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.

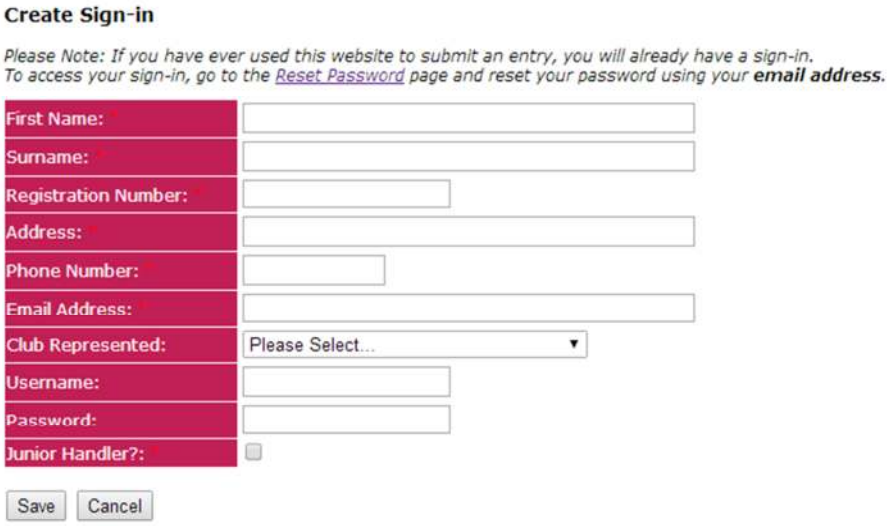
Payments are processed slightly differently so please ensure you read the whole document.

Contents

Create a Sign-in 2
Create your Dog/s 2
Logging In 4
Entering Competitions 5
Pay for your Entries (PayPal) 7
Editing Entries 8
Withdrawing Entries 10
Editing Your Details 10
Editing Dogs 12
Reports 13
Questions 13
Clubs wishing to use K9 Entries 13
Trouble Shooting 13

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.



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

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

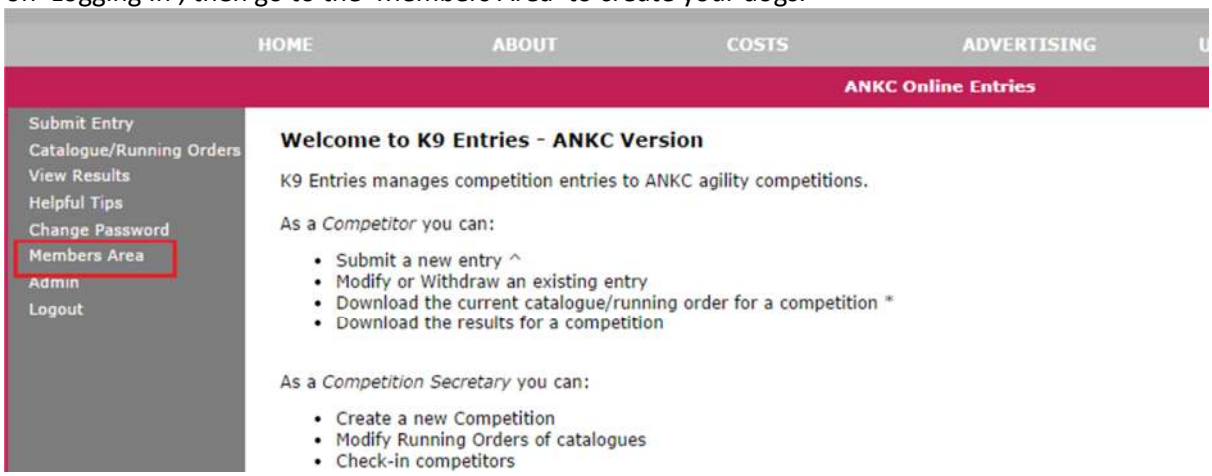
Club Represented: Leave this blank as we have not set up all the Victorian clubs yet and for the State trial this is not needed.

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.

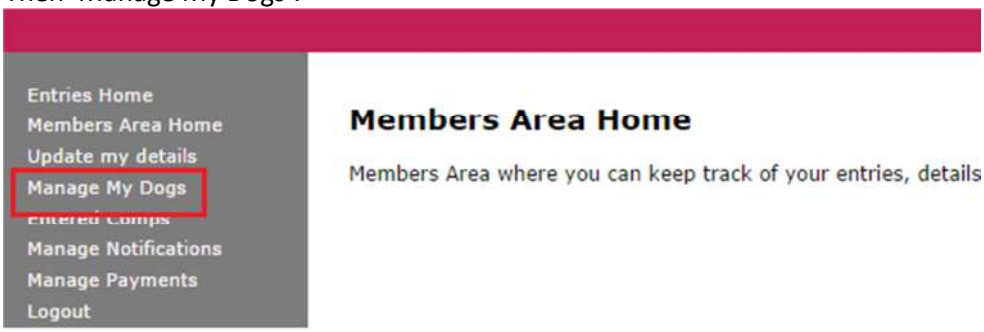
Once your login is created you can then create your dogs.

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.

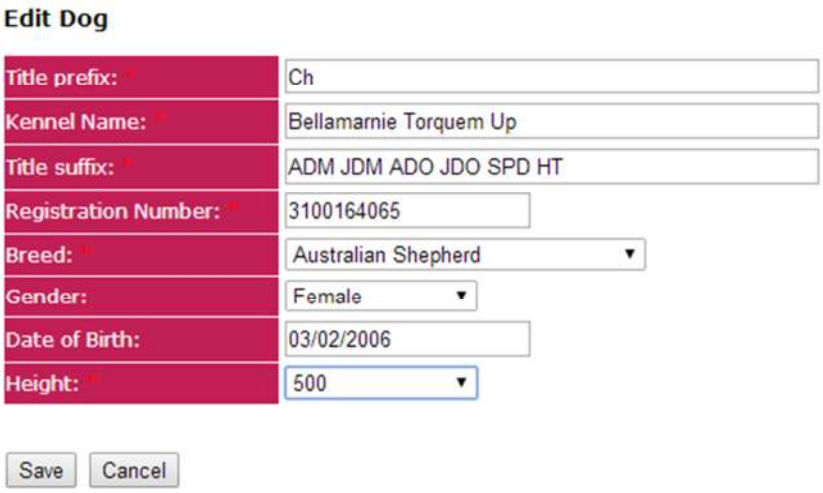


Then ‘Manage My Dogs’:



And then ‘Add New Dog’

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



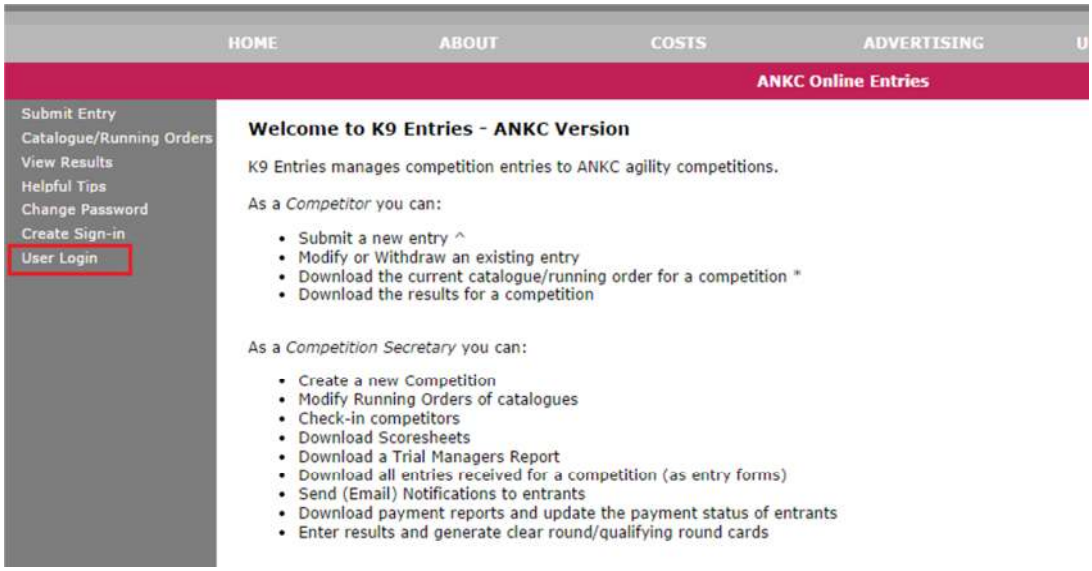
Breed: Victorian regulations on entering competitions are very strict so whilst in the database there are X breeds listed, please ensure that if your dog is registered as an Associate that it is recorded accordingly. If your breed does not exist, please contact n.janetzki@bigpond.com so that this can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



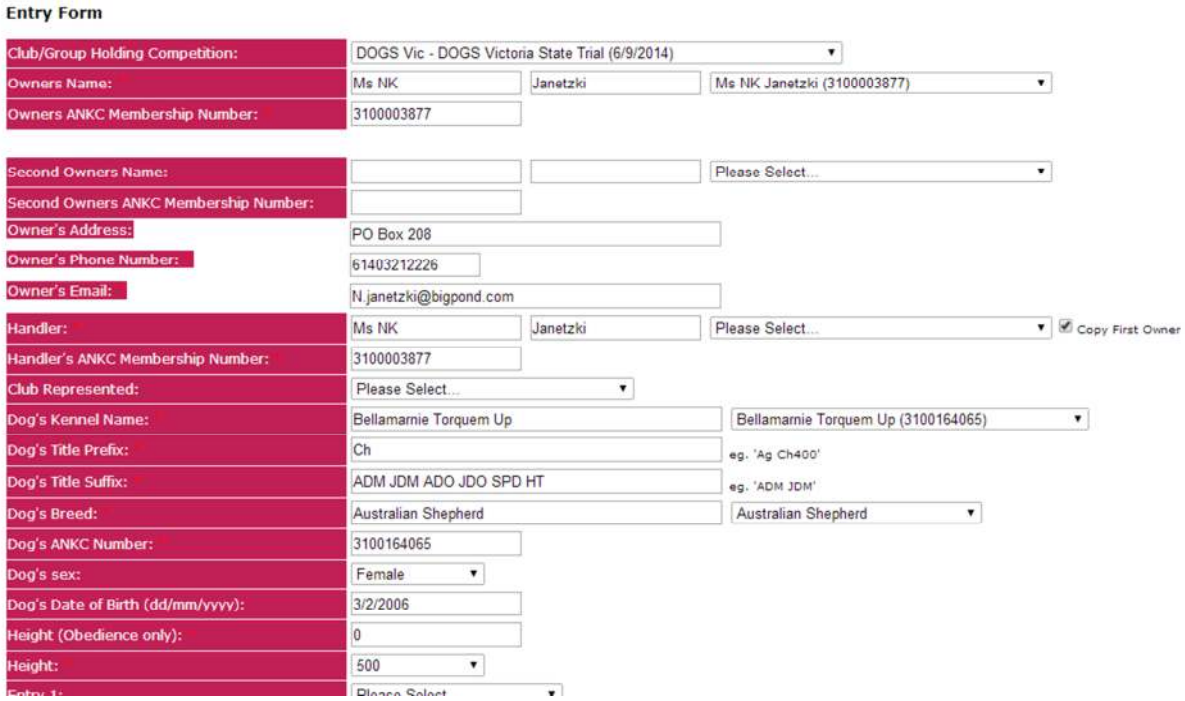
Enter your UserName and Password, and select 'Confirm'

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.

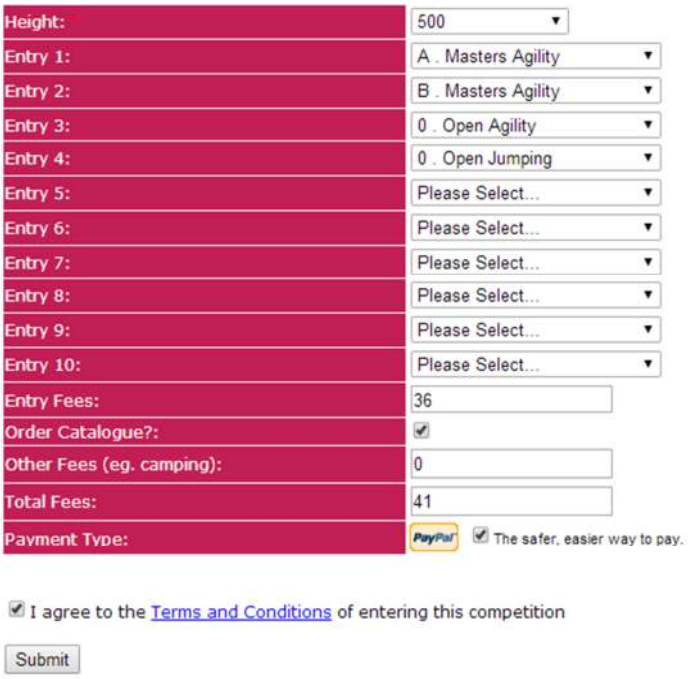


Second Owners Name: Please leave this blank. As multiple owners are listed under the one Membership No, please do not fill in the second owners details – this should all be provided under the 'Owner Details'.

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 '0' at the beginning just indicate that it is the only class being offered - as opposed to 'A. Masters Agility' and 'B. Masters Agility'.



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.

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)'.

<u>Strategic Pairs</u>

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

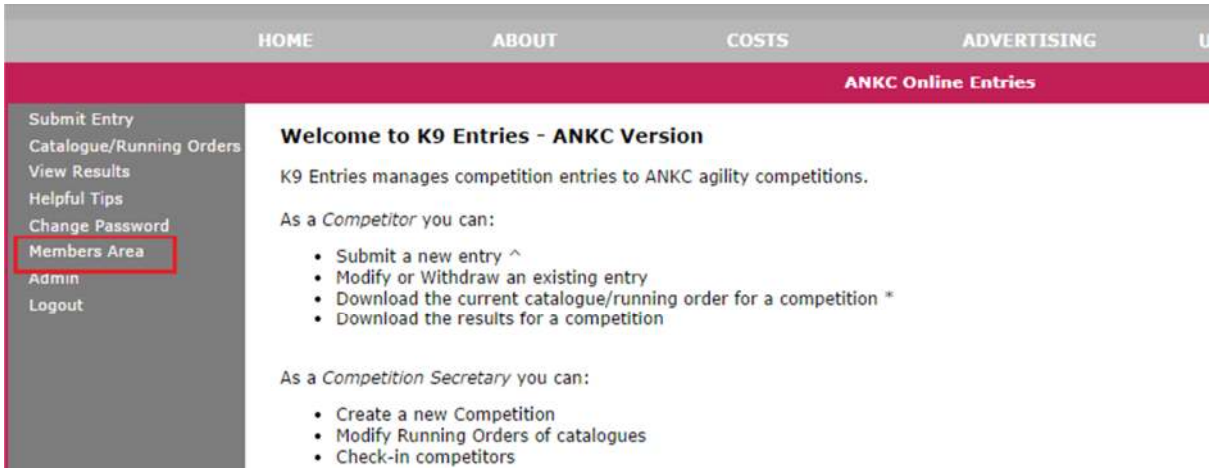
If your partner is already entered into the system then you can select then from the drop down boxes. If they are not then don't panic, when your partner processes their entries – inputting you and your dog as their partner, then your entry will automatically be updated.

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.

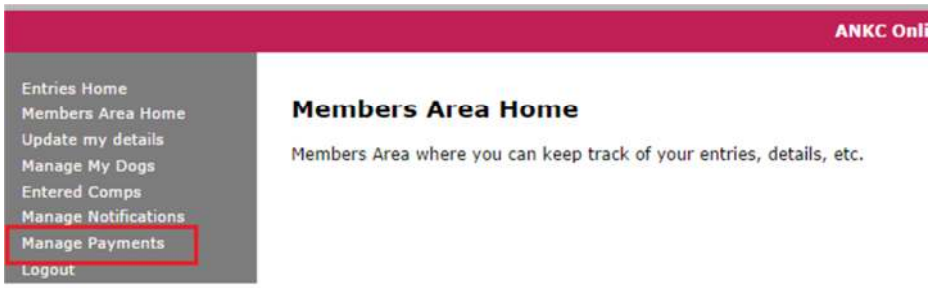
Pay for your Entries (PayPal)

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'.

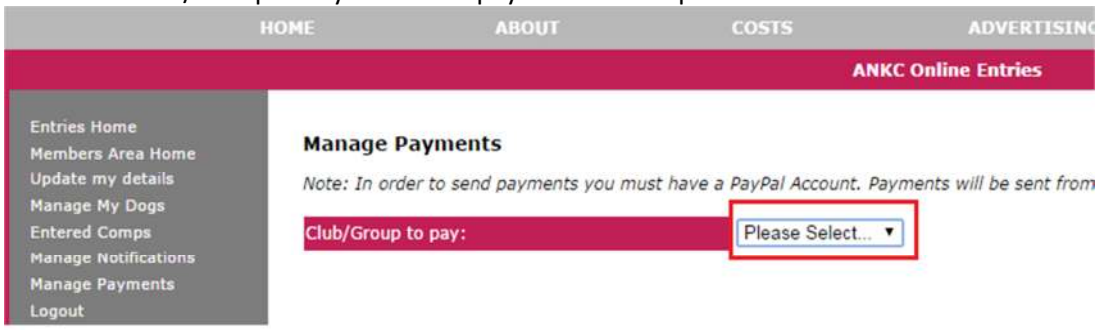
Once you are logged in you will then need to go to the 'Members Area'



and then 'Manage Payments'.

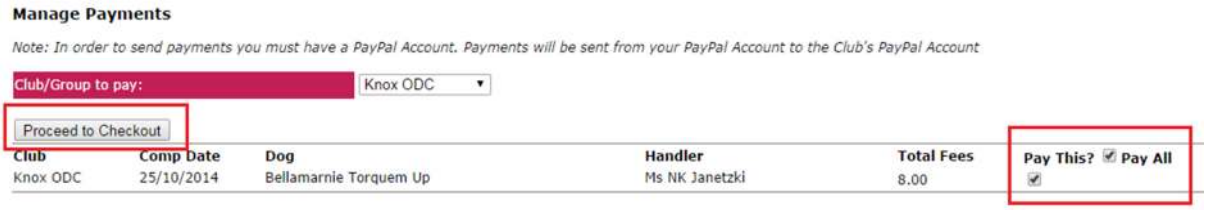


Select the Club/Group that you wish to pay from the drop down box:



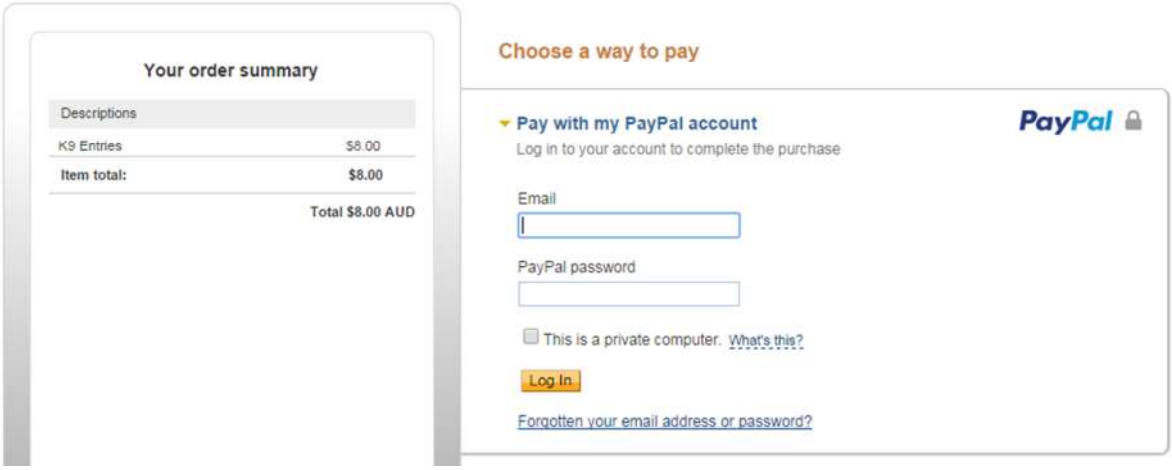
and then you should see all the payment details for that competition.

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



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

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.



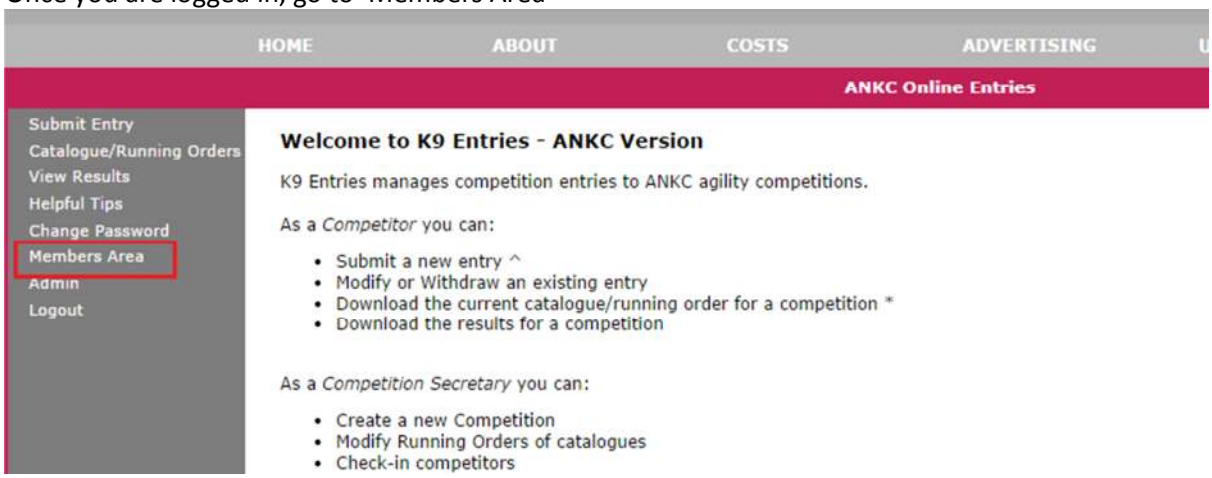
Editing Entries

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.

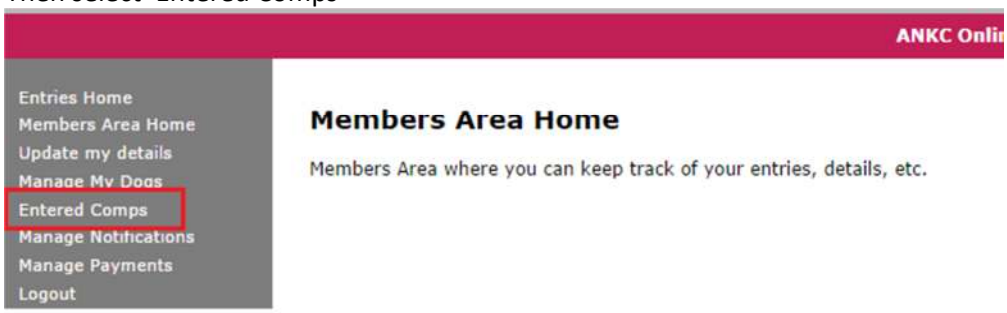
So to edit your entries you will need to be logged in using your Username and Password – refer to section ‘

Logging In' for details.

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

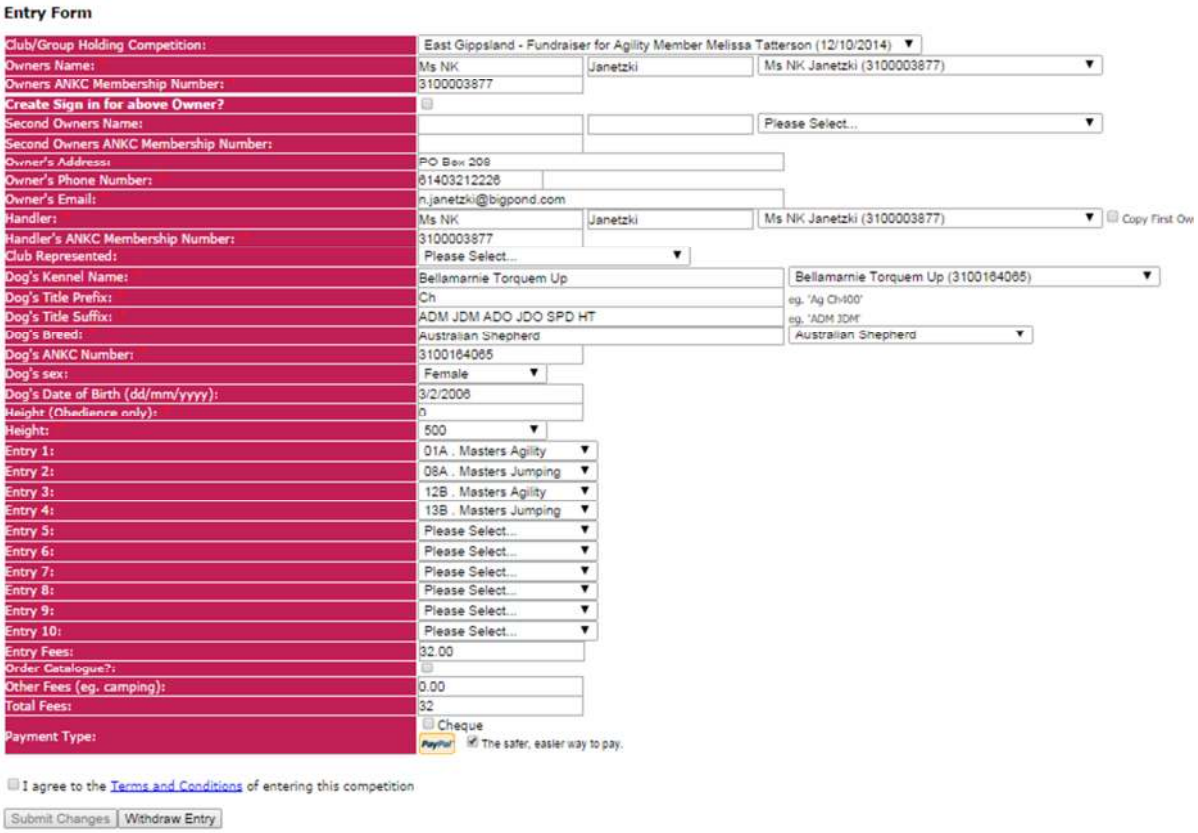


Then select 'Entered Comps'

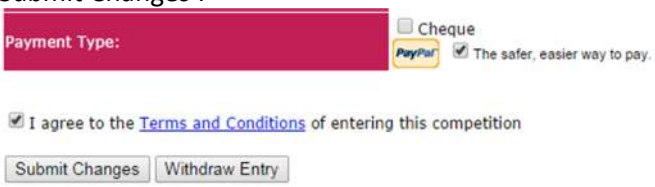


A screen with all the trials and dogs you have entered will appear. Note below you will only see the 'Modify Entry' for the competitions that have not been closed. As mentioned earlier if you have already paid for a competition and now need a refund for a class then you will need to contact the Trial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

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



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



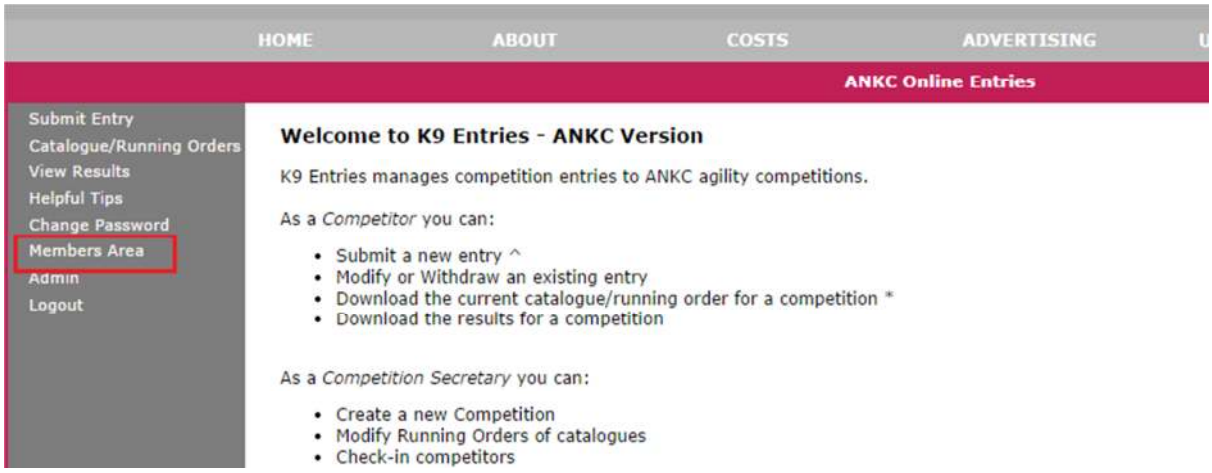
Withdrawing Entries

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.

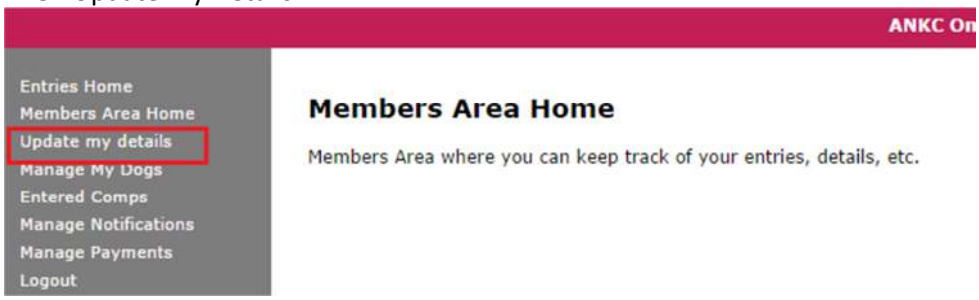
Editing Your Details

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'.

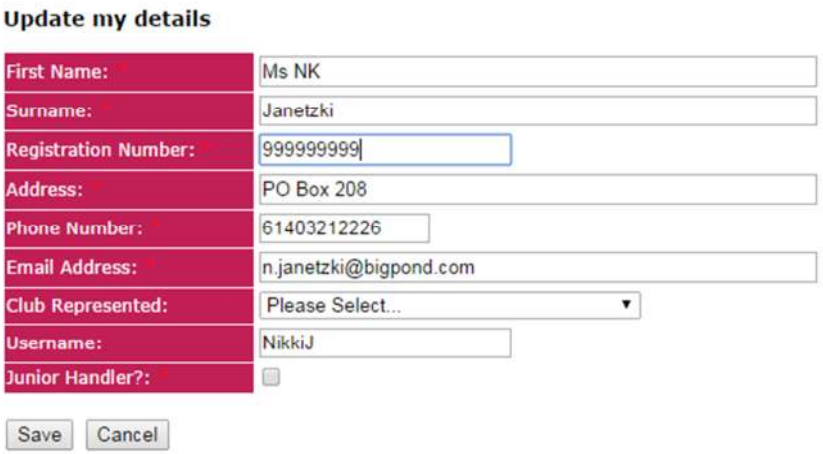
Then go to 'Members Area':



Then Update My Details'



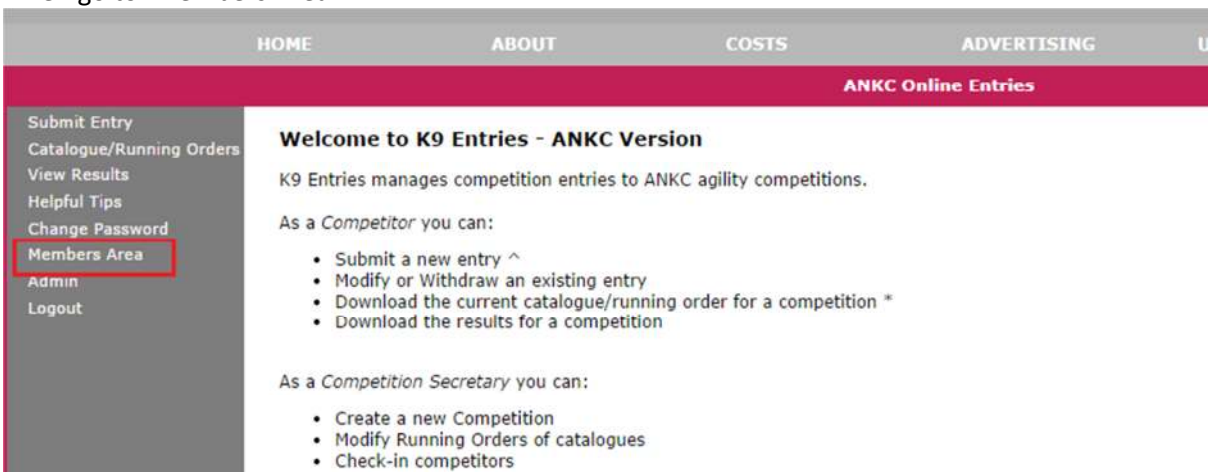
Then update your details as requires and select 'Save'.



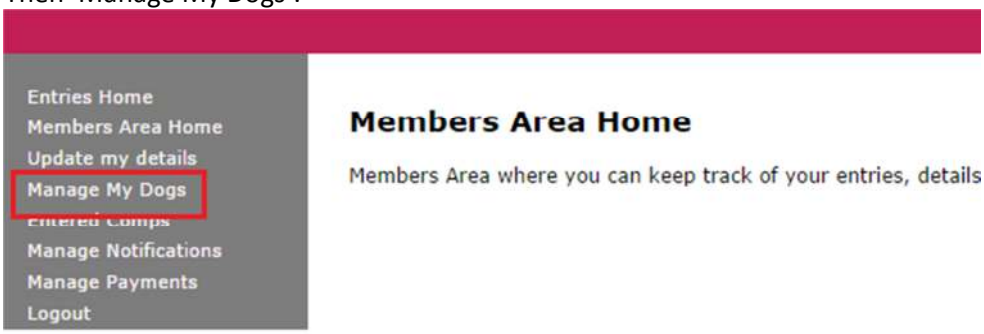
Editing Dogs

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':

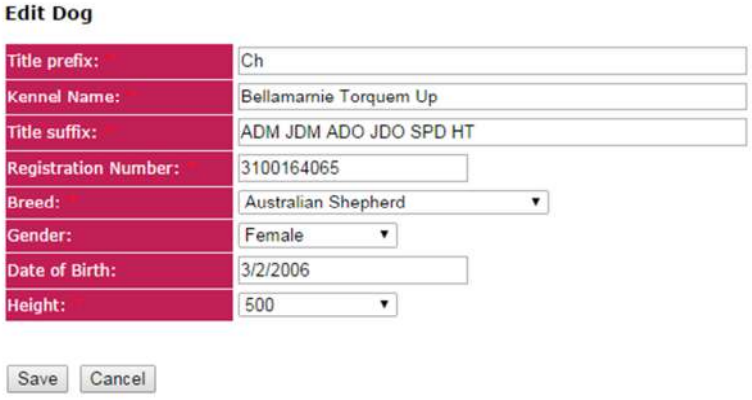


Then 'Manage My Dogs':



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

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



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 unforseen 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.

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 – 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:

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.