## Step by Step Guide To Using the Create a Mail In Entry Form Feature – River Rat Barn Hunt

www.riverratbarnhunt.com

## Go to <a href="http://www.barnhunt.com/register-your-dog/">http://www.barnhunt.com/register-your-dog/</a>

## Scroll to "click here to manage your dog"

| - Jonesone.  | Home                   | About             | BHA Events           | Rules/Re | sources C Register   | Conta |  |
|--|------------------------|-------------------|----------------------|----------|--|-------|--|
| Manage Your ags inrougn ine 'negister  | ·                      |                   |                      | -        | Upcoming Events  |       |  |
|  |                        |                   |                      |          | Sunday, March 8  |       |  |
| If you registered a dog in 2013 and have not yet accessed the new R  | Registration Manage    | ment System       | a, click on the link | F        | T Coolidge, AZ   |       |  |
| below. DO NOT CREATE A NEW ACCOUNT, Login with we email you used when you originally registered your dog         |                        |                   |                      |          | Tuesday, March 10  |       |  |
| The last four digits of the phone number you used is your password. Change your password immediately.            |                        |                   |                      | ·        | Wednesday, March 11  |       |  |
|  | 577                    |                   | · ·                  | т        | R Brooksville, FL  |       |  |
| You may now view your dogs by clicking on Dog. Click on the call   | т                      | R Brooksville, FL |                      |          |  |       |  |
| The may new view your dogs by clicking on both click on the can name to see the man records of that dog. For may |                        |                   |                      | -        | Friday, March 13   |       |  |
| also change and carryour personar mornation tener to Add a dog   | in you wish to registe | a unotifici de    | <sup>7</sup> 5-      | Ť        | R Huntsville, AL   |       |  |
|  |                        |                   |                      | F        | T Severn, MD   |       |  |
| Once you have accessed the new system ince, simply use your log  | in and password to     | access your       | records at any       | т        | R Huntsville, AL   |       |  |
| time.  |                        |                   |                      | 1        | W Carson City, NV<br>8 Central Square, NY  |       |  |
|  |                        |                   |                      | Ť        | R King, NC   |       |  |
|  |                        |                   |                      | T        | R McKinney, TX<br>R Newberg, OR  |       |  |
| <i>F</i>   |                        |                   |                      | Т        | R Saco, ME   |       |  |
| Click here to Manage Your Dog(s)!  |                        |                   |                      |          | Sunday, March 15   |       |  |
|  |                        |                   |                      | T        | R Huntsville, AL   | -     |  |
| Other Register Tools   |                        |                   |                      |          | a/ / 32236 / 81/ 810   |       |  |
| Using the Register, you can also do the following tasks:   |                        |                   |                      | A        | Irchives   |       |  |
| Add up to five dogs at once  |                        |                   |                      | 5        | Select Month   |       |  |
| <ul> <li>Find events in your area and search for events within a certa</li> </ul>                                | in mile radius of you  | ir home.          |                      |          |  |       |  |
| <ul> <li>Create mail-in entry forms automatically populated with you</li> </ul>                                  | ur and your dog's da   | ta (note, the     | se forms are to be   |          |  |       |  |
| printed and mailed to the event secretary; filling out an entry  | form will not enter    | you in any e      | vent)                | a        | sin the Wah searcup  |       |  |
| <ul> <li>Find and review your qualifying scores on all of your dogs</li> </ul>                                   |                        |                   |                      | 3        | ournie ranoogroup  |       |  |
|  |                        |                   |                      |          | Deve User Makes errors   |       |  |
| <ul> <li>Edit your dog information (some limits apply such as transfe</li> </ul>                                 | rring ownership or a   | idding non Bi     | HA titles)           | D -      | and the state of t |       |  |

## Log into your account (default is your email address & last 4 of your phone number)

| Click on the event dates for me    | ore informati                | on about the event.                                  |   |                    |                               |
|------------------------------------|------------------------------|--|---|--------------------|-------------------------------|
| Dates                              | Туре                         | Location   | Club  | Miles-<br>*        | Entry Form                    |
| Saturday, March 14th - Sunday 15th | Trial<br>Premium             | Walnut Spring Stables<br>Newberg OR                  | Valley Dog Sports, LLC<br>Pam Brown 503-754-0733  | 39.2<br>Google It  | Entered<br>Update Entry       |
| Saturday, March 21st - Sunday 22nd | Trial<br>Premium             | Emerald Meadows farm<br>Bellingham WA                | Barn Hunt Academy<br>Colleen Pinner 360-319-1571  | 201.2<br>Google It | Create Mail-<br>In Entry Form |
| Saturday, April 4                  | Fun Test<br>Premium          | Acme Canine Center Training Facility<br>Union Gap WA | Acme Barn Hunt<br>Bryan Neet 509-574-4008         | 107.2<br>Google It | Create Mail-<br>In Entry Form |
| Sunday, April 5                    | Clinic                       | Country Classic Kennel<br>Arlington WA               | All Dog Barn Hunt<br>Donna Braschler 425-244-0349 | 169.0<br>Google It | Create Mail-<br>In Entry Form |
| Sunday, April 5                    | Fun Test                     | Country Classic Kennel<br>Arlington WA               | All Dog Barn Hunt<br>Donna Braschler 425-244-0349 | 169.0<br>Google It | Create Mail-<br>In Entry Form |
| Thursday, April 9                  | Fun Test                     | Columbia County Fairgrounds<br>St Helens OR          | RiverRAT Barn Hunt<br>Janet Oatney 503-397-0882   | 0.0<br>Google It   | Entered<br>Update Entry       |
| Friday, April 10th - Saturday 11th | Judge<br>Workshop<br>Premium | Columbia County Fairgrounds<br>St Helens OR          | Ri Send Email n Hunt<br>Janet Gatney 503-397-0882 | 0.0<br>Google It   | C Gate Mail-<br>h Entry Form  |
| Friday, April 10th - Monday 13th   | Trial<br>Premium             | Columbia County Fairgrounds<br>St Helens OR          | RiverRAT Barn Hunt<br>Janet Oatney 503-397-0882   | 0.<br>Google it    | Entered<br>Update Entry       |
|                                    | Euro Toot                    | Kolloga Middle School                                | Washington State Scottish Terrior Clu             | h 1277             | Croate Maile                  |

Click on the "create mail in entry form for the trial you are interested in" use the drop down field so select the classes for each dog – use the volunteer section to indicate when you are available to volunteer. IMPORTANT – you must check the boxes at the bottom to make the form ACTIVE - & then click on PRINT

| Create/Edit  | Entry   |  |                                   |                              |  |
|--|---|--|-----------------------------------|------------------------------|--|
| Barn Hunt T<br>Friday, April<br>Columbia Co<br>58892 Sault<br>St Helens Of<br>http://www.<br>Covered/Op<br>\$10.00/Inst<br>15.00,22.00 | rial<br>10th - Monda<br>unty Fairgrour<br>er Road<br>R 97051<br>columbiacount<br>in Sided,Dirt<br>inct, \$17.00/h<br>1,25.00 Day of | v 13th<br>ids<br>tyfairgrounds.co<br>lovice,Open, \$21<br>Show | m/<br>1.00/Senior,Mast            | ter; 15.00,22.00,25.00 Late; | River SAT Bann Hunt<br>River SAT Bann hunt, com<br>Cham Kin Dunn, pathead Bannal com 500-517-082<br>Cham Kin Dunn, bannes Bannal Com 500-517-082<br>Subjes 2: Laurit Diom Vanchare ryste Luka Ca.<br>Aufge 2: Laurit Diom Vanchare ryste<br>Subjes 2: Laurit Diom Vanchare ryste<br>Subjes 2: Laurit Diom Vanchare ryste<br>Company Rev Vanchare Sat<br>Company Rev Vanchare Sat<br>Revolution 2: A packet Rev Com must be auto-<br>resolution 2: A packet Rev Com must be auto- |
| Dos  | Titles  | Level  | Handler                           | Height*Entry Fee             |  |
| Total 3 Friday   | April 10th  |  |                                   |                              |  |
| Eddie  | RATL RATD   | Serior   | ♥ [Janet Oatney                   | 17.6 20.00                   |  |
| WEY .  | RATI  | Nevice   | <ul> <li>Linet Oamey</li> </ul>   | 17 01 17 00                  |  |
| Trial 2 Saturd   | er, April 11th  |  |                                   |                              |  |
| Edde.  | RATL RATO   | Sanior   | <ul> <li>LanetOamey</li> </ul>    | 17.5 20.00                   |  |
| mex  | RATI  | Novice   | <ul> <li>Lianet Cathey</li> </ul> | 17.0 17.00                   |  |
| Trial 3 Saturd   | ay, April 11th  |  |                                   |                              |  |
| Lódia  | KATL RATO   | Sanior   | ¥ Lanet Cathay                    | 17.6 20.00                   |  |
| nci  | RAT:  | Novice   | <ul> <li>Uanet Oatney</li> </ul>  | 17.0 17.00                   |  |
| Irial 4 Sunday   | r. April 32th   |  |                                   |                              |  |
| 5dda   | RATI, RATO  | Senior   | <ul> <li>Ganet Cathey</li> </ul>  | 17.5 20.00                   |  |
| LUCY   | RATI  | Novice   | <ul> <li>Lianet Oatney</li> </ul> | 17.0 17.00                   |  |
| Trial 5 Sunday   | . April 12th  |  |                                   |                              |  |
| Edda   | RATI RATO   | Setion   | ▼ Lianet Cattray                  | 17.6 20.00                   |  |
| Loty   | KATI  | Newton   | <ul> <li>Lianet Camey</li> </ul>  | 0.0 0.00                     |  |
| Trial 6 Monda  | . April 13th  |  |                                   |                              |  |
| lddie  | RATL RATO   | Senior   | ▼ Llanet Oathey                   | 17.5 20.00                   |  |
|  |   |  |                                   |                              |  |



A New window will open up with your actual entry forms – Print these forms, sign, enclose fee & mail to address indicated.



Keep the Barn Hunt Summary form for your records – you should receive email confirmation of your entry from the trial secretary.

More information on our events can be found at <u>www.riverratbarnhunt.com</u> or you can contact us at 503-397-0882 – Janet Oatney & Ron Dunn