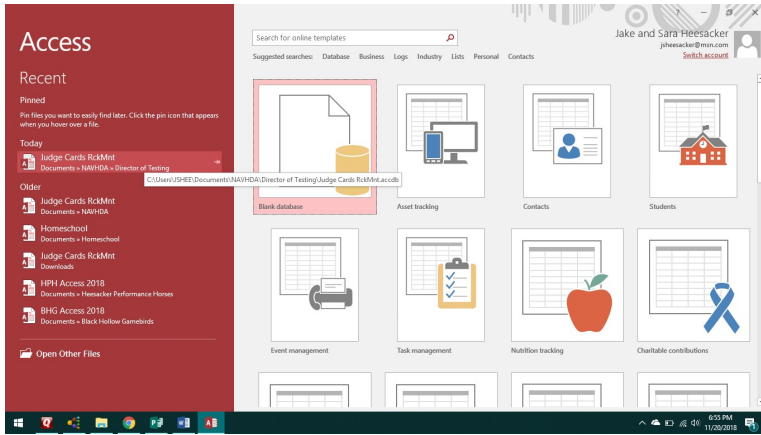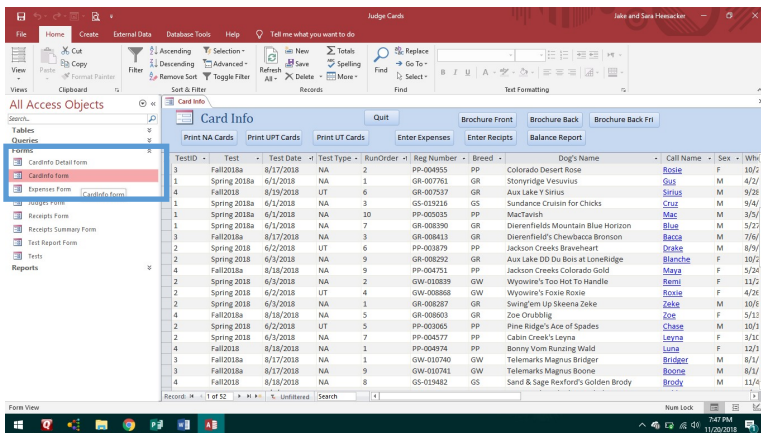1. Open Microsoft Access from Windows Start menu
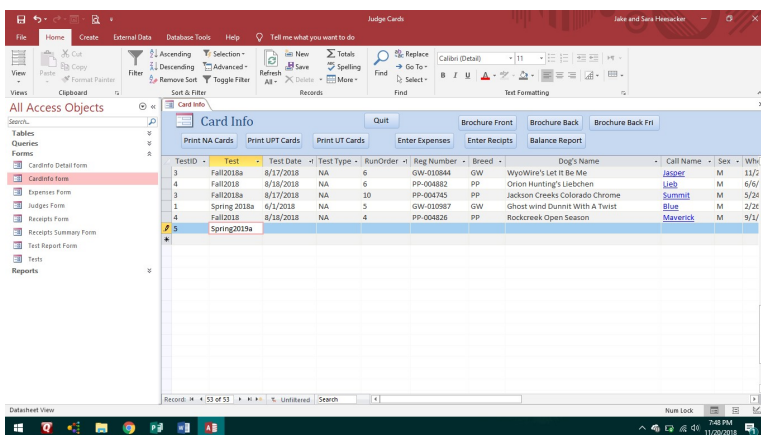

2. Open Judges Card RckMtn Database.

**Enter Dog and Handler Test Entry Information**

3. Expand the Forms Access Object and click on the CardInfo. This form should open automatically when you open the database file.

4. On a new line, enter a TestID and Test (no spaces!) fields.

Example: Test IDs and Test need to be inputted as follows in order for brochure and scorecards to be printed accurately

- Friday Test ID: 5   Test: Spring2019a
- Saturday & Sunday Test ID: 6   Test: Spring2019
- Friday Test ID: 7   Test: Fall2019a
- Saturday & Sunday Test ID: 8   Test: Fall2019
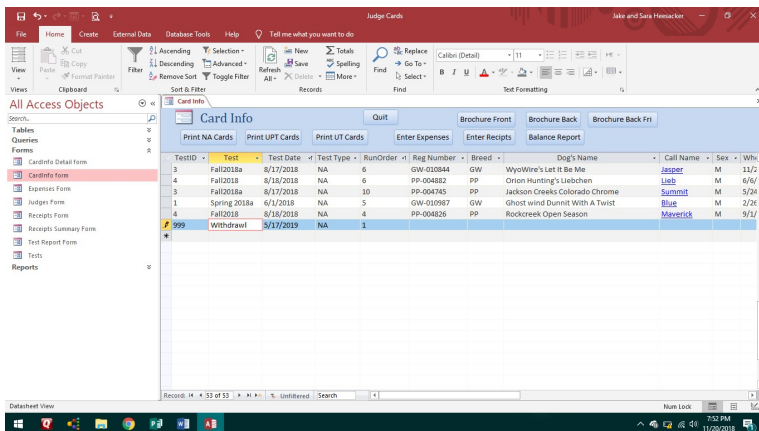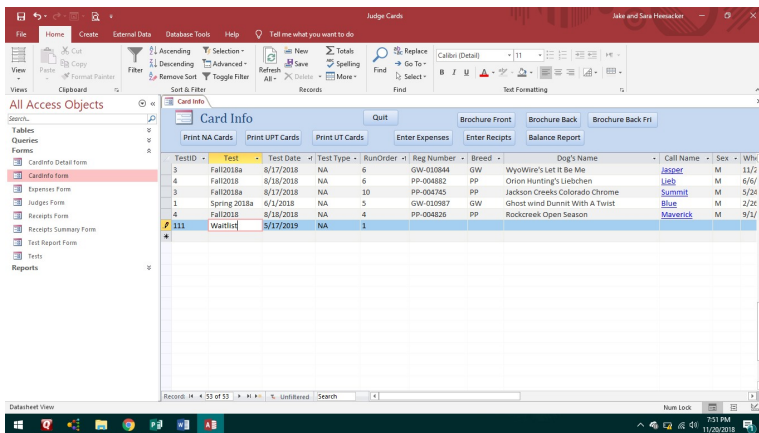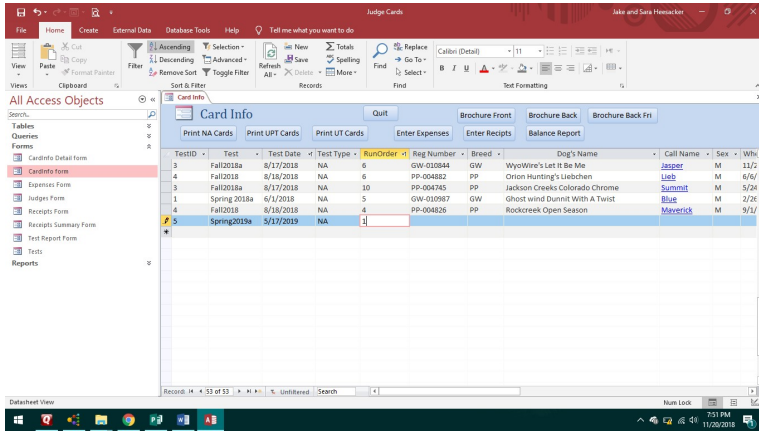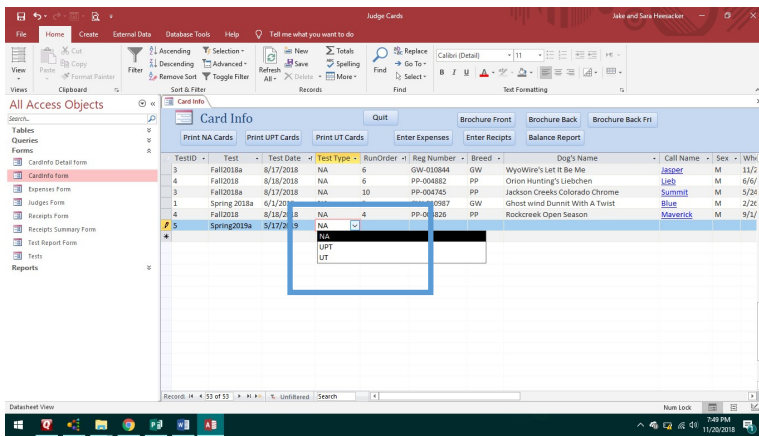
5. Test Date: Enter the date the handler will be running their dog. As entries are submitted, all attempts to place dogs on requested run dates are to be made with the following stipulations of a 3 day test week-end:

- Natural Ability Test Dates: Friday and Sunday
- Utility: Saturday

6. Fill in Test Type

- NA for Natural Ability Test
- UPT for Utility Preparatory Test
- UT for Utility Test

7. RunOrder: As entries come in and are entered in the system, number them in order of received. This order will be updated to the official run order the week leading up to the test.

**Make sure to keep an eye on the Test Capacity Chart for the maximum number of dogs that can be tested per day. This is extremely critical if a split day of NA and UT occurs!

8. If the test date has reached capacity, all other entries are added into the computer as Waitlist entries. Create a temporary TestID to keep these entries separate from the dogs with verified slots in the test. Enter a Test of Waitlist and fill in the rest of the TestType and TestDate information. Enter the RunOrder as the next number to keep the dogs in order of when entries were received.

9. If a handler withdraws from the test, change the following information:

- TestID to 999
- Test to Withdrawl

Delete the following information:

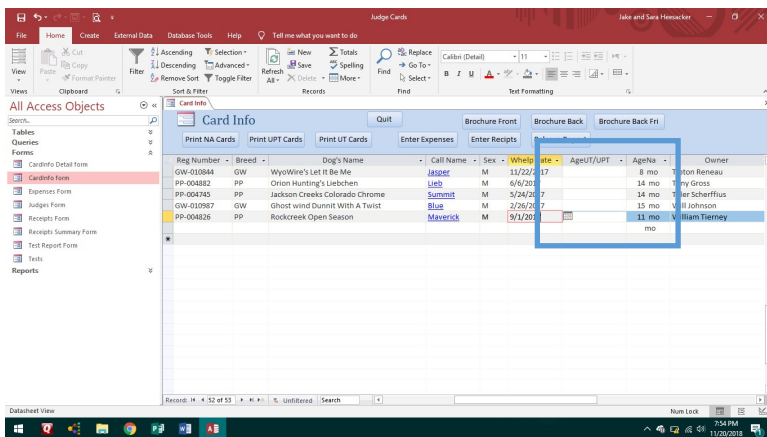- Test Type
- Test Date
- Run Order

All other Owner, Handler, etc. information can remain. This will allow you to reuse this information if the handler runs this same dog in a test at a future date. Verify what handler would like you to do with the check either return or shred.
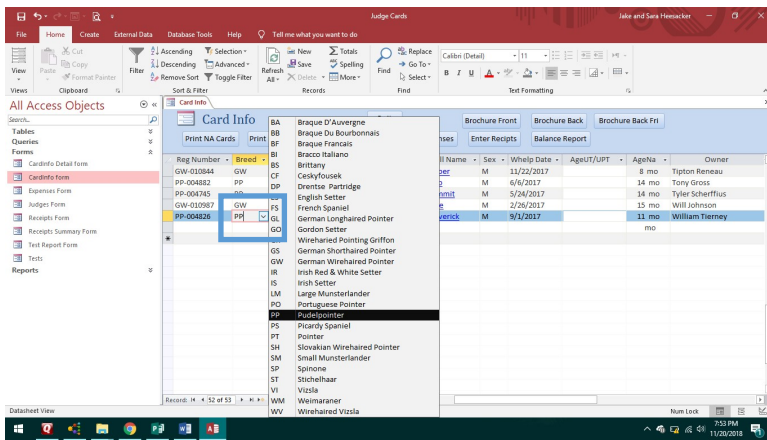
9. Fill in the dog's information from the NAVHDA Test Entry Form. All information needs to be complete and accurate in order for the dog to run in a NAVHDA Sanctioned test!

- Registration Number
- Breed (from Dropdown Menu)

10. Finish entering the dog's information:
- Dog's Name
- Call Name
- Sex

11. Enter the dog's Whelp Date. The program will automatically put the dogs age in the UT/UPT or NA columns depending on the TestType that was selected earlier. The program also automatically calculates the dog's age in months and years for the Judge's Scorecards. If a dog has "aged out" of NA, the field will appear RED. If this is the case, confirm the correct date and test have been entered. The field will be red, if the dog is close to the 16 months deadline so just manually verify the date is correct before continuing.
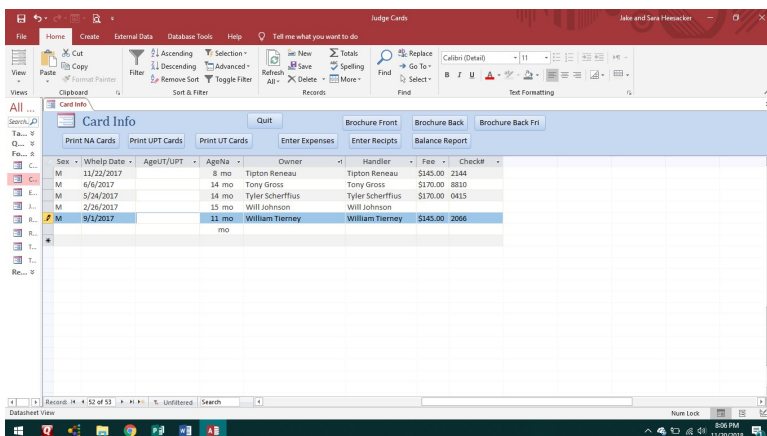

12. Enter the Owner and Handler's Names.

13. Enter the Test Fee total and the Check Number that accompanies the Test Entry. Hold the checks until the 30 day Test Deadline. At that deadline after all handlers have confirmed their entry in the test, submit all of the checks for the test to the Treasurer so they can deposit the checks into the RMC NAVHDA bank account.

Currently, Owner and Handler NAVHDA number is not required information on the Judges Scorecards. (This may change in upcoming years with the 2018 updated International rule regarding membership status. If that changes, we will get an updated database with that information) Make sure the NAVDHA numbers are on the Test Entry that the handlers submit and get mailed to the NAVHDA office after the test!
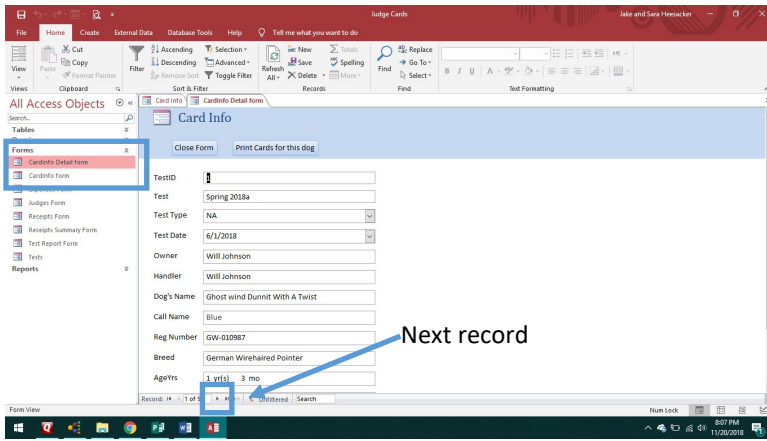
If you would prefer to only see one dog at a time when entering information, select the CardInfo Detail Form. Enter the information as outlined above. If you have more than one entry to enter at a time, click on the Next Record button at the bottom to move to the next blank form.

Enter Judge Information
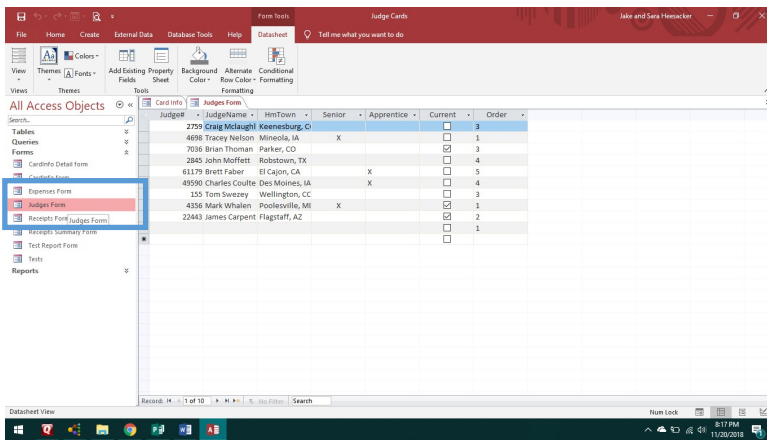
1. Click on the Judges Form under the Forms Access Objects.
2. Enter the Judge's NA VHDA number and Hometown

This information can be found on the NAVHDA International website : http://www.navhda.us/judgelist/
Select the appropriate list and find each judge.

3. If the judge is the Senior or Apprentice for the test, put an X in that box. Then click the Current box in order for scorecards to be printed for each judge.
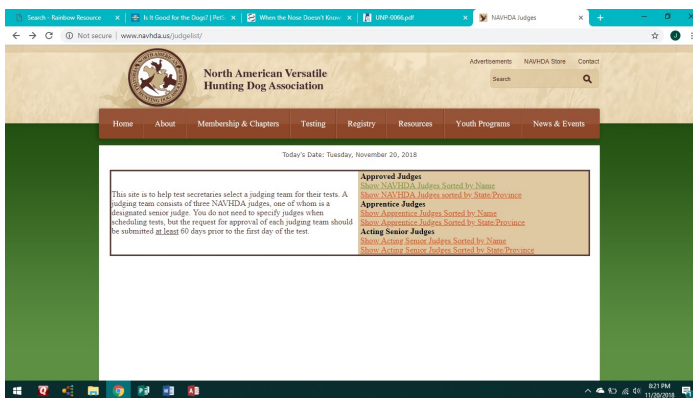
**If a test does not have the same 3 judges for the whole 3 day weekend, the Current box will need to be switched in between days. For example, if Craig McLaughlin is judging Friday and Brian Thoman is judging Saturday and Sunday, you would check the Current box for Craig's entry then print his scorecards with the rest of the judging team for Friday. Prior to printing Saturday and Sunday, you would go back into the Judges Form, uncheck Craig as a Current judge and select Brian's entry. Then print the scorecards for the Saturday and Sunday judging team.
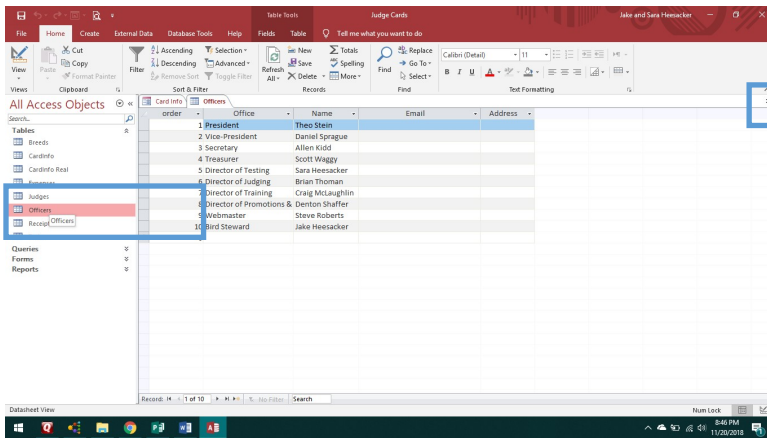
Enter Test Information
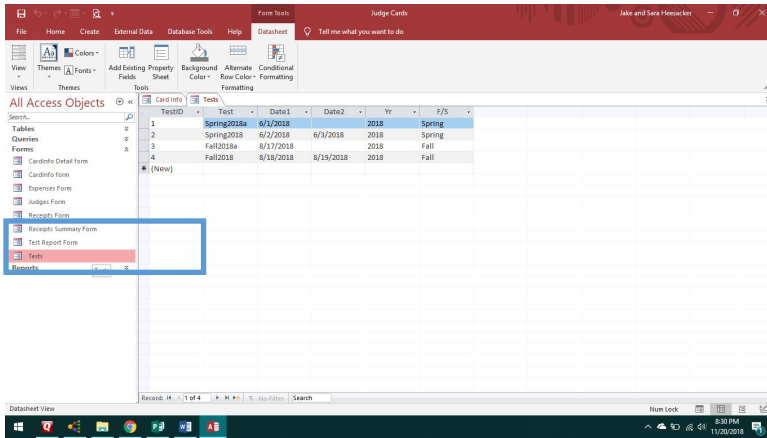
1. Open the Tests Form in the All Access Objects. On the next line, enter the following information as indicated under the Dog and Handler Test Entry Information:
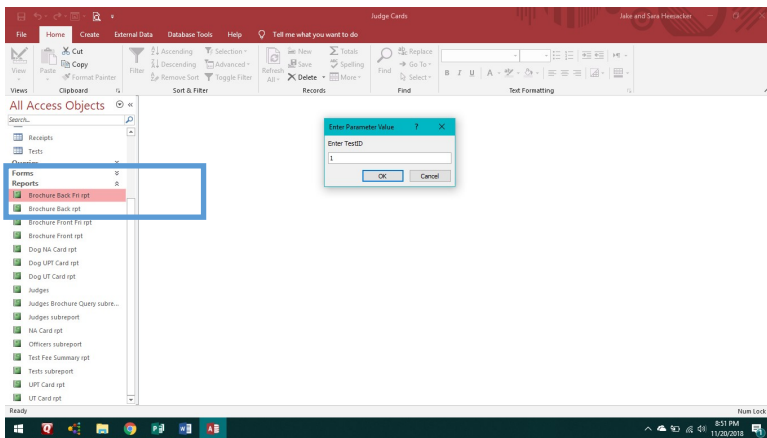- Test ID
- Test (Spring or Fall, Year, and a for Friday– no spaces!)
- Date1 (Friday followed by an "a" or Saturday)
- Date2 (Sunday)
- Year
- Spring or Fall under F/S

Update Officer Information

When new officers and board members are elected, this information needs updated for the Test Brochures. Select the Officers Table in the All Access Objects. Update any names that need adjusted. Click the X to Close and Save changes.
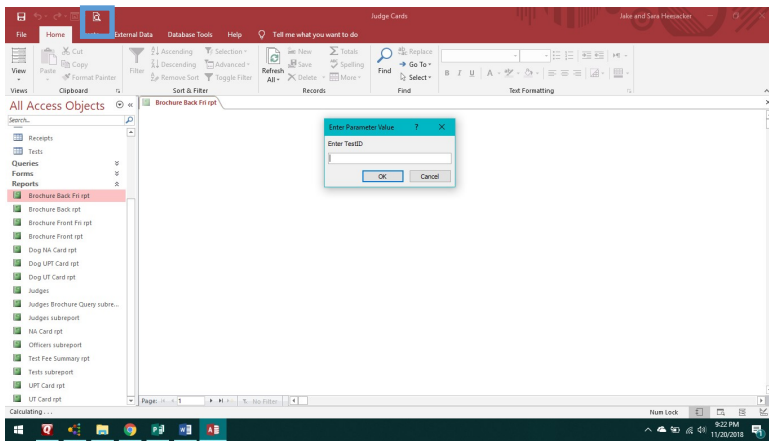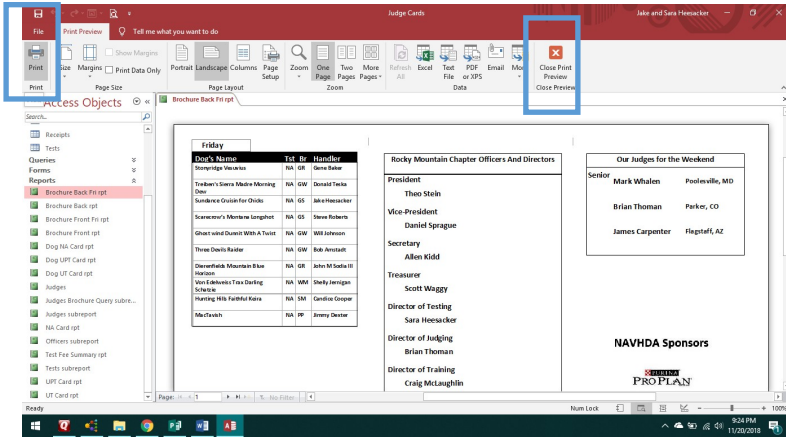
Print Test Brochures

1. For Friday tests, select the Brochure Back Fri rpt. Enter the TestID associated with the Friday test and select Ok.
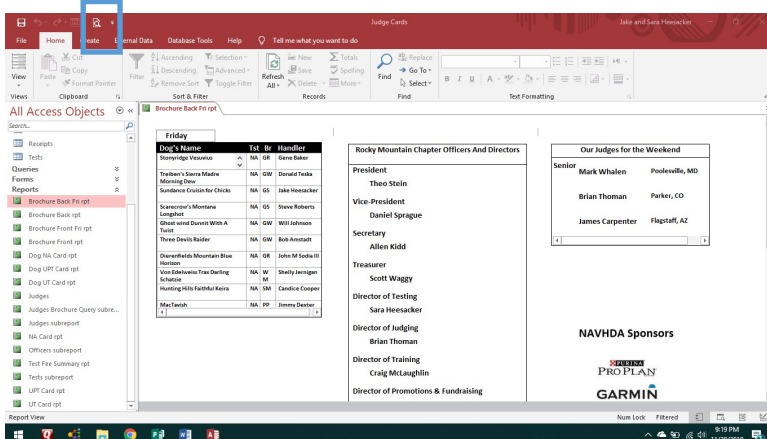
2. After clicking Ok, the back of the brochure will load.
3. Verify all information is correct.
4. Select Print Preview.

5. Reenter the TestID number for the Friday test. Select OK

6. Select Print and print the number of copies desired. Provide enough copies for:
- Each Judge and Apprentice Judge
- Each Handler
- Field Marshall, Water Marshall, Bird Steward and Test Secretary
- 7-10 extra copies for other volunteers and people coming to watch each test day

7. After Printing, click Close Print Preview.
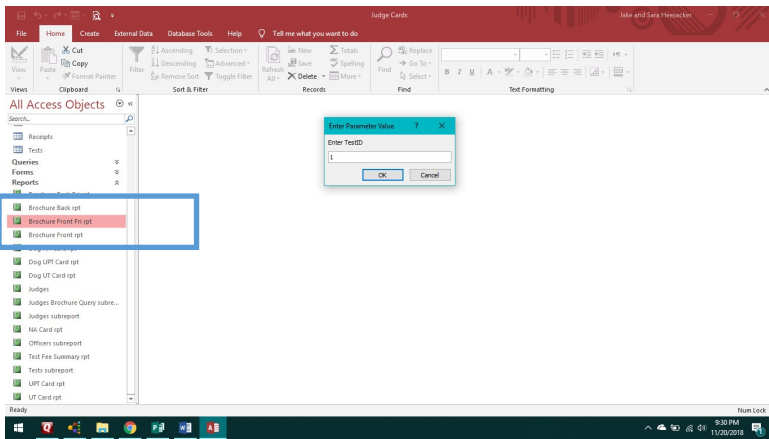
8. Next select Brochure Front Fri rpt and enter the same Friday TestID code. Follow the same procedures to print the Front of the Friday Test Brochures on the other side of the paper.

9. Fold the brochures to hand out prior to the test.
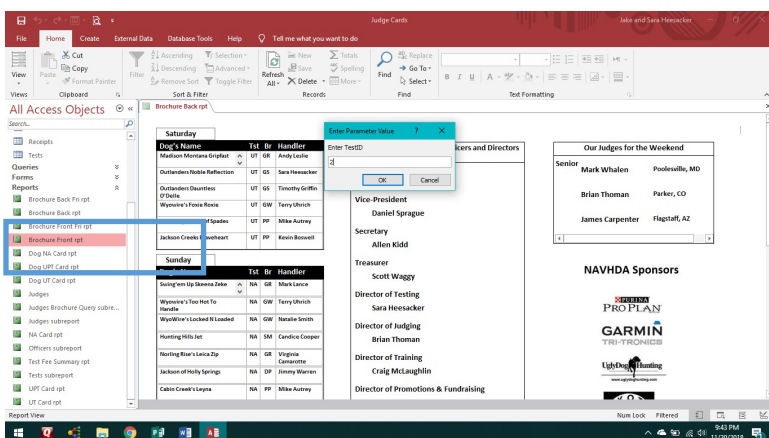
For Saturday and Sunday brochures:

1. Select Brochure Back rpt. Enter the TestID number click OK. You will be asked to Enter the TestID a second time (because it is a two day test) Click OK. The weekend report will pull up. Verify accuracy and Print.

2. Follow the same steps outlined above to print the Brochure Front.

3. Follow the same guidelines as above to print an appropriate number of brochures. Fold brochures prior to the start of the test.

Print Scorecards

Print NA Cards:

1. Click on the NA Card rpt.
2. Enter the Test Date
3. Verify Cards look accurate. They will print in the following order:
- Senior Judge
- Other 2 Test Judges
- Apprentice Judges

4. Click Print Preview followed by Print

5. When Print queue opens, verify Printer Properties. Under Paper Size, create a custom paper size for Judges Cards (8.5 by 9.5)
6. Place cards in printer so that they print on the correct side.
7. After printing all cards, print a copy without a judge selected as a backup incase anything happens and someone needs replacement cards.


8. Follow the same outlined process to print UPT and UT cards for the test weekend.
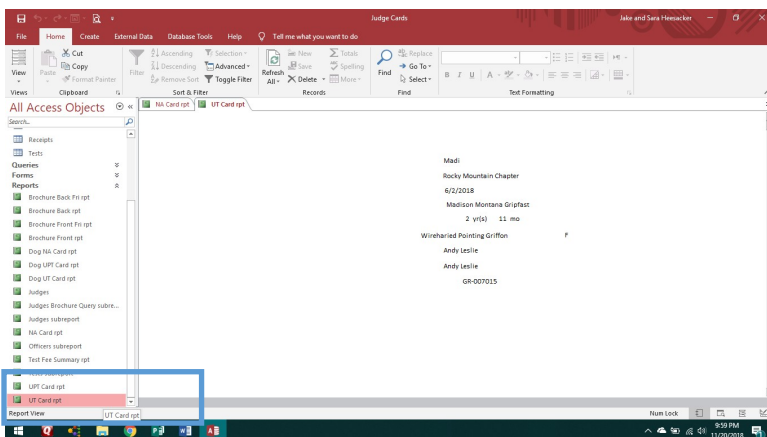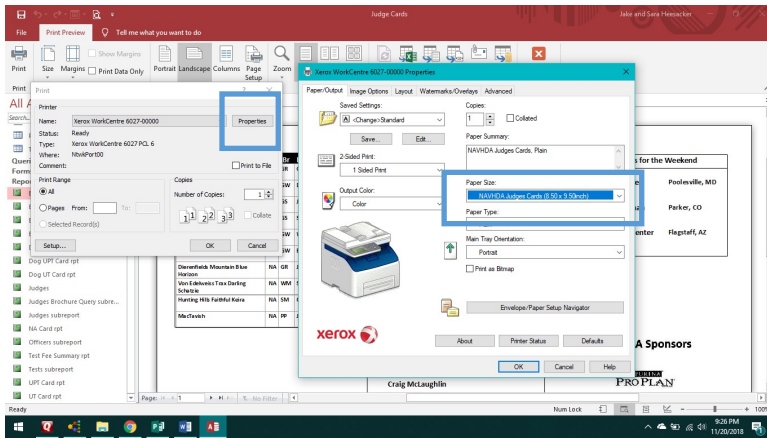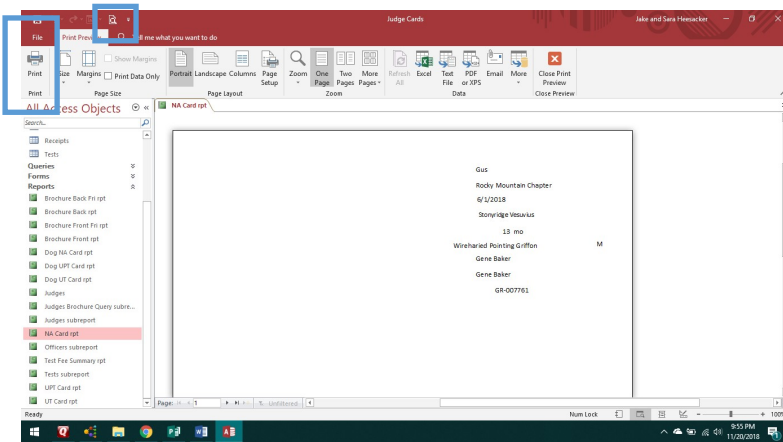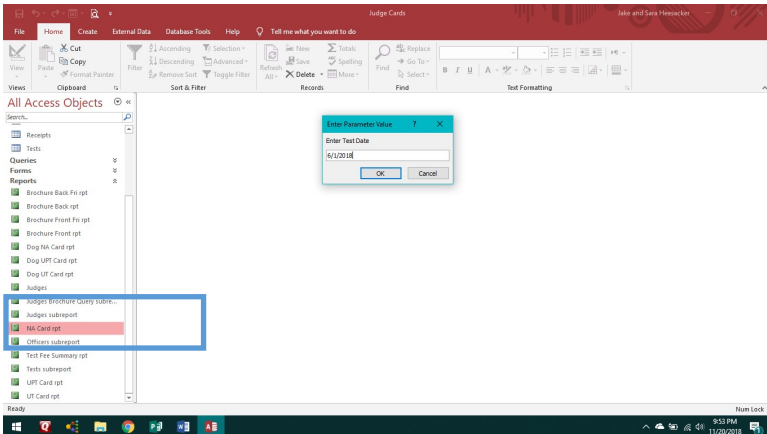
Send Letters to Handlers

To export information for Handler Letters:

1. Click on External Data tab.

2. Select Excel.

3. Click the box to open the file after export.

4. Click OK

5. After export, close the dialog box.

6. Add two columns. One defined Status (Complete or Incomplete. The other named Information Needed. Key what information is still needed from the handler ie. Dog's whelp date, NAVHDA Handler number etc.
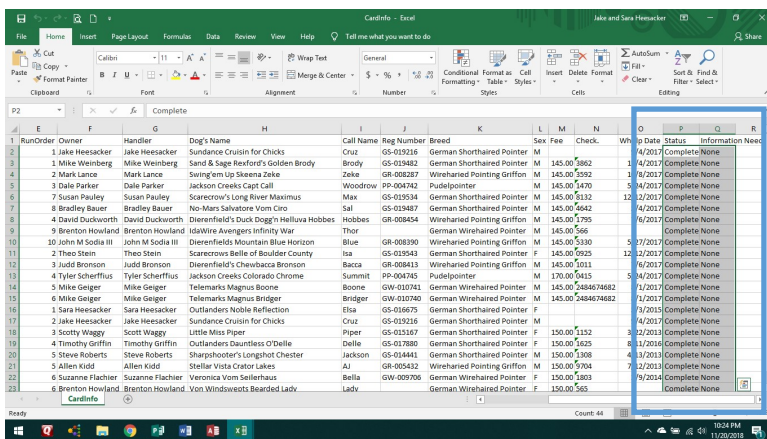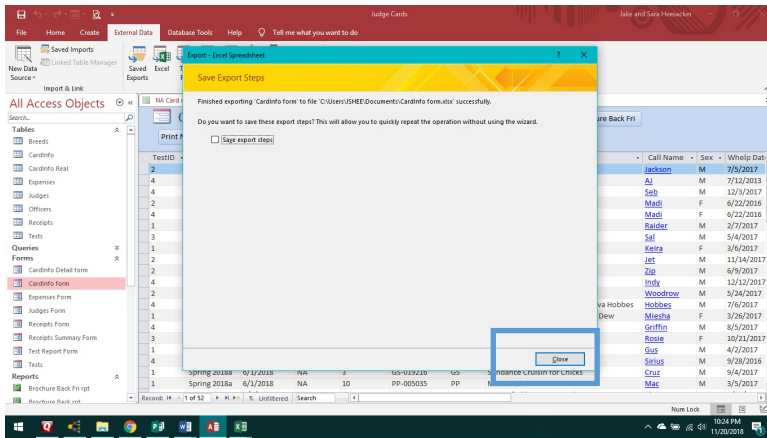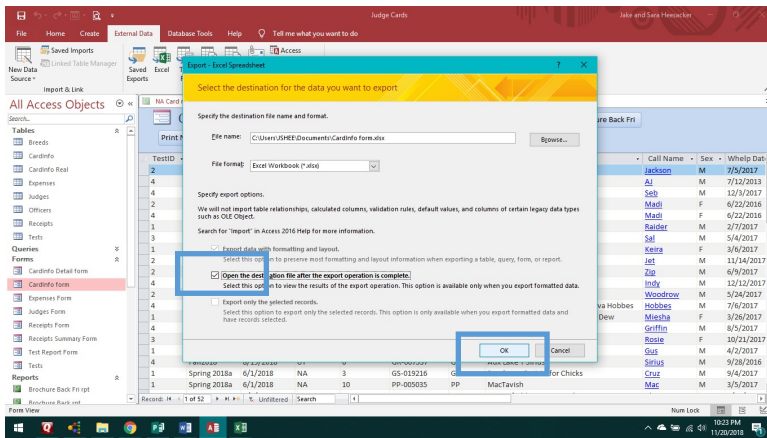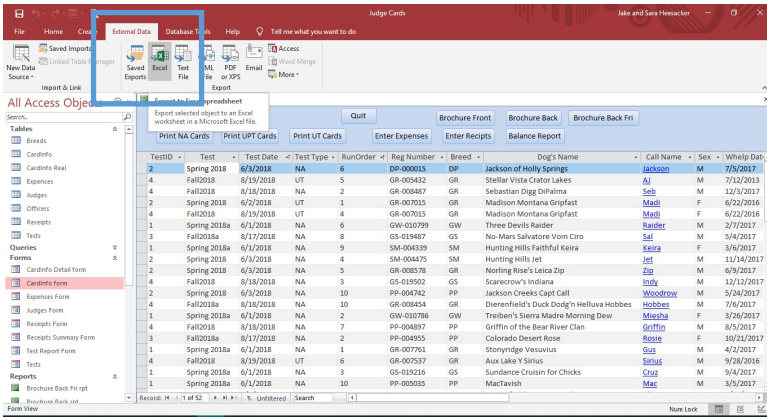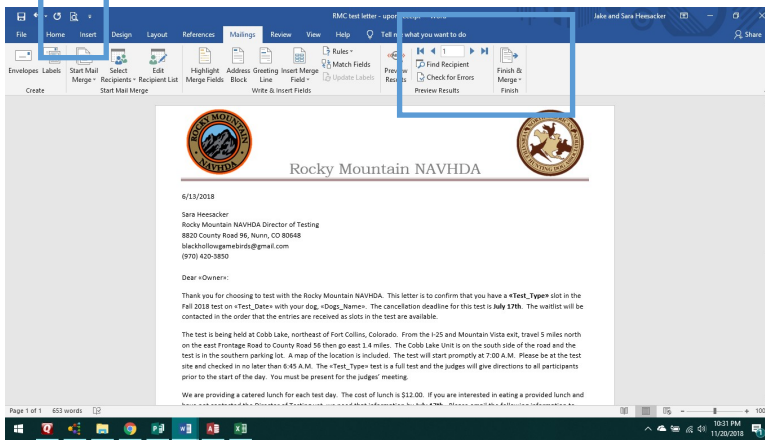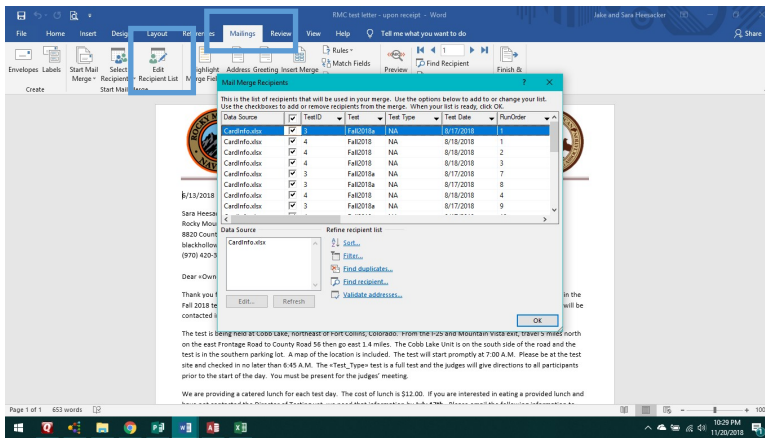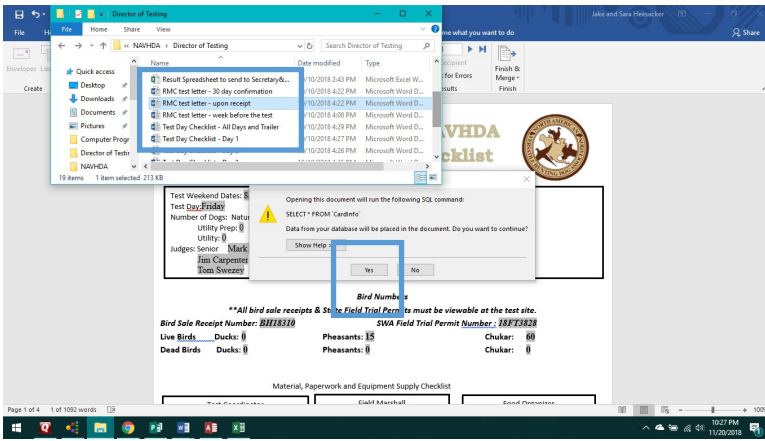
7. Open the correct RMC Test Letter.
8. Select Yes so the corresponding Excel File will open for the Mail merge.

9. Click on the Mailing tab.
10. Select Edit Recipient list.
11. Chose the handlers you are preparing the letter for.
12. Select OK.

13. At this point, you can finish and merge all files and print in one file. Or you can click on the print preview to print each letter individually by clicking the over arrow to move between recipients.
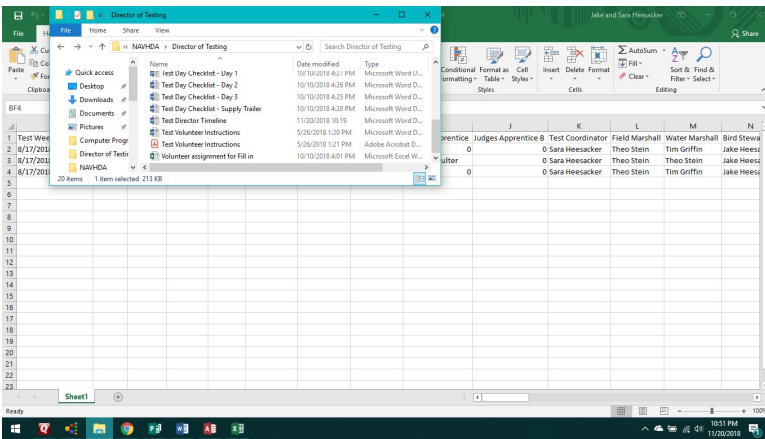14. Email handlers their letter.

Volunteer Assignments
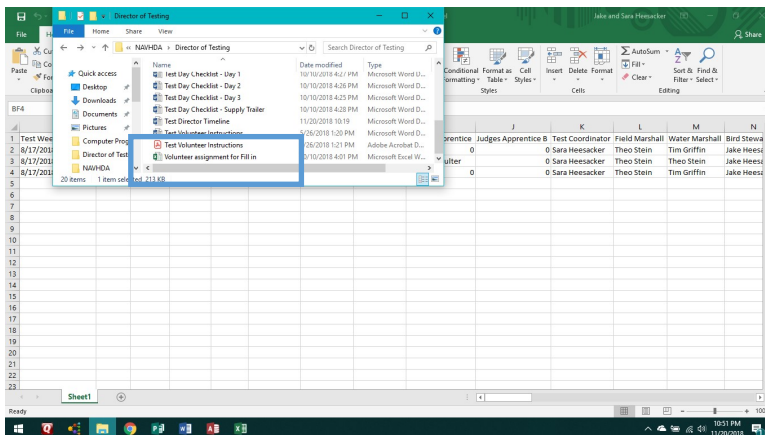
1. Open Volunteer assignments Fill in Excel File
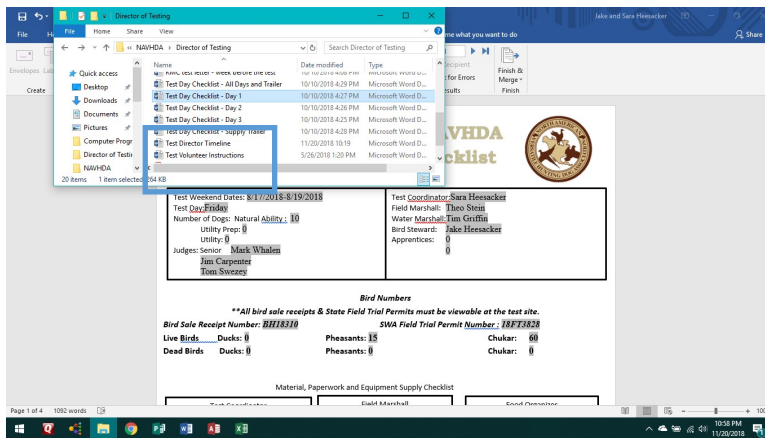
Volunteer Assignments

1. Open Volunteer assignments Fill in Excel File

2. Update all cells.
3. Fill in Green Columns for NA Days.
4. Fill in Blue Columns for UT Days.
5. Fill in Orange Columns for Banner and Tent Set up (day 1) and tear down (day 3). Leave up for the whole weekend.
6. Save file
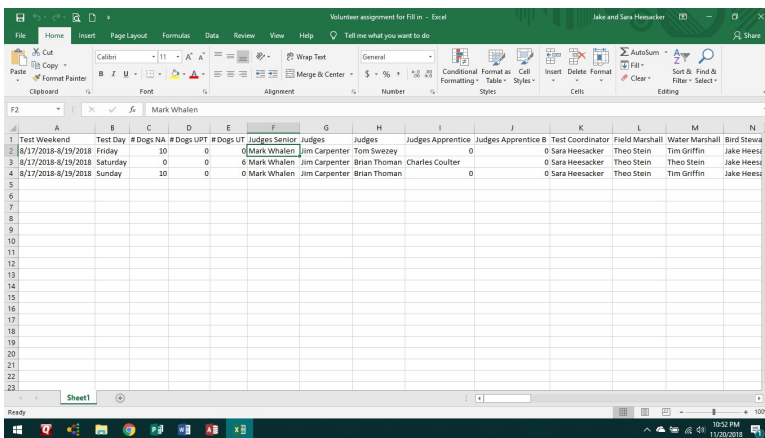
7. Open the Test Day Checklist File desired. (You will need to print a Supply Trailer and a Day (1,2 or 3) for each test day.
8. Follow Mail Merge Processes to select the correct rows on the excel file to print.

9. Email copy of volunteer assignments with last minute instructions.
10. Print off copies of volunteer assignments for
- Test Secretary
- Field Marshall
- Water Marshall
- Bird Steward
- 2 extras