



AMERICAN
KENNEL CLUBSM

Andy Hartman
Director of Agility

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Dear Agility Trial Secretary:

The American Kennel Club is pleased to announce that our new AKC Online Entry service is now available. This service provides secretaries with an easy-to-use, cost-saving tool. Secretaries may download exhibitor and dog information electronically, print hardcopies of entry forms and get “automatic” verification of jump height card information, as well as use numerous other time-saving features.

The AKC provides Online Entries as a FREE service to clubs and trial secretaries.

Benefits to Agility Trial Secretaries include the following:

- Secretaries can download both exhibitor and dog information electronically. This can be done in several different file formats including data files that can be imported directly into the trial secretary’s database.
- Check-In / Dogs To Be Measured lists can be easily updated with AKC’s latest jump height card data, thus minimizing the need to manually process those entrant’s cards.
- The Service provides immediate access to real-time entries that can be downloaded as a paper version (PDF).
- In lieu of printing the PDF entry forms, a Closing Report may be printed that summarizes all of the entry form information. This report is suitable as an alternative to having the electronic entry forms on-site during the trial weekend.

In addition, the Online Entry service is beneficial to clubs and exhibitors. Competitors have the convenience of entering from the minute a trial opens until the last possible minute before closing without resorting to expensive overnight mail. Upon submitting an entry for limited trials, exhibitors are immediately informed of their entry status. For clubs, AKC handles the tedious job of issuing refunds to exhibitors who cancel prior to closing. Additionally, AKC mails entry fees to the club within two business days following their trial’s closing date.

We hope you will encourage your clubs to try the AKC Online Entry service for their upcoming events. For more information, please refer to the “Why Use OLE” information provided below or contact Andy Hartman, Director of Agility, at 919-816-3502 or aah@akc.org.

Sincerely,

Andy Hartman
Director of Agility

Why Use The AKC Online Entry Service?

Exhibitors

Exhibitors will find the AKC Online Entry service (OLE) a convenient, low-cost, time-saving tool that provides:

- Immediate access to enter from the minute a trial opens until the last minute before closing without expensive overnight mail.
- Real-time notification sent to the exhibitor of entry acceptance or wait list status
- Pre-populated entry forms with dog and owner information as recorded with the AKC.
- Ease of entry by allowing exhibitors to enter one dog in multiple events, multiple dogs in one event, or multiple dogs in multiple events during the same transaction.
- AKC OLE will verify height card information as the entries are accepted*.
- Warning will display to exhibitors if class and jump height information does not match AKC records, reducing entry errors.
- PDF copies of the entry may be printed.
- A competitive service offering less expensive online entry service fees than competitors. Exhibitors will pay \$2.00 for the first entry, \$1.00 for each additional entry, per dog per day.
- No membership fee to use AKC's service.

**Although Jump Height information is verified, exhibitors will still be required to have their height measurement documentation with them at the event in case any questions arise.*

Clubs

The AKC Online Entry service can help clubs reduce the cost of hosting events because:

- Your event is more attractive to exhibitors because it is a convenient, low-cost time-saving tool.
- The service is FREE to clubs and requires no credit card or PayPal accounts or fees.
- AKC (not the club) will incur credit card fees for all online entries.
- AKC will issue all necessary refunds to exhibitors for online entries cancelled prior to the closing date.
- AKC guarantees entry fees will be mailed to the club within 2 business days of the closing date of the event.

Secretaries

Trial Secretaries will find the AKC Online Entry service is an easy to use, cost-saving tool that allows:

- Information to be downloaded electronically. This can be done in several different file formats including data files that can be downloaded directly into the trial secretary's database.
- Hardcopies of entry forms can be printed from a PDF format.
- Time to be saved at the event when the jump height selected matches the jump height of record for the dog because jump height cards will not have to be checked.
- Trial Secretaries without the capability to download the entries electronically can receive entry reports and copies of exhibitor entry forms which may be entered manually into their system.
- Printing all entries is not necessary as a closing report will provide all necessary entry data for information for all entries.