



GSD EVENTS ONLINE

Request a new Online Entry Form

Before you can begin setting up your entry form for a Conformation Show, Trial or Breed Survey you must first set-up a free online account with GSD Events Online. All entry forms and administration functions are tied to your individual account, which means that all entry forms can be viewed and managed at any time. To either sign-in to your existing account or create a new account, go to www.gsdeventsonline.com/Services/acct_signin.php Either create a new account or sign in to your existing account

www.gsdeventsonline.com/Services/acct_signin.php

 **GSD EVENTS ONLINE**

Visit the website at www.gsdeventsonline.com

Sign in To Your Account

Existing Account New Account


Email Address:

Password:

[I forgot my password](#)

Create a New Account

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Sign in To Your Account

Existing Account New Account

Email Address:

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[I forgot my password](#)

- ❖ To create a new account click the “New Account” radio button



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New Account (Required fields are indicated by an *)
Once your new account has been created, you will be re-directed to the sign-in screen to login!

* First Name:
* Last Name:
* Phone: (999 999 9999)
* Email Address:
* Password: (Minimum 8 characters)
* Verify Password: (Match to password)
 I'm not a robot

- ❖ Complete all required field and click the “Create Account” button. Once your new account has been created, you will be re-directed to the sign-in screen to login
- ❖ Sign-in with your email and password
- ❖ Your “Main Account Screen” will be displayed
- ❖ Before you can create a new entry form, you must request a new “Event ID” and pay the flat fee to create an entry form. All entry forms are tied to an event ID, this allows us to store all of the customized information for your entry form. There are three different entry forms, one for a Conformation Show, another for a Trial and a third for a Breed Survey. Because the information on the forms are different as well as the form validation, you need the appropriate entry form for the type of event you are holding.
- ❖ To begin the process, click on the green “Request Event ID” button

Welcome to your Main Account Screen... From here you may manage all of your account functions which include creating a new Conformation Show, Breed Survey or Trial entry form, manage an existing one, or view/manage event entries. Click the appropriate button below to get started...

Event Management:
Request Event ID for new event entry form. Request step before you can create a new entry form.
Create new Event (Conformation Show, Trial or Breed Survey, entry form). Select which new event for which you are ready to create a new entry form.
Select and Edit an Existing Event entry form

Event Administration:
+ Edit Entries
+ Add Existing Showers
+ Update Results
+ Export entry information

Account Management:
Change Account Email Address
Change Account Password



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The screenshot shows a web browser window with the URL www.gsdeventsonline.com/Services/events/request_event.php?acct_email=121444R0GRAY@gsd.com. The page header features the GSD Events Online logo and title. The main content area is titled "Request Event ID to Create a New Entry Form (All Fields are Required)" and includes the instruction: "You must complete the form below to request an Event ID which will allow you to create your new online entry form!". The form fields are as follows:

- Event ID: 10112
- Organization: German Shepherd Dog Club of America
- Hosting Club: Name of Club Hosting the Event
- Event Type: Conformation Show * (Each event requires it's own entry form. You MUST request an Event ID for each Show, Trial or Breed Survey)
- Name of Event Contact: Person Requesting Event ID
- Contact Email: [Empty field]

Below the fields is a CAPTCHA image with the text "It's not a robot" and a "Create Event ID" button at the bottom.

- ❖ Be sure to select the correct organization that your club is a member of and also select the type of entry form you are requesting. Conformation Show, Trial or Breed Survey from the drop-down menu. When all fields are completed click the “Create Event ID” button
- ❖ You will now be directed to the Payment Page.

The screenshot shows a web browser window with the URL www.gsdeventsonline.com/Services/events/event_payment.php?meventid=MTAAMTI=&mttype=Show. The page header features the GSD Events Online logo and title. The main content area is titled "Entry Form Payment" and includes the instruction: "Your Event Id for a Show entry form has been created. Before you can begin creating the template for your entry form, the initial payment for the entry form must be paid. Each type of form, conformation show, trial or breed survey has different options and different fees." The page lists the following rates:

- Conformation Show Rates
 - Initial Rate for use of the Form - \$35
 - Per Entry charges of: (Will be billed once final entry count is known)
 - \$.50 cents per entry <= 50 entries
 - \$.75 cents per entry for entries 51 <= 75
 - \$ 1.00 cents per entry for entries 76+
- Trial Rates
 - Flat Rate for use of the Form - \$50 No additional per entry charges
- Breed Survey Rates
 - Flat Rate for use of the Form - \$25 No additional per entry charges

Below the rates is a paragraph of instructions: "Once your payment has been received and verified, you will receive an email with that confirmation, log back into your account at www.gsdeventsonline.com/Services/acct_signin.php when you receive that email. From the 'Event Management' section on your 'Main Account Screen', you will see your new Event ID in the list next to the Create new Event entry form section. Click on the event and you will be taken to the form where you can begin filling in the details to create your entry form. Please be sure to read the instructions on how to complete the form, these can be found by clicking the 'Click for Form Instruction' button on the Event Entry Form Set-up and Maintenance screen." At the bottom, there is a "Show Entry Form Fee - \$35" section with a "Buy Now" button.

- ❖ Click the “Buy Now” button to pay the fee to create your entry form. Once your payment has been received and verified, you will receive an email with that confirmation. Log back into your account once you receive that email. Follow the instructions above to begin completing your form.



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- ❖ Please read the instructions at http://www.gsdeventsonline.com/Services/instructions/Create_Entry_Form_Instructions.pdf to be sure you understand how to set-up your entry form.