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 , 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.)

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.

3: Main page

Upon successfully entering the online registration, you will find:

On the left side of page:	On the right side of page:
- List of competitions for 2014 - Results (You can only see the results for one record book at a time.) - Cup results (You can only see the results for one record book at a time.)	- List of your record books (in the following text shortened to "RB"

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.

Prijava   Entry

Check data and send entry

DARJA PEZDIRC

tekma   Competition

datum:	01.02.2014	date
organizator:	ŠKD POSTOJNA	organizer
naziv:	2. TEKMA ZIMSKEGA POKALA 2013/2014	competition

MOJE DELOVNE KNJIŽICE

705.00508, AV-LARGE
FROM BORDERS HOME NEW SPIRIT

delovna knjižica   Record book

številka:	705.00508	Record book number
vodnik (lastnik):	DARJA PEZDIRC	dog owner
pes:	FROM BORDERS HOME NEW SPIRIT - RONA	dog
nivo/kat.:	AV - LARGE	class
klub:	KD NAKLO	club

vodnik na tekmi   Dog handler on competition (change it, if another handler will run with this dog)

ime:	DARJA	name
priimek:	PEZDIRC	surname
nivo:	AV - LARGE	class

Varnostna koda: *   [   ]   e4fez   security code

[Pošlji prijavo]   **Send entry**

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.

Prijava   Entry

DARJA PEZDIRC

Darja, tvoja prijava na tekmo je bila uspešno evidentirana v sistem.
Na elektronski naslov **darja.pezdirc@gmail.com** smo poslali potrdilo prijave.
Copy of entry was send on your e-mail address.

MOJE DELOVNE KNJIŽICE

705.00508, AV-LARGE
FROM BORDERS HOME NEW SPIRIT

Za oddajo nove prijave ali odjave, klikni tukaj…
For new entry, please click here (tukaj...)

6: Cancelling your participion

- Click on the link "odjavi"(cancel) (in proximity of the word "DA") and repeat the previously described procedure (entry to the 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" (Competitons)
- Choose "Koledar tekmovanj 2014" (Calendar 2014)
- Chose the competition you want to check and click "podrobnosti..." (details)
- On the bottom you can see the entry list

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) or
- Darja Pezdirc (darja.pezdirc@gmail.com)

Instructions for new teams

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