

Pre & Post DOCNA Trial Reporting Requirements

Dogs On Course in North America, LLC Trial Reporting

There are tasks that must be done near the time a trial closes, at the conclusion of a trial, and within 7-10 days after a trial. The club/group must submit via email a finished catalog of results (generated by the DOCNA trial software) to Dogs On Course in North America, LLC at showresults@docna.com and the other reports listed below within 7 days after your trial; additionally the hardcopy reports and the trial fees must be postmarked within 10 days after the trial.

After the trial closing date, at least 4-7 days prior to the trial, please send a pdf version of the exhibitor list to showresults@docna.com. For instructions on how to generate a pdf file from Agility Unscrambled, please see the next page where the reporting requirements are listed.

The purpose of this is for DOCNA to verify the paid registration status for all dogs entered in this trial. If anyone has an unpaid registration, they will be contacted and asked to pay immediately via paypal or at trial check-in (check made out to DOCNA). All unpaid registrations must be accounted for and/or collected at check-in and forwarded to DOCNA prior to any qualifying scores being uploaded. Once the club is notified of an unpaid registration, they are responsible for collecting the fee prior to the dog running.

At the conclusion of your trial there is a list of things that need to be completed:

Scoring Validation

- **Prior to the trial ending, it is the responsibility of the trial administration person in charge of scoring and the judge to get together (before the judge leaves) and go over course time data so that any yardage discrepancies are caught at the trial.**
- In addition to all the information that is submitted to DOCNA, copies of Scribe Sheets and other trial paperwork (catalog and reports) are to be held by the club for 1 year.
- You may post the completed catalog results to the club/group website for competitors to view.

Update check-in measurements in the trial database

- Using the check-in sheet from the trial, update any new measurements in your trial database and update "card on file" status' where appropriate according to the DOCNA measurement process as of August 1, 2011.

Via Email to all Competitors

- Email out the individual competitor results to each competitor from the Agility Unscrambled Trial Software. This must be done within 3 days of the last day of the trial. Please remember to remove all old pre-trial related comments so that the competitor is not confused.

How to generate Agility Unscrambled reports

All Agility Unscrambled reports are generated from choices found within either the Print Reports button or the Clean Up button. Under either button, touch the button representing the report you want to generate. When the report comes up, hit the export report icon (top left of page); in the popup window, select the folder you want to save to, give the report a meaningful name, and make sure the file type selected is .pdf.

Reports found under the Print Reports button:

Exhibitor List, Pending Registration Numbers, and Trial Statistics

Reports found under the Clean Up Button:

Completed Catalog, Judges Report, DOCNA report, Standard Course Time report, Q report, and Electronic File (Please note that the Electronic file is NOT A PDF, but an XML file. **DO NOT** edit this file or change the file type).

What needs to be sent to Dogs On Course in North America, LLC?

Via Regular Mail to DOCNA at PO Box 83238 Phoenix, AZ 85071-3238:

1. **Course Copies** with any changes supplied by the judge(s)
2. **Judges Course Yardage Sheet** (supplied by the judge)
3. **SCT Report** (validated against the Judges Course Yardage Sheet)
4. **An updated exhibitors list** (verified by each competitor at check in), including the names, mailing addresses, phone number, and email address
5. **A copy of the completed trial catalog**
6. **Measurement forms collected at check in or mailed in with an entry**
7. **Original Trial Check-In Sheet with completed measurements** and codes (keep a copy for the club)
8. **DOCNA Trial report**
9. **Any unpaid dog registrations** collected from competitors (check made out to DOCNA)
10. **Trial Run Fees** – \$1.00 for each run, this is to be included with the Trial Final Information package going to Dogs On Course in North America, LLC. Trigility is equal to 3 runs therefore the fee is \$3.00.
11. **North America Challenge Run Fees** - \$7.00 for each run, this is to be included with the Trial Final Information package going to Dogs On Course in North America, LLC.
12. We would appreciate you attaching the fees to a **printed copy of the DOCNA Report (pdf)**.

Via Email to showresults@docna.com:

NOTE: Please send these as NON-ZIPPED attachments. You may send as many emails as you need to (but preferably you will attach these onto just one or two emails).

1. Show/Event Form - Review of performance of show typically filled out by the show chairperson or secretary (can be emailed or printed and mailed).
2. The following reports that are generated by the Agility Unscrambled trial software – put in pdf format:
 - Competed catalog generated by the Agility Unscrambled Trial Software
 - Exhibitors list
 - Pending Registration Numbers (even if blank)
 - Trial Statistics
 - Judges Report
 - DOCNA Report
 - Electronic file
 - Standard Course Time (SCT) Report
 - Q Report (new as of software version 3.0.2.39)
 - Your actual trial database: This will be found under your Agility Unscrambled trial databases and is an .mdb file. Contact info@docna.com if you have questions.

Everyone uses different email programs, but the general instructions are to open a new email, insert the required files from above as attachments, and send to showresults@docna.com.

You send your database file the same way. It is found in the trial databases folder or wherever you first saved your trial to and it has an extension of .mdb. This file is very large and you may have to send it in a separate email.

Please note, incomplete trial results packages will not be processed until all required documentation is received.