up to two attachments

Assign armband numbers

To assign numbers, first confirm that the jump order has been set under Trial Information. This will be how the catalog prints and should be the order used for the first trial. If you are running a different order for subsequent trials, on the Trial Information screen choose the Running Order direction and the starting jump height for each trial.

Go to AKC Trials – Armbands – Assign Armband Numbers.

Choose the assignment method you desire.

If you use "Different Armband # Each Trial", you will not be able to print a consolidated exhibitor's catalog. You will be able to use different jump height orders for each trial, however.

If you use "By Set Start #", you must assign starting armband numbers for each class in the Trial Information – Classes screen. If you are using the same armband # for all trials, the start number for each class must be the same for all trials.

Change armband numbers

Go to AKC Trials – Armbands – View Armband Assignment.

Find the dog by choosing Day, Trial and Class and click Get Entries (alt + G).

Change the armband number. If the dog has the same armband number for other classes (eg, Open B & Utility B) / trials, those entries will automatically change as well.

You MUST Reset the running order number if you have changed armband numbers for any dogs. The running order determines the correct order of the dogs for the judging schedule and ring steward sheets.

Print armband numbers

Go to AKC Trials – Armbands – Print Armbands.

Choose the armbands to print. You can print armbands for the entire weekend, a single trial, Obedience/Rally, by class or for a single dog.

See entry counts

Go to AKC Trial – Counts / Judging Schedule – Counts.

Assign ring numbers

Go to AKC Trial – Counts / Judging Schedule – Ring Assignment.

The screen will show the assignment for a specific judge and trial, the number of entries and the estimated time for the class (not including lunch breaks or walkthroughs).

Enter the Ring #, Start Time, and Order for each class. Remember to add in time for walkthroughs, course changes and lunch breaks if applicable. Follow the instructions on the screen for combined classes and combined walkthroughs.

Click the Next (alt + N) button or use the navigation buttons to move to the next judge.

Enter scores

Go to AKC Trial – Computer Scoring – Score Form.

Select the Trial and Class and click Score Form (alt + S).

Enter the information on the screen. If the dog is absent, excused or disqualified, select the appropriate entry from the dropdown list. Otherwise, enter the score and any plusses, as appropriate. For dogs that have not qualified, you can enter the total score or leave the value equal to 0. You MUST tab through all the boxes for each dog – the award information is only calculated after tabbing through the Plus box.

When the entire class has been entered, the program will determine placements.

Compare the placements with the judge's book to make sure the information was entered correctly.

Enter the results of a runoff

Go to AKC Trial – Computer Scoring – Score Form.

Select the Trial and Class and click Score Form (alt + S). Click Reset Placements.

Enter the appropriate number of "+"s for each dog in the runoff. The program will recalculate placements.

Delete scores for a class or trial

Go to AKC Trial – Computer Scoring – Delete Scores. Select the Trial and Class and click Delete Scores.

Set preferences for email

Go to Database Maintenance – Preferences.

Select Email to select the email program to use.

Select Initial Confirmation to set up the confirmation sent from the trial entry screen.

The initial text for this email is set on the Trial Information screen / Entry Confirmation.

Select Final Confirmation to set up the confirmation letter sent after closing. The initial text for this letter is set on the Trial Information screen / Confirmation Letter.

Set preferences for catalogs

Go to Database Maintenance – Preferences.

Select Catalog to set up catalog characteristics.

Set preferences for dog's sex

Go to Database Maintenance – Preferences.

Select Catalog to set up how sex is displayed in dog entry screen and all reports.

Set preference for transfers

Go to Database Maintenance – Preferences.

Select Miscellaneous to set whether transferred dogs are put in the new class in jump height order or not, and whether the transferred dog is put at the beginning or end of the jump/class.

Add/edit a breed

Go to Database Maintenance – Edit Breed List.

Click Add Breed (alt + A) to add a new breed.

Click Edit Breed (alt + E) to edit an existing breed.

Click AKC Groups (alt + K) to edit the AKC Prefix letters used for each group.

Delete a finished trial

Go to Database Maintenance – Delete Finished Trial.

Back up the data file

Go to Database Maintenance – Compact / Backup Database.

Relink/restore data file

Go to Database Maintenance – Relink / Restore data file.

Update the program

Every time it is opened, your program will check to see if there is a more recent version. If there is, send the data file to Lab Tested Databases.

Your data file location is shown on the main screen of the program eg, Data File C:\Users\Public\Obedience Solution\ ObedienceData.accde

Email this file (either as is or in a compressed (zip) file) to Lab Tested Databases.

Go to Database Maintenance – Send Data File to Lab Tested

Databases to have the data file sent automatically by email.

When you receive the updated version:

Save the compressed file (ObedienceSolution.zip) to your computer.

Open the .zip file.

Move the file(s) inside the zip file window to the same folder as your other program files. This is normally C:\Users\Public\Obedience Solution, but it will be different if you saved the files elsewhere.

Replace any existing files with the new versions.

Depending on your computer's security settings, the files may be saved as "read only" or "blocked". To change these settings: Use Explore, Search or My Computer to locate the program file.

Right click on the file name and choose Properties.

If the read only check box is checked, uncheck it. If an Unblock button is present, click it.

Transfer to another computer

From the source computer:

Copy the Obedience Solution folder to a jump drive.

On the destination computer:

Copy the above folder to the C:\Users\Public folder.

IMPORTANT: All the exhibitor, dog, trial and entry information is stored in the ObedienceData.accde file. Only one copy of this file can be the current version. If you move the program to your laptop and then make changes to exhibitors, dogs, entries or scores, the file on your laptop is the current version; any other copy of the ObedienceData.accde file (ie, on your desktop and on your jump drive), is now out-of-date with regard to your entry information. It is best to rename any copy of ObedienceData.accde that is out-of-date with the date it was last used, eg ObedienceData Nov 1 2016.accde. You cannot use the Date Modified or Size property of the file to determine whether it is the most recently used.

How to find the program version

Look at the date at the bottom left corner of the main screen for the version date.

Contact Lab Tested Databases

Email address, website and phone numbers are found by clicking the "Click here for contact information" link on the main screen

Menu Items

Trial Information Menu

Club Information

This screen is a list of clubs in your program. Included are the club's name, abbreviation, AKC club number, Member/License status and location of the club's logo

on your computer. You can choose to have the logo printed on the confirmation letter under Preferences. Use the Browse button on the Club Information screen to locate the logo. If you choose to have a logo but you do not put a path in this box, the AKC logo will be used.

You can add or edit a club from this screen. You can only delete clubs that do not have any trials in your program.

Secretary Information

This screen is a list of trial secretaries in your program. Check the Find Secretary dropdown box to determine whether the current secretary is already listed. The secretary's signature information will print on the confirmations.

You can add, edit, or delete a secretary from this screen.

If you choose to use the built-in email utility as your email program (set in Database Maintenance – Preferences), click the Set up Email button and enter the settings for your email service.

NOTE: Emails sent from the program will generally use the default email account in your email program, not the email address you list on this screen. The information on this screen is used for your signature block on the emails you create.

Judge Information

This screen is a list of judges in your program. Check the Find Judge dropdown box to determine whether the current judges are already in the program.

Only the judge's name is required. If you would like to send letters to the judges showing their assignments, you must include either the mailing address or email address.

You can add, edit or delete a judge from this screen.

You can view prior assignments stored in your program by clicking the Assignments button.

Trial Information

This screen contains all the information for the trial itself.

The displayed trial is the current trial.

The current trial will have an asterisk next to the Event ID and the screen is white. Other trials have a gray screen.

Find Event – This list allows you to move quickly to a different event number.

Event ID – This number is assigned sequentially and cannot be altered. It is the identifier for the trial in the program – it is not the AKC Event #.

Cluster Name – This name will be used for all material that refers to the entire set of trials (rather than just 1 trial). If the trial involves more than one club, enter the cluster name, if one exists, or the abbreviations of the clubs involved. If the trial is just one club, enter the club's name.

This information is required.

NOTE: You must choose a name from the dropdown list. If the club or cluster name is not on the list, you should click the arrow button to go to the Club Information screen and enter the missing name.

Event Secretary – Select the trial secretary's name from the dropdown list. If the current secretary is not listed, click the arrow button to go to the Secretary Information screen and enter the missing name and contact information.

Location – Enter the city/state of the trial site. The city/state is required on ribbon labels.

Catalog Fee – Enter the catalog fee, if any.

Accept WL entries – Check if you will accept wait list entries if the trial fills before closing. Opening Date/Time – This information is used for those trials with an opening date.

Closing Date/Time – This information is calculated as 17 days before the first trial day. You can edit the information as necessary.

Add New Event (alt + A) – Click this button to open the Add New Event screen.

In the Create New Event window, enter the date of the first trial day, the number of days (not trials), and the organization.

Click the Create button (alt + R).

If you want to cancel out of this operation, click the Cancel button (alt + L) and you will return to the initial screen.

You will be asked how many trials are held on each day. The program allows both obedience and rally in one "trial", so you do not have to count each obedience and rally trial as a separate trial:

Edit Event (alt + E) – Click this button to edit information in the top section for an existing event. Do not use this button as a substitute for adding a new trial.

Set as Current Event (alt + S) – Click this button to make the currently shown event the active event. All screens in the program (data entry, reports) will reflect the current event only.

Entry Confirmation (alt + T) – Click this button to open the Entry Confirmation text screen. This information will be printed at the top of the email confirmation created when you enter a dog in the trial. You can set separate text for dogs that get in all classes and for dogs that are on the waiting list. The option to include any under or overpayments in the email confirmation and the option to include the dog's call name in the catalog are set on this screen.

Confirmation Letter (alt + L) – Click this button to open the Confirmation Letter text screen. This text will appear in the first paragraph of the confirmation letters. You can also set the option to include the dog's call name in the catalog on this screen.

Judge's Letter (alt + J) – Click this button to open the Judge's Letter text screen. This text will appear in the first paragraph of the judges' letters.

The gray section of the screen holds the information specific to each trial day.

General Tab:

If you have 2 trials on the same day, the trials will be named by the date and either a 1 or 2.

To change the name of the trial, put the name in the Name box (eg, AM).

Enter the club name for the specific day. The club name must be in the dropdown list.

If the club is missing, click the arrow button to open the Club Information form and enter the missing club.

Enter whether mixed breed dogs are allowed.

Enter any breed or group restrictions (with ending date if any) or exclusions.

Obedience Tab

Enter the Obedience Trial Chairperson.

Enter the AKC Event # for the obedience trial. This information will print in the catalog.

Enter the Start Time for obedience. This is used for the judging schedule.

Set the jump height order:

The jump height order chosen for the first trial determines the order the dogs will print in the catalog. For the first trial, the running order should be "Forward."

For subsequent trials, enter the order to run dogs based on catalog order. If the dogs will run in the opposite jump order as the first trial (eg, first trial is short to tall, second trial is tall to short), choose "Backward"; if the same jump direction, choose "Forward."

Click the Set Jump Order button and set the order the jumps will be run.

If ALL trials are using the same jump order (not necessarily in the same direction or starting with the same jump), click the Same All Trials button. If you do not click this, you will have to set the order for each trial individually. NOTE: the order must be the same for dogs to have the same armband for all trials.

Set the starting jump height for the trial. As an example, the first trial may run short to tall, starting with 4" dogs. The next trial may run short to tall, but start with 20" dogs.

If some classes will start with a different jump height, you can set the starting jump for those specific classes on the Classes screen.

If this trial is part of a Regional Qualifier, check the box. If you are offering more than 3 trials, only check this box for the trials that are part of the Regional event.

Enter the Obedience class fees.

If the club is offering Preferred HIT/HC awards, check the box.

Rally Tab

Enter the Rally Trial Chairperson.

Enter the AKC Event # for the rally trial. This information will print in the catalog.

Enter the start time for rally. This information is used for the judging schedule.

Enter the rally jump order (short to tall or tall to short).

Enter the rally class fees.

If rally entries count as separate first entries from obedience, check the box (generally yes).

Classes (alt + C)

Check the classes offered and the judges assigned to each class for this trial. If a class will not have a judge assigned until closing, select "To be determined".

If you have set a starting jump height, it will show for each class. If you are starting some classes with a different jump height, change that value for those classes here.

All Trials Same will select the same set of classes for all trials in this cluster.

Assign By Event can be used if one judge is judging all obedience or all rally classes.

Set Armband Start will open a screen for you to assign the starting armband number for each class. This is only used if you choose to assign armband #s based on the class (in contrast to assigning them by 100's, for example). If you are using the same armband #s for each trial, the starting number must be the same for each class for all trials. The armband assignment method is chosen on the Assign Armband screen.

Class Limits (alt + L)

This screen allows you to entry class limits for each trial by event or class.

Time Limits (alt + T)

This screen allows you to enter judging limits by time (minutes) for each judge. Limits can be by trial or by day (combined trials).

Once you have finished entering the information for the first trial day, click Next Trial Day and fill in the screen for each additional day. Much of the information will automatically fill based on the previous trial's information.

List of Trials

Displays all the trials entered in the program.

Available Classes

Displays a list of all obedience and rally classes listed in the program. If your club is offering a nonregular class, you should check this list first to determine whether the class is already in the program.

Exhibitor / Dog Information Menu

Exhibitor / Dog Data and Trial Entry

All the exhibitors and their dogs are shown on this screen. This screen also allows access to the Trial Entry screen. Exhibitor Info

To find a specific exhibitor or dog, first check the Find Exhibitor list to determine whether the exhibitor is in the program. If the exhibitor is in the program, check that the information is correct; if not, click Edit Exhibitor and edit the information. If the exhibitor is not found, click Add Exhibitor and fill in the information.

PO button – Clicking this button will display the accepted USPS abbreviations.

Phone button – Clicking this button will display a screen that allows you to find an exhibitor by his phone number.

Mail button – Clicking this button will display a screen that allows you to find an exhibitor by his email address.

Envelope button – Clicking this button will print the exhibitor's address on an envelope. You can set the envelope size on the Preferences – Miscellaneous tab.

Use Email check box – Checking this box will include this exhibitor in the group sent confirmation letters by email. The exhibitor must also have an email address entered. If the box is unchecked, this exhibitor will not receive a confirmation letter by email.

Club – Club members can be tracked separately. Exhibitor mailings can be sent to club members only.

Active – Exhibitors that are actively competing. Premium mailings can specify whether to send to all or only active exhibitors.

Trials – Event numbers entered by this exhibitor.

Delete Exhibitor/Dogs – This button will delete the current exhibitor and all of his/her dogs from the program permanently. This action should only be taken if the exhibitor will no longer be entering trials.

Dog Info

The dogs owned by this exhibitor are displayed in order by AKC Registered Name. Use the Select Dog dropdown list, the Next/Previous buttons, or the VCR-like buttons at the bottom left to find the correct dog for the entry. If the dog is not in the program, click Add Dog and enter the information. NOTE: The Select Dog box is used to find dogs. If you have the Active only setting on, it will only show dogs that are not marked as inactive. To edit a dog's name, go to the AKC Name/# tab and edit the name there.

Basic – Enter the dog's breed, variety and division (if desired), sex, birth date and co-owners. The breed name must be in the dropdown list. If the name is missing, check that you are spelling it correctly (entry forms may have incorrect breed names). If so, click the arrow button to open the Edit Breed list screen. You can choose whether sex is dog/bitch or male/female under Database Maintenance – Preferences – Catalog.

Inactive – This check box marks a dog as inactive. Inactive dogs are hidden unless the Show All button is clicked.

AKC Name/# – Enter the dog's AKC prefix titles (optional), AKC registered name, AKC suffix titles (optional), call name (optional), AKC registration # (or foreign registration #), and country of registration for foreign registries. Place of birth does not go in the country box. AKC Titles (alt + K) – Displays a list of AKC titles.

Non-AKC Titles (alt + K) – Displays a list of other titles that are accepted by the AKC.

Sire/Dam – Enter the Breeder, Sire and Dam for this dog.

Enter Trial (alt + T) – Access to the Trial Entry screen.

Add Dog (alt + D) – Click to add a new dog.

Find Dog – This button opens a screen that allows you to find a dog by registered name or registration number or armband # in the current event.

Change Owner (alt + O) – This button allows you to assign the current dog to another owner.

The new owner must be an exhibitor already listed in the program. If not, click the Add Owner button and add the exhibitor first. To return to the dog to change, click the Change Owner button and select the new owner. You may need to change the co-owner and the breeder (if it had been listed as Owner).

Next Dog (alt + X) – Moves to next dog for this exhibitor.

Previous Dog (alt + V) – Moves to prior dog for this exhibitor.

Show All – This button will show all dogs owned by the current exhibitor.

Show Active – This button will show only dogs owned by the current exhibitor that are marked as active.

Entered Trials – This button will show all trials entered by this dog.

Delete Dog – This button will delete the current dog from the program permanently. You cannot delete the dog if it was entered in a trial that has entries in your program.

Trial Entry

The current event ID, exhibitor name and AKC registration name will be listed on the screen.

The Date Received field will be filled in with the current date. This can be edited if the entry was received on a prior date.

Email To shows the exhibitor's email address by default. It can be changed to another email address if desired. Email confirmations can be sent either to the exhibitor or to the address listed here; this is set under Preferences.

Handler – If the dog will be handled by someone other than the owner, list the handler here.

Include the JH# if applicable (Jane Doe JH#12312312312).

Senior Handler – If the handler qualifies as a Senior Handler for club's prizes, check this box. Volunteer – Check the Volunteer check box if the exhibitor has offered to work.

The gray section contains the dog's entries.

Enter the Class name. Only those classes offered will be shown.

Enter the Jump, if applicable.

All button – Click this button to enter the dog in this class for all trials offered in this event.

If the class is not offered in all trial, only those where it is available will be marked.

Trial columns – An "X" signifies entry in a trial. Clicking the box will add or remove the "X". You can also type "X" to enter the dog in the trial. "WL" signifies that the dog was put on the waiting list (if available) for this trial. Clicking the box will remove the "WL". If room opens up in the trial, clicking the box twice will change the "WL" to "X". Delete button – Click this button to delete the dog from the current class.

Catalogs – Enter the number of catalogs ordered by this exhibitor.

Total - Dog – This shows the amount owed for this dog. This is a calculated value based on the entry fees. It can be edited if the calculation is incorrect.

Total - All – This shows the amount owed for all dogs owned by the exhibitor. This is a calculated value based on the total owed for all dogs owned by the exhibitor.

Amount Paid – This shows the amount paid for this dog only. It is calculated from the sum of all payments entered in the Payment Screen.

Status – This field allows you to write notes concerning this entry for your own reference.

Note on confirmation – This field allows you to add an additional note about this dog on the confirmation letter (this does not appear on the email confirmation sent from this form).

CC'd email address – allows you to send the confirmation to person in addition to the exhibitor.

Enter Payment Info (alt + P) – This button opens the payment screen for the current dog's entry. ONLY payments for this dog should be entered on this screen. If one check is sent for multiple dogs, put the appropriate amount from the check on each dog's payment screen. If a dog is withdrawn (bitch in season, judge change), the amount due as a refund can be entered on this screen, using the appropriate WD payment method as the Method category. These refunds appear on a separate financial report.

Email Exhibitor (alt + E) creates an email confirmation the entry for this dog. If you set your email preferences to open the email for editing, the email may be edited. The order of the information (by event or by day) is set on the Preferences screen, accessed from the Database Management menu. Emails can include only the current dog or all dogs owned by the current exhibitor or using the same email address; these settings are on the Preferences screen.

Show Multiple (alt + S) opens a form to assign a brace/team/pair number to the current dog's entry in a multiple dog entry class. This number is simply a counter to identify members of the same brace/team/pair (first brace dog entered is #1; his partner, when entered, will also be assigned #1). This is not the armband number. However, assigning this number is necessary for the program to assign armband numbers correctly to the multiple dog entry classes. If the number is not assigned, armbands for these classes will have to be assigned manually.

Change by Trial (alt + T) opens a form so that you can assign a handler or jump height by individual class/trial. You can mark dogs known to be absent or withdrawn on this screen as well.

Delete Entry – This button will delete the dog's entire entry from the current event.

Transfers

Transfers are done on the entry screen.

If the transfer is for the dog's first trial of the event, change the Class from the original class to the new class ("Transfer to . . .").

If the transfer is submitted after the dog has shown in the originally entered class, add a row for the new class ("Transfer to . . .") and check the trials in which the dog will show in the new class. Uncheck those trials for the original class, keeping only the trials where the dog has shown in that class.

The dog should retain the original armband # for the new class. The program will attempt to save the armband #, but you may need to update it in the View Armband Assignment screen. You always need to reset the running order counter after transfers are completed to put the transferred dog in the correct place in the class.

AKC Ineligible Dogs

This button displays the AKC list of ineligible dogs. The information can be downloaded from the Online Event Management section of the AKC's website if you have your club's login credentials.

Deposit Checks

This screen allows you to mark checks as deposited. All checks can be selected by clicking Select All (alt + S) or unchecked by clicking Unselect All (alt + U). The list of checks can be sorted by Paid By, Check # or Received Date. Clicking Deposit Checked (alt + D) will record the selected checks as deposited. Undo Deposit (alt + U) will delete the deposit date on all checks recorded.

Exhibitor / Dog Lists

Exhibitor List This button displays a list of exhibitors entered in the program. *Inactive Exhibitors* This button displays a list of exhibitors marked as inactive in the program.

Dog List This button displays a list of dogs entered in the program. *Inactive Dog* This button displays a list of dogs marked as inactive in the program.

Club Members This button displays a list of exhibitors marked in the program as club members.

Exhibitor List by Trial Entered This button displays a list of exhibitors entered in a specific trial.

Duplicates in Exhibitor

This button displays a list of exhibitors with the same mailing address.

Entering History – This screen shows all events entered by each exhibitor.

Exhibitor Mailings

This screen allows you to create a mailing list from all exhibitors in your program (for example, to send the premium list or a link for download).

Choose a group of exhibitors from the Choose Mailing List and whether only Active exhibitors will be selected. You are given the option of creating a new list or opening the last list created.

If you choose a group other than All Exhibitors, you must then choose the states, last trial entered, last year entered, and/or breed of dog as criteria for the exhibitor list. Click Get List to show the subset of exhibitors selected.

Premium Mailing List – shows the exhibitors selected.

Delete – This button allows you to delete specific exhibitors from your newly created mailing list. This does not delete the exhibitors from the program.

Select New (alt + N) – This button returns you to the original screen so that you can create a new mailing list.

Mailing Labels (alt + M) – This button displays the labels for printing. You can choose whether to create labels for all exhibitors or only those without email.

Email Addresses (alt + E) – This button displays the email addresses of all exhibitors with email. You can print or save this report as a rtf, html or pdf document. The rtf document can be opened in Word; the email addresses can be copied and pasted into an email message.

Send Mass Email (alt + S) – This button allows you to send a mass email to all exhibitors in your premium mailing list with email. You can attach up to 2 files to the email.

Delete Exhibitors by Year

This screen allows you to see all exhibitors who have not entered a trial since a specific year. You can then delete any of the exhibitors and their dogs from the program.

Secretary Return Address Labels

This displays return address labels for the secretary of the current trial.

Obedience Transfer Form

Opens the AKC Obedience Transfer form (pdf file).

Rally Transfer Form

Opens the AKC Rally Transfer form (pdf file).

AKC Trials Menu

Armbands

Assign Armband Numbers will allow you to choose the armband numbering scheme for the current event. Jump order is based on the settings on the Trial Information screen. After armband #s are assigned, you can edit individual numbers to separate dogs with the same handler.

Armbands #s should be assigned after closing (once all entries are in) but before any transfers have been done. The armband #s are assigned randomly (within jump heights for classes with jumps).

Same Armband # All Trial – Each dog will have the same armband # for all trials in the cluster. This allows you to have a combined catalog with all trials entered listed with the dog's name.

Different Armband # Each Trial – Each dog will have a different armband # for each trial. This requires a separate catalog for each trial.

By set start # – Armband assignment for each class will start with the number set in the Trial Information menu / Classes. If you are assigning the same armband # for all trials, each trial must have the same starting number for each class.

By 100's – Armband assignment for each class will start with the next increment of 100.

By 50's – Armband assignment for each class will start with the next increment of 50.

Consecutive – Armband assignment will run consecutively from one class to the next.

Assign OB/UB dogs the same number – Dogs entered in Open B and Utility A or B will have the same armband # for both classes. This will make calculation of HC simpler, and most exhibitors prefer having the same number.

Assign armbands in breed height order – This will create a jump-like order for sits and downs, so that dogs are more likely to be next to a dog similar in size.

Assign Rally Advanced B/Excellent B/Master dogs same armband number – Dogs entered in Advanced B, Excellent B and Master will have the same armband # for all classes. This will make calculation of HC/HTQ simpler, and most exhibitors prefer having the same number.

Assign #s – This will assign armband numbers based on the selections made.

View #s – This opens the View Armband Assignment screen.

Reset #s – This button will reset armband numbers to 0.

View Armband Assignment will display a listing of all runs in the current event with the trial, class, jump height, armband # and running order. The running order numbers will not be set until you click the Set RO button. The armband # and running order can be changed if needed to move dogs.

Get Entries will select the entries for the criteria chosen in the Day, Trial, and Class dropdown lists.

Set RO – This button will assign the running order (RO) value for each entry. The running order value determines the order in which the dogs show. Since classes can be run forward or backward with regard to armband # and can start at any armband #, the running order value is used to put the dogs in the correct order for each class/trial. If you change a dog's armband #, you must click the Set RO button to re-assign those

values. You can also change the running order value to move dogs without changing the dog's armband #.

Transfers will be assigned a running order value based on the selections made on the Preferences – Miscellaneous tab. Transfers can be put in jump height order or not and can be put at the beginning or the end of the class/jump.

Show All – This button will display all entries in the current trial.

Without Armband #s – This button will display any entries that were not assigned numbers. It is possible that the armband assignment algorithm will be unable to assign a number. You can manually assign that run a number if necessary. If you have changed a dog's entry for a transfer prior to assigning armband #s, that dog will not get an armband #.

List of Dogs by Armband

Choose from a variety of report to display dogs by class or owner. There are also labels that can be used to sort armbands by exhibitor for general checkin.

Dogs without Armband #s

Displays any runs not assigned a number.

Handler Conflicts

Displays any handlers that have more than one dog entered in any one class.

Print Armbands

Armbands can be printed for Obedience, Rally or both, or for a specific dog (by armband #).

Armbands – 3" x 8.5" – Prints 3 armbands per page that can be printed on card stock and cut. You have the option of printing armbands in numerical order (101, 102, 103, . . .) or staggered so that a bulk cut of the armbands will result in the correct numerical order.

Armbands – 3" x 8.5" Word – Automatically opens Word and prints 3 armbands per page that can be printed on card stock and cut. You have the option of printing armbands in numerical order (101, 102, 103, . . .) or staggered so that a bulk cut of the armbands will result in the correct numerical order. Armbands printed in Word have a larger font size.

Armbands – Postcard 5.5" x 4.25" – Prints 4 armbands per page that can be printed on card stock and cut. You have the option of printing armbands in numerical order (101, 102, 103, . . .) or staggered so that a bulk cut of the armbands will result in the correct numerical order.

Armbands – Postcard 5.5" x 4.25" Word – Automatically opens Word and prints 4 armbands per page that can be printed on card stock and cut. You have the option of printing armbands in numerical order (101, 102, 103, . . .) or staggered so that a bulk cut of the armbands will result in the correct numerical order. Armbands printed in Word have a larger font size.

Armbands – 2" x 4" labels

Counts / Judging Schedule

Offered Classes and Judging Assignment

View list of classes marked as offered in this event and the judges assigned to them.

Counts

Entry Counts by Class

Entry Counts by Judge

Judging Load (Hours) – by Trial and by Day, with or without WL'd entries (in hours and fraction of hour)

Count of Breeds

Count of Breeds by Class

Ring Assignment

Allows you to assign ring numbers and start times for each class. This information is printed in the judging schedule, the judges' books and the ring steward sheets.

Start times should be entered for every class, including those starting after 12:00 pm. The start time is used to list the classes in the correct order. Those classes starting after 12:00 pm will display "To follow" instead of the entered start time on the judging schedule.

For Open B/Preferred Open classes that are combined (same judge) and Utility B/Preferred Utility classes that are combined (same judge), you must put the same start time and same order value for both classes.

For classes that will share a walkthrough (Rally A/B classes, Beginner Novice A/B), put the same start time but use sequential order values (eg Rally Novice B is 1, Rally Novice A is 2) to list them in the correct sequence.

In calculating class start times, you will need to add additional time for walkthroughs, course changes and lunch breaks while also considering the judge's pace and likelihood of absent dogs (particularly on the final day of a weekend). For afternoon trials, you can select whether all class start times show or only the first class time is shown under Database Maintenance – Preferences.

Judging Times – Lists the judges' load in time (hours:minutes). This is a good check that your start times are appropriate.

Show Times by Class/Dog – Lists the approximate time each dog will show in class order.

Show Times by Handler/Dog – Lists the approximate time each dog will show by handler.

Judging Schedule – Several versions are available with different layouts, based on the number of days and how judges are assigned to rings.

Trial Correspondence

Confirmation letters are created for each exhibitor, listing their entry information, classes, jump heights, armband #s, and trials entered. The initial text of the letter is set on the Final Confirmation screen of the Trial Information screen.

Confirmation Letters displays letters for each exhibitor to be printed. If needed, you can select only one exhibitor using the Owner dropdown. You can also print specific letters by printing by page number. Letters are formatted for window envelopes.

This menu also includes reports showing exhibitors requesting a paper confirmation and those not sent an email confirmation.

Exhibitors will need to be sent paper confirmations if the exhibitor does not have an email address or the Use Email box on the Exhibitor screen (next to email address) is not checked.

Confirmation Letter Mailing Labels displays labels to mail letters.

Email Confirmations allows you to email the confirmation letters to all exhibitors as individual pdf file attachments and may include up to two additional files (eg, judging schedule). The exhibitor must have an email address and the Use Email check box must be checked. If you only need to send an email to one exhibitor (eg, a revised confirmation), you can select that exhibitor in the Select dropdown.

Send Emails automatically creates the emails with attachments.

Create Letters creates the pdf file for each exhibitor and saves it in the program folder; you can then use any email program to create each email and attach the file. If your email program is unable to send the letters automatically, you can manually send the pdf files created by Create Letters.

You can set preferences for this function in the Preferences form.

Judges' letters are created for all judges (one for each), listing their judging assignment: classes, counts, ring and start time. The initial text of the Judge's letter is set on the Final Confirmation screen of the Trial Information screen.

Judges' Letters displays letters for each judge showing the judging assignment and entry count.

Email Judges' Letters allows you to email the judges letters as individual pdf files, with up to two additional files. The judge must have an email address entered in the program.

List of Dogs by Judge shows the entry information for pre-filling judges' worksheets. This can be saved as a pdf and attached to the judges' letters.

Judges' Mailing Labels displays address labels for the judges.

Send Email to Exhibitors (blank) allows you to send a mass email to exhibitors entered in the current event, with up to 2 attachments. You can choose to send to all exhibitors or to only those in obedience or in rally.

Catalogs

Options for catalogs can be set on the Preferences screen.

Full size catalog options

Scorekeeper catalog – full size, one jump height per page, suitable for submission to the AKC

Marked catalog – full size, one jump height per page, suitable for submission to the AKC

Combined catalog for 2 trial event

Combined catalog for 2 or more trials

Marked combined catalog

Exhibitor List

Exhibitor List with Armband #

Dog List

Catalog cover pages

Half size catalog options

Combined catalog

Combined catalog for 2 trials

Single trial catalog

Word versions of catalog (all editing)

Marked single trial catalog

Marked combined catalog

Exhibitor List

Exhibitor List with Armband #

Dog List

With each catalog style, you have the option of including the owner's address, dog's call name, and the other classes entered for each dog. Options are set in the Preferences form. You can also choose to include space for transfer in the scorekeeper's version.

Ring Steward

Ring Steward options include

Full sheet (10 pt) – portrait orientation

Full sheet (large font) – landscape orientation

Full sheet (large font) for 11x17 – designed to print on 11x17 paper, requires 160% enlargement

Running order – List of dogs in running order by ring with handler and jump

Ring Steward Board labels – can be printed on standard Post-It notes to use as ring steward board

List of dogs by Ring/Class/Breed – List of dogs by breed with jump; suitable for table steward to use in place of catalog for check-in

Results

Score Reports – Blank – List of eligible dogs for each type of report

Score Reports – Marked – List of dogs in order by score for each type of report

Awards Based on Dog's Titles – Can be used for special awards offered by club. Select the criteria to get the list of dogs eligible

Get Scores by Armband # – Can be used for special awards offered by club.

AKC HIT/HC Run-off (AKC worksheet)

AKC Rally HC/HTQ Run-off (AKC worksheet)

Regional Qualifier Results – This will print results for each day of the Regional qualifier. Dogs must show in both classes each trial to be listed. Trials are marked as part of the Regional on the Trial Information screen.

Exhibitors' Results Letters prints letters for each exhibitor with results from trial.

Email Exhibitors' Results creates a pdf file for each exhibitor of the results letter, with up to two additional files. The exhibitor must have an email address and the Use Email check box must be checked. Send Emails automatically creates the emails with attachments. Create Letters creates the pdf file for each exhibitor and saves it in the program folder; you can then use any email program to create each email and attach the file.

Ribbons

Blank labels – 30 labels for each judge; class, armband #, score and place must be written in Placement only labels – labels for each placement for each class.

Marked labels – completely marked labels for each class.

Ribbons required – number of placement ribbons required based on entry counts.

Ribbons awarded – number of ribbons awarded based on results entered into program.

Judges Books

Judges books and covers are available in half and full size. Combined B and Preferred class judge books must be printed separately.

Judges book covers
Obedience Judges book
Rally Judges book
Rally Judges worksheets
List of Rally entries by class with breed

Trial Reports

Entry Reports include
List of Entries – All information that is on the entry form
List of Entries – Entry Info only (classes entered)
Entries by Date Received
Status Listing – Information entered in the Status box of the program's entry form
Waiting list by Date
Waiting list by Judge
Waiting list by Owner
Move-ups
Junior Handlers
Volunteers
Exhibitors' Names and Email Addresses
Exhibitor Email Addresses
Exhibitor Mailing Labels
Financial Reports include
Financial report
Financial report – By check
Overpayments – Refund due to exhibitor who overpaid
Monies Due report
Refunds (Bitch in season, judge change) – Refund for withdrawn dogs (after closing)
Refunds for Pulled Dogs
Orphan Payments – report of payments for dogs no longer entered
Mismatch in Revenue – discrepancy in amount owed vs paid
Obedience Recording Fees
Rally Recording Fees
Catalog Orders
Deposit Report
Deposit Slip

Trial Summary reports include
Trial Summary
AKC Obedience Trial Report – Secretary report of trial
AKC Rally Trial Report – Secretary report of trial

Computer Scoring

Score Form allows you to access the score form by trial and class. If scores are entered into the program, marked catalogs, marked result sheets, HIT/HC/HTC reports, and results letters for exhibitors can be printed.

Obedience/Rally Scoresheets

Get Entries selects the class based on the Day/Trial and Class chosen.

Score information must be entered for every dog.

NOTE: You should tab completely through each box on each row. Once the "+" box has been exited, the program will determine whether the class is complete, determine placements, and calculate HIT/HC/HTQ for any trial that has finished.

Use ABS for dogs that are absent; use WD for bitches in season or dogs withdrawn for a judging change; use EXC for dogs excused by the judge; use DQ for dogs disqualified by the judge. EXC and DQ will require a reason; the information you enter will print in the catalog. For WD dogs, you can enter the refund due to the exhibitor in the dog's entry screen – payments screen.

Dogs that do not qualify should have 0 entered as the score.

For non-regular classes (classes that have no qualifying criteria), you MUST enter a score greater than 0. That is how the program sees that dog as scored.

Once all scores are entered, the program will automatically assign placements based on the scores. Winners of run-offs should have the appropriate number of "+" signs entered. If the regular classes are scored, it will calculate HIT/HC/HTQ.

Print JH will print a Junior Handler Certification for the current dog/handler.

Print Labels prints marked ribbon labels for the class.

View Results displays the results for the current class, which can then be printed..

Reset Placements allows you to correct placements after correcting a score.

Regional Qualifier – Run offs – This screen allows you to mark the results of a run-off for a Regional Qualifier.

Delete Scores allows you to delete scores by day/trial and class.

Database Maintenance Menu

Preferences

Email – Choose the email program you want to use for all your email correspondence. If you use Outlook or your computer's default email program, you can choose to have the email open for editing; otherwise, the email will be created and stored in your Outbox or immediately sent, based on your email program's settings.

Initial Confirmation – Set up for email confirmation that entry has been received. Entry information can be listed by Class, then Trial Day or by Trial Day, then Class. Other options for sending email confirmations:

Send email to Email To address on entry form – This sends the email to the address listed on the entry screen (not the address listed for the owner unless it is the same).

Send copy to Secretary as BCC – Checking this will BCC the trial secretary on all email confirmations.

Warn if email confirmation not sent – Checking this will cause a reminder window to open if you do not send an email before closing the entry screen.

Combine all of exhibitor's dogs in email – Checking this will create one email for all dogs owner by the exhibitor, or if using the Email To box, to all dogs with the same Email To address.

List handler in email – Checking this will list the handler for each class entered.

Final Confirmation – Set up for email of final confirmation letters. If the logo is included on the letter, the email process is much slower and the resulting file is larger.

Send email to Email To address on entry form – This sends the email to the address listed on the entry screen (not the address listed for the owner unless it is the same).

Include club logo on confirmation – Checking this includes the club (or AKC) logo on the confirmation letters.

Send copy to Secretary as BCC – Checking this will BCC the trial secretary on all email confirmations

Catalog – Options are to include the exhibitors' addresses with each entry (if not checked, an Exhibitor List must be included with the marked catalog sent to the AKC); to include the other classes entered for each dog with each entry; to include space for Transfers in the Scorekeeper's catalog; and whether to use dog/bitch or male/female for sex.

Miscellaneous – Options include whether transfers are first or last and whether they are put within the correct jump height; whether to show all start times for an afternoon trial; the size of the envelopes you print from the exhibitor screen; screen scaling and the backup location for your data file.

Edit Breed List

This screen displays all breeds entered in the program.

The breed abbreviation is used in reports where limited space is available for the breed name.

AKC Group Code – This button opens a screen that lists the letter prefix used in AKC Registration Numbers based on the breed group. This information is used to determine whether an entered AKC Registration Number in the dog's information is valid with respect to the letter prefix. You can add or edit the letters listed.

Edit Payment Method

This screen displays payment methods available in the program. You can add new methods as needed – eg, Paypal or coupons.

OTCH Point Schedule

This screen displays the current OTCH Point Schedule.

Delete Finished Trial

This button deletes the entry information from the program for a trial that has been completed. It does not delete the trial information or the exhibitors or dogs entered. It is not necessary or recommended that trials be deleted unless the program has become large (over 100 events).

Relink Data File

This button allows you to relink the ObedienceData.accde file to the program. This function may be necessary if the files are moved to another folder or computer.

Compact / Backup Database

This function compacts and makes a backup copy of the ObedienceData.accde file, the file that stores all your trial and entry information.

Send Data File to Lab Tested Databases

This function allows you to create a backup copy of the data file and send it by email to Lab Tested Databases for updates.

Manual This opens the manual (pdf file).

TVKC Step by Step Instructions

Submit trial application online by using AKC Online Management System. Print Event Report & Judge Report to use in developing premium list. Make opening date 5 weeks prior to the trial at 8am, closing date is 2 weeks prior to the trial on a Friday at 8pm.

Prepare premium list – using master template, update trial specific items (read the premium word for word to ensure all information is accurate. Coordinate ring schedule and ascending / descending with Trial Chair.

Distribute premium list – three days prior to opening date, email premium & entry form to AKC (rallypremiums@akc.org), the judge, and all previous exhibitors using Obedience Solutions. Also, send a copy to the TVKC Electronic Communications Director (tvkceleccomm@gmail.com) to send out to the membership and post on the Facebook Alaska Dog Shows and Alaska Performance Dogs pages.

Opening day – receive entries via email. Proof entry for correct and complete, calculate fees, email exhibitor to go pay fees online (<https://tananavalleykennelclub.com/events/rally-trial-entry-payment/>).

Enter dogs in trial – see above instructions for Obedience Solutions. Email exhibitor preliminary confirmation.

One week prior to closing – email exhibitors to remind them to get entries in.

Closing date – finish entries. Prepare the following reports in Obedience Solutions.

Armband numbers – Assign armband numbers, view armband numbers to separate multiple dog entries. Print armband numbers on 2 X 4 label sheets. Currently, the program prints one armband per dog per class per trial. I have requested that the program be modified to print one armband per dog per trial to save on stickers.

Counts - Entry Counts by Class – print copy for Trial Chair, Trial Secretary, Trial Super. Use report to prepare ribbon labels.

Ring Assignment – Edit for ring number, approximate start time, and class order. Coordinate with Trial Chair for ring order and height ascending or descending (needs to be in premium list).

Judging Schedule - Judging program One Judge per Ring – **Not later than one week prior** to trial start date, email to exhibitors, the judge and AKC at rallypremiums@akc.org.

Trial Correspondence – Email Confirmations – program will email all entered exhibitors.

Judges Letter – save as .pdf, email to judge.

Ring Steward Boards – Running Order – Print one for Trial Chair, Trial Secretary, Table Chair, Gate Steward, Trial Super.

Results - Ribbons – Placement Only Labels – Print on 30/pg label paper

Ribbons – count number of entries, print Q ribbon labels from file.

Judges Books – Rally Judges Book Cover (full) – Print set for each trial

Rally Judges Book (full) – Print set for each trial – Take to copier, make 3 part sets for each page. Compile book with cover, staple.

Rally Worksheets (half) – Print set for each trial

Catalog – Catalog – Combined Trials – Edit cover and pages as needed. Ensure that trial numbers are updated. Leave extra room at the end of the class for moveups. Print 10 copies.

Exhibitor List with armband # - Print 10 copies, staple behind classes in catalog. Print 10 copies of AKC Code of Sportsmanship, use as back cover to catalog.

High Combined / High Triple Worksheet – prepare per entries. Print 2 copies

Trial Reports – Financial Report – Deposit Report – Print 2 copies, one to Trial Chair, one to Trial Super.

Trial Summary – Trial Summary – Print 2, One to Trial Char, one to Trial Super

Rally Trial Report – Print 1, to Trial Secretary.

One week prior – Receive trial packet from Trial Super.

Using Trial Schedule, and ribbon labels, attach the ribbon labels to the back of the ribbon (avoid the card stock so the exhibitor can peel it off for their results book)

Put armband stickers on the card stock, sort by exhibitor.

Gather needed supplies, pens, rubber bands, paper clips, stapler, etc.

If provided by the judge, prepare the score sheets by writing in class, armband number, breed and jump height. Sort by armband number. If using TVKC copies, cut and sort by running order.

Receive and print course maps from judge, one per exhibitor class. Do NOT release Trial 2 and Trial 3 copies until one hour prior to trial start.

Trial Day –

Be at the trial at least an hour prior to the trial start.

Lay out armbands and course maps for exhibitors

Give trial score sheets and judge books to Table Secretary.

Set out ribbons for the day

Give Gate Steward the Running Order to prepare the ring board

As classes are completed, mark the catalog (1 per trial to AKC, 1 per trial to Judge, 1 per trial to club).

If an exhibitor does a moveup form, write in the armband number for the new class in the appropriate judge book, mark the previous class as “M/U” in the time section of the score line.

At end of trial day, separate the judge book into AKC copy, Judge copy, Club copy. Prepare Rally Trial Secretary Report, get check for recording fees from Trial Chair. Give judge their copy, place AKC copy in mailing envelope.