

INSTRUCTIONS FOR USE OF ONLINE ENTRY SYSTEM

Step 1: Register your account using a valid mail address.



Account registration

Please, choose your username and password. Both must contain between 5 and 15 characters. You must also enter a valid e-mail address. Please allow a few seconds for your request to be processed. Note: the account is bound to a single dog owner (who can also be a kennel or a group of owners). Multiple owners and handlers can register more than one owner and bind them to a single account.

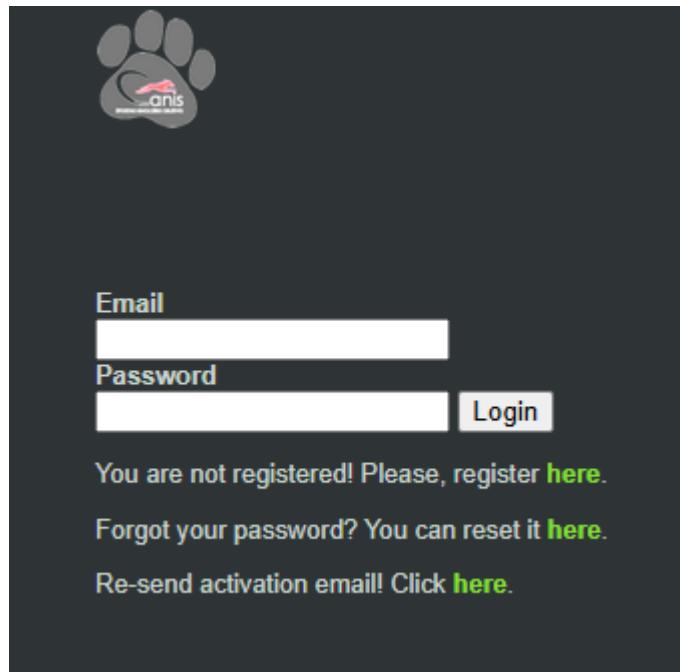
Email address

Password

Note: before you can use your account, you must validate it by following the link in the e-mail sent by the on-line entry system.

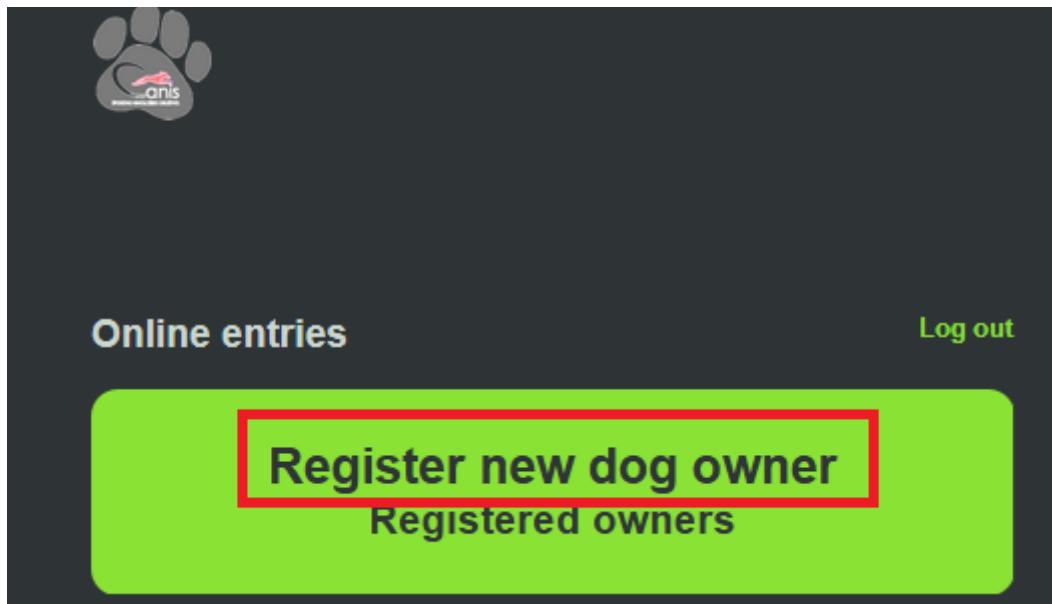
If you have already registered and validated your account, you can skip this step.

Step 2: Log in to your account, using the e-mail address and the password that you provided in step 1.



Note: if you forgot your password, you can reset it by clicking the word [here](#) in the following line: »Forgot your password? You can reset it [here](#).«

Step 3: Register at least one owner

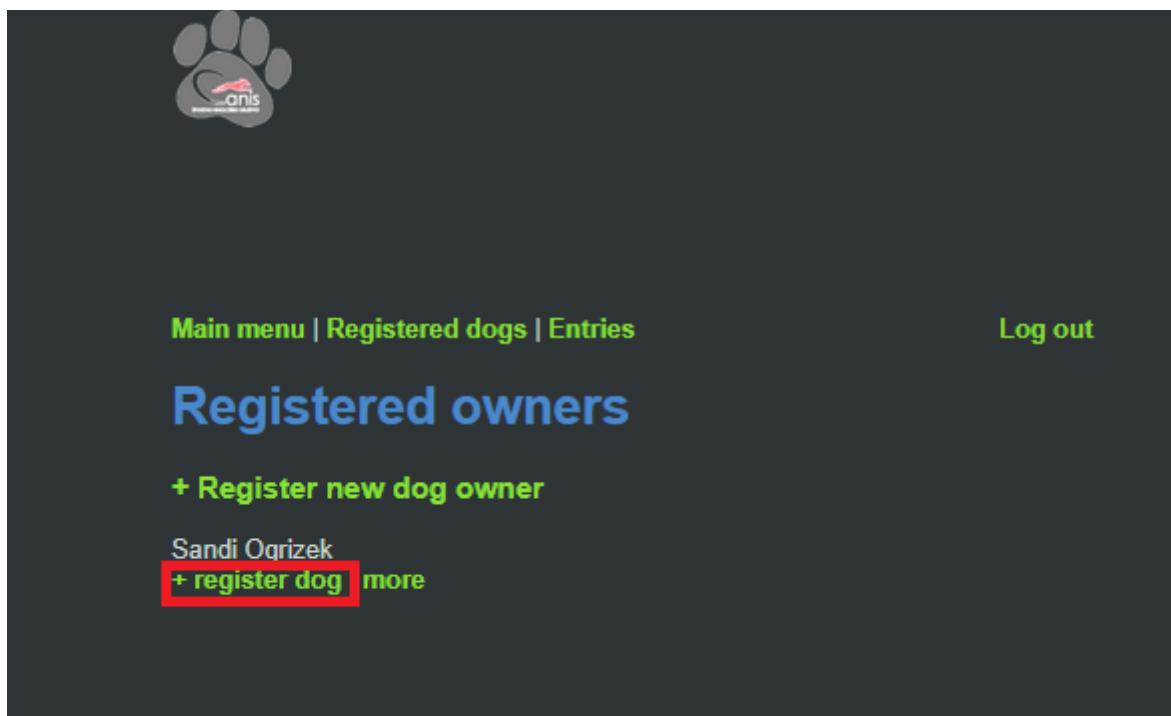


Note: you can register multiple owners. This feature is most suitable for handlers.

Note: before you can register a dog, you must register at least one owner.

Step 4: Register a dog

Under the owner's name, click **+register dog**.



Main menu | Registered dogs | Entries Log out

Registered owners

+ Register new dog owner

Sandi Ogrizek
+ register dog more

Note: you must **strictly use the link under the appropriate owner's name, otherwise the dog will not register.**

All the fields marked with * on the entry form are mandatory. You must add at least one attachment (Pedigree) if you want to register the dog.

Mother *

Breeder *

Attachments

* The size of attachments is limited to 5MB.

1. Pedigree *

No file chosen

2.

Certificate of championship

No file chosen

Working certificate

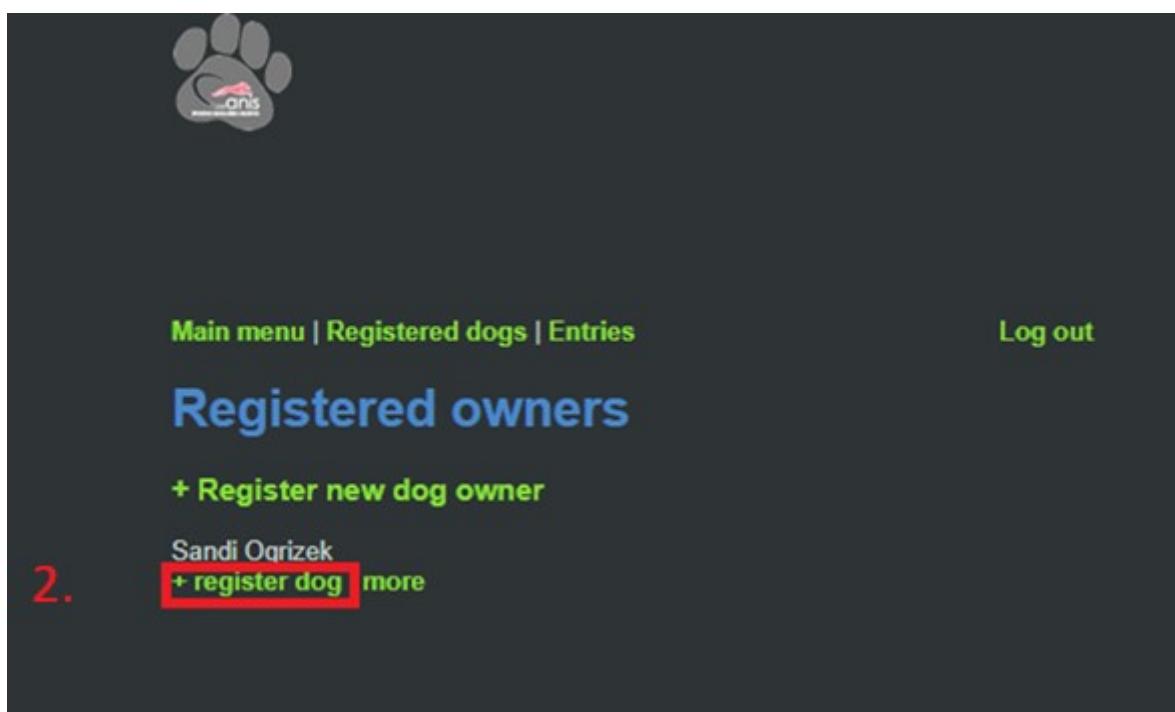
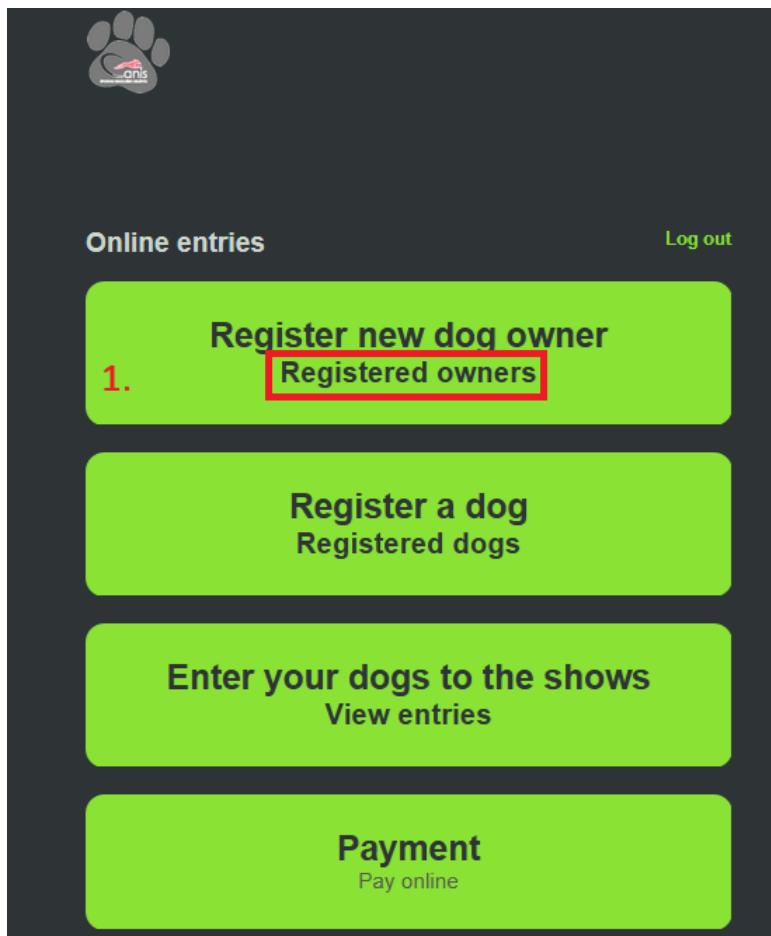
No file chosen

I wish to register another dog.

Note: you can select the pedigree file (an image or pdf document) by clicking Choose File. The file size may not exceed 5 MB. After you select the file, you must upload it.

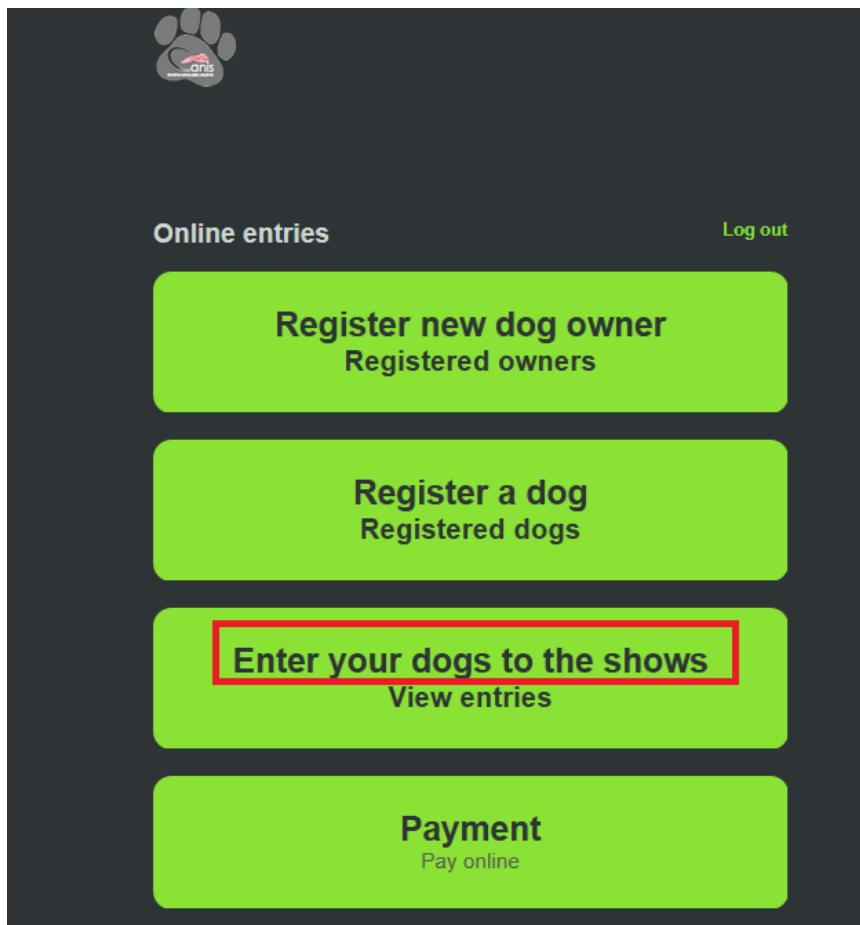
Note: if you intend to enter the dog into champion class, you must attach the Certificate of championship. If you intend to enter it into working class, you must attach the Working certificate. Not doing so will result in rejection of your entry by the administrator.

If you want to register another dog later (i. e. if you don't click I wish to register another dog), you must follow these steps:

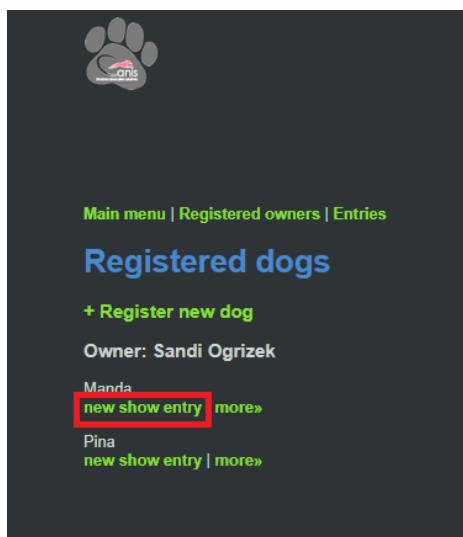


Step 5: Enter the dog(s) to a show or multiple shows.

From the main menu, click Enter your dog to the shows.



Note: you can also do it from the Registered dogs menu by clicking **new show entry**.



From the drop-down menu, choose the dog that you want to enter, the show that you want to enter it to, and the desired class.

Note: the system will check the dog's age before it will allow you to enter it into the desired class.

Note: you must agree with the general regulations before you can enter the dog.



Main menu | Registered owners | Registered dogs | Entries Log out

Enter your dogs to the shows

Dog name *

Show *

Class *

I agree with the **general regulations** of the international shows organized by Canis and allow the organizer to publish the owner's personal details in the show catalogue.

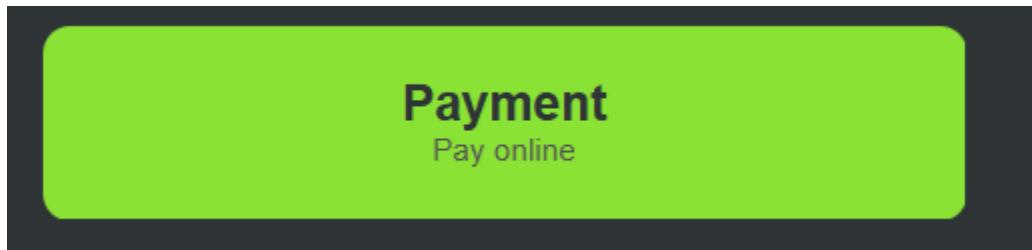
I wish to enter another dog.

If you want to enter **another dog or the same dog to another show**, choose »I wish to enter another dog«.

Step 6: pay for the entries

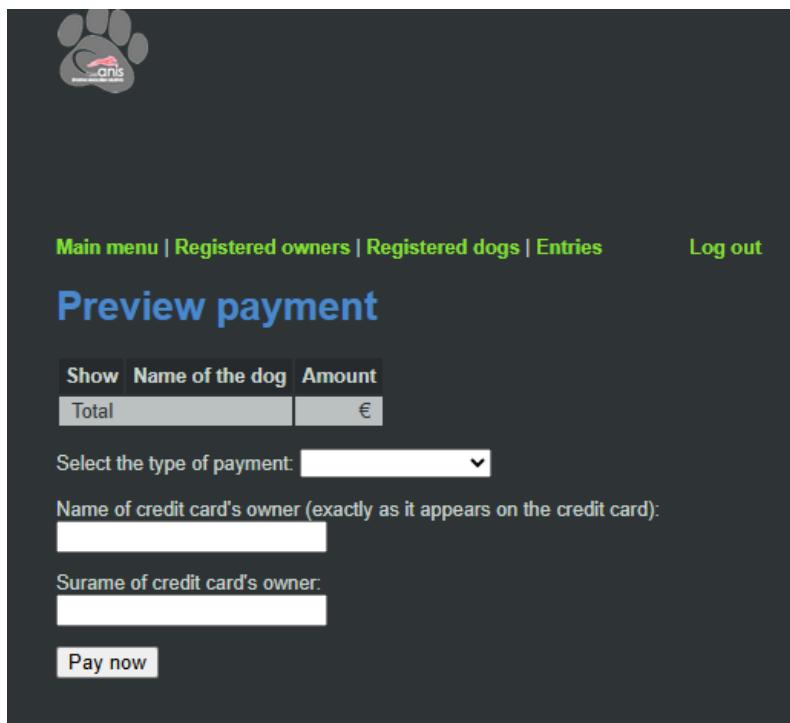
Note: unpaid entries will not be processed by the administrator. You can choose to pay by credit card (a small fee applies) or by bank transfer.

Choose Payment from the main menu.



Note: you can also access the payment page from the preview of your entries.

Select the type of payment (Credit/debit card or Bank transfer), then enter the name and surname (first and last name) of the credit card's owner or the bank transferrer. Then click Pay now.



Main menu | Registered owners | Registered dogs | Entries Log out

Preview payment

Show	Name of the dog	Amount
Total		€

Select the type of payment:

Name of credit card's owner (exactly as it appears on the credit card):

Surname of credit card's owner:

You will then be redirected to the secure payment processing system where you will be requested to enter additional information.

Payer information

Name:	Sandi
Surname:*	Ogrizek
Address (street and house number):*	
Second line of the address:	
Postal code:	
City/Town:*	
Country:*	
E-mail:*	
Payment amount:	0.20 EUR

Before you continue, please read our

[Personal Data Processing Rules](#)

[important information \(including price list\)](#)

[Terms and Conditions for the use of the web application Payments istradogshows.eu](#)

I agree with the rules on the processing of personal data and the general terms and conditions and wish to proceed

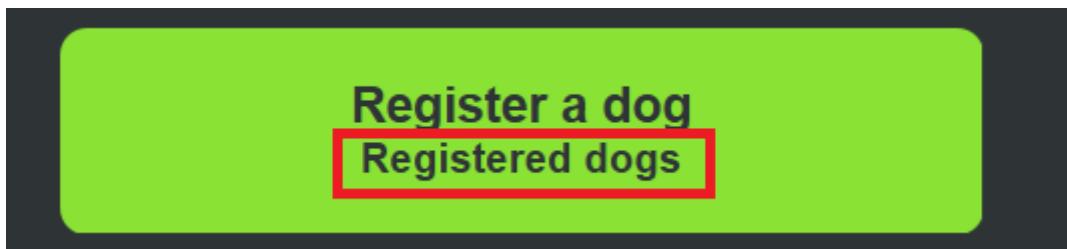


In order to proceed, you must agree with all the rules and regulations. If you chose Credit/Debit card as the payment method, you will be redirected to the payment processing service. If you selected Bank Transfer, you will be provided with further details on how to make the transfer.

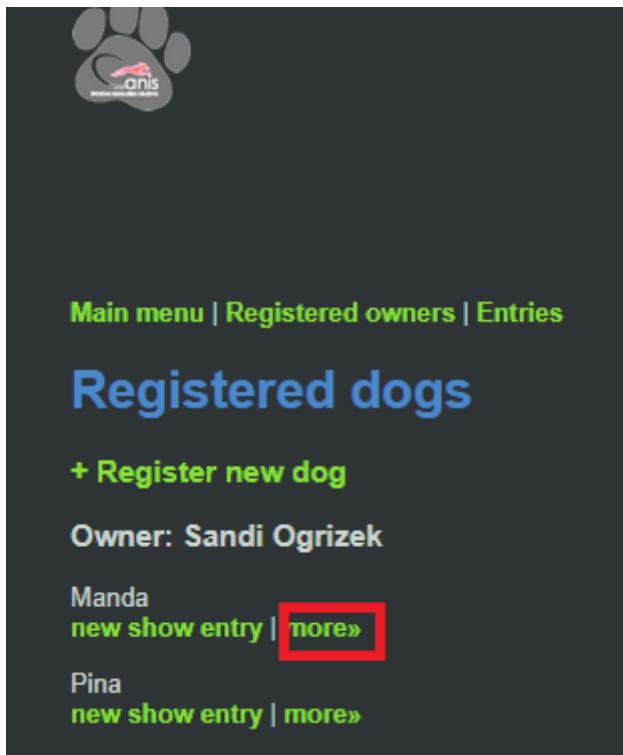
Note: successful transactions will be automatically registered by the system if you click BACK TO ENTRIES.

Step 7: edit a dog's / an owner's data

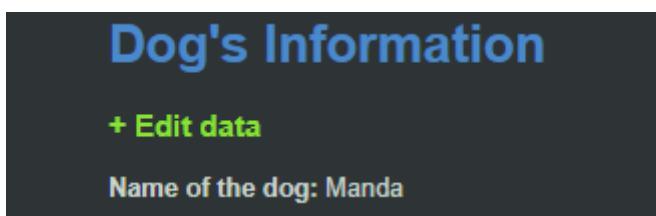
If you want to edit a registered dog's data and/or attach additional document, select Registered dogs from the main menu:



Click **more** under the dog's name:



Click **+ Edit data**.



Change the data and submit it.

Note: a similar procedure can be used to edit owner's data. Select **Registered owners from the main menu first, then follow the procedure as described on the previous page.**

Unregister a dog

If you wish to unregister a dog, you must do so in writing to our e-mail address entry@istradogshows.eu.

Note: you may still have to pay for the administrative costs or for the entire entry if you unregister the dog after the designated deadline. Please observe the terms and conditions on our website.