

Introduction

Welcome new User! The purpose of this document is to instruct you on how to use Clean Run AKC Agility Trial Genie. This program is based on Microsoft Access 2003 and runs on any Windows based system. Microsoft Access, Windows NT, XP, Vista, and Windows 7 are all copyright of Microsoft Corporation. Newer versions of Microsoft Office are advertised to be fully compatible with Access 2003 programs and databases, however surprises sometimes happen..

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

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

We have provided you with a Trial Genie Setup Disk. The Trial Genie Setup Disk installs the program onto your computer. After initial installation, you will not need the Trial Genie Setup Disk. You will be using the version installed on your computer. The program can be saved and used for trial after trial, saving you from typing in owner and dog information more than once and providing you with a mailing list of owners that have been entered in your trials.

Microsoft Windows and Access 2000 standard navigation is used throughout the program. Please use the navigation functions provided to move from window to window. Due to the large amount of data filtering used in the program, the information can get "confused" if windows/forms are not closed properly before opening other windows/forms that use the same information.

The purchaser may copy the software for backup purposes. Unauthorized distribution of the software will not be supported.

Trial Genie has been in use for 7+ years . Typically, Scores can be posted within 1-2 minutes of the jump height change, and the scores were available for the judges to review within 5-10 minutes of the last dog on course. Scoring, Posting, and Catalog marking responsibilities are reduced to approximately 1 person and 1 computer per ring for fast, efficient scoring.

System Requirements

Microsoft Access performs best on newer laptops with a minimum of 1 Gig of memory. Microsoft Outlook is required for the email functions of this program

The displays have been sized to fit a monitor set to 1024 x 768 pixels. While using the program, you can change the size of a form using the standard Microsoft Windows navigation buttons. Once the form is sized to your liking, press the "Save" function on the Access toolbar so that the form retains the set

size the next time it is opened.

Software Maintenance

Access has a utility under the Tools menu (or File->Maintain in 2007 and above) to compress and repair the database. Run this utility occasionally to keep the database at its smallest size. This utility removes temporary objects from the database and does not compromise your information in any way. Run this utility before making a backup copy of your database.

Trial Data Backup

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

To make a backup copy of the software, exit Access and use My Computer or Windows Explorer to copy the file to another location. Since your use is private, you can download WinZIP from the Internet to compress your database so that it is much smaller and can fit on one or more floppy disks.

Trial Site Power

You can run this software from laptop or full-size (desktop) computers. Desktop computers need a reliable power source. You can run from a motor home generator, a stand-alone generator, or a long-term backup battery. No matter which power supply you choose, it is recommended that you get a one-hour backup battery (UPS, or Un-interruptable Power Source) for about \$100 at a computer store. The UPS battery prevents minor power interruptions and surges from interrupting your data entry, and possibly corrupting your computer.

Software Errors

This software has been tested by a team of trial secretaries, but there is always a chance of error. If an error does occur the first rule is... Don't Panic. Check the list of errors at the end of the user manual.

Practice, Practice

The best way to know what you are doing with the software before trial day arrives is to hold a mock trial with your trial team. Create entries, print reports, score dogs, enter information, and print the catalogs. This gives you confidence in what you are doing and in what the program does. The more that you "play" with the software, the better it will run for you on trial day. If you find any software errors while you are playing with the software, you can email me about the problem; and we will work with you to fix it as far before trial day as possible.

Multiple Ring Trials

There are four different setups for scoring multiple ring trials on trial day.

- **Separate Computers.** Put an identical copy of Trial Genie on each computer for each ring. This is the simplest method because it needs no knowledge of computer networking. It also is the most cumbersome method because each computer requires it's own printer. As a class finishes in a ring, the catalog is printed and combined with the catalog from the other computer(s) for final review by the judge(s). The scoring tables can be combined after the trial using the scoring table import utility.
- **Networked Computers running a single copy of Trial Genie.** Access has a built in ability to allow multiple computers to access the same database. Trial Genie has been written to support this. You can network your computers together using a simple LAN/network card. Trial Genie is put on one computer. All computers run the same copy of Trial Genie. This method can result in slow performance for the computers running Trial Genie remotely. It is dependent on the speed of the computers involved. This method requires a working knowledge of connecting computers on a LAN and navigating folders and directories within Windows.
- **Networked Computers each running their own Access "Front End",** but accessing the same data tables. This method builds on method 2, but takes it one step farther. You need to be comfortable within Windows and Microsoft Office in order to try this. Under the "Tools" window within Access, there is a "Database Splitter" utility. This will separate the data tables from all of the forms and code developed for Trial Genie. Each computer will run it's own version of the "Front End". This will be the large ".mde" file created by the Database Splitter. The "Back End" will be the small "_be" file created by the splitter. The advantage of this method is improved performance. Each computer uses the network to access or change the trial data. When you are moving the "Front End" file to a new computer, you will need to use the Access "Linked Table Manager" utility to tell the "Front End" file where the "Back End" tables reside. Again, you must be comfortable with the Microsoft Windows environment to use this method. Please note that all forms windows (Main Control) must be closed before invoking the Database Splitter in order for the tool to run without errors.
- **A Single Computer scoring up to two rings at a time.** This can be done within the database program by switching back and forth between rings, or by running multiple instances of the database on the same computer. Both methods can challenge the data entry operator. It requires an experienced user to be able to keep up with multiple rings during a hectic trial day.

Most importantly, please remember to back up your database to another directory or computer before running utilities on your database.

Disclaimer

We strive to provide the best product possible. Should any problems arise, we will work with you in the most professional and timely manner possible. However, we are not responsible for lost files, computer equipment failure, Microsoft Access errors, your failure to back up the data, or trial day failures of any kind.

New in Version 4.6

AKC On Line Entry Support:

- XML files from the AKC website containing On Line Entries (OLE) can be imported using the OLE utility. A link to the utility can be found on the Owner Master Data form.

Armband Assignments:

- There are two possible armband numbers for each dog: ISC classes number, and everything else (STD).
- There are now 8 different algorithms for assigning random numbers to dogs to avoid dogs always being in the same position
- There is a new handler separation algorithm

Armband Printing

- Armband labels are printed on 2"x4" labels or on 1" x 2 5/8" Labels
- 1" x 2 5/8 inch labels can be printed so that all trial days are printed together - no more sorting!

Catalogs:

- New AKC required fields in the catalog format
- New catalog format for all catalogs which uses less paper
- Class start and stop times are automatically calculated from scoring times

Email Confirmations

- There is an option to email confirmation letters which have not yet been emailed.

FAST Printing and Scoring

- FAST standard course times are printed on the gate sheets
- FAST P dogs are placed in the running order to group common standard course times together
- New FAST scribesheet which uses the subtraction method - should become official soon
- New FAST scoring method - allows 1's and 0's fast key entering

Help

- Help file displayed by pressing F1 on most displays

Installation:

- Use of [C:\Program Files\Trialgenie](#) directory is no longer required, In fact, it is better if you use a different directory on newer operating systems
- Keep the utilities with the trialgenie database
- Data import from previous versions has a new browse utility

Moved to a different page:

- Navigation to the Enter Standard Course Times Form can be found on the Enter Scores Form
- Electronic Catalog Link has been moved to the Print Catalogs Form

New Forms:

- Update Measured Dogs form on the Check In Reports page can be used to quickly updated the measurement information for dogs without permanent height cards.

Reports

- New Treasurers report format
- New Trial Statistics report format
- New Judges Report format
- Scribesheet printing fixes running order on last 2 pages

Standard Course Times:

- Moved to the Enter Scores Form
- Enter Standard Course Times has a new format, and includes YPS for your information
- New Standard course times for 8,12,24,26

Scoring (General) :

- New scoring form with improved pick list on left side
- Dogs yet to be scored displayed at all times
- New catalog status's selected from "qualified" field
- Color coding for ease of finding unscored dogs
- Dogs Call Name, Breed, and Handler are displayed on the scoring forms.

Trial Data Entry:

- Jump heights are specified in trial data for every class
- New Withdrawn and Absent catalog status's can be assigned for entire trial
- Color coding to reduce typing errors
- Single checks for multiple dogs are to be entered only once

T2B

- Support for the upcoming T2B class added to the database

Warning Messages

- Trial Statistics and print catalogs will print warnings when a non-p dog is entered in 4 inches and a P dog is entered in 24/26
- Catalog printing will print a warning when no placements are found in the catalog being printed

Checklists

Trial Setup

This checklist provides a list of items that should be completed in trial setup before you start Trial Data Entry. Much of the information can be found in the premium for your trial. If you are running a multiple ring trial, simply provide the best estimate when determining which judge will be judging each class. Further description of each line item can be found in the Trial Setup portion of this manual.

- Class Fee Entry
- Maximum Number of Dogs (999 or 9999).
- Number of Rings

- Number of Trials (Days)
- Novice A and B in the same Ring (Concurrent)
- Excellent A and B in the same Ring (Concurrent)
- One Armband for all classes, or each class has its own Armband number
- Trial Name
- Running Order – A dogs before B dogs when divisions are run together
- Running Order – Lo (8”) to Hi (24”) or vice versa
- Running Order – Ascending Armband Numbers or Descending Armband Numbers
- Running Order – Move-ups at the end of the Division or the end of the Jump Height.
- ISC Classes – Are you running an ISC Class, what days?
- Do you want to accumulate scores between classes or Team scoring accumulations?
- Trial Date and AKC Identification Number
- Trial Location
- Number of Clubs
- Club Name and Location and Trial Day
- Number of Judges
- Judge Name, Address, and Trial Days
- Class Time Duration – How long do you expect the briefings and course changes to take?
- Class Time Duration – How long do you expect each dog to be on course?
- Schedule Parameters – One record per ring per trial day
- Schedule Parameters – Class Order by Name, Judge Name, Ring Start Time, and whether a course change is required before the class
- Owner List Labels may be used to mail premiums to exhibitors

Data Entry

Entries have arrived and it is time to start putting the entry information into the database.

- Enter the owner and dog information using the Owner/Dog/Trial Data Entry Screens.
- If Not a random draw trial, enter the trial information for each dog.
- If a random draw trial, wait for the draw date before entering the trial information for each dog.
- Run the Entry Statistics report to view entry counts and runs for each judge.
- Run the deposit report against a manual total of the entry fees.
- Dogs exceeding trial limits may be added to the Wait or Closed Out lists.
- Dogs pulled from the trial that require refunds may be added to the Pulled list.
- If you need to re-assign classes to different rings or judges, fix the assignment in Trial Setup.
- Backup the Database.

After Closing

Time to mail out confirmations and closeouts, deposit the money, and wait for move-ups.

- Verify trial and judge limits have not been exceeded using the Entry Statistics Report.
- Assign Armband numbers using method 1 or 2. Use Method 1 if you want to try to separate runs for handlers of multiple dogs in the same class. You can also to move dogs in the running order later.
- Verify the information for each entry using the Armband Report. Edit the confirmation letter in Trial Setup. Remember, you can put more information on the back of the letter or on additional pages.
- Create the Trial Schedule. The Trial schedule needs to be included with the confirmation information.
- Email Confirmation Letters if using Microsoft compatible Email, such as Outlook.
- Mail Confirmation Letters using window envelopes or Confirmation Labels.
- Any entry received before closing and after armband numbers have been assigned can be added by just entering all Owner/Dog/Trial information, and then using the Assign Only New Armband Number button on the Assign Armband form. (Entries should not be added to the database after trial closing.)
- Reconcile Deposit Record with checks and deposit checks in the bank.
- Move-ups should be indicated in trial information entry. A move-up form can be printed

for each move-up and signed by the owner/handler at check-in.

- Backup the Database.

Three Days Before the Trial

- Ensure all move-ups are entered in the trial information.
- Backup the Database.
- Print the Handler Labels for the exhibitor envelopes at check-in.
- Regenerate the Running Orders for all classes.
- Review the Running Order for each class. to see if handlers running multiple dogs need to be moved. NEVER exchange the order of the dogs running, just their place in the running order
- Print Running Order as desired for exhibitors
- Print running order for the first trial day. You may want one copy each for the gate steward, the scoring table, the photographer, the videographer, the assistant scribe, and one to be posted.
- Print the armband labels for each trial day. Separate the armband labels. Print the armband report. Using the armband report, put the armband labels into the correct exhibitor envelopes.
- Print the report for dogs needing to be measured. If desired, separate the handler envelopes into those envelopes needing signatures, or measurement, and those that require no follow-up action.
- Print the reports for Misc Fees if used.
- Print gate sheets for each class Leave space at the beginning and end of each jump height for changes.
- Print at least three copies of each catalog. (If you need to do manual scoring, you need three blank copies.) Catalogs must be made available on request by exhibitors, but this rarely occurs. You can always print more on trial day.
- Print at least three copies of the combined owner list. The photographer and videographer each want a copy of this list.
- Print scribe-sheets as desired. If you wish to use NCR sheets with all of the dog information filled in, you can use the check-in labels or print all scribe-sheets with armband numbers, and take the printed sheets to a local print store to be copied onto NCR sheets. If not using NCR scribe-sheet, put each class (STD or JWW) on a different color of paper.

- Order all scribe-sheets by running order. The program gets close, but Excellent A and B STD have different formats and the divisions may be combined. Place a rubber-band or clip around each class, and put a reminder on the first and last sheet requesting class start and end times.
- Print the final Trial Schedule and the Entry Statistics. The AKC is paid by the number of entries (dogs). The judges are paid by the number of runs (trips).
- Backup the Database.

Trial Day

Before the first class:

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

Scoring a Class

- Get the course yardage from the judge. The Standard Course Times (SCT) should be within one second of the judge's numbers. Ensure the judges SCT numbers are entered into the computer. Print a copy of the times, one to post and one for the timer.
- As each scribe-sheet comes in, enter the faults in the computer, put the score on the scribe-sheet, and check off the dog on a copy of the running order. Hand-mark a catalog with NQ, Q, or absent.
- At the bottom (end) of each jump height, calculate placements and print a preliminary posting sheet. The final is printed after the judge reviews the scores.
- Most exhibitors wait until scores are posted to see their score. Make every effort to score the scribe-sheet promptly and provide the information to the exhibitor. Should an exhibitor wish to question a judge's call, they can do so promptly.
- Put the scribe-sheets in order as requested by the judge for verification.
- At the end of the class, print a copy of the Judges Report.
- Print a copy of the catalog for that class.
- If possible, verify the score in the catalog with the score on the scribe-sheet. Look for

missed marks and verify that the correct score and time is entered for each dog.

Verification before ribbons are awarded are optimal. If you make a mistake, correct the error in the scoring form, recalculate placements, and then reprint the pages in the catalog that were affected.

- Separate the scribe-sheets into Q, NQ, and Absent according to the judge's preference.
- Double-check that the number of Q, NQ and Absent scribe-sheets match the number counted in the Judge's Report.
- Print two more copies of the catalog.
- Set the catalog and the scribe-sheets aside for judges verification.
- Prepare for the next class.

End of Day, Middle of Trial

- When an exhibitor wants to move-up, Go to Owner/Dog/Trial information, change the class, mark the entry as a move-up. Use the "Print Move-up" button to print a move-up form and a scribe-sheet for the next day's class. The handler should sign the move-up form. Set both sheets aside for later processing.
- At the end of the day, regenerate the running orders for the next day and either hand-mark the move-ups on the current copies, or print new running orders. Put the new scribe-sheets in the correct class.
- Double-check all scribe-sheets for the second day against the "new" running orders that include move-ups.
- Give the photographer and videographer new running orders for the next trial day.
- Give the judge a copy of the final Judge's Report.
- Combine the catalogs from each class into one catalog. At the end of the trial, the judge keeps one catalog and all of the scribe-sheets. One catalogs stays with the club and one catalog goes to the AKC.
- Back up the database.

Post Trial

- Send check, catalog, and final reports to the AKC. File the trial entries and catalogs for your club.
- If the check-in steward marked the armband report or measurement report with new height cards, enter the height card information in the database so that the dog does not show up on the measurement list for the next trial.
- EMail qualification letters to exhibitors

Abbreviations

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

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

Customization

If you are running this copy of the database. Worst case, you will be able to re-import the form or report that you modified from the backup copy.

Exporting Data to Word or Excel

The exact location of the export buttons is dependent on the version of access. But most reports and queries can be exported to Word or Excel by looking for the "Analyze with Office" buttons on the Access Toolbars. Catalogs and Scribesheets export poorly in the rich text format office uses, and should be printed to .pdf instead.

program with a full version of Microsoft Access, you may make limited modifications to the forms and reports.

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

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

Before modifying any form or report, make a backup

Main Control Form

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

<New> Electronic Catalog Link has been moved to the Print Catalogs Form

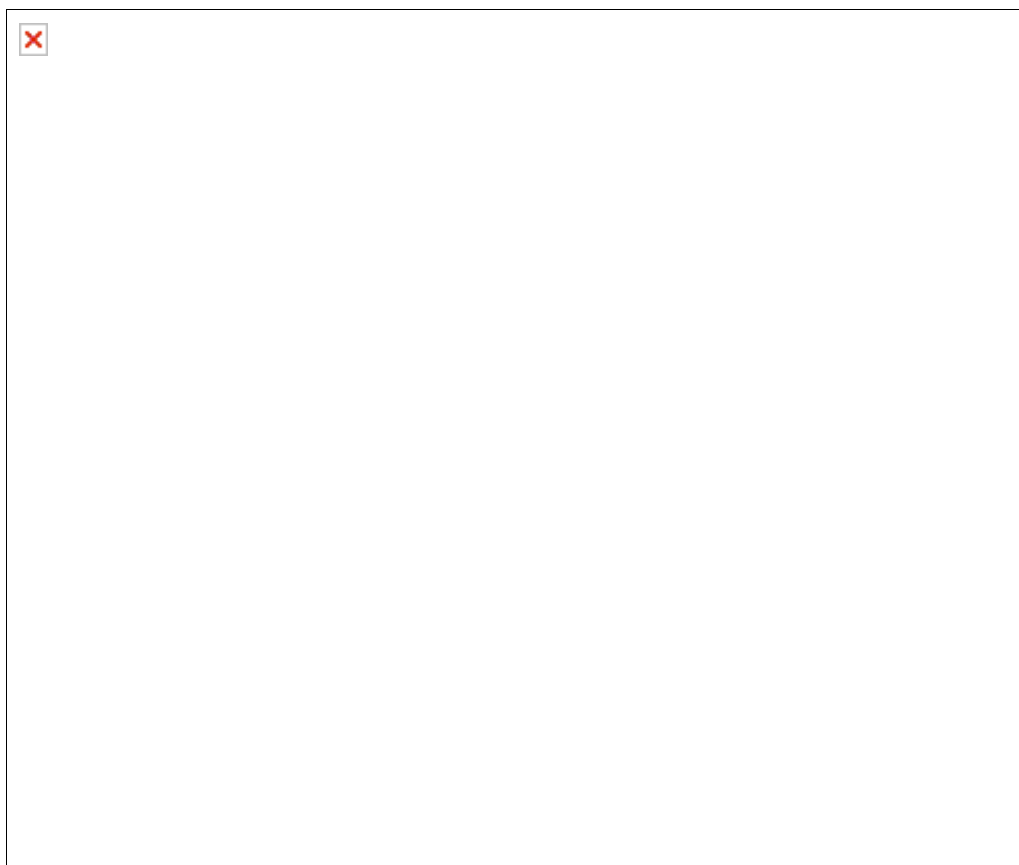
Button	Description
Update Stats	Calculate and print the number of runs in each trial day
Trial Setup	Setup classes, judges, rings, running order, catalog
Entry Statistics	Print Report of the dogs entered in each class
Treasurer's Reports	Contains three reports: A list of entries and fees, a list of checks, and a list of dogs whose checks do not equal fees
Audit Trial Tables	Reviews the scoring tables and entry tables looking for and fixing inconsistencies
Owner/Dog/Trial Data Entry	Enter the trial entry in the database
Assign Armbands	Assign each dog an armband number and set up the scoring tables
Calculate Schedule	Calculate an approximate schedule for the trial using the trial setup information
Conf/Closeout Letters	Print or email confirmation letters
Trial Summary	Search for or review trial data for entries
Owner List	Mail or email to all of the owners in the database
Running Order	Print running orders and gate sheets
Check-In Reports	Print list of handlers, dogs to be measured, list of those who ordered catalogs

Mailing/Arm Labels	Print armband labels, handler labels
Print AKC Scribesheet	Print AKC scribesheets
Volunteers	Volunteer management - this function is not complete
Enter Scores	Enter dogs scores on trial day
Post Scores/Placements	Post scores for exhibitors
Find My Results Utility	The Find My Results Utility can be used by exhibitors to view their scores from a computer connected to your Trial Genie database via a network connection. The utility does not provide the exhibitor the ability to change any of the trial data, but allows them to look up their scores and standard course times.
Print Catalogs	Print catalogs
Qualified Reports	Print or email qualifications letters

Trial Setup Menu

The Trial Setup menu has three tabs:

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



Trial Setup Menu Button Descriptions:

Button/Report	Purpose
Setup Trial Data	Click to configure number of trial days, rings, fees, club and secretary names
Setup Judges	Click to configure judges for the trial
Setup Running Order	Click to configure ascending and descending jump heights, A or B classes first in the running order
Edit Class Time Duration	Click to configure the number of seconds each dog is in the ring during a run
Edit Class Schedule	Click to configure the class order and assigned judge for each ring, each day
Edit Conf Letter	Click to edit the initial text of the confirmation letter

Edit Waitlist Letter	Click to edit the initial text of the waitlist letter
Edit Closeout Letter	Click to edit the initial text of the closeout letter
Edit Volunteer Letter	Click to edit the initial text of the volunteer letter
Close	Close window and return to previous form

Trial Setup

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

On the first tab on the form.

- Trial Setup: Enter the [number of trials](#). This is usually the number of trial days. The program supports up to 4 trials.
- Trial Setup: Enter the [number of rings](#). Enter the largest number of rings for all trial days. The program supports up to 4 rings.
- Trial Setup: Enter the [number of judges](#). Enter the total number of judges for all trial days. The program supports up to 10 judges. Later in the setup process, you will assign judges to trial days and classes.
- Trial Setup: Check the concurrent boxes when A, B, P classes are running together in a ring. These checkboxes will normally be checked.
- Trial Setup: [Scoring Ruleset](#) - Select the date in the dropdown for the rule changes to be used.
- Checks and Misc: Enter the [fee](#) for each class, The amount for [lunch](#), and the amount for any trial package [discount](#) which will be removed from total fees
- Checks and Misc: Check the [Greater than 999 dogs](#) when there needs to be a 4 digit armband number
- Checks and Misc: Check the [Moveups at end of Division](#) for very large trials when you want the moveups to be at the end of the division instead of the end of the height
- Armbands: Check the checkbox when the same armband number will be used for all classes. Uncheck the checkbox when ISC classes will get a different armband number
- Armbands: Option to add a letter [prefix](#) for the armband number when different armbands are used for ISC
- Name: Create a [name](#) for each trial, typically the day of the week
- Catalog: Date and AKC assigned number for each trial day
- Catalog: Enter the [trial location](#) - venue.
- Catalog: Enter the [trial location street address](#).
- Catalog: Enter the [trial city, state, and zip code](#).
- Catalog: Enter the [trial secretary name](#).
- Club: Enter the number of clubs hosting the trial, each clubs name, and which clubs are hosting each trial day. Fees and catalogs will be sorted and marked accordingly.
- ISC: Indicate whether ISC classes will be held, which classes on which days

TRIAL SETUP FORM

F1 for Help

EDIT TRIAL PARAMETERS

Trial Setup Fees and Misc. Armbands Name Catalog Club ISC

TRIAL SETUP

Number of Rings Scoring Ruleset

Number of Trials

Number of Judges

Concurrent Nov STD ☒ Concurrent Nov JWW ☒ Concurrent Nov FAST ☒

Concurrent Open Std ☒ Concurrent Open JWW ☒ Concurrent Open FAST ☒

Concurrent Exc STD ☒ Concurrent Exc JWW ☒ Concurrent Exc FAST ☒

Button Descriptions:

Button/Report	Purpose
Close	Close window and return to previous form
Save Data	Save and validate entered data

Edit Schedule

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

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

course change, the jump heights, the judge number, and the judge name. When you select a judge number, the judge name is be updated accordingly. If you check one of the course change or briefing boxes, the time for a course change and/or briefing is added before the class in the schedule.

Additional Information:

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

Edit Schedule Parameters

F1 for Help

EDIT SCHEDULE PARAMETERS

Trial Number Ring Number Record Number

Start Time Course Change ☐ Briefing ☒ Jump Height

Class	STD	Div	EXC	Change	Briefing	Jump Height	Judge	1	Joan Mullen
Class 1	STD	Div 1	EXC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ALL	Judge 1	1	Joan Mullen
Class 2	STD	Div 2	OPN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/8/12/24/2	Judge 2	1	Joan Mullen
Class 3	STD	Div 3	NOV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ALL	Judge 3	1	Joan Mullen
Class 4	FAST	Div 4	OPN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ALL	Judge 4	1	Joan Mullen
Class 5	FAST	Div 5	NOV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ALL	Judge 5	1	Joan Mullen
Class 6	FAST	Div 6	EXC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ALL	Judge 6	1	Joan Mullen
Class 7	T2B	Div 7	T2B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ALL	Judge 7	1	Joan Mullen
Class 8	NO	Div 8	NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ALL	Judge 8	1	Joan Mullen
Class 9	NO	Div 9	NO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ALL	Judge 9	1	Joan Mullen
Class 10	NO	Div 10	NO	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Judge10	1	Joan Mullen
Class 11	NO	Div 11	NO	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Judge11	1	Joan Mullen
Class 12	NO	Div 12	NO	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Judge12	1	Joan Mullen
Class 13	NO	Div 13	NO	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Judge13	1	Joan Mullen
Class 14	NO	Div 14	NO	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Judge14	1	Joan Mullen
Class 15	NO	Div 15	NO	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Judge15	1	Joan Mullen
Class 16	NO	Div 16	NO	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Judge16	1	Joan Mullen
Class 17	NO	Div 17	NO	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Judge17	1	Joan Mullen
Class 18	NO	Div18	NO	<input type="checkbox"/>	<input type="checkbox"/>	ALL	Judge18	1	Joan Mullen

Close Save Data Previous Record Next Record Add Record Delete Record

Button Descriptions:

Button	Purpose
Close	Closes the form and returns to the previous form
Save Data	Save and validate the data entered on the form
Previous Record	Navigate to the previous schedule record
Next Record	Navigate to the next schedule record
Add Record	Add a record for your trial
Delete Record	Delete the current record

Edit Schedule Duration

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

Additional Information:

- Enter the time expected for course briefings, course changes, and lunch breaks.
- Enter the time you expect each dog to be on course.
- When the schedule is being calculated, a message box asks if you want to double the briefing duration for a split walkthrough for classes with more than 50 dogs.

	Time in Minutes	Time in Seconds
Briefing Duration	13	STD Exc Time on Course 45
Course Change Duration	20	STD Open Time on Course 60
Lunch Duration	21	STD Nov Time on Course 60
FAST Exc Time on Course	45	JWW Exc Time on Course 50
FAST Open Time on Course	60	JWW Open Time on Course 45
FAST Nov Time on Course	60	JWW Nov Time on Course 40
T2B Time on Course	45	ISC STD Time on Course 65
		ISC JWW Time on Course 65

Close Save Data

Button Descriptions:

Button	Purpose
Save Data	Save and validate the entered data
Close	Closes this form and returns to the previous form

Setup Judges

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

Additional Information:

- The number of judges for this trial is entered on the previous Trial Setup screens.
- Do NOT delete records from the table, merely replace judges names with spaces.
- Assign Judges to all trials before entering the trial schedule form.

Judge Name	Judge Address	Trial 1	Trial 2	Trial 3	Trial 4
1 Joan Mullen	Menomonee Falls, WI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 June Ebert	Tampa, FL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
##		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Button Descriptions:

Button	Purpose
Save Data	Save the entered data
Close	Closes this form and returns to the previous form

Edit Confirmation Letter

Edit Confirmation Letter is used to edit the content of the confirmation letter sent to all exhibitors to confirm entry in the trial. This introductory paragraph is not indented to be the entire required content being sent to the exhibitor. The requirements of the confirmation letter far exceed this small space. Put the most important information here, it will be printed at the top of the confirmation letters.

Create a separate document which includes all of the required information for the exhibitors. The document will be able to be attached to the confirmation letter during the email process, or can be emailed to all exhibitors at a later date.

EDIT CONFIRMATION LETTER F1 for Help

Welcome to the My Club's Agility Trials to be held 3/31, 4/01, and 4/02/06 at the Stadium in Winchester, VA. This is a great site and we ask that you follow the rules on the information sheet.

Check your information carefully and contact the secretary ASAP if there are any errors.

Armband labels are enclosed unless I don't have a copy of the dog's height card on file. Both of the judges are VMOs, so dogs that do not have a height card will have to be measured for one. No exceptions!

Move-up requests must be made to the Trial Secretary by noon on Monday, 3/27. Friday to Saturday move-ups must be made within ½ hour after the close of the trial Friday and Saturday to Sunday move-ups must be made within ½ hour after the close of the trial Saturday.

Weather: We're indoors; who cares what it does!!!!

Trial Secretary

Close Save Data

Button Descriptions:

Button	Purpose
Save Data	Save the entered data
Close	Closes this form and returns to the previous form

Running Order Setup

Trial Genie uses the Trial Setup options to define the running order from the Class and the Armband number. After that, the running order is saved in the scoring tables is used instead of the armband number. So, make sure the running order has been defined the way you want it before you assign the armband numbers! You can regenerate the running order at any time to change the jump height order, the

division order, and the move-up order. Any dogs that you have moved around to separate will stay where you put them. This allows you to create new running orders late Saturday night after you have all of your Sunday move-ups entered.

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

Additional information:

- **Note:** If the “Move-ups at the end of Division” checkbox is selected, Move-ups will be placed at the end of the Class.
- **Example:** Exc A 8”, Exc A 8” Move-ups, Exc B 8”, Exc B 8” Move-ups
- **Otherwise,** the software will place move-ups at the end of the jump height.
- **Example:** Exc A 8”, Exc B 8”, Exc A 8” Move-ups, Exc B 8” Move-ups

Trial/Day	Ring 1	Ring 2	Ring 3	Ring 4	Ring 5	Ring 6
1 Lo to Hi Jump Heights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 A, B, then P Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Ascending Armband #	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Lo to Hi Jump Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 A, B, then P Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Ascending Armband #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Lo to Hi Jump Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 A, B, then P Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Ascending Armband #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Lo to Hi Jump Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 A, B, then P Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Ascending Armband #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: A before B checked will result in A dogs then B dogs, then preferred dogs.

Note: A before B UNchecked will result in B dogs, then A dogs, then Preferred Dogs

Close Save Data

Button and Field Descriptions:

Button	Purpose
Close	Closes this form and returns to the previous form
Save Data	Save the data entered on the form

Edit Wait List Letter

Edit Wait List Letter is used to edit the content of the confirmation letter sent to all exhibitors to confirm entry in the trial.

EDIT WAITLIST LETTER

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

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

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

Close Save Data

Button Descriptions:

Button	Purpose
Save Data	Save the entered data
Close	Closes this form and returns to the previous form

Edit Volunteer Letter

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

EDIT VOLUNTEER LETTER

Thank you for volunteering at our trial. At the bottom of this letter you will find your designated assignments. Please review carefully. The Volunteer Coordinator at the trial site will be _____. Please check-in with _____ before 8:00 a.m. Lunch will be provided for all volunteers.

Sincerely,
Jean Murray

Close **Save Data**

Button Descriptions:

Button	Purpose
Save Data	Save the entered data
Close	Closes this form and returns to the previous form

Import Owner, Dog, and Trial Data

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

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

- **<New>** A browser will appear when you click the import button for finding and selecting your old trial database

Import Dog and Owner Data

F1 for Help

IMPORT OWNER / DOG / TRIAL DATA

1) **BACKUP COPY MADE?**

2) **TRIAL DATA DELETED?**

4) **IMPORT OPTIONS**

Select Version To Import From

☐ Version 4.3
☐ Version 4.4
☐ Version 4.5
☐ Version 4.5.1
☐ Version 4.5.5
☒ Version 4.6

Import Trial Data

☐ Import Dog and Owner Data Only
☒ Import Dog, Owner, and Trial Data

5) **IMPORT THE DATA**

Import Data

Close

Button and Field Descriptions:

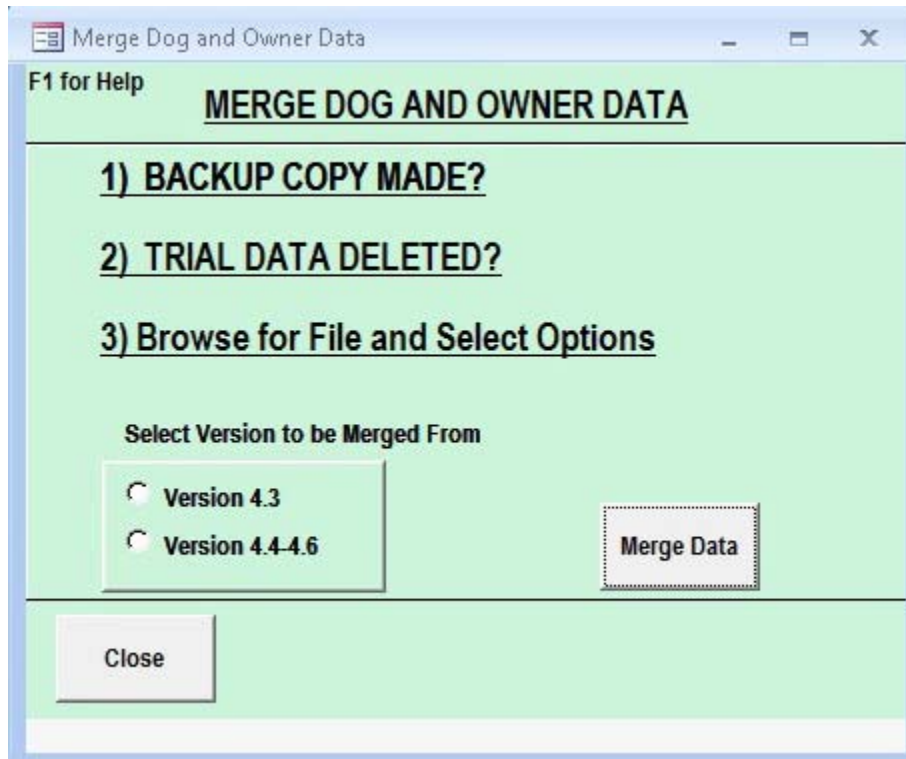
Button	Purpose
Select Version to Import From	Select the highest version which is less than or equal to the software version at the bottom of the Main Control Form
Import Trial Data Select	Select the Option to import only the Dog and Owner data from the selected database, or to also import the trial data tables
Import Data	Button provides a browser to select the database to get data from, and then replaces all data in the database with the selected data
Close	Closes this form and returns to the previous form

Merge Owner and Dog Data

Merge Owner and Dog Data merges the Owner and Dog Tables from another copy of the trial software. The program tells you if it has a problem with the merge. Record the names that it gives for manual

import or duplicate correction.

There is one group of users that cannot be merged at this time. Uses with names containing apostrophes will not be merged. The program reports a problem with a name, when the owner has been entered multiple times in different databases with different first or middle names.



Button and Field Descriptions:

Button	Purpose
Select Version to be Merged From	Select the highest version which is less than or equal to the software version at the bottom of the Main Control Form
Merge Data	Button provides a browser to select the database to get data from, and then merges the Owner and Dog data in the database with the selected data
Close	Closes this form and returns to the previous form

Import Scoring Table

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

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

Button and Field Descriptions:

Button	Purpose
Select Trial Name	Choose the trial day for the data to be imported
Select Version to Import From	Select the highest version which is less than or equal to the software version at the bottom of the Main Control Form
Import Scoring Table	Button provides a browser to select the database to get data from, and then imports the scores for all dogs on that day
Close	Closes this form and returns to the previous form

Owner Master Form

The Owner Master Form is displayed when Owner/Dog/Trial Data Entry is selected. A list is shown that displays summary information for each owner in the database. The owner's last name, first name, date of last trial entry, status in the current trial, and owner ID are displayed.

Four methods are available to quickly find an entry: Select by AKC Number, Select by Call Name, Select by Owner Name, and Select by Email Address. To use these functions, click on the drop-down field, and then start typing the information for the dog you want to find. Alternatively, you can scroll down the dropdown list until you find the entry you are looking for. When the entry appears in the drop-down list, click on it and the owner list selects the owner. Then use the navigation buttons on the screen to edit or view the information.

- Co-owners are listed under Dog Data.

OWNER MASTER FORM

F1 for Help

Dogs In Trial: Trial 1 Runs Trial 2 Runs Trial 3 Runs Trial 4 Runs

Update Stats

LAST NAME	FIRST NAME	LAST ENTRY	TRIAL STATUS	OWNER ID
Abbatiello	Shae	10/19/2010	CONFIRMED	917
Abbett	Marilyn	2/18/2009		6242
Abbot	Mary Ellen	2/18/2009		851
Abbott	Melanie	2/18/2009		1094
Abel	Jeff	9/21/2010	CONFIRMED	5322
Abel	Lindsay	2/18/2009		4614
Ackerson	Sharon & Jeff	2/18/2009		1399

Record: 1 of 2587 No Filter Search

AKC Num **Call Name** **Owner** **Select Owner Last Name**

Call Name **AKC Num** **Owner** **Select Owner EMail Address**

CLOSE **Process OLE** **Finalize OLE** **OLE Report**

Button and Field Descriptions:

Button	Purpose
Update Stats	The Total Runs for each trial are displayed at the top of the Form. The numbers are re-calculated each time the form is entered. The Update Stats button will recalculate the numbers instantly.
Add New	Displays the Enter Owner Data form and is used to add a new owner.
Edit Owner	Edit Owner displays the Enter Owner Data Form and is used to modify the owner information for the selected owner.
	Displays the Enter Owner Data Form and is used to

View Owner	view owner information for the selected owner without risk of making a change
Copy Owner	Copy Owner makes a copy of the owner record. It can be used to quickly copy and then modify owner information for instances of multiple owners in a household or different co-ownership situations.
Delete Owner	Delete Owner deletes the selected owner and all corresponding dog and trial information. You will be asked to confirm this action.
Selection Dropdowns	Owner can be found in the list by Dog AKC number, Owner Last name, Dog's Call Name, or Owner Email Address
Close	Closes this form and returns to the previous form
Process OLE	Opens the AKC On Line Entry utility which will add the entries in a downloaded XML file to the database
Finalize OLE	After processing an On Line Entry file, run Finalize OLE to correct the dog jump heights and class fee information
OLE Report	Prints a report of the dogs entered through the AKC On Line Entry process

Enter Owner Data

Enter Owner Data allows you to enter the information in the owner section of the trial entry form. A list of dogs owned by this owner is displayed on the right. Additional information is displayed about the owner: Status in the current trial, Volunteer for current trial, Requested Premium, and Last Entry Date.

- **Note:** Do NOT try to enter the "Last Entry Date" and the "Owner ID" fields. The software automatically completes these fields when information entry is complete.

OWNER DATA MASTER

Enter Owner Data

First Name: Jeanette
Last Name: Murray
Owner's Address: TrialGenie Express
Owner's City: Melbourne
Owner's State: FL
Owner's Zip: 99999
Owner's Country: USA
Owner's Phone: (000) 000-0000
Email: support@trialgenie.com

COMMENTS

Dogs Owned

AKC REGISTER	CALL NAME	DOG
Angel	Angel	
*		

Record: 1 of 1 | No Filter

Status in Current Trial: [Dropdown]

Owner ID: 903 **Last Entry Date:** 12/27/2006

☐ Volunteer for Current Trial ☐ Req Prem. Date: 12/27/2006

Buttons: Add Dog, Edit Dog, View Dog, Delete Dog, AKC, NADAC, USDAA, UKC, Delete Owner, Print Data Report, Print Q. Report, Send Email, Email Q. Report, Add to Volunteers, Add to Closed Out, Add to Wait List, Add to Pulled List, Close, Save Data.

Button and Field Descriptions:

Button	Purpose
Add Dog	Add Dog displays the Enter Dog Data form and allows you to add a dog.
Edit Dog	Edit Dog displays the Enter Dog Data form and allows you to modify the information for the selected dog.
View Dog	View Dog displays the Enter Dog Data form allows you to view the information for the selected dog, without risk of changing the information.
Delete Dog	Delete Dog deletes the dog and all corresponding trial information. You will be asked to confirm this action before the deletion occurs.
Delete Owner	Delete Owner function deletes the owner and all corresponding dog and trial information.. The function is also used to delete a partially entered record. You will be asked to confirm this action before the deletion occurs.
Print Data Report	Print Data Report will print a report of all of the data on the owner and dog forms.
Print Q Report	Print Qualified Report will print a post-qualify report for all dogs entered in the trial for this owner. The report shows the times and scores of all qualifying rounds.
Close	Closes this form and returns to the previous form
Save Data	Save the data on the form to the database
Add to Volunteers	The Add to Volunteers button adds an owner to the volunteer list and checks that the volunteer checkbox is checked. The volunteer form is displayed; and the owner name is automatically entered. The volunteer form has fields for preferred tasks and conflicts.
Add to Closed Out	Add to Closed-Out adds an owner to the Closed-Out Table. You will be asked to confirm the action and prompted to print or email a Closed-Out letter. This is the preferred method of printing a single Closed-Out letter for this owner. The other method of printing Closed-Out letters prints one letter for each owner in a large report and is accessible from the "Conf/Close Letters" option on the Main Control Form. The Close-out status is just a status field and a report. If you create trial data for the dog, the software will assume the dog was entered in the trial. Do not use this status to "change" a dog's entry from "confirmed" to something else. A dog that is on the "closed-out" list should not have trial data entered.
Add to Wait List	Add to Wait List adds an owner to the Wait List Table. You will be prompted to print or email a Wait-List letter. There is a report available from the "Conf/Close Letters" option on the Main Control Form that prints the list of owners that are on the wait list. The Pulled-List status is just a status field and a report. If you create trial data for the dog, the

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

Dog Data Form

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

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

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

Additional Information:

- Please note the addition of fields for a second owner first and last name. If there are more than two owners, the names can be combined in the fields.
- The additional owners were placed under dog data to simplify the mailing list functions that use the owner data table.
- ***If a dog's height changes after trial data has been entered, you must manually update the trial data.***
- The breed list is extracted from the table named "Breeds". When new breeds are added by AKC, add the breed name to the table.
- Preferred Classes will be used on the Trial Data form to determine which Divisions the dog is eligible to enter

DOG DATA

F1 for Help

ENTER DOG DATA

AKC Registered Num **Angel** OWNER ID 903 DOG # 2068

Registered Name Angel in Paradise

AKC Title Prefix AKC Suffix

Call Name Angel

2nd Owner First Last

Breeder Elena McKnight

Sire

Dam

Handler First Jeanette Last Murray

JR Handler Num

Dog Breed German Shepherd Dog

Dog Notes:

☐ Preferred Classes
 Dog Height 24.75
 Measured 24
 Jump Height
 Entered Jump 24
 Height
☒ Height Card
☐ Temp Height Card NADAC Num TEMP3818
 Ht. Card Date
 Date of Birth 12/24/2000
 Place of Birth USA
 Sex ☒ Female ☐ Male

Add Trial Data
 Edit Trial Data
 View Trial Data
 Delete Trial Data

Close Save Data Print JH Form Change Owner ID Delete Dog

1) Designate the Dog as Jumping Preferred on this form.
 2) Remember to change the Trial Data as Well when the dog changes Jump Heights.

Button Descriptions:

Button	Purpose
Add Trial Data	Add Trial Data displays the Enter Trial Data form and allows you to add trial information for the dog.
Edit Trial Data	Edit Trial Data displays the Enter Trial Data form and allows you to change the dog's trial entry information on the Trial Entry
View Trial Data	View Trial Data displays the Enter Trial Data form and displays the current trial information for the dog without allowing you to change the information.
Delete Trial Data	Delete Trial Data function removes the dog from the trial. You are asked to confirm this action with a Yes/No response.
Close	Returns to the previous form, the Owner Data Form
Save Data	Saves and validates the entered data
Print JH Form	This function can be used to print a copy of the Junior Handler Form for a Junior Handler. Since the official JH form is an NCR two-copy form, you should print two copies of this form.
	Change Owner ID is used when a dog changes owners, and both owners have multiple dogs. The dog Owner ID is the number that matches an

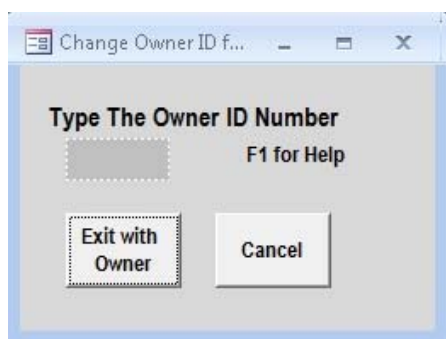
Change Owner Id	individual dog data record to an owner data record. This number is printed at the lower right of each dog record. If the owner of the dog must be changed, and the old owner in the database has other dogs, first make sure the new owner is in the database. Make a note of the Owner ID for the new owner on the Owner Data Form. Then, find the dog that needs to be changed. Use the Change Owner ID function to change the old owner number to the new owner number. Answer “No” to the change owner prompt or use the “Cancel” option on the Change Owner form to leave the old owner number for the dog.
Delete Dog	Delete Dog function deletes the dog on the current form. It is also used to “cancel” a partially entered form. You are asked to confirm this action with a Yes/No response.

Change Owner ID for Dog

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

If a dog has the wrong owner:

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



Button Descriptions:

Button	Purpose
Exit with Owner	Change the dogs owner
Cancel	Return to the dog data form without changing the dog's owner
Close (Or X)	Closes this form and returns to the previous form

Trial Data Entry

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

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

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

Additional Information:

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

TRIAL DATA FORM

F1 for Help **Enter Trial Data** Catalog Status ▼

AKC REG NUMBER Angel ▼ REGISTRATION DATE 8/14/2010

Quick Entry FRI SAT SUN Trial/Day 4 Checks and Fees Trial Notes

ALL STD EXC A ▼ ALL JWW OPEN ▼ To Be Measured No ▼

STD ARMBAND JWW ARMBAND ☐ All ISC DIVISIONS

STD JUMP HEIGHT 24 ▼ JWW JUMP HEIGHT 24 ▼ ISC STD ARMBAND

ALL FAST NOV B ▼ ALL T2B REG ▼ ISC STD Jump Height 26 ▼


FAST ARMBAND T2B ARMBAND ISC JWW ARMBAND

FAST JUMP HEIGHT 24 ▼ T2B JUMP HEIGHT 24 ▼ ISC JWW Jump Height 26 ▼

TOTAL:

\$88.00

Close
Save Data
Print Moveup
Send Email Confirmation
Print Confirmation
Delete Trial

 1) Please run audits when changing armband numbers after they have been assigned.

Button Descriptions:

Button/Report	Purpose
Close	Close window and return to previous form
Save Data	Save and validate entered data
Print Moveup	Prints the moveup form AND new scribesheets for the entry
Send Email Confirmation	Sends an email confirmation letter to Outlook
Print Confirmation	Prints a confirmation letter for the entry
Delete Trial	Deletes all trial data for this dog

Wait List Entry

Add to Wait-List adds an owner to the Wait-List Table. You can use this form to enter the number of entries that this owner has pending per day. If openings become available, you can scan the Wait-List report for applicable entries. You can also use this data to print a wait list letter from the confirmations letters form.

The Wait-List status is just a status field and a report. If you create trial data for the dog, the software will assume the dog was entered in the trial.

Additional Information:

- Do not use this status to “change” a dog’s entry from “confirmed” to something else.
- Do not add trial data for a dog until the dog is ‘confirmed’ for the trial.

WAIT LIST ENTRY

F1 for Help

Enter Wait List Data

OWNER ID:

FIRST NAME:

LAST NAME:

OWNER'S ADDRESS:

OWNER'S CITY:

OWNER'S STATE:

OWNER'S ZIP:

COUNTRY:

OWNER'S PHONE:

EMAIL:

SAT 21 NUM ENTRIES:

SUN 22 NUM ENTRIES:

WAIT LIST DATE:

WAIT LIST ORDER:

Record: 1 of 1 | Unfiltered | Search

Button Descriptions:

Button/Report	Purpose
Close	Close window and return to previous form
Save Data	Save and validate entered data

Owner List

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

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

Additional Information

- You can create labels for fewer owners by selecting the appropriate checkboxes on the form.
- If you wish to filter on a certain breed of dog or on the years since the last entry, choose the breed or number of years in the drop-down box below the owner list filter. Access will treat the breed names as two different names if you have capitalized the breed names differently (German Shepherd Dog vs. GERMAN SHEPHERD DOG).
- **Note:** Most internet providers now limit the number of addresses per email. You can copy/paste the BCC addresses into notepad or word to use a few at a time, or use the filter on the form to send to the A's, B's, etc.
- The Mailing Labels form is accessed from the **Owner List** button on the **Main Control** display. Selection of the Mail Premiums buttons will print mailing labels to each owner in the database.
- **Note:** The Email function sends a Microsoft message to Outlook to generate the email. Other email engines may not work.
- **Note:** Mailing Labels are 1" x 2 5/8"

Select Mailing Labels

F1 for Help

SELECT LABELS TO PRINT

Mail Premiums

Owner List (By Owner)

Owner List (By ZipCode)

☒ Mail to all Owners
☒ Mail to all Owners With Recent Entry
 Years Since Last Entry 2
☐ Mail to all Owners Requested Premium
☐ Mail to all Owners with Breed of Dog
 Select Breed German Shepherd Dog
☐ Mail to all Owners that show AKC
☐ Mail to all Owners without Email Address

Limit the number of emails sent by Owner Last Name

Starting Value ALL

Ending Value ALL

Email Owners

Close

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

Button Descriptions:

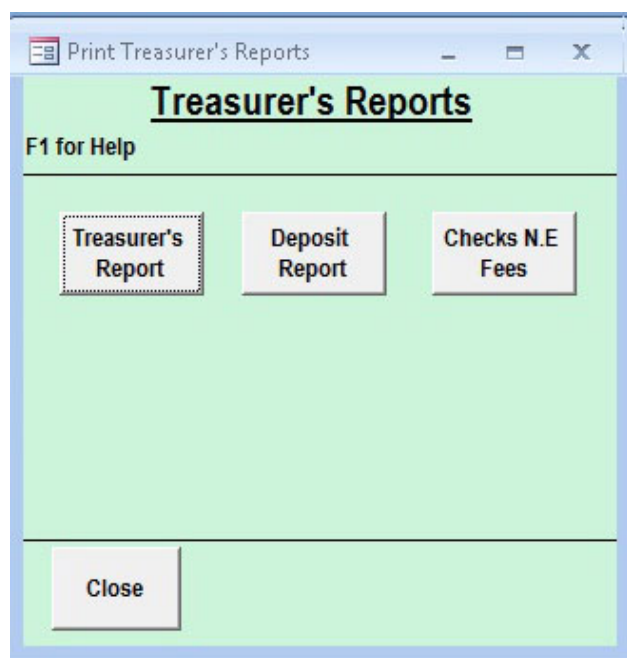
Button/Report	Purpose
Owner List (By Owner)	Owner List Labels (by Owner) prints one label for each owner in the database, sorted by owner last name.
Owner List (By Zipcode)	Owner List Labels (by Zipcode) prints one label for each owner in the database, sorted by zipcode, and then by owner last name.
Email Owners	The Email Owners button creates a mail message with the BCC field set to a list of the owner email addresses from the database.
Close	Close window and return to previous form

Print Treasurer's Reports

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

- **<New>** If you have one check for multiple dogs enter the check only once.

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



Button and Field Descriptions:

Button	Purpose
Treasurer's Report	Prints the Fees and Checks for each dog and owner
Deposit Report	Prints a list of all received checks
Checks N.E. Fees Report	Prints a report of all owners where the checks do not equal the fees
Close	Closes this form and returns to the previous form

Trial Summary

Trial Summary is used to review all of the information in the Owner/Dog/Trial tables for each dog entered in the trial. Additional Information:

- When looking for a specific bit of information - such as armband number, Right-click on the field and choose "sort ascending".

TRIAL SUMMARY

OWNER AND HANDLER		DOG INFO		STD CLASS INFO		JWW CLASS INFO		FAST CLASS INFO	
Anglace	DN07708802	16200	16	16200	16	16200	16		
Candis	Robbie	EXC B	<input type="checkbox"/>	EXC B	<input type="checkbox"/>	EXC A	<input type="checkbox"/>		
Anglace	Shetland Sheepdog	EXC B	<input type="checkbox"/>	EXC B	<input type="checkbox"/>	EXC A	<input type="checkbox"/>		
Candis	Male 7/6/2004 USA	NO	<input type="checkbox"/>	NO	<input type="checkbox"/>	NO	<input type="checkbox"/>		
5023		NO	<input type="checkbox"/>	NO	<input type="checkbox"/>	NO	<input type="checkbox"/>		
Angle	SE204869	24112	24	24112	24	24112	24		
Lauren	Eddie	NO	<input type="checkbox"/>	NO	<input type="checkbox"/>	NO	<input type="checkbox"/>		
Angle	Poodle (Standard)	NOV A	<input type="checkbox"/>	NOV A	<input type="checkbox"/>	NOV A	<input type="checkbox"/>		
Lauren	Male 3/1/2001 USA	NO	<input type="checkbox"/>	NO	<input type="checkbox"/>	NO	<input type="checkbox"/>		
6917		NO	<input type="checkbox"/>	NO	<input type="checkbox"/>	NO	<input type="checkbox"/>		

Record: 1 of 367 Unfiltered Search

Close Print Report

Button Descriptions:

Button/Report	Purpose
Close	Close window and return to previous form
Print Report	Prints a copy of the Armband Reports which shows the classes entered for each dog

Button Descriptions:

Button/Report	Purpose
Close	Close window and return to previous form
Print Report	Prints the Armband Report - which lists the classes for each entry in the trial

Assign Armband Numbers

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

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

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

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

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

GENERATE ARMBANDS

F1 for Help **Generate Armband Numbers**

CHOOSE 1 OF THE FOLLOWING TWO METHODS

Method 1: a) Assign Random Dog Numbers b) Move dogs up or down in by swapping dog numbers c) Create the Armband numbers from dog numbers and Setup the Scoring Tables

a) Assign Dog Numbers b) Move Dogs in Order c) Assign Armbands

a) Assign New Dog Numbers

Method 2: Click One button. Program will assign numbers, create armband numbers, and setup the scoring tables.

Assign All Armband Numbers Assign Only New Armband Numbers

Close

Button and Field Descriptions:

Button	Purpose
Method 1	
Assign Dog Numbers	Assign All Armband Numbers assigns armband numbers for all entries in each trial
Assign New Dog Numbers	Assign All Armband Numbers assigns armband numbers for only new entries in each trial which do not have armbands assigned
Move dogs in Order	Allows dogs to be moved in the assigned order before armband assignment is complete. Armband numbers will be swapped when dogs are moved
Assign Armbands	Finalize the armband assignment by adding the jump height to the armband number and generating the running orders
Method 2	Assign Armband Numbers assigns armband numbers to all entries based on the dog number with a single click
Assign All Armband Numbers	Assign All Armband Numbers assigns armband numbers, separates handlers, and generates the running orders for all entries in each trial
Assign Only New Armband Numbers	Assign All Armband Numbers assigns armband numbers, separates handlers, and generates the running orders for only new entries in each trial which do not have armbands assigned
Close	Closes this form and returns to the previous form

Dog Order Select

Dog Order Select allows you to move dogs in the running order by swapping dog numbers.

(New) There are two possible armband numbers for each dog: ISC classes number, and everything else (STD).

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

Button Descriptions:

Button	Purpose
Print Dog Order	Print the current dog order in a report
Edit Dog Order	Open the Edit form to move dogs in the armband order
Close	Closes this form and returns to the previous form

Dog Order Edit

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

Additional Information:

- Move dogs up or down in the order one at a time.
- Dogs cannot be moved across jump heights.
- When armband numbers are finalized and running orders assigned, the first sort groups dogs in the same division together. So - it is best to leave the A, B, and P dogs next to each other in the armband order.

DOG ORDER EDIT

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

Move Dog Up

Move Dog Down

Close

DOG NUI	HEIGHT	LAST NAM	FIRST NAM	CALL NAM	ArmbandDi	Armbanddiv2
04138	4	Cribbs	Carole	Dolly	EXC	EXC B P
08139	8	Dillard	Ronda	Pudge	EXC	EXC B P
08140	8	Barclay	Shella	Tom	EXC	EXC B P
08147	8	Graham	Karen	Festus	EXC	EXC B
08148	8	Gott	Cathy L.	Pele	EXC	EXC B
08149	8	Brown	Kathy	Niko	EXC	EXC B
08150	8	Ewing	Kenneth	Whiskie	EXC	EXC B
08151	8	Todd	Cindi S.	Wrinkles	EXC	EXC B
08152	8	Brasel	Susan	Shotz	EXC	EXC B
08153	8	Shaffmaster	Wendy	Sean	EXC	EXC B
08155	8	Janis	Edward	Gabi	EXC	EXC B
08156	8	Bowers	Judith	Trey	EXC	EXC B
08157	8	Rashidzadeh	Shauna	Hiedy	EXC	EXC B
08158	8	Gott	Cathy L.	Cheri	EXC	EXC B
08159	8	Brown	Gerry	Fuzz Butt	EXC	EXC B

Record: 1 of 243 Filtered Search

Button Descriptions:

Button	Purpose
Move Dog Up	Move the selected dog up in the armband order
Move Dog Down	Move the selected dog down in the armband order
Close	Closes this form and returns to the previous form - Enter Scores

Print Letters

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

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

The screenshot shows the 'Print Letters' application window. It features a light green background and a blue title bar. The main content area is divided into sections. On the left, there are buttons for 'Confirmation Letters' (highlighted with a dashed border), 'Letters w/o Email', 'Email Confirmations', 'Email NEW Confirmations', and 'Email Exhibitors'. In the center, there is a section titled 'Limit the number of emails sent by Owner Last Name' with two dropdown menus for 'Starting Value' and 'Ending Value', both currently set to 'ALL'. On the right, there are buttons for 'Closeout Letters', 'Wait List Letters', 'Volunteer Letters', 'Email Closeouts', 'Email Wait List', 'Email Volunteer', 'Closeout Summary', 'Wait List Summary', and 'Pulled Entry Summary'. A 'Close' button is located at the bottom left of the window.

Button and Field Descriptions:

Button	Purpose
Confirmation Letters	Confirmation Letters prints a report that consists of one confirmation letter for each trial entry. The confirmation letter is edited using Trial Setup.
Letters W/O Email	Prints a confirmation letter for each trial entry without an email address.
Email Confirmations	Email Confirmation prints a confirmation letter for each trial entry that has an email address.

Email New Confirmations	Email Confirmation letters ONLY to exhibitors who have not yet received a confirmation
Email Exhibitors	Email Exhibitors creates an email message with the BCC field set to a list of all exhibitors in your trial.
Closeout Letters	Closeout Letters prints one closeout letter for each entry in the Closeout Table. The closeout letter is edited using Trial Setup.
Email Closeouts	Sends an email message to each owner on the closeout list
Closeout Summary	Prints a report listing all entries on the closeout list
Wait List Letters	Wait List Letters prints one wait list letter for each entry in the Wait List Table. The wait list letter is edited using Trial Setup.
Email Wait List	Sends an email message to each owner on the wait list
Wait List Summary	Prints a report listing all entries on the wait list
Volunteer Letters	Volunteer Letters prints one wait list letter for each entry in the Volunteer Table. The Volunteer letter is edited using Trial Setup.
Email Volunteers	Email Volunteer prints a Volunteer letter for each entry in the Volunteer Schedule that has an email address.
Volunteer Summary	Prints a report listing all trial volunteers
Close	Closes this form and returns to the previous form

Print Labels

The Print Labels form is used to print Armband, Confirmation, and Check-In Labels. Multiple options are provided.

- Confirmation letter labels can be printed by Owner Last Name or by Zipcode
- Check-In labels could be used at the gate or on scribesheets and are sorted by Handler
- Handler labels can be used on check-in envelopes
- Armband labels are printed on 2"x4" labels or **<NEW>** on 1" x 2 5/8" Labels
- **<NEW>** 1" x 2 5/8 inch labels can be printed so that all trial days are printed together - no more sorting!
- Armbands for dogs without Height Cards can be printed separately
- **Note:** If you want to start at a label which is not the first one on the page, enter the starting label and make sure you choose the "Print directly to Printer" selection.

Select Mailing Labels

F1 for Help

SELECT LABELS TO PRINT

☐ Closeout Labels
☐ Waitlist Labels
☐ Confirmation Labels by Owner
☒ Confirmation Labels by Zip
☐ Handler/Entry Labels
☐ Check-In Labels

☒ Print 1 Armband

12015

☐ 4" Armband for a Single Class
☐ 4" Armband - 1 per Entry
☐ 4" Armband - 1 Trial Day
☐ 1x2 5/8" Armband - 1 per Entry
☐ 1x2 5/8" Armband - 1 Trial Day
☐ 1x2 5/8" Armband - All Trial Days

Label Options

Select Trial Name

SAT 21
SUN 22

Select Class

STD
JWW
FAST
T2B

Select Division

EXC
OPN
NOV

Select Height (Gate Only)

ALL
4
8
12

Height Card Select
☒ All
☐ With Height Cards
☐ WithOut Height Cards

Print Properties
☒ Print to Preview
☐ Print to Printer

Start printing at this label. 1

Close

You must print directly to the printer if you want the first printed label to be anything other than the first label

Button and Field Descriptions:

Button	Purpose
Closeout Labels	Prints 1 address label for each owner on the Closeout List
Waitlist Labels	Prints 1 address label for each owner on the Wait List
Confirmation Labels by Owner	Prints 1 address label for each entry - sorted by Owner
Confirmation Labels by Zip	Prints 1 address label for each entry - sorted by Zip Code
Handler/Entry Labels	Prints 1 address label per Handler - usually used for check-in envelopes
Check-In Labels	Prints 1 address label for each dog in the running order with armband number
Print 1 Armband	Prints 1 - 4" armband label for a single dog
4" Armband for a Single Class	Prints 4" armband labels for all dogs in a class (can be used when ISC classes have a different armband number)

4" Armband - 1 per Entry	Prints 1 armband label for all dogs entered in all trial days
4" Armband - 1 Trial Day	Prints 1 armband label for all dogs entered on the selected trial day
1 x 2 5/8" Armband - 1 per Entry	Prints 1 armband label for all dogs entered in all trial days
1 x 2 5/8" Armband - 1 Trial Day	Prints 1 armband label for all dogs entered on the selected trial day
1 x 2 5/8" Armband - All Trial Days	Prints 1 armband label for all dogs for all days entered in the trial (3 days - 3 labels)
Trial, Class, Division, Height	Choose the appropriate class which matches the Armband printing selection
Height Card Select	Choose All dogs, Dogs with Height Cards, or Dogs without Height Cards for Armband Label printing
Print Properties	Choose print to preview to view the report before printing, Choose print to printer to start printing at a label which is not the first label on the page
Close	Closes this form and returns to the previous form

Running Order Edit

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

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

EDIT RUNNING ORDER

F1 for Help **SELECT RECORD TO MOVE IN RUNNING ORDER**

TRIAL NAME CLASS DIVISION

	RUNNI	DIVISIO	LAST NAMI	HANDLER	ARMBAN	MOVEL
1	EXC B	Tindal	Caryn	08134	No	
2	EXC B	Skwarka	Frances	08135	No	
3	EXC B	Mancini	Carol	08137	No	
4	EXC B	Fanok	Donna	08138	No	
5	EXC B	Penha	Diana	08139	No	
6	EXC B	Fanok	Donna	08141	No	
7	EXC B	Laus	Florecita D.	08142	No	
8	EXC B	Foley	Anne	08143	No	
9	EXC B	Penha	Diana	08144	No	
10	EXC B	Mancini	Carol	08145	No	
11	EXC A	Ellis	Melissa	08140	No	
12	EXC B P	LaRoza	Brenda T.	08118	No	
13	EXC B P	Tindal	Caryn	08119	No	

Record: 14 Filtered Search

Close

If the running order is not ascending (out of order), Right click the top of the column and choose sort ascending.

Button and Field Descriptions:

Button	Purpose
Move Dog Up	Moves the selected dog up in the running order
Mode Dog Down	Moves the selected dog down in the running order
Close	Closes this form and returns to the previous form

Print Running Orders

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

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

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

Running Order Utilities

F1 for Help **RUNNING ORDER UTILITIES**

Select Trial Name: FRI SAT Select Class: STD JWW FAST T2B Select Division: EXC OPN NOV

Running Orders should be Generated per the Schedule.

Select Height For Regen (Schedule): ALL

Generate Running Order

View and Edit Running Order

Generate ALL Running Orders

Close

Running Orders are Printed for Any Height Combination.

Select Height For Printing: ALL 4 8 12 16 20 24 26 4/8 4/8/12 4/8/12/16 4/8/12/24 4/8/12/24/26 12/16 16/20 16/20/24 16/20/24/26 20/24 20/24/26 24/26

Print Running Order

Print Running Order Summary

Print 3 Column Running Order

Gate Sheet Report

Print 2 Column Running Order

Compressed Gate Sheet

Manual Scoring Report

Running Order for Entire Trial

Judging Order for Entire Trial

Handler Separation Report

If the Division to be printed is not in the Division List, Go back to Trial Setup and add the Division to the schedule.
If a dog is in the wrong jump height, check trial data, run audits, and regenerate the running order.
If you moved dogs across divisions in the running order, answer "No" to the regenerate question.

Button Descriptions:

Button/Report	Purpose
Generate Running Order	Generate Running Order causes the software to recalculate the running order for the selected class, division, and trial.
View and Edit Running Order	View and Edit Running Order displays the Edit Running Order Form. The running order for the selected class, division, and trial is displayed in a list. You can move a dog in the running order one line at a time. Selecting "Move Dog Up" moves a dog earlier in the running order by one line. Selecting "Move Dog Down" moves a dog later in the running order by one line. The software prevents moving the dog across jump heights. The running order will change, the armband number will not.
Generate All Running Orders	Generate All Running Orders recalculates the running orders for all classes in the selected trial.
	Print Running Order prints the full size running

Print Running Order	order report for the selected class, division, and trial.
Print 2 Column Running Order	Print 2 Column Running Order Summary s a running order report that is divided into 2 columns per page.
Print 3 Column Running Order	Print 3 Column Running Order prints a three-column running order report for the selected class, division, and trial.
Running Order For Entire Trial	Running Order for Entire Trial prints a report that shows the entire running order for all trial days, all judges, and all rings.
Handler Separation Report	The Handler Separation Report prints a report that lists the approximate run times for each handler based on the current running order.
Running Order Summary	Print Running Order Summary prints a running order report that shows the running order in the selected class and division for each dog on each trial day.
Gate Sheet Report	Gate Steward Report prints a running order report in large print that can be posted at the Gate.
Compressed Gate Sheet Report	Prints a gate steward report with more dogs per page.
Manual Scoring Report	Manual Posting Report prints a report that can be used to post manual scores.
Judging Order for Entire Trial	Print Judging Order prints a report that shows a three column running order (2 columns are displayed below) for the entire trial, that includes only the armband number, breed, jump height, and Judge. The dog and handler names are not included in this report. The Running Order for Trial Report has the same information including the dog and handler name.
Close	Close window and return to previous form

Print Scribesheets

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

Additional Information:

- Scribesheets are printed in running order, but such that you can cut an entire stack of sheets, and then place the cut sheets on top of each other. So the sheet for the second dog will be on the page *beneath* the sheet for the first dog.
- You can select almost an combinations of divisions for printing. Most commonly, this is used to print different color scribe sheets for each division. This makes printing harder, but sorting for catalogs much easier.
- If NCR scribe sheets are desired, use a PDF printing program to print the scribe sheets as a .pdf file to take to a professional printer.

- *Moveups*: Scribesheets for moveups are printed from the Trial Data Form.
- **<New>** FAST micro scribesheet - subtraction method
- **<New>** Scribesheet printing order fixed on last couple of pages

Print AKC Scribesheets

F1 for Help

SELECT AKC SCRIBESHEET

Numbered Scribesheets will be printed by CLASS and then by Running Order.

Select Trial: SAT 21
SUN 22

Select Class: STD
JWW
FAST
T2B
ISC ST
ISC IM

Select Division: EXC
EXC A
EXC B
EXC A P
EXC B P
EXC A & EXC A P
EXC B & EXC B P
OPN
OPEN
OPEN P
NOV
NOV A
NOV B
NOV P
NOV B & NOV P
NOV A & NOV B
NOV A & NOV P

Select Height: ALL
4
8
12
16
20
24
26
4/8
4/8/12
4/8/12/16
4/8/12/24
4/8/12/24/26
12/16
16/20
16/20/24
16/20/24/26
20/24
20/24/26
24/26

Select Preprinted Armbands

☐ Print With Armband Num.

☒ Print Micro With Armband Num.

☐ Print Alternate Micro w/Armband

☐ Print Without Armband Number

☐ Print FAST Micro Subtraction

Print Scribesheets

Close

1) Do Not Print, then design and save changes to a scribesheet. If you wish to change the design, go to the database window, select the SS under reports, and design from there.

Button Descriptions:

Button/Report	Purpose
Print Scribesheets	Prints the selected scribe sheets to print preview.
Close	Close window and return to previous form

Print Catalogs

Select Trial for Catalog prints the trial catalogs, both before and during the show.

The following versions of the catalog currently available:

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

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

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

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

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

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

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

Additional Information

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

Select Trial Catalog to Print

F1 for Help

SELECT TRIAL FOR CATALOG

Select Trial	SAT 21 SUN 22	Select Class	STD JWW FAST T2B 100 STD	Select Division	EXC EXC A EXC B EXC A P EXC B P OPN OPEN OPEN P NOV NOV A NOV B	Select Height	ALL 4 8 12 16 20 24 26 4/8 4/8/12 4/8/12/16 4/8/12/24 4/8/12/24/26 12/16 16/20 16/20/24 16/20/24/26 20/24 20/24/26 24/26
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Select Score Printing

☒ Full Catalog With Scores

☐ Full Catalog Without Scores

☐ Short Catalog With Scores

☐ Summary Catalog W/O Scores

Print 1 Division

Print ALL Divisions

Electronic Catalog

Print Owner

Combined Owner

Print Judge Report

Print Std. Times

Close

Enter Scores

Post Scores, Placements

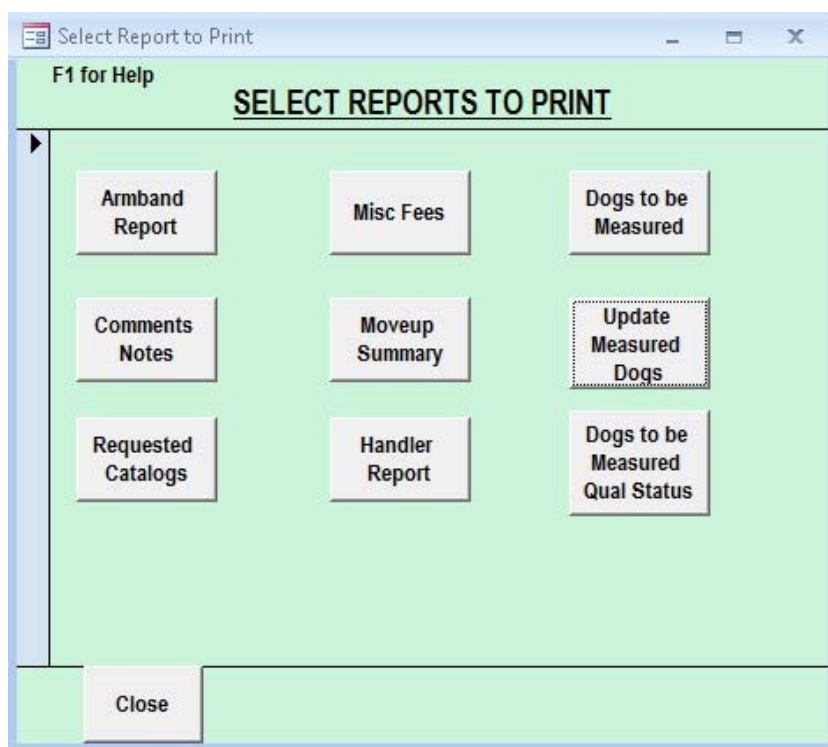
Button Descriptions:

Button/Report	Description
Print Owner	Print Owner prints the owner's list for the selected Trial and Class. Before clicking on this button, select trial day and class
Combined Owner	Print Combined Owner prints the combined owner's list for all trials and classes.
Print Judge Report	Print Judge's Report prints a copy of the judge's report for the selected Trial and Class. Before clicking on this button, select the trial day and class to be printed.
Print Std. Times	Print Standard Times prints the standard course times for all of the divisions in the selected Trial and Class. Before clicking on this button, select the trial day and class to be printed
Print One Division	Print 1 Division prints a catalog for the selected Trial, Class, and Division, and Jump Height. Before clicking on this button, select the trial day, class, division, and jump height to be printed. This button can be used for catalogs with or without score.
Print All Divisions	Print All Divisions prints all divisions for the selected Trial and Class. Before clicking on this button, select the trial day and class to be printed. This button can only be used for printing catalogs without scores.
Electronic Catalog	The Electronic Results Utility can be used to generate the electronic results file to send the AKC. The Utility has an associated help file which describes the steps required to generate the results XML file from your Trial Genie database

Close	Close the Form and Return to Main Menu
Enter Scores	Go to the Enter Scores Form
Post Scores, Placements	Go to the Post Scores and Placements Form

Check In Reports

Check-In Reports are used to assist in tracking dogs and handlers at check-in.



Button and Report Descriptions:

Button/Report	Purpose
Armband Report	<p>The Armband Report shows the handler name, the dog name, the classes entered, the armband numbers, the dog height, the height-card information, and if the owner requested a trial catalog.</p> <p>The Armband Report can be used to ensure all armband labels are present for a dog while preparing check-in envelopes.</p>
Comments and Notes	The Comments and Notes Report displays the Dog Comments and Trial Notes for any dog entered in the trial.
Requested Catalogs	The Requested Catalog Report displays a list of handlers who have requested and/or paid for trial catalogs. There is a requested catalog checkbox for each club in trial data.
Misc Fees	The Misc Fees Report displays a list of handlers who were charged miscellaneous fees, and the reason for the fees. If you entered data in the Misc Fees part of Trial Setup for lunches or RV Parking, this report will provide a list of handlers who

	paid for the service.
Moveup Summary	The Move-up Summary Report displays a list dogs that moved up for or during this trial.
Handler Report	The Handler Report is a list of Handlers for the trial.
Dogs To Be Measured	The Dogs To Be Measured Report prints a list of the dogs who need to be measured at the trial. This report uses the "To Be Measured" status in trial data.
Update Measured Dogs	Click here to view and update the dogs on the To Be Measured list. (New)
Dogs To Be Measured Qual Status	This report shows the scores for dogs which needed to be measured. It was developed on request to find the dogs who are avoiding being measured when an AKC VMO is on the show grounds.
Close	Close the form and return to Main Control.

Update Measured Dogs Form (New!)

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

ToBeMeasured1

Dogs To Be Measured

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

Record: 1 of 120 No Filter Search

Button and Report Descriptions:

Button/Report	Purpose
Close	Close the form and return to Main Control

Enter Standard Course Times

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

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

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

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

Additional Information: <NEW FORMAT>

- Pressing Tab will take you to the next Yards field.
- The divisions are grouped and highlighted with a different background color.
- The Standard Course Time (SCT) is is bold
- Yards Per Second (YPS) has been added for your information, but is not printed in any report.<NEW>
- You can override any of the fields, as long as yards are entered first, followed by the standard course times, and then maximum course times. Empty fields are replaced with zeros.
- The program ensures that the Excellent standard course times are within the maximum values allowed by the AKC and prints a warning when a time has been exceeded.
- FAST and T2B times are automatically calculated when the form is opened. After the FAST and T2B times are in the database, they will not be cleared when a new trial is started, so you should not have to enter them again. <NEW>

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

Button Descriptions:

Button	Purpose
Save Data	Save entered data and validate
Close	Closes this form and returns to the previous form - Enter Scores

Enter Scores

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

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

Additional Information:

- <New> Print Judge Statistics and Print Standard Course Times reports are available from the buttons on the lower left of the form.

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

Button and Field Descriptions:

Button	Purpose
Scoring Form Order	Select to determine the order of the list of dogs to be scored
FAST Alternate Scoring form	Select to use an alternate FAST scoring form
Enter Standard Course Times	Enter the Yards and Standard Course Times for the class
Print Standard Course Times	Prints the standard course times for the class
Print Judge Statistics	Prints the dogs shown, qualified, and not scored for the class
Enter Scores	Enter the scores for a class
Recent Scores	Opens the Recent Scores form which displays the most recent scored dogs in all rings
Post Scores, Placements	Go to the Post Scores form to calculate placements and print posting sheets
Dogs Not Scored in Selected Class	Displays the number of unscored dogs in the currently selected class, division, and jump height
Close	Closes this form and returns to the previous form

FAST Scoring Form

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

Additional Information:

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

To Score a Dog

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

Special Considerations:

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

The screenshot shows the FAST Scoring Form interface. On the left, a list of dogs is displayed with columns for Armband, Class, Height, Time, and Status. Dog 08067, Orangie, is highlighted. On the right, detailed information for Orangie is shown, including its height (8), standard course time (38.00), and current time (45.00). The form also includes fields for time faults, obstacles, and a tie breaker placement. At the bottom, there are buttons for Close, Previous Record, Next Record, and Save Data.

Find by Armband	Go To Armband	08067 Orangie	Height
1 08004 NOV P Stella 34.56 66 QUALIFIED		West Highland White Terrier	8
2 08014 NOV B Pogo 0.00 0 NOT SCORED		My Handler	
3 08015 NOV B Delilah 0.00 0 NOT SCORED		Dog's Time Min 0 Sec 45.00 45.00	
4 08065 NOV B Lacy 0.00 0 NOT SCORED		Standard Course Time 38.00	
5 08066 NOV B Gervais 0.00 0 NOT SCORED		All TIME FAULTS 7.00	
6 08067 NOV B Orangie 45.00 64 QUALIFIED		1 Point Obstacles 7	
7 12007 NOV P Teddy 0.00 0 NOT SCORED		Row 2 Pt 3 Pt 4 Pt 7	
8 12055 NOV P Tide 0.00 0 NOT SCORED		Row 5 Pt 6 Pt 7 Pt 18	
9 12056 NOV P Bailey 0.00 0 NOT SCORED		Row 8 Pt 9 Pt 10 Pt 19	
10 12058 NOV P Amelia 0.00 0 NOT SCORED		Excused Send Bonus 20	
11 12322 NOV P Chevy 0.00 0 NOT SCORED		71	
12 12327 NOV P Misty 0.00 0 NOT SCORED		QUALIFIED 64.00	
13 12022 NOV B Latte 0.00 0 NOT SCORED			
14 12023 NOV B Bogie 0.00 0 NOT SCORED			
15 12069 NOV B Zippity 0.00 0 NOT SCORED			
16 12070 NOV B Ellie 0.00 0 NOT SCORED			
17 16029 NOV B Rosie 0.00 0 NOT SCORED			
18 16071 NOV B Fern 0.00 0 NOT SCORED			
19 16073 NOV B Zing 0.00 0 NOT SCORED			

Button Descriptions:

Button/Report	Purpose
Close	Close window and return to previous form
Previous Record	Move to the Previous Dog in the list
Next Record	Move to the Next dog in the list
Save Data	Save and validate entered data

FAST Scoring Form

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

Additional Information:

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

the database, they will stay there.

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

To Score a Dog

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

Special Considerations:

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

Button Descriptions:

Button/Report	Purpose
Close	Close window and return to previous form
Previous Record	Move to the Previous Dog in the list
Next Record	Move to the Next dog in the list
Save Data	Save and validate entered data

Calculate Placements and Print Scores

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

Additional Information:

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

Button Descriptions:

Button	Purpose
Calculate Placements and Print Scores	This button recalculates placements and prints reports for all of the selected Jump Heights.
Only Calculate Placements	Prints the standard course times for the class
Only Print Scores	Print the posting sheets and the ribbon table report for the class
Placement Ribbon Labels	Print ribbon labels for all placements
Qualified Ribbon Labels	This button prints ribbon labels for all qualifiers
One Page Ribbon Labels	Print one entire page of generic ribbon labels for the selected Trial Day, Class, and Level
Print Judge Report	Prints the dogs shown, qualified, and not scored for the class
Enter Scores	Go to the Enter Scores form to enter the scores for a class
Print Catalogs	Go to the Print Catalogs form to print the judges catalog
Close	Closes this form and returns to the previous form

Print Catalogs

Select Trial for Catalog prints the trial catalogs, both before and during the show.

The following versions of the catalog currently available:

- A version with all dog information, including the dog's sire and dam information

- A version without breed information.
- A version which shows all dogs for all days

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

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

If you are using a printer on trial day, you need one copy of the catalog for hand scoring. This catalog is kept for “emergencies” so that you have a catalog with scores should you experience problems with your printer or computer. At the end of each class, print the catalog with scores. Make sure that you run trial statistics first (at some time during the day) so that the number of dogs entered in each class is accurate. The number of dogs qualified is taken from the judges’ statistics, so you should run the judges’ statistics report before printing the final catalog signature page. Move-ups are automatically printed in the catalog in the correct class, so there is no need for marking move-ups in the catalog.

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

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

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

Additional Information

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

Button Descriptions:

Button/Report	Description
Print Owner	Print Owner prints the owner's list for the selected Trial and Class. Before clicking on this button, select trial day and class
Combined Owner	Print Combined Owner prints the combined owner's list for all trials and classes.
Print Judge Report	Print Judge's Report prints a copy of the judge's report for the selected Trial and Class. Before clicking on this button, select the trial day and class to be printed.
Print Std. Times	Print Standard Times prints the standard course times for all of the divisions in the selected Trial and Class. Before clicking on this button, select the trial day and class to be printed
	Print 1 Division prints a catalog for the selected Trial, Class, and Division, and Jump Height. Before

Print One Division	clicking on this button, select the trial day, class, division, and jump height to be printed. This button can be used for catalogs with or without score.
Print All Divisions	Print All Divisions prints all divisions for the selected Trial and Class. Before clicking on this button, select the trial day and class to be printed. This button can only be used for printing catalogs without scores.
Electronic Catalog	The Electronic Results Utility can be used to generate the electronic results file to send the AKC. The Utility has an associated help file which describes the steps required to generate the results XML file from your Trial Genie database
Close	Close the Form and Return to Main Menu
Enter Scores	Go to the Enter Scores Form
Post Scores, Placements	Go to the Post Scores and Placements Form

Recent Scores

This form displays the most recent scores entered by the trial secretary. It can be displayed on a monitor which extends your scoring laptop, or on a separate computer networked to database and running the networked copy of TrialGenie.

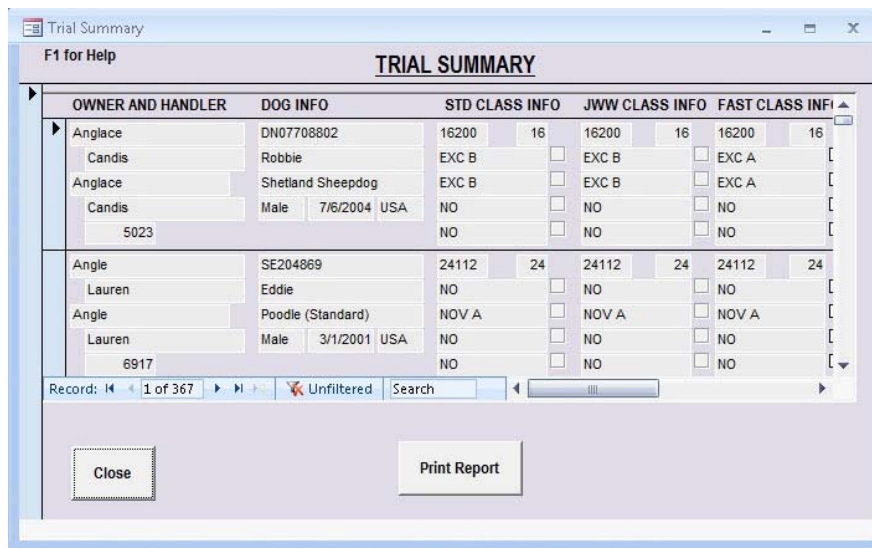
- Note: If the call names for the dogs are not displaying - as in the example below, run audits to fill in the call names in the scoring tables.

RECENTLY SCORED DOGS													
Armband #	Name	Dog's Time	T. Flts	Tot Flts	E/F	Score	Armband #	Name	Dog's Time	T. Flts	Tot Flts	E/F	Score
04138		56.44	0	0	0	100	08332	Ollie	70.00	2	7		93
04138		45.33	0	0	0	100	08333		23.56	0	0		100
04138		34.55	0	61	0	61	08335	Jordon	0.00	0	20		0
08004	Texie	45.66	10	70	0	60	08336		34.56	0	0		100
08009	Hunter	29.34	0	0	0	100	16213	Teddy	45.32	0	10		0
08010	Justice	53.89	12	32	0	0							
08011	Nicolas	23.66	0	5	0	95							
08012	Travis	45.66	0	0	0	100							
08140		0.00	0	5	2	0							
08147		23.00	0	0	0	100							
08148		46.88	0	0	0	100							
08149		67.22	12	12	0	88							
08150		34.67	0	0	0	100							
08151		78.23	45	45	0	55							
08152		23.77	0	0	0	100							
08153		54.77	0	0	0	100							
08157		36.44	0	5	0	0							
08158		83.00	60	60	0	40							
08159		38.99	0	0	0	100							
08160		25.78	0	0	0	100							
08326	Little Te	0.00	0	0	0	0							
					0								

Trial Summary

Trial Summary is used to review all of the information in the Owner/Dog/Trial tables for each dog entered in the trial. Additional Information:

- When looking for a specific bit of information - such as armband number, Right-click on the field and choose "sort ascending".


 The image shows a software window titled "Trial Summary". At the top left, it says "F1 for Help". The main title is "TRIAL SUMMARY". Below this is a table with five columns: "OWNER AND HANDLER", "DOG INFO", "STD CLASS INFO", "JWW CLASS INFO", and "FAST CLASS INFO". The table contains two main entries. The first entry has a handler "Anglace" and a dog named "Candis" (Shetland Sheepdog, Male, 7/6/2004, USA) with ID 5023. The second entry has a handler "Angle" and a dog named "Lauren" (Poodle (Standard), Male, 3/1/2001, USA) with ID 6917. Each entry has rows for different class levels (16200, 24112) and various checkboxes for "EXC B", "EXC A", "NOV A", and "NO". At the bottom of the window, there are navigation controls (Record: 1 of 367, Unfiltered, Search), and two buttons: "Close" and "Print Report".

OWNER AND HANDLER	DOG INFO	STD CLASS INFO	JWW CLASS INFO	FAST CLASS INFO
Anglace	DN07708802	16200 16	16200 16	16200 16
Candis	Robbie	EXC B	EXC B	EXC A
Anglace	Shetland Sheepdog	EXC B	EXC B	EXC A
Candis	Male 7/6/2004 USA	NO	NO	NO
5023		NO	NO	NO
Angle	SE204869	24112 24	24112 24	24112 24
Lauren	Eddie	NO	NO	NO
Angle	Poodle (Standard)	NOV A	NOV A	NOV A
Lauren	Male 3/1/2001 USA	NO	NO	NO
6917		NO	NO	NO

Record: 1 of 367 Unfiltered Search

Close Print Report

Button Descriptions:

Button/Report	Purpose
Close	Close window and return to previous form
Print Report	Prints a copy of the Armband Reports which shows the classes entered for each dog

Button Descriptions:

Button/Report	Purpose
Close	Close window and return to previous form
Print Report	Prints the Armband Report - which lists the classes for each entry in the trial

Exhibitor Results

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

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

Additional Information:

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

Button Descriptions:

Button/Report	Description

Print Qualifiers in One Division	Print Division displays a list of all dogs that qualified in a particular division (e.g. Saturday, Standard Agility, Open). Before clicking on this button, select the trial day, class, and division to be printed.
Individual Qualification Letters	The qualification letters can be used to notify exhibitors of their trial results after the trial is over. The exhibitors' scores and placements for each class are printed on a report. The address of the exhibitor is placed at the bottom of the page so that window envelopes may be used. The exhibitor letters are printed in owner last name order.
Print Qualifiers in All Divisions	Print All Divisions displays the Qualified Report for all dogs that qualified in a particular class (e.g. Saturday, Standard Agility). Before clicking on this button, select the trial day and class to be printed.
Email Qualification Letters	The Email Individual Qualification button will create email messages for each competitor that qualified. Since many Internet Providers will screen mass mailings due to the occurrence of virus's, I recommend that you pause the process and send your email every 20-40 dogs.
Close	Close window and return to previous form

AKC On Line Entry

The On Line Entry tool will import an entry XML file downloaded from the AKC website into the database.

- Use the Open OLE XML File button to browse to the XML file
- Use the Open TrialGenie Database button to browse to the TG database for the trial
- The program will retrieve each entry for each dog and compare it to what is in the TG Database
- The background of the TG Entry will be shaded pink where there is a difference.
- If the entry is the same between the file and the database, the Save Button text will be green.
- The Save Owner button will save only the owner data to the database
- The Save Dog button will save only the dog data to the database
- The Save Trial button will save only the trial data to the database
- The Save All button will save all data to the database
- *** Class Fee totals will be corrected within Trial Genie on the Owner Master Form display. The finalize function totals class fees and corrects 4 and 8 inch jump heights.
- The Next Record button will take you to the next record in the XML File
- *** Confirmation letters can be sent to OLE entered dogs using the "Send Only New" confirmation letter feature.

The screenshot shows a software window titled "Form1" with a light blue background. The main heading is "Trial Genie AKC On Line Entry Tool". Below this, there are two columns: "OLE Entry" and "TG Entry". Each column contains six input fields labeled "Entry Id", "Dog Data", "Classes", "Paid", "Owner", and "Address". To the right of these columns is a vertical stack of buttons: "Open OLE XML File" (highlighted with a red border), "Open TrialGenie Database" (highlighted with a red border), "Save Owner", "Save Dog", "Save Trial", "Save All", and "Next Record".

My Results Utility

The Find My Results utility can be used by the exhibitors to retrieve their scores from the database during a trial.

- Network a spare computer to the scoring computers
- Use the Find TG Database file button to browse to the TrialGenie scoring database
- The exhibitors just enter their armband number and click on the "Find My Results" button
- Their scores and run times will be displayed as requested.

Find My Results

a) Select STD, JWW, FAST, or ISC
b) Enter your Armband Number
c) Select the "FIND My Results" Button

Select STD, JWW, FAST or ISC

☒ STD Results
☐ JWW Results
☐ FAST Results
☐ ISC STD Results
☐ ISC JWW Results

Enter your Armband Number

08001
 Chrissie

Find My Results Now
 Clear My Results

	Score	Time	Qualified	SCT	Yards
Trial 1	0	0	NOT SCORED	0	0
Trial 2	N/A	N/A	N/A	N/A	N/A
Trial 3	N/A	N/A	N/A	N/A	N/A
Trial 4	N/A	N/A	N/A	N/A	N/A

Find TG AKC Database File

Trial Genie AKC Electronic Results Tool

AKC Electronic Results XML Files:

The AKC has specified the electronics results in a format called XML. This format is similar to the HTML language that is used to create web pages. The specification is contained in the file: xmlschema_12032004.xsd which will be installed in your c:\programs\trialgenie directory for use by the Trial Genie Electronic Results tool. The file created by the Trial Genie tool will be an XML file in readable text, defined by the format in the .xsd file. The format is quite specific, requiring format changes such as no /'s or "" in the AKC numbers, specific date formats, and no "-" in the zip codes. The Electronic Results tool will remove "/"'s and ""'s without modifying the database, but a few formatting errors such as lower case letters or # signs in the dog's AKC number may slip through the document creation process and will be caught by file validation step. Any errors detected should be fixed in the database before sending the file to the AKC for processing.

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Update Trial Statistics and Judges Statistics:

1. Run trial statistics in the database
2. Generate Judges Reports for each class, each trial day
3. Make sure the event id and trial dates are entered into the database

Start the AKC Electronic Results Visual Basic Executable:

1. Choose Programs/TrialGenie/AKC Electronic Results

Generate and Validate the XML file:

1. Click on the "Find TG AKC Database File" button to browse to your trial database..
2. Click on the "Select XML Output filename" button to name the results file. Use the extension .xml in your destination file name.
3. Click on the "Create XML File" button to create your results file. Information statements from the create process will be displayed in the large textbox. If the creation is 100% successful, a message box will be displayed at the end of the file create "File Creation Complete with 0 errors". If the write process encountered errors, an error message will be displayed for each error with the dog's AKC number.
4. Click on the "Validate XML File" button to validate your results file. This is very important since not all data errors can be caught during the write process. If the validation process completes successfully, you will see the popup message: "File Validation Complete with 0 Errors". If the validation found errors, the error message will be displayed in the textbox with the line number and field the error occurred on. Open the XML file to find the line and determine the source of the error.

Email the XML File to the AKC

1. The file is now ready to be emailed to the AKC Electronics results email: EResults@akc.org

Trouble Shooting

Running Order Changes

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

Move-ups

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

Absent / Pulled Entries

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

Dog Entered in the Wrong Class or Jump Height

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

Dog Not in Running Order or

Trial Statistics Totals Do Not Match Running Order Totals or Judge’s Report Totals

Running the Audit function on the main screen detects these errors and corrects them without changing the current running order.

Qualified Report Blank or Shows “#Error”

Make sure that the Calculate Placement reports have been run for the selected class and that the Trial Day, Class, and Division are correct.

Make sure the Trial Schedule is accurate.

The program uses the Schedule to determine what classes have been run.

Judge’s Totals Do Not Match the Number of Dogs in the Running Order

If the judge’s totals do not match the dogs entered in the class (extra absent dogs), run trial audits to remove “extra” dogs from the scoring table. This problem can occur when armband numbers or AKC numbers for a dog are corrected. Audits ensures that each dog has a scoring table entry and that there are no extra dogs in the scoring table.

Invalid Use of NULL

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

Dog in a Strange Location in the Running Order

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

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

Placements Are Missing from the Catalog

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

Dog Counts in the Catalog are Not Correct

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

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

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

listed for the class in the trial class schedule.