

Entering National Agility Championship (NAC) Online

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ACCESSING THE NATIONAL AGILITY CHAMPIONSHIP (NAC)

I. Accessing the National Agility Championship (NAC)

The National Agility Championship (NAC) Online Entry service allows you to enter one or more of your qualified dogs in the competition.

To compete in the NAC, dogs must meet the requirements outlined in the Dogs Eligible to Enter section in the [premium list](#).

You must login to your My AKC account to enter the NAC online. If you do not have an account, please create an account at www.akc.org, Follow the instructions in the right My AKC pane by using the Create Account hyperlink.

You can access the NAC Online Entry service from your web browser.

To locate and login to the NAC Online Entry service:

1. Type www.akc.org in your browser's **Address** text box.
2. Click **Events** on the toolbar.
3. Click **Agility** in the left navigation panel and then click **AKC National Agility Championship** under the **Agility Information** header.
4. Click **Enter Event Online** to begin the registration process, which displays the **Enter Event Online** page, as shown in **Figure 1**.

NOTE: If you have not logged into your My AKC account, you need to login to your account. If you do not have any account, you need to create an account before logging into My AKC online services.

The screenshot shows the 'Enter Event Online' page. At the top, there is a navigation bar with links: Breeds | Events | Breeders | Dog Owners | Future Dog Owners | Clubs | Registration | Kids/Juniors. On the left, there is a 'My AKC' sidebar with links: Getting Started, Support, Technical Support, Feedback, Coming Soon, My Account (Contact Management, Account Management, Account History, Address Book), My Dogs and Litters (Manage Dogs, Signup for Online Record Keeping, Shortcuts).

The main content area is titled 'Enter Event Online' and includes the instruction: 'Select up to 5 dogs to enter into the selected events'. Below this, there is a paragraph: 'Once you've selected your dog(s) from the dog list below click the [Continue] button to select the class(es) you wish to enter each dog into for each event listed under Selected Events.'

Under 'Selected Events', there is a table with the following data:

Event Name	Event Type	Start date	Open Date	Closing Date
American Kennel Club, Inc.	AG	03/28/2008	11/11/2007	01/16/2008

Below the event table, there is a 'Display' section with a dropdown menu set to 'All My Dogs' and a 'Continue' button. Below that, there is a link 'Add A New Dog to List | Help' and a note 'Select up to 5 dogs'.

The main part of the page is a table of selected dogs:

Dog Name	Breed	Sex	Birth Date
<input type="checkbox"/> Chloe Bear Loves Ice Cream	Retriever (Golden)	M	09/29/2005
<input type="checkbox"/> Snicker Bear Of Love	Retriever (Golden)	M	05/07/1998
<input type="checkbox"/> Sasha Bean Breaks The Power Of Love	Dachshund	F	12/18/1999
<input type="checkbox"/> Chocolate Latte Peppermint Sprinkles	Retriever (Golden)	F	01/16/2005

Figure 1. The Enter Event Online Page

SETTING UP YOUR ACCOUNT TO ENTER THE NAC

I. Setting Up Your Account to Enter the NAC

Once you have logged into, or created and logged into your My AKC account, you can prepare your account to enter the National Agility Championship (NAC).

The information needed to enter your dog(s) includes:

- Dogs eligible to compete in the NAC. Please see the [Adding a Dog](#) section to learn how to add a dog to your account.

If you already have a My AKC account and/or you have setup your account with your dog(s) eligible for the NAC, you can begin entering and proceed to the [Entering your Dog\(s\) in the NAC](#) section.

- My AKC information should be completed.

NOTE: If you have a large number of dogs in your account, you can change your display settings. Click the Display down-arrow and then select one of the options to narrow your list of dogs.

A. Adding a Dog

You will only have to add a dog to your my AKC account once. Under the display list box on the Enter Event Online page, there is an Add a New Dog to List hyperlink. Before you can add a dog, you need the dog's registration number. If you are adding a Dog I Own, you also need the dog's certificate issue date found on the dog's AKC registration or enrollment certificate.

There are two ways to add a dog; by Registration # or by Name and Breed.

To begin adding a dog by registration number:

1. Click **Add a New Dog to List** hyperlink located under the **Display** list box, which displays the **Add Dog to List** page.
2. Click the **Add a Dog By Registration Number** hyperlink and then enter the dog's registration number.
3. Click the **Next** button, which displays the dog's information and the ability to decide what type of relationship you have to the dog.
4. Click either the **Add a Dog I Own** option **OR** the **Add a Dog of Interest** option.
5. Click the **Next** button. If this was a dog of interest, the dog is added to the list and you can skip to Step 7. If this is a dog you own, proceed to Step 6.
6. Click in the **Cert Issue Date** text box, click the **I certify that I am the recorded owner of this dog** and request that the AKC associate this dog with my account checkbox and then click the **Add Dog** button.
7. Click the **Continue** button, which confirms the addition and closes the window.

The system will add the dog entered into your account. If this is a Dog I Own, the system may recognize other dogs you own as well, and add them to your account at the same time. After adding this dog, if you own other dogs that do not appear as a Dog I Own in your dog list, simply complete the Add a Dog process again.

To begin adding a dog by name and breed:

1. Click **Add a New Dog to List** hyperlink located under the **Display** list box, which displays the **Add Dog to List** page.
2. Click the **Add a Dog By Name and Breed** option.
3. Click in the **Dog Name** text box and then type part of or the entire AKC name.
4. Click the **Breed** down-arrow and then select a breed, as shown in **Figure 2**.
5. Click the **Next** button, which displays the search results based on the data you entered.
6. Click the option next to the search result item that matches the dog you wish to add to your dog list.
7. Click the **Next** button, which displays the dog's information and the ability to decide what type of relationship you have to the dog.
8. Click either the "**Add a Dog I Own**" option **OR** the "**Add a Dog of Interest**" option.
9. Click the **Next** button. If this was a dog of interest, the dog is added to the list and you can skip to Step 11. If this is a dog you have or currently own, go to Step 10.
10. Click in the **Cert Issue Date** text box, click the I certify that I am the recorded owner of this dog and request that the AKC associate this dog with my account checkbox, and then click the **Add Dog** button.
11. Click the **Continue** button, which confirms the addition and closes the window.

The system will add the dog entered into your account. If this is a Dog I Own, the system may recognize other dogs you own as well, and add them to your account at the same time. After adding this dog, if you own other dogs that do not appear as a Dog I Own in your dog list, simply complete the Add a Dog process again.

NOTE: If there is not a dog available based on the search entered, a message displays stating: The dog you entered could not be added to your account because it could not be found in our database. Please check the information you entered or contact Customer Service if this problem persists.

Add Dog to List

Please choose one of the options below to add a dog to your account.

Add Dog By Registration Number

Dog Registration Number
(e.g. TR35624905, ILP133522)

Add Dog By Name and Breed

If you are unsure of the full name, enter the first portion of the name (minimum five characters) and the system will perform a partial name search.

Dog Name*

Breed*



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Figure 2. The Dog Name and Breed

ENTERING YOUR DOG(S) IN THE NAC

I. Entering Your Dog(s) in the National Agility Championship

To compete in the NAC, dogs must meet the requirements outlined in the Dogs Eligible to Enter section in the [premium list](#) and online.

You may receive a warning message if AKC records indicate the qualification requirements have not been met. You can continue entering the dog, even if the dog's records don't show that the event qualifications have been met, but you do so at your own risk. If you feel there is a discrepancy in the AKC's records, please contact the AKC Event Operations department.

Only 5 dogs can be entered at one time. Please make sure that you have all the dogs added to your account before attempting to enter a dog in an event. If you are entering dog(s) in the National Agility Championship (NAC) and Time 2 Beat (T2B) online, you must select both competitions at the same time. To enter T2B, you must also enter the dog in the NAC. You may enter the NAC only, but will not be able to add the T2B competition in a later transaction online. If you decide later to enter the T2B after the dog has already been entered in the NAC, you must contact AgilityNationals@akc.org to amend your entry.

A. Entering your Dog(s)

You can enter your dog(s) for the National Agility Championship and the Time 2 Beat (T2B). If you want to enter your dog in both competitions, you must do it at same time. If you decide to enter the T2B later, you must contact AgilityNationals@akc.org to amend your entry prior to the closing date.

1. Select **Enter Event Online** from the **National Agility Championship** homepage. **NOTE:** You will be prompted to Login to your MY AKC account if you are not already logged in.
2. Click the checkbox next to one or more dogs that you wish to enter and then click the **Continue** button, which displays the **Class Selection** page, as shown in **Figure 3**. **NOTE:** The maximum number of dogs you can select to enter at one time is five.
3. Click either the **NAC or the NAC and T2B** checkbox next to the dog(s) and then click the **Next** button, which displays the **Event Entry Form** page.
4. Fill out the form and then click the **Submit Entry** button, which displays the **Entry Confirmation** page. **NOTE:** If you receive a Warning message(s), as shown in **Figure 4**, you may proceed without changes by clicking the Submit Entry button again. If you receive an Error message(s), you must make changes prior to proceeding. If you receive Warning and Error messages, you must correct the error message problems. Once you click Submit Entry, the Warning message(s) will display again, though you can choose to proceed by clicking Submit Entry again. **NOTE:** If you have selected multiple dogs, you will need to fill out an Event Entry Form for each dog. Also, all * fields are required before submitting an entry.
5. Verify the information is correct and then click the **Confirm** button, which displays the **Online Entries Payment** page.

6. Click in the text boxes and enter your payment information and then click the **Continue** button, which displays the **Online Entries Payment Confirmation** page.

7. Verify all the information is correct and then click the **Continue** button, which displays the **My Event Applications** page with the entered dog(s)' information, as shown in **Figure 5**. **NOTE:** For more information about the My Event Applications page, please go to the [Understanding and Using My Event Applications](#) section.

Figure 3. The Class Selection Page

Event Entry Form

Complete an entry form for each dog in each event.

Please complete the entry form for this dog. Each dog entered into each event is a separate step. If you are entering more than one dog, you will complete the entry form for the additional dog(s) when you click the Submit Entry button at the bottom of the page.

[Help](#)

WARNING

WARNINGS

Warnings are potential issues with your entry based on official AKC records. Our system will allow you to continue without making changes if only Warning-level issues exist. You may either modify your entry information based on these warnings and submit your entry again OR continue without changes by selecting the Submit Entry button at the bottom of the page. However, you do so at your own risk. If you feel that official AKC information needs to be corrected, please contact us at OnlineEntry@akc.org.

- According to AKC records, this dog is not eligible to compete in the National Agility Championship because the dog did not earn the minimum number of points and double-Qs during the qualification period.

Figure 4. The Potential Warning Message

B. Understanding and Using My Event Applications

Once you have entered the required information, accepted the terms, and entered your dogs in the NAC or the NAC and T2B, you can view the status of your entry using this section.

There are four tabs on the My Event Applications page, as shown in **Figure 5**:

- Open Events – Event applications for events that are currently Open
- Closed Events – Event applications for events that are past the Closing Date but have not yet occurred
- Past Events – Event applications for events that have already occurred
- All My Event Entries – All current, closed, and past event applications

To use this section:

1. *Optional Step:* Click on the tab for which you wish to view the information.
2. *Optional Step:* Click the **Show/Hide Details** hyperlink to view or hide information about an event.
3. *Optional Step:* Click the checkbox in front of an entry, click the **Actions** down-arrow, select an option to Print a Receipt or Print PDF of Entry for the selected event, and then click the **Go** button to complete the action.

The screenshot displays the 'My Event Applications' page. On the left is a navigation menu with sections: 'My AKC' (Getting Started, Support, Technical Support, Feedback, Coming Soon), 'My Account' (Contact Management, Account Management, Account History, Address Book), 'My Dogs and Litters' (Manage Dogs, Signup for Online, Record Keeping, Shortcuts), and 'My Event Tools' (Saved Entries, Events & Awards, Search). The main content area is titled 'My Event Applications' and 'Saved Entries'. It includes a text block explaining how to view and act on entries. Below this are four tabs: 'Open Events', 'Closed Events', 'Past Events', and 'All My Event Entries'. A navigation bar contains 'Help', 'Go to Manage Dogs', and 'Enter Another Dog'. An 'Actions' section has a dropdown menu and a 'Go' button. A table lists event entries with columns for Status, Call Name, Event Name, Event Start Date, Opening Date, and Closing Date. One entry is visible for 'Snickers Bear' at the 'American Kennel Club, Inc.' with a 'Show/Hide Details' link.

Status	Call Name	Event Name	Event Start Date	Opening Date	Closing Date
<input type="checkbox"/>		Snickers Bear	03/28/2008	11/11/2007	01/16/2008
		American Kennel Club, Inc.			Show/Hide Details

Figure 5. My Event Applications Page