

## Catalogs:

- Company handling entries provides all info for the catalog and office supply store will print. (Staples)
- Each crew ring bag must have a catalog as part of the supplies.
- Mark 1 catalog for the club copy
  - Mark CLUB copy on the catalog cover.
  - This will be marked with all scores for the club's copy.
- Mark 1 catalog for the AKC obedience trial.
  - Write OBEDIENCE on the catalog cover.
  - This will be marked with each contestant's score and sent to the AKC with the judges' books.
- Mark 1 catalog for the AKC rally trial.
  - Write RALLY on the catalog cover.
  - This will be marked with each contestant's score and sent to the AKC with the judge's books.
- Keep 1 catalog for each judge.
  - Write one judge's name on each catalog.
  - There are usually 2 or 3 obedience judges and 1 rally judge.
  - The PINK copy from each judge's book is placed in the appropriate judge's catalog. Each judge must be given his catalog with his pink copies of his score sheets before he leaves the trial.
- Keep one copy as extra if needed.

## Judges:

- When a class is finished, the judge will bring his score book to the trial secretary (or secretary can pick up), but stewards cannot bring them.
- Check that each entry number has a score, NQ, or absent.
- Score Books:
  - Gold copy: Post for participants to check scores and deductions.
  - Pink copy: Put in the appropriate judge's catalog.
  - Yellow copy: Put in the club's catalog.
  - White orig: Leave attached to the cover. This will be mailed to the AKC.
- Make sure each judge gets his catalog with the pink sheets before he/she leaves.

## Scores

- For each score sheet, copy each person's score (or NQ, ABS) into the applicable class in the AKC catalog.
  - Also enter the placement information of armband # and score for 1<sup>st</sup> thru 4<sup>th</sup>.
- For each score sheet, copy each person's score (or NQ, ABS) into the applicable class in the CLUB's catalog.
  - This catalog also has the yellow copies
  - Also enter the placement information of armband # and score for 1<sup>st</sup> thru 4<sup>th</sup>.
- When utility B/open B are finished, determine HIT and high combined.
  - Enter the high in trial class, armband #, and score.
  - Enter the high combined armband numbers.

## Distribution:

- To AKC:
  - Judges books for obedience and rally.
  - Catalog marked for AKC obedience. Check all scores and placements and high in trial entered.
  - Catalog marked for AKC rally. Check all scores and placements are entered. (no high in trial)
  - Form with entries and total due. Subtract refunds for vet excuses.
  - Check that includes both obedience and rally fees.
  - Any transfer forms needed with cover letter listing all transfers
  - \*Mail with tracking.
- Trial secretary keeps:
  - Original entry forms
  - Catalog copy marked with both obedience and rally
  - Copy transfer forms and transfer cover letter.

## Supplies for Trial:

- Stapler
- Make sure pens and rubber bands at trial EARLY.
- Get badges from Lynn Millar

**Move Up:**

- Mark 'FROM' judge score book as 'Moved to \_\_\_\_\_' and initial.
- Mark TO' judge score book with new entry info of number, breed etc and initial.
- Number will be the same armband number.
- Sent original transfer form to AKC.
- Keep copy for club paperwork.
- NOTE: if desired move up class is not in the show (ie because no other entries), cannot create it. (There would not be a judges book etc. and all class times already set up.)