

# ASCA Agility Weekend Help Notes

*(Help screens revised: 10 June 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 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 single 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 Keep Informed about FAST Agility Software Updates

- 1.2. How to Contact Us
- 1.2. Overall Description and Prerequisites
- 1.3. What this Agility Program Enables You to Do
- 1.4. Files Used by This Agility Program
- 1.5. Getting Started

### 1.1. How to Keep Informed about FAST Agility Software Updates

**All FAST software users** are encouraged to join the Freeware Agility Secretary Tool (FAST) agility software Yahoo group. This group is for communication between users of FAST, including dissemination of information about updates to the FAST software designed for use in NADAC, and ASCA dog agility trials. It also provides a way for FAST users to ask questions and exchange ideas for software improvement. The group's membership is limited to those invited. **To be invited to join the FAST agility software Yahoo group list, send an email to paulkirk@earthlink.net giving us information about (1) what club(s) you work with; (2) which FAST modules you are interested in; and (3) what general region of the country you live in. We want you to join!**

### 1.2. 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.

### 1.3. Overall Description and Prerequisites

The ASCA Weekend module of the Freeware Agility Secretary Tool (FAST) software handles, in a single catalog, up to eight rounds of Regular Agility, four rounds of Gamblers, four rounds of Jumpers, and two rounds of a non-titling class (Tunnelers). Flexibility is provided to handle both the normal two-day weekend trial as well as to handle a three or more day trial.

To open and use the ASCA 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.

### 1.4. What this Agility Program Enables You to Do

The following features are built into the most recent version of the ASCA module of the Freeware Agility Secretary Tool (FAST) software:

- Provides for "scoring in the catalog" (use either the Scribe catalog or the Full catalog).
- Divides the big dog Veteran and Junior Handlers into 16" and 16+".
- Provides for recording entry data as the entries are returned.
- Automatically puts Veteran and Junior Handler dogs into their proper jump heights, computed on the basis of their Standard jump height. **NOTE:** If a dog is entered in Veterans or Junior Handling Division classes, enter in the Dog file (or on the Entry Input page since the files are linked) the dog's **Standard Division** jump height, **not** the jump height the dog is jumping. **For medium and small dogs with jump height exemptions, their jump height exemption is their Standard Division jump height; set their Standard jump height to their exemption jump height.**

• Provides for the ASCA jump height categories (20" and 20plus") in the catalogs, scribe sheets, and computer scoring.

• Provides for running and giving ribbons separately to the "A" and "B" classes of Elite Regular for clubs that wish to do this.

- Provides for Championship and ACE programs.
- Provides, on ribbon labels, the run information of qualifying scores.
- Changes jump height orders from ascending to descending with the click of a button.
- Generates worker and camping lists, gives profiles of events entered by competitors, generates financial forms, address lists, measuring list for dogs that need to be measured the day of trial, etc.
  - Provides category sub-summaries in the financial output page. Camping fees are provided on the Entry input page and are computed in the financial summary. The Entry input provides for entering two checks for the same dog. “Trial bucks” (credits that some clubs give to workers of previous trials) can be entered and these “trial bucks” are included in the program’s calculations.
    - Produces confirmation forms.
    - Gives options of producing compact running order catalogs (Run), catalogs in which to Scribe the runs, Full catalogs for manual recording or for manual backup for computer scoring, large-type running order gate sheets (Big) suitable for posting at the entry gate, or a Final results catalog which includes the dog’s registered name and all the computer scoring data.
      - Generates Scribe Sheets with class name, division, level, dog’s call name, breed, handler name, and entry number (if used in the trial).
      - Provides a complete computer-scoring program for ASCA trials to record data from the Scribe Sheets (or from scribing in the catalog sheets) as they come in from the ring.
      - Computes, sorts the data and produces ranked lists of qualifiers and placements for posting at the trial.
        - Provides for calculating High-in-Trial (HIT) awards based on HIT Q-points. Q-point ties are broken by using the dog’s average Yards-Per-Second (YPS) for Regular and Jumpers.
        - Generates a complete final results catalog in the format specified by ASCA. The final results catalog can be made available to competitors.
        - Provides run summaries (this summary is also useful when entering data in order to know the number of runs in each class by level).
        - Provides for printing Avery 5160 labels for all qualifying scores in each class (such as Novice Jumpers, etc.) which prints on the label the dog’s call name, jump height, class, date, judge, course distance, SCT, dog’s time, YPS, etc.
        - Provides for using ASCA dog registration and ASCA tracking.
        - Provides for the special scoring required for the ASCA Agility Finals.

## 1.5. Getting Started

If this is the first time that you have used this Agility Weekend Program, you will find it helpful to read all of the information contained in the Help notes. You can print all the help screens (or the “ReadMe” copy of the help screens, which have been formatted in MS Word and PDF) so that you can have a hardcopy of this Agility Program’s Help notes. For basic FileMaker Pro functions, consult your FileMaker Pro manual.

To set up a trial for the **first** time, go to the FAST website <http://www.renzodog.com/program.html> and download the file ASCAs Single file.

## 2.0. Initializing Trial Information

Before typing any data from entry forms into your Catalog file, you must initialize the Agility Program, that is, fill out info about your trial that is used in recording your data. This help page explains how.

### Topics Covered on this Screen

#### 2.1. Setting Up the Basic Club and Trial Info

## 2.2. Setting Up the Entry-Fee Discount Categories

## 2.3. Initializing the Trial Classes

### 2.1. Setting Up the Basic Club and Trial Info

To set up basic information about your club and your trial:

1. Go to the Main Menu. You can do this in any one of the following ways:

- Open the Catalog file (if it's not already open).
- Use keystroke Cmnd+1.
- From the Scripts menu, select Main Menu.

2. Click the Initialize button. This displays the Initialize Catalog Data screen.

3. Change the information so that it is appropriate for your trial. Follow the instructions on the screen; especially note:

- In the box "Club Acronym plus month and year", follow the instructions on the screen.
- In the Trial Name box, type the host club's name and location of the trial (keep the information concise so that it fits well on the various layout pages).
- Type the cost per run for each type of class.

**NOTE:** You can edit all data on this screen later if you need to change it.

### 2.2. Setting Up the Entry-Fee Discount Categories

If your trial provides one or more discount categories, set them up as follows:

1. Click one of the boxes under Discount; this displays a pop-up screen.

2. Select Edit to display a list of discount categories that you can edit.

3. Delete any unneeded items or add a description for a new item. You can have a **maximum** of **six** different discount items. Of these six items, the **maximum** that you may *use* for any one dog's entry is **four**. If you think you need more discount items, it might be wise to rethink your discounts and determine which could be combined or eliminated (for example, if a judge and a Free Entry both get a discount of \$50, you could have one item named Judge/Freebie instead of two separate items).

4. Click OK to save your changes.

5. In each box under Discount, click and select a different discount description.

6. Type the dollar amount (don't type a dollar sign) for each of the description items.

### 2.3. Initializing the Trial Classes

To set up your catalog for the number of runs and judges for each of the classes (Regular Agility, Jumpers, and so on) that you will have on each day of your trial:

1. Click the **Run Init** button. This displays the Agility Round Initialization screen.

2. Place your cursor in the first column next to the line "Run 1" and type the date for that run using the format MM/DD/YYYY.

**Caution:** For each class, always start with Run1 and then use as many *in sequence* as you need for your entire trial. Do not skip numbers in the sequence. Any runs you do not need for your trial should be left blank at the end of the sequence.

3. Press tab on your keyboard to go to the second column. The program converts the date to read with the appropriate day of the week, month, and date.

4. In the pop-up window of column two, go to the bottom of the column and select "edit". This displays a small window, "Edit Value List 'Judge List'". Edit the list as follows:

a. If there are judges' names that you do not need for your trial, delete them by highlighting them and pressing your delete key.

b. Type the names of **all** the judges for all classes and levels for your trial, one name per line; **type last name, comma, first initial, period**.

c. After typing all of your judge names, click OK. If your cursor is not in the Elite Judge column for Round one, place it there and the pop-up judge list appears.

5. Select the appropriate judge and the program moves you to the next column.
6. Continue for all other levels, rounds, and classes.

## **3.0. Entering Data**

### **Topics Covered on this screen**

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- 3.3. Creating a New Clean Catalog Retaining Owner and Dog Data
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### **3.1. Overview of Entering Data**

On the main menu click the "Entries" button, or use the keystrokes of Cmnd+2 to navigate to the data entry input screen.

You can enter a dog into the catalog either by clicking on the light blue button "New Entry w/ASCA#" and using the dog's ASCA Registration number, or by clicking "New Entry from Dog/Owner List". You can do a find on any of the columns with the keystroke Cmnd+F. Choose the dog you want to enter and put your cursor in any of the fields of that dog and click the green "Enter Dog" button.

Go to the Owner Table to enter a new owner into your database. If you want to add a new dog, find that owner and click the "Add dog" button. Then type in the dog data. On the Entry Input screen choose wheter you want to enter the dog in CH or Ace. Enter the dog in the classes you desire.

### **3.2. Importing Data from an Older Agility Weekend File Version into a New Version**

1. Put a copy of Agility Weekend file used at your last trial, (or the file you are using for entries for an upcoming trial), into a folder. Then download from the website a copy of the updated of the Agility Weekend version and put it into your folder.
2. Go to your newly created folder > Open the latest Agility Weekend version > Go to “Main Menu” screen > click green “New Catalog Creation” button > click purple “Import Owner & Dog data into new ASCAs Version” button > Click the blue buttons and they will step you through the process. 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 ASCAs file into the new version. ***Note: The above process will not import catalog data from your old file. If you have an extensive number of entries in your old ASCAs file for an upcoming trial, use step 3 below to import your entries; if you only have a few catalog entries, use the new ASCAs file and re-enter your entries.***
3. After you have imported your owner and dog data, go back to the New Catalog Creation screen and click again the yellow “Import Entry/Catalog data into new ASCA 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.
4. If you find the above difficult to do, please send a copy of your ASCAs file to Paul Kirk, [paulkirk@earthlink.net](mailto:paulkirk@earthlink.net) and I will be happy to do it for you.

### 3.3. Creating a New Clean Catalog Retaining Owner and Dog Data

1. ***Be sure that the Agility Weekend file at the website is not a newer version than the one you used at your last trial.***
2. If the file you used at your last trial is the same date as the one at the website, make a copy of the file you used for your last trial for storage of past trials.
3. Open the file you used at your last trial > Go to “Main Menu” screen > click green “New Catalog Creation” button > click red “Clear all data to start a new trial” button > you will get a message inquiring whether you wish to delete all data > click “ok”. The software is programmed to retain your owner and dog database and give you a clean catalog for you to set up for your upcoming trial.

### 3.4. Entering the Dog’s Height

The Dog’s **Standard Division** height is to be entered for **all** dogs. When the dog is entered in any of the Veterans or Junior Handler classes, the program automatically places the dog in a jump height class four inches lower. Thus the same dog can be entered in a Standard class for some events and in a Veterans or Junior Handler class for other events.

For dogs in the 20+ class, type the dog’s standard jump height as follows: If the dog is to jump 20” in the Standard class, enter it as “**20plus**”. **Do not enter it with a plus symbol; select the written out “20plus” from the jump height popup list. The “+” symbol is used as a programming symbol in FileMaker Pro, so if you mistakenly use it to designate this 20plus class, the sorting for what you have entered will not operate properly. For this popup list, as well as other popup lists that do not have “edit” at the bottom of the list do not attempt to change or edit these lists (even if your programming knowledge of FileMaker Pro enables you to do so). Editing popup lists that do not have the word “edit” in the list will cause the program to not operate properly.**

### 3.5. Entering Class Data

#### All classes = Reg1

This feature is a particularly useful feature of the program. Many of the dogs you enter will be entered in all classes at the same level and same division (e.g., Elite Standard) for all days of your trial. Entering these dogs into all the classes is simple. Select the proper class for this dog from the pop-up list in the **Regular, Round 1** entry box; then click on the button “All classes = Reg1”. Immediately the dog is entered at the level and division in all the classes for Regular and Jumpers initialized for your trial. For Novice dogs, select the proper “A” or “B” category in Regular Agility (when you click on the “All classes” button the program will put in just “Novice” for Jumpers and the Non-Jump classes). If you have a dog that has just one class in which it is entered that is different from all the rest, you can click on the “all classes = Reg1” button and then go to the class box (or boxes) that should be **different**, click there and change these (this is usually faster than entering all classes separately).

**For the class selection popup list, as well as other popup lists that do not have “edit” at the bottom of the list do not attempt to change or edit these lists (even if your programming knowledge of FileMaker Pro enables you to do so). Editing popup lists that do not have the word “edit” in the list will cause the program to operate improperly.**

Check the entry data to be sure that all dog and entry data match correctly the information on the premium entry form. Correct or add new information as necessary. If it doesn't match follow the instructions of Section 3.6., particularly Section 3.6.1. through 3.6.3. for making changes.

### 3.6. Working with Fields

#### 3.6.1. 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!

#### 3.6.2. Changing Dog Data Other Than Registration Numbers

Changing dog data, (*other than the Registration Number, see Section 3.7.1 for making changes to the Registration Number*), can be changed on any of the screens that the data appears; these changes will be made automatically on all other screens.

#### 3.6.3. Changing or Correcting the Owner's Name and Owner Data

The owner's name can be changed (or corrected) on any of the screens where the Owner's name appears **where there are first and last name fields**. Also, other changes about the Owner (address, telephone number, email address) can be changed on any of the screens that the data appears; these changes will be made automatically on all other screens.

#### 3.6.4. Dog Competing in Two Divisions (Standard and Veterans or JrHandlers)

If a dog is entered in both Veterans/JrHandlers and Standard classes, the dog will be in two **different** jump height classes. For example, the dog may be entered in Elite Regular Agility in the **Standard Division** and in Open Jumpers in the **Junior Handler Division**. The program will **automatically** place the dog in the proper jump height for the Standard Division class and in the proper jump height class (four inches lower) in the Junior Handler Division class. However, a dog **cannot** run in the same class in more than one Division (i.e. it cannot run, in the same round, both Jumpers Standard and Jumpers Veterans or Jumpers Junior Handlers).

### **3.6.5. Dog Competing at Higher Jump Greater Than Its Normal Standard Jump Height**

**In Standard Division only**, if a competitor wishes the dog to jump at a jump height greater than their normal Standard jump height, give the dog a higher standard jump height number. For example, if a normal Standard 16" jump height dog wished to jump 20" in a **Standard Division class**, give the dog a Standard Division jump height of 20". It will place this dog in the class of Standard Division dogs jumping 20" and it will get the SCT of the 20" Standard Division dogs.

### **3.6.6. "Catalog # " Field, Dog's Call Name Field**

Many ASCA trials use the **dog's call name** for arranging the running order (usually in ascending or reverse alphabetical order). On the Catalog selection screen page, with a click of a button, you have the option of selecting either ascending or reverse alphabetical order for each day of your trial. Only use the **"Catalog # "** field if you are running a trial where catalog numbers are absolutely necessary (such as at the ASCA Nationals where armband numbers are used to track the dog running in different activities such as Agility, Obedience, Stock, Conformation, etc.) For normal Agility trials, using the dog's call name to arrange the running order has proven to be the easiest and the most competitor friendly. The armband numbers override the alphabetical sort of the dog's call name, i.e., the dogs will be in ascending numerical armband order.

### **3.6.7. "Run Order" Field (For Moving Dog Up or Down in Running Order)**

Use the "Run Order" field on the Entry Input page to separate multiple dogs handled by the same handler if the "Normal" alphabetical order of the dog's names places them closely together in the running order. In the pop-up list, choose "First" to move one of the dogs to the front of the running order of the class; choose "ZLast" to move a dog to the end of the running order of the class.

### **3.6.8. "JumpHtEx" Field**

The Jump Height Exemption field (JumpHtEx) is available for recording that the small or medium dog is a Jump Height Exemption dog (Jump Height Exemption is not available for big dogs since no big dog is required to jump higher than 20" in the Standard Division classes). The "JumpHtEx" is simply to remind you that the dog's Standard jump height is correct when it is 4" less than that of dogs without the jump height exemption. Jump Height Exemption dogs jump four inches lower than dogs of the same wither height and age that do not have a Jump Height Exemption. The "JumpHtEx" field, for indicating that these dogs have a Jump Height Exemption, is available on either the Dog file screen or on the Entry Input screen. **The Standard Division jump height for these dogs is to be entered in the program in the "Std Jump Height" field four inches lower than dogs of the same wither height class that do not have the Jump Height Exemption.**

### **3.6.9. "XmndMsrCrd"**

The Examined Measuring Card field (XmndMsrCrd) is available for recording that the trial secretary (or appropriate designee) has seen the official ASCA measuring card for the dog and that the dog does not need to be measured again. The notation that the trial secretary has examined the

official ASCA measuring card can be checked in the "XmndMsrCrd" field on either the Entry Input screen or in the Dog file screen. When the "XmndMsrCrd" field is checked, the trial secretary will know that the field on the Entry Input screen to indicate whether the dog needs to be measured can be marked "no" because the dog does not need to be measured.

### 3.6.10. Measure Field

For dogs that have to be measured, select "yes" from the popup list; select "no" for dogs that do not need to be measured. This information will be in the data of each dog's confirmation. Also, this information will be stored in the Dog file and will automatically come into the Entry Input screen when this dog is entered in a later trial.

### 3.6.11. Handler This Entry Only

Use this field when you create two entries for a dog who has one handler in some classes (like a Junior Handler) and the dog is entered in other classes with an adult handler. When you use this field, it will override whatever is in the regular handler field and all the outputs will bring the handlers from this "Handler This Entry Only" field. Entering a handler in this field does not change the regular handler you have recorded in the Dog Table.

### 3.6.12. "Received" and "Credit to another Entry" Fields

There are two fields ("Received" and "Adnl Received" for recording checks and/or cash received. In the "Check Numb" field, record the check number (if cash, type in "cash"). The software will automatically calculate whether fees are paid in full, are owed, or overpaid ("CR" after the number indicates a positive balance) and will record this in the "Amount Due" line.

When a competitor sends in a single check for multiple dogs do this:

(1) Enter the total amount of the check in your Entry Input record for the first dog of that competitor that you enter. For example, assume the fees to be \$50 per dog (really cheap for ease of example); assume the competitor has three dogs and sends you one check for \$150 to cover dogs "A", "B", and "C". For dog "A", enter in the "Received" field 150 (without the dollar sign, the computer will automatically bring in the dollar sign, decimal point and two zeros) and type in the check number in the "Check Numb" field. **Note: be sure to enter a check # (or "cash") in the "Check #" field so that the amount and check number will come into the Deposit List.** The software will automatically record \$100 CR (positive balance) in the "Amount Due" line (having automatically subtracted \$50 for Dog "A's" entry). **Do not use either the "Received" or "Adl Received" field for transfer money between dogs; use only the "Amt. Rcv'd from another Entry" field for transfer money.**

(2) In the field "Amt. CR to another Entry", type in 100 (the amount without the dollar sign) and in the "Dog's Call Name" box type in "B" (which is the call name of the competitor's second dog). The software will now record zero in the "Amount Due"

(3) If you can't remember, write on a scratch piece of paper that you have \$100 to credit to the competitor's second dog, "B" (or when you are working on dog "B's" record, you can always go back to dog "A" to see the amount you credited to dog "B"). Bring in dog "B" to your Entry Input screen and enter the classes the dog is entered. On the "Amt. Rcv'd from another Entry" field for this dog, enter 100 (the amount without the dollar sign) and type in the name of the dog the money was received from. After you have entered the \$100 as being "Received" for that entry, the software will automatically tell you in the Amount Due line that you have a \$50 CR (positive balance). In the field "Amt. CR to another Entry", type in 50 (the amount without the dollar sign) and in the "Dog's Call Name" box type in "C" (which is the call name of the competitor's third dog). The software will now automatically record zero in the "Amount Due" in "B" dog's record.

(4) Now bring in the competitor's third dog, dog "C", into your Catalog file; enter the classes for dog "C", and enter 50 (the amount without the dollar sign) in the "Amt. Rcv'd from another Entry" field

and type in the name of the dog the money was received from. The software will now record zero in the “Amount Due” in “C” dog’s record. If the competitor had written the check for an amount greater than all the dogs, the “Amount Due” would record a positive (CR) balance, and it would show up on the “Refund List” in your Output Lists. If the competitor had not sent enough to cover the classes for all three dogs, the “Amount Due” would record a negative balance, and it would show up on the “Amount Due List” in your Output List. The “Income Report”, (in the Output List), gives a complete financial report (amounts received for camping, camping type, results catalog, trial bucks, trial bucks certificate number, donation, total received for each entry, check number, amount due / refund, refund amount issued, check number for refund check, and grand totals in each category.

Repeat step “3” above for as many dogs as a competitor has (there is no limit), and if directed by the competitor, funds can be transferred to another competitor’s dog. Tracking the finances for all competitors in your trial, (even those with multiple dogs), is both transparent as well as easy to do.

## 3.7. Lunch & Titles

### 3.7.1. Lunch

Choose one of two ways of two ways to track your lunches and lunch costs; ***do not use both or try to combine them:***

(a) **General Lunches:** On the Entry Input screen, just above “Camping Costs”, type in the total cost of the lunches that the competitor orders.

(b) **Special Order Lunches:** On the Initialization screen type in the costs of the lunches you have planned. Scroll to the bottom of the Entry Input screen, and click on one of the lunch fields and select “edit” to initialize this part of the program. Delete lunches listed that are not relevant to your trial. Type in, one line at a time, the lunch (or lunches, if you are offering a selection) you are making available (if any) at your trial. When you are finished editing the lunch list, click “OK”. Your lunch list is now ready for use. For competitors that have multiple dogs, just use the entry page of the first dog entered for lunches ordered. Remember, ***do not*** type in lunch costs in the box “General Lunch Cost”, (this is ***only*** for use for method “a” above for tracking lunch costs). ***Do not try to combine both methods for tracking lunch costs.***

### 3.7.2. Titles Fields

Titles may be added or changed on the Entry Input screen or in the Dog file.

## 3.8. Workers Fields

If the competitor checks the will do “Anything” as a worker on your entry form, select the “X” from the pop-up window of this box. If they have indicated a preference for or a preference not to do something, select the appropriate box, or boxes, and then select either “prefer” or “not” to record their preferences. The worker list prints out a list of all competitors, whether they have volunteered to work or whether they did not volunteer to work. Hint: if you need more workers than you have volunteers, you may want to contact some of the non-volunteers by email or phone to see if they would like to have the fun of volunteering and working.

**A summary of the tasks that competitors have volunteered for can be seen (or printed out) by clicking the “Worker List” button on the Output List Screen. To correlate the workers with the classes that they can work, click (or print out) the “Entry List” button to view the classes that competitors are entered in.**

## 3.9 Navigation Keystrokes to Screens

Cmd+1 = Main Menu screen

Cmd+2 = Entry Input screen

Cmd+3 = Catalog Program selection screen

Cmnd+4 = Scoring Menu selection screen  
Cmnd+5 = Main Help selection screen  
Cmnd+6 = Output List screen  
Cmnd+7 = Scribe Sheet screen  
Cmnd+8 = OwnerNDOG file  
Cmnd+0 = Round Initialization 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. If you are not in Browse mode, select it. Navigation buttons can only be seen and used when in Browse mode.**

### 3.10. 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.

### 3.11. Setting CH and ACE

Every dog must be in either the Championship (CH) or Agility Competition Enthusiast (ACE) program. In FAST, the choice of program the competitor chooses to enter is fixed for the weekend; there is no option for the competitor to be CH in one class and ACE in another class; nor is there the option to be CH in one Round (or day) and be ACE in a different Round (or day) of the same weekend.

To ensure that every dog is entered in a program, (either CH or ACE), and to increase user friendliness, the software is built with the default CH, which is easily changed to ACE by clicking the green CH/ACE button to the right of the box that tells you the program the dog is entered in. There is a second green button above the Regular class entry that is a toggle between a pop-up list of class available for CH and a different pop-up list for ACE. **Make sure you choose the correct pop-up class list for the program the dog is entered.**

## 4.0. Catalogs and Ribbon Labels

- 4.1. Catalog Formats
- 4.2. Returning to Catalog Program Selection Screen
- 4.3. Selecting and Setting Up Catalogs
- 4.4. Placing Veterans and Junior Handlers First in Jump Class
- 4.5. Printing the Catalog

## 4.6. Ribbon Labels

## 4.7. Setting up Catalog for the ASCA Agility Finals

After entries have closed, use the program to print confirmation letters and the catalog. The confirmation letters automatically include all the relevant data for each dog (such as ASCA number, dog's jump height, etc.), what events have been entered, and owner data. The confirmation letter also provides space for directions to the site or any other information you wish to put in the confirmation letter (go to the "Initialization" screen to compose this information).

### 4.1. Catalog Formats

There are five catalog formats available:

- **Full:** a running order catalog for manual scoring, or for backup when doing computer scoring, or for "scribing in the catalog".
- **Scribe:** a running order catalog formatted for "scribing in the catalog" and has page breaks after every jump height.
- **Run:** a running order catalog that is compact and condensed with only the order of classes and jump heights with dog's call name, breed, and name of handler.
- **Gate:** a compact running order catalog, in large font, suitable for posting at the entry gate.
- **Final:** brings in all the results from the trial (if computer scoring is used at the trial, or if you enter the results in the scoring program after the trial). The format conforms to what is required by ASCA. Also, it is ideal for sending the results to the trial judges. All the "Qs" with placements are at the top of each class in ranked order. If the club is sending results catalogs to competitors, this is an ideal catalog format to use.

Even if computers and printers are available and computerized scoring is done, **always** print a **Full** catalog before the trial to provide for manual backup in case there is a power outage or some other circumstance at the trial that interrupts the computer scoring.

### 4.2. Returning to Catalog Program Selection Screen

After you have selected a catalog and a class, the program displays that catalog in **Preview** mode so that you can see how it will look when you print it. But when you are in Preview mode, the buttons you use to navigate to other screens are not visible (the Preview page shows you just what will be printed and of course you do not want navigational buttons printed in your catalog). To navigate to the other screens, use the below keystrokes. Until you have these keystrokes memorized, you may wish to jot this list down to post in a convenient spot:

- Cmd+1 = Main Menu screen
- Cmd+2 = Entry Input screen
- Cmd+3 = Catalog Program selection screen
- Cmd+4 = Scoring Menu selection screen
- Cmd+5 = Main Help selection screen
- Cmd+6 = Output List screen
- Cmd+7 = Scribe Sheet screen
- Cmd+8 = OwnerNDog file
- Cmd+0 = Round Initialization 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. If you are not in Browse mode, select it. Navigation buttons can only be seen and used when in Browse mode.**

### 4.3. Selecting and Setting Up Catalogs

Go to the Main Menu (press apple+1 or control+1) and then click Catalogs (or you can get to the Catalog screen directly by pressing apple+3 or control+3). This takes you to the set-up screen for catalog formats. Make the following selections:

1. Select the catalog format you wish (Full, Scribe, Run, Gate, or Final) from the window, which has these four pull-down choices in it.
2. Select the class you wish by clicking on the class box, which gives a pop-up window for selecting your class (Regular, Traditional Gamblers, Jumpers, or Non-Jump classes).
3. Select the Round by clicking on the Round, which gives a pop-up window for selecting the Round. After you have selected the Round the program automatically tells you by the side of this box the information about this round, e.g., "Sun Rnd1".
4. Click on the Call Name Order box and select from the pop-up window either ascending or descending alphabetical order. **If you use catalog (armband) numbers, these numbers replace the use of the call name order; catalog (armband) numbers can be set for ascending order (choose A to Z) or descending (choose Z to A) If you wish to use random numbers, use a random number table to assign a number to each dog and type in those numbers, which then can be sorted in ascending or descending order.**
5. Click on the Jump Height Editing box to change the jump height order. The jump height order can be changed to **any order** for any class. To change the jump height order, select "edit" at the end of the jump height pull-down list, which displays another screen. Type the jump height order you wish, then delete the preset jump height numbers by selecting them and pressing the delete key.
6. For any classes in which you wish to have different orders, simply use the above procedures for making the changes you want.

#### **4.4. Placing Veterans and Junior Handlers First in Jump Class**

When the jump direction is "down" (tall to small), the program **automatically** places, in each jump height, the Veterans and Junior Handler Division classes immediately before the Standard Division class in the "Run", "Full", and "Big" catalogs. By having the Veterans and Junior Handler Division dogs run before the Standard Division class, the gate steward and the scribe can look for these dogs whenever there is a jump height change (this is particularly important in Gamblers). When the jump direction is set to "up" the 16" and the 16+" Veterans and Junior Handlers will not all proceed the Standard Division 16" dogs. The only class in which this jump direction may not be convenient is Gamblers where you may want the Veterans and Junior Handlers all running before the Standard Division dogs; if that is your desire run Gamblers from tall to small (jump direction set to "down").

#### **4.5. Printing the Catalog**

When you are ready to print your catalogs, click Elite, Open, and Novice, which show you what the catalogs look like in Preview mode (i.e., what they will look like when printed). Review them carefully. You may print the catalog level by level by selecting print from the File menu. Or, if you are certain that you are ready to print all the levels at once, click "Auto-Print Elite, Open, & Novice".

At the end of the trial when you are ready to print your "Final" catalog which will contain your results, select the rounds and classes and click the "Auto-Print Elite, Open, & Novice" button. The sort order of the Final results catalog has been preset so that the **jump heights** in all classes will go

from small to big and all the **levels** will be ordered Elite, Open, Novice (for printing the Final results catalog you do not have to set the jump heights on the Catalog menu page).

Before printing a class of the Final results catalog, you may wish to “preview” it to be sure that all the data is ordered as you wish it to be. Remember (see the discussion in the help notes on the “scoring” page) that the sorting program used for the Final results uses the sorts that you did for each of the jump height classes you did when entering the scoring data. If subsequently you changed any of this data without then clicking the “sort” button, that data may not be in the right order in your Final results catalog; simply go back (apple+4 / control+4) to the scoring menu page, select the class(es), click “find”, then click “sort” on the data entry page. Return to your Catalog menu page (apple+3 / control+3). Click the appropriate “Elite”, “Open”, or “Novice” button to view the class. When you are ready to print all levels for a class, click Auto-Print Elite, Open, & Novice.

## 4.6. Ribbon Labels

*Two different methods for printing ribbon labels are provided in this program:*

(a) **Generic ribbon labels.** Generic Avery 5160 labels can be printed from the selection on the Output List screen. With generic labels, the date and the club hosting the event are printed; the competitor circles the name of judge, class, level and jump height, and writes whatever other information they wish to record.

(b) **Individual ribbon labels.** Under the selection of catalogs (covered in Section 4.3), you can select Ribbon Labels; this selection will enable you to print Avery 5160 labels for placement first through fourth and all Qs in a class (such as Novice Jumpers). Each of these labels will have the dog’s call name, owner, jump height, class, date, judge, SCT, dog’s time, YPS, etc. After you have scored and printed the results for a class for posting, go to the Catalog selection screen (apple/control 3) and select “Ribbon Labels” in the box “Select Catalog style or Ribbon Labels”. Remember to put Avery 5160 labels into your printer before printing the labels, as well as remembering to take out the blank Avery label sheets in your printer after you have printed the labels for a class. **Default printing setting of Individual ribbon labels and how to change the default, if you wish:** The individual Ribbon Labels are programmed to print **across** the three columns, then **down**. The purpose of making this the default setting of the software is to allow those who wish to cut off the top part of label sheets and then use the bottom part for printing labels for small classes. *If you wish instead to reset the default of the individual Ribbon Labels to print **down** the first column and then **across** to the next column here is how you do it:*

(1) Go to the Catalog selection screen, select a class (like Regular), for “Catalog/Ribbons” select Ribbons, and click a Level to view & print;

(2) Change from the Browse mode to Layout mode;

(3) Go to your top menu bar, pull down “**Layouts**” and select “**Layout Setup...**”;

(4) In this window, change the tab from “General” to “**Printing**”; then in this window, change the bullet button of “**Across first**” to “**Down first**”; then click the blue “OK” button; then save this change, which will save it for the Regular ribbon layout;

(5) Go back to above step one and go to the Catalog selection screen and select a different class (like Jumpers) and repeat steps #2 through #4 above; then do for Gamblers what you just did for Regular and Jumpers. You have to do the above steps for each of the three different layouts for each of the three different ASCA classes if you want ribbon labels to print down instead of across.

## 5.0. Outputs available

5.1. Summary of outputs

5.2. Email Confirmations and/or Personal Summaries

## 5.3. High-In-Trial (HIT)

### 5.1. Summary of Outputs

In addition to the confirmation and catalog outputs, the following printouts are available at the press of a button on the “Title” screen page (click **Output Lists**, or use Apple/control+6 to get to this screen):

- Entry list - summarizing who is entered and in what classes.
- Check in List for use on day of event - lists any outstanding problems.
- Measure List of those dogs needing measuring.
- Camping list
- Payment list to submit to the bank with checks.
- Refund list for treasurer.
- Worker List listing work preferences of those entered who volunteered to work. **(In order to correlate your worker’s schedule with classes entered, use the Entry List along with the Worker List.)**
- Confirmations (go to the “Initialization” screen to compose information such as directions, etc which you wish to include in your confirmation letter).
  - Mailing label for sending confirmations, etc.
  - Send e-mail; create an e-mail message and send it to whatever group of competitors you select that are in your Catalog data base (select all to send to all); automatically brings in club name and date for subject line and automatically puts message in the body of the e-mail (useful for sending out follow-up instructions or information).
    - Prints generic Ribbon Labels (for how to print Ribbon Labels for all Qs in a class, see Help notes Section 4.6).
    - Run summary which gives the number of runs in each class of the running catalog as well as giving the number of dogs that actually ran. The total number of **dogs** entered each day of the trial is also given. (These are statistics you need for payment of sanctioning fees to the sanctioning organizations, for paying the judges, and for the trial statistics).
      - Breed summary, by the number of each breed and “All Americans” entered in the trial.
      - Personal summary, by handler, of each dog’s performance for all classes entered (Q, placement, SCT, dog’s time, faults).
      - Score summary for giving High-in-Level and High-in-Trial (based on ASCA rules, see ASCA Agility Rulebook, Section 2.6.4.1). Two different buttons enable you to select different formats for calculating High-in-Trial (HIT) awards. One format computes cumulative High-in-Trial (HIT) using ASCA’s rules for HIT awards based on Q-points with ties broken by placement for Regular, Jumpers, and Gamblers. The second HIT format computes cumulative HIT for all classes, including all Non-Jump classes, with Q-point ties broken by the dog’s average Yards-Per-Second (YPS) for all Q-classes.

### 5.2 E-mail Confirmations and/or Personal Summaries

**Before you send out a batch email, check to see that the email button in this software will work with your e-mail program. Test it by sending an individual record to yourself and looking at what you get back.**

**Here’s an easy way to do a test: go to the Entry Input screen, select a dog with your own email address on it, click the green button to test whether your email software and your email provider will work for sending out PDF confirmations attached to email. If it doesn’t work then you will need to try different email software programs and/or a different email provider, (see below for additional helpful hints).**

These are the steps to do before clicking the green email button:

1. Open up your e-mail program
2. Select the records you want to e-mail (the default setting is to all; if you are not certain that all records have been selected, you can use the key stroke control+J to select all records). Clicking on the email button will create a separate email for each Dog that you have selected. If you do not wish to send to all, select the records that you wish the email sent to.
3. Click the green button. The program will automatically create a PDF and attach it to an e-mail; it will bring in the e-mail address from each record into the e-mail, create a subject line, and place all the e-mails in a file for you. Select (highlight) the e-mail messages and drag them to your "Outbox", then click send.
4. To send e-mails one at a time, go to your Entry Input screen, (Cmnd+2), select the dog record you want sent and then click the green "Send e-mail confirmation (This Record Only)" button.

### 5.3. High-In-Trial (HIT) for Agility Weekend trials

On the Output selection screen, when you click on the HIT button the results will present first the Junior Handler Division dogs in rank order, followed by the Veteran Division dogs in rank order, followed by the Standard Division dogs. Within each Division the dogs are ranked first by HIT Q-points, then by average YPS in Regular Agility and Jumpers (when using the HIT breaking ties by YPS button), or by highest placement scores (when using the HIT breaking ties by placements button). Each dog's breed is indicated in the results. Also, each dog's level (Elite, Open, Novice) is indicated in the results. **Note: the level indicated for the dog is the level the dog is competing at in Regular Agility; thus, dogs competing at different levels in different classes (Regular, Jumpers, or Gamblers) have their level given as the level they are at in Regular Agility).**

**In trials that you have announced that your "level" awards exclude mixed level dogs, be sure to carefully look at the HIT Q-point scores in each class to determine that the "level" winning dog has scores from all classes with HIT Q-point values for that class.** The Elite winner needs to have all "7s" (or "3.5" for a faulted, but qualifying Regular); the Open winner needs to have all "6s" (or "3" for a faulted, but qualifying Regular); and the Novice winner needs to have all "5s" (or "2.5" for a faulted, but qualifying Regular). The software does not exclude the mixed level dogs (the software gives their level as their level in Regular Agility); you must exclude the mixed level dogs by inspecting their scores.

## 6.0. Scribe Sheets

**Topics covered in this screen:**

- 6.1 Printing Scribe Sheets
- 6.2 Assembling the Scribe Sheet Stack

### 6.1 Printing Scribe Sheets

To print scribe sheets:

1. Click Scribe Sheets on the Main Menu in the Catalog file. This displays a screen where you can select which scribe sheets you want.
2. Select the scribe sheets you wish to print.
3. **Set the jump height box order of jump heights exactly the same as the way that you set it for your running order catalog. Also, check that the running order choices are set exactly the same as those you selected for your running order catalog (these choices for the**

**scribe sheets are the same ones used for the catalog selection, use apple/control 3 to get to these choices).** This ensures that the order of your scribe sheets matches exactly the order of your running catalog.

4. From the Mode menu at the top of your screen, select Preview. This should show you four scribe sheets to a page.

5. If you do not see four scribe sheets on the page, select Layout from your Mode menu and adjust either the horizontal or vertical bodylines to the point where four scribe sheets are printed to a page. This kind of adjustment may be necessary for accommodation to your printer.

## 6.2 Assembling the Scribe Sheet Stack

The scribe sheet order matches the catalog order that you have selected for your trial. The order of the scribe sheets is first the upper left, followed by the upper right, then the lower left, and then the lower right scribe sheet.

As you cut these scribe sheets with a paper cutter, stack the batches in the same order that the scribe sheets were in before you made the cuts. If you do it this way, it is very easy to pick up the scribe sheets from upper left, followed by upper right, followed by lower left, followed by lower right, followed by upper left, etc. which will then give you your scribe sheets the same order as your running order catalog. Pay careful attention to what you are doing and you will simplify your task immensely. To assist you in ordering the scribe sheets, the scribe sheets are numbered in ascending order in each class.

## 7.0. Scoring

The scoring program enables you to enter all data necessary for the computation of the performance of each dog. Once a class is complete, you can generate printouts for posting that list the ranking and who qualified.

### Topics covered in this screen:

- 7.1. Initializing Scoring
- 7.2. Preparing Scribe Sheet Data
- 7.3. Entering Info from Scribe Sheets (or "Scribing in the Catalog")
- 7.4. ELIM (eliminated), DNR (Did Not Run), FEO (For Exhibition Only)
- 7.5. Printing Scoring Data for Posting at Trial
- 7.6. Double Question Marks (??) in your "Q" Column
- 7.7. Printing Final Results Catalog
- 7.8. Backing Up your Scoring Results

### 7.1. Initializing Scoring

Before you can type any information from scribe sheets into the Scoring screens, you must initialize the class. To do so:

1. Click the Scoring button on the Main Menu, which displays the Scoring menu screen.
2. Click the appropriate button ("Initialize Regular", "Initialize Gamblers", "Initialize Jumpers", or "Initialize Non-Jump").

3. Type the information the judge gives you regarding **yardage distance, standard course time (SCT) for Large, Medium, and Small Standard dogs and for Large, Medium, and Small Veteran/Jr.Handler dogs (for Traditional Gamblers classes, enter the Gamble times).**

The program automatically copies the information from this initialization screen for each of the jump heights of that class. You **must** enter all this information because both ASCA requires it.

### 7.2. Preparing Scribe Sheet Data

Someone at the scoring table must be responsible for converting, **on the scribe sheet**, the dog's time to seconds (01:04:78 is converted to 64.78). If you are doing computer scoring, do not calculate time faults; the program will automatically do this calculation. The course faults must be summed **on the scribe sheet** (for Traditional Gamblers, the opening points must be summed and the Gamble points must be indicated **on the scribe sheet**).

Someone else (it can be the person typing the data into the computer) must check the accuracy of these recorded scribe sheet computations. This basic data then is typed in the scoring program. The scoring program computes time faults (whenever there are time faults) and fills it in automatically; it computes and fills in total faults, and computes and records whether it is a qualifying score.

### 7.3. Entering Info from Scribe Sheets (or “Scribing in the Catalog”)

1. From the Main Menu, click Scoring; this displays a menu of events such as “Saturday Jumpers”.
2. Click the desired event, which takes you to a class selection menu.
3. Select the jump height (**the jump height is the jump height the dog is jumping, e.g., all Large dog Veteran Division dogs are listed under the 16” jump height selection button**) and level (Novice, Open, Elite).
4. Click Find, which displays the screen for entering the data. The cursor will be on the time for the first dog for that class as specified by your running order catalog. (If a dog is out of order, use the mouse to click on the dog whose data you want to enter.)
5. Type the time as seconds and hundredths of seconds (23.45). **Press Enter (not RETURN**, because FileMaker Pro uses the Return button for carriage return functions). The cursor moves to the faults input field.

**NOTE: In this program, make it a practice to always use the Enter key whenever you are entering data; do not use the Return key because in many places in this program the Return key is used to scroll down a line for the continuation of data information. Note: some laptop computers are not designed with an Enter key separate from the Return key (which gives a carriage return, and not an enter without a carriage return; for these computers, check your manual to see how to obtain an Enter key—for many it will be control plus the return/enter key. Since laptop keyboards do not have a standard numeric pad, many Agility secretaries find it highly convenient to have a small external numeric pad connected to the laptop. These external numeric pads have a genuine Enter key (small external numeric pads are available both for PCs and Macs).**

6. Type the number of course faults; if it is zero you **must** enter a “0” with the zero symbol. Press **ENTER** again; this takes you to the next dog. Press Tab to move to the status field for entering eliminations (ELIM), scratches or did not run (DNR), or for exhibition only (FEO). See Section 7.4 for details about the status field.

### 7.4 ELIM (eliminated), DNR (did not run), FEO (for exhibition only)

If a dog is **ELIM** (Eliminated), **DNR** (Did Not Run), use the mouse or tab to get to **status** field; select and click on the appropriate status from the pop-up list.

**FEO (for exhibition only):** When a dog runs **FEO**, select **FEO** from the Entry Input layout (FEO dogs are FEO in all classes they are entered in for the weekend). Record the dog's time and faults (in Gamblers, its opening points and gamble points). The program puts these dogs unranked at the bottom of the class (they are not to be considered for placements). The results will give the dog's time and its faults (or in Gamblers, its opening and gamble points), but the total faults and time faults (or in Gamblers, the total points) are not computed (competitors reviewing the results can easily make these computations, should they care to do so).

For **ELIM (elimination)** and **DNR (did not run)**, **do not enter any other data for this dog** (i.e., do not enter the dog's time, faults, or points in Gamblers).

## 7.5. Printing Scoring Data for Posting at Trial

After you have entered all data for a jump height class:

**1. Check your scoring data to see if there are question marks (“??”) in the “Q” column it means this dog was not scored;** check your scribe sheets to see whether you have overlooked a record, or have forgotten to enter the dog's time, or did not enter a DNR (did not run) or ELIM (eliminated) in the status field for the. Fix it so that you do not have question marks (“??”).

**2.** After fixing all records, click Sort. This sorts the data with all the Qs at the top (except for instances such as the Gamble Qs in the Regular Agility class where the Gamble Qs are not ordered in rank and in Traditional Gamblers where total points without Qs may rank higher than those with Qs) and gives a ranked order of placements. This is the Final Results page.

**3.** Check to see that you have selected the correct page orientation from your “Page Set-up” menu, and then print the page (you may wish to print two copies so that you can have one copy in your files).

**4.** Before posting the page, check it against the scribe sheets to be sure that all data is correct.

## 7.6. Double Question Marks (??) in your “Q” Column

**Double question marks (??) in the “Q” column on your Scoring Input screen, or in the Final Results Catalog, indicate that this dog was not scored** (i.e., the dog was not given a run time, or you did not indicate in the status column that the dog did not run or was eliminated). The double question marks (“??”) are to alert you that you **must** go back to your Scoring Input screen and input the missing data.

## 7.7. Printing Final Results Catalog

The layout of the Final Results Catalog pages are designed to meet the requirements for catalog layout specified by ASCA.

**1.** Go to the Catalog Selection page (when in the Catalog/Scoring program file, Mac users press Apple-3, Windows users press Control-3).

**2.** Select “Final” from the catalog style box. You do not need to be concerned how the order of jump heights are set either for Saturday or Sunday since the sort order is set to automatically give the order of jump height classes from shortest to tallest (4” to 24”).

**3.** Click Saturday Elite; all of the Elite classes will appear in “preview”.

**4.** Verify that the data is ordered correctly. (If you have made no changes to any of your data after sorting it for printing a copy to post at the trial, then all of your data will be ordered correctly. If, however, you have made some changes and if you did not then put that data through the sort (with the “Sort” button in the scoring program) the order of the dogs according to place may not be correct. In this case, go to the scoring menu page and select the class that needs to be corrected. Click “Sort” which will sort the data and take you to the Final Results layout.

**5.** After reviewing the page for correctness, print your document (click the buttons on the Catalog Program page “Elite”, “Open”, “Novice”, or you can click on the “Auto-Print Elite, Open & Novice” button).

## 7. 8. 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.