

ENTRY FORM COMPLETION CHECKLIST

- Check printer settings in order to print the form landscape instead of portrait.
- Did you correctly check the box for the correct classes you wanted to enter? If using a prefilled form, make sure you have only checked the classes you actually want to enter and not what you had prefilled from the previous entry.
- If you use the generic form that is not prefilled with the club name and dates, please make sure to fill in the date for all the days of the trial, even if you're only entering one day. Day 1 should be the first day of the trial, not just the first day you want to enter.
- Did you double/triple check your math for the class fees? Did you note the correct amount for each run?
- Did you double check the amount of your worker bucks/coupons/certificates AND confirm they are for the correct club or cluster?
- Did you double check who to make the check out to? And SIGN your check!
- If you're sending a bunch of coupons/club bucks, etc, did you make sure to put enough postage on the envelope?
- Did you circle the correct jump height under the correct division (Regular or Preferred)?
- Did you circle the correct class level under the correct division (Regular or Preferred)?
- Did you PRINT your name on the Handler line? (do this, even if it's the same as owner, do not write "owner" or "same", PRINT the name)?
- Did you complete ALL the information for your dog and yourself? Including the measured height of your dog? IS IT LEGIBLE?
- Did you fill in your email address – IS IT LEGIBLE?
- Did you sign the form?
- Note the Opening and Closing dates?
- Did you make sure to NOT staple/tape anything? Please do NOT Staple, tape or glue the check to the entry form.
- If you tape the envelope shut, did you make sure to leave access to the fold to allow a letter opener space to open the envelope?
- Did you write the club name or initials on the outside of the envelope?
- Did you send an email to move up for all the trials you entered? The best thing to do is to reply to the confirmations you received. Then there is no question which trial you are requesting the move up for. You need to do this for ALL the trials you may have entered. Do not assume that because you did a move up AT a trial that it will automatically carry over to any future trials that are open. Some secretary programs require a separate database for each trial that is open so what may be changed in one trial does not necessarily affect the next trial.