Dogs NEW ZEALAND

OSP HANDBOOK

Online Show Programme

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Porirua 5240

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About

OSP

Online Show Programme

Dogs New Zealand (Dogs NZ) has now fully developed and completed the Dogs NZ Online Show Programme (OSP).

Dogs NZ has always had a specialist show programme used soley for the national dog show. A few years back this was updated to an online version and because of this it made sense to offer this to our clubs to use as well.

So the process started to streamline our whole show process, we started with the schedules and then onto OSP to streamline and integrate with the schedule process.

Many clubs, have helped us along the way by trialling this programme in its beta stages. Many thanks to all the patient show secretaries who helped in the development of this programme.

OSP uses the Dogs NZ registry as its source data – this means that only the most accurate information is used. Dog titles and awards are updated, dogs ownership and member(s) financial status are checked.

OSP allows the complete show process to be done electronically, from collecting entries, numbering dogs, to entering results for marked catalogues and producing the challenges.

Results loaded through OSP will be available for viewing and this automatically populates the Top Twenty Obedience Competition. Using OSP for your results automatically supplies a marked catalogue to Dogs NZ.

Many of you have been using OSP to enter shows and the amount of users is steadily growing.

OSP is available for all clubs to use, also any companies that your club uses to run their shows. This can be accessed via your club page.

From OSP you can:

- add entries manually or open show to members to enter
- manage multiple shows
- log and manage payments
- send automated emails of all entry informaton to every competitor
- produce Reporting sheets or ring running orders
- Emails entry summary
- automatically email reporting sheets
- check dog details
- be notified of unfinancial members
- number dogs and produce files for number label
- produce entry data for your catalogue
- produce Stewarding Sheets
- have your levies automatically calculated
- enter your results (Internet access required)
- produce marked catalogue
- enable you to produce challenges.

Dogs NZ is here to offer IT support services for OSP. If you would like more information on OSP please do not hesitate to contact Sue Conner on 04 910 1529 or website@dogs.org.nz

Dogs NEW ZEALAND

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Online Show Programme (OSP)

Getting started

Introducing OSP

OSP is an online show programme that is available for all clubs to use to help manage the administrative side of a dog show. Once the show application process has been done, the applied for show will appear on your club page under 'Upcoming Shows'.

Note: If you are going to use OSP you need to add this information into your schedule to let members know.

Upcoming Shows

Show ID	Show Date	Show Type	Schedule Submitted	Online Show Setup
18242	04/02/2017	Championship Show (2) BENEFIT SHOW (1)	View Proof	Show Setup ✓
18243	03/02/2018	Championship Show (2)		Show Setup

There are different ways to manage your entries:

Members can enter online directly, you as secretary can manually enter them or you can do a combination of both.

The OSP Menu

Once you have submitted your show schedule, you can then set up OSP for your show. So logon as a club, click Show Setup (as above in yellow) and you will see the following screen.

Click manage and Setup on Set Show/Mode page (as above)

The four show stages are:

Setup Mode

Allows you to setup and modify your show parameters, such as entry costs, available classes etc, and also to add your judges.

Entry Mode

Allows you to add, modify and delete entries and manage payments. You can automatically email entry information for checking. You can also produce entry summary information (such as a reporting sheet), provides email addresses and manual addresses.

Catalogue Mode

Allows you to set show numbers, set group and breed orders, and create a catalogue.

Show Mode

Allows you to manage payments, scratch entries, calculate show levies, produce reports, print steward sheets, print challenges, enter show results and produce a marked catalogue.

Please note you can navigate backward and forward through the stages at any time.

Setup Mode

Setup Show

Is where all your show information is added. The show date and type will automatically appear on this page and your show will be given a unique show ID number see below.

Note: This number will appear throughout the programme as file names etc.

On

Show Start Date: **04/02/2017**

Show Type: **Championship Show (2) BENEFIT SHOW (1)**

Show ID: **18242**

this screen page you will add your start date (once the start date arrives the show will automatically appear live for members to enter online) and a closing date (once the closing date arrives the show will disappear from the list available for members to enter).

You also add:

Catalogue cost information, camping prices, catering prices, club member discounts, multiple entry discounts. If there are multiple shows you add these (maximum of 6).

Payment information – bank account for internet banking. This is your club's account. You can also add in the notes how you would like payments referenced.

You then add the classes and stake prices against all the classes and stakes etc you will be holding. For Obedience Shows, the set up process is the same.

The programme can tell from the club and show type whether it is a breed show or an obedience show and will populate the relevant show requirements. You can add stake classes if you have specific ones not listed.

Judges Info

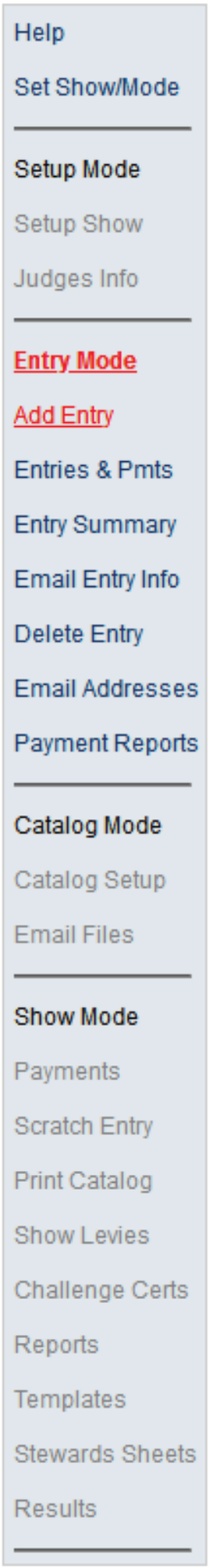
Enter the judges' information on this screen. This is used for the marked catalogues when loading the results.

Title	Firstname	Surname	Country *	Groups to be Judged **	In Show	Save	Delete
	Douglas	Sidebottom	ACT	1 2 3 4 5 6 7 BIS		Save	Delete
	Ashley	Reid	VIC	1 2 3 4 5 6 7 BIS		Save	Delete
	Stephanie	Rickard	VIC	1 2 3 4 5 6 7 BIS		Save	Delete
				1 2 3 4 5 6 7 BIS		Save	Delete
				1 2 3 4 5 6 7 BIS		Save	Delete

Enter, title, firstname, surname, country, groups and show number. Then save.

Setup complete…

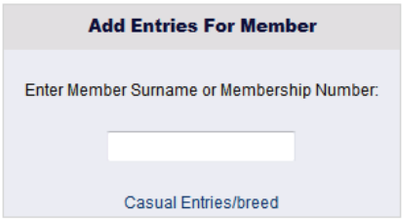
You do not need to do anything else now until the show opens for entries.



Entry Mode

Add Entry

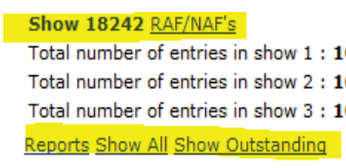
Add membership number from entry form here – this will bring up a new screen with the owner's dogs. Click the dog(s) you wish to enter and the relevant classes or tests will show. Enter dogs and then click Done. These entries are now entered into the show. Payments can be added here too.



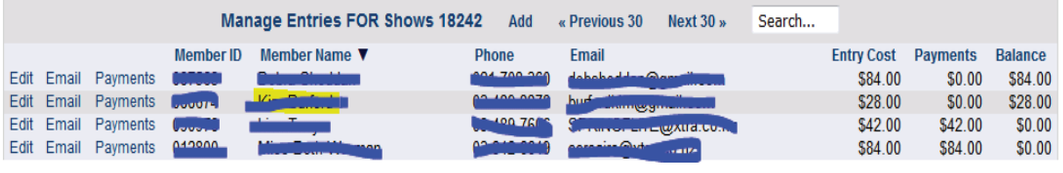
Casual entries are also on this screen (click add casual entry, fill in information you have and registration number of the dog). This then allows you to enter the dog without the owner being a member).

Entries & Pmts (payments)

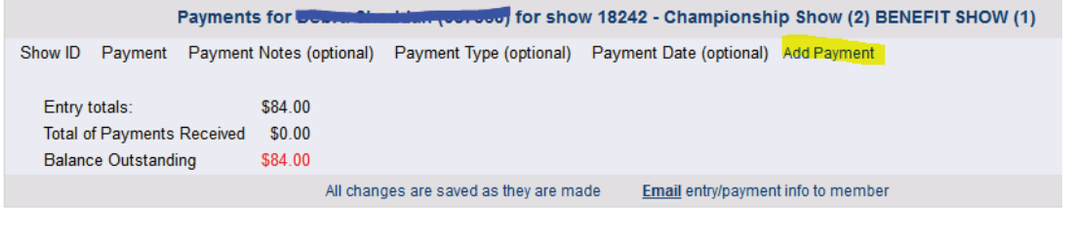
This screen allows you to manage the entries you have. You can edit an entry, add a payment, email the competitor. It also shows you the total of entries you already have (see below).



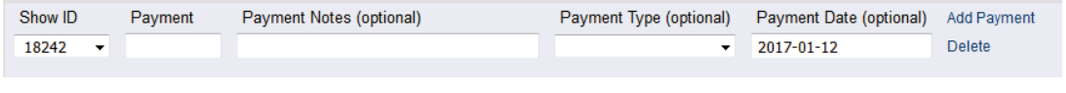
You can toggle on reports (see above) to show all entries or only those with no payments, by default this has all entries.



To add payment, click on payments (see diagram above) next to member ID then a new screen appears (see below) you click Add Payment. Payments are added from your club's bank account – you will need to print these off and then manually add them. If the entry is a manual one, you can add payment at the time of entry (on same screen). You can do this daily, weekly or whenever it suits you to do this.



Fill in particulars



RAF/NAFs (Registration/Name applied for)

Deleted. No longer available - regulation changed - These are no longer accepted. All dogs must be registered before entering a show.

Entry Summary (reporting sheet)

As you add entries they are automatically formatted into a table for using as your emailed reporting sheet – this table can be saved as an html file and opened and saved in word as a docx file. This is also available as spreadsheet under reports - Breed class summary. You can set the order of your show and the summary will show the same order.

The table is by Group (See Toy example)

Toys	1	2
AFFENPINSCHER	2	2
AUSTRALIAN SILKY TERRIER	4	2
BICHON FRISE	5	5
CAVALIER KING CHARLES SPANIEL	17	17
CHIHUAHUA (LONG COAT)	12	9
CHIHUAHUA (SMOOTH COAT)	5	3
CHINESE CRESTED DOG	4	3
GRIFFON BRUXELLOIS	5	5
JAPANESE CHIN	3	5
LOWCHEN	1	1
MALTESE	3	3
PAPILLON	2	2
PEKINGESE	6	6
POMERANIAN	4	4
PUG	19	20
Total for Toys	**92**	**87**

Email Entry Info

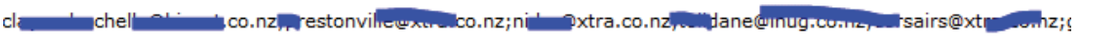
When all entries are in, you can send a confirmation email to all entrants which itemises their entries and payments. This is useful and can help eliminate problems on show day when people think they have entered and haven't or have accidentally entered the wrong dog etc. Just click the here word and this will automatically email all entrants with an itemised summary.

Delete Entry

Click here to delete an entry from the show.

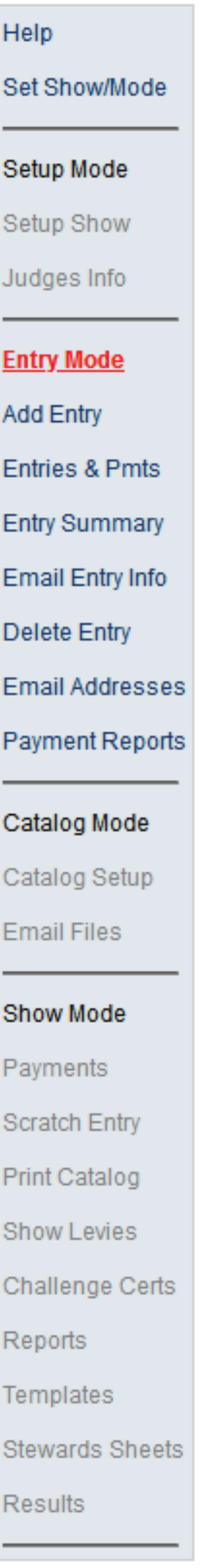
Email Addresses

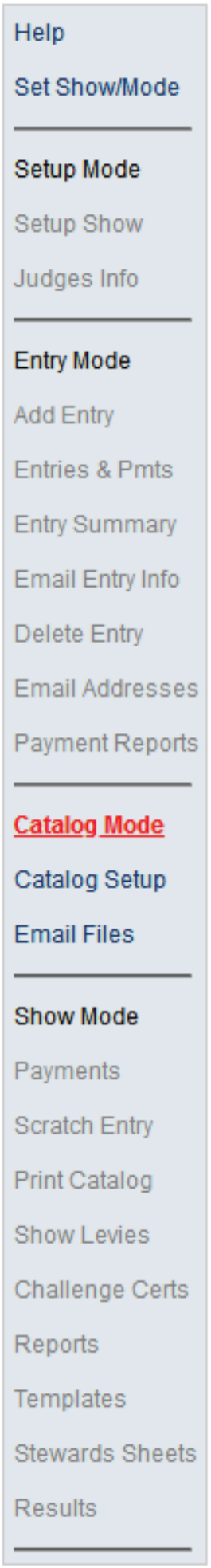
When you have completed your reporting sheet and sent out your entry info, you can then email this out to all entrants by copying the email addresses (see below) and pasting them into your email. You then add the reporting sheet as an attachment and send out.



Payment Reports

Allows you to view the payment status of your show. There are four options, Paid in full, Partial payment, No payment and overpaid. This show on the screen relevant information.





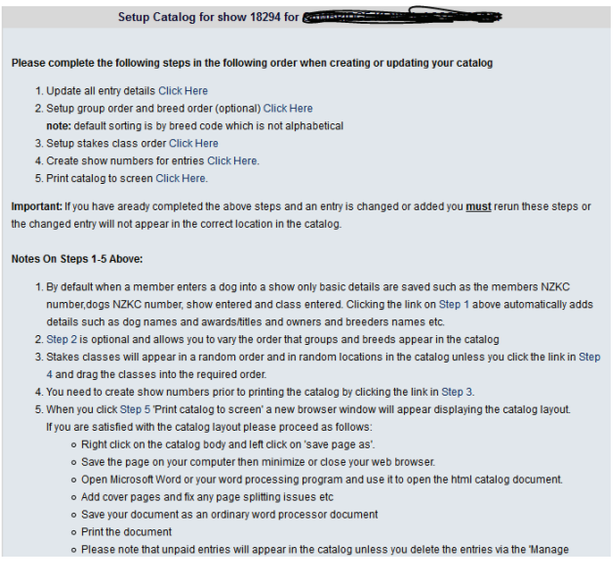
Catalog Mode

Catalogue Setup

Once you have entered all your entries and the show has closed you are ready to move to the next step. It is important to run through steps 1 to 5 as this performs some important functions.

It is important that you only number the dogs once, as if you add entries after you have numbered the dogs this can cause errors and you will need to rerun all the steps here.

Please note if you see a numbering inconsistency message (see right) you just need to re-run steps 1–4.



Setup Catalog for show 18294 for [redacted]

Please complete the following steps in the following order when creating or updating your catalog

1. Update all entry details Click Here
2. Setup group order and breed order (optional) Click Here
   note: default sorting is by breed code which is not alphabetical
3. Setup stakes class order Click Here
4. Create show numbers for entries Click Here.
5. Print catalog to screen Click Here.

Important: If you have aready completed the above steps and an entry is changed or added you **must** rerun these steps or the changed entry will not appear in the correct location in the catalog.

Notes On Steps 1-5 Above:

1. By default when a member enters a dog into a show only basic details are saved such as the members NZKC number,dogs NZKC number, show entered and class entered. Clicking the link on Step 1 above automatically adds details such as dog names and awards/titles and owners and breeders names etc.
2. Step 2 is optional and allows you to vary the order that groups and breeds appear in the catalog
3. Stakes classes will appear in a random order and in random locations in the catalog unless you click the link in Step 4 and drag the classes into the required order.
4. You need to create show numbers prior to printing the catalog by clicking the link in Step 3.
5. When you click Step 5 'Print catalog to screen' a new browser window will appear displaying the catalog layout.
   If you are satisfied with the catalog layout please proceed as follows:
   - Right click on the catalog body and left click on 'save page as'.
   - Save the page on your computer then minimize or close your web browser.
   - Open Microsoft Word or your word processing program and use it to open the html catalog document.
   - Add cover pages and fix any page splitting issues etc
   - Save your document as an ordinary word processor document
   - Print the document
   - Please note that unpaid entries will appear in the catalog unless you delete the entries via the 'Manage

Notes on Steps 1–5

By default when a member enters a dog into a show only basic details are saved such as the member DogsNZ number, the dog's DogsNZ number, show entered and class entered. Clicking the link on Step 1 above automatically adds details such as dog names and awards/titles and owners, second kennel names and the breeders names etc.

Step 2 is optional and allows you to vary the order that groups and breeds appear in the catalogue

You need to create show numbers prior to printing the catalogue by clicking the link in Step 3

Stakes classes will appear in a random order and in random locations in the catalogue unless you click the link in Step 4 and drag the classes into the required order.

When you click Step 'Print catalogue to screen' a new browser window will appear displaying the catalogue layout.

If you are satisfied with the catalogue layout please proceed as follows:

Right click on the catalogue body and left click on 'save page as' on the dialogue box that appears.

Save the page on your computer then minimize or close your web browser.

Open Microsoft Word or your word processing program and use it to open the html catalogue document.

Add cover pages and fix any page splitting issues etc.

Save your document as an ordinary word processor document.

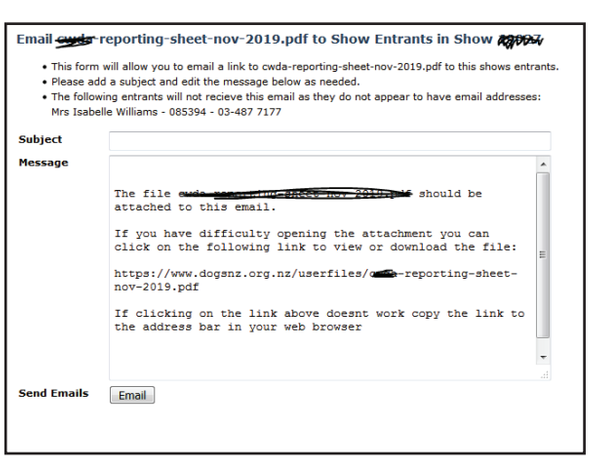
Print the document.

Please note that unpaid entries will appear in the catalogue unless you delete the entries via the 'Manage Entries' page.

Email Files (Reporting Sheet)

To upload and email your reporting sheet to all exhibitors, firstly save your reporting sheet as a pdf. Call the pdf the show id of your show (eg 20385.pdf).

Click on email files and. Click browse to where you have saved the pdf and then click upload. Once uploaded click on 'Compose Emai,' add subject and extra information if required. Click Email.



Email [redacted]-reporting-sheet-nov-2019.pdf to Show Entrants in Show [redacted]

- This form will allow you to email a link to cwda-reporting-sheet-nov-2019.pdf to this shows entrants.
- Please add a subject and edit the message below as needed.
- The following entrants will not recieve this email as they do not appear to have email addresses:
  Mrs Isabelle Williams - 085394 - 03-487 7177

Subject

Message

The file [redacted] should be attached to this email.

If you have difficulty opening the attachment you can click on the following link to view or download the file:

https://www.dogsnz.org.nz/userfiles/[redacted]-reporting-sheet-nov-2019.pdf

If clicking on the link above doesnt work copy the link to the address bar in your web browser

Send Emails Email

Show Mode

Payments

Directs you to the entries and payment screen.

Scratch Entry

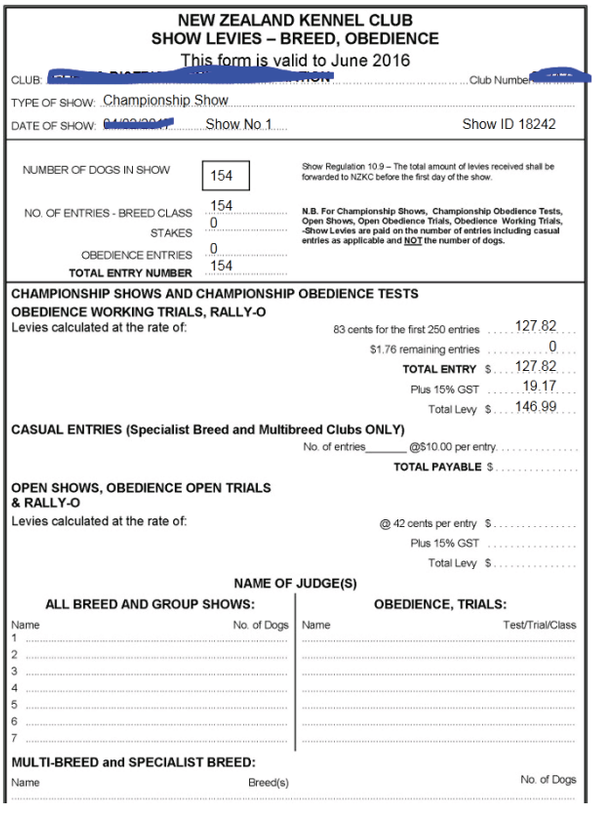
If you need to scratch an entry after numbering the show, you must to use this to scratch the entry. Do not delete a dog after you have numbered them. Scratching an entry will remove the entry without affecting the numbering. The dog will not appear, but the dogs will not be renumbered. On screen search for dog/owner and change no button to a yes.

Print Catalogue

This will bring the catalogue up and you can save and print from here. See steps 1–5 in programme on how to save catalogue file.

Show Levies

Click on this to bring up your levies. This will automatically be populated – you just need to print this.



NEW ZEALAND KENNEL CLUB
SHOW LEVIES – BREED, OBEDIENCE
This form is valid to June 2016

CLUB: [redacted] Club Number [redacted]
TYPE OF SHOW: Championship Show
DATE OF SHOW: [redacted] Show No 1 Show ID 18242

NUMBER OF DOGS IN SHOW 154
NO. OF ENTRIES - BREED CLASS 154
STAKES 0
OBEDIENCE ENTRIES 0
TOTAL ENTRY NUMBER 154

Show Regulation 10.9 – The total amount of levies received shall be forwarded to NZKC before the first day of the show.

N.B. For Championship Shows, Championship Obedience Tests, Open Shows, Open Obedience Trials, Obedience Working Trials, -Show Levies are paid on the number of entries including casual entries as applicable and NOT the number of dogs.

CHAMPIONSHIP SHOWS AND CHAMPIONSHIP OBEDIENCE TESTS
OBEDIENCE WORKING TRIALS, RALLY-O
Levies calculated at the rate of:
83 cents for the first 250 entries 127.82
$1.76 remaining entries 0
TOTAL ENTRY $ 127.82
Plus 15% GST 19.17
Total Levy $ 146.99

CASUAL ENTRIES (Specialist Breed and Multibreed Clubs ONLY)
No. of entries_____ @$10.00 per entry
TOTAL PAYABLE $

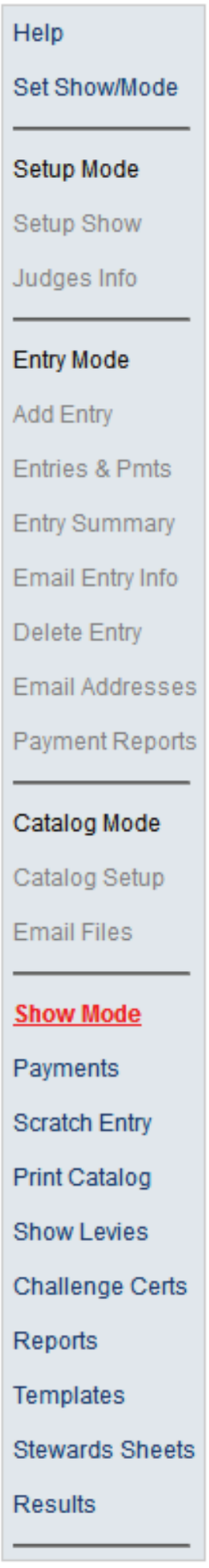
OPEN SHOWS, OBEDIENCE OPEN TRIALS & RALLY-O
Levies calculated at the rate of:
@ 42 cents per entry $
Plus 15% GST
Total Levy $

NAME OF JUDGE(S)

ALL BREED AND GROUP SHOWS:		OBEDIENCE, TRIALS:	
Name	No. of Dogs	Name	Test/Trial/Class
1			
2			
3			
4			
5			
6			
7			

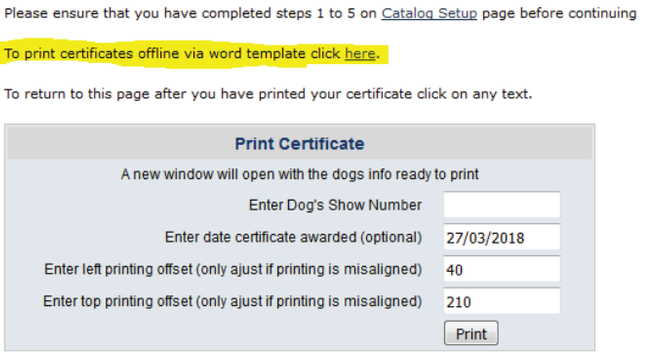
MULTI-BREED and SPECIALIST BREED:
Name Breed(s) No. of Dogs

Help
Set Show/Mode
Setup Mode
Setup Show
Judges Info
Entry Mode
Add Entry
Entries & Pmts
Entry Summary
Email Entry Info
Delete Entry
Email Addresses
Payment Reports
Catalog Mode
Catalog Setup
Email Files
Show Mode
Payments
Scratch Entry
Print Catalog
Show Levies
Challenge Certs
Reports
Templates
Stewards Sheets
Results



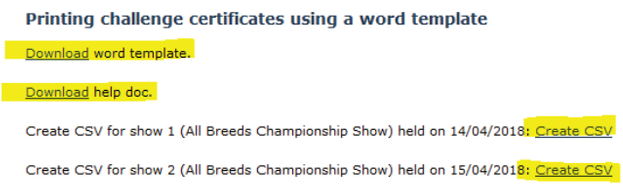
Challenge Certs

Challenge certificates can be printed two ways.



1. In OSP programme. To do this you need to test the challenges on the certificates using your printer. See right you can alter the margins to line them up on any printer. Once you have the challenges printing correctly on your printer – you simply add the dog's show number as above. Click print, then add the next dog etc.

2. A word version of the challenges for those shows where there is no internet access available on the day. To do this you will click on the link above (in yellow).



You will have one or two file creation options depending on the number of shows. Click on Show create csv, open and save as an excel file. Download and save challenge template. Open template and mail merge to the challenge file(s) you have just downloaded. Follow the full instructions on th help doc (as above). The number of shows will dictate the number of merge files. (needed as the date changes if over two days).

Once you have produced your word document - practice using these with your challenge - you may need to tweak these slightly depending on your printer.

You can now use these word documents to produce your challenges on the day. No need for internet access. To print challenges, use your find or navigator to find the challenge you are after by entering show number , then printing.

Please feel free to contact Sue Conner at Dogs NZ if you need help with doing this.

Reports

Numerous reports can be created in this section. Here is a list of the reports you can run. Feel free to run these as many times as you like – you can open the CSV files in excel. Before creating/downloading any csv files please run through the steps on the catalogue Setup section

Full Entries file

Entries for shows 18242: Creates CSV (comma separated version)

Catalog/Camping etc

Misc Items for shows 18242: Creates CSV

Entries no payments

Members with entries but no payment recorded: Creates CSV

Total income report

Income Summary for 18242: Creates CSV

Payment breakdown

Payments per Member for 18242: Creates CSV

Duplicate entries

Duplicate Entry Check for 18242: Creates CSV (This is checked at catalogue stage but you can also run this separately).

Mailing list

Creates a CSV if you wanted to mail merge labels for a postal mail-out. Most clubs have numbers picked up on the day. (This is mainly used for the national dog show).

Number labels

Produces a csv file that can be mail merged in word for number labels for your show cards. There are two templates available – one for a number on the front only and one for a number on the front and dog information on the back. **(See step by step help on page 12)**

Catalogue numbers list

Produces a list of entrants numbers for picking up number cards

Entry summary by breed totals

Breed class entry summary for show(s) 18242: Create CSV

Stakes entry by group-breed

Stakes entry numbers grouped by group-breed-class for show(s) 18242: Create CSV

Lists all entries

Breed Class Entry Summary for shows 18242: Creates CSV of all entries.

Class entry number

Class entry numbers grouped by breed for show(s) 18242: Create CSV

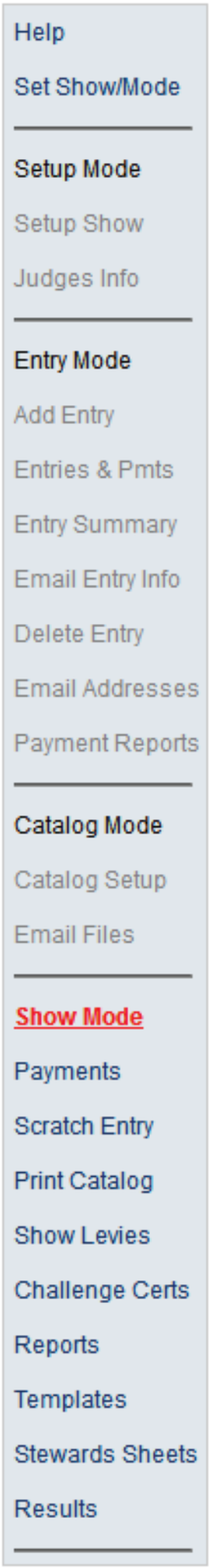
Templates

Templates are stored here for you to use if you wish. They include templates for labels for your number cards.

Entry form template

If you would like to mail merge in word and have an entry form for every entry. (not necessary but may be something you prefer)

Mailout labels 2sided Master (No Address) dotx
Mailout labels 2sided Master (Address).dotx
Mailout labels National Master (address grooming).dotx
Steward Sheets template.docx



Help
Set Show/Mode
Setup Mode
Setup Show
Judges Info
Entry Mode
Add Entry
Entries & Pmts
Entry Summary
Email Entry Info
Delete Entry
Email Addresses
Payment Reports
Catalog Mode
Catalog Setup
Email Files
Show Mode
Payments
Scratch Entry
Print Catalog
Show Levies
Challenge Certs
Reports
Templates
Stewards Sheets
Results

Stewards Sheets

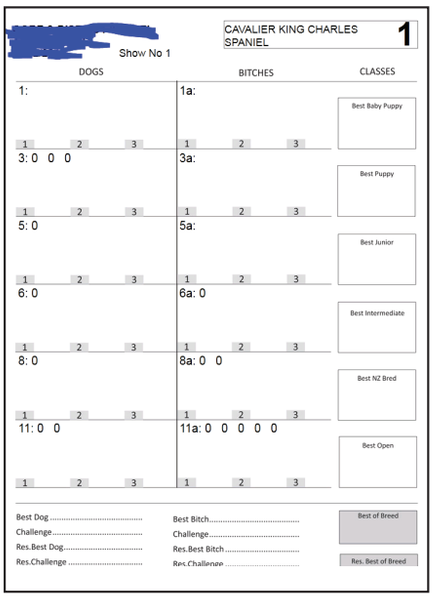
Tips for printing from a web browser

Disable any Header and Footer printing options.

Set all margins to 0.

Depending on printer–possibly enable 'shrink to fit page'.

Your stewarding sheets can be printed from here onto plain cardboard or paper.



Results

Enter your show results from your stewarding sheets here. Once you have loaded all your results, you can save this file as you did for making the catalogue files and send this out as your marked catalogue.

Show Results

Click here to enter your show results

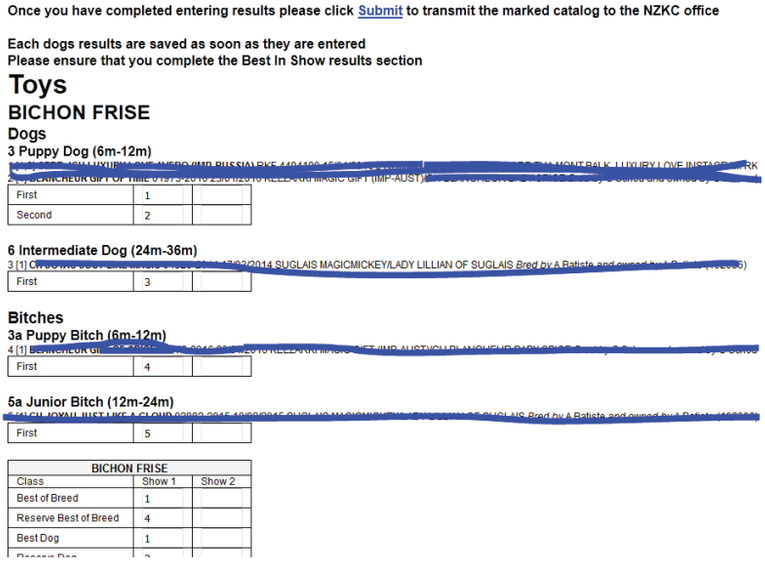
Benifits of using this system

- You will be able to print a marked catalog.
- You will not need to submit a marked catalog to the nzkc (provided you enter all show results).
- Your show results will appear in the Dogs World magazine (only best In show results required).
- Your show results will be viewable online here.
- You will be able to upload photos* of winners which will appear online with the results.

*Photos will be automatically resized and renamed to make to process as simple as possible.

When you submit the results, OSP them sends it to the Dogs Nz as you marked catalogue and also populates the results for the magazine.

The results will also be available for individual members, who can look up their dogs and see the results from all shows entered.



Once you have completed entering results please click Submit to transmit the marked catalog to the NZKC office

Each dogs results are saved as soon as they are entered
Please ensure that you complete the Best In Show results section

Toys

BICHON FRISE

Dogs

3 Puppy Dog (6m-12m)

First	1	
Second	2	

6 Intermediate Dog (24m-36m)

3 [1] 23/03/2014 SUGLAIS MAGICMICKEY/LADY LILLIAN OF SUGLAIS *Bred by* A Batiste and owned by A Batiste

First	3	

Bitches

3a Puppy Bitch (6m-12m)

4 [1]

First	4	

5a Junior Bitch (12m-24m)

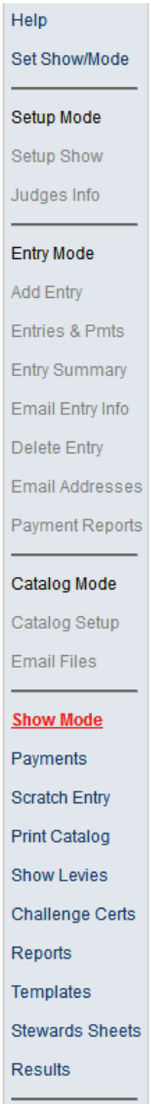
Bred by A Batiste and owned by A Batiste

First	5	

BICHON FRISE		
Class	Show 1	Show 2
Best of Breed	1	
Reserve Best of Breed	4	
Best Dog	1	

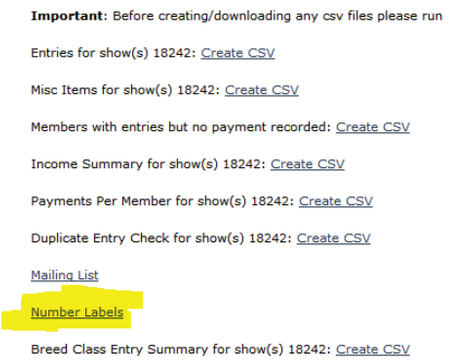
Support

If at any time you have questions, suggestions or need help with this programme, Dogs NZ support is available Monday – Friday 8.30 – 4 pm. Contact Sue Conner on 04 910 1529 or email website@dogsnz.org.nz



How to produce labels for number cards

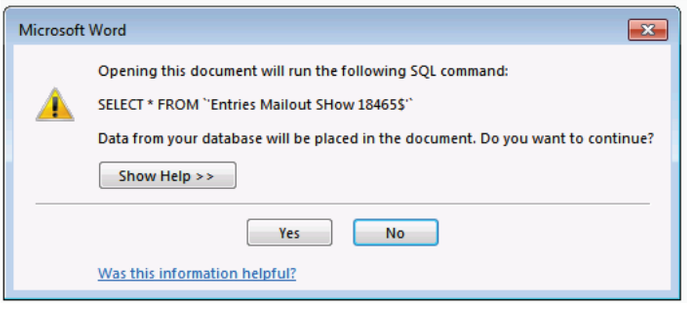
Under Reports, click number labels (see in yellow), create csv file and save this on your computer (where you will be able to find it). Open csv file and select all by clicking the triangle between the A and the 1) then sort by column A (order column) - smallest to largest to put in numerical order. Save.

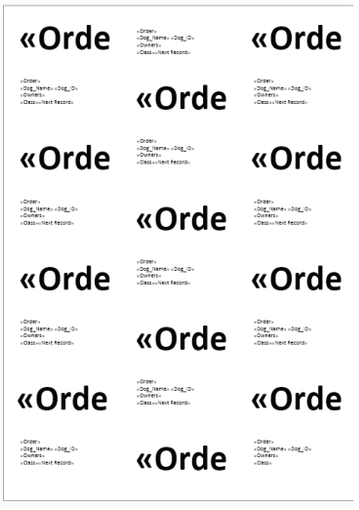


Go to templates on the menu under Reports (see graphic left Reports in red). Click template.

Mailout labels 2sided MASTER (No address).dotx (This template creates a number label for front and a details lable for back)

Click this and open Template





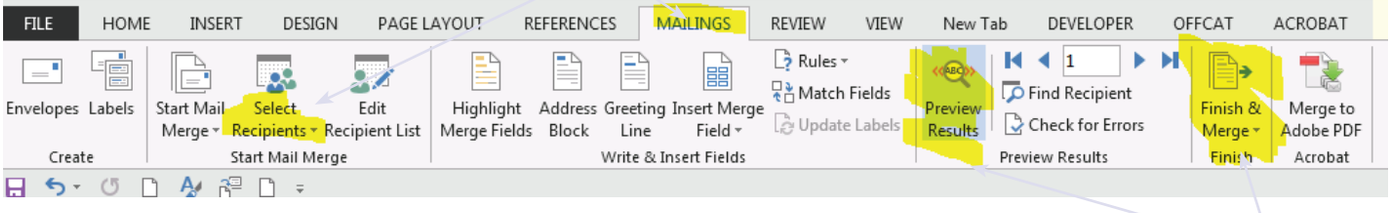
Click yes to this screen (this is just referring to link information)

The template will open and have merge information see above right. Ignore odd layout.

In word click MAILINGS tab, then click select recipients from drop down

Click use an existing list, then navigate to the csv file that you saved at the beginning.

Click preview to see your labels, once happy click Finish & Merge, this will merge the information and open a new document with the completed labels (see left)



Label size used for this mail merge template

Label size is A4 (210 x 297mm)

Ref : 01273

70 x 37mm

24 per sheet

If you have any problems please contact Sue Conner at the Dogs NZ office.