GUIDE TO USING K9 ENTRIES FOR SCENT WORK TRIALS
Developed on behalf of Pine Rivers Dog Training Club

9 March 2021

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PREAMBLE

K9 Entries has been a great boon for Trial Secretaries and has made their lives so much easier. There is a detailed suite of instructions with screen shots under K9 Entries -> Using K9 Entries in the top menu bar.

Below is a simplified 'dummies guide', specific to using K9 Entries for Scent Work trials, developed on the basis of our Club's experience in using K9 Entries for other disciplines and on a test basis for some judges' training events.   For some functions there are a couple of options (eg via the individual class or an overall action for the entire trial). Any feedback on the document, to assist with fine tuning, would be welcome.

9 March 2021

SUMMARY

Task/Function	Key steps
Access	Contact Alison - k9entries@gmail.com
Setting up your club	Applies only if the Club does not already use K9 Entries.
	Log in -> Competitions/Shows -> Admin -> Maintain Clubs
Opening K9 Entries	Log in -> Competitions/Shows -> Admin -> Maintain Competitions
Set up trial	Edit Comp (overall set up) AND Schedule (to set up each class)
Entries	Entrants -> Submit Entry
Amend entry details (handler or dog details, class etc)	Entrants -> Entrant Maintenance
Monitor entries	Edit Comp (scroll to bottom of page) – overview of numbers; Entrants -> Entrant Maintenance (details of individual entries)
Communication with competitors	Entrants -> Send Email or Send SMS (for broadcast emails to all competitors); OR
	Entrants -> Download Entrants Contact List or Entrants -> Download Entries Data (for individual competitors' contact details)
Payments	Entrants -> Payment Status List
Running order	Edit Comp – scroll to bottom of page for classes/Elements -> Edit Running Order for the relevant class; OR
	Pre-Competition -> All Dogs -> Allocate Cat Nums
Catalogue	Pre Competition -> Catalogue
Individual Score Sheets	Edit Comp – scroll down to classes/Elements -> Download **Individual** Scoresheets for the relevant class
Combined Results Sheets	Edit Comp – scroll down to classes/Elements -> Download Scoresheets for the relevant class; OR
	Pre-Competition -> Download Scoresheets

Competitor numbers and labels	Pre-Competition -> All Dogs -> Exhibitor Numbers OR Exhibitor labels
Registration – competitor list	Entrants -> Download Entries Data (and edit data to simplify)
Attendance register (eg for Covid plan purposes)	Entrants -> Download Attendance Register
Qualifying Certificates	Edit Comp -> scroll down to classes/Elements; -> relevant class/Element (heading on the left of the screen) -> Generate Cards OR Pre-Trial Cards
Results entry	Edit Comps -> scroll down to classes/Elements; -> relevant class/Element (heading on the left of the screen) -> enter times, tick WD/ABS/NQ/DQ/Q. Places generated automatically. Change Class Status.
Reports to Member Body	Post-Competition -> select required report

DETAILS

1. Getting started

Log in with your password. If necessary contact Alison (k9entries@gmail.com) to arrange access to the system for the Trial Secretary.

- Click on confirm.

- Hover over Competitions/Shows

- At the foot of that menu item, hover over Admin, then

- Click on Maintain Competitions and select the relevant trial.

2. Club details

If your club has not previously used K9 Entries, you will need first to select 'Maintain Clubs' and set up the club's details, including account details for payment of entry fees.

3. Trial details

If you want to, you can set up a test event, in which you can 'play' to become familiar with how the system works, or you may find that there is a test trial already populated when you are given access to the system.

When setting up a trial, hover over Admin, click on Add Competition and fill in the details on the **Edit Comp page**. It is preferable not to click on 'publish details' until all the fields have been set up, including payment options. (To have multiple payment options, use the Control key and highlight available options). Click on Save.

For subsequent log-ins, click on the relevant trial and proceed from there.

You also need to create a **Schedule** in which you create a separate 'page' for each class/Element. Again fill in all the details for your club's trial. Note: Only tick the last 3 items if they apply to your event.

Once all fields have been completed and you are happy to start accepting entries, tick 'publish details', then Save.

4. Entries

Hopefully most competitors will enter online, but if necessary you can enter paper-based entries received by clicking on Entrants -> Submit Entry and completing all the details, including an indication of payment of the correct entry fee (it will not accept the entry without this). Then at the foot of the screen, submit.

When adding the handler's name, it is usually easiest just to type their surname or membership number (of the relevant Member Body) in the box that appears near the top of the screen. If they have been entered on K9 Entries previously, those details will come up in the list from which you can select; be careful if there is more than one entrant with the same name – check the registration number to ensure you select the correct person.

Likewise, as you type in the dog's name, options will come up, or you can type in the dog's registration number and its details will populate.

A limited range of class options comes up, according to the details of the dog's previous qualifications. For example, if a dog has SWN recorded on K9 Entries, then SWE will not be available as an option for entry; the dog's qualifications would need to be updated to include its SWA before SWE will appear as an option.

In the Entrant Maintenance screen –

• If any of the handler or dog details need to be amended: click on the handler's or dog's name and you can edit accordingly.

• If the entry needs to be amended (eg the dog has gained a lower level title and is now eligible for the next class): click on the green 'pen' to the right of the competitor's details to open the entry screen and make the necessary amendments. As mentioned above, the dog's titles may need to be updated before adding/changing to a higher class level.

5. Monitoring entries

Once the competition has been set up and details published, competitors can enter (and, as trial secretary, you can enter any paper-based entries you receive).

• You can review the overall status on the 'Edit Comp' page, which will show the entries by class/Element (scroll down to the foot of the page, past the competition details).

• You can review individual entries by clicking on 'Entrants' -> Entrant Maintenance.

6. Communications with competitors

You can send broadcast emails to all competitors through Entrants -> Send Email or Send SMS. You can also access individual competitors' details through Entrants -> Download Entrants Contact List or Entrants -> Download Entries Data.

7. Payments

Check payments (eg against club bank statements) and record them on Entrants -> Payment Status List by clicking in the 'Paid' box against their name/their dog's name; then click 'Update'.   Those that have not been ticked on this list will show in red on the catalogue. If you want your club Treasurer to do this task, contact Alison (k9entries@gmail.com) to arrange access.

8. Adding a class

If you need to add another class (eg because of the number of entries), go back to **Schedule** and create an additional set of data for that class.

9. Running order

After the closing date you can start to prepare running orders etc. On the front (Edit Comp) page, scroll down to the foot of the page and click on 'edit running order' for the relevant Element/class. You can manually move them up and down in the order by putting a number in the 'Catalogue Num' column; alternatively you can do it via Pre-Competition -> All Dogs -> Allocate Cat Nums.

If you have competitors with dogs in multiple classes/Elements running concurrently, it is helpful to do a sort using Entrants -> Download Entries Data. That produces a spreadsheet from which you can delete irrelevant columns and just end up with ring number and/or judge's name, event (ie class/Element) number, handler surname and first name, dog's name and running order (which will initially be blank). Then you can sort them by handler name and then sort that by ring number/judge's name. That can help to work out spacing between their dogs/searches. After allocating numbers you can do a further check by running the same report, deleting fields again, but then sorting on running order to make sure that handlers have sufficient time between rings etc.

In the scenario of competitors with dogs in multiple classes/Elements running concurrently, you can also email competitors (Entrants -> Send Email) inviting those with multiple dogs to let you know if they have a preference of which dog to run first etc.   That is not essential – just an extra courtesy to competitors.

Finalise the running orders for every class and then 'allocate catalogue numbers' under Pre-Competition -> All Dogs; or just do it manually within the relevant class/Element, changing both the first and second columns.

If you allocate catalogue numbers and then subsequently need to change the order, go back and click on 'clear catalogue numbers' (again under 'All Dogs') and then re-allocate them when you have finished making the changes.

You can review the catalogue progressively via Pre Comp ->Catalogue.   The red entries highlight those for which payment not been recorded (see above).

10. Visible to competitors

You will have ticked 'Ready to Publish' on the Edit Comp page to make it accessible to competitors. When starting to work on class/Element running orders, you may wish to untick that field, and then re-tick it once you are happy for the running order to be published, though you may still make further changes.

11. Catalogue

You can review the catalogue as an alternative overview of progress by going to Pre Comp -> Catalogue. You can produce the catalogue using the pdf version, but need to add the covering sheets which you prepare separately. A sample is attached. It is important to include the information about the trial precinct so that the Trial Manager has the capacity to manage the entire area (including carparking and staging areas).

Alternatively, you can use the Word version of the catalogue and adapt it to your needs.

12. Scoresheets

Download scoresheets for each class by clicking on 'Download **Individual** Scoresheets' on the front (Edit Comp) page. This produces a pdf for you to print off, with individual scoresheets being provided for all competitors in each class. These ultimately need to go in the judge's folder for each ring/class/Element.

There is also a combined score sheet on which the steward enters the final score for all competitors; this is produced by clicking on 'Download Scoresheet' for each class. Alternatively you can access it for all classes by going to Pre-Competition -> Download Scoresheets.

13. Registration, competitor numbers and envelopes

For **competitors' numbers**: Go into Pre-Competition -> All Dogs. Then select Exhibitor Numbers and Exhibitor labels. These will each be downloaded in a pdf for printing.

For **registration,** go to Entrants -> Download Entries Data. This provides an Excel spreadsheet with all the data about the entries. Delete unnecessary columns so that you just end up with owner, dog, class/Element and judge and 'shuffle' the columns to put them in that order, then sort (highlight all) A to Z on the 'owner' field.

From this list you can mark off attendances and, at the end of registration, make off absentees on the catalogues for each ring. For a large trial with multiple classes/Elements, this makes it easier than using the catalogue, finding the class (turning pages upside down etc if they're printed back and front), and marking off attendees on that. For a smaller trial, just using the catalogue would suffice.

14. Attendance register

There is a field on the competition listing which only appears on the day of the trial and which enables competitors, stewards/ volunteers – indeed any one attending the trial - to sign in (eg for Covid plan purposes). The list of those who have registered in this way can be found at Entrants -> Download Attendance Register.

15. Printing qualification certificates before the trial

If you wish, you can print blank qualie cards before the trial. Having these already printed does result in some wastage, but it can reduce stress on the Trial Secretary at the trial itself, particularly if you have questionable internet connectivity at the trial venue.

Whether done early or at the trial, go to Edit Comps -> scroll down to the classes/Elements. Click on the relevant class/Element (heading on the left of the screen), then click on 'pre-trial cards' and a pdf

will appear at the foot of the screen; you can print those off and have them sorted into folders for each class/Element.

16. Judges' and stewards' folders

For each class/Element there should be –

- for each **judge**, a folder on which is appended a copy of the catalogue (with absentees marked), and individual score sheets. If the judge is judging more than one class/Element, it is best to have separate folders for each, or at least to have a coloured/named divider between score sheets to indicate the commencement of a new class/Element;

- for **all stewards**, a copy of the catalogue (with absentees marked);

- for the **Score Steward**, the combined result sheet for that class/Element. For this, go to the Edit Comp page, scroll down to the list of classes, and click on 'Download Scoresheet'.

The Official Timer should also, of course, have a stop watch to one-hundredth of a second.

17. Results

It is up to the Trial Secretary (having regard to factors such as the number of helpers, internet access etc) whether the results are entered progressively as they become available, or the next day etc.

Go to Edit Comp -> scroll down and click on the relevant class/Element (left of screen) and it will bring up all the competitors (in catalogue order). You then need to enter the time and faults for each competitor, and whether the result was NQ, DQ or Pass/Q (tick the relevant box). If the judge has entered any comments, these can be entered by clicking on the 'Comments' box against the relevant competitor.

Time needs to be recorded to one-hundredth of a second. Rather than minutes, seconds and hundredths of a second, treat a minute as 60 seconds. Thus a time of 2 minutes 13.16 seconds is recorded as 73.16.

Although it will auto-fill if Qualified, you nevertheless need to check this against the judge's notation, and you will need to tick NQ or DQ. For absentees/withdrawals, tick the box in the very left hand column on that screen.   The system will then allocate placings (see 'PL' column to the left of the screen); again check this against the placings annotated on the combined results sheet.

The system will also produce a list of placegetters ('results report') and qualifying certificates ('generate cards') but you do not need to use this if you have already pre-printed the qualifying certificates.

When entering results, you also need to include –

- the search time limit (specified by the judge);

- the names of the Assembly Steward and Ring Steward; and

- the start and finish time for each class.

When the details have all been entered click on 'Class status' and change that to 'complete'.

The start and finish times for the entire trial (on the report to the Member Body) will be drawn from the details for each class, taking the earliest start and the latest finish time; this is automatic so you do not have to manually enter these details for the trial overall.

18. Finalisation of qualifying certificates

As results become available/classes and/or judging of classes is completed -

- You can remove the pre-printed certificates for competitors that have not qualified; it is preferable to put them aside, rather than to tear them up, just in case some error is later identified and they did in fact qualify. The printed certificates are of no value unless signed by the judge, so there is little risk involved with this process.

- For those that have qualified, the certificates should be placed in a folder with the score sheets and combined results sheet for the class/Element for signature, and later presentation, by the judge.

19. Reports to Member Body

Even if you have pre-printed the qualifying certificates, you still need to complete the result details in order to produce the reports required for the Member Body in your State/Territory.

The requirements may vary between States/Territories, but these will be available by clicking on Post-Competition ->:

- Trial Manager report

- Results report

- Fixture report (calculates surcharge if applicable)

- Any other reports required by the relevant Member Body.

20. Trial Secretary's checklist

(See also the Affiliate Guide adopted by your State/Territory Member Body)

Catalogues – It depends on the affiliate whether they supply catalogues for competitors. In addition, there should be sufficient to provide up to 5 for each ring plus 1 for Trial Manager plus a few spares

Registration list by surname of competitor – use 'entries data' list and modify to include just surname, first name, dog's name, dog's class/Element, and sex (for checking entire bitches)

Envelopes labelled with competitors' surnames

Competitor number cards – placed in envelopes

Score sheets for every competitor in every ring/class/Element, placed in the judge's folder

Combined results sheets for every ring/class/Element, placed in the Score Steward's folder

Qualie cards pre-printed or capacity to print them at the trial

Trial Manager's report – it is usually best to have it signed at the trial.

<Cover sheet –
eg
Club name/logo

Nature of trial
(eg SW/Element)

Date and venue of trial >

<Club name/nature of trial/date/venue>

Vetting time:

Competitor briefing:

Starting time:

This trial is conducted under the rules of the <Member Body> and the ANKC Rules for the Conduct of Scent Work Trials. A copy of the rules is available for perusal from the Trial Secretary.

The trial precincts include the Club grounds and <u>car parks</u> adjacent to the grounds.

No barking or unsociable dogs are to be left unattended within the trial precincts.

Entry to and egress from the grounds and the adjacent car parks are to be <directions>.

Bitches in season are not permitted within the trial precincts.

All entire bitches on the ground must be inspected before entering the trial area. The Trial Manager may direct that any dog be inspected.

The route to each search area will be indicated by <details>. Competitors and any other visitors must adhere to specified traffic routes and must not move beyond those routes or view any search area.

<Any Covid-related arrangements/directions.>

The entry details as printed in this catalogue will be used on qualifying certificates. Please check that your catalogue entry is correct and let us know before the trial starts if any changes are needed.

Club President
Club Secretary
Trial Manager
Trial Secretary

Classes, judges and entries
<list class name, judge, number of entries>

Thanks to our stewards and other helpers. Without your support and contribution of time, it would be impossible for our Club to conduct this trial.