

# Online registration system for agility events – instructions

## 1: Registration

On the right in grey box, you should fill in the following data:

- **Uporabnik** – your “ID/user name” (You are required to enter your e-mail address. If the system does not recognize your e-mail address, please contact Agility Commission - [agility.komisija@gmail.com](mailto:agility.komisija@gmail.com) , and check if they have the right e-mail in their agility database. If they don't please send them the e-mail address you will use for your online registration.)
- **Geslo** – your password (just click below on “Pozabljeno geslo...” meaning “forgotten password”. You will be required to enter your e-mail address again and to copy the security code. The system will then automatically send you your password.)

1.

Online registration

Uporabnik:	<input type="text" value="Your e-mail address"/>
Geslo:	<input type="text" value="Your password"/>
	<a href="#">Pozabljeno geslo...</a> forgotten password
	<input type="button" value="Prijava"/> <input type="button" value="enter"/>

## 2: Forgotten password

If you do not know or have forgotten your password, just click below on “Pozabljeno geslo...” meaning “forgotten password”. You will be required to enter your e-mail address again and to copy the security code. The system will then automatically send you your forgotten password.

2.

<a href="#">Domov</a>	<a href="#">Aktualno</a>	<a href="#">Tekmovanja</a>	<a href="#">Agility</a>	<a href="#">Organiziranost</a>	<a href="#">Kontakt</a>
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### Pozabljeno geslo

[Forgotten password](#) (password will be send to your e-mail address)

V spodnji obrazec vpišite naslov elektronske pošte, ki ga uporabljate za elektronske prijave.  
Na ta naslov boste prejeli geslo za dostop.

E-pošta: \*

Varnostna koda: \*

### 3: Main page

Upon successfully entering the online registration, you will find:

On the left side of page:	On the right side of page:
<ul style="list-style-type: none"><li>- List of competitions for 2014</li><li>- Results (You can only see the results for one record book at a time.)</li><li>- Cup results (You can only see the results for one record book at a time.)</li></ul>	<ul style="list-style-type: none"><li>- List of your record books (in the following text shortened to "RB")</li></ul>

### 3.

The screenshot shows a web interface for online registration. At the top is a navigation bar with tabs: Domov (Home), Aktualno, Tekmovanja (Competitions), Agility, Organiziranost, Kontakt, E-prijave (Online registration), and odjava (Log out). The 'Tekmovanja' tab is active. The main content area is divided into two columns. The left column displays a dog's record book number '705.00508' and its name 'FROM BORDERS HOME NEW SPIRIT - RONA AV - LARGE'. Below this is a table of competitions with columns for 'Datum' (Date), 'Organizator, tekma' (Competitor), and 'Prijava' (Entries). The right column shows 'Handler details' for 'DARJA PEZDIRC' and a 'Record book' section for '705.00508, AV-LARGE'.

Datum	Organizator, tekma	Prijava
Date	Competitor	Entries
01.02.2014	ŠKD POSTOJNA - 2. TEKMA ZIMSKEGA POKALA 2013/2014	- <a href="#">prijavi</a> <small>Click to enter on competition</small>
12.04.2014	ŠKD KRIM - 1. TEKMA ZA DP 2014	- <a href="#">prijavi</a>
19.04.2014	KD ZAGORJE OB SAVI - 2. TEKMA ZA DP 2014, KV EO	- <a href="#">prijavi</a>
26.04.2014	KD NOVA GORICA - 3. TEKMA ZA DP 2014, KV EO, KV SP	- <a href="#">prijavi</a>
03.05.2014	KD PTUJ - 1. TEKMA ZA POKAL 2014, KV EO, KV SP	- <a href="#">prijavi</a>
10.05.2014	KD MARIBOR - 4. TEKMA ZA DP 2014, KV EO, KV SP	- <a href="#">prijavi</a>
17.05.2014	KD PLUTON -	- <a href="#">prijavi</a>
24.05.2014	KD SLOVENSKA BISTRICA - 5. TEKMA ZA DP 2014, KV EO, KV SP	- <a href="#">prijavi</a>
31.05.2014	KD ŠKOFJA LOKA ŽELEZNIKI - 2. TEKMA ZA POKAL 2014	- <a href="#">prijavi</a>

### 4: Entry to the competition

- On the main page; from the list of your RBs on the right side, you click the RB with which you would like to enter the competition.
- From the list of competitions on the left side of page, you chose the competition which you would like to enter and click "[prijavi](#)" (enter/apply).
- Application form will then open. You should check your data and change the handler's name if someone else will compete with your dog. Again you will be required to copy the security code.
- Making sure your data is correct, click "[pošlji prijavo](#)" (Send entry) and the system will enter/add you in the competition and send a copy of your entry via your e-mail address. You can also see your entry immediately on the entry list (described in attachment 7).

#### 4.

<a href="#">Domov</a>	<a href="#">Aktualno</a>	<a href="#">Tekmovanja</a>	<a href="#">Agility</a>	<a href="#">Organiziranost</a>	<a href="#">Kontakt</a>	<a href="#">E-prijave</a>	 <a href="#">odjava</a>
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<b>Prijava</b>	<b>Entry</b>	<a href="#">Check data and send entry</a>
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<b>tekma</b>	<b>Competition</b>	
datum:	<input type="text" value="01.02.2014"/>	date
organizator:	<input type="text" value="ŠKD POSTOJNA"/>	organizer
naziv:	<input type="text" value="2. TEKMA ZIMSKEGA POKALA 2013/2014"/>	competition
<b>delovna knjižica</b>	<b>Record book</b>	
številka:	<input type="text" value="705.00508"/>	Record book number
vodnik (lastnik):	<input type="text" value="DARJA PEZDIRC"/>	dog owner
pes:	<input type="text" value="FROM BORDERS HOME NEW SPIRIT - RONA"/>	dog
nivo/kat.:	<input type="text" value="AV - LARGE"/>	class
klub:	<input type="text" value="KD NAKLO"/>	club
<b>vodnik na tekmi</b>	<b>Dog handler on competition</b> (change it, if another handler will run with this dog)	
ime:	<input type="text" value="DARJA"/>	name
priimek:	<input type="text" value="PEZDIRC"/>	surname
nivo:	<input type="text" value="AV - LARGE"/>	class
Varnostna koda: *	<input type="text"/> 	security code
<input type="button" value="Pošlji prijavo"/>		<b>Send entry</b>

  

	<b>DARJA PEZDIRC</b>
MOJE DELOVNE KNJIŽICE	
<b>705.00508, AV-LARGE</b>	
FROM BORDERS HOME NEW SPIRIT	

#### 5: New entry

For a new entry click "[Tukaj...](#)" You will be returned to the main page, where you can add a new entry to a different competition but with the same RB or you can add another entry with a different RB. You can also check the applications you have already submitted – the word "DA" appears next to the name of the competition.

#### 5.

<a href="#">Domov</a>	<a href="#">Aktualno</a>	<a href="#">Tekmovanja</a>	<a href="#">Agility</a>	<a href="#">Organiziranost</a>	<a href="#">Kontakt</a>	<a href="#">E-prijave</a>	 <a href="#">odjava</a>
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<b>Prijava</b>	<b>Entry</b>
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Darja, tvoja prijava na tekmo je bila uspešno evidentirana v sistem.  
Na elektronski naslov [darja.pezdirc@gmail.com](mailto:darja.pezdirc@gmail.com) smo poslali potrdilo prijave.  
**Copy of entry was send on your e-mail address.**

Za oddajo nove prijave ali odjave, klikni [tukaj...](#)  
**For new entry, please click here (tukaj...)**

  

	<b>DARJA PEZDIRC</b>
MOJE DELOVNE KNJIŽICE	
<b>705.00508, AV-LARGE</b>	
FROM BORDERS HOME NEW SPIRIT	

## 6: Cancelling your participation

- Click on the link "[odjavi](#)" (cancel) (in proximity of the word "DA") and repeat the previously described procedure (entry to the competition).

6.

The screenshot shows a user profile for DARJA PEZDIRC with ID 705.00508. The user is registered for the competition "FROM BORDERS HOME NEW SPIRIT - RONA AV - LARGE". A table lists the user's entries:

Datum	Organizator, tekma	Prijava
		Your entry is accepted
01.02.2014	ŠKD POSTOJNA - 2. TEKMA ZIMSKEGA POKALA 2013/2014	DA <a href="#">odjavi</a>
12.04.2014	ŠKD KRIM - 1. TEKMA ZA DP 2014	- <a href="#">prijavi</a>
19.04.2014	KD ZAGORJE OB SAVI - 2. TEKMA ZA DP 2014, KV EO	- <a href="#">prijavi</a>

The "odjavi" link in the first row is circled in blue, with an arrow pointing to the text "cancel your participation from competition)".

**Important:** Entries and cancellations are possible until the Wednesday before competition. After Wednesday you will have to contact organizer of competition.

## 7: Checking your entries and cancellations

- Click the tab "[Tekmovanja](#)" (Competitions)
- Choose "[Koledar tekmovalj 2014](#)" (Calendar 2014)
- Choose the competition you want to check and click "[podrobnosti...](#)" (details)
- On the bottom you can see the entry list

7.

The screenshot shows the "Tekmovanja" (Competitions) menu expanded. The menu items are:

- Koledar tekmovalj 2014
- Pokali in kvalifikacije 2014
- Rezultati tekmovalj 2014
- Arhiv rezultatov

The "Koledar tekmovalj 2014" item is highlighted, and a tooltip shows the text: "Calendar 2014 (here you can check your entries)".

Once you are registered online you can surf the web page and if you want to go back to online registration, just click the tab "[E-prijave](#)" (Online registration) and you are back. You are logged in until you click "[odjava](#)" (Log out).

If you have difficulties with online registrations please contact:

- Agility Commission ([agility.komisija@gmail.com](mailto:agility.komisija@gmail.com)) or
- Darja Pezdirc ([darja.pezdirc@gmail.com](mailto:darja.pezdirc@gmail.com))

## **Instructions for new teams**

Competitors who are not in agility base, please fill the form "Agility new team form" and send it to Agility Commission - [agility.komisija@gmail.com](mailto:agility.komisija@gmail.com) . System will send your ID and password on e-mail.