NADAC Agility Help Notes

(Help screens revised: 4 September 2019)

Please Note:

(1) To keep informed about Freeware Agility Secretary Tool (FAST) updates, <u>all</u> 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 NADAC module of the program.

(3) You must have FileMaker Pro (version 12 or later) installed on your computer to read and use the NADAC module of the Freeware Agility Secretary Tool (FAST); the program is written as an application of FileMaker Pro. A clone copy (no data in it) of the NADAC Agility file 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 or Jack Mathieson jackmathieson@mac.com and we will be happy to help you.

Table of Contents (NADAC Module)

1.0. FAST Software Program Overview

Topics Covered on this Screen

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. 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 Jack Mathieson by email jackmathieson@mac.com or Paul Kirk paulkirk@earthlink.net (phone 818-886-5467).

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

1.3. Overall Description and Prerequisites

The Freeware Agility Secretary Tool (FAST) NADAC module handles, in a single catalog, up to eight rounds of Regular Agility and four rounds of Jumpers, Chances, Barrelers, Hoopers, Tunnelers, Weavers, TouchNGo, and Gamblers. Flexibility is provided to handle both the normal two-day weekend trial as well as to handle a three or more day trial. Both the owner and the dog data are contained and stored in this single file.

To open and use the NADAC 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. This feature of FileMaker Pro provides great flexibility to Agility clubs by not limiting the use of the program to a single platform. Also, as trial secretaries become familiar with the features of FileMaker Pro, they can modify page layouts to suit their particular needs, should they choose to do so and/or use FileMaker Pro for other club purposes (membership or class lists, etc.).

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

1. The following features are built into the most recent version of the NADAC module of the Freeware Agility Secretary Tool (FAST):
   - Provides for "scoring in the catalog" (use either the "Scribe All" catalog without page breaks between jump heights or the "Scribe Single" catalog with page breaks between jump heights).
   - Generates an address list for sending out premiums (the premium itself must be produced in a word processing program).
   - 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.
   - Automatically computes the SCT for Category (S or P), Division (Veteran, Junior Handler, or Veteran Handler) from the course yardage.
   - Provides option of using Gate sheets with large font type or with smaller font type with the dogs ordered by Height Jumping.
   - Provides, on ribbon labels, the run information for 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.
   - Provides run summaries of the number of dogs in each class and in each level; this summary is also useful when entering data in order to know the number of runs that there are in the trial.
   - Provides a complete computer-scoring program for NADAC trials to record data from the Scribe Sheets as they come in from the ring.
   - Provides the dog's Yards per Second (YPS) and the Dog's Run Index (DRI) in the Final Results.
   - Generates a complete Final Results catalog in the format specified by NADAC. The Final Results catalog can be posted and made available to competitors.
   - Provides for printing Avery 5160 labels for all qualifying scores in each class (such as Novice Jumpers, etc.), printing on the label the dog's call name, jump height, class, date, judge, course distance, SCT, dog's time, YPS, etc.
   - Calculates High-in-Trial (HIT) for awards, either for each day, or cumulatively for a multi-day trial. The format used computes cumulative HIT for all classes, with Q-point ties broken by the dog's average Yards-Per-Second (YPS) in the Regular Agility classes.
   - Exports the qualifying score information of the final results catalog to an Excel file in the format specified by NADAC.

1.5. Getting Started

If this is the first time that you have used this Agility Program, you will find it helpful to read **all** of the information contained in the Help notes. You can print all the help screens, (which have been formatted in MS Word and PDF) so that you can have a hardcopy of the 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 NADAC Agility file.

2.0. Initializing Trial Information

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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:
   a. Open the Catalog file (if it's not already open).
   b. Use keystroke Cmnd+1.
   c. 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" type your club's acronym (it must be concise). Then select the month of your trial from the pop-up list; then select the year from the pop-up list. **You must use the pop-up lists so that it will export correctly in the Excel output for the NADAC office.**
   • 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).
   NOTE: You can edit all data on this screen later if you need to change it.

2.2. Setting Up the Cost per Run
You have the option of setting up the Cost per Run in one of two different ways. Section 2.2.1 gives you details for setting up a single cost for all runs. The other basically different way of setting the cost is to use a system of setting a variable Cost per Run determined by the number of runs entered by a household; this method of using the software to set costs is described in Section 2.2.2.

2.2.1. Cost Based on Fee per Run
On the basic Initialization screen, enter the cost per run.

2.2.2. Cost per Run Based on Multi-dog Runs Entered per Household
On the Entry Input screen, there is a "Multi Dog/Run Price" field which enables clubs that like to set variable prices per run based on the calculation of the total number of runs entered by all dogs in a household. For each dog you enter on the Entry Input screen the price per run that you determine for that dog's group of multi dogs/runs. The software then calculates the total cost for that dog. You can transfer and carry funds from one dog entry to another.

2.3. 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.

2.4. 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 second column, a pop-up window displays a selection of the rounds; *c*lick on the round you desire. The program enters your selection in column two and then moves you automatically to column three (Judge).
5. In the pop-up window of column three, go to the bottom of the column and select "edit". This displays a small window, "Edit Judge List". Edit the list as follows:
   a. If there are judges' names in the list 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 (this field is used for the Excel output and <u>must be in this format as prescribed by NADAC</u>).**
   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.
6. Select the appropriate judge and the program moves you to the next column.
7. Be sure to fill in the course name (which cannot be done until you see the courses being used).
8. Be sure to pull up and select from the pop-up window the day of the trial that the Round is being run. This is used for the sorts by Days in HIT.
9. Continue for all other levels, rounds, and classes.

2.5 Initializing for Printing with A-4 Paper

To print using A-4 paper, (rather than the default 8-1/2 x11), go to the Initialize screen and select "Yes" from the A-4 pop-up box.

3.0. Entering Data

Topics Covered on this screen

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 using the dog's NADAC Registration number, or by going to the "Dog/Owner List" and selecting the dog, (which can be a convenient way of entering multiple dogs of an owner). If you wish to add a new owner to your database, go to the Owner file and enter it there. If you want to add a new dog, find that owner and click the "Add dog" button. Then type in the dog data.

3.2. NADAC Dog Registration Numbers

When typing in the dog's NADAC number, be sure to check the formatting of the number to be certain that it conforms to one of two exact patterns; NADAC numbers are either of the format #L### or ## - ##### (where # = 0-9 and L = a letter typed in upper case). For the NADAC dog numbers that consist only of numbers, be sure to put a hyphen between the second and third number with no space either before or after the hyphen; there will be _two_ numbers before the hyphen and _five_ numbers after the hyphen.

3.3. Importing Data from an Older NADAC Agility File into a New Version

1. Put a copy of NADAC File used at your last trial, (or the Agility file you have begun entries for an upcoming trial), into a folder. Then download from the FAST website a copy of the updated of the NADAC Agility and put it into your folder.
2. Go to your newly created folder > Open the latest "NADACs" version > Go to "Main Menu" screen > click green "New Catalog Creation" button > click purple "Import Owner & Dog data into new NADAC Version" button > Click the blue buttons and they will step you through the process.
3. When the message comes up "this file…could not be found…" it is looking for the NADACs file that you wish to import data from. Navigate to that file and open it. You will then see a spinning ball indicating that the import is in process. Be patient until the ball stops spinning, then continue on with the steps below.
4. Make sure at each stage in the process that "Source" and "Target" match. When they don't, change "Source" to match what "Target" is reading, (i.e., in the first series of steps both Source and Target must be "Owner"; in the second series of steps both Source and Target must be "Dog"). Also, in each series of steps, change the "Arrange by" from "last order" to "matching names". There are pop-up help instructions to assist you in doing each series of steps. This will import your owner and dog data from your old NADACs 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 NADACs file for an upcoming trial, use step 5 below to import your entries; if you only have a few catalog entries, use the new NADAC Agility file and re-enter your entries._
5. 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 NADAC Version" button. This will bring up the "Source" and "Target" window with Source reading "Catalog" and Target reading "Catalog", (if both are not reading "Catalog", change them to read "Catalog"). Also, change the "Arrange by" from "last order" to "matching names". Click the blue buttons to import your Catalog data.
6. If you find the above difficult to do, please send a copy of your NADAC Agility file to paulkirk@earthlink.net and I will be happy to do it for you.

3.4. Creating a New Clean Catalog Retaining Owner and Dog Data

1. _Be sure that the 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.

3.5. Entering the Dog's Height

The Dog's **Standard Division** height is to be entered for **all** dogs. The software automatically places the dog in a jump height class four inches lower when the Division the dogs is entering is Veteran, Junior Handler, or Veteran Handler. The dog will be running all classes in the same Division all weekend.

Select the Dog's Standard Division Height from the popup list. **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.

For dogs entered in the Skilled Category, if the competitor wishes to have the dog jump lower than the 4" that the software automatically places them jumping, select the desired height in the field "***Lower Height Jumping***" on the Entry Input screen.

3.6. Entering Class Data
3.6.1. "P" (Proficient) and "S" (Skilled) category

On the Entry Input screen, select either "**P**" (Proficient) or "**S**" from the **category** pop-up list. By selecting either "**P**" or "**S**" for each dog entered, all classes of that dog will automatically show that dog entered in only "**P**" or "**S**" classes because **for all days of a trial on a weekend, a dog must enter just classes in the "P" category or just classes in the "S" category; the dog may not enter some classes in the "P" category and other classes in the "S" category.** A dog that enters classes in the "S" category on one weekend, may enter classes in the "P" category on a different weekend, or vice versa.

All "S" category dogs are required to jump at least 4" lower than their normal "P" category Standard Division jump height. The software will automatically put the "S" category dog in the jump height class 4" lower than its "P" category Standard Division jump height. If the "S" category dog is entered in the Veterans, Junior Handler, or Veteran Handler Division, the software will automatically put the dog jumping an additional 4" lower.

3.6.2. Entering Divisions

On the Entry Input screen select from the popup list the **Division** that the dog will be in (**Standard, Veteran, Junior Handler, or Veteran Handler**). The dog will be in the ***same Division in all classes for all days of a trial on a weekend***. On a different weekend the dog may enter a different Division. The software will automatically put the dog jumping an additional 4" lower when entered in Veteran, Junior Handler, or Veteran Handler Division and will calculate the additional SCT time given in each class.

3.6.3. FEO

For Exhibition Only, (FEO), is similar to a category such as Skilled or Proficient. If the dog is entered FEO it will be FEO in all classes for the weekend. On the Entry Input screen click on the "All Classes FEO" button for dogs that wish to be FEO. The information that the dog is FEO in all classes will be on the Confirmation form and on the Gate and Scribe sheets. The program puts FEO 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, but the total faults and time faults are not computed (competitors reviewing the results can easily make these computations, should they care to do so).

3.6.4. 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 initialized for your trial. 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, <u>do not</u> 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. All changes you make on the "Entry Input" page will be recorded automatically in the DogNOwner file.

3.7. Working with Fields

3.7.1. Changing Registration Numbers (or correcting number**s**)

The dog's registration number can be changed on the Entry Input screen, the Owner's screen, or the Dog screen. Wherever you make the change, it changes in all other files for this dog. Likewise, when you correct numbers on any of these screens, the corrections are made for all other files of this dog.

3.7.2. Changing or Correcting the Owner's Name

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 corrected on the Entry Input page and these changes will automatically correct the data in the Owner File.

3.7.3. Dog's Call Name Field

NADAC 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.

3.7.4. "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 "XLast" to move a dog to the end of the running order of the class.

3.7.5. "JumpHtEx" Field

The "JumpHtEx" field, for indicating dogs that have a Jump Height Exemption, is available on either the Dog file screen or on the Entry Input screen. For dogs that have a Jump Height Exemptions select the popup "Exmpt" and the software will automatically calculate their correct lower jump height.

3.7.6. "XmndMsrCrd"

The Examined Measuring Card field (XmndMsrCrd) is available for recording that the trial secretary (or appropriate designee) has seen the official NADAC 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 NADAC 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.

3.7.7. 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 included 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.

3.7.8. Refund Issued Field

Note: If the competitor withdraws from the trial **before** you have deposited their check, simply return their check (or shred it if the competitor instructs you to do so) **and delete that record from your catalog** (be careful to just delete that record; do not select "delete all records" which would delete all your Entry Input records, a step when once executed cannot be undone).

Use the **"Refund Issued"** field, along with the check number field to the right of it, to keep track of refund checks you issue to competitors. **If a competitor who has overpaid stays entered in the trial**, just enter the amount of the refund check you write and the check number for your check and all the scoring information will remain in your records and the record of your refund check will appear in the "Financial Summary" (see Other Lists, Cmnd+6). **If a competitor withdraws from your trial after you have deposited their check and before you have printed catalogs for your trial, be sure to do the following:**

    (a) Delete all of this dog's **class** entries (like "Vet Elite") in **all** rounds (your record for this dog on the Entry Input page should have this dog entered in **no** classes). With the dog not entered in any classes, this dog's record will then not be computed in the Run Summary.

    (b) Do **not** delete the amount received from the competitor and do not delete that check number (you will then have this information in the Financial Summary as income received).

    (c) When you send the competitor their refund check, enter the amount of that check in the "Refund Issued" field and enter the check number of your check. This information about your refund check will appear in the "Financial Summary" in the "Refund" column and will be included in the refund total (see Other Lists, Cmnd+6). To get your net income, manually subtract your "refund total" from your "income total".

3.7.9. Ring Field

The Ring field, in the upper left hand corner of the Entry Input screen (Cmnd+2), has a pop-up "A" or "B" list. Use this field only if you wish to organize your classes to split the competitors into two groups so that while one group is running one course in one ring the other is running, at the same time, a different course in another ring. The two groups

then each run the course in the ring they did not run in first. But in the Final Results the performance of these two groups are merged within a single class and jump height for each of the rings (the way the scores come out when not using the Ring field).

Assigning each dog to either an "A" ring group or a "B" ring group will set the Run, Full, Scribe, and Gate sheets (as well as the Scoring Input screen) to automatically be sorted into two groups ((with the jump heights set in each group according to the jump height order you selected). **Using the Ring field (i.e., selecting either "A" or "B" for each dog), puts the dog in that Ring field grouping for all classes.**

Think carefully about how you want to run your trial. Even when you have more than one ring running simultaneously, in many cases you will not want to use the Ring field, but rather do the more common separation by using classes and / or jump heights.

3.7.10. "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.

3.8. 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. Lunch Fields

At the bottom of the Entry Input screen, 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.

3.10.   Navigation Keystrokes to Screens

Cmnd+1 = Main Menu screen
Cmnd+2 = Entry Input screen
Cmnd+3 = Catalog Program selection screen (except for Beginners Agility)
Cmnd+4 = Scoring Menu selection screen
Cmnd+5 = Run Summary
Cmnd+6 = Output List screen
Cmnd+7 = Enter Dog to Catalog screen
Cmnd+8 = Round Initialization screen
Cmnd+9 = High Awards Selection screen
Cmnd+0 = Main Help selection screen

If you do not remember a key stroke to get to the screen you wish to go to, and if the screen you are looking at does not have navigation buttons, pull down "View" to see whether you are in Browse mode. If you are not in Browse mode, select it. Navigation buttons can only be seen and used when in Browse mode.

3.11.   Setting Tab Order

(1) Pull down "View" in your top menu bar and select "Layout Mode, or use the keystroke Cmnd + L.
(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" for making selections for setting your tabs.
(3) While having the "Set Tab Order" window open, you can click on existing numbers and use your delete key to delete and change them individually, or you can use the "Clear All" in the little "Set Tab Order" window to renumber the fields you with the numbers you wish. You may find it useful to number various sections of the layout with different decade numbers.
(4) Go to View and return to the "Browse Mode", (or use keystroke Cmnd +B), and save your changes.

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. Printing the Catalog
4.5. Ribbon Labels

After entries have closed, use the program to print confirmation letters and the catalog. The confirmation automatically includes all the relevant data for each dog (such as the dog's NADAC registration number, the 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 six catalog formats available:
• **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 Big**: a trial running order catalog, using very large font size for the dog's Call Name, suitable for posting at the entry gate. The Gate Big sheets are formatted without hairlines separating the dogs.
• **Gate Little**: a trial running order catalog, using smaller font size for the dog's Call Name, suitable for posting at the entry gate. The Gate Little sheets are formatted with hairlines separating the dogs.

• **Scribe All**: a running order catalog without page breaks between jump heights to be used for scribing or for manual scoring, should that be necessary. (It is prudent to print a copy of this catalog, (or the Scribe Single), *before* the trial should you have computer failure at the trial.)

• **Scribe Single**: a running order catalog with page breaks between jump heights to be used for scribing or for manual scoring, should that be necessary. (It is prudent to print a copy of this catalog, (or the Scribe All), *before* the trial should you have computer failure at the trial.)

• **Final**: brings in all the Final Results from the scoring you have done at the. The format conforms to what is required by NADAC. 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 or posting results to a website, this is an ideal catalog to use.

   Even if computers and printers are available and computerized scoring is done, **always** print a **Scribe All or Scribe Single** 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. *To navigate to another screen, change to Browse mode or use keystrokes to navigate (see Section 3.12 for the keystroke list).*

   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 Cmnd+1) and then click Catalogs for catalogs other than BA; click the light blue button for the BA catalogs. (Or you can get to the non-BA Catalog screen directly by pressing Cmnd+3; for BA Catalog selection press Cmnd+9.) Make the following selections:

   1. Select the catalog format you wish from the window, which has 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.
   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.

4.4. Printing the Catalog

   When you are ready to print your catalogs, click Elite, Open, Novice, or Into 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.

   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 levels (Elite, Open, Novice, or Intro). 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, Intro (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 (Cmnd+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 (Cmnd+3). Click the appropriate "Elite", "Open", "Novice", or "Intro" button to view the class and print it.

4.5. Ribbon Labels

   When selecting catalogs (covered in Section 4.3), you can select Ribbon Labels; this selection will enable you to print Avery 5160 labels for placements 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. The individual Ribbon Labels are programmed to print **across** the three columns, then **down**.

      Built into the software is the ability to use partially-used label sheets that have had the used labels removed from the backing sheet. (Be sure it has a *full size <u>backing</u> sheet*). **Note:** the label "template" data will print on the backing sheet up to the point you have designated that the new labels are to begin printing. Save your partially used label sheets from a previous trial, peel off all the labels that have printed information on them, save the full backing sheet that has unused labels on it.

      After selecting a class that you wish to print labels for, you will see in the header a box "Print After" for entering the point at which you wish the label printing to begin. Calculate the starting point from the top of the old label sheet, (as though it still had all the labels on it), counting *across then down* until you reach the label where you want the printing to start. Type that number in the box, then click on the green "Print After" button to begin printing. *If there is no number typed in the box, the <u>default</u> is set to start printing labels at the top of the label sheet.*

5.0. Outputs available

5.1. Summary of outputs
5.2. Email Confirmations and/or Personal Summaries
5.3. Financial Summary
5.4 Judges & Trial Expenses
5.5 Run & Q% Summary
5.6. High Awards for Weekend Agility Trials
5.6.1. General Information
5.6.2. High Awards Dog Records

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 Cmnd+6 to get to this screen):

• **Class Entry List** - summarizes who is entered and in what classes. There are two different formats of the Class Entry List (select the format you wish to print for your trial from the buttons on the Class Entry Selection screen):

      (1) The first type of Class Entry List prints all Rounds of all the non-Beginner Agility Classes that a dog has entered. It gives the worker preferences and email and phone number of the owner.

      (2) The second type of Class Entry List gives information only about Beginners Agility.

• **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. (When you wish 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 required by NADAC).

• **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).

• **High-in-Trial** calculations are based on factored Q-points (Elite = 7; Open = 6; Novice = 5) for all classes; ties are broken by the dog's average Yards-Per-Second (YPS) in all rounds of Regular.

• Program exports data of the qualifying scores in the **Excel file** format specified by NADAC.

5.2 E-mail Confirmations and/or Personal Summaries

Before you send out a batch email, check to see that the email button in FAST will work with your e-mail program. Test it by sending an _individual_ record to yourself and looking at what you get back. If it doesn't work, you can make PDFs of each dog's record and then individually attach the PDF to an e-mail. Do not change the subject line and do not write a message in the body of the email (your message can be put into the bottom of the Confirmation or in the top of the Personal Summary, or you can send a separate batch email to the competitors by using clicking on the "Send Email" button on the Output List screen).
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 Cmnd+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 (if you are using Entourage or Outlook Express it will place it in your "Drafts" folder (let me know where the created e-mails are put when using other e-mail programs).
4. Select (highlight) the e-mail messages and drag them to your "Outbox", then click send.

5.3. Financial Summary

In the "Amount Due / Refund" column, if the competitor **owes** you money, the figure appears as a **positive number**; if the competitor has **overpaid**, the figure will appear as a **negative number** (it will have a **minus** sign in front of the number. For competitors that overpay and stay in the trial and for competitors who withdraw from the trial **after** you have deposited their check, see Section 3.9.10 for detailed instructions on how to record your refund on the Entry Input page.

5.4 Judges & Trial Expenses

Use this layout to track judges' expenses and other trial expenses. Use it in conjunction with the "Financial Summary" layout.

5.5 Run & Q% Summary

Use this layout to aid you when doing entries for your trial to determine the number of runs you have in each class and to track your run totals. It can aid you when calculating your run payments to NADAC and to the Judges.

This summary also provides the total number of Q's and the percentage rate by Round and by Class. As of January 2019, NADAC requires that you send them a Q summary. Print this Q summary to send to NADAC.

5.6. High Awards for Weekend Agility Trials

5.6.1. General Information

High-in-Trial calculations are based on factored Q-points (Elite = 7; Open = 6; Novice = 5) for all classes; ties are broken by the dog's average Yards-Per-Second (YPS) in all rounds of Regular. If YPS in Regular does not break the tie, the average YPS in all qualifying runs in Jumpers can be used as a second tie breaker.

On the Output selection screen, when you click on the High Awards button the dogs will be ranked in descending order by their Total HQ Points score. Clicking on the blue "Other High Awards" button at the top of your screen takes you to the High Awards Selection Screen.

Be sure to announce in your premiums whether you are giving any High Awards and what the criteria are for receiving them. We have created a special High Awards layout with many sort buttons. For clubs that like to give High Awards for each day of a trial, there are sort buttons that sort by Day, ranking all the dogs by the Total HQ points. You can scan down the list of dogs until you come to the dog with the highest Total HQ points that meets the sets of criteria you specified in your premium for High Day Awards. For multi-day trials, there are sort buttons for Elite, Open, Novice, and Intro. There are also sort buttons for Vet Dog, for Standard, Jr Handler, Veteran, Veteran Handler, Combined Vet and Vet Handler, and for All Divisions. If you offered High Awards in your premium and if you specified criteria for receiving them, you can scan down the High Award list of dogs sorted by "All Divisions" and easily identify the High Award dog that matches the criteria for each award you offered.

5.6.2. High Awards Dog Records

A summary of each dog's HQ point scores, the Level of the dog, and the Division of the dog is indicated on each dog's records. Also included is the dog's YPS for each Round of Regular and the YPS average of qualifying scores. Also the YPS in Jumpers of qualifying scores is also given and can be used as the second tie breaker.

Perhaps you have wondered, how do I identify the mixed Level dogs when looking at the High Award sorting dog records? You can do it by scanning the dog's HQ points in each round. Mixed Level dogs will not have all 7s for Elite, or all 6s for Open, or all 5s for Novice, or all 4s for Intro (or half those values for faulted Regular scores). Remember that zeroes mean a Round without a Q.

6.0. 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:

6.1. Initializing Scoring
6.2. How SCT is computed
6.3. Preparing Scribe Sheet Data
6.4. Entering Info from Scribe Sheets into the Computer
6.5. ELIM (eliminated), DNR (did not run), Timing Malfunction
6.6. Printing Scoring Data for Posting at Trial
6.7. Double Question Marks (??) in your "Q" Column
6.8. Printing Final Results Catalog
6.9. Creating the Excel File
6.10. Backing Up your Scoring Results
6.11. Chances Class
6.12. Beginning Agility (BA)

6.1. 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 Jumpers", etc.).
3. For **all classes except Chances and Gamblers, only enter the <u>yardage distance</u> for each round and level**; the software will automatically calculate from the yardage the appropriate SCT for these classes for all Divisions (Standard, Veterans, Junior Handler, and Veteran Handler), for all Levels (Elite, Open, Novice, Intro), and for all jump heights. (See Section 6.2 for an explanation of how SCT is computed.) For **Chances, initialize only the name of the course** (Chances is a pass / fail class).
4. For **all classes** you must initialize the course name (just the name, nothing after the hyphen).

6.2. How SCT is computed

For classes which have <u>yardage distance</u> (**all classes except Chances**), the Standard Division Large dog's (Elite, Open, Novice or Intro) SCT is computed by dividing the yardage by NADAC's YPS factors for each class. The Standard Division Large dog's SCT is rounded to two decimal places (i.e., .05 and greater rounds the hundreth up). Medium Standard Division dogs, and Large Veteran Division / Junior Handler Division dogs, and Veteran Handlers with Large dogs get 10 percent more time than the Standard Division Large dogs. Small Standard Division dogs, and Medium Veteran Division / Junior Handler Division dogs, and Veteran Handlers with Medium dogs in get 20 percent more time than the Standard Division Large dogs. Small Veteran Division / Junior Handler Division dogs, and Veteran Handlers with Small dogs in the Non-Jump classes get 30 percent more time than the Standard Division Large dogs. **From the yardage distance (determined by the judge and given to the scoring table), the software does all the SCT calculations automatically**.

6.3. 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**.

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.

6.4. Entering Info from Scribe Sheets into the Computer

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 level (Novice, Open, Elite, Intro).
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), no time (NT), or for exhibition only (FEO).

6.5. ELIM (Eliminated), DNR (Did Not Run), Timing Malfunction

If a dog is **ELIM** (eliminated), or **DNR** (did not run), select and click on the appropriate status item from the pop-up list.

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 or faults).

Timing Malfunction of electronic timers or of a stop watch may happen on either a non-qualifying run (determined by either the course faults or by the judge giving an **ELIM)** or a qualifying run. **(1)** If the dog is eliminated, select **ELIM** from the status pop-up menu and leave the dog's run time field blank. **(2)** If there are course faults, and if the judge does not offer the competitor a re-run for time, **record the dog's run time as the SCT of the dog's class**. **(3)** If there are no course faults and if all of the following things happen: **(a)** the judge offers the competitor a qualifying run without re-running the dog for time and **(b)** the competitor accepts the offer, **record the dog's run time as the SCT of the dog's class**.

6.6. 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 (which 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 dog. Fix it so that you do not have question marks ("??").
2. After all records are fixed, click Sort. This sorts the data with all the Qs at the top 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.

6.7. 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 and then re-sort the data.

6.8. Printing Final Results Catalog

The layout of the Final Results Catalog pages are designed to meet the requirements for catalog layout specified by NADAC.
1. Go to the Catalogs, Results screen (Cmnd+2).

2. Select "Final" from the catalog style box. You do not need to be concerned how the order of jump heights are set since the sort order for Final Results is set to automatically to give the order of jump height classes from shortest to tallest (4" to 20").

3. Select the Class and Round. Then click the green Level button (Elite/Open/Novice/Intro) that you wish to see.

4. Verify that the data looks correct. (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,

6. 9. Creating the Excel File
Follow the instructions below to create an Excel file in the format required by NADAC:

1. Click the "Export to Excel" button on the main screen of the program. Depending on amount of data and number of classes, this may take about five to ten minutes to complete. Be patient while your computer crunches the numbers. After processing the data, the software will take you to the "ExcelOut" screen.

2. When the records appear on the "ExcelOut" screen, check to see that the records are correct.

3.There is an orange note on the "ExcelOut" screen that says "***Note***: You ***must*** copy your club acronym, month, year and paste it in as the Excel file name ***before*** you attach it to an email to send to Sharon; (copy what is immediately below)." Copy to your computer's memory what is in the box after the words "copy this", (this is your club acronym followed by a space followed by the three letter abbreviation for the month, hyphen, and last two digits of current year).

4. While you are on the "ExcelOut" screen, click on the green button to export the Excel file to your active FAST Agility program folder; the export will happen immediately. In case you overlooked reading the orange note mentioned in step #3 above, a message in a pop-up window will remind you that you must copy and paste your club name, month, and last two digits of the year as the Excel file name.

5. Go to your active FAST Agility active program folder; you will see an Excel file there that will have a label on it that says "Copy&Paste club name here", (this is immediately before the extension ".xls"). Highlight "Copy&Paste club name here", then paste in what you copied to your computer's memory in step #3 above, (that is, the club acronym, month, and last two digits of the current year).

6. Create an email to the NADAC office and attach the Excel file you just renamed in step #5 above.   Be sure to get the correct file; it's the one in your active FAST Agility program folder! Follow these six steps exactly and everybody will be happy!

6.10. Backing Up your Scoring Results
It is advisable (just good computer sense) to back up your scoring results on a floppy or zip 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.

6.11. Chances Class
Initialization of yardage distance or SCT is not used in this class; it is a pass-fail class (with no placements); the program will calculate qualifying scores. On the scoring input screen (ctrl/apple+4), select in the "Within 40 SCT?" column from the pop-up window either "**Under SCT"** or **Over SCT".** In the "Course Faults / Clean" column select from the pop-up window **"Clean"** or **"Faults"**. To **qualify** the dog must **both** (1) be within the course time, **and** not have course faults. If the dog eliminates, select "**Elim**" in the status column **and do not** enter the dog's time nor the dog's **performance on the Distance Tests.**

6.12. Beginning Agility (BA)

BA is a pass / fail class with no yardage, SCT, or placements. Scoring is based on a series of tests, all of which must be passed, to receive a qualifying score.
Access to the Catalogs Run, Full, Scribe in Catalog or manual scoring, Final Result, and Scribe Sheets (2 per page) are accessible from the Main screen using the "BA Scribe Sheets, Catalogs, Results" button.
Explanation of Catalog / Scribe Sheets and their usage:

"Run" catalog is compact; used for distribution to competitors, or for posting in a central location.
"Manual Score" is used for <u>manual scoring</u> when there is computer failure; <u>print it before the trial.</u>
"Gate" sheets are used for a <u>Gate List</u> and/or for posting in a central location.
"Scribe Sheets" are Test Scoresheets (formatted 2 per page) for the BA Tester to record their evaluation.
"Score in Cat" is a compact format for optional use by the Tester instead of the "Scribe Sheets".
"Final" catalog gives computer scoring <u>results</u>; used to post and/or print for NADAC.