# Barn Hunt Register
# User Guide

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## *Introduction*

This Guide is meant to give dog owners/competitors, club administrators/secretaries, and judges help accessing and understanding the main tools available on the Barn Hunt Register, which is the integrated, back-end administration software which handles all Barn Hunt infrastructure tasks. The Barn Hunt Register is a collaboration between Robin Nuttall and Jeff Pautz of Ionware, who has authored all of the back end programming. It is owned by Jeff/Robin. Clubs or entities wishing to implement similar software should contact info@barnhunt.com.

Because the Register is constantly being updated and more functionality added, this User Guide is almost guaranteed to be out of date as soon as it is published. But the information contained in this document should hit the highlights and give you a good starting point. Users are always encouraged to look around and see if something new has popped up on their screen. If so, explore it! It's something that will probably make your Barn Hunt experience easier and/or more fun.

### The Guide is split into three main sections:

- Dog owner/competitor usage guide
- Club Secretary/Admin usage guide
- Judge usage guide

All information in the Register is accessed through http://www.barnhunt.com/register/.

If you have registered a dog in the past but not yet logged on to the Register, a login was created for you with the email you used to register your dog, and the last four of your phone number as your password. Login and CHANGE YOUR PASSWORD IMMEDIATELY.

If you haven't registered a dog, just click on that link above to create a login and see the section below.

## *Owner Functions: for All Users*

This section of the Register is for all who create an account. It is available to Owners, Club Admins/Secretaries, and Judges. Its principal features include:

### Dashboard

The Owner Function Dashboard contains Upcoming Events in your area and maps showing where those events are. You can:

- Customize a search for events by asking the Register to find you events within a certain number of miles of your zip-code
- Click on the title of the event to bring up event details including contact information and a link to the Premium (if the club included a Premium in their application)

- Click on the Location link if the club has uploaded venue links/information

- Create a mail-in entry form for the trial. This form will automatically populate with your dog's correct name, BH number, your correct name, etc. It will also calculate your entry fees if the club included that information in their application. ***This feature does not enter you into a trial.*** It simply creates a customized entry form for you to print and mail to the club. You can also use the create entry form to volunteer at the event by checking off which tasks you are willing to do.

## Left Menu

- **Add Dog(s).** You may add up to five dogs at once. Enter each dog's information and you will be taken to the PayPal portal to pay for your registrations. After your payment each dog is assigned a unique registration number which will be in effect for the life of that dog. *(Note: We do not accept snail mail or phone registrations. You do not have to be a PayPal member to pay for your registration through PayPal.)*

  - Height is in 10ths of an inch, i.e., a 12 1/2" dog would be entered as 12.5. See the rules about height. Be sure to be correct!

- **Your Dog(s).** Click here to see a listing of each of your dogs. Click on their call names to open the details on that dog.

  - You may edit certain information on your dogs but cannot change ownership; to change ownership contact the BHA.

  - In the detail area you will see a listing of each of your dog's qualifying runs in a Barn Hunt trial. If your dog has earned a title, the title abbreviation will be in the Award column. Clicking on the title will download your title certificate as a high resolution pdf which can be printed on whatever paper you wish or saved on your computer. You may access and reprint your title at any time.

  - Whether the judge, time, or placements are recorded for your dog depends on when you got your qualifying scores. Older scores do not always have that information available.

- **Upcoming Events.** This is the same information as the Dashboard, see above.

- **Nearby Clubs.** Lists clubs near you including their contact information

- **Your Profile.** Here you can correct your name and address. You may not transfer ownership. To transfer ownership, contact info@barnhunt.com

- **Change Password.** Self Explanatory

- **Algernon's List.** Here you can list items needed or that you have available. Note that Barn Hunt does not take responsibility for any item listed in this section of the site.

- **Rat Gallery.** Enjoy photos of our hard working Barn Hunt rats! Post your own!

- **Club Application.** Your fist step to becoming a club. Be sure you read the main Barn Hunt Rules prior to application.

- **Judge Application.** Want to become a Barn Hunt judge? This is the first step. You can start your Judge Application and save it, adding required experience over time. Do not Submit the application until you have completed and recorded the required experience detailed in the Barn Hunt Rules. Your test link will be sent after you submit your application. Application submissions without all required documentation will be rejected. Completion of all elements of the application process does not guarantee judge status.

## *Secretary Functions*

This section of the Register is only available to Barn Hunt Club Admins/Secretaries. Each club can have up to three Admins at a time. Adding and changing Admins must be done through info@barnhunt.com.

### Dashboard

The Secretary Dashboard has some general statistics on it; top 50 breeds and states as well as title numbers

### Left Menu Main

- **Help.** An abbreviated help menu to get you started in the Secretary Functions area

- **Dogs.** A listing of all BHA Registered dogs complete with BH Number, Call Name, Registered Name, Breed, Sex, Birth date, Size, Height, Owner, Co-owner. This information can be searched by several parameters; part or all of BH number, part or all of email or owner last name or dog name. This tool can be used to help figure out poorly written entry forms.

- **Judges.** Lists all current Barn Hunt Judges

- **Judge Finder.** This tool allows you to find judges who are available during the dates of your event. This tool depends upon the judges adding their profile and maintaining their busy/available details. Apparent availability does not guarantee actual availability. Please contact the judges directly to verify before adding them to your events. Also, please encourage the judges you know to log in and maintain their information.

- **Available Dates.** Finds dates when other Barn Hunt trials are not within 200 miles of your location. Directions are on the screen for further information.

- **Resources.** Trial Packet and Secretary/Club Admin Handbook. Both of these items contain required information for Club Admins/Secretaries. The Trial packet contains many useful documents such as move-up forms, generic entry forms, sample forms, and more. The Handbook is instructions on how to organize and run a good trial as well as information on required paperwork to submit to Barn Hunt, etc.

### Left Menu Club/Event information

- **Events.** Lists your approved events

- **Add Event.** Apply for a new event

- **Volunteers.** This new function allows you to organize your volunteers including allowing registrants to choose from the available opportunities to help as they fill out the mail-in entry form.

- **Uploads.** Here you upload files and test your results spreadsheet.

  - All required documentation for your event, including insurance documents and all trial reports as well as your premium and even a map file are uploaded here. Files are not sent to Robin Nuttall directly. All files must be labeled by type

  - Once an event is completed and prior to loading the event result spreadsheet, Club Admins can test their results for accuracy by clicking on "Test Your Results Spreadsheet." Testing before submission is strongly encouraged. This prevents errors which delay your trial's processing.

- **Run Payments.** If you have run payments due, it will show here. Run payments must be submitted with trial results in order for your trial to be processed and completed. No results are issued to competitors until all runs are paid for.

- **Venues.** A venue is the physical location where your trial is held, which may be either the same or different than your club's actual address. Set up new venues and/or edit/manage your current venues here.

- **Club Profile.** This is your club's main information. Be sure to check if your club will allow the Create Mail-In Entry feature (strongly encouraged). Also note the place where you can add a checks payable name/location that differs from your club name/location. If you have a custom waiver (encouraged) put it here.

- **Club Website.** Set up a club website if you do not have a website. This feature is currently FREE.

## *Judge Functions*

This area of the register is open to all licensed judges.

### Dashboard

The dashboard shows your Barn Hunt number, status, and upcoming events you have agreed to judge.

### Left Menu

- **Calendar.** Shows your availability and booked dates based on your booked trials and availability input in other sections

- **Judge Profile.** Type in information you wish to share with secretaries (experience, if you will fly, etc.) and you can also input maximum travel distance here if you have a preference.

- **Availability.** Filling out this section will populate your availability calendar and

also shows up on Secretary Functions' Judge Finder. Use it to help Club Admins know when you might be able to judge their trial.

- **Resources.** This section has links to the Judges Advisory newsletters. The Judges Advisories are a compilation of important discussions on the Barn Hunt Judge email list and will help judges know how to correctly apply the rules in various challenging situations.