GSD EVENTS ONLINE

Sample Conformation, Trial and Breed Survey Entry Forms

Here are some instructions on how to access a sample conformation, trial or breed survey entry form so that you can see how simple and easy it is to create an entry form for your club event. This will also allow you to see all of the admin functions that are available to use as the event secretary.

- ❖ Go to the webpage www.gsdeventsonline.com/Services/acct_signin.php
  - o Go to the bottom of the page and click on the button "Sign in to your Existing Account, or Create One for Free!"
  - o Enter the Email Address of: testaccount@gmail.com
  - o Enter the Password of: testpassword
- ❖ Once logged in you will be taken to the Main Account Screen where you can manage your entry forms

- ❖ Event Management
  - o Request Event ID (DO NOT CREATE AN ENTRY FORM WHILE LOGGED INTO THIS TEST ACCOUNT. BE SURE TO CREATE YOUR OWN ACCOUNT FIRST)
    - Before you can begin creating a new online entry form, you must first request a unique event id tied to your account. Please read the following document on how to request this id. Request Event ID
    - All of the information needed to create your online entry form will be typed into this form. Information can be changed at any time.
  - o Select and Edit an Existing Event entry form
    - We have created 3 sample entry forms for you to view, one for a conformation show, one for a breed survey and the other for a trial. If you are using our online forms, all of the events that you have created will appear in the list box for you

to manage. No other event secretary will have access to your events because each event is tied to your account

- Clicking on any of the events listed will display the screen used to create your entry form. This screen is where you define how your entry form will look.
- Once the form has been completed and saved you will see the actual link you can use on your website or Facebook page. Next to that link is a "Preview Form" button that you can use to actually view the form.
- Click the "Preview Form" button to access the entry form.
  - You can actually complete these forms to see the full functionality of the forms

❖ Event Administration
  o Clicking an event in this list box will take you to the Event Entry Administration screen
  o For all entry forms you will see the following 5 sections.
    - Entry Count by Class, Survey Type or Attempted Trial
      - Total entry count
      - Number of entries per class/title
    - Entry Administration
      - Select an individual entry from the table and click the Edit button. All columns are sortable by clicking on the column header. Also you can filter on each column by typing in the keyword in the text box at the bottom of the column
      - All fields for the entry are displayed and can be edited. Once all fields are confirmed as accurate, set the entry as verified
      - Any required documents needed for the specific dog that have already been uploaded, can be opened and viewed online in .pdf format.
        o Odin vom Mittelwest II is entered and if you select his name and click Edit, you will see a few sample documents that have been uploaded for him at the bottom of the Edit window.
    - Add Catalog Numbers to Entries
      - For each verified entry you can assign a catalog number
      - All entries appear in a table with sortable columns
      - Filters can also be applied to the entire table
    - Update Event Results
      - Once an event has been concluded you can update individual entry ratings or scores
      - All entries appear in a table with sortable columns
      - Filters can also be applied to the entire table

- Entry Export
  - Exports all fields related to the entry in a file that can be opened in Microsoft Excel