

# ASCA Agility Finals Help Notes

*(Help screens revised: 18 September 2019)*

## **Please Note:**

(1) To keep informed about Freeware Agility Secretary Tool (FAST) updates, all software users are encouraged to join the FAST software Yahoo group list; see Section 1.1. below on how to join.

(2) This “read-me” document is a copy of the information contained in the help screens of the Freeware Agility Secretary Tool (FAST). Making it available in this MS Word and PDF format will enable you to easily print this information, should you wish to do so. This document will give you a good understanding of the capabilities of the latest version of the Freeware Agility Secretary Tool (FAST). These help notes were written specifically for the ASCA Agility Finals module of the program.

(3) FAST software is written as an application of FileMaker Pro; you must have FileMaker Pro installed on your computer. FAST files with .fmp12 file extensions are intended for FileMaker Pro versions 12 and later. Clone copies (no data in them) of the ASCA Agility Finals file module can be downloaded by going to:

<http://www.renzodog.com/program.html>

(4) If you have difficulty importing your data from your old files into a new file version, contact Paul Kirk [paulkirk@earthlink.net](mailto:paulkirk@earthlink.net) or Jack Mathieson [jackmathieson@mac.com](mailto:jackmathieson@mac.com) and we will be happy to help you.

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## 1.0. FAST Software Program Overview

### Topics Covered on this Screen

- 1.1. How to Contact Us
- 1.2. Overall Description and Prerequisites

#### 1.1. How to Contact Us

If you have questions about the Freeware Agility Secretary Tool (FAST) that are not answered by the help screens, contact Paul Kirk paulkirk@earthlink.net (phone 818-886-5467) or Jack Mathieson by email [jackmathieson@mac.com](mailto:jackmathieson@mac.com)

Information about how FileMaker works, as a program, is in your FileMaker Pro manual.

#### 1.2. Overall Description and Prerequisites

To open and use the ASCA Agility Finals module of this program, you must have installed on your computer FileMaker Pro, version 12 or later. FileMaker Pro is a widely used relational database program that is dual-platformed so that the Agility Program files created on either a Windows platform or on a Macintosh platform can be immediately read and used by either platform.

If you have downloaded and installed the free app FileMaker Go on your i-Pad or i-Phone, the single file module can be viewed on them.

To set up the ASCA Agility Finals for the **first** time, go to the FAST website <http://www.renzodog.com/program.html> and download the file ASCA\_AglFnIs file.

## 2.0. Entering Data

### Topics Covered on this screen

- 2.1. Importing an Old Owner and Dog Database into a New Version
- 2.2. Changing Registration Numbers (or correcting numbers)
- 2.3. Navigation Keystrokes to Screens
- 3.4. Setting Tab Order

#### 2.1. Importing an Owner and Dog Database into a New Version

1. Put a copy of your existing ASCA\_AglFnIs file into a new folder: sure it is named differently from the file you will be downloading from the website. Then download from the website a copy of the latest version of the ASCA\_AglFnIs file from the FAST website and put it into your folder.
2. Go to your newly created folder > Open the latest "ASCA\_AglFnIs" version > Go to "Main Menu" screen > click green "New Catalog Creation" button > click purple "Import Owner & Dog data into new ASCA Version" button > Click the blue buttons and they will step you through the process.
3. When the message comes up "this file...could not be found..." it is looking for the ASCA file that you wish to import data from, (your old ASCA\_AglFnIs file). Navigate to that file and open it. You will then see a spinning ball indicating that the import is in process. Be patient until the ball stops spinning, then continue on with the steps below.
4. Make sure at each stage in the process that "Source" and "Target" match. When they don't, change "Source" to match what "Target" is reading, (i.e., in the first series of steps both Source and Target must be "Owner"; in the second series of steps both Source and

Target must be “Dog”). Also, in each series of steps, change the “Arrange by” from “last order” to “matching names”. There are pop-up help instructions to assist you in doing each series of steps. This will import your owner and dog data from your old ASCA file into the new version.

5. If at a later date you are updating to a more recent version of the ASCA\_AglFnls file and you have catalog entries that you wish to import after you have imported your owner and dog data, go back to the New Catalog Creation screen and click the yellow “Import Entry/Catalog data into new ASCA\_AglFnls version” button. This will bring up the “Source” and “Target” window with Source reading “Catalog” and Target reading “Catalog”, (if both are not reading “Catalog”, change them to read “Catalog”). Also, change the “Arrange by” from “last order” to “matching names”. Click the blue buttons to import your Catalog data.
6. If you find the above difficult to do, please send a copy of your old ASCA\_AglFnls file to Paul Kirk and I will be happy to do the import for you.

## 2.2. Changing Registration Numbers (or correcting numbers)

The dog’s registration number is used as a link number between the Dog Table, the Owner Table, and the Catalog. The new Single File system works differently from the old two file system. Thus, you must follow these rules when changing the registration number:

(1) If you have ***not*** entered the dog on the Entry Input screen, you can make the registration number change on either the Dog Table, (Dog Input screen), or the Owner Table, (Owner Input screen) and it automatically will make the change on the other Table.

(2) If you have entered the dog in the Catalog, and you want to change the registration number, (a) first go to the Entry Input screen and find the dog that has the registration number you want to change and then click the green “Edit ASCA #” button which will take you to the “Edit ASCA# screen”; (b) change/correct the registration number, and then click the blue “Return to entry after changing ASCA#” button. You are done!

## 2.3 Navigation Keystrokes to Screens

- Cmnd+1 = Main Menu screen
- Cmnd+2 = Entry Input screen
- Cmnd+3 = Catalog Program selection screen
- Cmnd+4 = Scoring Menu selection screen
- Cmnd+5 = Set Run Order Selection Screen
- Cmnd+6 = Output List screen
- Cmnd+7 = Enter Dog to Catalog screen
- Cmnd+8 = Initialization screen
- Cmnd+9 = HIT Division Selection screen™
- Cmnd+0 = Main Help selection screen

**If you do not remember a key stroke to get to the screen you wish to go to, and if the screen you are looking at does not have navigation buttons, pull down “View” to see whether you are in Browse mode; (the keystroke to Browse mode is Cmnd + B). If you are not in Browse mode, select it. Navigation buttons can only be seen and used when in Browse mode.**

## 2.4. Setting Tab Order

If the tab order is not set the way you would like for entering data, here is how to change the tab order in a layout:

(1) When you are on the layout that you wish to change the tab order, pull down “View” in your top menu bar and select “Layout Mode”.

(2) While in Layout Mode go to your top menu bar and pull down “Layouts” and select “Set Tab Order” and a small “Set Tab Order” window will appear on your screen.

(3) In the “Set Tab Order” window click on “Clear All” which will clear all the tab order numbers. Click on the fields in the order that you wish the tab to move. The first field you click on will bring the number “1”, the second field you click on will bring in the number “2”, and so on. You do not have to number every field in the layout, just the ones that you want tabs for. When you have finished numbering the tab order to move through the fields, go to the little “Set Tab Order” window and click “OK”.

(4) **For layouts that have link fields (such as the Entry Input layout), be careful to never have a tab number take you to a link field.**

(5) Go to your top window bar and pull down “View” and pull down “Browse Mode” and save your changes.

## 3.0. Instructions for The ASCA Finals

Topics covered in this screen:

- 3.1. Advanced Required Preparation
- 3.2. Setting up Agility Finals Files
- 3.3. Setting Random Running Order for the First Class (Jumpers)
- 3.4. Software Sorts at The End of Each Round for HIF Ranking
- 3.5. Printing Gate, Scribe, Results, and HIF

### 3.1. Advanced Required Preparation for the Finals

There are special ASCA Agility rules that apply to the running and scoring of the Agility Finals, an invitational event held each year as part of the ASCA National Specialty. Thus, there are several things you **must do not later than several months before the Nationals**:

**1. You must study carefully, understand, and follow ASCA’s Agility Rulebook; focus particularly on Chapter 12. Rules for the Finals differ significantly from the rules for ordinary trials and thus the Finals are run and scored differently.**

**2. You must study carefully, understand, and follow Section 3 of the FAST Agility Finals Help Notes.**

**3. At least two months before the Nationals you must set up a practice Finals test file.** The reason for doing this is so that you are **totally familiar** with how the actual Finals file will be set up and scored. Another important reason for doing this practice test file **at least two months before the Nationals** is that if you find that there are software fixes that need to be done, there will be time for the software providers to fix them. Use the following steps to set up your **practice test ASCA Agility Finals file**:

(a) Download from the FAST website <http://www.renzodog.com/program.html> a copy of the ASCA\_AglFnls file.

(b) Create an entirely new database, or Import your dog and owner database from your most recent ASCA\_AglWknd file by following the instructions of the Help Notes Section 2.1.

(c) You may wish to have in your Finals Test File folder (directory) a PDF copy of the ASCA Agility Rulebook and either a Word or PDF copy of the FAST Agility Finals Help notes so that you have these documents available for quick reference.

(d) Sections 3.2. and below are for setting up **both** your **practice** and **non-practice Finals** file.

Proceed on to setting up your **practice** Finals file by following the instructions in Section 3.2 and below.

(e) **After** you have received the entries of dogs entered in the Nationals Agility Trial and the Agility Finals, set up your **non-practice Finals** file by following the instructions of the Help Notes Section 3.2 on through to the end.

## 3.2. Setting Up Agility Finals Files

Carefully follow the following steps for setting up a Finals file for the Agility Finals:

**1. Be sure to save and store, (like in a thumb drive), an unscored copy of your Finals file. This will be your master file in which you will make any corrections of owner names, dog names, handler names, etc. that Finals competitors ask you to make. You must have a pristine master copy that you can come back to at any time needed, especially in order to have an unscored copy for scoring the Finals at the ASCA Nationals.**

**2. Note:** If **Catalog Numbers** are required or being used for tracking dogs entering different events, (e.g. MVA), be sure to enter these numbers on the dog's records on the "Entry Input" screen.

**3.** From the Main Menu, click the "Initialize Trial Info" button which will take you to the "Initialize Trial" screen. On this screen, do the following things:

- (a) In the Club/Affiliate Name field, type Club Name or acronym, (it needs to be short enough to fit in the space provided).
- (b) Type Finals City, State, Zip
- (c) Type Event Date (Month, Day, Year)
- (d) Edit the pull-down Judge list by adding and/or deleting judges; then fill in the Judges for your trial
- (e) Type in the date that each Division will be run

**3.** All dogs in a Division, in the Agility Finals, will jump their normal Height Jumping based on their ASCA Standard Division Jump Height, but they will **compete and are scored in the same Division** and not in a Jump Height Class (i.e., all dogs in a Division run by the same SCT as set by the Judge).

**4.** All dogs in the Agility Finals have qualified to run in the Agility Championship Elite program.

**5.** Software sorts at the end of each Round of a Class (Jumpers, Gamblers, Regular) and Division (Standard, Veteran Dog, Junior Handler) determine the placement of dogs based on each dog's performance in classes already run. The ranking is from highest score to lowest. The running order for the next Round run will be the inverse order of ranking

### 3.3. Setting Random Running Order for the First Class (Jumpers)

1. To set a random running order for the first class, (Jumpers), go to the Main Menu click on the “Scoring” button, (Cmnd+4) which will take you to the Scoring Selection screen.

2. On the “Scoring Selection” screen, click the blue “Set SCT Jumpers” button and type in the SCT the judge has given you for Standard, Veteran Dog, and Junior Handler. Then click the brown “Scoring Selection” button, (Cmnd+4), which will take you back to the “Scoring Selection” screen.

#### 3. Setting Jumpers Standard Division Run Order:

(a) Go to the Main Menu screen (Cmnd+1) and Click on the “Catalog Select” button (Cmnd+3). Set the Jump Direction button to set “Up” or “Down” for whether Jumpers Standard Division big dogs or medium dogs jump first. **Note: *Jump Direction must be set before setting the Random run order.***

(b) Go to the Set Run Order Selection screen (Cmnd+5) and click the light blue "Standard Jumpers" button. Click the light blue “Random Run Order” button as many times as you choose to get a random order that separates dogs being handled by the same handler. When you have decided the random run order you are going to use at the trial for the Jumpers Standard Division dogs, ***DO NOT CHANGE the random order by clicking the “Random Run Order” button. Changing the random order will change the order of dogs in the Gate sheets and in Scoring. Also, you must not click on the Jump Direction button and change the Jump Direction until after the class has run. You can change the order of individual dogs using the running numbers described in the next paragraph.***

(c) The running order numbers on the far-left side of your screen enable you to place the bitches in heat to run last in the class. You do this by double clicking on the bitch in heat’s run order number and typing in the number of the last number in the class. The running order numbers also enable you to provide a gap of 3 – 10 dogs for handlers who request this gap for running multiple dogs. For example, if you wanted to move a dog to running after the second dog in the class, type 2.5 (any decimal number after the primary number will move that dog to a position between the two primary numbers). To restore your run order to all primary numbers, click the “Save Run Order” button. (Note: if you lose the visibility of the running order numbers, you can restore them by clicking on the “Save Run Order” button.)

**4. Setting Jumpers Veteran Dog Division Run Order:** On the Set Jumpers Run Order screen, click the “Veteran Dog” button for setting the Jumpers run for the Veteran Dog Division. Repeat the steps 3 a, b, and c above for the Veteran Dogs.

**5. Setting Jumpers Junior Handler Division Run Order:** On the Set Jumpers Run Order screen, click the “Junior Handler” button for setting the Jumpers run for the Junior Handler Division dogs. Repeat the steps 3 a, b, and c above for the Junior Handler dogs.

### 3.4. Software Sorts at End of Each Rounds for HIF Ranking

The High In Finals (HIF) software calculates each dog’s ranking within a Division according to the sorts specified in Chapter 12.7.7 of the ASCA Agility Rulebook which specifies the following sorts:

Each faultless qualifying run in Regular, Gamblers and Jumpers will be given seven (7) "Q" points. Each faulted (.01 to 5 faults) qualifying run in Regular agility will be given one-half the value of the "Q" points, or 3.5 "Q" points.

Dogs in each division will be ranked by the most "Q" points, then if necessary, by the following ranking procedures:

1. First, sort by the number of "Q" points (a faulted Regular Agility "Q" counts one-half).
2. Then, sort by each dog's total of the number of dogs beaten. (Placement points) For example, if twenty dogs are entered in a class such as Jumpers, the first-place dog would receive 19 placement points (in other words, beat 19 dogs), the second-place dog would receive 18 placement points, the third-place dog would receive 17 placement points, etc. Dogs that are eliminated or are scratched receive zero placement points, but still count as dogs defeated.
3. Then, sort by Gamblers. First rank the dogs by total points accumulated for qualifying runs, then by total points accumulated for non-qualifying runs.
4. Then, sort by Jumpers. First rank the dogs by considering whether the dog qualified and then by the dog's run time

#### **3.4.1. End of Jumpers Sorts for HIT Ranking**

1. Sort by Finals Q-Value Points (7 points for faultless runs).
2. Sort by number of dogs beaten, (ELIM and DNR dogs count in the number beaten. At the end of the Jumpers run, the Dogs Run Time from fastest to slowest determines the number beaten).
3. Running order for next Class, (Gamblers) will run by inverse order of Ranking; if there are ties in ranking, sort will be by ascending alphabetical order of dog call names.

#### **3.4.2. End of Gamblers Sorts**

1. Sort by cumulative total Finals Q-Value Points (7 points for faultless runs).
2. Sort by cumulative total number of dogs beaten, (ELIM and DNR dogs count in the number beaten. At the end of the Gamblers run, the total number of points in Gamblers from most to fewest determines the number beaten in Gamblers).
3. Sort ties by dog's run time in Jumpers, from fastest to slowest.
4. Running order for next Class, (Regular Rnd 1) will be inverse order of HIT cumulative Ranking; if there are ties in ranking sort by ascending alphabetical order of dog call names.

#### **3.4.3. End of Regular Round 1 Sorts**

1. Sort by cumulative total Finals Q-Value Points (7 points for faultless runs; 3.5 points for 5 faults or less).
2. Sort by cumulative total number of dogs beaten, (ELIM and DNR dogs count in the number beaten).
3. Sort ties by total number of points in Gamblers, ranking qualifying runs above non-qualifying runs.
4. Sort ties by dog's run time in Jumpers, from fastest to slowest.
5. Running order for next Class, (Regular Rnd 2) will be inverse order of HIT cumulative Ranking; if there are ties in ranking, sort by ascending alphabetical order of dog call names.

#### **3.4.4. End of Regular Round 2 Sorts**

1. Sort by cumulative total Finals Q-Value Points (7 points for faultless runs; 3.5 points for 5 faults or less).

2. Sort by cumulative total number of dogs beaten, (ELIM and DNR dogs count in the number beaten).
3. Sort ties by total number of points in Gamblers, ranking qualifying runs above non-qualifying runs.
4. Sort ties by dog's run time in Jumpers, from fastest to slowest.

### **3.5. Printing Gate, Scribe, Results, and HIF**

You can print Gate Sheets, Scribe Sheets, Final Results, and High in Finals by clicking on the "Gate, Scribe, Results, HIF" button on the Main Menu (Cmnd+3) and making appropriate selections on that screen.

After you have scored a class the green "Sort Results" button will bring up the Final Results display for the class you have scored which you can print. Check carefully for errors before posting it.

Also at the end of each class, you can go to the "Gate, Scribe, Results, HIF" screen, (Cmnd+3) and view the HIF which will display the rankings in the Finals, based on cumulative Finals scores, which you can print. Be sure that you have checked the scores in Final Results and that all errors have been corrected before posting the HIF Results.

## **4. 0. Backing Up your Scoring Results**

It is advisable (just good computer sense) to back up your scoring results on an external storage drive at various intervals throughout the day as you are entering the data. Be sure to again back up your data at the end of the day before you shut down.