

# K9 Entries online System

Created by: Nikki Janetzki

Modified: 27 September 2014

The Agility Committee have been working with a new online system for submitting entries. Like any new system there is some setup required before you can start inputting your entries, so first you will need to:

- Create a Login
- Create your dogs

K9 Entries caters for a few different types of performance sports so make sure that you are using the ANKC one.

<http://www.k9entries.com/ankc/index.php>

If you have already created a Login and your Dogs then you can make sure you Log into the system using your Username and Password before submitting your entry – this will assist when you are then trying to pay.

This new system is still a work in progress to ‘Victoria-ise’ it so if you encounter any issues please be patient and we will address it as quickly as possible. More enhancements are expected later down the track to streamline things and to make to make it even easier to use.

Payments are processed slightly differently so please ensure you read the whole document.

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## Create a Sign-in

The information that you input as the 'First Name' and 'Surname' MUST match what is on your Dogs Victoria membership details.

### Create Sign-in

Please Note: If you have ever used this website to submit an entry, you will already have a sign-in. To access your sign-in, go to the [Reset Password](#) page and reset your password using your **email address**.

First Name:	<input type="text"/>
Surname:	<input type="text"/>
Registration Number:	<input type="text"/>
Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>
Club Represented:	Please Select... ▼
Username:	<input type="text"/>
Password:	<input type="password"/>
Junior Handler?:	<input type="checkbox"/>

Below are some examples of what you would put into the fields:

First Name	Surname
Ms NK	Janetzki
-	XYZ Kennels
Sam	Stevens & Sally Smith

Club Represented: Leave this blank as we have not set up all the Victorian clubs yet and for the State trial this is not needed.

User Name: This is what you will use later to login – so make sure it's something that you will remember like your Full Name (ie SallySmith) or Email address.

Once your login is created you can then create your dogs.

## Create your Dog/s

Make sure that you are logged into the system using your Username and Password – refer to section on 'Logging In', then go to the 'Members Area' to create your dogs.

HOME ABOUT COSTS ADVERTISING U

ANKC Online Entries

Submit Entry  
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Helpful Tips  
Change Password  
**Members Area**  
Admin  
Logout

### Welcome to K9 Entries - ANKC Version

K9 Entries manages competition entries to ANKC agility competitions.

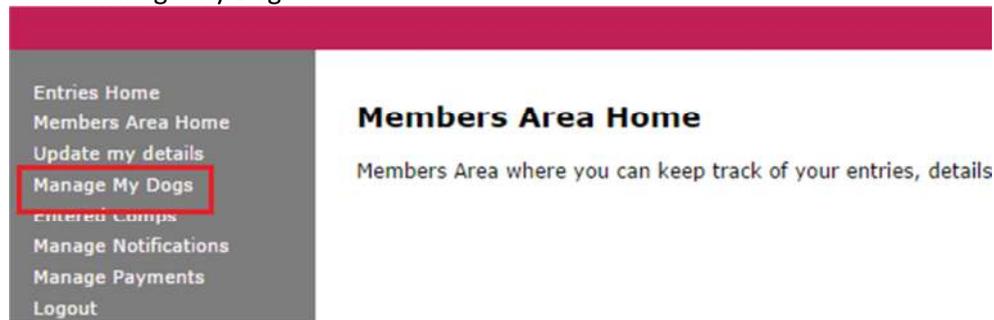
As a *Competitor* you can:

- Submit a new entry ^
- Modify or Withdraw an existing entry
- Download the current catalogue/running order for a competition \*
- Download the results for a competition

As a *Competition Secretary* you can:

- Create a new Competition
- Modify Running Orders of catalogues
- Check-in competitors

Then 'Manage My Dogs':



Members Area Home

Members Area where you can keep track of your entries, details

And then 'Add New Dog'

## Manage My Dogs

Add New Dog

Again make sure that you create the details exactly as per your dog's registration details.

### Edit Dog

Title prefix: *	<input type="text" value="Ch"/>
Kennel Name: *	<input type="text" value="Bellamarnie Torquem Up"/>
Title suffix: *	<input type="text" value="ADM JDM ADO JDO SPD HT"/>
Registration Number: *	<input type="text" value="3100164065"/>
Breed: *	<input type="text" value="Australian Shepherd"/>
Gender:	<input type="text" value="Female"/>
Date of Birth:	<input type="text" value="03/02/2006"/>
Height: *	<input type="text" value="500"/>

Save Cancel

Breed: Victorian regulations on entering competitions are very strict so whilst in the database there are X breeds listed, please ensure that if your dog is registered as an Associate that it is recorded accordingly. If your breed does not exist, please contact [n.janetzki@bigpond.com](mailto:n.janetzki@bigpond.com) so that this can be added.

Once all your dogs are entered then you can start entering competitions.

## Logging In

Before you start entering competitions make sure that you are logged into the K9 Entries system using your Username and Password, otherwise you may encounter issues trying to pay as you won't be able to find the 'Manage Payments' area.

Go to: <http://www.k9entries.com/ankc/> then click on 'User Login'

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Change Password  
Create Sign-in  
**User Login**

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As a *Competitor* you can:

- Submit a new entry ^
- Modify or Withdraw an existing entry
- Download the current catalogue/running order for a competition \*
- Download the results for a competition

As a *Competition Secretary* you can:

- Create a new Competition
- Modify Running Orders of catalogues
- Check-in competitors
- Download Scoresheets
- Download a Trial Managers Report
- Download all entries received for a competition (as entry forms)
- Send (Email) Notifications to entrants
- Download payment reports and update the payment status of entrants
- Enter results and generate clear round/qualifying round cards

Enter your Username and Password, and select 'Confirm'

ANKC Online Entries

Submit Entry  
Catalogue/Running Orders  
View Results  
Helpful Tips  
Change Password  
Create Sign-in  
User Login

### User Login

Username: NikkiJ

Password: \*\*\*\*\*

[Reset your password](#)

Confirm

## Entering Competitions

Make sure that you are logged into the K9 Entries system using your Username and Password before you start entering the competition. This will make payment easier later on. See section above on 'Logging In'

Go to the 'Entries Home' and then 'Submit Entry'. You will see a page where you can select all the items from the drop down boxes.

When you select any of the drop down boxes you can either scroll down or you can type your selection. Eg I typed 'Ms NK' and it located my details. NB: you need to type letters in succession otherwise they will be deemed as a new search.

### Entry Form

Club/Group Holding Competition:	DOGS Vic - DOGS Victoria State Trial (6/9/2014)		
Owners Name:	Ms NK	Janetzki	Ms NK Janetzki (310003877)
Owners ANKC Membership Number:	310003877		
Second Owners Name:			Please Select...
Second Owners ANKC Membership Number:			
Owner's Address:	PO Box 208		
Owner's Phone Number:	61403212226		
Owner's Email:	N.janetzki@bigpond.com		
Handler:	Ms NK	Janetzki	Please Select... <input checked="" type="checkbox"/> Copy First Owner
Handler's ANKC Membership Number:	310003877		
Club Represented:	Please Select...		
Dog's Kennel Name:	Bellamarnie Torquem Up		Bellamarnie Torquem Up (3100164065)
Dog's Title Prefix:	Ch		eg. 'Ag Ch400'
Dog's Title Suffix:	ADM JDM ADO JDO SPD HT		eg. 'ADM JDM'
Dog's Breed:	Australian Shepherd		Australian Shepherd
Dog's ANKC Number:	3100164065		
Dog's sex:	Female		
Dog's Date of Birth (dd/mm/yyyy):	3/2/2006		
Height (Obedience only):	0		
Height:	500		
Entry:	Please Select...		

Second Owners Name: Please leave this blank. As multiple owners are listed under the one Membership No, please do not fill in the second owners details – this should all be provided under the 'Owner Details'.

Handler Details – If the owner and the handler are the same then all you need to do is tick the box. However for separate handlers make sure that you put the First Name and Surname and their DOGS Victoria Membership No. If the owner and handler are the same but a clarification on who is handling then the Membership No would be the same. Examples are below:

Owner	Owner Membership	Handler First Name	Handler Surname	Handler Membership
Ms AJ Master	12345	Bob	Evans	54321
XYZ Kennels	99999	Kim	Kemp	99999
Sam Stevens & Sally Smith	45621	Sally	Smith	45621

Then if you scroll down you can select the classes you wish to enter from the drop-down boxes. Please note that classes that have a 'O' at the beginning just indicate that it is the only class being offered - as opposed to 'A. Masters Agility' and 'B. Masters Agility'.

Height:	500
Entry 1:	A . Masters Agility
Entry 2:	B . Masters Agility
Entry 3:	0 . Open Agility
Entry 4:	0 . Open Jumping
Entry 5:	Please Select...
Entry 6:	Please Select...
Entry 7:	Please Select...
Entry 8:	Please Select...
Entry 9:	Please Select...
Entry 10:	Please Select...
Entry Fees:	36
Order Catalogue?:	<input checked="" type="checkbox"/>
Other Fees (eg. camping):	0
Total Fees:	41
Payment Type:	 <input checked="" type="checkbox"/> The safer, easier way to pay.

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

Your total fees will be added up and then saved once you click on 'Submit'.

Note that when you submit your entries you can still edit them if you need to. So for example if you are still deciding whether to enter a class or not you can add it. However this must be done prior to you paying for your entries – once payment is made then changes can only be made by the Trial Manager. Refer to 'Editing Entries' if you need to do this.

When you are done you can download your entry form as confirmation or you can enter another dog. However please note that the 'Catalogue No' listed may or may not be the actual catalogue number you are allocated with on the day.

ANKC Online Entry

<ul style="list-style-type: none"> <li>Submit Entry</li> <li>Catalogue/Running Orders</li> <li>View Results</li> <li>Helpful Tips</li> <li>Change Password</li> <li>Members Area</li> <li>Admin</li> <li>Logout</li> </ul>	<h3 style="text-align: center; margin: 0;">Entry Confirmation</h3> <p style="text-align: center; margin: 0;">Congratulations!</p> <p style="text-align: center; margin: 0;">Your entry has been processed. Please download the entry form and keep for your re</p> <div style="text-align: center; margin: 10px 0;"> <input type="button" value="Download entry form"/> <input type="button" value="Enter another dog"/> </div>
--	---

Once all your dogs are entered and you are happy with your entries, you can now process your payment. Refer to section 'Pay for your Entries (PayPal)'.

### Strategic Pairs

When you enter a Strategic Pairs class then you will see another section at the bottom.

<b>Details of Pairs Partner</b>				<input type="button" value="Find Partner"/>
Owner	<input type="text"/>	<input type="text"/>	Owners ANKC Number	<input type="text"/> <input type="button" value="Please Select..."/>
Dogs Name	<input type="text"/>	<input type="text"/>	Dogs ANKC Number	<input type="text"/> <input type="button" value="Please Select..."/>

If your partner is already entered into the system then you can select then from the drop down boxes. If they are not then don't panic, when your partner processes their entries – inputting you and your dog as their partner, then your entry will automatically be updated.

Don't click on the 'Find Partner' as this is not designed to find the partners name but rather locate someone that doesn't have a partner.

## Pay for your Entries (PayPal)

Make sure that you are logged into the K9 Entries system using your Username and Password before you try to make your payment otherwise you will not be able to find the 'Members Area' or 'Manage Payments'. See section above on 'Logging In'.

Once you are logged in you will then need to go to the 'Members Area'

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As a *Competitor* you can:

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- Modify or Withdraw an existing entry
- Download the current catalogue/running order for a competition \*
- Download the results for a competition

As a *Competition Secretary* you can:

- Create a new Competition
- Modify Running Orders of catalogues
- Check-in competitors

and then 'Manage Payments'.

ANKC Online Entries

Entries Home  
Members Area Home  
Update my details  
Manage My Dogs  
Entered Comps  
Manage Notifications  
**Manage Payments**  
Logout

### Members Area Home

Members Area where you can keep track of your entries, details, etc.

Select the Club/Group that you wish to pay from the drop down box:

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Logout

### Manage Payments

*Note: In order to send payments you must have a PayPal Account. Payments will be sent from*

Club/Group to pay: **Please Select...**

and then you should see all the payment details for that competition.

#### Manage Payments

*Note: In order to send payments you must have a PayPal Account. Payments will be sent from your PayPal Account to the Club's PayPal Account*

Club/Group to pay: DOGS Vic

Club	Comp Date	Dog	Handler	Total Fees	Pay This?	<input type="checkbox"/> Pay All
DOGS Vic	6/9/2014	Jadziah Super Sonic	Ms NK Janetzki	15.00	<input type="checkbox"/>	<input type="checkbox"/>
DOGS Vic	6/9/2014	Bellamarnie Torquem Up	Ms NK Janetzki	42.00	<input type="checkbox"/>	<input type="checkbox"/>

Select the ones you wish to pay and then 'Proceed to Checkout'.

#### Manage Payments

Note: In order to send payments you must have a PayPal Account. Payments will be sent from your PayPal Account to the Club's PayPal Account

Club/Group to pay:

Club	Comp Date	Dog	Handler	Total Fees	Pay This? <input checked="" type="checkbox"/> Pay All <input checked="" type="checkbox"/>
Knox ODC	25/10/2014	Bellamarnie Torquem Up	Ms NK Janetzki	8.00	<input checked="" type="checkbox"/>

Then you will see the 'Checkout' screen, which you will need to select 'Check out with PayPal'

#### Checkout

Club	Comp Date	Dog	Handler	Fees
Knox Obedience Dog Club	25/10/2014	Bellamarnie Torquem Up	Ms NK Janetzki	8.00

Total Entry Fees : \$8.00  
Administration Fees : \$0.00  
**Total Payment Due : \$8.00**



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This will take you to the PayPal website payment area where you will need to input your PayPal login (email) and PayPal password and submit your payment.

#### Your order summary

Descriptions	
K9 Entries	\$8.00
<b>Item total:</b>	<b>\$8.00</b>
<b>Total \$8.00 AUD</b>	

#### Choose a way to pay

**Pay with my PayPal account** 

Log in to your account to complete the purchase

Email

PayPal password

This is a private computer. [What's this?](#)

[Forgotten your email address or password?](#)

## Editing Entries

You can edit your entries provided that you have not paid for them yet. If you have already paid for them then you will need to contact the Trial Secretary to obtain a refund – which will be processed manually.

So to edit your entries you will need to be logged in using your Username and Password – refer to section ‘

[Logging In](#) for details.

Once you are logged in, go to 'Members Area'

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- Download the results for a competition

As a *Competition Secretary* you can:

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Then select 'Entered Comps'

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### Members Area Home

Members Area where you can keep track of your entries, details, etc.

A screen with all the trials and dogs you have entered will appear. Note below you will only see the 'Modify Entry' for the competitions that have not been closed. As mentioned earlier if you have already paid for a competition and now need a refund for a class then you will need to contact the Trial Secretary so that they can process a refund for you.

#### Entered Comps

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

Club	Comp Date	Dog	Handler	
Berwick	5/10/2014	Jadziah Here Comes The Sun	Ms NK Janetzki	<input type="button" value="Download Form"/>
Berwick	5/10/2014	Bellamarnie Torquem Up	Ms NK Janetzki	<input type="button" value="Download Form"/>
East Gippsland	12/10/2014	Bellamarnie Torquem Up	Ms NK Janetzki	<input type="button" value="Modify Entry"/> <input type="button" value="Download Form"/>
East Gippsland	12/10/2014	Jadziah Here Comes The Sun	Ms NK Janetzki	<input type="button" value="Modify Entry"/> <input type="button" value="Download Form"/>
East Gippsland	12/10/2014	Jadziah Super Sonic	Ms NK Janetzki	<input type="button" value="Modify Entry"/> <input type="button" value="Download Form"/>

When you select 'Modify Entry' it will bring up the entries page as per when you did your original submission.

## Entry Form

Club/Group Holding Competition:	East Gippsland - Fundraiser for Agility Member Melissa Tatterson (12/10/2014) ▼		
Owners Name:	Ms NK	Janetzki	Ms NK Janetzki (3100003877) ▼
Owners ANKC Membership Number:	3100003877		
Create Sign in for above Owner?	<input type="checkbox"/>		
Second Owners Name:			Please Select... ▼
Second Owners ANKC Membership Number:			
Owner's Address:	PO Box 208		
Owner's Phone Number:	01403212228		
Owner's Email:	n.janetzki@bigpond.com		
Handler:	Ms NK	Janetzki	Ms NK Janetzki (3100003877) ▼ <input type="checkbox"/> Copy First Ow
Handler's ANKC Membership Number:	3100003877		
Club Represented:	Please Select... ▼		
Dog's Kennel Name:	Bellamarnie Torquem Up ▼		
Dog's Title Prefix:	Ch		
Dog's Title Suffix:	ADM JDM ADO JDO SPD HT		
Dog's Breed:	Australian Shepherd		Australian Shepherd ▼
Dog's ANKC Number:	3100164085		
Dog's sex:	Female ▼		
Dog's Date of Birth (dd/mm/yyyy):	3/2/2008		
Height (Obedience only):	0		
Height:	500 ▼		
Entry 1:	01A . Masters Agility ▼		
Entry 2:	08A . Masters Jumping ▼		
Entry 3:	12B . Masters Agility ▼		
Entry 4:	13B . Masters Jumping ▼		
Entry 5:	Please Select... ▼		
Entry 6:	Please Select... ▼		
Entry 7:	Please Select... ▼		
Entry 8:	Please Select... ▼		
Entry 9:	Please Select... ▼		
Entry 10:	Please Select... ▼		
Entry Fees:	32.00		
Order Catalogue?:	<input type="checkbox"/>		
Other Fees (eg. camping):	0.00		
Total Fees:	32		
Payment Type:	<input type="checkbox"/> Cheque <input checked="" type="checkbox"/>  The safer, easier way to pay.		

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

Make your changes and then check the box to agree with the Terms and Conditions, and then 'Submit Changes'.

Payment Type:	<input type="checkbox"/> Cheque <input checked="" type="checkbox"/>  The safer, easier way to pay.
---------------	--

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

## Withdrawing Entries

Please DO NOT withdraw your entries!! This should only be done if your dog has injured themselves, come into season or will not be entered at all. Don't use this button because you have made a mistake, because once you withdraw your entry nothing can be done to get it back. You will have to enter the dog in the competition all over again. If you have a problem with an entry, simple save it and come back to it later. Or contact the Trial Secretary to help you.

## Editing Your Details

From time to time you may need to edit your details, so if this is the make sure you login to the system using your Username and Password. See section on 'Logging in'.

Then go to 'Members Area':

HOME ABOUT COSTS ADVERTISING

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- Submit Entry
- Catalogue/Running Orders
- View Results
- Helpful Tips
- Change Password
- Members Area**
- Admin
- Logout

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As a *Competitor* you can:

- Submit a new entry ^
- Modify or Withdraw an existing entry
- Download the current catalogue/running order for a competition \*
- Download the results for a competition

As a *Competition Secretary* you can:

- Create a new Competition
- Modify Running Orders of catalogues
- Check-in competitors

Then Update My Details'

ANKC On

- Entries Home
- Members Area Home
- Update my details**
- Manage My Dogs
- Entered Comps
- Manage Notifications
- Manage Payments
- Logout

### Members Area Home

Members Area where you can keep track of your entries, details, etc.

Then update your details as requires and select 'Save'.

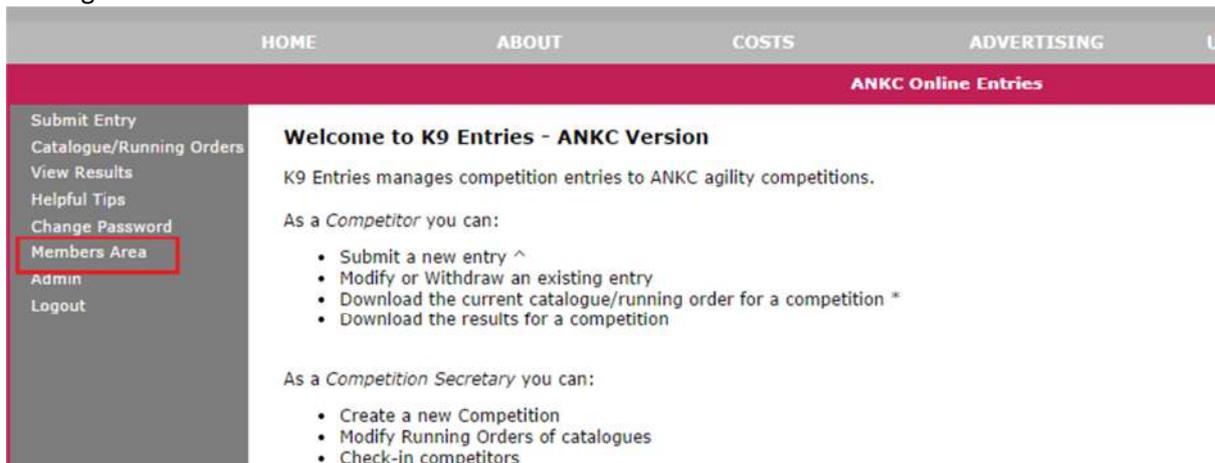
#### Update my details

First Name:	<input type="text" value="Ms NK"/>
Surname:	<input type="text" value="Janetzki"/>
Registration Number:	<input type="text" value="999999999"/>
Address:	<input type="text" value="PO Box 208"/>
Phone Number:	<input type="text" value="61403212226"/>
Email Address:	<input type="text" value="n.janetzki@bigpond.com"/>
Club Represented:	<input type="text" value="Please Select..."/>
Username:	<input type="text" value="NikkiJ"/>
Junior Handler?:	<input type="checkbox"/>

## Editing Dogs

Yippee you've got a title!! So if you need to edit your dog's details, then make sure you login to the system using your Username and Password. See section on 'Logging in'.

Then go to 'Members Area':



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K9 Entries manages competition entries to ANKC agility competitions.

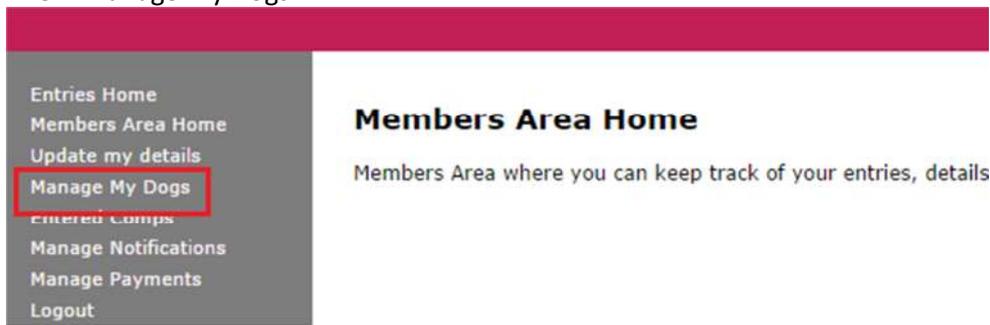
As a *Competitor* you can:

- Submit a new entry ^
- Modify or Withdraw an existing entry
- Download the current catalogue/running order for a competition \*
- Download the results for a competition

As a *Competition Secretary* you can:

- Create a new Competition
- Modify Running Orders of catalogues
- Check-in competitors

Then 'Manage My Dogs':



Entries Home  
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**Manage My Dogs**  
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Manage Payments  
Logout

## Members Area Home

Members Area where you can keep track of your entries, details

Then click on the dog's name so that it can be edited

## Manage My Dogs

Dogs Name	Action
<a href="#">Bellamarnie Torquem Up (3100164065)</a> 	<input type="button" value="Results"/>
<a href="#">Jadziah Here Comes The Sun (3100248372)</a>	<input type="button" value="Results"/>
<a href="#">Jadziah Shine Bright (3100282554)</a>	<input type="button" value="Results"/>
<a href="#">Jadziah Super Sonic (3100153404)</a>	<input type="button" value="Results"/>

Update the information that you need to, and then click Save.

### Edit Dog

Title prefix:	<input type="text" value="Ch"/>
Kennel Name:	<input type="text" value="Bellamarnie Torquem Up"/>
Title suffix:	<input type="text" value="ADM JDM ADO JDO SPD HT"/>
Registration Number:	<input type="text" value="3100164065"/>
Breed:	<input type="text" value="Australian Shepherd"/>
Gender:	<input type="text" value="Female"/>
Date of Birth:	<input type="text" value="3/2/2006"/>
Height:	<input type="text" value="500"/>

## Reports

Reports, catalogue, running orders etc – please ignore ALL of these. We are not using them for the trial as none of them have been ‘Victorian-ised’ YET ☺. You will be notified when the catalogue is available.

## Questions

Like any new system we do expect for people to have issues or unforeseen problems, but don’t panic ☺ - we can help!

Any questions please direct them to your Trial Secretary via email or PM on Facebook. They can help you. And if they have problems then they can contact me ☺ either by PM on Facebook or via email [n.janetzki@bigpond.com](mailto:n.janetzki@bigpond.com).

## Clubs wishing to use K9 Entries

Nikki is currently working with K9 Entries to further develop this system to ‘Victorian-ise’ it and have it doing all the items required by Victorian trial managers such as running order, catalogues, judges sheets, pass cards etc. If you are interested in using this system in the future please contact Nikki for details [n.janetzki@bigpond.com](mailto:n.janetzki@bigpond.com) – we can even set you up to ‘Have a Play’.

## Trouble Shooting

So far the majority of issues encountered have been because people haven’t read this document and followed the instructions – silly you!! ☺

### User Does Not Exist

If you jumped the gun and went straight into entering the competition (but ticked the box to ‘Create Login’) then you may find that you can’t find the Members Area to then pay for your entries. You can’t now just go and create it because in the system you already exist.

If you didn’t enter an email address when you submitted your entry then you will need to contact the Trial Manager to have your Sign-In correctly created and password reset.

If you did input an email address then this will be your Sign-in. So you will need to go to ‘User Login’ area:

### User Login

Username:	<input type="text"/>
Password:	<input type="password"/>
<a href="#">Reset your password</a>	
<input type="button" value="Confirm"/>	

Then type your email address into the UserName area, there is no password as yet, so you will need to select ‘Reset your password’. Then at the next screen confirm your email address by typing it in again. You will now be emailed a generated password. Follow the link in the email to change your password – to something you will remember. You should now be able to get to the Members Area, update your details, Manage Payments and edit your dogs etc.

### Can’t find ‘Members Area’ and therefore cannot pay

To see the Members Area you do need to be logged in. If you didn’t create a Sign-in as per the instructions earlier – then see above User Does Not Exist.

Refer also to the section on Logging In.

You have created a Sign in but it's not working

If you've created a sign-in and it's now not working, please contact Nikki Janetzki so that we can find out what's happened. DO NOT go and create yourself again – this will only cause more problems.