

RALLY MODEL MANUAL

VERSION 1.0

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Rally Model Manual

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INTRODUCTION

OVERVIEW

The Rally Model is a user-friendly administrative tool developed in Microsoft Excel intended for use by those who organize and run World Cynosport Rally Limited (WCRL) trials.

It provides Trial Hosts with the ability to:

- Create, edit and maintain a personalized master database as a data source for future trials (up to 300 individual records per database)
- Manage exhibitor entries for current trials (up to four trials at once)
- Create a trial confirmation letter with exhibitor-specific details using the Microsoft Word mail merge feature
- Create and print various trial documents from the exhibitor entry data per level and trial
- Print label armbands with exhibitor-specific details per trial
- Analyze entries per level and trial


Installation requirements for the tool are listed below:

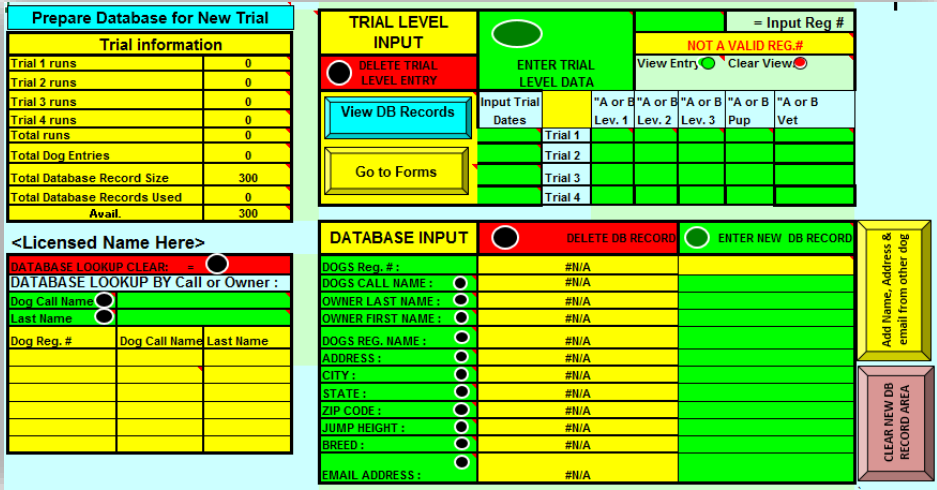

- Microsoft Excel 2010 or higher
- Microsoft Word 2010 or higher
- Microsoft Outlook or other email program
- Printer

NOTE: It is recommended that the steps in this document be reviewed prior to using the Rally Model tool for the first time. Review of this manual may prevent errors during trial entry data input. If the steps in the manual are not followed, it could result in errors during trial entry data input or how the model performs which could result in deletion and re-entering of any or all data.

INSTALL AND SET UP RALLY MODEL

Follow these steps to save the Rally Model tool and its supporting files on your local computer or laptop:

Step #	Instructions
1	<p>On your computer or laptop, create a folder in which to save all of the files used by the Rally Model tool.</p> <p><i>For example, create a folder titled WCRL Rally Model Tool in your My Documents folder location on your C: drive.</i></p>
2	<p>Save the Rally Model .xlsm file to the folder created in Step 1.</p> <p>NOTE: The file name will contain the name of the club or person to who the Rally Model is licensed.</p> <p> It is highly recommended to save a master copy of the initial file (e.g. named <Club> Rally Model Master) in case the original purchased file is ever required again.</p>

Step #	Instructions
3	<p>Save the two Word document files (.doc/.docx) to the folder created in Step 1.</p> <p>NOTE: One file is a sample confirmation letter to be used with the Microsoft Word mail merge functionality to manually email confirmations to each exhibitor. Refer to Create and Send Confirmations Using Mail Merge to set up the mail merge functionality.</p> <p>The other file will be used by the tool to create trial running order gate sheets.</p>
4	<p>OPTIONAL – Save the Rally Model Manual (this document) to the folder created in Step 1.</p>
5	<p>Double-click the Rally Model .xlsm file to open the tool on the initial screen and enter WCRL trial data.</p> <p style="text-align: center;">INITIAL SCREEN</p>  <p>NOTE: The initial database will arrive “empty” – with space for 300 records at one time. Once records have been entered, a master database can be saved for future use. Refer to Prepare Database for New Trial for instructions on how to save your master database.</p> <p> When opening the .xlsm file, be sure to enable macros and editing, if asked. These options are necessary for the tool to work correctly.</p>

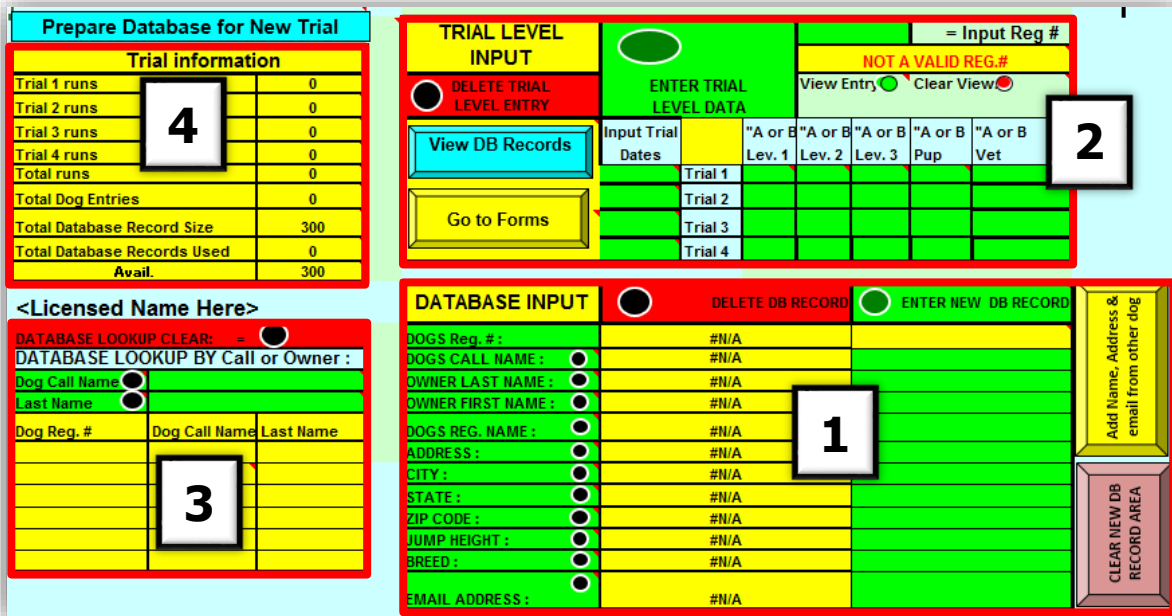
COCKPITS

The Rally Model tool has two main screens, or “cockpits”, from which transactions occur:

- **Trial and Exhibitor Information Cockpit:**
 - Accessed when **.xlsm** file is opened (initial screen)
 - Controls maintenance of the database with reusable data records which can be used for current and future trials
 - Controls maintenance of current trial-specific data used for up to four trials at a time

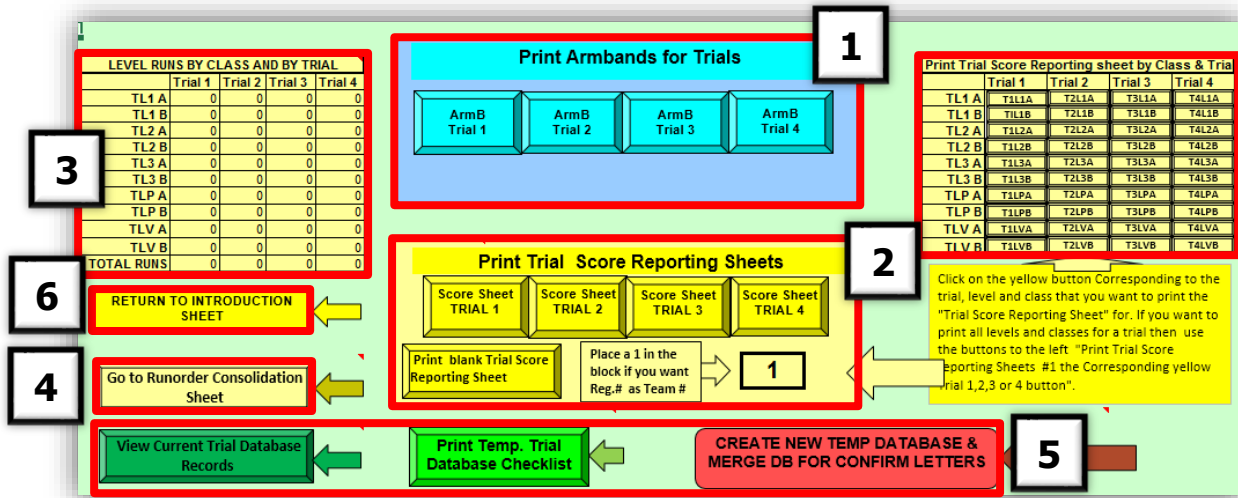
- **Document and Form Publishing Cockpit:**
 - Accessed when **Go to Forms** button is clicked from the initial screen
 - Controls printing of various documents required to successfully run a WCRL trial
 - Trial Score Reporting Sheets
 - Running order/gate sheets by level per trial
 - Armbands per trial (Avery labels #8163 or any 2"x 4" label)

COCKPIT: TRIAL AND EXHIBITOR INFORMATION



1	<i>Database Input</i>	<p>Use this section to enter a new dog record, including owner information, or to update/delete an existing dog record. Includes buttons to right:</p> <ul style="list-style-type: none"> • Clear New DB Record Area - Clears the current record being viewed from the <i>Database Input</i> area • Add Name, Address & Email from Other Dog – Allows creation of a new dog with the same owner
2	<i>Trial Level Input</i>	<p>Use this section to enter and modify current trial entry data received on WCRL trial entry forms. Includes buttons on left:</p> <ul style="list-style-type: none"> • View DB Records – Displays a list of current database records (only dog registration number, dog’s call name, owner’s last name) • Go to Forms – Access the Document and Form Publishing Cockpit
3	<i>Database Lookup</i>	<p>Use this section to search for a database record by dog’s call name or owner’s last name.</p>
4	<i>Trial Information</i>	<p>Use this section for a quick view of current trial and database statistics.</p>

COCKPIT: DOCUMENT AND FORM PUBLISHING



1	<i>Print Armbands for Trials</i>	Use this section to print armbands for each exhibitor per trial (preset to print on standard 2" x 4" labels)
2	<i>Print Trial Score Reporting Sheets</i>	Use these sections to print Trial Score Reporting Sheets (preset to print standard WCRL format as viewed on their web site). May print an entire trial at once (left) or by class per trial (right). Also includes a button to print a blank sheet (e.g. use for Judge's class entries).
3	<i>Level Runs by Class & Trial</i>	Use this section for a quick view of current trial statistics by class and trial which can help determine quantity of maps and judge score sheets to print
4	<i>Go to Runorder Consolidation Sheet</i>	Use this button to access the screen where running order/gate sheets are created and printed
5	<i>Various Database Buttons</i>	Use these buttons to access database records in various formats: <ul style="list-style-type: none"> • View Current Trial Database Records – Displays the current trial entries in spreadsheet format (all data included) • Print Temp. Trial Database Checklist – Prints the current trial data to check for accuracy before sending confirmations • Create New Temp Database & Merge DB for Confirm Letters – Creates a temporary database used for mail merge to create the confirmation letter
6	<i>Return to Introduction Sheet</i>	Use this button to return to the initial screen

DATABASE MAINTENANCE

DOG DATABASE RECORD

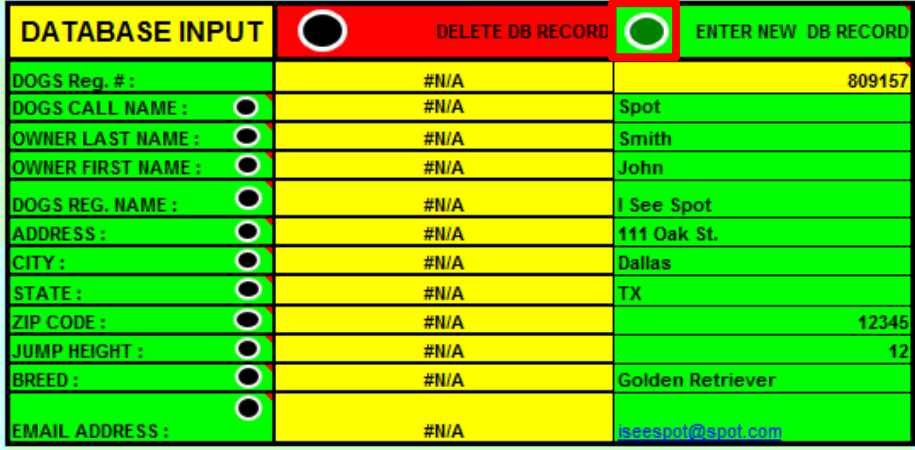
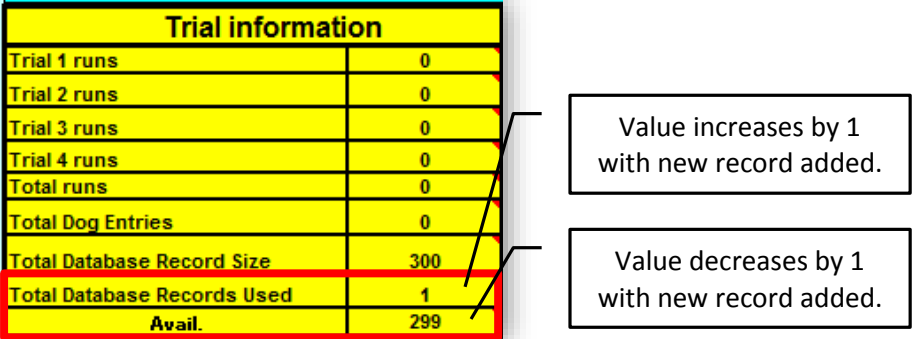
Before trial entry details can be entered for an active trial, a dog record must be maintained in the database. Each record requires the following information which can be obtained from the WCRL entry form received by the Trial Secretary:

<p><i>Dog's WCRL Registration Number</i></p>	<p>A valid WCRL registration number is required for all database entries. A number is unique to each dog and this tool uses the number to identify, store and sort the trial data. The tool will only accept WCRL registration numbers (converted from APDT or newly issued from WCRL – see examples below):</p> <table border="1" data-bbox="630 621 1300 768"> <thead> <tr> <th>APDT Issued Number</th> <th>WCRL Number</th> </tr> </thead> <tbody> <tr> <td>R-10-123</td> <td>800123</td> </tr> <tr> <td>R-11-1234</td> <td>801234</td> </tr> <tr> <td>R-12-10312</td> <td>810312</td> </tr> </tbody> </table> <p>The FULL numeric portion of the registration number must be entered.</p>	APDT Issued Number	WCRL Number	R-10-123	800123	R-11-1234	801234	R-12-10312	810312
APDT Issued Number	WCRL Number								
R-10-123	800123								
R-11-1234	801234								
R-12-10312	810312								
<p><i>Dog Information</i></p>	<p>Dog information required for each record includes: dog's call name, dog's registered name, breed, and jump height</p>								
<p><i>Owner Information</i></p>	<p>Owner information required for each record includes: owner's first and last name, mailing address, and email address</p>								

ENTER A NEW DOG DATABASE RECORD

Follow these steps to enter a new dog database record:

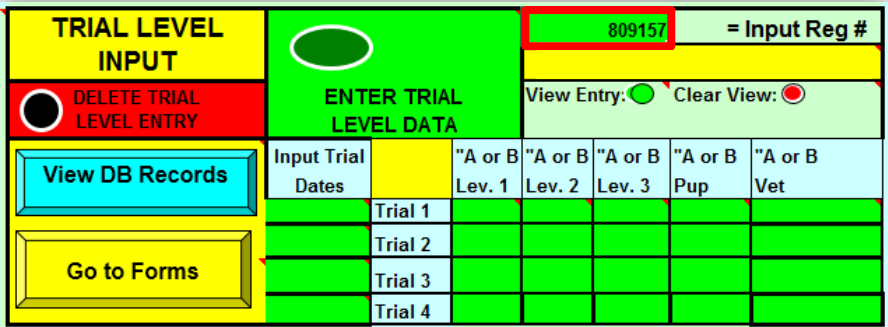
Step #	Instructions
<p>1</p>	<p>On the Trial and Exhibitor Information Cockpit, in the Trial Level Input section, type the dog's WCRL registration number in the Input Reg # field.</p> <p>Press the Enter key.</p> <div data-bbox="365 562 1247 892" data-label="Image"> <p>The screenshot shows the 'TRIAL LEVEL INPUT' section. At the top, there is a field for 'Input Reg #' containing the number '809157'. Below this, a yellow banner displays the message 'NOT A VALID REG.#'. To the left of the registration number is a 'DELETE TRIAL LEVEL ENTRY' button with a black circle icon. Below the registration number is a 'View Entry' button with a green circle icon and a 'Clear View' button with a red circle icon. The main area contains a table with columns for 'Input Trial Dates', 'A or B Lev. 1', 'A or B Lev. 2', 'A or B Lev. 3', 'A or B Pup', and 'A or B Vet'. The rows are labeled 'Trial 1' through 'Trial 4'. To the left of the table are two buttons: 'View DB Records' and 'Go to Forms'.</p> </div> <p>NOTE: If the dog record already exists in the database, the dog record details appear in the Database Input section (yellow fields) and the message NOT A VALID REG. # disappears below the number. Refer to Update Dog Database Record to update the dog database record, if needed.</p>
<p>2</p>	<p>In the right column under the dog registration number, type each value required for the record in its respective field. Refer to the field name in the first column to determine where each value should be entered.</p> <div data-bbox="365 1291 1274 1743" data-label="Image"> <p>The screenshot shows the 'DATABASE INPUT' section. It features a table with three columns: 'DATABASE INPUT', 'DELETE DB RECORD' (with a black circle icon), and 'ENTER NEW DB RECORD' (with a green circle icon). The first column lists various fields: 'DOGS Reg. #', 'DOGS CALL NAME', 'OWNER LAST NAME', 'OWNER FIRST NAME', 'DOGS REG. NAME', 'ADDRESS', 'CITY', 'STATE', 'ZIP CODE', 'JUMP HEIGHT', 'BREED', and 'EMAIL ADDRESS'. The second column contains '#N/A' for all fields. The third column contains '809157' for the 'DOGS Reg. #' field and is empty for the others. A red box highlights the right side of the table.</p> </div>

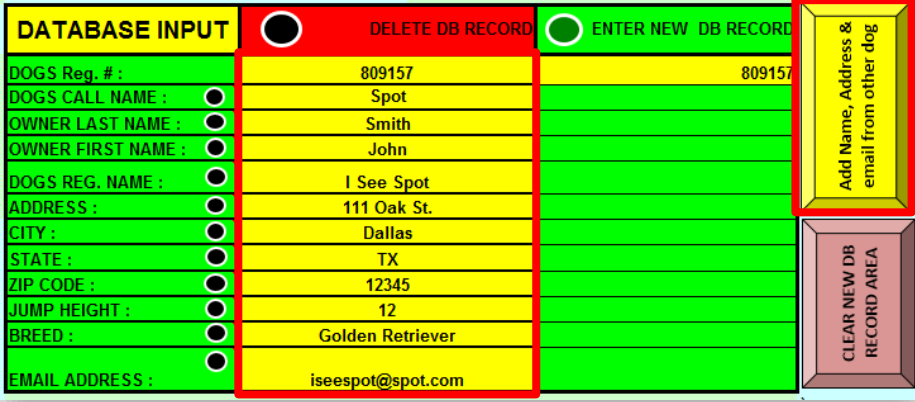
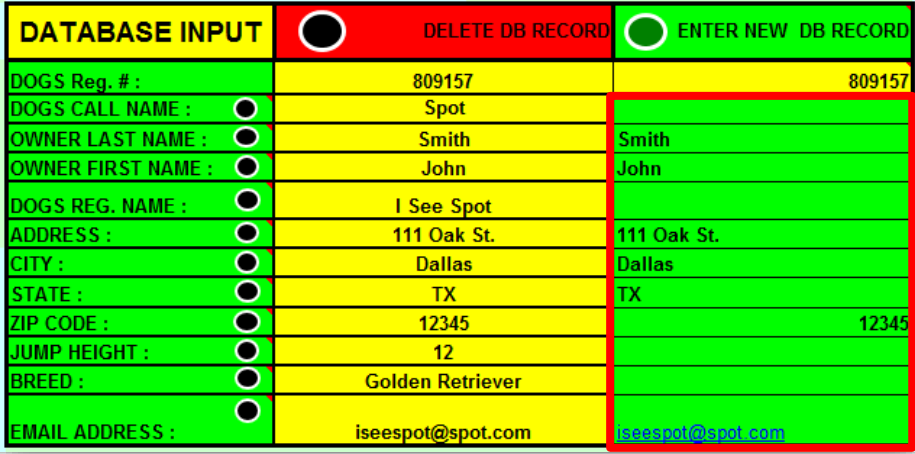
Step #	Instructions																																							
3	<p>Click the ENTER NEW DB RECORD green button to save the new record which adds it to the database.</p>  <table border="1" data-bbox="365 409 1274 856"> <thead> <tr> <th>DATABASE INPUT</th> <th>DELETE DB RECORD</th> <th>ENTER NEW DB RECORD</th> </tr> </thead> <tbody> <tr> <td>DOGS Reg. # :</td> <td>#N/A</td> <td>809157</td> </tr> <tr> <td>DOGS CALL NAME :</td> <td>#N/A</td> <td>Spot</td> </tr> <tr> <td>OWNER LAST NAME :</td> <td>#N/A</td> <td>Smith</td> </tr> <tr> <td>OWNER FIRST NAME :</td> <td>#N/A</td> <td>John</td> </tr> <tr> <td>DOGS REG. NAME :</td> <td>#N/A</td> <td>I See Spot</td> </tr> <tr> <td>ADDRESS :</td> <td>#N/A</td> <td>111 Oak St.</td> </tr> <tr> <td>CITY :</td> <td>#N/A</td> <td>Dallas</td> </tr> <tr> <td>STATE :</td> <td>#N/A</td> <td>TX</td> </tr> <tr> <td>ZIP CODE :</td> <td>#N/A</td> <td>12345</td> </tr> <tr> <td>JUMP HEIGHT :</td> <td>#N/A</td> <td>12</td> </tr> <tr> <td>BREED :</td> <td>#N/A</td> <td>Golden Retriever</td> </tr> <tr> <td>EMAIL ADDRESS :</td> <td>#N/A</td> <td>iseespot@spot.com</td> </tr> </tbody> </table>	DATABASE INPUT	DELETE DB RECORD	ENTER NEW DB RECORD	DOGS Reg. # :	#N/A	809157	DOGS CALL NAME :	#N/A	Spot	OWNER LAST NAME :	#N/A	Smith	OWNER FIRST NAME :	#N/A	John	DOGS REG. NAME :	#N/A	I See Spot	ADDRESS :	#N/A	111 Oak St.	CITY :	#N/A	Dallas	STATE :	#N/A	TX	ZIP CODE :	#N/A	12345	JUMP HEIGHT :	#N/A	12	BREED :	#N/A	Golden Retriever	EMAIL ADDRESS :	#N/A	iseespot@spot.com
DATABASE INPUT	DELETE DB RECORD	ENTER NEW DB RECORD																																						
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ZIP CODE :	#N/A	12345																																						
JUMP HEIGHT :	#N/A	12																																						
BREED :	#N/A	Golden Retriever																																						
EMAIL ADDRESS :	#N/A	iseespot@spot.com																																						
4	<p>In the Trial Information section, the Total Database Records Used value increases by one and the Avail. value decreases by one with each new record added to the database.</p>  <table border="1" data-bbox="365 1060 868 1396"> <thead> <tr> <th colspan="2">Trial information</th> </tr> </thead> <tbody> <tr> <td>Trial 1 runs</td> <td>0</td> </tr> <tr> <td>Trial 2 runs</td> <td>0</td> </tr> <tr> <td>Trial 3 runs</td> <td>0</td> </tr> <tr> <td>Trial 4 runs</td> <td>0</td> </tr> <tr> <td>Total runs</td> <td>0</td> </tr> <tr> <td>Total Dog Entries</td> <td>0</td> </tr> <tr> <td>Total Database Record Size</td> <td>300</td> </tr> <tr> <td>Total Database Records Used</td> <td>1</td> </tr> <tr> <td>Avail.</td> <td>299</td> </tr> </tbody> </table> <div data-bbox="928 1155 1269 1255"> <p>Value increases by 1 with new record added.</p> </div> <div data-bbox="928 1285 1269 1386"> <p>Value decreases by 1 with new record added.</p> </div> <p>NOTE: The database allows a maximum amount of 300 records in it at one time. This number does not change in the Trial Information section.</p>	Trial information		Trial 1 runs	0	Trial 2 runs	0	Trial 3 runs	0	Trial 4 runs	0	Total runs	0	Total Dog Entries	0	Total Database Record Size	300	Total Database Records Used	1	Avail.	299																			
Trial information																																								
Trial 1 runs	0																																							
Trial 2 runs	0																																							
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Total Dog Entries	0																																							
Total Database Record Size	300																																							
Total Database Records Used	1																																							
Avail.	299																																							

ENTER A NEW DOG DATABASE RECORD (ADD ANOTHER DOG/SAME OWNER)

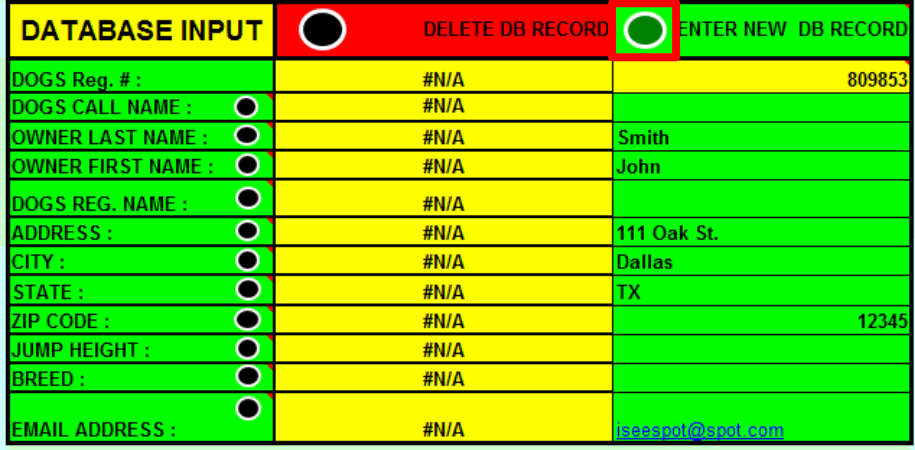
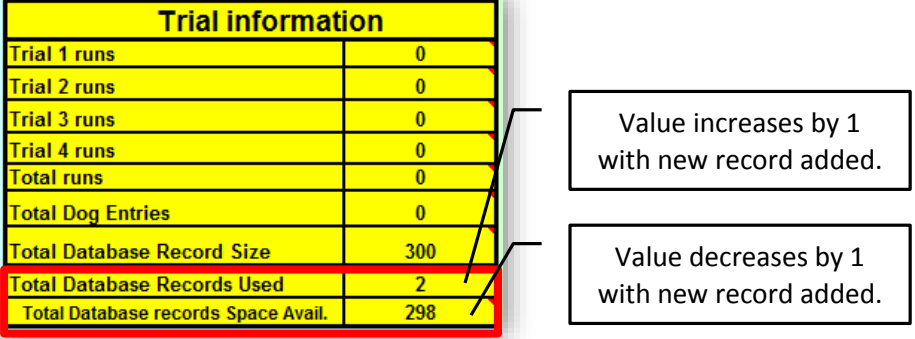
If there are multiple dogs owned by the same person, an already entered dog record which has the same owner can be copied to create the additional dog records. This functionality will save time and may decrease entry errors during database input.

Follow these steps to enter a new dog database record where owner information is copied from an already entered dog record:

Step #	Instructions
1	<p>On the Trial and Exhibitor Information Cockpit, in the <i>Trial Level Input</i> section, type the dog's WCRL registration number from which you are copying in the Input Reg # field.</p> <p>Press the Enter key.</p> <p>NOTE: The message NOT A VALID REG. # disappears below the number.</p> 

Step #	Instructions
2	<p>The dog record details appear in the Database Input section (yellow fields).</p> <p>Click the Add Name, Address & email from other dog button (yellow button located to the right of the empty green fields) to populate the new database record with the owner information from the record being copied (as pictured in 2nd screen shot below).</p> <div style="text-align: center;">  <p>The screenshot shows a form with columns: DATABASE INPUT (yellow), DELETE DB RECORD (red), and ENTER NEW DB RECORD (green). The 'Add Name, Address & email from other dog' button is highlighted in yellow. The form contains fields for DOGS Reg. #, DOGS CALL NAME, OWNER LAST NAME, OWNER FIRST NAME, DOGS REG. NAME, ADDRESS, CITY, STATE, ZIP CODE, JUMP HEIGHT, BREED, and EMAIL ADDRESS.</p> </div> <div style="text-align: center;">  <p>The second screenshot shows the same form, but the 'ENTER NEW DB RECORD' column is now populated with data from the 'DELETE DB RECORD' column. The 'Add Name, Address & email from other dog' button is highlighted in yellow.</p> </div>

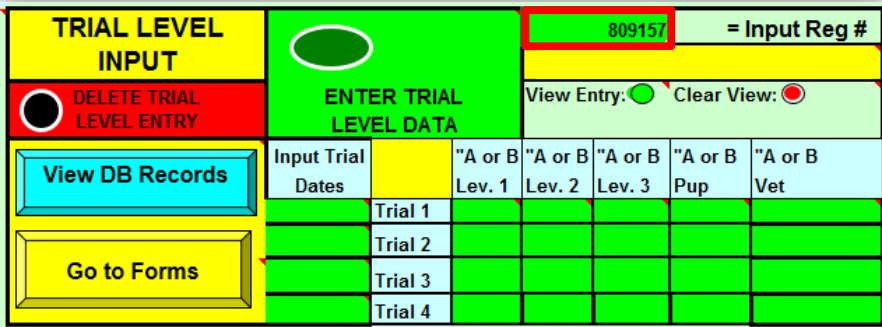
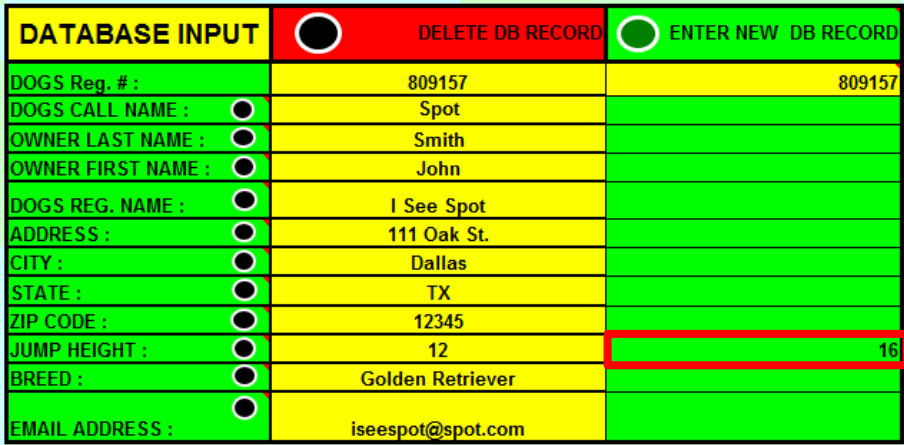
Step #	Instructions																																							
<p>3</p>	<p>Return to the Trial Level Input section and type the new dog's WCRL registration number in the Input Reg # field.</p> <p>Press the Enter key.</p> <p>NOTE: The message NOT A VALID REG. # appears below the number.</p> <div data-bbox="365 508 1328 861" data-label="Form"> </div>																																							
<p>4</p>	<p>Click In the right column under the dog registration number, type each value required for the record in its respective field. Refer to the field name in the first column to determine where each value should be entered.</p> <div data-bbox="365 1102 1328 1581" data-label="Form"> <table border="1"> <thead> <tr> <th data-bbox="370 1108 651 1161">DATABASE INPUT</th> <th data-bbox="651 1108 1008 1161">DELETE DB RECORD</th> <th data-bbox="1008 1108 1323 1161">ENTER NEW DB RECORD</th> </tr> </thead> <tbody> <tr> <td>DOGS Reg. # :</td> <td>#N/A</td> <td>809853</td> </tr> <tr> <td>DOGS CALL NAME :</td> <td>#N/A</td> <td></td> </tr> <tr> <td>OWNER LAST NAME :</td> <td>#N/A</td> <td>Smith</td> </tr> <tr> <td>OWNER FIRST NAME :</td> <td>#N/A</td> <td>John</td> </tr> <tr> <td>DOGS REG. NAME :</td> <td>#N/A</td> <td></td> </tr> <tr> <td>ADDRESS :</td> <td>#N/A</td> <td>111 Oak St.</td> </tr> <tr> <td>CITY :</td> <td>#N/A</td> <td>Dallas</td> </tr> <tr> <td>STATE :</td> <td>#N/A</td> <td>TX</td> </tr> <tr> <td>ZIP CODE :</td> <td>#N/A</td> <td>12345</td> </tr> <tr> <td>JUMP HEIGHT :</td> <td>#N/A</td> <td></td> </tr> <tr> <td>BREED :</td> <td>#N/A</td> <td></td> </tr> <tr> <td>EMAIL ADDRESS :</td> <td>#N/A</td> <td>seespot@spot.com</td> </tr> </tbody> </table> </div>	DATABASE INPUT	DELETE DB RECORD	ENTER NEW DB RECORD	DOGS Reg. # :	#N/A	809853	DOGS CALL NAME :	#N/A		OWNER LAST NAME :	#N/A	Smith	OWNER FIRST NAME :	#N/A	John	DOGS REG. NAME :	#N/A		ADDRESS :	#N/A	111 Oak St.	CITY :	#N/A	Dallas	STATE :	#N/A	TX	ZIP CODE :	#N/A	12345	JUMP HEIGHT :	#N/A		BREED :	#N/A		EMAIL ADDRESS :	#N/A	seespot@spot.com
DATABASE INPUT	DELETE DB RECORD	ENTER NEW DB RECORD																																						
DOGS Reg. # :	#N/A	809853																																						
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STATE :	#N/A	TX																																						
ZIP CODE :	#N/A	12345																																						
JUMP HEIGHT :	#N/A																																							
BREED :	#N/A																																							
EMAIL ADDRESS :	#N/A	seespot@spot.com																																						

Step #	Instructions																																							
5	<p>Click the ENTER NEW DB RECORD green button to save the new record which adds it to the database.</p>  <table border="1" data-bbox="365 409 1274 856"> <thead> <tr> <th>DATABASE INPUT</th> <th>DELETE DB RECORD</th> <th>ENTER NEW DB RECORD</th> </tr> </thead> <tbody> <tr> <td>DOGS Reg. # :</td> <td>#N/A</td> <td>809853</td> </tr> <tr> <td>DOGS CALL NAME :</td> <td>#N/A</td> <td></td> </tr> <tr> <td>OWNER LAST NAME :</td> <td>#N/A</td> <td>Smith</td> </tr> <tr> <td>OWNER FIRST NAME :</td> <td>#N/A</td> <td>John</td> </tr> <tr> <td>DOGS REG. NAME :</td> <td>#N/A</td> <td></td> </tr> <tr> <td>ADDRESS :</td> <td>#N/A</td> <td>111 Oak St.</td> </tr> <tr> <td>CITY :</td> <td>#N/A</td> <td>Dallas</td> </tr> <tr> <td>STATE :</td> <td>#N/A</td> <td>TX</td> </tr> <tr> <td>ZIP CODE :</td> <td>#N/A</td> <td>12345</td> </tr> <tr> <td>JUMP HEIGHT :</td> <td>#N/A</td> <td></td> </tr> <tr> <td>BREED :</td> <td>#N/A</td> <td></td> </tr> <tr> <td>EMAIL ADDRESS :</td> <td>#N/A</td> <td>iseespot@spot.com</td> </tr> </tbody> </table>	DATABASE INPUT	DELETE DB RECORD	ENTER NEW DB RECORD	DOGS Reg. # :	#N/A	809853	DOGS CALL NAME :	#N/A		OWNER LAST NAME :	#N/A	Smith	OWNER FIRST NAME :	#N/A	John	DOGS REG. NAME :	#N/A		ADDRESS :	#N/A	111 Oak St.	CITY :	#N/A	Dallas	STATE :	#N/A	TX	ZIP CODE :	#N/A	12345	JUMP HEIGHT :	#N/A		BREED :	#N/A		EMAIL ADDRESS :	#N/A	iseespot@spot.com
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UPDATE DOG DATABASE RECORD (OWNER INFORMATION/JUMP HEIGHT/ETC.)

Any of the information in a dog record, except the dog’s registration number, can be updated in the database. If the dog’s registration number was entered incorrectly, a new database record will need to be created and the original (incorrect) record deleted from the database. Refer to *Enter New Dog Database Record* and *Delete Dog Database Record* to perform these steps.

Follow these steps to update a dog database record:

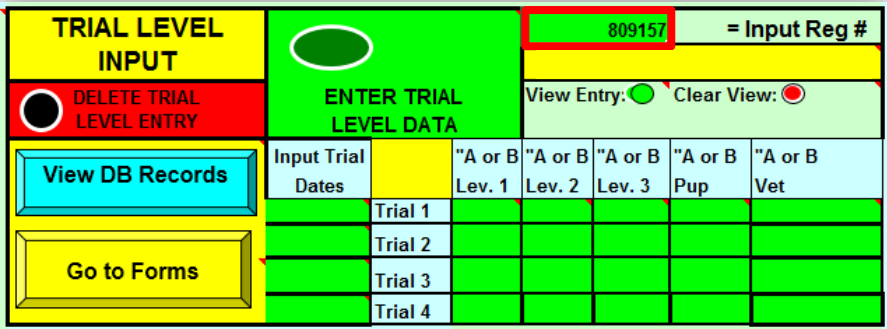
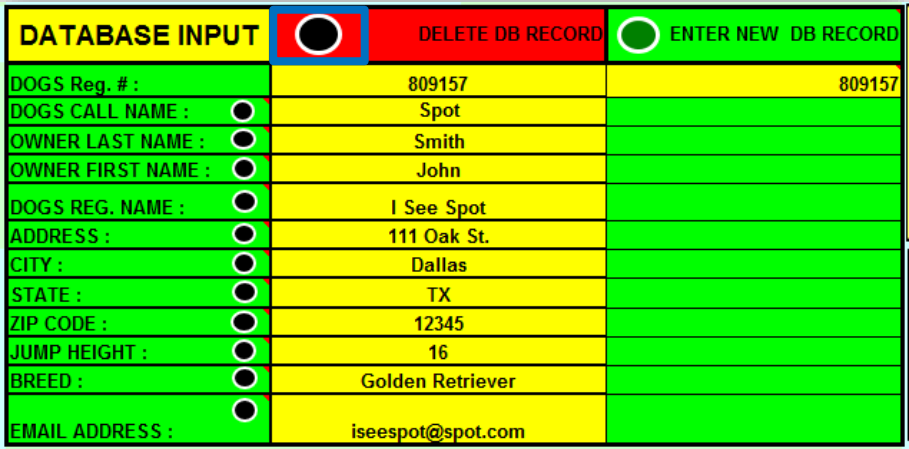
Step #	Instructions																																							
<p>1</p>	<p>On the Trial and Exhibitor Information Cockpit, in the <i>Trial Level Input</i> section, type the dog’s WCRL registration number of the record to be updated in the Input Reg # field.</p> <p>Press the Enter key.</p> <p>NOTE: The message NOT A VALID REG. # disappears below the number.</p>  <table border="1" data-bbox="365 772 1242 1096"> <thead> <tr> <th>Input Trial Dates</th> <th>"A or B Lev. 1</th> <th>"A or B Lev. 2</th> <th>"A or B Lev. 3</th> <th>"A or B Pup</th> <th>"A or B Vet</th> </tr> </thead> <tbody> <tr> <td>Trial 1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trial 2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trial 3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Trial 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Input Trial Dates	"A or B Lev. 1	"A or B Lev. 2	"A or B Lev. 3	"A or B Pup	"A or B Vet	Trial 1						Trial 2						Trial 3						Trial 4														
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<p>2</p>	<p>The dog record details appear in the <i>Database Input</i> section (yellow fields).</p> <p>Type the new value (e.g. jump height needs to change from 12 to 16, as pictured below) in its respective green field to the right of its yellow field.</p>  <table border="1" data-bbox="365 1354 1263 1795"> <thead> <tr> <th>DATABASE INPUT</th> <th>DELETE DB RECORD</th> <th>ENTER NEW DB RECORD</th> </tr> </thead> <tbody> <tr> <td>DOGS Reg. # :</td> <td>809157</td> <td>809157</td> </tr> <tr> <td>DOGS CALL NAME :</td> <td>Spot</td> <td></td> </tr> <tr> <td>OWNER LAST NAME :</td> <td>Smith</td> <td></td> </tr> <tr> <td>OWNER FIRST NAME :</td> <td>John</td> <td></td> </tr> <tr> <td>DOGS REG. NAME :</td> <td>I See Spot</td> <td></td> </tr> <tr> <td>ADDRESS :</td> <td>111 Oak St.</td> <td></td> </tr> <tr> <td>CITY :</td> <td>Dallas</td> <td></td> </tr> <tr> <td>STATE :</td> <td>TX</td> <td></td> </tr> <tr> <td>ZIP CODE :</td> <td>12345</td> <td></td> </tr> <tr> <td>JUMP HEIGHT :</td> <td>12</td> <td>16</td> </tr> <tr> <td>BREED :</td> <td>Golden Retriever</td> <td></td> </tr> <tr> <td>EMAIL ADDRESS :</td> <td>iseespot@spot.com</td> <td></td> </tr> </tbody> </table>	DATABASE INPUT	DELETE DB RECORD	ENTER NEW DB RECORD	DOGS Reg. # :	809157	809157	DOGS CALL NAME :	Spot		OWNER LAST NAME :	Smith		OWNER FIRST NAME :	John		DOGS REG. NAME :	I See Spot		ADDRESS :	111 Oak St.		CITY :	Dallas		STATE :	TX		ZIP CODE :	12345		JUMP HEIGHT :	12	16	BREED :	Golden Retriever		EMAIL ADDRESS :	iseespot@spot.com	
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3	<p>Click the black button next to the value being updated to save the record with the new value (e.g. click the black button for Jump Height to update the jump height from 12 to 16, as pictured below).</p> <p>NOTE: Each value must be updated individually with its respective black button. There is no mass update functionality.</p> <div data-bbox="365 531 1333 1008" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1"> <thead> <tr> <th style="background-color: yellow;">DATABASE INPUT</th> <th style="background-color: red; color: white;">● DELETE DB RECORD</th> <th style="background-color: green; color: white;">○ ENTER NEW DB RECORD</th> </tr> </thead> <tbody> <tr> <td>DOGS Reg. # :</td> <td style="text-align: center;">809157</td> <td style="text-align: right;">809157</td> </tr> <tr> <td>DOGS CALL NAME :</td> <td style="text-align: center;">Spot</td> <td></td> </tr> <tr> <td>OWNER LAST NAME :</td> <td style="text-align: center;">Smith</td> <td></td> </tr> <tr> <td>OWNER FIRST NAME :</td> <td style="text-align: center;">John</td> <td></td> </tr> <tr> <td>DOGS REG. NAME :</td> <td style="text-align: center;">I See Spot</td> <td></td> </tr> <tr> <td>ADDRESS :</td> <td style="text-align: center;">111 Oak St.</td> <td></td> </tr> <tr> <td>CITY :</td> <td style="text-align: center;">Dallas</td> <td></td> </tr> <tr> <td>STATE :</td> <td style="text-align: center;">TX</td> <td></td> </tr> <tr> <td>ZIP CODE :</td> <td style="text-align: center;">12345</td> <td></td> </tr> <tr> <td>JUMP HEIGHT :</td> <td style="text-align: center;">12</td> <td style="text-align: right;">16</td> </tr> <tr> <td>BREED :</td> <td style="text-align: center;">Golden Retriever</td> <td></td> </tr> <tr> <td>EMAIL ADDRESS :</td> <td style="text-align: center;">iseespot@spot.com</td> <td></td> </tr> </tbody> </table> </div> <p>The next time the dog record is viewed it will display the updated values.</p>	DATABASE INPUT	● DELETE DB RECORD	○ ENTER NEW DB RECORD	DOGS Reg. # :	809157	809157	DOGS CALL NAME :	Spot		OWNER LAST NAME :	Smith		OWNER FIRST NAME :	John		DOGS REG. NAME :	I See Spot		ADDRESS :	111 Oak St.		CITY :	Dallas		STATE :	TX		ZIP CODE :	12345		JUMP HEIGHT :	12	16	BREED :	Golden Retriever		EMAIL ADDRESS :	iseespot@spot.com	
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DELETE DOG DATABASE RECORD

There are multiple reasons a dog database record may need to be deleted (e.g. incorrect entry of dog registration number; dog has stopped competing in WCRL due to age, moving, etc.; dog has passed away). It is recommended to keep the database cleaned up by maintaining dog records since it can only store 300 records at a time.

Follow these steps to delete a dog database record:

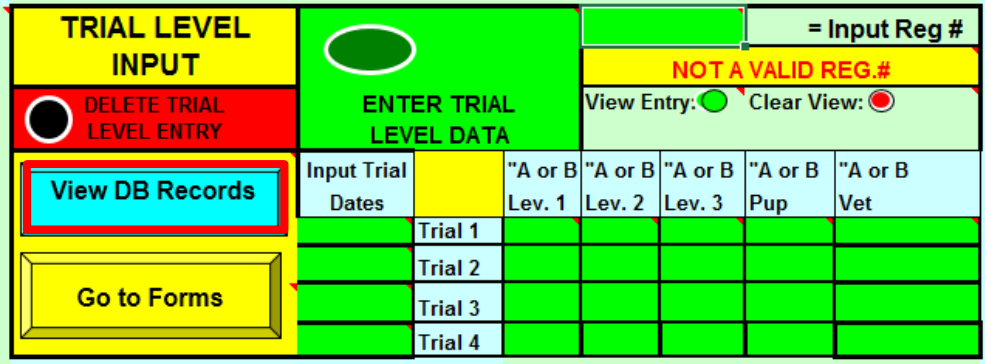
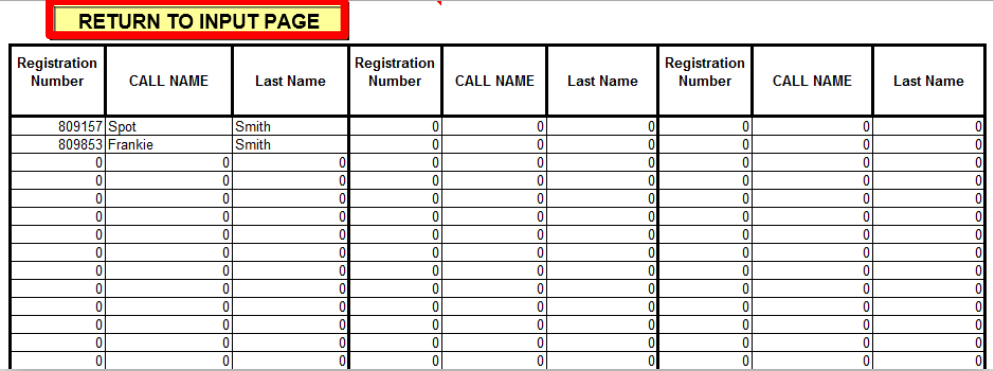
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<p>1</p>	<p>On the Trial and Exhibitor Information Cockpit, in the <i>Trial Level Input</i> section, type the dog’s WCRL registration number of the record to be deleted in the Input Reg # field.</p> <p>Press the Enter key.</p> <p>NOTE: The message NOT A VALID REG. # disappears below the number.</p>  <p>The screenshot shows a cockpit interface with a yellow header 'TRIAL LEVEL INPUT' and a green header 'ENTER TRIAL LEVEL DATA'. The 'Input Reg #' field contains the number '809157'. Below the header is a table with columns for 'Input Trial Dates', 'A or B Lev. 1', 'A or B Lev. 2', 'A or B Lev. 3', 'A or B Pup', and 'A or B Vet'. The table has four rows labeled 'Trial 1' through 'Trial 4'. There are also buttons for 'View DB Records' and 'Go to Forms'.</p>																																				
<p>2</p>	<p>The dog record details appear in the <i>Database Input</i> section (yellow fields).</p> <p>Click the DELETE DB RECORD black button to delete the record from the database.</p>  <p>The screenshot shows a 'DATABASE INPUT' section with a yellow background. It contains a table with dog record details. The first row is highlighted in yellow and contains the registration number '809157'. The table has columns for 'DOGS Reg. #', 'DOGS CALL NAME', 'OWNER LAST NAME', 'OWNER FIRST NAME', 'DOGS REG. NAME', 'ADDRESS', 'CITY', 'STATE', 'ZIP CODE', 'JUMP HEIGHT', 'BREED', and 'EMAIL ADDRESS'. There are three buttons at the top: 'DELETE DB RECORD' (black), 'ENTER NEW DB RECORD' (green), and a red button with a black circle.</p> <table border="1" data-bbox="365 1314 1268 1759"> <thead> <tr> <th>DOGS Reg. # :</th> <th>809157</th> <th>809157</th> </tr> </thead> <tbody> <tr> <td>DOGS CALL NAME :</td> <td>Spot</td> <td></td> </tr> <tr> <td>OWNER LAST NAME :</td> <td>Smith</td> <td></td> </tr> <tr> <td>OWNER FIRST NAME :</td> <td>John</td> <td></td> </tr> <tr> <td>DOGS REG. NAME :</td> <td>I See Spot</td> <td></td> </tr> <tr> <td>ADDRESS :</td> <td>111 Oak St.</td> <td></td> </tr> <tr> <td>CITY :</td> <td>Dallas</td> <td></td> </tr> <tr> <td>STATE :</td> <td>TX</td> <td></td> </tr> <tr> <td>ZIP CODE :</td> <td>12345</td> <td></td> </tr> <tr> <td>JUMP HEIGHT :</td> <td>16</td> <td></td> </tr> <tr> <td>BREED :</td> <td>Golden Retriever</td> <td></td> </tr> <tr> <td>EMAIL ADDRESS :</td> <td>iseespot@spot.com</td> <td></td> </tr> </tbody> </table>	DOGS Reg. # :	809157	809157	DOGS CALL NAME :	Spot		OWNER LAST NAME :	Smith		OWNER FIRST NAME :	John		DOGS REG. NAME :	I See Spot		ADDRESS :	111 Oak St.		CITY :	Dallas		STATE :	TX		ZIP CODE :	12345		JUMP HEIGHT :	16		BREED :	Golden Retriever		EMAIL ADDRESS :	iseespot@spot.com	
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3	<p>In the <i>Trial Information</i> section, the Total Database Records Used value decreases by one and the Avail. value increases by one with each record deleted from the database.</p> <div style="display: flex; align-items: center; justify-content: center;"> <table border="1" data-bbox="363 407 857 741" style="border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: yellow;"> <th colspan="2">Trial information</th> </tr> </thead> <tbody> <tr><td>Trial 1 runs</td><td>0</td></tr> <tr><td>Trial 2 runs</td><td>0</td></tr> <tr><td>Trial 3 runs</td><td>0</td></tr> <tr><td>Trial 4 runs</td><td>0</td></tr> <tr><td>Total runs</td><td>0</td></tr> <tr><td>Total Dog Entries</td><td>0</td></tr> <tr><td>Total Database Record Size</td><td>300</td></tr> <tr style="border: 2px solid red;"><td>Total Database Records Used</td><td>2</td></tr> <tr style="border: 2px solid red;"><td>Total Database records Space Avail.</td><td>298</td></tr> </tbody> </table> <div style="margin-left: 20px;"> <div data-bbox="930 497 1268 594" style="border: 1px solid black; padding: 5px; width: fit-content;">Value decreases by 1 with record deleted.</div> <div data-bbox="930 632 1268 728" style="border: 1px solid black; padding: 5px; width: fit-content;">Value increases by 1 with record deleted.</div> </div> </div> <p>NOTE: The database allows a maximum amount of 300 records in it at one time. This number does not change in the <i>Trial Information</i> section.</p>	Trial information		Trial 1 runs	0	Trial 2 runs	0	Trial 3 runs	0	Trial 4 runs	0	Total runs	0	Total Dog Entries	0	Total Database Record Size	300	Total Database Records Used	2	Total Database records Space Avail.	298
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VIEW DATABASE RECORDS REPORT

A condensed list of existing database records can be viewed directly from the **Trial and Exhibitor Information Cockpit**. The condensed list contains the dog’s registration number, dog’s call name, and owner’s last name in a spreadsheet format which can be printed or saved locally, if needed.

Follow these steps to view the report:

Step #	Instructions																																																																																																																																																									
1	<p>On the Trial and Exhibitor Information Cockpit, in the Trial Level Input section, click the View DB Records button (light blue button located on the left side of the Trial Level Input section).</p>  <p>The screenshot shows a software interface with a yellow header 'TRIAL LEVEL INPUT'. Below it are buttons for 'DELETE TRIAL LEVEL ENTRY' (red), 'View DB Records' (light blue, highlighted with a red box), and 'Go to Forms' (yellow). To the right is a green 'ENTER TRIAL LEVEL DATA' section with a table for inputting trial dates and levels. A message 'NOT A VALID REG.#' is displayed in red text above the table. The table has columns for 'Input Trial Dates', 'A or B Lev. 1', 'A or B Lev. 2', 'A or B Lev. 3', 'A or B Pup', and 'A or B Vet'. Rows are labeled 'Trial 1' through 'Trial 4'.</p>																																																																																																																																																									
2	<p>A list of existing database records appears in a spreadsheet format (multiple columns). From this screen, the report can be viewed, printed or saved locally, if needed.</p> <p>When finished viewing, click the Return to Input Page button to return to the Trial and Exhibitor Information Cockpit screen.</p>  <p>The screenshot shows a spreadsheet with a yellow header 'RETURN TO INPUT PAGE' (highlighted in a red box). The spreadsheet has columns for 'Registration Number', 'CALL NAME', and 'Last Name', repeated three times. The first two rows contain data: '809157 Spot Smith' and '809853 Frankie Smith'. The remaining rows contain zeros.</p> <table border="1" data-bbox="370 1381 1344 1707"> <thead> <tr> <th>Registration Number</th> <th>CALL NAME</th> <th>Last Name</th> <th>Registration Number</th> <th>CALL NAME</th> <th>Last Name</th> <th>Registration Number</th> <th>CALL NAME</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td>809157</td> <td>Spot</td> <td>Smith</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>809853</td> <td>Frankie</td> <td>Smith</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Registration Number	CALL NAME	Last Name	Registration Number	CALL NAME	Last Name	Registration Number	CALL NAME	Last Name	809157	Spot	Smith	0	0	0	0	0	0	809853	Frankie	Smith	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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TRIAL INPUT AND MAINTENANCE

PREPARE DATABASE FOR NEW TRIAL

Prior to entering a new trial (single or multiple), the database must be prepared to accept the new trial(s) data. Preparing the database involves clearing the previous trial's data but leaving the dog database records fully intact.

It is recommended that the database and trial data be saved for a period of time in case it needs to be used as a reference for any errors, issues, etc. after the trial has been completed. Use the *Save As* functionality in Microsoft Excel to save the file with a different name from the master database (e.g. named <trial date>.xlsm). This will ensure that the master database is kept separate from processed trials.

IMPORTANT: After the first trial has been completed and the database has been prepared for the next trial, it is highly recommended to save the file as the master database so that the Tool contains all of the current database records (but no trial data). This can be used as a backup copy in case it is needed in the future.




Save the database after each trial as a new master database to ensure the most current, active dog records are being used for the next trial. This should be done after the database has been prepared but before the next trial data is entered in the Tool.

NOTE: This process does not need to be performed until AFTER the first trial has been completed.

Follow these steps to prepare the database for a new trial:

Step #	Instructions																				
1	<p>On the Trial and Exhibitor Information Cockpit, in the Trial Information section, notice the statistics appear for the current trial. This is the information that will be removed when preparing the database for the next trial.</p> <p>The database statistics (last three lines in the table) will not change during database preparation.</p> <div data-bbox="365 1344 1112 1848" style="border: 2px solid red; padding: 10px; margin: 10px auto; width: fit-content;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2" style="background-color: yellow;">Trial information</th> </tr> </thead> <tbody> <tr><td style="background-color: yellow;">Trial 1 runs</td><td style="background-color: yellow;">3</td></tr> <tr><td style="background-color: yellow;">Trial 2 runs</td><td style="background-color: yellow;">3</td></tr> <tr><td style="background-color: yellow;">Trial 3 runs</td><td style="background-color: yellow;">3</td></tr> <tr><td style="background-color: yellow;">Trial 4 runs</td><td style="background-color: yellow;">3</td></tr> <tr><td style="background-color: yellow;">Total runs</td><td style="background-color: yellow;">12</td></tr> <tr><td style="background-color: yellow;">Total Dog Entries</td><td style="background-color: yellow;">2</td></tr> <tr><td style="background-color: yellow;">Total Database Record Size</td><td style="background-color: yellow;">300</td></tr> <tr><td style="background-color: yellow;">Total Database Records Used</td><td style="background-color: yellow;">2</td></tr> <tr><td style="background-color: yellow;">Total Database records Space Avail.</td><td style="background-color: yellow;">298</td></tr> </tbody> </table> </div>	Trial information		Trial 1 runs	3	Trial 2 runs	3	Trial 3 runs	3	Trial 4 runs	3	Total runs	12	Total Dog Entries	2	Total Database Record Size	300	Total Database Records Used	2	Total Database records Space Avail.	298
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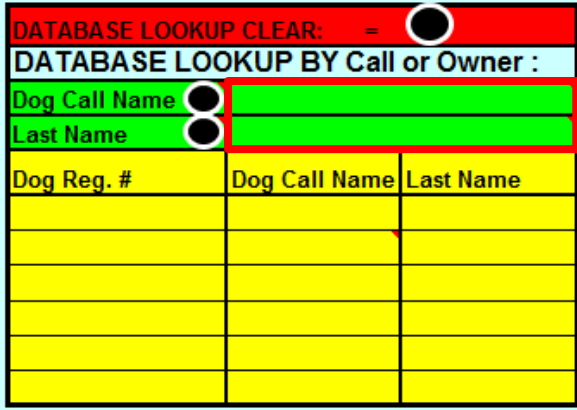
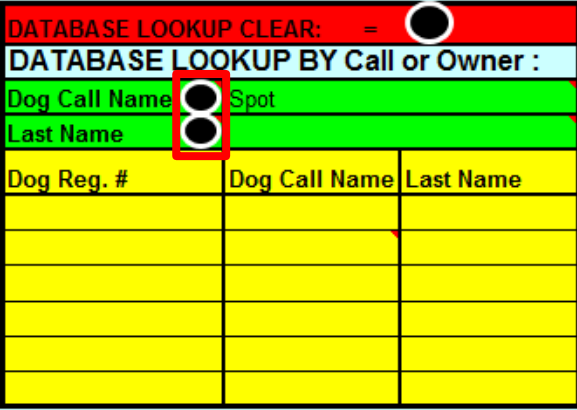
Step #	Instructions																						
2	<p data-bbox="321 279 1414 380">Once the completed trial has been saved, if needed, above the <i>Trial Information</i> section, click the Prepare Database for New Trial button (light blue button) to remove all of the trial data.</p> <div data-bbox="358 436 1179 1058" style="border: 2px solid red; padding: 5px;"> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: cyan;"> <th colspan="2">Prepare Database for New Trial</th> </tr> <tr style="background-color: yellow;"> <th colspan="2">Trial information</th> </tr> </thead> <tbody> <tr><td>Trial 1 runs</td><td>3</td></tr> <tr><td>Trial 2 runs</td><td>3</td></tr> <tr><td>Trial 3 runs</td><td>3</td></tr> <tr><td>Trial 4 runs</td><td>3</td></tr> <tr><td>Total runs</td><td>12</td></tr> <tr><td>Total Dog Entries</td><td>2</td></tr> <tr><td>Total Database Record Size</td><td>300</td></tr> <tr><td>Total Database Records Used</td><td>2</td></tr> <tr><td>Total Database records Space Avail.</td><td>298</td></tr> </tbody> </table> </div>	Prepare Database for New Trial		Trial information		Trial 1 runs	3	Trial 2 runs	3	Trial 3 runs	3	Trial 4 runs	3	Total runs	12	Total Dog Entries	2	Total Database Record Size	300	Total Database Records Used	2	Total Database records Space Avail.	298
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3	<p data-bbox="321 1138 1398 1205">The <i>Trial Information</i> section now appears with all of the trial data removed (values are 0) but the database records data unchanged.</p> <div data-bbox="358 1262 1130 1778" style="border: 2px solid red; padding: 5px;"> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: yellow;"> <th colspan="2">Trial information</th> </tr> </thead> <tbody> <tr><td>Trial 1 runs</td><td>0</td></tr> <tr><td>Trial 2 runs</td><td>0</td></tr> <tr><td>Trial 3 runs</td><td>0</td></tr> <tr><td>Trial 4 runs</td><td>0</td></tr> <tr><td>Total runs</td><td>0</td></tr> <tr><td>Total Dog Entries</td><td>0</td></tr> <tr><td>Total Database Record Size</td><td>300</td></tr> <tr><td>Total Database Records Used</td><td>2</td></tr> <tr><td>Total Database records Space Avail.</td><td>298</td></tr> </tbody> </table> </div>	Trial information		Trial 1 runs	0	Trial 2 runs	0	Trial 3 runs	0	Trial 4 runs	0	Total runs	0	Total Dog Entries	0	Total Database Record Size	300	Total Database Records Used	2	Total Database records Space Avail.	298		
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Step #	Instructions																								
4	<p>At this time, it is recommended to perform a <i>Save As</i> function to save a copy of the database as a master copy (e.g. named <Club Name> Master Database Backup.xlsm). This will contain only dog database records, not trial data, which can then be used as a backup copy in the future, if needed.</p> <p> After each trial has completed and the database has been prepared again, a new master database can be saved over the old backup to keep the database records current.</p>																								
5	<p>In the <i>Trial Level Input</i> section, type the date for each individual trial to be held in the Input Trial Dates field(s). There may be a total of four trials maintained at one time (e.g. two trials on a Saturday and two trials on a Sunday or just two trials on a Saturday and no trials on a Sunday).</p> <p>NOTE: If a trial date field will not be used for the current trial(s) being entered, type the date 01/00/00 in the unused field(s).</p> <div data-bbox="365 856 1344 1222" style="border: 2px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="background-color: yellow; text-align: center;">TRIAL LEVEL INPUT</td> <td colspan="2" style="background-color: green; text-align: center;">ENTER TRIAL LEVEL DATA</td> <td colspan="2" style="background-color: yellow; text-align: center;">= Input Reg #</td> </tr> <tr> <td colspan="2" style="background-color: red; color: white; text-align: center;">DELETED TRIAL LEVEL ENTRY</td> <td colspan="2" style="background-color: green; text-align: center;">View Entry: <input type="radio"/> Clear View: <input type="radio"/></td> <td colspan="2" style="background-color: yellow; text-align: center; color: red;">NOT A VALID REG.#</td> </tr> <tr> <td style="background-color: yellow; text-align: center;">View DB Records</td> <td style="background-color: yellow; text-align: center;">Input Trial Dates</td> <td style="background-color: yellow; text-align: center;">Trial 1</td> <td style="background-color: yellow; text-align: center;">Trial 2</td> <td style="background-color: yellow; text-align: center;">Trial 3</td> <td style="background-color: yellow; text-align: center;">Trial 4</td> </tr> <tr> <td style="background-color: yellow; text-align: center;">Go to Forms</td> <td style="background-color: yellow; text-align: center;">"A or B Lev. 1</td> <td style="background-color: yellow; text-align: center;">"A or B Lev. 2</td> <td style="background-color: yellow; text-align: center;">"A or B Lev. 3</td> <td style="background-color: yellow; text-align: center;">"A or B Pup</td> <td style="background-color: yellow; text-align: center;">"A or B Vet</td> </tr> </table> </div> <p>The Tool and respective database are now ready for new trial data.</p>	TRIAL LEVEL INPUT		ENTER TRIAL LEVEL DATA		= Input Reg #		DELETED TRIAL LEVEL ENTRY		View Entry: <input type="radio"/> Clear View: <input type="radio"/>		NOT A VALID REG.#		View DB Records	Input Trial Dates	Trial 1	Trial 2	Trial 3	Trial 4	Go to Forms	"A or B Lev. 1	"A or B Lev. 2	"A or B Lev. 3	"A or B Pup	"A or B Vet
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SEARCH FOR DOG DATABASE RECORD

When entering new trial entry information received on a WCRL entry form, the dog’s database record must already exist in the database. If the dog’s registration number does not appear as a valid number in the database when entered in the **Input Reg #** field, but the record was entered – maybe the number on the entry form is incorrectly written or the number was incorrectly entered in the database - there is a search function available to search by the dog’s call name or owner’s last name.

Follow these steps to search for a dog database record:

Step #	Instructions
<p>1</p>	<p>On the Trial and Exhibitor Information Cockpit, in the Database Lookup section, type the dog’s call name in the Dog Call Name field or type the owner’s last name in the Last Name field.</p> 
<p>2</p>	<p>Click the Dog Call Name or Last Name black button for the respective search term being used for the search (e.g. since the dog’s call name is entered in the example below, click the Dog Call Name black button to perform the search).</p> 


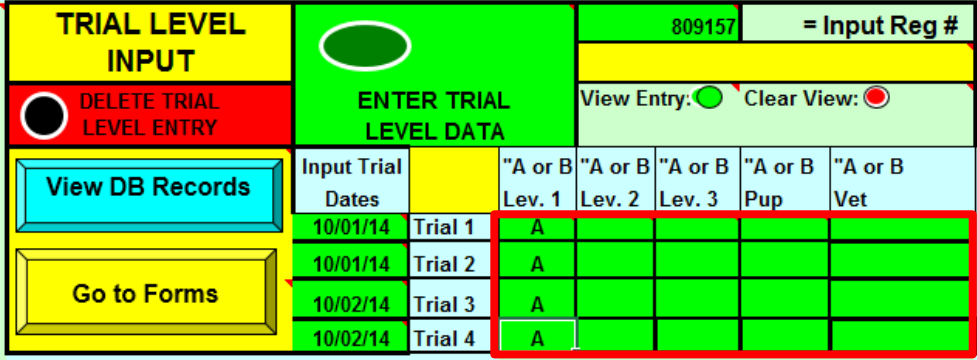
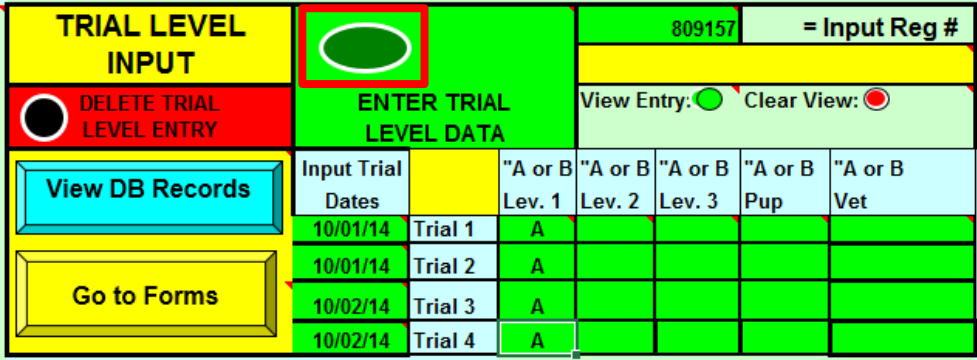
Step #	Instructions
<p>3</p>	<p>If a record exists in the database which matches the search term, the dog's registration number, dog's call name and owner's last name will appear in the yellow fields below the search criteria fields.</p> <div data-bbox="363 438 984 873" data-label="Form"> <p>The screenshot shows a software interface for a database lookup. At the top, there is a red bar with the text 'DATABASE LOOKUP CLEAR: =' and a black circular button. Below this is a light blue bar with the text 'DATABASE LOOKUP BY Call or Owner :'. Underneath are two green input fields: 'Dog Call Name' and 'Last Name', each with a black circular button. Below these are three yellow output fields: 'Dog Reg. #', 'Dog Call Name', and 'Last Name'. The first row of these yellow fields contains the values '809157', 'Spot', and 'Smith'. There are four more empty rows below.</p> </div> <p>If a record does not exist in the database which matches the search term, try using the other search term to search for the record.</p> <p>If neither search term option produces a result, it is probable the record does not exist in the database and must be added. Refer to <i>Enter New Dog Database Record</i> to add the record.</p>
<p>4</p>	<p>When finished searching or if another search needs to be performed, click the Database Lookup Clear black button to clear the search terms and search results.</p> <div data-bbox="363 1278 984 1713" data-label="Form"> <p>This screenshot is identical to the one in Step 3, but the black circular button in the red bar at the top is highlighted with a blue square, indicating it should be clicked to clear the search.</p> </div>

ENTER TRIAL ENTRY FOR DOG

Once a dog database record has been confirmed as existing in the database, the specific trial entry information can be entered for the dog using the information provided on the WCRL entry form.

Follow these steps to enter the trial entry details for a dog:


Step #	Instructions																																																													
1	<p>On the Trial and Exhibitor Information Cockpit, in the <i>Trial Level Input</i> section, type the dog's WCRL registration number for which the trial data is being entered in the Input Reg # field.</p> <p>Press the Enter key.</p> <p>NOTE: The message NOT A VALID REG. # disappears below the number.</p> <div data-bbox="365 737 1284 1077" data-label="Image"> <table border="1"> <thead> <tr> <th>Input Trial Dates</th> <th>Trial</th> <th>"A or B Lev. 1</th> <th>"A or B Lev. 2</th> <th>"A or B Lev. 3</th> <th>"A or B Pup</th> <th>"A or B Vet</th> </tr> </thead> <tbody> <tr> <td>10/01/14</td> <td>Trial 1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/01/14</td> <td>Trial 2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/02/14</td> <td>Trial 3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/02/14</td> <td>Trial 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>The dog record details appear in the <i>Database Input</i> section (yellow fields).</p> <p>Before continuing with the trial data input, confirm the database record values match the information provided on the WCRL entry form.</p> <p>NOTE: If the information does not match, refer to <i>Update Dog Database Record (Owner Information/Jump Height/Etc.)</i> for steps on how to update the record.</p> <div data-bbox="365 1402 1235 1835" data-label="Image"> <table border="1"> <thead> <tr> <th>Field</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>DOGS Reg. # :</td> <td>809157</td> </tr> <tr> <td>DOGS CALL NAME :</td> <td>Spot</td> </tr> <tr> <td>OWNER LAST NAME :</td> <td>Smith</td> </tr> <tr> <td>OWNER FIRST NAME :</td> <td>John</td> </tr> <tr> <td>DOGS REG. NAME :</td> <td>I See Spot</td> </tr> <tr> <td>ADDRESS :</td> <td>111 Oak St.</td> </tr> <tr> <td>CITY :</td> <td>Dallas</td> </tr> <tr> <td>STATE :</td> <td>TX</td> </tr> <tr> <td>ZIP CODE :</td> <td>12345</td> </tr> <tr> <td>JUMP HEIGHT :</td> <td>16</td> </tr> <tr> <td>BREED :</td> <td>Golden Retriever</td> </tr> <tr> <td>EMAIL ADDRESS :</td> <td>iseespot@spot.com</td> </tr> </tbody> </table> </div>	Input Trial Dates	Trial	"A or B Lev. 1	"A or B Lev. 2	"A or B Lev. 3	"A or B Pup	"A or B Vet	10/01/14	Trial 1						10/01/14	Trial 2						10/02/14	Trial 3						10/02/14	Trial 4						Field	Value	DOGS Reg. # :	809157	DOGS CALL NAME :	Spot	OWNER LAST NAME :	Smith	OWNER FIRST NAME :	John	DOGS REG. NAME :	I See Spot	ADDRESS :	111 Oak St.	CITY :	Dallas	STATE :	TX	ZIP CODE :	12345	JUMP HEIGHT :	16	BREED :	Golden Retriever	EMAIL ADDRESS :	iseespot@spot.com
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DOGS REG. NAME :	I See Spot																																																													
ADDRESS :	111 Oak St.																																																													
CITY :	Dallas																																																													
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ZIP CODE :	12345																																																													
JUMP HEIGHT :	16																																																													
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EMAIL ADDRESS :	iseespot@spot.com																																																													

Step #	Instructions
<p>2</p>	<p>After confirming the dog database record information, type the letter <i>A</i> or <i>B</i> in the appropriate green field for the trial and class for which the dog is entering (e.g. if the WCRL entry form indicates an entry in the <i>Level 1A</i> class for all four trials, the entry should appear similar to the screen below).</p> <p> Dogs may enter multiple classes in multiple trials on one entry form and all entry data can be entered at one time for the dog (e.g. a dog may enter <i>Level 2B</i> and <i>Level 3B</i> in every trial which means all of those fields can be populated at one time and saved together in the Tool).</p> 
<p>3</p>	<p>Click the ENTER TRIAL LEVEL DATA green button (in the top middle of the section) to save the trial entry information for the dog.</p> 

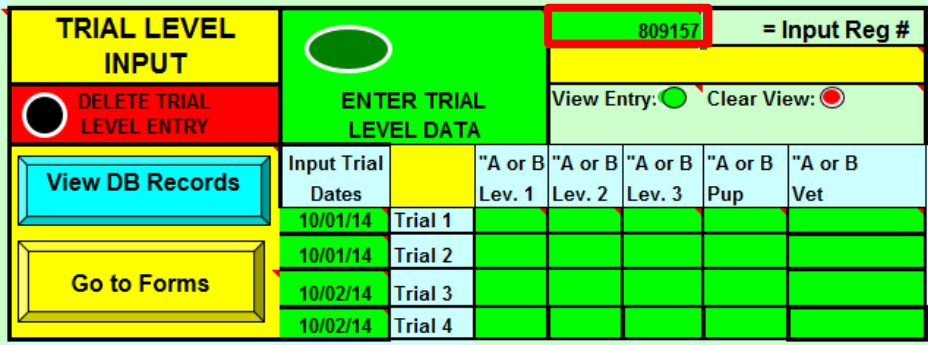
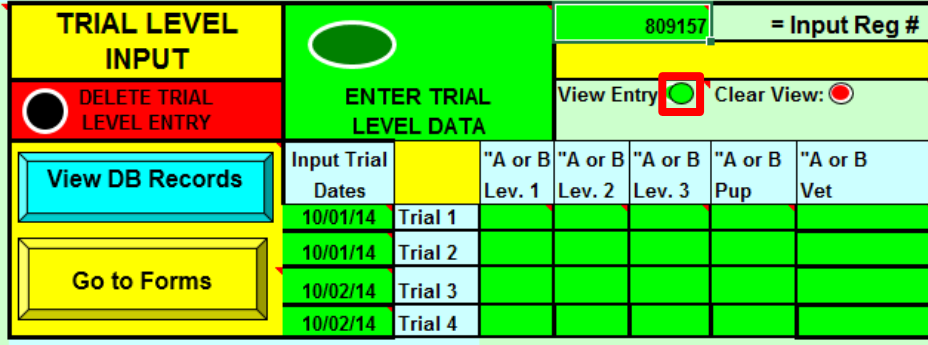
Step #	Instructions																				
4	<p>In the Trial Information section,</p> <ul style="list-style-type: none"> The Trial <#> runs value(s) increase(s) by the total number of runs entered for the dog in each specific trial The Total runs value increases by the total number of runs entered for the dog in <u>ALL</u> trials The Total Dog Entries value increases by one to indicate the dog is entered in the current active trial(s) <div style="display: flex; align-items: center; margin-top: 20px;"> <table border="1" data-bbox="365 604 857 932" style="border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: yellow;"> <th colspan="2">Trial information</th> </tr> </thead> <tbody> <tr><td>Trial 1 runs</td><td>0</td></tr> <tr><td>Trial 2 runs</td><td>0</td></tr> <tr><td>Trial 3 runs</td><td>0</td></tr> <tr><td>Trial 4 runs</td><td>0</td></tr> <tr><td>Total runs</td><td>0</td></tr> <tr><td>Total Dog Entries</td><td>0</td></tr> <tr><td>Total Database Record Size</td><td>300</td></tr> <tr><td>Total Database Records Used</td><td>2</td></tr> <tr><td>Total Database records Space Avail.</td><td>298</td></tr> </tbody> </table> <div style="margin-left: 20px;"> <div data-bbox="1010 560 1414 718" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Value per trial increases by total number of runs dog entered in that trial. </div> <div data-bbox="961 793 1367 892" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Value increases by total number of runs dog entered. </div> <div data-bbox="961 926 1360 1020" style="border: 1px solid black; padding: 5px;"> Value increases by 1 with dog entered in active trial(s). </div> </div> </div>	Trial information		Trial 1 runs	0	Trial 2 runs	0	Trial 3 runs	0	Trial 4 runs	0	Total runs	0	Total Dog Entries	0	Total Database Record Size	300	Total Database Records Used	2	Total Database records Space Avail.	298
Trial information																					
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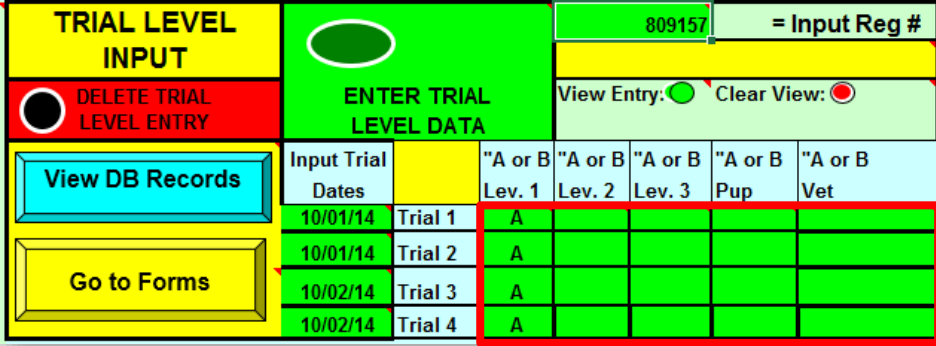
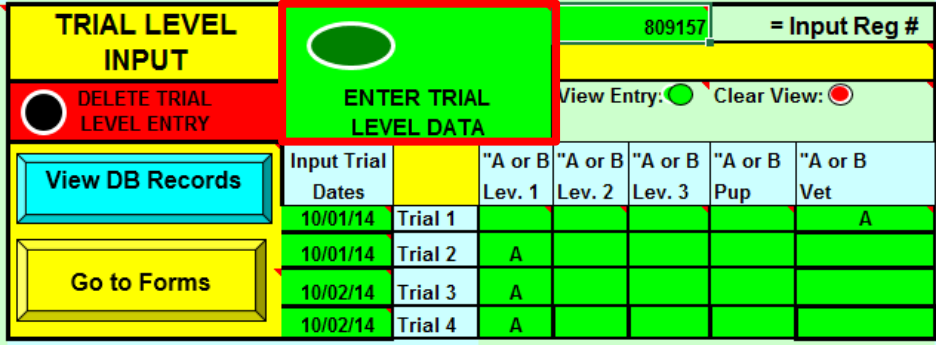
VIEW TRIAL ENTRY FOR DOG

After a dog’s trial entry runs have been entered, there may be a need to view the entry and even change it (move up/down, add/delete run entry data, etc.).

 If all runs entered for the dog need to be deleted (e.g. the dog is pulling out of the trial completely), refer to **Delete Trial Entry for Dog** to delete all entered runs for a single dog at one time.

Follow these steps to view the trial entry details for a dog:

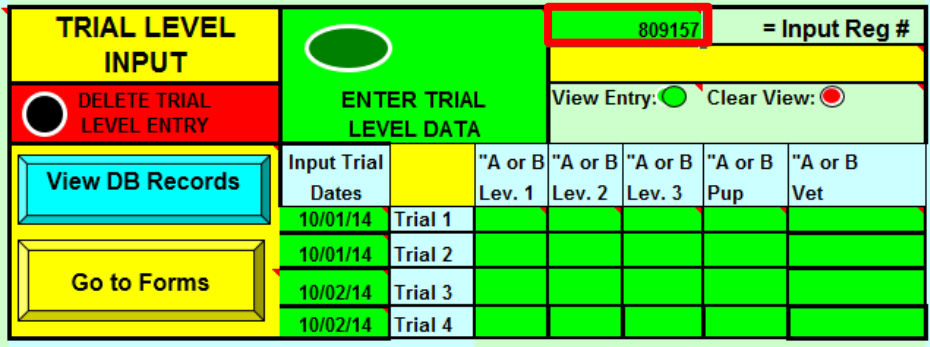
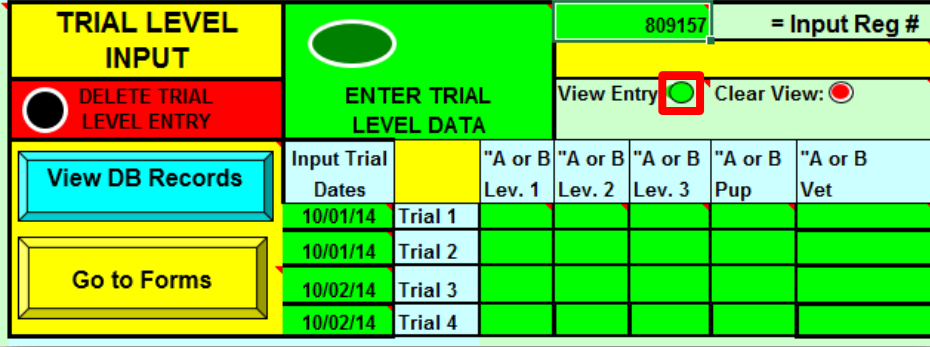
Step #	Instructions
1	<p>On the Trial and Exhibitor Information Cockpit, in the Trial Level Input section, type the dog’s WCRL registration number whose trial entries are to be viewed in the Input Reg # field.</p> 
2	<p>Click the View Entry green button to display the trial entry data for the dog.</p> <p>NOTE: The message NOT A VALID REG. # disappears below the number.</p> 

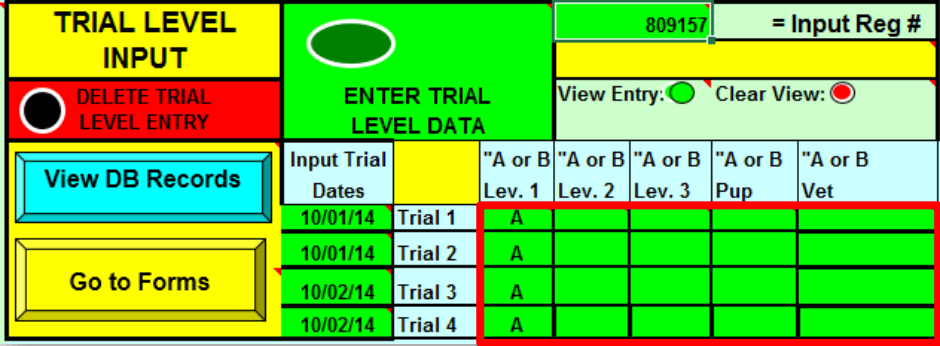
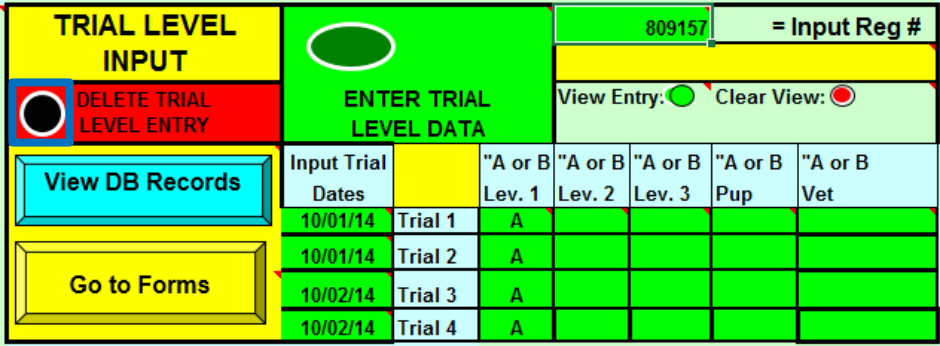
Step #	Instructions																																																											
3	<p>All of the trial entry data entered for the dog displays in the green fields.</p>  <table border="1" data-bbox="365 373 1295 716"> <thead> <tr> <th colspan="2">TRIAL LEVEL INPUT</th> <th colspan="5">= Input Reg #</th> </tr> <tr> <td colspan="2">DELETED TRIAL LEVEL ENTRY</td> <th colspan="5">ENTER TRIAL LEVEL DATA</th> </tr> <tr> <td colspan="2">View DB Records</td> <th>Input Trial Dates</th> <th>Trial</th> <th>"A or B Lev. 1</th> <th>"A or B Lev. 2</th> <th>"A or B Lev. 3</th> <th>"A or B Pup</th> <th>"A or B Vet</th> </tr> </thead> <tbody> <tr> <td colspan="2">Go to Forms</td> <td>10/01/14</td> <td>Trial 1</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>10/01/14</td> <td>Trial 2</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>10/02/14</td> <td>Trial 3</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>10/02/14</td> <td>Trial 4</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	TRIAL LEVEL INPUT		= Input Reg #					DELETED TRIAL LEVEL ENTRY		ENTER TRIAL LEVEL DATA					View DB Records		Input Trial Dates	Trial	"A or B Lev. 1	"A or B Lev. 2	"A or B Lev. 3	"A or B Pup	"A or B Vet	Go to Forms		10/01/14	Trial 1	A							10/01/14	Trial 2	A							10/02/14	Trial 3	A							10/02/14	Trial 4	A				
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		10/02/14	Trial 4	A																																																								
4	<p>If any of the entry data needs to be changed, make the change(s) as needed:</p> <ul style="list-style-type: none"> • Change from <i>A</i> to <i>B</i> or <i>B</i> to <i>A</i> • Add another trial run to the dog entry (e.g. dog now wants a run in <i>Vet A</i> for Trial 1) • Delete a trial for the dog entry (e.g. dog does not want to run in <i>Level 1A</i> for Trial 1) <p>Click the ENTER TRIAL LEVEL DATA green button to save the changes to the trial entry.</p> <p>NOTE: The <i>Trial Information</i> statistics section will be updated automatically to reflect the increase/decrease for each trial.</p>  <table border="1" data-bbox="365 1146 1295 1488"> <thead> <tr> <th colspan="2">TRIAL LEVEL INPUT</th> <th colspan="5">= Input Reg #</th> </tr> <tr> <td colspan="2">DELETED TRIAL LEVEL ENTRY</td> <th colspan="5">ENTER TRIAL LEVEL DATA</th> </tr> <tr> <td colspan="2">View DB Records</td> <th>Input Trial Dates</th> <th>Trial</th> <th>"A or B Lev. 1</th> <th>"A or B Lev. 2</th> <th>"A or B Lev. 3</th> <th>"A or B Pup</th> <th>"A or B Vet</th> </tr> </thead> <tbody> <tr> <td colspan="2">Go to Forms</td> <td>10/01/14</td> <td>Trial 1</td> <td>A</td> <td></td> <td></td> <td></td> <td>A</td> </tr> <tr> <td colspan="2"></td> <td>10/01/14</td> <td>Trial 2</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>10/02/14</td> <td>Trial 3</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>10/02/14</td> <td>Trial 4</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	TRIAL LEVEL INPUT		= Input Reg #					DELETED TRIAL LEVEL ENTRY		ENTER TRIAL LEVEL DATA					View DB Records		Input Trial Dates	Trial	"A or B Lev. 1	"A or B Lev. 2	"A or B Lev. 3	"A or B Pup	"A or B Vet	Go to Forms		10/01/14	Trial 1	A				A			10/01/14	Trial 2	A							10/02/14	Trial 3	A							10/02/14	Trial 4	A				
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DELETE TRIAL ENTRY FOR DOG

Occasionally, an exhibitor will request to pull a dog completely from a trial which means that the dog’s trial entry runs should be deleted from the current trial data. If the dog entry information is not removed, all of the runs for that dog will be included in the trial statistics and on all of the paperwork printed from the database for the trial(s). The tool provides an easy way to delete all trial runs for a single dog at one time.

Follow these steps to delete all of the trial entry details for a dog:

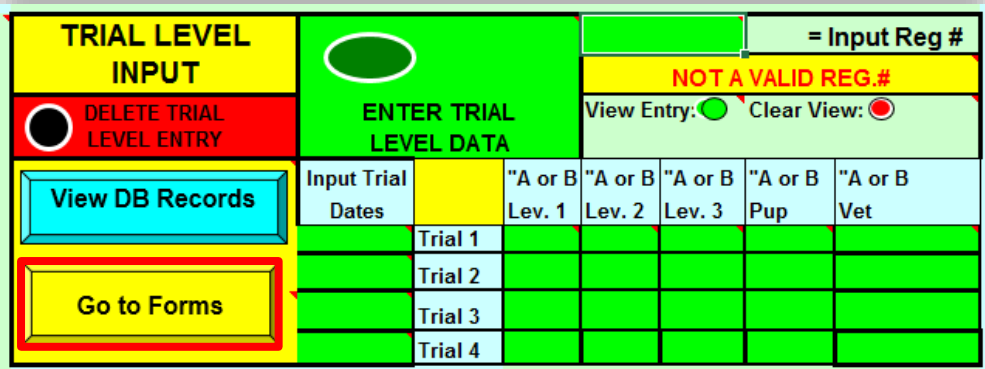
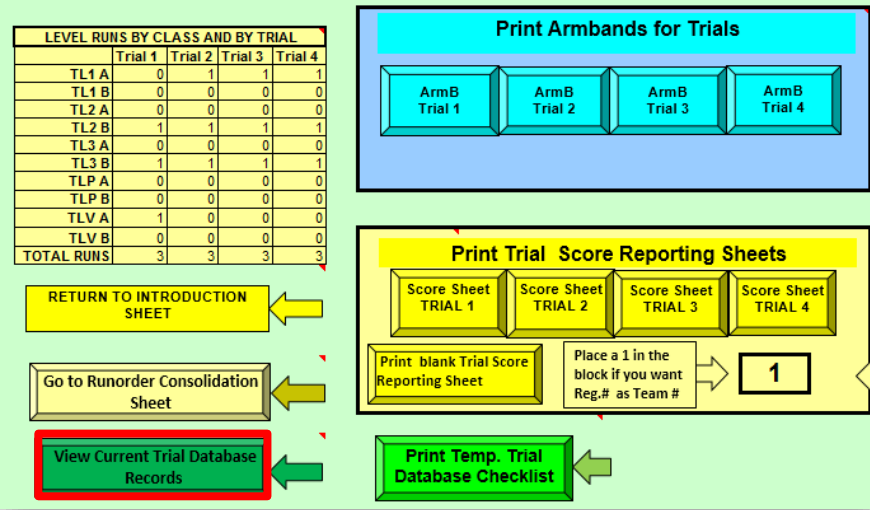
Step #	Instructions
<p>1</p>	<p>On the Trial and Exhibitor Information Cockpit, in the Trial Level Input section, type the dog’s WCRL registration number whose trial entries are to be viewed in the Input Reg # field.</p> 
<p>2</p>	<p>Click the View Entry green button to display the trial entry data for the dog. NOTE: The message NOT A VALID REG. # disappears below the number.</p> 

Step #	Instructions																																			
3	<p>All of the trial entry data entered for the dog displays in the green fields.</p>  <p>The screenshot shows a form titled "TRIAL LEVEL INPUT" for dog 809157. It includes a "DELETE TRIAL LEVEL ENTRY" button, a "View DB Records" button, and a "Go to Forms" button. The "ENTER TRIAL LEVEL DATA" section contains a table with columns for "Input Trial Dates", "Trial", and five levels: "A or B Lev. 1", "A or B Lev. 2", "A or B Lev. 3", "A or B Pup", and "A or B Vet". The data rows are:</p> <table border="1"> <thead> <tr> <th>Input Trial Dates</th> <th>Trial</th> <th>"A or B Lev. 1"</th> <th>"A or B Lev. 2"</th> <th>"A or B Lev. 3"</th> <th>"A or B Pup"</th> <th>"A or B Vet"</th> </tr> </thead> <tbody> <tr> <td>10/01/14</td> <td>Trial 1</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/01/14</td> <td>Trial 2</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/02/14</td> <td>Trial 3</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10/02/14</td> <td>Trial 4</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Input Trial Dates	Trial	"A or B Lev. 1"	"A or B Lev. 2"	"A or B Lev. 3"	"A or B Pup"	"A or B Vet"	10/01/14	Trial 1	A					10/01/14	Trial 2	A					10/02/14	Trial 3	A					10/02/14	Trial 4	A				
Input Trial Dates	Trial	"A or B Lev. 1"	"A or B Lev. 2"	"A or B Lev. 3"	"A or B Pup"	"A or B Vet"																														
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10/02/14	Trial 4	A																																		
4	<p>Click the DELETE TRIAL LEVEL ENTRY black button to delete all of the displayed trial level entries for the dog being viewed.</p> <p>NOTE: The <i>Trial Information</i> statistics section will be updated automatically to reflect the decrease for each trial and the number of dogs entered.</p>  <p>The screenshot is identical to the one in Step 3, but the "DELETE TRIAL LEVEL ENTRY" button is highlighted with a red border, indicating it should be clicked.</p>																																			

VIEW CURRENT TRIAL DATABASE RECORDS

There may be occasion to check the trial entries before the trial closes and paperwork is printed or to view the full list of trial entries before preparing the paperwork. There is a report available in spreadsheet format which displays the dog database record information and the trial entry data entered for each dog.

Follow these steps to view a list of current trial database records:

Step #	Instructions
1	<p>On the Trial and Exhibitor Information Cockpit, in the <i>Trial Level Input</i> section, click the Go to Forms button (yellow button located on the left side of the <i>Trial Level Input</i> section).</p> 
2	<p>On the Document and Form Publishing Cockpit, click the View Current Trial Database Records button (dark green button located on the bottom left side of the screen).</p> <p>NOTE: The trial entry data is displayed on this screen in the light yellow table in the upper left corner. This table displays all runs by class and by trial.</p> 

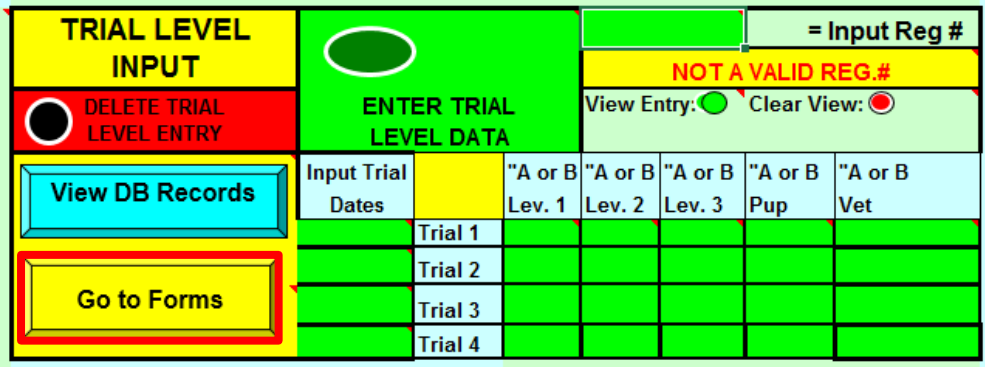
Rally Model Manual

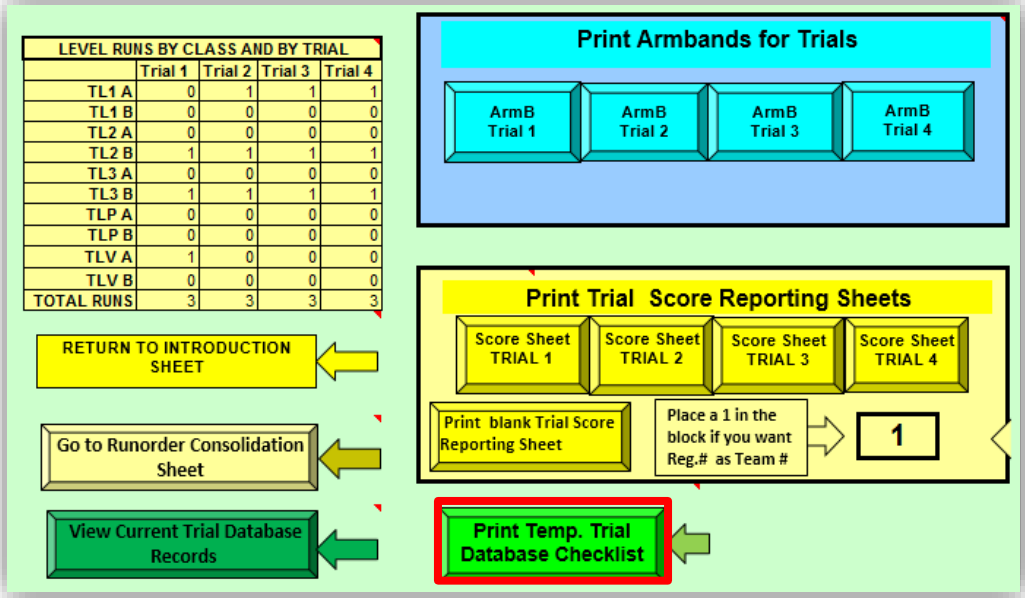
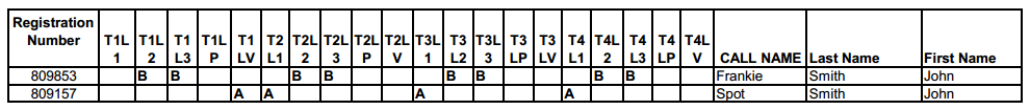
Step #	Instructions																																																																																																																																			
3	<p>A list of all data entered for all trials is displayed in a spreadsheet format with multiple columns (see list below split into two screens for display in this manual).</p> <p>When finished viewing, click the Return to intro Sheet button to return to the Trial and Exhibitor Information Cockpit screen.</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 2px solid red; padding: 2px 5px; background-color: yellow;">Return to Intro Sheet</div> Current Temp Database for trials </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Registration Number</th> <th>T1L1</th><th>T1L2</th><th>T1L3</th><th>T1LP</th><th>T1LV</th><th>T2L1</th><th>T2L2</th><th>T2L3</th><th>T2LP</th><th>T2LV</th><th>T3L1</th><th>T3L2</th><th>T3L3</th><th>T3LP</th><th>T3LV</th><th>T4L1</th><th>T4L2</th><th>T4L3</th><th>T4LP</th><th>T4LV</th><th>CALL NAME</th><th>Last Name</th><th>First Name</th> </tr> </thead> <tbody> <tr> <td>809853</td><td>B</td><td>B</td><td></td><td></td><td></td><td></td><td>B</td><td>B</td><td></td><td></td><td></td><td>B</td><td>B</td><td></td><td></td><td></td><td>B</td><td>B</td><td></td><td></td><td></td><td>Frankie</td><td>Smith</td><td>John</td> </tr> <tr> <td>809157</td><td></td><td></td><td></td><td>A</td><td>A</td><td></td><td></td><td></td><td></td><td></td><td>A</td><td></td><td></td><td></td><td></td><td>A</td><td></td><td></td><td></td><td></td><td></td><td>Spot</td><td>Smith</td><td>John</td> </tr> <tr> <td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">First Half of Columns: Dog Registration Number, Trial Entry Data, Dog's Call Name, Owner's Last Name and First Name</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>DOGS REG NAME</th><th>ADDR</th><th>CITY</th><th>STATE</th><th>ZIP</th><th>JUMP</th><th>BREED</th><th>Email Address</th> </tr> </thead> <tbody> <tr> <td>Frankie Goes to Hollywood</td><td>111 Oak St.</td><td>Dallas</td><td>TX</td><td>12345</td><td>12</td><td>JRT</td><td>iseespot@spot.com</td> </tr> <tr> <td>I See Spot</td><td>111 Oak St.</td><td>Dallas</td><td>TX</td><td>12345</td><td>16</td><td>Golden Retriever</td><td>iseespot@spot.com</td> </tr> <tr> <td> </td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">Second Half of Columns: Remainder of Dog Database Record Information</p> </div>	Registration Number	T1L1	T1L2	T1L3	T1LP	T1LV	T2L1	T2L2	T2L3	T2LP	T2LV	T3L1	T3L2	T3L3	T3LP	T3LV	T4L1	T4L2	T4L3	T4LP	T4LV	CALL NAME	Last Name	First Name	809853	B	B					B	B				B	B				B	B				Frankie	Smith	John	809157				A	A						A					A						Spot	Smith	John																										DOGS REG NAME	ADDR	CITY	STATE	ZIP	JUMP	BREED	Email Address	Frankie Goes to Hollywood	111 Oak St.	Dallas	TX	12345	12	JRT	iseespot@spot.com	I See Spot	111 Oak St.	Dallas	TX	12345	16	Golden Retriever	iseespot@spot.com								
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PRINT TEMPORARY TRIAL DATABASE CHECKLIST

It is recommended that the trial entry data be reviewed prior to preparing the trial paperwork to minimize incorrect trial entry information appearing on the paperwork or using incorrect trial entry data to create trial running orders/gate sheets. A report containing the dog’s registration number, trial entry data, dog’s call name, and owner’s first and last name is set up to print automatically when executed from the tool.

Follow these steps to print the temporary trial database checklist:

Step #	Instructions
1	<p>On the Trial and Exhibitor Information Cockpit, in the Trial Level Input section, click the Go to Forms button (yellow button located on the left side of the Trial Level Input section).</p> 

Step #	Instructions																																																																								
2	<p>On the Document and Form Publishing Cockpit, click the Print Temp. Trial Database Checklist button (bright green button located on the bottom of the screen).</p> <p>NOTE: The trial entry data is displayed on this screen in the light yellow table in the upper left corner. This table displays all runs by class and by trial.</p>  <p>The screenshot shows a software interface with the following elements:</p> <ul style="list-style-type: none"> Table: LEVEL RUNS BY CLASS AND BY TRIAL <table border="1"> <thead> <tr> <th></th> <th>Trial 1</th> <th>Trial 2</th> <th>Trial 3</th> <th>Trial 4</th> </tr> </thead> <tbody> <tr><td>TL1 A</td><td>0</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>TL1 B</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>TL2 A</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>TL2 B</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>TL3 A</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>TL3 B</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>TLP A</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>TLP B</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>TLV A</td><td>1</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>TLV B</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>TOTAL RUNS</td><td>3</td><td>3</td><td>3</td><td>3</td></tr> </tbody> </table> Print Armbands for Trials section with buttons for ArmB Trial 1, 2, 3, and 4. Print Trial Score Reporting Sheets section with buttons for Score Sheet TRIAL 1, 2, 3, and 4, and a 'Print blank Trial Score Reporting Sheet' button with a '1' in a box next to the instruction 'Place a 1 in the block if you want Reg.# as Team #'. Navigation buttons: RETURN TO INTRODUCTION SHEET, Go to Runorder Consolidation Sheet, View Current Trial Database Records, and Print Temp. Trial Database Checklist (highlighted in red). 		Trial 1	Trial 2	Trial 3	Trial 4	TL1 A	0	1	1	1	TL1 B	0	0	0	0	TL2 A	0	0	0	0	TL2 B	1	1	1	1	TL3 A	0	0	0	0	TL3 B	1	1	1	1	TLP A	0	0	0	0	TLP B	0	0	0	0	TLV A	1	0	0	0	TLV B	0	0	0	0	TOTAL RUNS	3	3	3	3												
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TLV B	0	0	0	0																																																																					
TOTAL RUNS	3	3	3	3																																																																					
3	<p>The report prints automatically and does not appear online.</p> <p>NOTE: The report will print automatically to the default printer set up for the computer where the tool is being used.</p>  <p>The screenshot shows a printed table with the following structure:</p> <table border="1"> <thead> <tr> <th>Registration Number</th> <th>T1L 1</th> <th>T1L 2</th> <th>T1L 3</th> <th>T1L P</th> <th>T1 LV</th> <th>T2 L1</th> <th>T2 L2</th> <th>T2 L3</th> <th>T2 L P</th> <th>T2 LV</th> <th>T3 L 1</th> <th>T3 L 2</th> <th>T3 L 3</th> <th>T3 LP</th> <th>T3 LV</th> <th>T4 L1</th> <th>T4 L2</th> <th>T4 L3</th> <th>T4 LP</th> <th>T4 LV</th> <th>CALL NAME</th> <th>Last Name</th> <th>First Name</th> </tr> </thead> <tbody> <tr> <td>809853</td> <td>B</td> <td>B</td> <td></td> <td></td> <td></td> <td></td> <td>B</td> <td>B</td> <td></td> <td></td> <td></td> <td>B</td> <td>B</td> <td></td> <td></td> <td>B</td> <td>B</td> <td></td> <td></td> <td></td> <td>Frankie</td> <td>Smith</td> <td>John</td> </tr> <tr> <td>809157</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> <td></td> <td></td> <td></td> <td></td> <td>A</td> <td></td> <td></td> <td></td> <td></td> <td>Spot</td> <td>Smith</td> <td>John</td> </tr> </tbody> </table> <p>Example of printed temporary trial database checklist</p>	Registration Number	T1L 1	T1L 2	T1L 3	T1L P	T1 LV	T2 L1	T2 L2	T2 L3	T2 L P	T2 LV	T3 L 1	T3 L 2	T3 L 3	T3 LP	T3 LV	T4 L1	T4 L2	T4 L3	T4 LP	T4 LV	CALL NAME	Last Name	First Name	809853	B	B					B	B				B	B			B	B				Frankie	Smith	John	809157					A	A					A					A					Spot	Smith	John
Registration Number	T1L 1	T1L 2	T1L 3	T1L P	T1 LV	T2 L1	T2 L2	T2 L3	T2 L P	T2 LV	T3 L 1	T3 L 2	T3 L 3	T3 LP	T3 LV	T4 L1	T4 L2	T4 L3	T4 LP	T4 LV	CALL NAME	Last Name	First Name																																																		
809853	B	B					B	B				B	B			B	B				Frankie	Smith	John																																																		
809157					A	A					A					A					Spot	Smith	John																																																		

PREPARE, EMAIL AND PRINT DOCUMENTS

DOCUMENTS

After trial entries have been entered and checked, the trial host can then begin to prepare the paperwork needed to run the trial. Each exhibitor must receive a confirmation to ensure the trial entry information has been correctly received by the trial host. In addition to the exhibitor confirmation, exhibitors should receive an “armband” to wear which should be handed out during trial check-in, a running order/gate sheet for each class should be posted to keep the trial running smoothly and quickly, and WCRL requires the submission of Trial Score Reporting Sheets which contain a consolidated list of each entry for each trial separated by trial and class.

CREATE AND SEND CONFIRMATION LETTERS USING MAIL MERGE

Typically, a confirmation letter is sent to each exhibitor individually with only that exhibitor’s trial entry details provided in it. It may contain general details about the trial site (e.g. parking rules, time when doors open for exhibitors, trial start time(s)) along with the exhibitor-specific information.

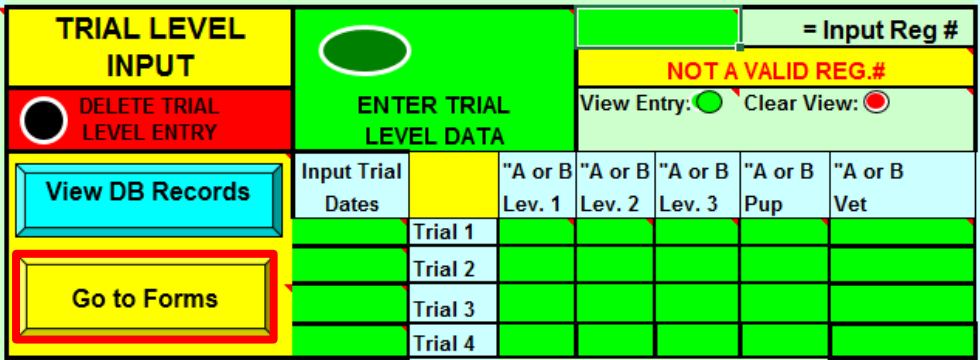
A sample confirmation letter in Microsoft Word format has been provided to modify and send out via email to each exhibitor (**Appendix A Sample Confirmation Letter**). The letter may be modified with trial specific information and saved to use for future trials. It is recommended to complete the modifications to the letter prior to starting the mail merge steps.

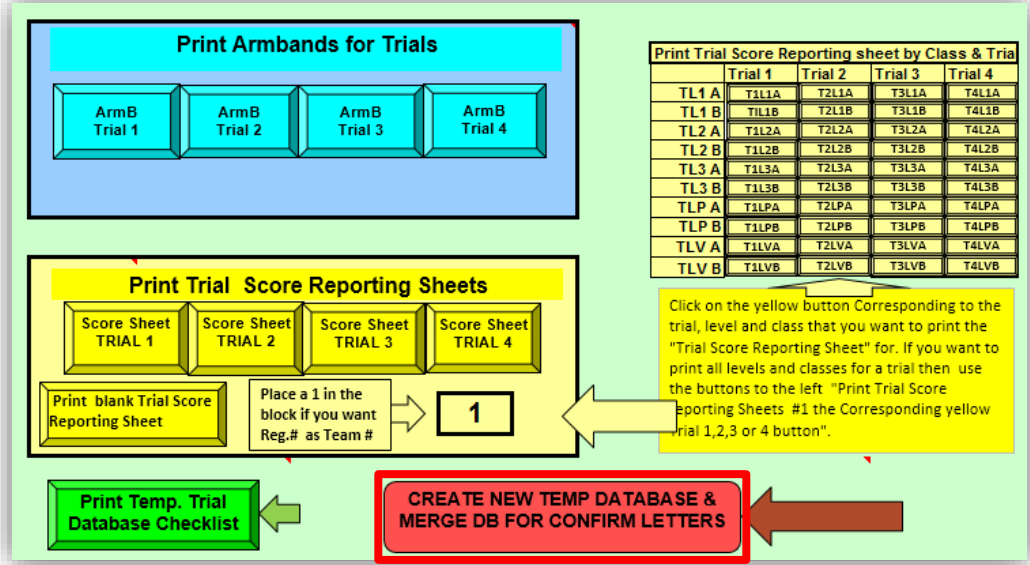
When opening the letter to make updates to the content and not perform the mail merge, click the **No** button when asked to run the SQL command which connects a database to the letter. This is not needed at this time and the database will be connected during the steps below.

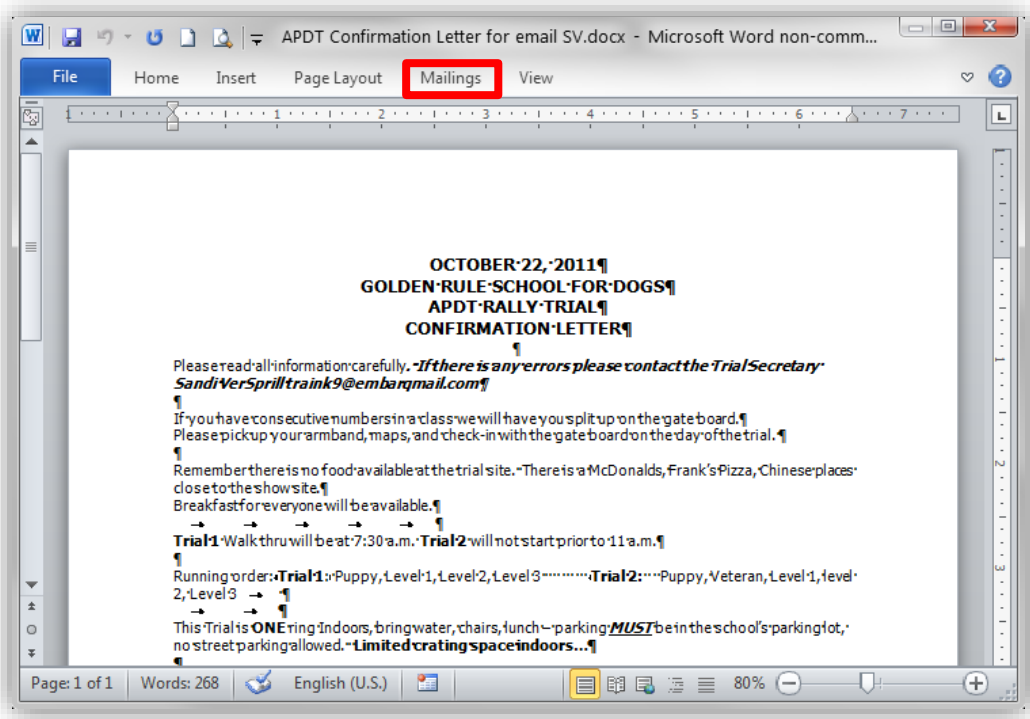
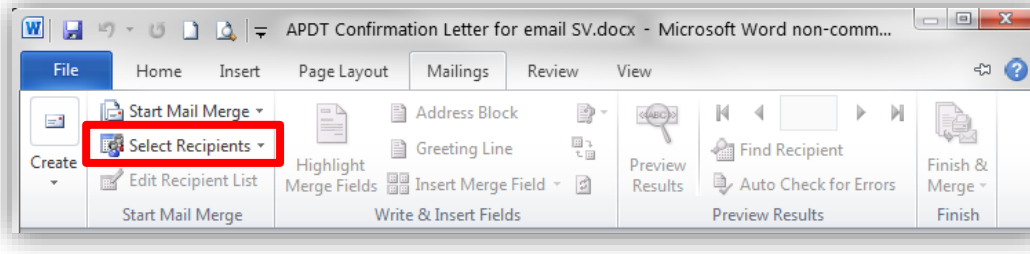


It’s important not to change the field identifiers for the trial entry data in the letter or the data will not merge correctly into the document from the trial entry database.

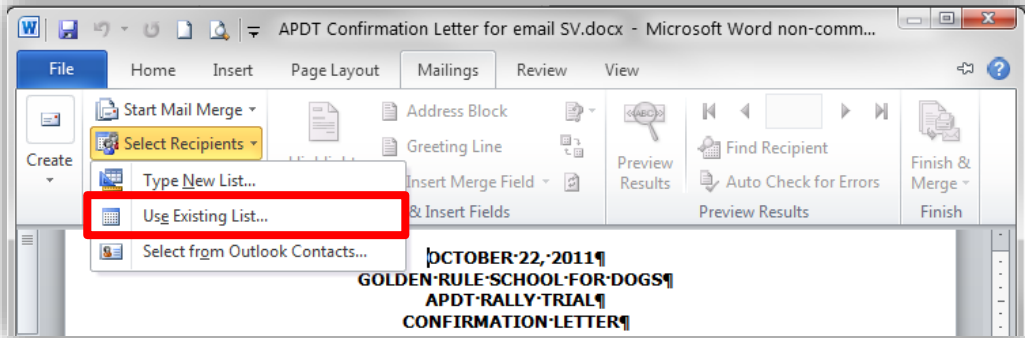
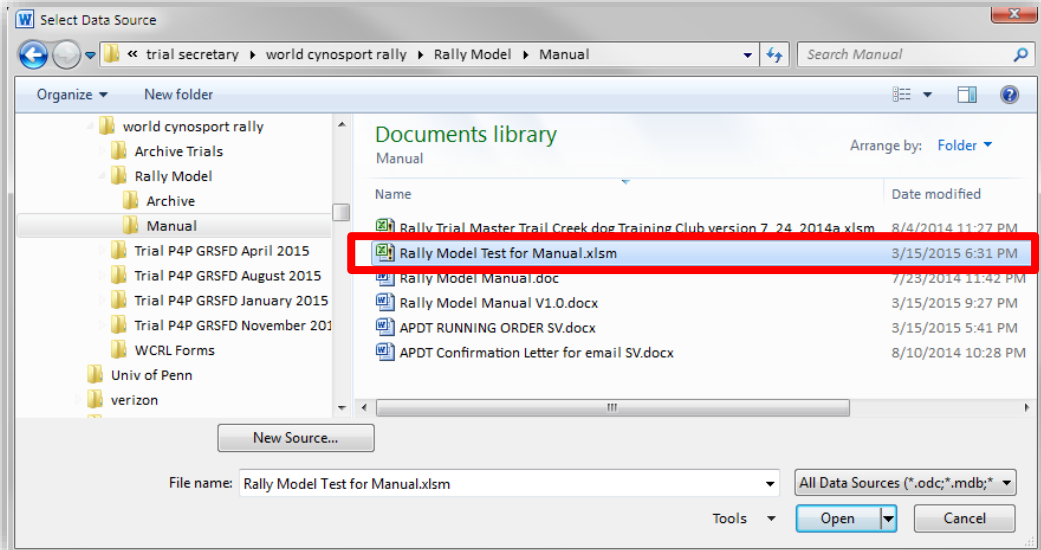
Follow these steps to create and send confirmation letters using Microsoft Word mail merge:

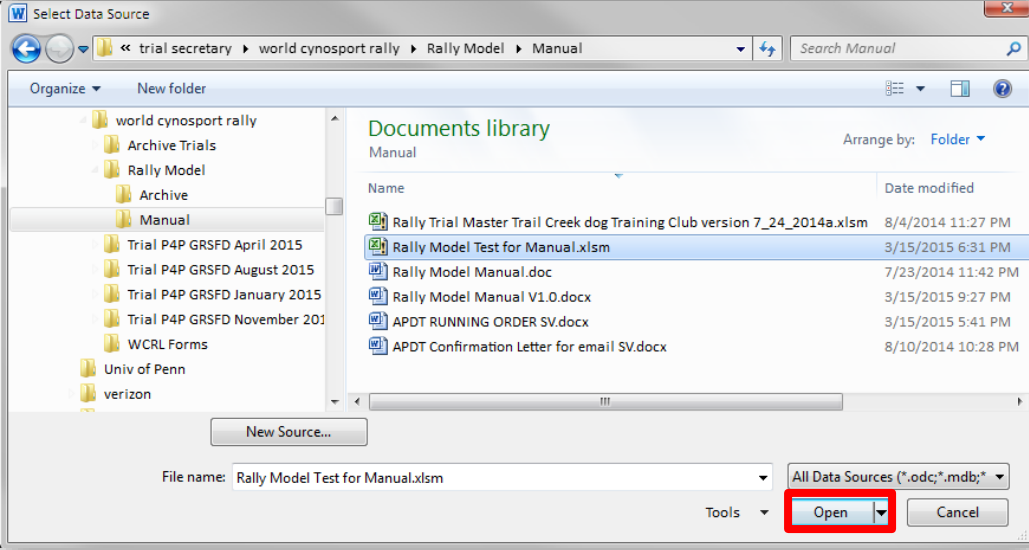
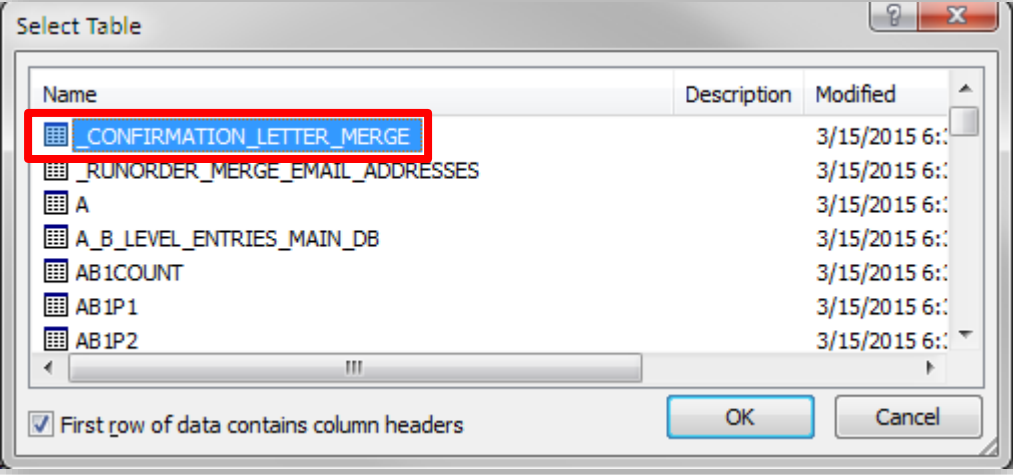
Step #	Instructions
1	<p>On the Trial and Exhibitor Information Cockpit, in the Trial Level Input section, click the Go to Forms button (yellow button located on the left side of the Trial Level Input section).</p> 

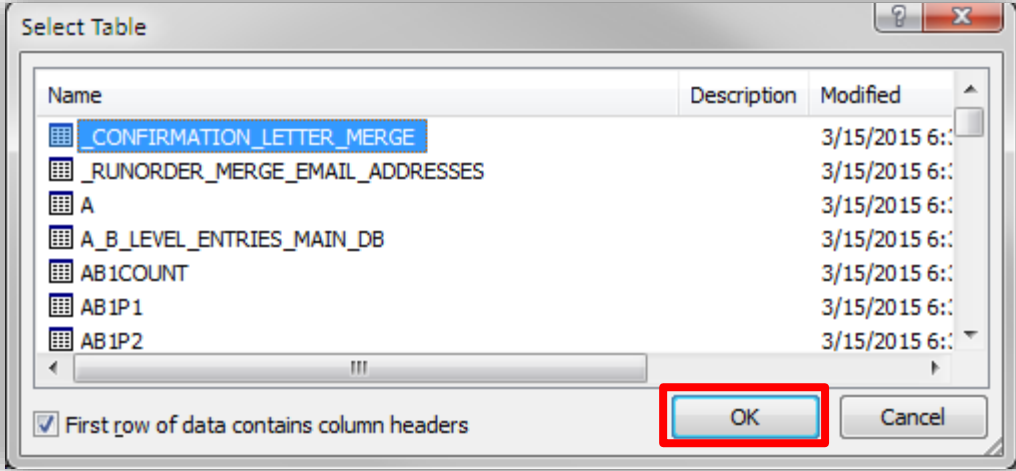
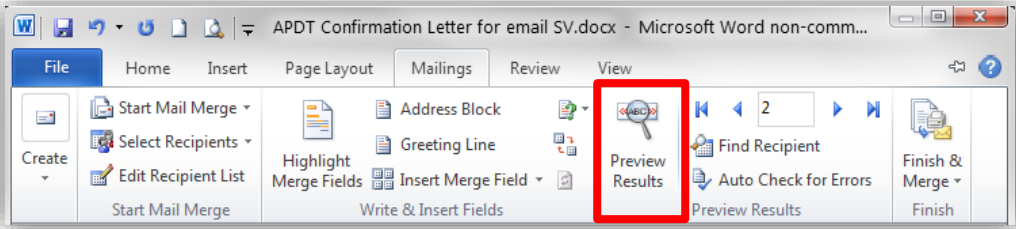
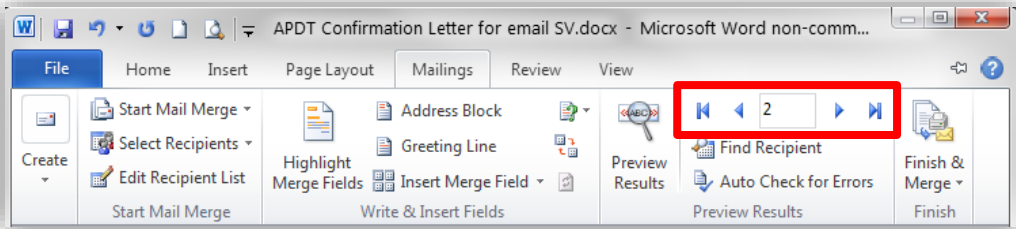
Step #	Instructions																																																							
2	<p data-bbox="321 279 1409 380">On the Document and Form Publishing Cockpit, click the CREATE NEW TEMP DATABASE & MERGE DB FOR CONFIRM LETTERS button (red button located on the bottom of the screen).</p> <div data-bbox="354 436 1377 997" style="border: 1px solid black; padding: 10px;">  <p data-bbox="526 464 789 489">Print Armbands for Trials</p> <p data-bbox="435 537 880 583">ArmB Trial 1 ArmB Trial 2 ArmB Trial 3 ArmB Trial 4</p> <p data-bbox="477 705 837 730">Print Trial Score Reporting Sheets</p> <p data-bbox="428 747 886 793">Score Sheet TRIAL 1 Score Sheet TRIAL 2 Score Sheet TRIAL 3 Score Sheet TRIAL 4</p> <p data-bbox="396 821 591 867">Print blank Trial Score Reporting Sheet</p> <p data-bbox="602 821 732 867">Place a 1 in the block if you want Reg.# as Team #</p> <p data-bbox="786 821 862 867">1</p> <p data-bbox="418 919 607 966">Print Temp. Trial Database Checklist</p> <p data-bbox="743 919 1094 966">CREATE NEW TEMP DATABASE & MERGE DB FOR CONFIRM LETTERS</p> <table border="1" data-bbox="997 478 1365 709"> <caption>Print Trial Score Reporting sheet by Class & Trial</caption> <thead> <tr> <th></th> <th>Trial 1</th> <th>Trial 2</th> <th>Trial 3</th> <th>Trial 4</th> </tr> </thead> <tbody> <tr><td>TL1 A</td><td>T1L1A</td><td>T2L1A</td><td>T3L1A</td><td>T4L1A</td></tr> <tr><td>TL1 B</td><td>T1L1B</td><td>T2L1B</td><td>T3L1B</td><td>T4L1B</td></tr> <tr><td>TL2 A</td><td>T1L2A</td><td>T2L2A</td><td>T3L2A</td><td>T4L2A</td></tr> <tr><td>TL2 B</td><td>T1L2B</td><td>T2L2B</td><td>T3L2B</td><td>T4L2B</td></tr> <tr><td>TL3 A</td><td>T1L3A</td><td>T2L3A</td><td>T3L3A</td><td>T4L3A</td></tr> <tr><td>TL3 B</td><td>T1L3B</td><td>T2L3B</td><td>T3L3B</td><td>T4L3B</td></tr> <tr><td>TLP A</td><td>T1LPA</td><td>T2LPA</td><td>T3LPA</td><td>T4LPA</td></tr> <tr><td>TLP B</td><td>T1LPB</td><td>T2LPB</td><td>T3LPB</td><td>T4LPB</td></tr> <tr><td>TLV A</td><td>T1LVA</td><td>T2LVA</td><td>T3LVA</td><td>T4LVA</td></tr> <tr><td>TLV B</td><td>T1LVB</td><td>T2LVB</td><td>T3LVB</td><td>T4LVB</td></tr> </tbody> </table> <p data-bbox="1013 730 1349 877">Click on the yellow button corresponding to the trial, level and class that you want to print the "Trial Score Reporting Sheet" for. If you want to print all levels and classes for a trial then use the buttons to the left "Print Trial Score Reporting Sheets #1 the Corresponding yellow trial 1,2,3 or 4 button".</p> </div>		Trial 1	Trial 2	Trial 3	Trial 4	TL1 A	T1L1A	T2L1A	T3L1A	T4L1A	TL1 B	T1L1B	T2L1B	T3L1B	T4L1B	TL2 A	T1L2A	T2L2A	T3L2A	T4L2A	TL2 B	T1L2B	T2L2B	T3L2B	T4L2B	TL3 A	T1L3A	T2L3A	T3L3A	T4L3A	TL3 B	T1L3B	T2L3B	T3L3B	T4L3B	TLP A	T1LPA	T2LPA	T3LPA	T4LPA	TLP B	T1LPB	T2LPB	T3LPB	T4LPB	TLV A	T1LVA	T2LVA	T3LVA	T4LVA	TLV B	T1LVB	T2LVB	T3LVB	T4LVB
	Trial 1	Trial 2	Trial 3	Trial 4																																																				
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TLV B	T1LVB	T2LVB	T3LVB	T4LVB																																																				
3	<p data-bbox="321 1066 813 1092">Save and close the Rally Model .xlsm file.</p> <p data-bbox="321 1119 1409 1144">NOTE: The file must be closed before the confirmation letter mail merge can be completed.</p>																																																							
4	<p data-bbox="321 1188 1354 1251">Double-click the confirmation letter Word document .doc/docx file saved to the folder created in Step 1 of <i>Install and Set up Rally Model</i>.</p>																																																							

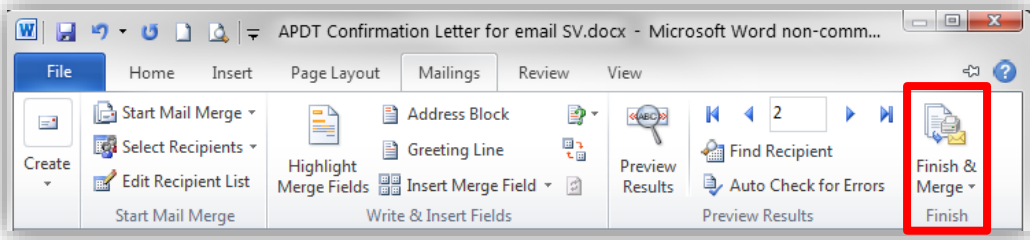
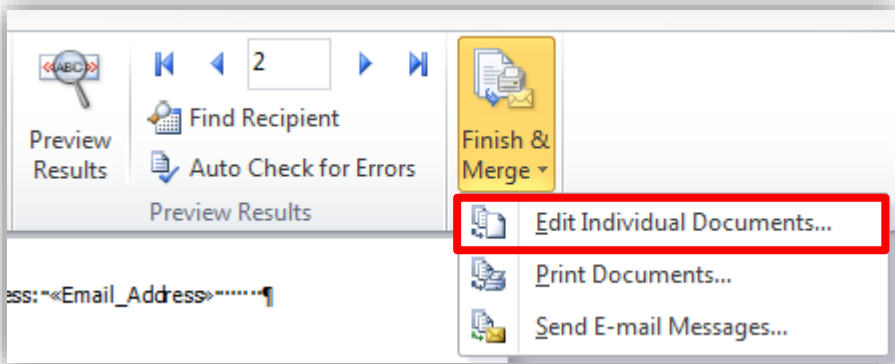
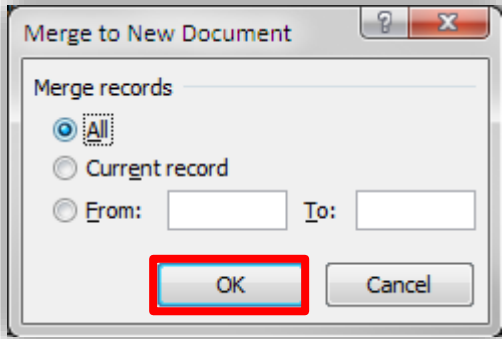
Step #	Instructions
5	<p data-bbox="321 279 906 310">On the Word menu bar, click the Mailings menu.</p>  <p>The screenshot shows a Microsoft Word window titled "APDT Confirmation Letter for email SV.docx - Microsoft Word non-comm...". The ribbon is set to "Mailings", which is highlighted with a red box. The document content includes the following text:</p> <p style="text-align: center;">OCTOBER 22, 2011 GOLDEN RULE SCHOOL FOR DOGS APDT RALLY TRIAL CONFIRMATION LETTER</p> <p>Please read all information carefully. <i>-If there is any errors please contact the Trial Secretary Sandi VerSpill train9@embarqmail.com</i></p> <p>If you have consecutive numbers in a class we will have you split up on the gate board. Please pick up your armband, maps, and check-in with the gate board on the day of the trial.</p> <p>Remember there is no food available at the trial site. -There is a McDonalds, Frank's Pizza, Chinese places close to the show site. Breakfast for everyone will be available.</p> <p>Trial 1 Walk thru will be at 7:30 a.m. Trial 2 will not start prior to 11 a.m.</p> <p>Running order: Trial 1: Puppy, Level 1, Level 2, Level 3 Trial 2: Puppy, Veteran, Level 1, Level 2, Level 3</p> <p>This Trial is ONE ring indoors, bring water, chairs, lunch - parking MUST be in the school's parking lot, no street parking allowed. Limited crating space indoors...</p> <p>Page: 1 of 1 Words: 268 English (U.S.) 80%</p>
6	<p data-bbox="321 1127 873 1159">On the Mailings menu, click Select Recipients.</p>  <p>The screenshot shows the Microsoft Word ribbon with the "Mailings" tab selected. The "Create" group is expanded, and "Select Recipients" is highlighted with a red box. Other options in the ribbon include "Start Mail Merge", "Address Block", "Greeting Line", "Highlight Merge Fields", "Insert Merge Field", "Preview Results", "Find Recipient", "Auto Check for Errors", "Finish & Merge", and "Finish".</p>

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Step #	Instructions
7	<p>Click Use Existing List... from the drop down list.</p>  <p>The screenshot shows the Microsoft Word interface with the 'Mailings' ribbon selected. The 'Select Recipients' dropdown menu is open, and the option 'Use Existing List...' is highlighted with a red rectangular box. The background text in the document reads: 'OCTOBER 22, 2011 GOLDEN RULE SCHOOL FOR DOGS APDT RALLY TRIAL CONFIRMATION LETTER'.</p>
8	<p>Navigate to the Rally Model .xism file in Windows Explorer and select the file.</p>  <p>The screenshot shows a Windows Explorer window titled 'Select Data Source'. The address bar shows the path: 'trial secretary > world cynosport rally > Rally Model > Manual'. The left pane shows a tree view with 'Manual' selected. The right pane shows a list of files in the 'Manual' folder. The file 'Rally Model Test for Manual.xism' is highlighted with a red rectangular box. The file name is also entered in the 'File name' field at the bottom of the window.</p>

Step #	Instructions
9	<p>Click the Open button to display the list of data sources within the file.</p> 
10	<p>Select _CONFIRMATION_LETTER_MERGE from the list of tables.</p> 

Step #	Instructions
11	<p>Click the OK button to confirm the selection and merge the Rally Model entries for each exhibitor into the confirmation letter Word document.</p> 
12	<p>The exhibitor information will now be merged into the confirmation letter Word document with each team from the Rally Model creating one confirmation letter record.</p>
13	<p>In order to preview the merge results for each record, on the Mailings menu, click the Preview Results button.</p> 
14	<p>Click the right and left arrows to page through the records and view the populated confirmation letter for each exhibitor.</p> 

Step #	Instructions
15	<p>Once the records have been checked, click the Finish & Merge button to create individual documents of each record.</p> 
16	<p>Click Edit Individual Documents... from the drop down list to create a new Word document containing each confirmation letter record on its own page with the data fields populated with exhibitor information.</p> 
17	<p>Click the OK button merge all records into the new document.</p> 

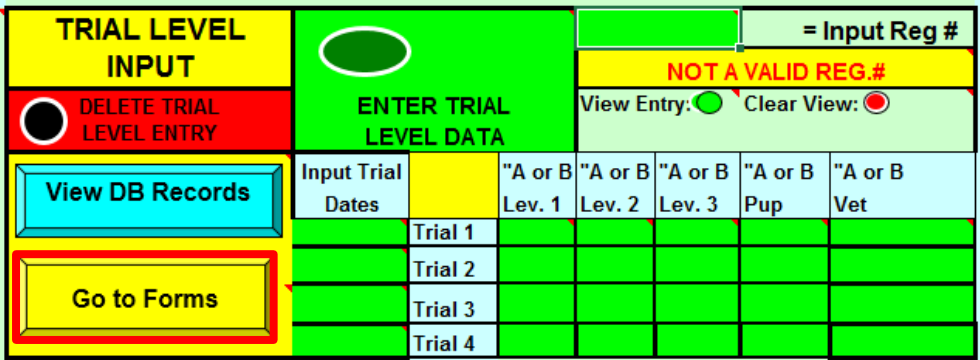
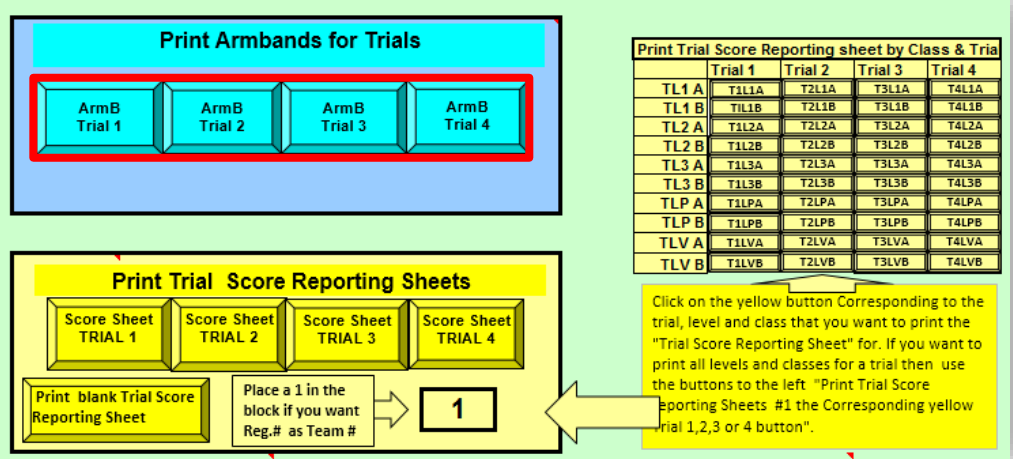
Rally Model Manual

Step #	Instructions
18	<p>In the email program on your computer, start a new email and perform the following steps for each exhibitor confirmation letter:</p> <ul style="list-style-type: none">a. Copy the exhibitor’s email address from the confirmation letter to the To: address box in the email message.b. Copy and paste the entire confirmation letter for the exhibitor to who the message is addressed in the body of the email message.c. Send the email to the exhibitor. <p>NOTE: Repeat this step for each exhibitor ensuring you copy and paste the correct confirmation letter for each exhibitor.</p>

PRINT ARMBANDS

The database is automatically configured to print each armband on a 2" x 4" label (e.g. Avery #8163) for each exhibitor per trial. In addition to the trial number, each label contains the dog's registration number, call name, breed and jump height.

Follow these steps to print armbands for each trial:

Step #	Instructions																																																							
1	<p>On the Trial and Exhibitor Information Cockpit, in the <i>Trial Level Input</i> section, click the Go to Forms button (yellow button located on the left side of the <i>Trial Level Input</i> section).</p>  <p>The screenshot shows a software interface with a yellow header 'TRIAL LEVEL INPUT'. Below it are buttons for 'DELETE TRIAL LEVEL ENTRY', 'View DB Records', and 'Go to Forms' (highlighted in yellow). To the right is a table for 'ENTER TRIAL LEVEL DATA' with columns for 'Input Trial Dates' (Trial 1-4) and levels 'A or B Lev. 1-3' and 'Pup Vet'. A red error message 'NOT A VALID REG.#' is visible at the top right.</p>																																																							
2	<p>On the Document and Form Publishing Cockpit, click the ArmB <Trial #> button (blue button located in the <i>Print Armbands for Trials</i> section) of the trial for which the armbands need to be printed.</p> <p>NOTE: Repeat this step for each trial. Follow the usual printing process for the default printer to print the armbands.</p>  <p>The screenshot shows two main sections. The top section, 'Print Armbands for Trials', has four blue buttons labeled 'ArmB Trial 1' through 'ArmB Trial 4', with the first one highlighted. The bottom section, 'Print Trial Score Reporting Sheets', has buttons for 'Score Sheet TRIAL 1-4' and 'Print blank Trial Score Reporting Sheet'. A yellow box contains a '1' in a box, with an arrow pointing to the 'Print blank Trial Score Reporting Sheet' button. A text box explains: 'Click on the yellow button corresponding to the trial, level and class that you want to print the "Trial Score Reporting Sheet" for. If you want to print all levels and classes for a trial then use the buttons to the left "Print Trial Score Reporting Sheets #1 the Corresponding yellow Trial 1,2,3 or 4 button".'</p> <table border="1" data-bbox="997 1360 1365 1598"> <caption>Print Trial Score Reporting sheet by Class & Trial</caption> <thead> <tr> <th></th> <th>Trial 1</th> <th>Trial 2</th> <th>Trial 3</th> <th>Trial 4</th> </tr> </thead> <tbody> <tr><td>TL1 A</td><td>T1L1A</td><td>T2L1A</td><td>T3L1A</td><td>T4L1A</td></tr> <tr><td>TL1 B</td><td>T1L1B</td><td>T2L1B</td><td>T3L1B</td><td>T4L1B</td></tr> <tr><td>TL2 A</td><td>T1L2A</td><td>T2L2A</td><td>T3L2A</td><td>T4L2A</td></tr> <tr><td>TL2 B</td><td>T1L2B</td><td>T2L2B</td><td>T3L2B</td><td>T4L2B</td></tr> <tr><td>TL3 A</td><td>T1L3A</td><td>T2L3A</td><td>T3L3A</td><td>T4L3A</td></tr> <tr><td>TL3 B</td><td>T1L3B</td><td>T2L3B</td><td>T3L3B</td><td>T4L3B</td></tr> <tr><td>TLP A</td><td>T1LPA</td><td>T2LPA</td><td>T3LPA</td><td>T4LPA</td></tr> <tr><td>TLP B</td><td>T1LPB</td><td>T2LPB</td><td>T3LPB</td><td>T4LPB</td></tr> <tr><td>TLV A</td><td>T1LVA</td><td>T2LVA</td><td>T3LVA</td><td>T4LVA</td></tr> <tr><td>TLV B</td><td>T1LVB</td><td>T2LVB</td><td>T3LVB</td><td>T4LVB</td></tr> </tbody> </table>		Trial 1	Trial 2	Trial 3	Trial 4	TL1 A	T1L1A	T2L1A	T3L1A	T4L1A	TL1 B	T1L1B	T2L1B	T3L1B	T4L1B	TL2 A	T1L2A	T2L2A	T3L2A	T4L2A	TL2 B	T1L2B	T2L2B	T3L2B	T4L2B	TL3 A	T1L3A	T2L3A	T3L3A	T4L3A	TL3 B	T1L3B	T2L3B	T3L3B	T4L3B	TLP A	T1LPA	T2LPA	T3LPA	T4LPA	TLP B	T1LPB	T2LPB	T3LPB	T4LPB	TLV A	T1LVA	T2LVA	T3LVA	T4LVA	TLV B	T1LVB	T2LVB	T3LVB	T4LVB
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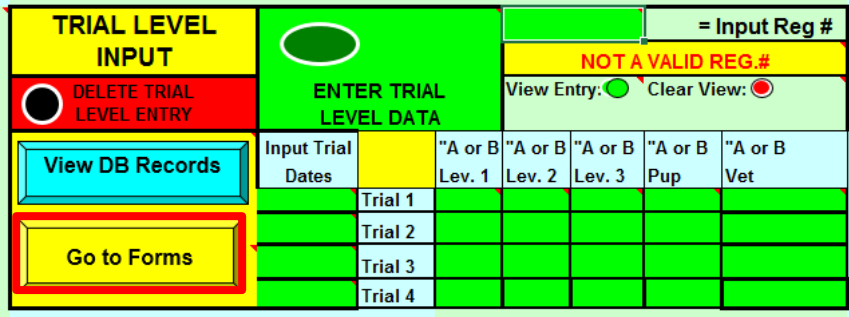
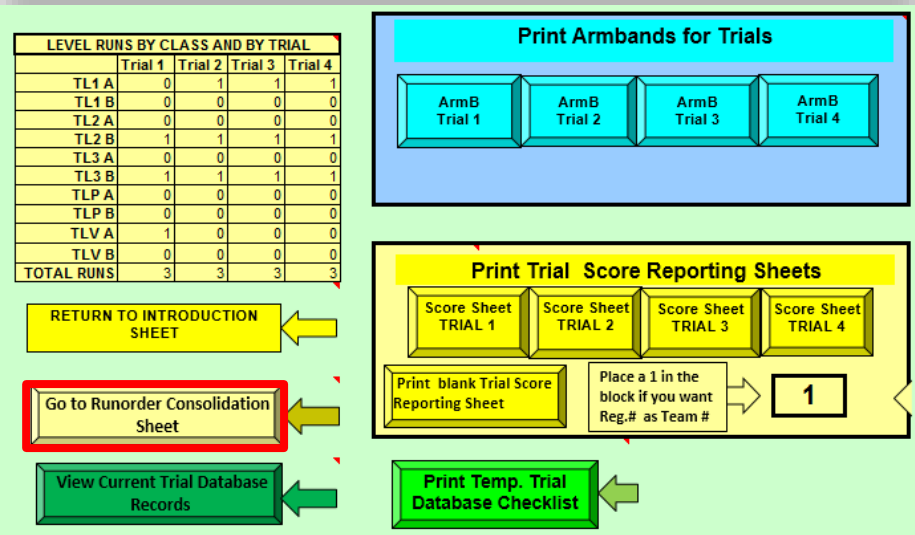
Rally Model Manual

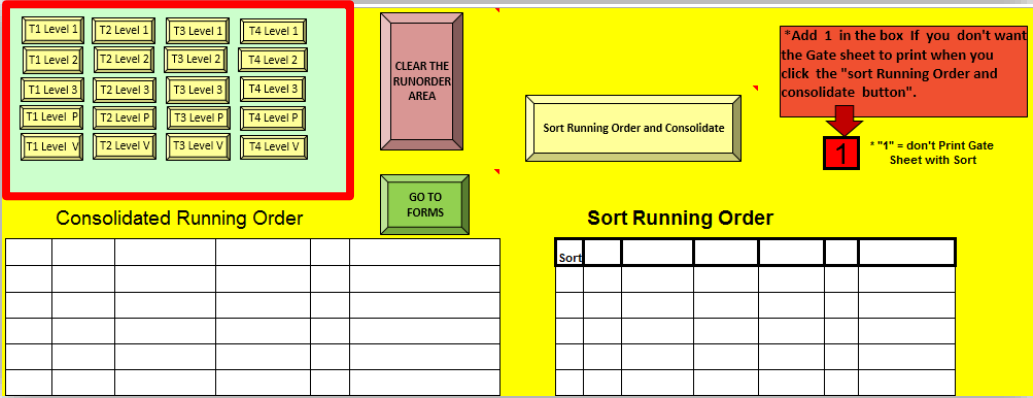
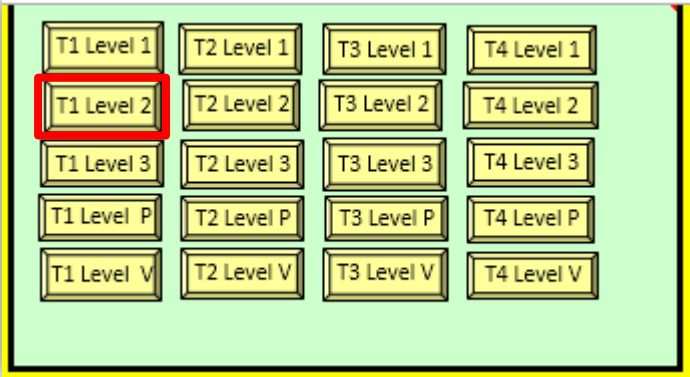
Step #	Instructions
3	<p>Ten (10) armbands will print on each label sheet.</p> <div data-bbox="641 367 1096 619" style="border: 1px solid black; padding: 10px; text-align: center;"><p>809853</p><p>Trial 2 Frankie JRT Height 12</p></div> <p style="text-align: center;">Example of printed armband</p>

CREATE RUNNING ORDER AND PRINT GATE SHEETS


A running order displays the list of entered teams for a trial in the order each team will run during the trial. Usually the running order is grouped by class (A or B) within each level (Puppy, Level 1, Level 2, Level 3 and Veteran) but this is not a requirement. If an exhibitor has more than one dog entered in the same class and/or level, the trial host should separate the exhibitor’s dogs in the running order to allow the exhibitor time to switch dogs between runs. The trial database provides the ability to create custom running orders which can then be printed and posted at the gate on the day of the trial (**Appendix A Sample Running Order Gate Sheet**).


Follow these steps to create and print a custom running order per level for each trial:


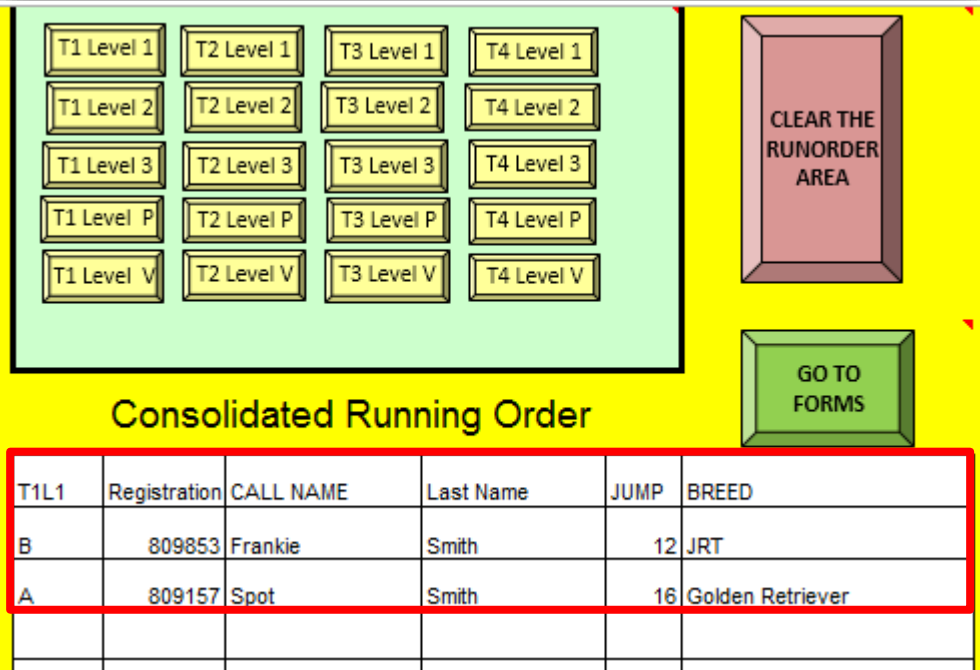
Step #	Instructions
<p>1</p>	<p>On the Trial and Exhibitor Information Cockpit, in the <i>Trial Level Input</i> section, click the Go to Forms button (yellow button located on the left side of the <i>Trial Level Input</i> section).</p> 
<p>2</p>	<p>On the Document and Form Publishing Cockpit, click the Go to Runorder Consolidation Sheet button (light yellow button located on the left side of the screen).</p> 

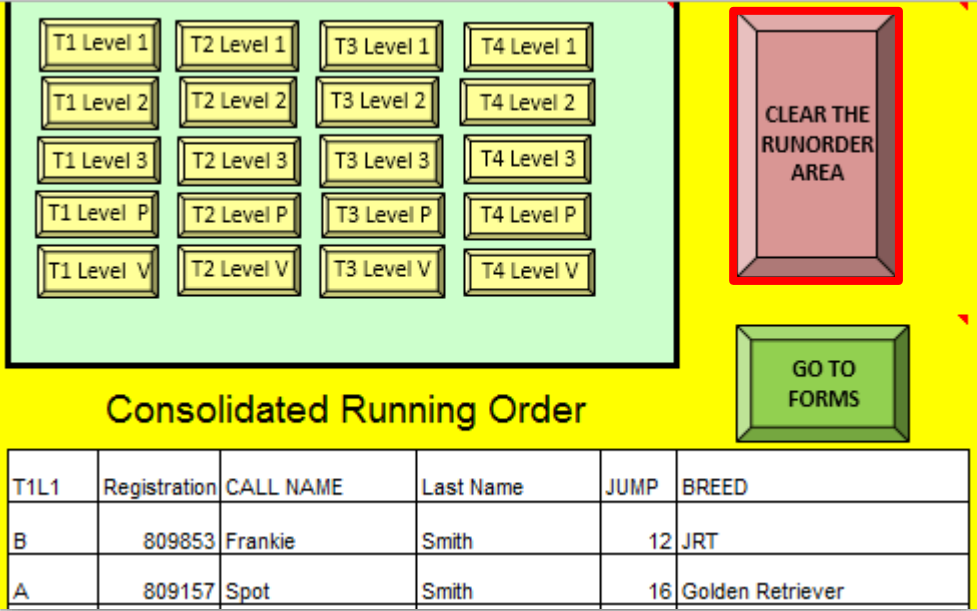
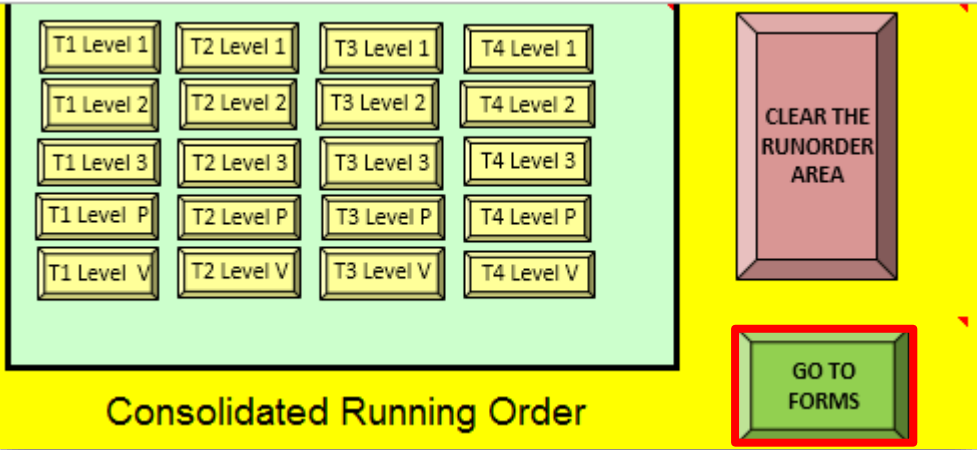
Step #	Instructions
<p>3</p>	<p>The entries for each level of a trial are accessed using the light yellow buttons in the upper left of the screen. Each column in this section represents the levels in a trial. For example, the levels for Trial 1 are listed in the first column, the levels for Trial 2 are listed in the second column, etc.</p> 
<p>4</p>	<p>Click the <Trial # Level #> button of the trial and level for the running order that requires sorting.</p> <p>NOTE: Each level contains all classes (A and B) to be sorted together.</p> 

Step #	Instructions																																			
5	<p>The entries in the selected trial level appear in the Sort Running Order table on the bottom right of the screen. Notice the A and B class entries appear in the list together.</p> <div data-bbox="360 403 1166 743" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; background-color: yellow; margin: 0;">Sort Running Order</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sort</th> <th style="width: 5%;">T1L2</th> <th style="width: 15%;">Registration</th> <th style="width: 10%;">CALL NAM</th> <th style="width: 10%;">Last Name</th> <th style="width: 5%;">JUMP</th> <th style="width: 10%;">BREED</th> </tr> </thead> <tbody> <tr> <td></td> <td>A</td> <td>809157</td> <td>Spot</td> <td>Smith</td> <td>16</td> <td>Golden Retriever</td> </tr> <tr> <td></td> <td>B</td> <td>809853</td> <td>Frankie</td> <td>Smith</td> <td>12</td> <td>JRT</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Sort	T1L2	Registration	CALL NAM	Last Name	JUMP	BREED		A	809157	Spot	Smith	16	Golden Retriever		B	809853	Frankie	Smith	12	JRT														
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6	<p>If the list requires re-ordering from the order as shown (e.g. one exhibitor has two dogs which must be separated in the running order), type the desired number order in the Sort column for each entry.</p> <div data-bbox="360 970 1166 1310" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; background-color: yellow; margin: 0;">Sort Running Order</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sort</th> <th style="width: 5%;">T1L2</th> <th style="width: 15%;">Registration</th> <th style="width: 10%;">CALL NAM</th> <th style="width: 10%;">Last Name</th> <th style="width: 5%;">JUMP</th> <th style="width: 10%;">BREED</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A</td> <td>809157</td> <td>Spot</td> <td>Smith</td> <td>16</td> <td>Golden Retriever</td> </tr> <tr> <td>1</td> <td>B</td> <td>809853</td> <td>Frankie</td> <td>Smith</td> <td>12</td> <td>JRT</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Sort	T1L2	Registration	CALL NAM	Last Name	JUMP	BREED	2	A	809157	Spot	Smith	16	Golden Retriever	1	B	809853	Frankie	Smith	12	JRT														
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Step #	Instructions																																			
7	<p data-bbox="321 279 1406 348">OPTIONAL – Type 1 in the red box on the screen if the gate sheet/running order should <u>not</u> be printed when the displayed list is sorted and consolidated to the left table.</p> <div data-bbox="358 401 1380 1102" style="background-color: yellow; padding: 10px; border: 1px solid gray;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="389 562 808 693" style="border: 1px solid gray; padding: 5px; text-align: center;">Sort Running Order and Consolidate</div> <div data-bbox="880 430 1360 604" style="background-color: red; color: black; padding: 5px; border: 1px solid black;"> *Add 1 in the box If you don't want the Gate sheet to print when you click the "sort Running Order and consolidate button". </div> </div> <div style="text-align: center; margin: 10px 0;">  </div> <div data-bbox="1055 646 1299 703" style="text-align: right;"> * "1" = don't Print Gate Sheet with Sort </div> <div style="text-align: center; margin-top: 20px;"> <h3 data-bbox="506 781 870 823">Sort Running Order</h3> <table border="1" data-bbox="446 840 1221 1096"> <thead> <tr> <th>Sort</th> <th>T1L2</th> <th>Registration</th> <th>CALL NAM</th> <th>Last Name</th> <th>JUMP</th> <th>BREED</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A</td> <td>809157</td> <td>Spot</td> <td>Smith</td> <td>16</td> <td>Golden Retriever</td> </tr> <tr> <td>1</td> <td>B</td> <td>809853</td> <td>Frankie</td> <td>Smith</td> <td>12</td> <td>JRT</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> </div>	Sort	T1L2	Registration	CALL NAM	Last Name	JUMP	BREED	2	A	809157	Spot	Smith	16	Golden Retriever	1	B	809853	Frankie	Smith	12	JRT														
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Step #	Instructions																																			
8	<p data-bbox="321 279 1339 348">Click the Sort Running Order and Consolidate button to transfer the sorted list to the Consolidated Running Order table.</p> <div data-bbox="358 401 1380 1102" style="background-color: yellow; padding: 10px; border: 1px solid gray;"> <div data-bbox="386 558 808 699" style="border: 2px solid red; padding: 5px; text-align: center;">Sort Running Order and Consolidate</div> <div data-bbox="878 432 1360 604" style="background-color: #e67e22; color: white; padding: 5px; margin-top: 10px;">*Add 1 in the box If you don't want the Gate sheet to print when you click the "sort Running Order and consolidate button".</div> <div data-bbox="964 583 1040 709" style="text-align: center; margin-top: 10px;">  </div> <div data-bbox="1052 646 1299 703" style="margin-top: 10px;">* "1" = don't Print Gate Sheet with Sort</div> <div data-bbox="505 779 873 825" style="text-align: center; margin-top: 20px;">Sort Running Order</div> <table border="1" data-bbox="444 840 1221 1102" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sort</th> <th>T1L2</th> <th>Registration</th> <th>CALL NAM</th> <th>Last Name</th> <th>JUMP</th> <th>BREED</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A</td> <td>809157</td> <td>Spot</td> <td>Smith</td> <td>16</td> <td>Golden Retriever</td> </tr> <tr> <td>1</td> <td>B</td> <td>809853</td> <td>Frankie</td> <td>Smith</td> <td>12</td> <td>JRT</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Sort	T1L2	Registration	CALL NAM	Last Name	JUMP	BREED	2	A	809157	Spot	Smith	16	Golden Retriever	1	B	809853	Frankie	Smith	12	JRT														
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Step #	Instructions																								
9	<p>The running order appears in the Consolidated Running Order table on the left side of the screen in the order in which it was numbered.</p> <p>NOTE: If the running order was set to print, it also prints to the default printer at this time.</p> <p> If the running order was <u>not</u> set to print and now it requires printing, follow Steps 1 - 8 in this section again except do <u>not</u> enter 1 in the red box as noted in Step 7.</p> <div data-bbox="365 541 1339 1207" style="border: 1px solid black; padding: 10px;">  <table border="1" data-bbox="365 987 1339 1207"> <thead> <tr> <th>T1L1</th> <th>Registration</th> <th>CALL NAME</th> <th>Last Name</th> <th>JUMP</th> <th>BREED</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>B</td> <td>809853</td> <td>Frankie</td> <td>Smith</td> <td>12</td> <td>JRT</td> </tr> <tr style="border: 2px solid red;"> <td>A</td> <td>809157</td> <td>Spot</td> <td>Smith</td> <td>16</td> <td>Golden Retriever</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	T1L1	Registration	CALL NAME	Last Name	JUMP	BREED	B	809853	Frankie	Smith	12	JRT	A	809157	Spot	Smith	16	Golden Retriever						
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Step #	Instructions																		
<p>10</p>	<p>In order to create the next running order/gate sheet, click the Clear The Runorder Area button to clear the processed running order level from the Consolidated Running Order table.</p>  <table border="1" data-bbox="375 890 1333 1045"> <thead> <tr> <th>T1L1</th> <th>Registration</th> <th>CALL NAME</th> <th>Last Name</th> <th>JUMP</th> <th>BREED</th> </tr> </thead> <tbody> <tr> <td>B</td> <td>809853</td> <td>Frankie</td> <td>Smith</td> <td>12</td> <td>JRT</td> </tr> <tr> <td>A</td> <td>809157</td> <td>Spot</td> <td>Smith</td> <td>16</td> <td>Golden Retriever</td> </tr> </tbody> </table>	T1L1	Registration	CALL NAME	Last Name	JUMP	BREED	B	809853	Frankie	Smith	12	JRT	A	809157	Spot	Smith	16	Golden Retriever
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<p>11</p>	<p>Repeat Steps 4 - 10 in this section to create the running order/gate sheet for each level of a trial.</p>																		
<p>12</p>	<p>Once all of the running orders have been created and the gate sheets printed, click the Go To Forms button to return to the Document and Form Publishing Cockpit.</p> 																		

TRIAL SCORE REPORTING SHEETS

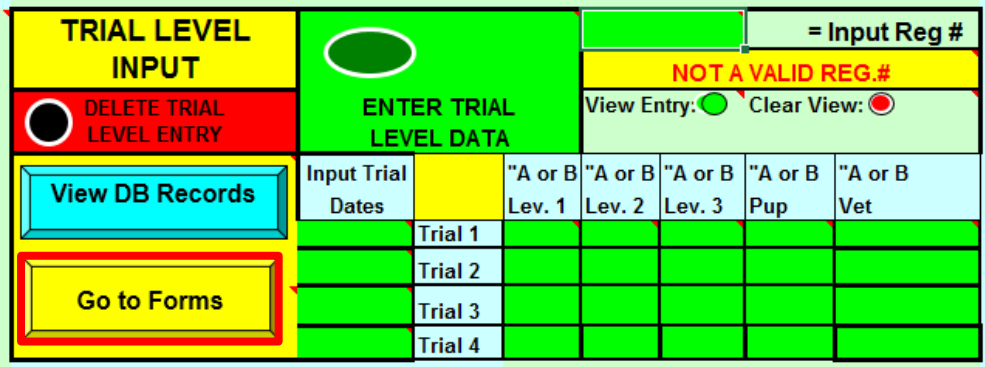
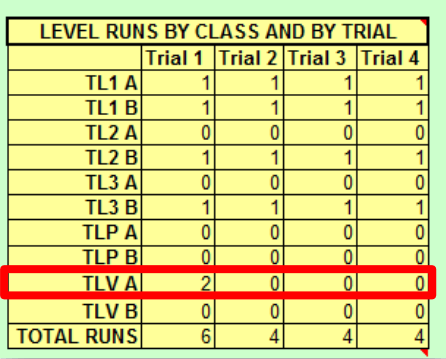
In order to submit trial results to WCRL, a Trial Score Reporting Sheet for each class and level must be sent to WCRL. The document contains the trial and host specific details in addition to the individual results for each entry in the trial.

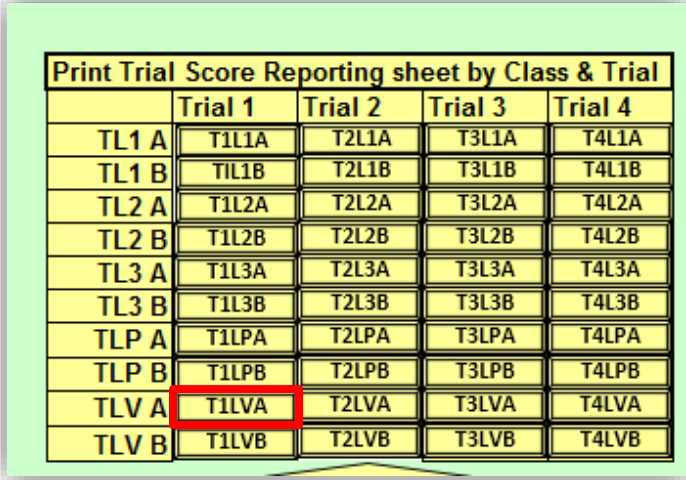
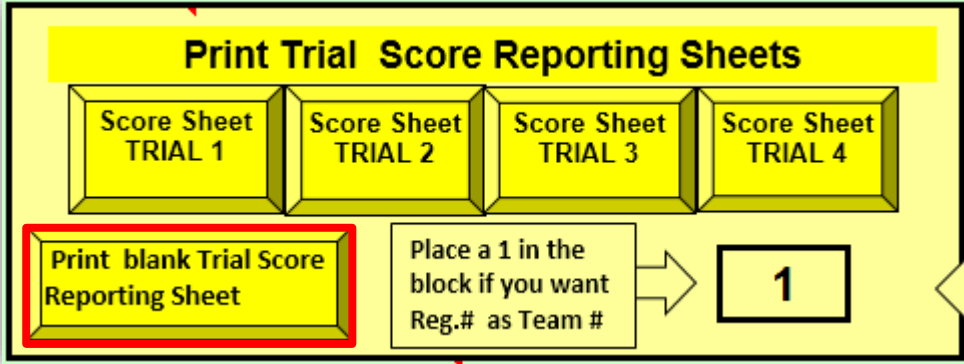


The judge for the class must sign Trial Score Reporting Sheet so it is highly recommended that the documents be printed prior to the trial date and completed during the trial in preparation for the judge's signature at the end of the trial.

TRIAL SCORE REPORTING SHEETS: PRINT BY CLASS PER TRIAL

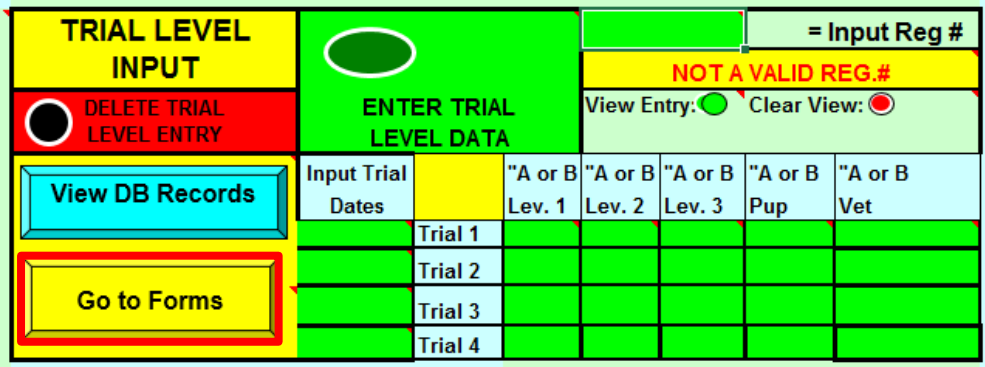
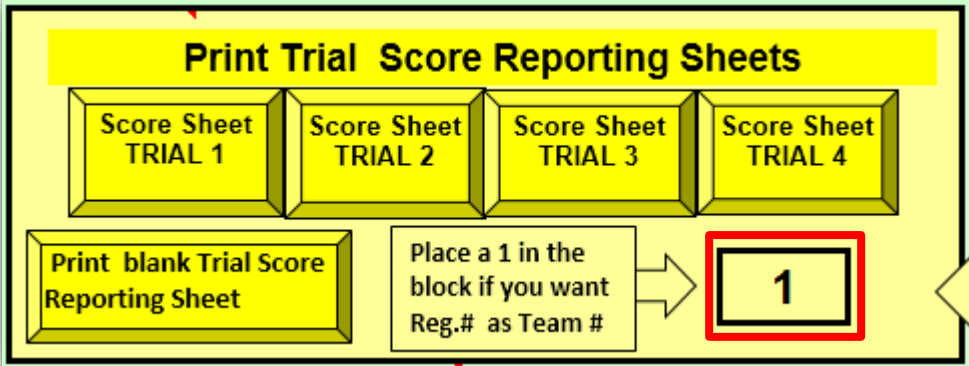
Follow these steps to print Trial Score Reporting Sheets by level and class for each trial:

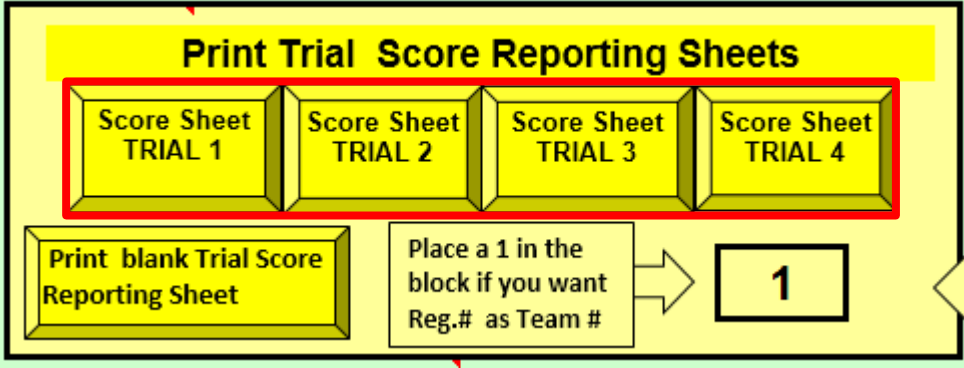
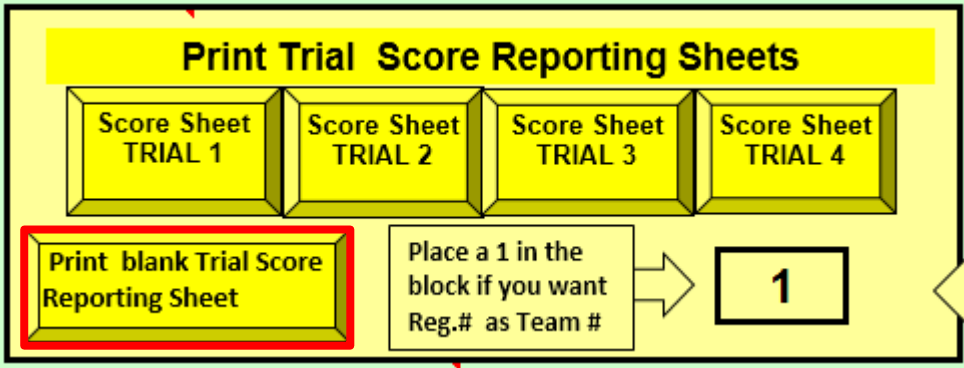
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2	<p>On the Document and Form Publishing Cockpit, the light yellow table in the upper left corner displays the total entries by class, level and trial. Use this table to confirm the number of entries in the table match the number of entries printed on each Trial Score Reporting Sheet.</p>  <table border="1" data-bbox="365 1451 808 1808"> <thead> <tr> <th colspan="5">LEVEL RUNS BY CLASS AND BY TRIAL</th> </tr> <tr> <th></th> <th>Trial 1</th> <th>Trial 2</th> <th>Trial 3</th> <th>Trial 4</th> </tr> </thead> <tbody> <tr><td>TL1 A</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>TL1 B</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>TL2 A</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>TL2 B</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>TL3 A</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>TL3 B</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr><td>TLP A</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>TLP B</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr style="border: 2px solid red;"><td>TLV A</td><td>2</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>TLV B</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td>TOTAL RUNS</td><td>6</td><td>4</td><td>4</td><td>4</td></tr> </tbody> </table>	LEVEL RUNS BY CLASS AND BY TRIAL						Trial 1	Trial 2	Trial 3	Trial 4	TL1 A	1	1	1	1	TL1 B	1	1	1	1	TL2 A	0	0	0	0	TL2 B	1	1	1	1	TL3 A	0	0	0	0	TL3 B	1	1	1	1	TLP A	0	0	0	0	TLP B	0	0	0	0	TLV A	2	0	0	0	TLV B	0	0	0	0	TOTAL RUNS	6	4	4	4
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3	<p>In the light yellow table in the upper right corner, click the <Trial # Level # Class #> button to print the Trial Score Reporting Sheet for that class.</p>  <table border="1" data-bbox="402 453 1024 856"> <caption>Print Trial Score Reporting sheet by Class & Trial</caption> <thead> <tr> <th></th> <th>Trial 1</th> <th>Trial 2</th> <th>Trial 3</th> <th>Trial 4</th> </tr> </thead> <tbody> <tr><td>TL1 A</td><td>T1L1A</td><td>T2L1A</td><td>T3L1A</td><td>T4L1A</td></tr> <tr><td>TL1 B</td><td>T1L1B</td><td>T2L1B</td><td>T3L1B</td><td>T4L1B</td></tr> <tr><td>TL2 A</td><td>T1L2A</td><td>T2L2A</td><td>T3L2A</td><td>T4L2A</td></tr> <tr><td>TL2 B</td><td>T1L2B</td><td>T2L2B</td><td>T3L2B</td><td>T4L2B</td></tr> <tr><td>TL3 A</td><td>T1L3A</td><td>T2L3A</td><td>T3L3A</td><td>T4L3A</td></tr> <tr><td>TL3 B</td><td>T1L3B</td><td>T2L3B</td><td>T3L3B</td><td>T4L3B</td></tr> <tr><td>TLP A</td><td>T1LPA</td><td>T2LPA</td><td>T3LPA</td><td>T4LPA</td></tr> <tr><td>TLP B</td><td>T1LPB</td><td>T2LPB</td><td>T3LPB</td><td>T4LPB</td></tr> <tr><td>TLV A</td><td>T1LVA</td><td>T2LVA</td><td>T3LVA</td><td>T4LVA</td></tr> <tr><td>TLV B</td><td>T1LVB</td><td>T2LVB</td><td>T3LVB</td><td>T4LVB</td></tr> </tbody> </table>		Trial 1	Trial 2	Trial 3	Trial 4	TL1 A	T1L1A	T2L1A	T3L1A	T4L1A	TL1 B	T1L1B	T2L1B	T3L1B	T4L1B	TL2 A	T1L2A	T2L2A	T3L2A	T4L2A	TL2 B	T1L2B	T2L2B	T3L2B	T4L2B	TL3 A	T1L3A	T2L3A	T3L3A	T4L3A	TL3 B	T1L3B	T2L3B	T3L3B	T4L3B	TLP A	T1LPA	T2LPA	T3LPA	T4LPA	TLP B	T1LPB	T2LPB	T3LPB	T4LPB	TLV A	T1LVA	T2LVA	T3LVA	T4LVA	TLV B	T1LVB	T2LVB	T3LVB	T4LVB
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4	<p>The Trial Score Reporting Sheet prints immediately to the default printer (Appendix A Sample Trial Score Reporting Sheet).</p> <p>NOTE: Follow the usual printing process for the default printer to print the documents.</p>																																																							
5	<p>Repeat Steps 2 - 4 in this section to print the Trial Score Reporting Sheet for each level and class of a trial.</p>																																																							
6	<p>OPTIONAL – If a blank Trial Score Reporting Sheet is needed (e.g. for Judge’s class), click the Print blank Trial Score Reporting Sheet button to immediately print a blank document.</p> 																																																							

TRIAL SCORE REPORTING SHEETS: PRINT BY TRIAL (TOTAL)

Follow these steps to print all Trial Score Reporting Sheets for a trial at one time:

Step #	Instructions
1	<p>On the Trial and Exhibitor Information Cockpit, in the <i>Trial Level Input</i> section, click the Go to Forms button (yellow button located on the left side of the <i>Trial Level Input</i> section).</p>  <p>The screenshot shows the 'TRIAL LEVEL INPUT' section. On the left, there is a 'DELETED TRIAL LEVEL ENTRY' button and a 'View DB Records' button. Below them is a yellow 'Go to Forms' button, which is highlighted with a red border. To the right is the 'ENTER TRIAL LEVEL DATA' section, which includes a table with columns for 'Input Trial Dates', 'A or B Lev. 1', 'A or B Lev. 2', 'A or B Lev. 3', 'A or B Pup', and 'A or B Vet'. The table contains rows for 'Trial 1', 'Trial 2', 'Trial 3', and 'Trial 4'. Above the table, there is a field for '= Input Reg #' with a red error message 'NOT A VALID REG.#' and radio buttons for 'View Entry' and 'Clear View'.</p>
2	<p>OPTIONAL – Type 1 in the large box in the <i>Print Trial Score Reporting Sheets</i> section if the registration number of each dog should also be used as the team number for each team.</p>  <p>The screenshot shows the 'Print Trial Score Reporting Sheets' section. It features four buttons for 'Score Sheet TRIAL 1', 'Score Sheet TRIAL 2', 'Score Sheet TRIAL 3', and 'Score Sheet TRIAL 4'. Below these is a button for 'Print blank Trial Score Reporting Sheet'. To the right, there is a text box that says 'Place a 1 in the block if you want Reg.# as Team #' with an arrow pointing to a box containing the number '1', which is highlighted with a red border.</p>

Step #	Instructions
<p>3</p>	<p>In order to print all of the Trial Score Reporting Sheets for one trial, click the Score Sheet Trial <#> button of the trial for which the documents need to be printed (Appendix A Sample Trial Score Reporting Sheet).</p> <p>NOTE: Repeat this step for each trial. Follow the usual printing process for the default printer to print the documents.</p> 
<p>4</p>	<p>OPTIONAL – If a blank Trial Score Reporting Sheet is needed (e.g. for Judge’s class), click the Print blank Trial Score Reporting Sheet button to immediately print a blank document.</p> 

APPENDIX A

SAMPLE CONFIRMATION LETTER

Database values will replace the database field contained within double brackets. They must not be changed but they can be moved as long as the field name is not changed and it is kept between the double brackets (e.g. <<First_Name>> will be replaced by the exhibitor's first name supplied by the database).

**OCTOBER 22, 2011
GOLDEN RULE SCHOOL FOR DOGS
APDT RALLY TRIAL
CONFIRMATION LETTER**

Please read all information carefully. *If there is any errors please contact the Trial Secretary Sandi VerSprill traink9@embarqmail.com*

If you have consecutive numbers in a class we will have you split up on the gate board. Please pick up your armband, maps, and check-in with the gate board on the day of the trial.

Remember there is no food available at the trial site. There is a McDonalds, Frank's Pizza, Chinese places close to the show site. Breakfast for everyone will be available.

Trial 1 Walk thru will be at 7:30 a.m. **Trial 2** will not start prior to 11 a.m.

Running order: **Trial 1:** Puppy, Level 1, Level 2, Level 3 **Trial 2:** Puppy, Veteran, Level 1, level 2, Level 3

This Trial is **ONE** ring Indoors, bring water, chairs, lunch – parking **MUST** be in the school's parking lot, no street parking allowed. **Limited crating space indoors...**

For inclement weather please call the school phone (973)786-5229.....there will be a message on the phone.

Exhibitor Name: <<First_Name>> <<Last_Name>> Email Address: <<Email_Address>>
Address: <<ADDR>>
 <<CITY>>, <<STATE>> <<ZIP>>

Dogs Registered Name: <<DOGS_REG_NAME>> **Call Name:** <<Call_Name>>

APDT NO.: <<Registration_Number____>> **JUMP HEIGHT:** <<JUMP>>

ARMBAND #: <<Registration_Number____>> **(Arm Band # is your APDT #)**

	Sat. 10/22/2011	Sat. 10/22/2011		
	Trial 1	Trial 2	Trial 3	Trial 4
Level 1, A or B	<<T1L1>>	<<T2L1>>	<<T3L1>>	<<T4L1>>
Level 2, A or B	<<T1L2>>	<<T2L2>>	<<T3L2>>	<<T4L2>>
Level 3, A or B	<<T1L3>>	<<T2L3>>	<<T3L3>>	<<T4L3>>
Puppy, A or B	<<T1LP>>	<<T2LP>>	<<T3LP>>	<<T4LP>>
Veteran, A or B	<<T1LV>>	<<T2LV>>	<<T3LV>>	<<T4LV>>

Example of field name from database to be replaced when database connected to the document.

SAMPLE RUNNING ORDER GATE SHEET

The printed gate sheet contains the running order for the selected trial and level. It displays the name of the trial host in addition to the date of the trial. Each row in the list displays the class, registration number, call name, jump height and breed of each entered dog. In addition, the **SCORE** column can be used to record the dog's score during the trial.

Gate Sheet

<Licensed Name Here>


Trial Date: Wednesday, October 01, 2014
 Trial #: T1LV

Lev.	Registration Number	CALL NAME	JUMP	BREED	SCORE
A	809157	Spot	16	Golden Retriever	
A	809853	Frankie	12	JRT	


1

SAMPLE TRIAL SCORE REPORTING SHEET

The Trial Score Reporting Sheet printed from the Rally Model program mimics the same document located in the document library on the WCRL web site. It contains trial, host and judge information in addition to the individual exhibitor information per row. Each row contains fields for entering the run time and score for each exhibitor. In addition, if the exhibitor placed in the class, the placement number can be entered in the PLACE column. The document also displays the total rows being reported at the bottom. The judge and scorekeeper must also sign the document in the designated spaces.



Trial Score



Date:	10/01/14	TRIAL HOST NAME:	<Licensed Name Here>	WCRL EVENT # (6 digits)	Trial #:	1
Judge Name:				Judge Signature:		
LEVEL:	<input type="checkbox"/> L1	<input type="checkbox"/> L2	<input type="checkbox"/> L3	<input type="checkbox"/> P	<input checked="" type="checkbox"/> V	<input type="checkbox"/> Jr
	CLASS			START TIME:	FINISH TIME:	# ENTERED
	<input checked="" type="checkbox"/> A <input type="checkbox"/> B					# QUALIFIED
						# COMPETED

Please use a separate Trial Score Reporting Sheet for each class and level. If a team is absent or scratches, write "SCR" in the Score column.

POINTS	PLACE	TEAM #	DOG REGISTRATION #						DOG CALL NAME	HANDLER NAME	TIME	SCORE
		80953	8	0	9	8	5	3	Frankie	John_Smith		1
		80957	8	0	9	1	5	7	Spot	John_Smith		2
												3
												4
												5
												6
												7
												8
												9
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												11
												12
												13
												14
												15
												16
												17
												18
												19
												20

Scorekeeper: _____
Signature: _____
Rows Reported: 2