Online Trial Summary Report Guidelines

When filling out this form you may SAVE at any time and come back later to finish.

Step 1. Open Secretary Functions, then click "Online TSRs" for your club. Your Trial dates for that club will show up. Click on a date to get the screen at right. Plug in the overall event Start and End time and the Start and End times for each trial. If running concurrently, you will still input when each trail starts and ends. **Click Next.**

Step 2. Each judge will be listed with the classes you assigned in the Event application. Unlike the Results spreadsheet, here you will assign each listed Judge the runs they actually judged.

- # Regular Runs are regular competitor runs, dogs that actually step into the ring that are not judge dogs.
- # Judge Dog runs is only for any personal dogs being run by a Judge.
- # Dogs Absent are any dogs who paid an entry but were absent.

Regular Runs + Judge Dog Runs + Dogs Absent = Total Entered

The gray fields will automatically sum for you. Notes put in this section will be shared with the judge. **Click Next.**

Step 3. Tell us if there will be forms for us to check on dog aggression, misconduct, and/or trial hearings. Fill out general comments on the Event. If you have notes that you do not want to share with the judge but you want us to address, put them here.

Click in the "I Agree" box.

Click Submit.

You will be taken to Run Payments to pay for your runs.

STEP 1

Online Trial Secretary Report

Barn Hunt Secretary

- Dashboard
- Help
- Dogs
- Judges
- Judge Finder
- Available Dates
- Banned/Suspended
- Resources
- Mentors
- Coyote
- Log Out

Barn Hunt Association LLC
- Events
- Add Event
- Volunteers
- Event Uploads
- Run Payments
- Payments Due
- Venues
- Club Profile
- Administrators
- Insurance

Demo Club 1
- Events
- Add Event
- Volunteers
- Event Uploads
- **Online TSRs** — If enabled, you will be able to click "Online TSRs" for your event.
- Run Payments
- Payments Due
- Venues
- Club Profile
- Administrators
- Insurance

Event: Club Name: Demo Club 1
City: Columbia   State/Prov: MO   Dates: March 24, 2018

Days: Please enter the time your event started (beginning of first briefing) and the time your event finished (ribbons distributed) for each Day of your event. Use a 24 hour clock (military time) and round to the nearest 15 minutes. Example: 3:30 pm should be entered as 1530

Date	# Trials	Trial 1 Start Time (hhmm)	Trial 1 End Time (hhmm)	Trial 2 Start Time (hhmm)	Trial 2 End Time (hhmm)	Elapsed Time (Minutes)	Hours
Mar 24	1	0800	1530			450	7.50

Notes: The Gray shaded fields will be automatically populated. You just plug your info into the blanks.

Judges:

Name	Number
Jeff Pautz	BHAJ-999

Save   Next

STEP 2

Online Trial Secretary Report

This column is used to calculate run payments

Class Levels: Indicate Judge's participation in each date and class

Date/ Class Level	# Regular Runs	# Judge Dog Runs	# Dogs Absent	Total # Entered	Total # Dogs Judged	Class Start Time	Class End Time	Total Minutes	Minutes Per Dog	Any Notes
Mar 24	T1 Jeff Pautz			Instinct☑ Novice☑ Open☑	Senior☑	Master☑ Crazy8s☑				
Instinct	3	0	1	4	3	0800	0830	30	10.0	☐
Novice	12	1	2	15	13	0845	0945	60	4.6	☐
Open	10	0	0	10	10	1030	1115	45	4.5	☐
Senior	15	2	3	20	17	1200	1412	132	7.8	☑

Here you can add notes specific to a class. In order to do so, you simply check the "Any Notes" checkbox for that class.

| Master | 8 | 1 | 2 | 11 | 9 | 1500 | 1545 | 45 | 5.0 | ☐ |
| Crazy8s | 5 | 0 | 0 | 5 | 5 | 1600 | 1630 | 30 | 6.0 | ☐ |

Save   Next   Prior

These columns report to the judge's record

STEP 3

Online Trial Secretary Report

Other: Trial Comments/Incidents/Notes
Was there Dog Aggression at this event?   ○ Yes   ○ No
Was there Misconduct at this event?   ○ Yes   ○ No
If you answered Yes to any of the above, was a Trial Hearing held?   ○ Yes   ○ No
Please be sure to upload all relevant documents to your Event using Event Uploads.

This is to let us know we need to look for those documents.

Trial Comments (general information/suggestions)
Self-explanatory, this is general information

Judge Comments for Advisory Committee (notes for any issues with the judge you would like to see addressed)
This is information that is just for the Advisory Committee and is not automatically shared with the judge.

Save   Prior   Download PDF

By submitting this form, I/We agree that this form is accurate and complete to the best of my/our knowledge.
☐ I Agree   Submit

Click "I Agree" then submit. You are done. Go to Run Payments and your runs total is already filled in for you from the information in this document.