

Overview of Online Record Keeping

Once you have created an account and registered with the AKC, you can login and manage your dogs and breeding records. Type www.akc.org in your browser's Address text box, enter your username and password in the right My AKC pane, as shown in **Figure 1**, and then click the Login button. Once you have logged into your account you can begin adding dogs and/or entering your breeder records.



Figure 1. The Login Screen with Entered Information

Understanding Online Record Keeping Basics

This QuickStart guide is designed to help you setup records, including adding dogs and breeding records, entering mating and birth information, and viewing litter and puppy information. The graphic below is designed to give you an idea of the sequence of steps necessary to perform basic functionality.

Please take a minute to familiarize yourself with **Figure 2**. The QuickStart guide is a brief overview of the most important functions; therefore, a separate Online Record Keeping User Guide has been created to teach you how to perform additional functionality.

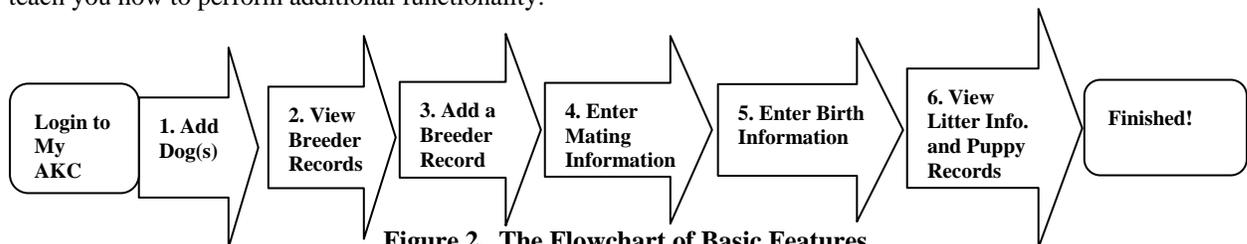


Figure 2. The Flowchart of Basic Features

Understanding and Using Shortcuts

There is a hyperlink to Shortcuts in your My AKC account under the My Dogs and Litters section. The Online Record Keeping Shortcuts are designed to help you quickly and easily perform common My AKC functions including: adding/updating mating and birth records, entering puppy information for your litter; and going to the online registration section for a dog and/or litter. Using Shortcuts may help familiarize you with the system.

The remainder of this Quickstart Guide focuses on the steps you can take to use the primary Online Record Keeping features without using Shortcuts.

Understanding Your Manage Dogs List

Using the Manage Dogs page, you can maintain a list of AKC registered dogs. The list may contain dogs previously or currently owned, dogs of interest that you do not own, or details about the dogs in your list. The amount of information you can view about the dog depends on if you own the dog or it is a dog of interest. The Manage Dogs page allows you to add a dog, view dog information, and make a dog active or

inactive. If a dog is not active or is not located on your manage dogs list, the dog will not be visible on a new breeder record.

Understanding Breeder Records

Using the Breeder Records page, you can maintain your breeding and litter records. A list of mated dam and sire pairings are placed on your breeder records list. Dogs only display on your breeder records list after you have created a new breeder record and/or if you already have an AKC litter record for a dam you own. The dam owner can enter mating and birth information on the breeder record. If you only own the sire for which you are creating a breeder record, the only information that you can view and enter is the mating information.

QuickStart Steps

Step 1: Add Dog(s)

1. Click the **Manage Dogs** hyperlink under **My Dogs** in the left hand pane of the window, which displays the **My Dogs and Litters – Manage Dogs** page, as shown in **Figure 3**.
2. Click the **Add a Dog** hyperlink under the **Display** list box.
3. Select either the **Add Dog By Registration Number** option **OR** the **Add a Dog to the List by Name and Breed** option.
4. Enter or select the requested information depending on the option, click the **Next** button until you have entered all the requested information, and then click the **Add Dog** button.

NOTE: If this is a dog you own, other dogs you own that are not currently on your **Manage Dogs** list may be added.

Once you have added a dog to your account, you can click on the dog's name or click the checkbox next to the dog to view the details about the dog. If you click the Ownership tab, you can enter all the previous and current owner information by clicking the Edit Information Below hyperlink. When you save this information, the entered data appears on the printed Dog Record and can be viewed on the Ownership tab.

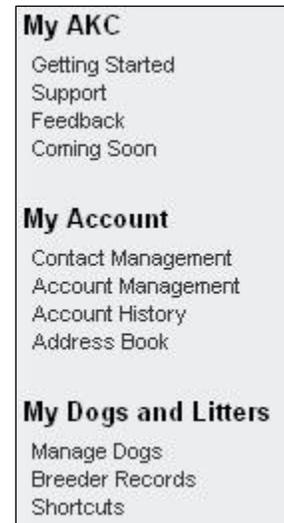


Figure 3. The AKC Navigation Pane

Step 2: View Breeder Records

There are two ways to access breeder records, you can perform steps 1, 2, 3 in this section **OR** start with step 4 in this section, depending on how you wish to access the records.

WARNING: If this is the first time you are using the system, please make sure you read the tips, because additional steps are required. Tips are visible if you hover your mouse pointer over words that have a broken underline beneath the text.

1. Click the **Actions** down-arrow on the **My Dogs and Litters - Manage Dogs** page.
2. Click **View Breeder Records** in the **Actions** list box, as shown in **Figure 4**.
3. Click the **Go** button, which displays the **My Dogs and Litters – Breeder Records** page
TIP: If this is the first time using the system before going to the **Breeder Records** page, you need to click the checkbox next to the sentence: **I understand and accept the terms and conditions outlined above.**

OR

4. Click the **Breeder Records** hyperlink in the left pane of the My AKC window.
TIP: If this is the first time using the system before going to the **Breeder Records** page, you need to click the checkbox next to the sentence: **I understand and accept the terms and conditions outlined above.** Once you have performed this action on the current account, the **Breeder Records** hyperlink will always appear under **My Dogs and Litters**, as shown in **Figure 3**.

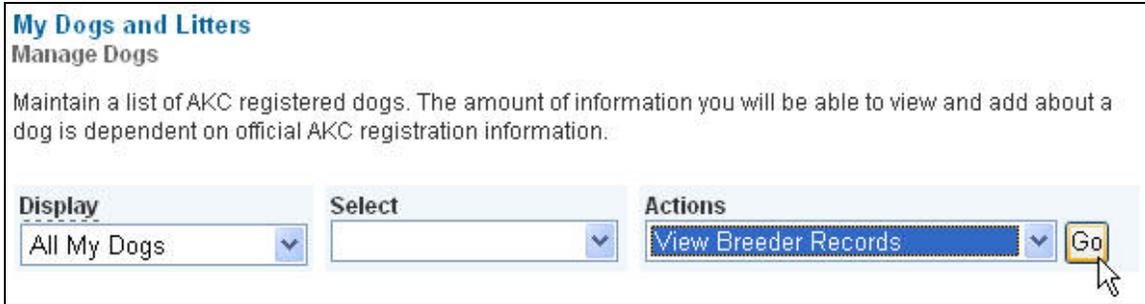


Figure 4. The Manage Dogs Action that Navigates to Breeder Records

Step 3: Add a Breeder Record

1. Click the **Actions** down-arrow on the **Breeder Records** page, and then select **Add Breeder Record**.
2. Enter information on the appropriate tab. See the [Enter Mating Record Information](#) or [Enter Birth Record Information](#) sections.

Step 4: Enter Mating Record Information

To create a breeder record you must enter and then save the required (*) information. If you only own the sire, the mating data is the only tab on which you can enter information. Once you save the mating information you will create an M type record.

1. Click the **Mating Record** tab.
2. Click the **Dam Name** down-arrow and then select a dam on the list. **NOTE:** If you do not see a Dam you own on the list, it may not be active on your manage dogs list. Click the **Add a Dog** hyperlink to go to the **Manage Dogs** page and make the dog active or add it to the list.
3. Click the **Sire Name** down-arrow and then select a sire on the list. **NOTE:** If you do not see a Sire you own on the list, it may not be active or on your manage dogs list. Click the **Add a Dog** hyperlink to go to the **Manage Dogs** page and make the dog active or add it to the list.
4. Click in the **Date of Mating** field and type a date in the dd/mm/yyyy format **OR** click the calendar icon and select the date on the calendar, as shown in **Figure 5**. **NOTE:** If an AKC registered litter exists, the mating date is populated from AKC data.
5. Click the **Mating Method** down-arrow and then select a method.
6. Continue entering additional information if you wish to create a detailed mating record in your breeder record.

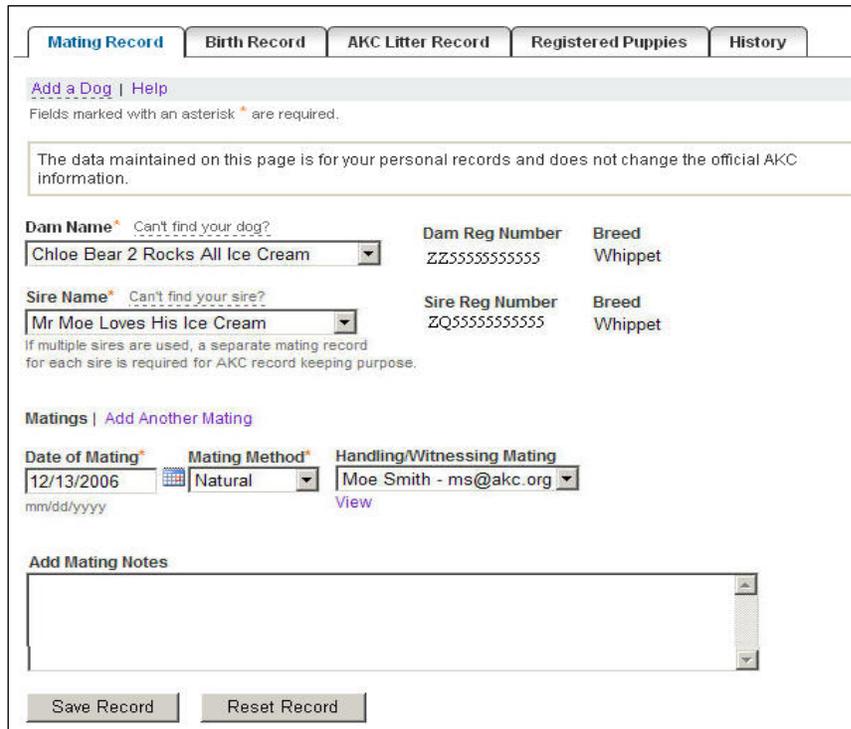


Figure 5. The Entered Mating Information

7. Click the **Save Record** button to save the information on the **Mating Record** tab and create an M record.

Step 5: Enter Birth Record Information

Once you have saved and entered all the required information, you can save the birth record for your pair. If you only own the sire, the mating data is the only tab on which you can enter information; however, if you own the dam you can enter birth information or mating and birth information, which creates either a B record or an M-B record. If the birth date field is not editable, the date has been filled in from the matching AKC litter record.

NOTE: If you have a registered AKC litter and you enter mating and birth information you create an M-B-L record.

1. Click the **Birth Record** tab.
2. Click the **Dam Name** down-arrow and then select a dam on the list.
NOTE: If you do not see a Dam you own on the list, it may not be active on your manage dogs list. Click the **Add a Dog** hyperlink to go to the **Manage Dogs** page and make the dog active or add it to the list.
3. Click the **Sire Name** down-arrow and then select a sire on the list.
NOTE: If you do not see a Sire you own on the list, it may not be active on your manage dogs list. Click the **Add a Dog** hyperlink to go to the **Manage Dogs** page and make the dog active or add it to the list.

The screenshot shows the 'Birth Record' tab selected. At the top are navigation tabs: 'Mating Record', 'Birth Record', 'AKC Litter Record', 'Registered Puppies', and 'History'. Below the tabs are links for 'Manage Puppies', 'Add a Dog', and 'Help'. A note states: 'Fields marked with an asterisk * are required.' A disclaimer box says: 'The data maintained on this page is for your personal records and does not change the official AKC information.' The form contains the following fields and values:

Dam Name* <small>Can't find your dog?</small>	Dam Reg Number	Breed		
Chloe Bear 2 Rocks All Ice Cream	ZZ5555555555	Whippet		
Sire Name* <small>Can't find your dog?</small>	Sire Reg Number	Breed		
Mr Moe Loves His Ice Cream	ZQ5555555555	Whippet		
Date of Birth*	Birth Type	Male Puppies	Female Puppies	Total Puppies
12/13/2006	Natural	2	4	6

Below the form is an 'Add Birth Notes' text area and two buttons: 'Save Record' and 'Reset Record'. At the bottom is a 'Birth Notes Read only' text area.

Figure 6. The Birth Record with the Entered Information

4. Click in the **Date of Birth** field and type a date in the dd/mm/yyyy format **OR** click the calendar icon and select the date on the calendar.
5. Click in either the **Male Puppies** and/or **Females Puppies** text boxes and then enter a number, as shown in **Figure 6**.
NOTE: At least one puppy in either text box must be entered to save a record.
6. Click the **Save Record** button to save the information on the **Birth Record** tab.

Step 6: View Litter Information and Puppy Records

If you have an L record in your breeder records list, you can view the information for that litter. If you have a MB, B, or an L record, you can also view the puppies associated with the record.

To view the litter record and the puppy grid:

1. Click a pair in the list that has a **Type L**, which displays the information for that litter, as shown in **Figure 7**.
2. Click the **Manage Puppies** hyperlink on the **AKC Litter Record** tab to view the puppy records, as shown in **Figure 8**

Sort:	Dam Name	Sire Name	Type	Birth Date
<input type="checkbox"/>	! Chloe Bear	Mr. Moe Loves Ice Cream	L	12/17/2006

[Mating Record](#) | [Birth Record](#) | **[AKC Litter Record](#)** | [Registered Puppies](#) | [History](#)

[Manage Puppies](#) | Litter Number: **TR555555**

AKC Litter Number: TR555555	Date of Mating: 10/15/2006
Dam's Name: Chloe Bear	Date of Birth: 12/17/2006
Dam's AKC Number: RTZ555555555555	Breed: Brussels Griffon
Dam Owner: D. Smith	Male Puppies: 4
Sire's Name: Mr. Moe Loves Ice Cream	Female Puppies: 2
Sire's AKC Number: TRZ555555555555	Total Puppies: 6
Sire Owner: D. Smith	

Note: The information on this tab is AKC registered data, any changes made to other tabs will not be reflected here. If you need to make changes to the AKC data, please contact the AKC.

Figure 7. The AKC Litter Information

My Dogs and Litters
Puppy Records

Litter information for TR555555
 Birth Date: 17 December 2006 Dam: Chloe Bear (RTZ555555555555)
 Breed: Brussels Griffon Sire: Mr. Moe Loves Ice Cream (TRZ555555555555)

Display:
 Select:
 Actions:

[Back to Breeder Record](#) | [Help](#)

Sort:	AKC Number	Puppy ID	Call Name	Sex	Color	Markings	Reg Type	Status
<input type="checkbox"/>	<input type="checkbox"/>	TR5858585858		M	BLK		F	TRANS
<input type="checkbox"/>		Unassigned						OPEN
<input type="checkbox"/>		Unassigned						OPEN
<input type="checkbox"/>		Unassigned						OPEN

Figure 8. The Current Puppy Records

This completes the QuickStart Guide. If you have any further questions, please read the Manage Dogs and Breeder Records user guides, which detail additional features such as the shortcuts, updating mating and birth records, adding, removing, and transferring a puppy, and much more.