

WELCOME!

These are the ADP Printers help files for the online entry website

ACCOUNT TYPES

There are three types of Accounts

EXHIBITOR ACCOUNT

SECRETARY ACCOUNT

SECRETARY ASSISTANT ACCOUNT

EXHIBITOR ACCOUNT

The Exhibitor Account is for anyone who is wanting to enter one of the shows that, accepts online entry.

SECRETARY ACCOUNT

The Secretary Account has the same features as the Exhibitor Account but with added options to view their Societies Show online entry details. i.e. 1st entries, subsequent entries, etc.

SECRETARY ASSISTANT ACCOUNT

The Secretary Assistant Account is very much the same as the SECRETARY ACCOUNT, and is listed if a society has someone who helps out the secretary.

REGISTERING AN ACCOUNT

Depending on what account type you need, please read through the relevant help file to take you through the steps to register your account.

EXHIBITOR ACCOUNT

In the top right hand corner of the website click the tab "Register".
This will take you to the registration page.



HOME SERVICES LINKS SHOWS PRINTED GIFTS CONTACT

On the registration page, set yourself a username and password. Please take note of the symbols required to set your password and also the minimum number of characters required. (min 8 characters and must contain uppercase, lowercase, one of @\$%!^ and numbers). It may be a good point to make a note of your password in case you forget what you have set it as.

Select from the drop down box the account type "Exhibitor".

Complete the rest of the form details, taking particular note of the fields marked with a * as this is required information for the registration process.

Once completed then press the "register" button at the bottom.

You will now be automatically taken to the login page and will also receive an email confirming your registration and details of your username. Details of your password will not be sent out via an email.

Please login below. All functions in this section require a login.

You have been added as a dog owner - please log in.

Username:

Password:

Lost your password?

Now you are ready to login to your account and add your dogs.
See Adding My Dogs in the help Menu.

SECRETARY ACCOUNT

In the top right hand corner of the website click the tab "Register".
This will take you to the registration page.



HOME SERVICES LINKS SHOWS PRINTED GIFTS CONTACT

On the registration page, set yourself a username and password. Please take note of the symbols required to set your password and also the minimum number of characters required. (min 8 characters and must contain uppercase, lowercase, one of @\$%!^ and numbers). It may be a good point to make a note of your password in case you forget what you have set it as.

Select from the drop down box the account type "Show Secretary".

Complete the rest of the form details, taking particular note of the fields marked with a * as this is required information for the registration process.

Once completed then press the "register" button at the bottom.

You will now be automatically taken to the login page and will also receive an email confirming your registration and details of your username. Details of your password will not be sent out via an email.

Login to ADP Printers Show Admin

Please login below. All functions in this section require a login.

You have been added as a show secretary or assistant secretary - you require authorisation by an administrator before you can login.

Username:

Password:

[Lost your password?](#)

Once you have made your account, the administrator will be notified that you have requested a Show Secretary Account. Once they have checked that the requested account is valid they will authorize the account and full access will be given.

This account is also an Exhibitor Account, so if you wish to enter a show, you can do so once you have added your dogs to your account. See Adding My Dogs in the help menu.

SHOW ASSISTANT ACCOUNT

In the top right hand corner of the website click the tab "Register". This will take you to the registration page.



HOME SERVICES LINKS SHOWS PRINTED GIFTS CONTACT

On the registration page, set yourself a username and password. Please take note of the symbols required to set your password and also the minimum number of characters required. (min 8 characters and must contain uppercase, lowercase, one of @#\$%^!^ and numbers). It may be a good point to make a note of your password in case you forget what you have set it as.

Select from the drop down box the account type "Show Assistant".

Complete the rest of the form details, taking particular note of the fields marked with a * as this is required information for the registration process.

Once completed then press the "register" button at the bottom.

You will now be automatically taken to the login page and will also receive an email confirming your registration and details of your username. Details of your password will not be sent out via an email.

Login to ADP Printers Show Admin

Please login below. All functions in this section require a login.

You have been added as a show secretary or assistant secretary - you require authorisation by an administrator before you can login.

Username:

Password:

[Lost your password?](#)

Once you have made your account, the administrator will be notified that you have requested a Show Assistant Account. Once they have checked that the requested account is valid they will authorize the account and full access will be given.

This account is also an Exhibitor Account, so if you wish to enter a show, you can do so once you have added your dogs to your account. See Adding My Dogs in the help menu.

LOGGING IN

Please read through the Login section below to help you through the process of logging in. Show Exhibitors login in through a different tab than Show Secretaries and Show Assistants

LOGIN AS AN EXHIBITOR

Once you have registered for your Exhibitor Account, you can login straight away as you are presented with the login section. When you return to the website at a later time, if you look at the top right hand corner of the website and click the Exhibitor Login tab.



From here you will be presented with the login screen.

Please login below. All functions in this section require a login.

Username:

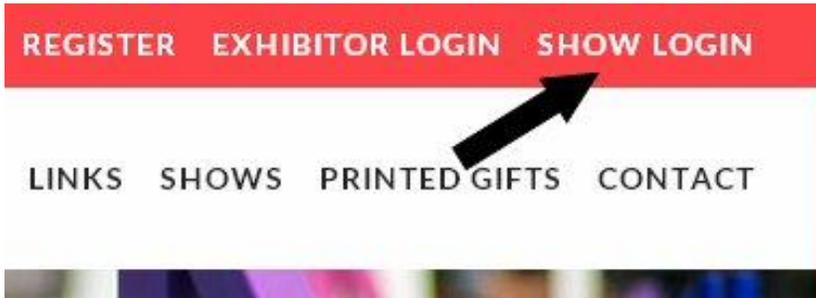
Password:

[Lost your password?](#)

Enter your Username and Password and click Login.
You will now be logged into your account.

LOGIN AS A SECRETARY

Once you have registered for your Secretary Account, you can login straight away as you are presented with the login section. When you return to the website at a later time, if you look at the top right hand corner of the website and click the Show Login tab.



From here you will be presented with the login screen.

Please login below. All functions in this section require a login.

Username:

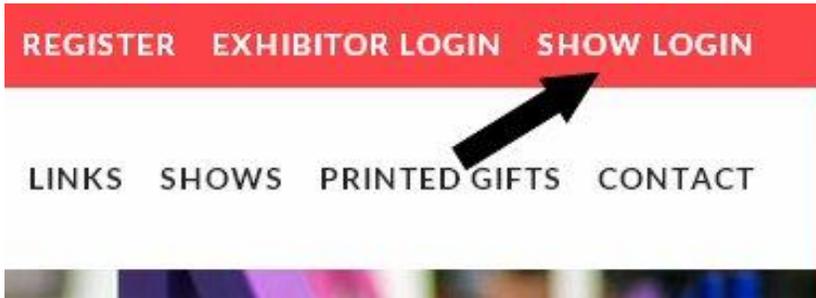
Password:

[Lost your password?](#)

Enter your Username and Password and click Login.
You will now be logged into your account.

LOGIN AS A SHOW ASSISTANT

Once you have registered for your Show Assistant Account, you can login straight away as you are presented with the login section. When you return to the website at a later time, if you look at the top right hand corner of the website and click the Show Login tab.



From here you will be presented with the login screen.

Please login below. All functions in this section require a login.

Username:

Password:

[Lost your password?](#)

Enter your Username and Password and click Login.
You will now be logged into your account.

YOUR DOGS

In this section you will learn how to add your dogs to your account and also learn how edit them as they achieve more.

ADDING YOUR DOGS

To add your dogs to your account, you must first login. Once you have logged in you will see on the left hand side, your menu bar. Click the link "My Dogs".



This will take you to the section where you can add your dog's details and see a list of dogs you may have already added.

This section shows you what dogs have been added.



A screenshot of the "Add a Dog" form. The title is "Add a Dog" and the instruction is "Complete the form to add a new dog". The form contains the following fields: "Dog Name:" (empty text box), "ATC Number:" (empty text box), "Breed:" (dropdown menu with "Affenpinscher" selected), "Dog Gender:" (dropdown menu with "Bitch" selected), "Breeder Name(s):" (empty text box), "Dog's Date of Birth:" (empty text box), "Sire:" (empty text box), "Dam:" (empty text box), and an "Add Dog" button at the bottom left.

As you can see no dogs have been added so far.

Complete the fields below "Dog Name", "ATC Number". Then select from the list boxes the breed of the dog and the gender of the dog.



A screenshot of the "Add a Dog" form with the following fields filled in: "Dog Name:" (ADPTESTDOG), "ATC Number:" (TESTNUMBER), "Breed:" (Affenpinscher), and "Dog Gender:" (Bitch). Two black arrows point to the dropdown menus for "Breed" and "Dog Gender".

Then enter the "Breeder(s) Name" details.

To enter the "The Dog's Date of Birth, Just click in the box next to it and a calendar will appear.

Breeder Name(s):

Dog's Date of Birth:

Sire:

Dam:

Prev Next

August 2015

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Navigate through the months and years using the "Prev and Next" links and then select the date from the calendar. This will then automatically insert the date you have selected.

Now complete your dog's details by entering the "Sire" and "Dam" information and click the "Add Dog" button.

Sire:

Dam:

You will now see that your dog has been added to the "My Dogs" Section.

My Dogs

Your dogs are listed below.

ADPTESTDOG Affenpinscher, Bitch - 01-08-2015 [Edit Dog](#) [Delete Dog](#)

To add further dogs, then just repeat this process.

EDITING YOUR DOGS

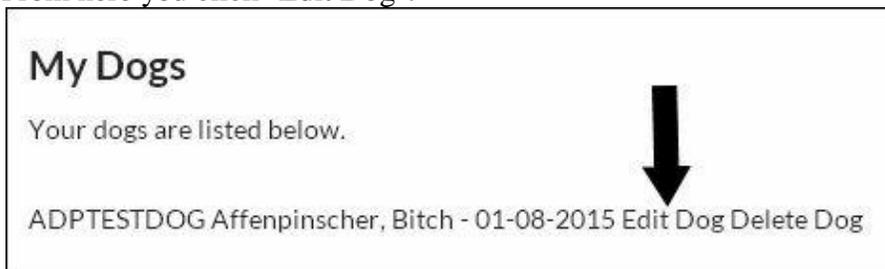
Once you have added a dog to your profile you can go back and edit their details. You must be logged into your account and then go to "My Dogs" section, in your menu.

From here you click "Edit Dog".

My Dogs

Your dogs are listed below.

ADPTESTDOG Affenpinscher, Bitch - 01-08-2015 [Edit Dog](#) [Delete Dog](#)



This takes you to the edit page, where you can change any details of your dog.

Edit Dog

Edit your selected dog below.

Complete the form to edit your dog's details

Dog Name:



Once you have completed making any changes, click the button "Edit Dog".

Sire:

Dam:

←

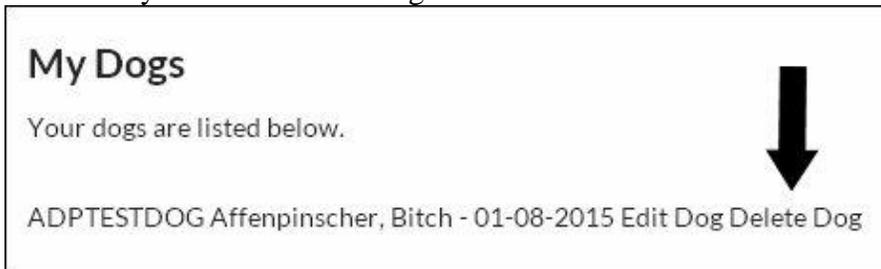


Your dog's details will be updated and you will return to the main menu.

DELETING YOUR DOGS

Once you have added a dog to your profile you can go back and delete the entry from your list. You must be logged into your account and then go to "My Dogs" section, in your menu.

From here you click "Delete Dog".

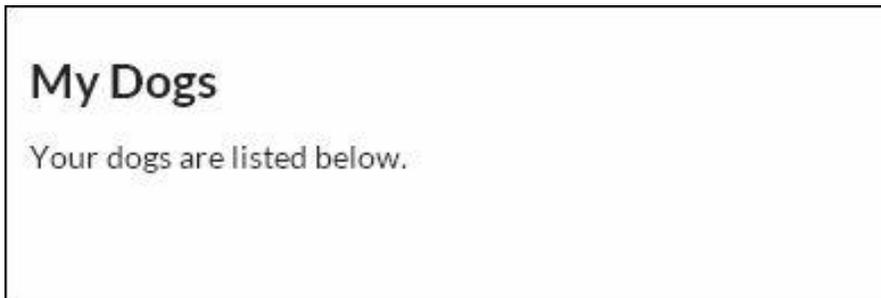


You will now get a message asking you to confirm you wish to delete the dog.



Click OK to continue to delete the dog or click Cancel to stop the process.

You will automatically be returned to your Dogs menu and you will notice that the dog has been removed from your list.



ENTERING A SHOW

There are four stages to entering the show.

STAGE 1.

Entering Standard Classes.

(We use the term standard classes to cover classes that are covered by the First entry and Subsequent entry)
All other classes are covered by the Alternate Class.

This is the first page you will be presented with.

Enter a Show - Standard Classes

Standard classes are for the 1st and subsequent charged classes. Alternate classes can be entered on the next stage of the entry process.

Complete the form below to enter THE NORTHERN DOG CLUB JANUARY - 2016.

Entry costs are as follows:

First entry per dog (members): £4.50

Subsequent entries per dog (members): £1.00

First entry per dog (non-members): £4.50

Subsequent entries per dog (non-members): £1.00

On-line entry administration fee: £1.35

Select your dog/s and classes and add them to the show

YOUR DOGS	SELECT CLASS	ENTER DOG
ADPTESTDOG - Affenpinscher, Bitch ▼	1:JUNIOR - Retriever (Labrador), Custom ▼	Click to Confirm

Your Current Entries

DOG	CLASS
<input type="button" value="Submit"/>	

Once you have entered all of your dogs into the standard classes please click "Submit" which will take you to the next stage.

SELECT A DOG AND CLASS

On this page you will see the shows entry costs and online entry admin fee. You can also get full details on prices by going to the Show Page and downloading the show schedule. By downloading the show schedule it can assist you on selecting the right class or classes for your dog.

Enter a Show
Complete the form below to enter MIDLAND CHIHUAHUA CLUB - 2015.

Entry costs are as follows:
First entry per dog (members): £4.00
Subsequent entries per dog (members): £1.00
First entry per dog (non-members): £5.50
Subsequent entries per dog (non-members): £1.00
On-line entry administration fee: £1.35

The second part of this page is where you can select which dog you want to enter and which class you want to enter the dog in. From the list box "Your Dogs" select which dog you wish to enter.

YOUR DOGS ↓
ADPTESTDOG - Retriever (Golden), Bitch ▼

Once you have selected your dog then choose which class you want to enter it into. From the "Class" list box select the class you wish to enter.

SELECT CLASS ↓
19:OPEN DOG - Retriever (Golden), Custom ▼

When you have selected your dog and the class you wish to enter, then click the "Click to Confirm" button.

SELECT CLASS **ENTER DOG**
19:OPEN DOG - Retriever (Golden), Custom ▼

This will then add your selection to the "Your Current Entries" menu, which the third section of this page.

Your Current Entries

DOG	CLASS	
ADPTESTDOG, Retriever (Golden) Bitch	19: OPEN DOG Retriever (Golden) Custom	DELETE ENTRY

If you decide you have entered the dog into the wrong class, you can delete the entry by clicking the "DELETE ENTRY" link in red. A box will appear asking you to confirm that you wish to remove the entry.

Selecting ok will remove the dog from "Your Current Entries".

To add the current dog to further classes then just repeat this process. If you wish to add additional dogs to the show, then just choose another dog from "Your Dogs" list and then choose which class to enter it in. Once you have made all your choices then just click the "Submit" button under the "Your Current Entries" menu, and this will take you onto Stage 2 of the entry process. See "ENTER A SHOW STAGE 2", in the help files

STAGE 2.

This is the next page you will be presented with.

Enter a Show - Alternate Classes

Complete the form below to enter alternate classes for THE NORTHERN DOG CLUB JANUARY - 2016.

Entry costs are as follows:

216 NOT FOR COMPETITION: £1.00

Select your dog/s and alternate classes and add them to the show

YOUR DOGS	SELECT CLASS	ENTER DOG
ADPTESTDOG - Retriever (Golden), Bitch ▼	216:NOT FOR COMPETITION - Any, Custom ▼	Click to Confirm

Your Current Alternate Entries

DOG	CLASS
<input type="button" value="Submit"/>	

Once you have entered all of your dogs into the alternate classes please click "Submit" which will take you to the next stage.

This is the same as the previous stage. Just select your dog and class as you did in Stage 1.
Once you have selected everything. Just click the submit button to continue on to the next stage.

STAGE 3.

This stage covers Handling Classes.

This is the page you are presented with.

Enter a Show - Handling Classes

Complete the form below to enter handling classes for THE NORTHERN DOG CLUB JANUARY - 2016.

Entry costs are as follows:

211 JUNIOR HANDLING 6-11yrs: £0.50
212 JUNIOR HANDLING 12-16yrs: £0.50
213 YKC HANDLING 6-11yrs: £0.50
214 YKC HANDLING 12-16yrs: £0.50
215 YKC HANDLING 17-24yrs: £0.50

Select your handler classes and add them to the show

If you wish to omit age simply leave 0 as the age

HANDLER'S NAME	HANDLER'S AGE	SELECT CLASS	ENTER
<input type="text" value="Handler Name Here"/>	<input type="text" value="0"/>	211:JUNIOR HANDLING 6-11yrs ▼	<input type="button" value="Click to Confirm"/>

Your Current Handler Entries

CLASS	HANDLER	AGE
<input type="button" value="Submit"/>		

Once you have entered all of your handlers into the handler classes please click "Submit" which will take you to the next stage.

Not all shows have handling classes, so if there is no handling classes available for the show you are entering then just click the submit button to continue onto the next stage.

All you need to do is enter the Handlers name, the age (if you wish not to enter an age just leave a 0 as the age). Then select the class you wish to enter and press Click to Confirm.

This will then add your choice to the Current Handler Entries like below. Once you have made all your selections, just click Submit to continue on to the next Stage.

Your Current Handler Entries

CLASS	HANDLER	AGE
211: JUNIOR HANDLING 6-11yrs	ADP Test Name 0	DELETE ENTRY

STAGE 4.

This Stage covers Show Extra's/Membership/Printing of your address and the Declarations.

The page your presented with.

Add Show Extras/Membership

Complete the form below to add extras for THE NORTHERN DOG CLUB JANUARY - 2016.

Entry costs are as follows:
Membership: JOINT: £1.50
Membership: JUNIOR: £0.75
Membership: SINGLE: £1.00
Extra: B.O.B. ROSETTES: £1.00
Extra: B.P.I.B. ROSETTES: £1.00
Extra: CLASS ROSETTES: £1.00
Extra: PRE PAID CATALOGUES: £3.00

Membership

Select Membership Type:

Show Extras

B.O.B. ROSETTES	Cost: £1.00	<input type="text" value="No"/>
B.P.I.B. ROSETTES	Cost: £1.00	<input type="text" value="No"/>
CLASS ROSETTES	Cost: £1.00	<input type="text" value="No"/>
PRE PAID CATALOGUES	Cost: £3.00	<input type="text" value="No"/>

Your address will be printed in the catalogue unless you select

Selecting Membership.

From the drop down box select which membership option you would like.



Non-Member ▼

Non-Member

Current Member

JOINT - £1.50

JUNIOR - £0.75

SINGLE - £1.00

REVIEW AND PAY.

This section will show you everything you have entered and purchased.
You can also make a print out of your entry by just clicking the “Print Entry” button.

Once you are happy with everything then just click the “Pay Now” and this will take you to a secure payment portal. When you have finished making your payment please wait and allow your web browser to take you back to ADP Printers website.