

# 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](mailto: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:**

1. Please send an pdf version of the exhibitor list to [showresults@docna.com](mailto: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.
2. Communicate the below measurement process to exhibitors:
  - The week before your trial please make several copies of the new measurement forms (page 2) so that the new forms will be used for all new measurements. You may want to print a copy of the instructions (page 1) for competitors to refer to.
  - On the Tuesday or Wednesday prior to the trial, please send the following paragraph to everyone entered in the trial via email, with the subject line of **URGENT: DOCNA Measuring at the trial.**

**DOCNA has implementing a permanent height card measurement process. DOCNA will be replacing all completed measurement forms with a permanent height card via email. The option of purchasing a laminated permanent height card is still available, but being evaluated.**

**If you have a previously completed measurement form, please bring it to the trial this weekend. After you are measured at check in, we will collect your form and send it to DOCNA. If you have not shown in a while and you have a previously completed measurement form, please bring it to the trial this weekend do you don't have to be measured. They will create your new permanent height card which you should receive as an email attachment in approximately 4-6 weeks. We will also be requiring you to verify your address, phone number, and email address listed on the exhibitor list so that we may send any changes to DOCNA.**

**VERY IMPORTANT: If you have lost your completed measurement form prior to turning it in for a permanent height card, you must arrange to be re-measured. If you have to re-measured, we will be verifying that you are jumping the correct height at that time.**

**NOTE: If you are still in the process of collecting 3 measurements, please do not turn your form in; you will need to keep it until it is complete.**

- After the trial, please send the collected measurement forms, the hand updated exhibitor list, and the original check-in sheet to DOCNA along with the other paperwork listed below.

**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 and complete "card on file" status' where appropriate.

### **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
7. Original Trial Check-In Sheet with completed measurements (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. Triguity 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.

### **Via Email to [showresults@docna.com](mailto:showresults@docna.com):**

**NOTE: Please send these as NON-ZIPPED attachments. You may send as many emails as you need to.**

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](mailto: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](mailto: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.