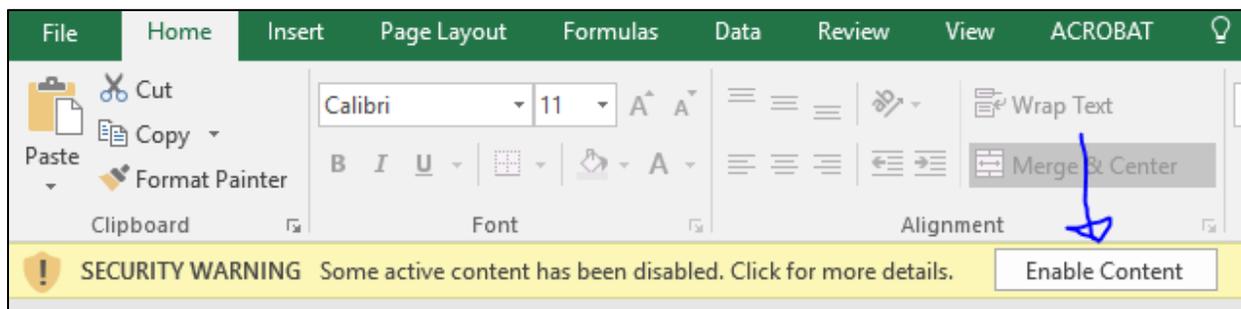


These instructions are written for the Excel file *Obedience Trial Manager* basic (4-trial weekend) macro-enabled file (*.xlsm).

This file only works in Microsoft Excel. If your version of Excel creates files with the extension “.xlsx”(not just “.xls”), it may work for you. It works well in versions Excel 2013 through Office 365.

When you first open the file, you will probably see a security warning. Click “Enable Content.” This warning appears because the file contains macros. Nothing will work until you enable the content.



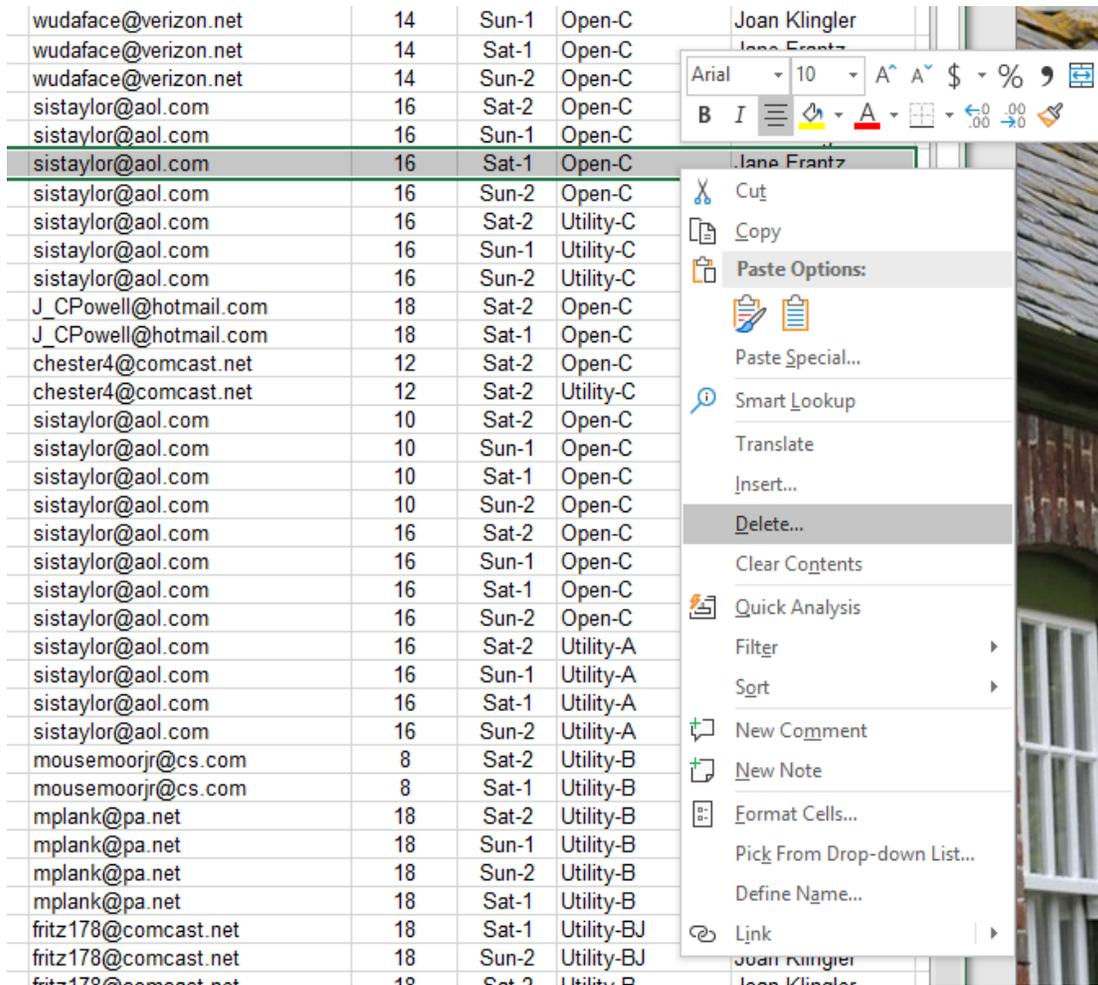
Other things you need

- Microsoft Word
- An email account and internet access.
 - For emailing out confirmation notices
 - For downloading file attachments
- A printer. I think the best workflow is to print the score sheets the same time you enter the dog into the trial. Waiting until the morning of the trial to print out as many as 140 score sheets is not something I would recommend.
 - This file is programmed to immediately send to the default printer without opening a print dialogue window. Make sure your printer is set up, tested, and ready to go.
 - If for any reason you want to print your documents to PDF (to print them all at once at a Staples or some other quick-copy center), I find the result is better if choosing the printer “Microsoft Print to PDF” rather than “Adobe PDF,” which for some reason gave me a pixelated appearance. Test your options to be sure you’re getting what you want.
- Patience. Lots of patience. And an ability to be friendly to people who are diverting you from the task at hand.

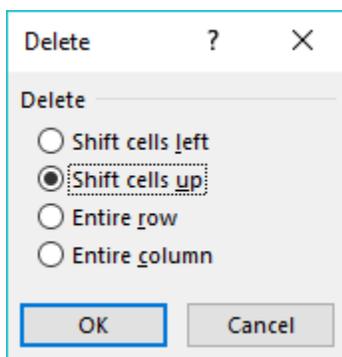
NOTE: Many of the sheets in this workbook are protected and you can’t change anything (the Dashboard, for example). However, you can edit and add information directly on the Budget Sheet, the Entries Sheet, and the Master List. That’s useful if you need to change the spelling of a name or make some other correction. Move-ups can be done through a button on the Dashboard.

Do not change columns or their names in Row 1 or you risk “breaking” some features. Feel free to sort and filter, if you need specific information.

You can delete entries from the Entries tab if someone withdraws completely. Rather than delete a whole row, select ALL the cells you want to delete (from Call Name through Judge in Columns A through J), right-click, and select “Delete...” from the small menu that pops up.



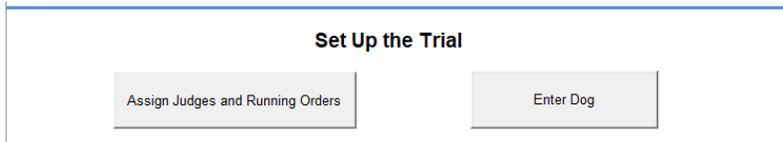
Then choose “Shift cells up.” That will not leave a blank row in the sheet.



Similarly, you can edit content in the Budget sheet. Always leave one row with a 1 in the left column. You can also delete cell contents and leave the #1 row there. You can apply border formatting either directly or copy formatting with Format Painter.

Set Up the Trial

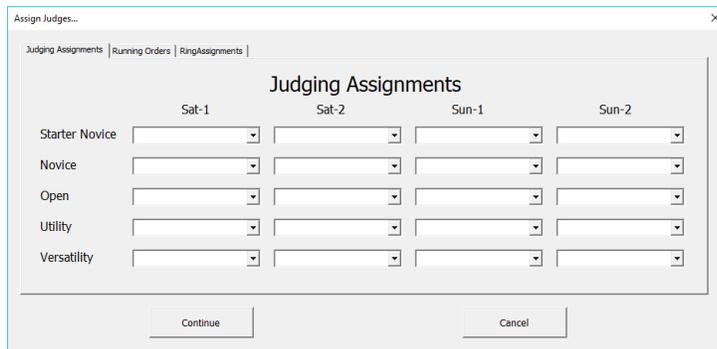
There are two buttons in this section.



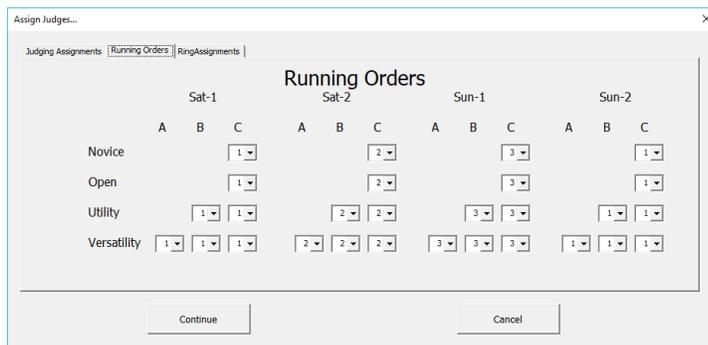
- **Assign Judges and Running Orders**

Orders: There are three tabs in the pop-up window

- *Judging Assignments* (**do this first**) – assign a judge for each class. If necessary, add a new judge. Do that in the Administration box on the Dashboard.

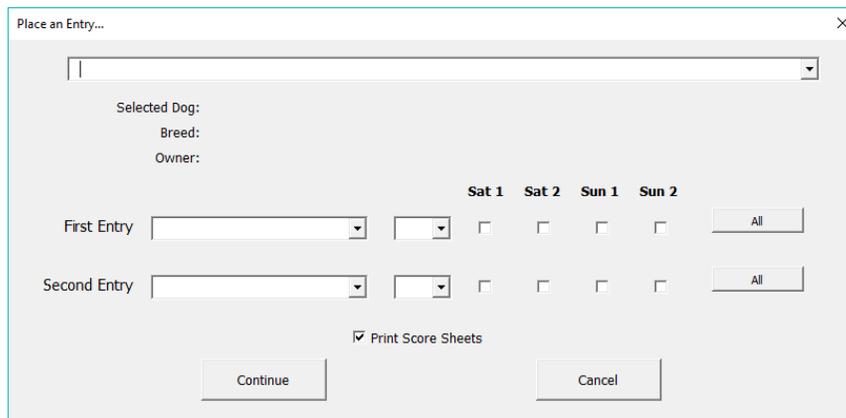


- *Running Orders* defines the test order for each class in each trial. This feature selects the correct test to print in classes where there are optional orders of exercises (applies to all classes except Starter Novice).



- *Ring Assignments* – I’ve never had a trial with more than one ring.

- **Enter Dog:** You’ll need this button to enter each dog into the trial. Since this is your first trial, and this button only looks for dogs in your Master List, you’ll need to enter all the entrants in the **Master List** first. We can preserve your master list in future versions.



Assign Judges & Running Orders

Judges

Do this first. There are some judges already in the drop-down, but names can be added or deleted using the buttons in the “Administration” box on the Dashboard. Judges who are fully approved for every class are given Versatility (not Utility) as the highest class they can judge.

Populate each class using the drop-down arrow. You cannot add a new judge here.

	Sat-1	Sat-2	Sun-1	Sun-2
Starter Novice	Anne Papalia			
Novice				
Open				
Utility				
Versatility				

Running Orders

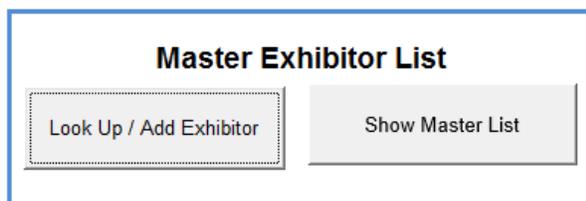
This is the second tab on the form shown above. Do this as soon as you assign judges. Judges may select the order of exercises they prefer, so ask them as soon as they accept the assignment. These settings determine which test order is printed out.

I normally run the trials with the order shown. Sometimes the judges don’t really care which test order they use. You could set it to run everything in the “1” order. However, when you get to Utility B and Versatility A/B/C, the exercises in each order are very different, so mix them up over the weekend.

	Sat-1			Sat-2			Sun-1			Sun-2		
	A	B	C	A	B	C	A	B	C	A	B	C
Novice			1			2			3			1
Open			1			2			3			1
Utility			1			2			3			1
Versatility	1	1	1	2	2	2	3	3	3	1	1	1

Master Exhibitor List Section

There are two buttons in this section. (After you click “Show Master List,” it reads “Hide Master List.” Sometimes it shows the wrong text on the button. Just click it a couple of times, it will correct itself. Information on this page can be edited. Do not change columns or their names or you risk “breaking” some features.



Look Up / Add Exhibitor

To add a brand-new dog, you’ll need this button in the **Master Exhibitor List** box.

When it opens, it shows the first dog on the list. **DO NOT TYPE OVER THIS INFORMATION!**

Click “New” to enter a new dog. That will clear all the fields.

The image shows a dialog box titled "Master List" with a question mark and a close button (X) in the top right corner. On the left side, there are several input fields with labels: "CDSP #:" (containing "211"), "Registered Name:" (containing "Desert Rose Wind Chaser"), "Call Name:" (containing "Rosie"), "Breed:" (containing "Border Collie"), "Handler Name:" (containing "Fry, Joan A."), "Email:" (containing "joanfry@aol.com"), and "Jump Ht:" (containing "14"). On the right side, there is a vertical stack of buttons: "New", "Delete", "Restore", "Find Prev", "Find Next", "Criteria", and "Close". A scroll bar is visible between the input fields and the buttons, showing "1 of 123".

Handler’s name: Enter the LAST NAME first, followed by a comma, and the rest of the name.

Jump heights: Numbers only (Do not use the inch mark or reports like Exhibitor Lists will fail, and by then you will have forgotten that you used inch marks, and then you will panic.)

When you finish entering the information, hit the “Enter” on the keyboard.

After you put the dog in the Master List, then go back to the **Set Up the Trial** box and use the *Enter Dog* button to enter that dog into the trial.

Save your file frequently!

Enter Dogs

Use this button to enter dogs that are already in the Master List. The *Show Master List* button is in the box **Master Exhibitor List**. (See below.) The *Look Up / Add Exhibitor* button is also in that box.

Click the *Enter Dog* button to show the below window. Click into the top box and start typing the dog's CDSP number. It will offer you a match to what you typed. Watch to make sure the correct dog name appears.

If the dog is entered in more than 2 classes (like Utility, Open, and Versatility), just click the *Enter Dog* button again and add the third class. If the dog is in all 4 trials, you can save a few clicks and click "All."

If a judge wants to enter, she will be in the Judge's Class for any class she is also judging. You handle it by choosing the correct "J" class from the drop-down:

Normally, the judges will judge each other in the J class. Change the judge manually on the Entries tab so your trial recap report is more likely to be correct. If a judge wants to show in a class she is NOT judging, she goes in the regular class.

Note that the "Print Score Sheets" box is checked by default. When you click "Continue," it will immediately send the score sheets to the printer.

I find it easier to print the score sheets as I enter the dogs. Then I file them into the correct trial and class folder. Occasionally, someone will change her mind, but it's still easier than printing them all at once.

After you click “Continue,” you will see this window:

When entering dogs, I put the handler’s name in Description, the check number, the amount of the check (or zero for free runs), and the number of runs.

The **Number of Entries** is important—that’s how the file calculates how much you owe CDSP. So even people who get free runs still need to say how many runs they are doing.

You can also open this form by clicking the *Credits and Debits* button in the **Finances and End-of-Trial Statistics** box. You can check to see what was entered by clicking the **Budget** sheet tab at the bottom of the screen. (Note that the “Number of Entries” box disappears for Other Income or Expense.)

[Trial Date] Entries Tab

This is the sheet where entries are placed as you enter them in the trial. At the far right of the sheet I have a box that calculates how many entries there are. This will help you keep track of whether the trials are getting close to being filled. I have since linked it to the Dashboard.

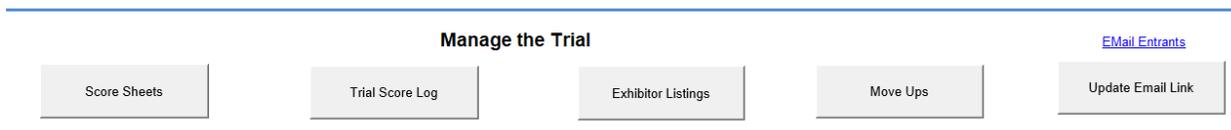
Usually, your Premium List will state that the trials will accept a certain number of dogs a day or a trial. Some clubs consider 60/day to be a full day, but 70 runs or more are also possible.

To change your “full trial” number, change the formula in the window for cells:

- Cell R12 from =60-R6 to =70-R6
- Cell R13 from =60-R8 to =70-R8



“Manage the Trial” Buttons

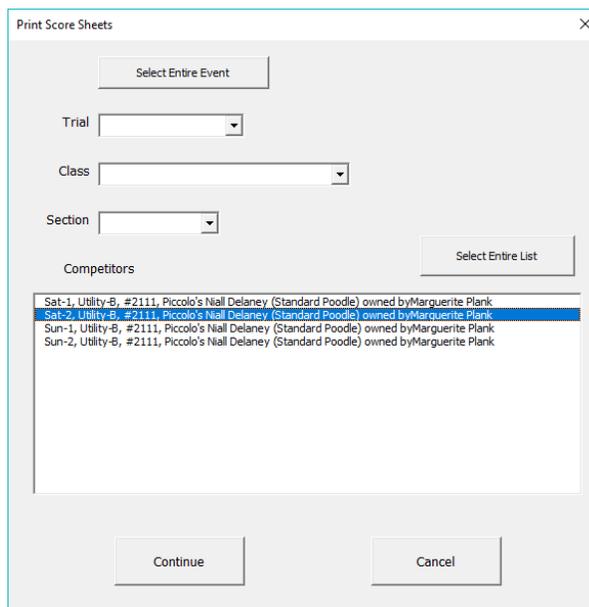


Score Sheets

Use this button to print a particular score sheet, usually if there is a move-up. You probably won't need it in Saturday Trial 1, but if someone earns a title and wants to move into a different class for one of the subsequent trials, they must fill out a **Move Up** form. Move Up forms must be stapled onto the Trial Score Log sheet for the class they're moving *into*, not the one for the class where they earned the title.

They **MUST** move up from the A/B class to the C class if they don't want to move up a level (as in from Novice to Open). The only reason to stay in A/B is because you have all your qualifying legs under the same judge and need a different judge to finish the title.

Clicking the Score Sheets button shows you ALL the entries in the trial.



I NEVER select the entire event, since I print the score sheets as I enter the dogs into the trial.

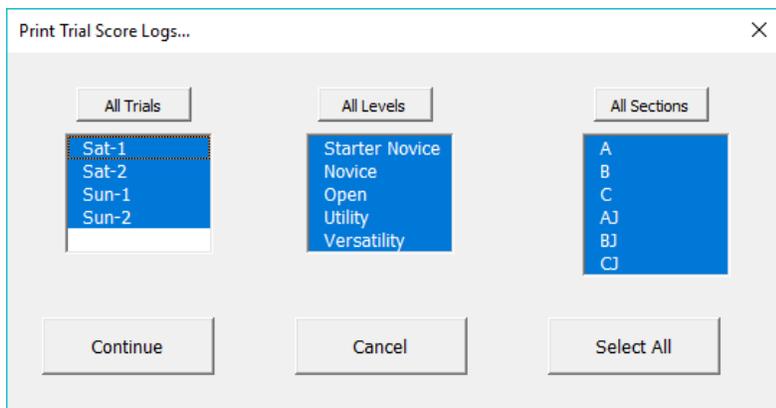
Use the drop-down fields for the trial, class, and section of the sheet you want to print.

If you see the entry you want to print before you complete all the drop-downs, click the entry in the window to highlight it and click "Continue," which will immediately print the highlighted score sheet.

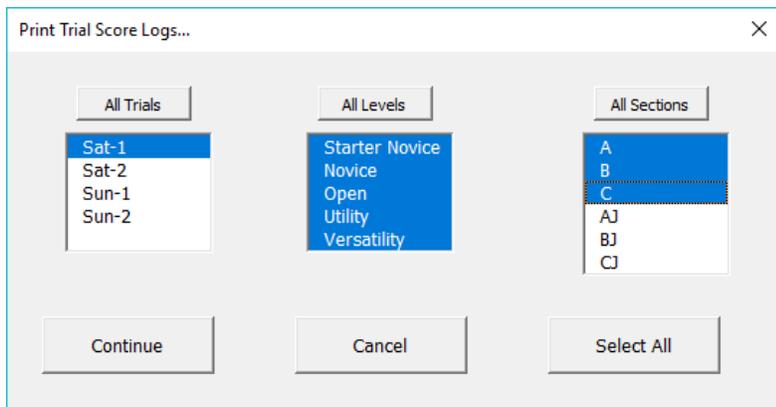
Trial Score Log

I don't print these until right before each trial, especially if we may be taking day-of-show entries. Thus, I avoid printing the Trial Score Logs twice or forcing the desk steward to hand-write a dog onto the log. For best legibility when the sheets are turned in to CDSP, I avoid hand-writing as much as possible—only the scores are written in. When printed, put in the front of the score sheets in the folder for each class.

When you click the button, the window has EVERYTHING selected. Click the "All" button to un-select each list.



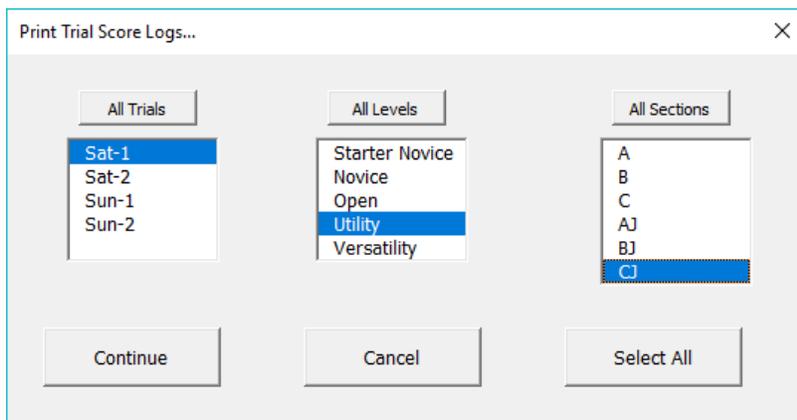
You can probably select these shown below. You'll have to click OK when you get a prompt that one section has no data. To select or unselect lines, as in the right-hand box, hold down "Shift" and click.



- There may not be any Versatility entries, so to un-select that, click that line again.
- You can print the Levels separately.

Judge’s Class Trial Score Logs

I print the Trial Score Log for the Judge’s Class as soon as they enter, since that probably won’t change.



Armbands

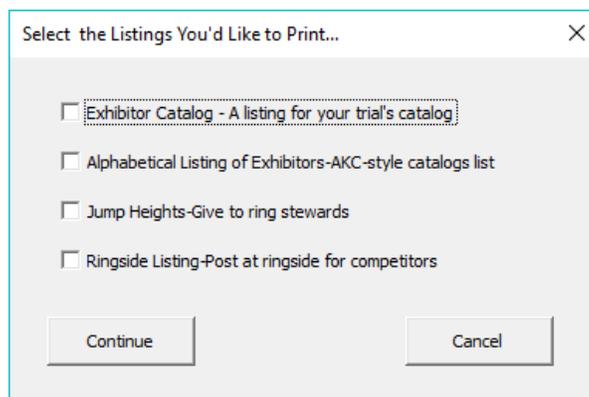
This feature never worked well so I’ve removed it from this version. We tell exhibitors to use their CDSP number for their arm band number. Nothing in the rules says they have to wear armbands, but if they want to, you could provide index cards and a marker.

Exhibitor Listings Button

You use this feature to send out final confirmations to exhibitors, so they can double-check their CDSP number, name spellings, and jump heights and send you corrections if need be.

This needs to go out the Monday before the trial the next Saturday, or as soon after the Closing Date as possible. It will only reflect pre-entries, of course.

- **Exhibitor Catalog:** This will generate a Microsoft Word document with a list of every dog entered in the trial, in Trial Order, organized in Class Order. You can edit or format the list as you wish in the Word document. I send it out as a PDF because it’s a more universal format. As a last resort, you can copy the text in the Word document and paste it right into the conformation email.



You can find several web sites that will convert a word document to a PDF for free.

- **Alphabetical Listing of Exhibitors-AKC-style catalogs list:** I don’t use this one.
- **Jump Heights-Give to ring stewards:** I don’t use this one. I make a second copy of the Ringside Listing instead.
- **Ringside Listing-Post at ringside for competitors:** See explanation below.
- **Move Ups Button:** See explanation below.
- **Update Email Link Button:** See explanation below.

The checkmarks will stay there, so the next time you open the window again, you may need to un-check the selection. Or just close the extra Word document without saving.

Ringside Listings / Jump Height Sheets

This creates a Word document list to post by the ring gate showing the running order. I end up editing it to move the Judge’s classes first. We usually do Utility B before Utility classes C and A because the exercises and the jumps required are usually different for the Utility B run. (Utility C and A have identical exercises. Only the order of exercises may be different in the C class).

This file is quirky—it will include the whole trial.

Delete every trial but the one you’ll be posting. (Move-ups are probable and you don’t want to print everything twice—or more often.)

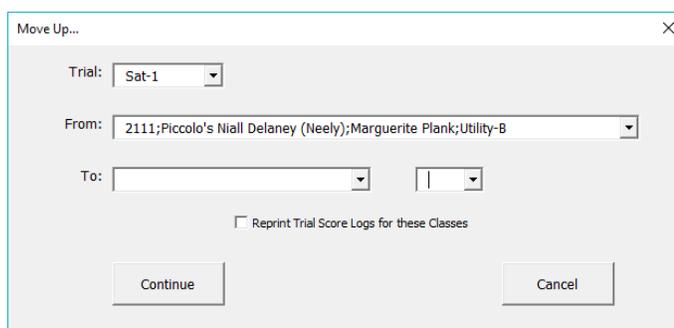
Print two copies and give one to the desk steward so the workers can change the jump heights quickly.

There will always be people who want to rearrange the run order, usually because they’re running more than one dog. Leave that up to the gate steward to draw arrows on the paper, unless you can identify them beforehand.

Move-Ups

Use this when someone moves up to a new class. I do Move-Ups BEFORE making Trial Score Logs for the next trial.

The exhibitor needs to complete a Move-Up form and get it signed by the appropriate trial officials. It is stapled to the **Trial Score Log** for the class they’re moving into.



Then print a new **Score Sheet** for the new class. However, the C class tests for Starter Novice and Novice are identical, so just move the score sheet from one folder to another (if you separate A/B/C into separate folders) and change the Section letter on the score sheet from A (or B) to C. Also, Run Order 1 for Open C and Utility C are the same as the titling classes (A and B), so you can just white out A or B, write in C, and move those into the correct folder, too.

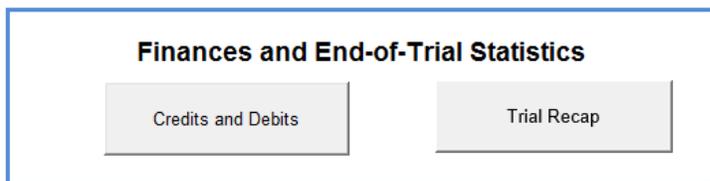
Update Email Link

This is for sending out confirmation information. Click this button to collect the email addresses of everyone entered in the trial. Then click the “Email Entrants” blue link right above the button. This will open the default email program with a new message. All the email addresses are in the “BCC” field so they can’t see each other’s email addresses. (I’m not sure how it will work on your computer or with Gmail; obviously, test it before you send any emails out.)

You may want to copy all the names in the BCC field and send them out via your Gmail account, which you will open in your browser on your laptop.

I include the exhibitor list, any news and updates, and a generic information document that covers food, potty areas, parking, or whatever the house rules are.

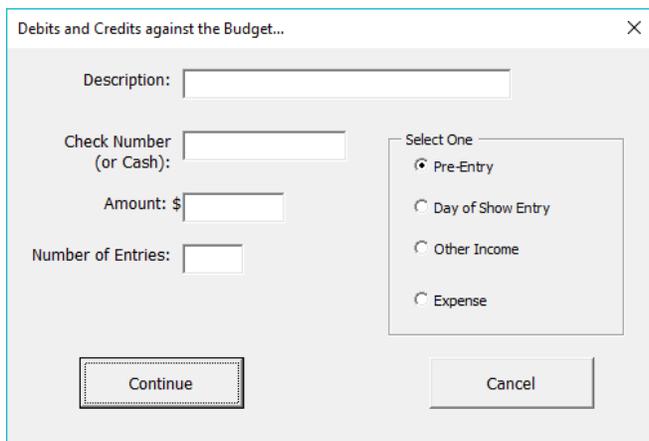
Finances and End-of-Trial Statistics



Credits and Debits Button

This is where you can add expenses and lunch money income. You can view results and print the sheet by clicking the “[Trial Date] Budget” tab at the bottom of the screen.

I’ll explain this screen below:



- **Description:** Name of person entering the trial or type of expense.
- **Select One** option
 - **Pre-Entry:** Default selection BEFORE the trial date.
 - **Day of Show Entry:** Default selection ON the trial dates.
 - **Other Income:** Lunch money, etc.
 - **Expense:** Any expenses, including food supplies, judge’s fees and mileage, and so on.
- **Check Number or Cash:** Check number, “cash,” and sometimes “to pay,” so I know to follow up.
- **Amount:** Amount of the transaction without a dollar sign
- **Number of Entries:** This box ONLY appears for Pre-Entries and Day of Show Entry,” not for “Other Income” or “Expense.” Enter the number of runs for the person, whether they’re paid or free, because you will need that number to pay CDSP for each run entered—usually including absentees and scratches. It’s possible to delete absent people from the Entries tab, but the total number of runs will not match the information on the Budget tab. It’s useful to be able to compare the two.

Trial Recap Button

This button will create a Word document with trial statistics. I don’t always use it at the end of the trial—it might be a little buggy, so check to see that it adds up the total runs correctly. I think it goes wonky if there are judge’s runs that are judged by a random judge at the trial and not the judge for the class listed for that trial.

Sequence of Tasks Overview

I will set up the file with the date of trial. You need to add the judges and change which class orders are being used. I just left in the orders we usually do. Here are the next steps:

1. Put entries into Obedience Trial Manager Excel file.
 - a. Add dog to Master Exhibitor List first, if necessary.
 - b. Print Score Sheets for each entry.
 - c. File score sheets in correct folder by trial, class, and section letter.
 - d. Print Trial Score Logs for the Judges' classes as soon as they enter. They are not likely to change later.
 - i. On the "Entries" tab at the bottom of the screen, I find the "Judge" listed for each Judge's Class and manually change the judge to "x" OR the judge who actually judged that class—Joan for Anne's classes, and vice-versa.
 - ii. This will ensure a more accurate count when you report how many dogs each judge scored, useful if you pay per run judged.
2. As soon as possible after closing date:
 - a. Generate an **Exhibitor Catalog** (*Manage the Trial* box, Exhibitor Listings button, first box "Exhibitor Catalog – A Listing for your trial's Catalog")
 - b. Format the document if you desire. I move all "J" classes (Judge's classes) to the beginning of the trial. I also move Utility B ahead of Utility C and A, since there's less work for the stewards because the jump placements don't change between C and A.
 - i. Create a PDF of the catalog to email to exhibitors.
 - c. Email confirmations to exhibitors. Include these:
 - i. Exhibitor Catalog: For exhibitors to check that their entries are correct.
 - ii. General Information Sheet: Make the document a PDF before attaching to email.
3. The morning of the trial:
 - a. Take Day of Show entries and put them into the spreadsheet.
 - i. Print their Score Sheets and at least file the paperwork for Trial 1 (you can catch up on other trials after the show starts).
 - b. Print the Trial Score Logs for JUST TRIAL 1. File them in the correct folder.
 - c. Create the Ringside Listing (*Manage the Trial* box, Exhibitor Listings button, 4th selection, "Ringside Listing-Post at Ringside for competitors")
 - i. Delete all trial info except the one you need (Trial 1, in this case).
 - ii. Rearrange the classes as needed—Judge's classes first, then Versatility, Utility B, then Utility C and A. The rest should be in normal order.
 - iii. Print TWO copies—one to post and one to use for jump heights.
 - iv. Let the exhibitors and the gate steward or desk sort out conflicts in the event a handler has two dogs running back to back.
 - d. **High in Trial:** Keep a list of the highest-scoring winner of each class. There will be only one in each trial, but there will be one in every trial. (Four HITS over the weekend.) Judge's class and Starter Novice are not eligible.

- e. **High Combined:** Make a list of any handler running the same dog twice **in each trial**.
 - i. Any dog entered in two classes in the same trial is eligible—EXCEPT judge's class. (Starter Novice folks are not allowed to enter that dog in a higher class.)
 - ii. Unless the desk steward is tracking this, when each class is over and the folders come back to you, check to see whether one of those dogs qualified. They do not need to win the class. If they NQ in either run, they will not be eligible for High Combined.
 - iii. Sometimes, no one earns High Combined. It happens.
 - f. Since Starter Novice dogs are not eligible for either High Combined or High In Trial, you can figure out the HIT and HC winners while that class is running (assuming you run high-to-low) and have the results ready for the judge to award at the end of the trial.
4. At the end of each class:
- a. Make a copy of each SIGNED Trial Score Log. They must be signed to send in to CDSP. The desk steward should be staying on top of this. You'll keep the COPY with the Worksheets/Scoresheets for a year. I also keep all the entry forms. Sometimes Sandi has questions. (Too often, I find!)
 - b. Keep all the completed and signed Trial Score Logs together. They go to CDSP.
 - c. Put score sheets out for exhibitors to review. Rules now say they may photograph or make copies of the score sheets.
 - d. After exhibitors have a chance to look at their sheets (after the next trial starts):
 - i. Worksheet copies can stay out, but exhibitors may not take them home.
 - ii. Collect them at the end of the trial weekend.
 - iii. Staple or clip a copy of the Trial Score Log for each class to the score sheets for that class.
 - e. File all score sheets and trial score log copies and keep them for one year.
5. For each trial after the first:
- a. Process move-ups, print new score sheets if necessary.
 - b. Print Trial Score Logs for next Trial, reflecting move-ups, if any.
 - c. Create and print Ringside Listing as in Section 3.c. above.
 - d. Track High in Trial and High Combined.

6. End of Trial Paperwork
 - a. Download the PDFs from CDSP for Post Trial Paperwork and review the information needed.
 - b. Complete Judge Evaluations.
 - c. Complete Representative Evaluations.
 - d. Check the count for entries and amount we owe CDSP on both the “Budget” tab and the “Entries” tab. See the box on the right-hand side of the Entries page, starting under column “P,” which calculates how many runs are in the trial and how many each judge scored. The “Entries” tab will be more accurate than the “Budget” tab in that respect.

7. Get a check for the amount owed and make it out to “Golden Rule School for Dogs.” Complete and print the cover sheet, arrange the trial score logs according to instructions, and include the evaluations. Mail ASAP (do not wait the 5 days allowed). First class will do. It will cost less than Priority.

Final notes

1. In any “C” class, the lowest qualifying score is 185.
2. High Combined is open to a combination of any two runs in the same trial by the same dog. (Novice C and Open A/B/C, for example.) It is NOT just for Open C & Utility A/B/C.
3. High in Trial is not open to Starter Novice. Some clubs give “High Starter Novice” awards to encourage continued participation, but it is not required.