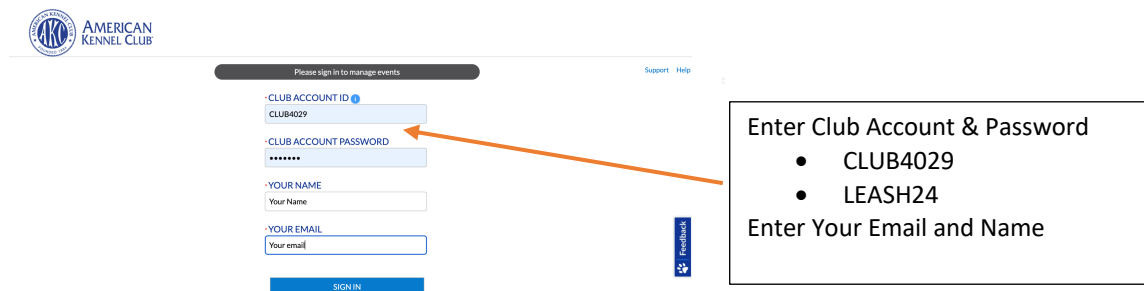
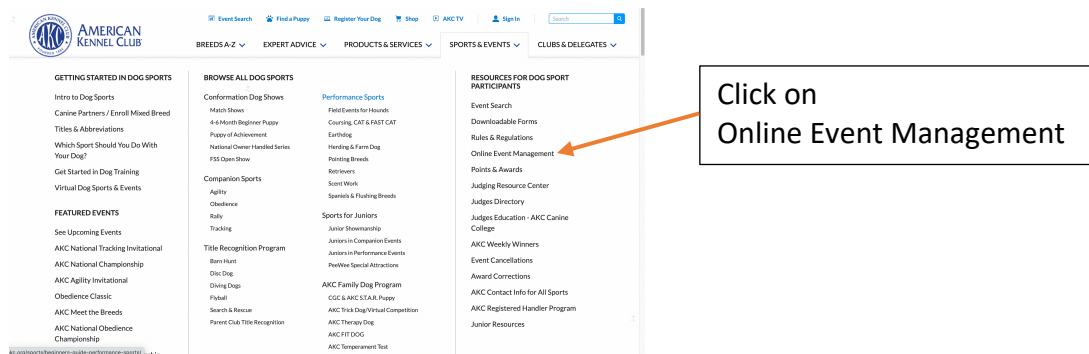
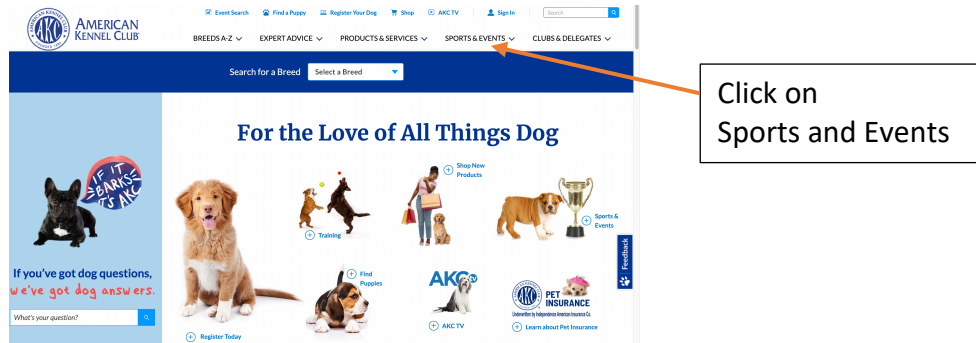


To complete an application for an agility or local specialty event online you start by going to the AKC website. www.akc.org

This is the first page you will come to.



(These two screen shots will be displayed as one page)

AMERICAN KENNEL CLUB

HJ Denver Samoyed Association, Inc. Support Help Logout

Manage your AKC event applications, judge panels, and event publications.

Competitions

Complete event applications, assign chairpersons and make payments.

[MANAGE COMPETITIONS](#)

Judge Panels

View judge panels, assign judges to your events, and validate and publish your panels.

[MANAGE PANELS](#)

Advanced Panel Management

Use for managing multiple events

Public Documents

Add premium lists, entry forms, and other public information you share about your events.

[MANAGE DOCUMENTS](#)

Event Changes

Request a change to an event such as to add or remove competitions.

[REQUEST A CHANGE](#)

Ineligible Dogs

Check which dogs are currently ineligible to complete in AKC events.

[VIEW INELIGIBLE DOGS](#)

Please do not open more than one browser session to edit multiple events.
Doing so may result in incomplete or inaccurate event information.

Resources for Event Management

Your go-to resources for searching judges, clubs, and events. Plus other handy links.

[JUDGE SEARCH & DIRECTORY](#) [CLUB SEARCH & DIRECTORY](#) [EVENT SEARCH](#) [EVENT ABBREVIATIONS](#) [CONTACT AKC](#)

Click on
Manage Competitions

NEXT

AMERICAN KENNEL CLUB

Home/Sports & Events/Event Management

Event Management

Event Management Home HJ Denver Samoyed Association, Inc. Support Help Logout

[Add New Event Document](#)

Click on an event to manage event plans

Indicates that an event is available for management in AKC's NEW Online Competition Management System (OCMS).

Name	Location	Event Type	Event Date	Closing Date
Denver Samoyed Association, Inc.	Castle Rock, CO	S / Q / SWPC	Nov 26, 2022	Nov 2, 2022
Denver Samoyed Association, Inc.	Castle Rock, CO	RLV	Nov 26, 2022	Nov 2, 2022
Denver Samoyed Association, Inc.	Castle Rock, CO	S / JS / RM / SWPC	Nov 27, 2022	Nov 2, 2022
Denver Samoyed Association, Inc.	Longmont, CO	AG	Jan 21, 2023	Jan 4, 2023
Denver Samoyed Association, Inc.	Longmont, CO	AG	Jan 22, 2023	Jan 4, 2023

Select Event you want to manage. Note the dates for the events (you may see agility event dates).

After selecting your event a new screen will appear for you to enter the information.

Home/Sports & Events/Event Management

Event Management

Event Management Home | Event List

H, Denver Samoyed Association, Inc.

Support Help Logout

Denver Samoyed Association, Inc.

Event Number: 2022402903

Saturday, November 26, 2022 - Saturday, November 26, 2022
Held at Douglas County Fairgrounds Event Center
Castle Rock, CO
500 Fairgrounds Drive

Event Application Status: Pending App Processing
Judges Panel Status: Pending

Event Applications

The links below allow you to manage information about an event.

- Event Contact Information
 - Club Secretary or Event Superintendent
 - Event Chairperson/Committee Information
- Specialty - Samoyed
 - Event Information -> Enter basic information such as dates, fees etc.
 - ☒ Checking this box fulfills the Sweepstakes application requirement.
Clubs should provide Sweepstakes class and judge information directly to the secretary/superintendent responsible for managing the Sweepstakes.
- Obedience - Samoyed
 - Event Information -> Enter basic information such as dates, fees etc.
 - Obedience Limits -> Use this link to set event and class level limits for the event.
- Sweepstakes, Conformation - Samoyed I/O
 - Event Information -> Enter basic information such as dates, fees etc.

Will the event be televised or streamed for viewing during or after the event? ☐ Yes ☒ No
Televised and streamed events must comply with AKC Board Policy (<https://www.akc.org/rules/policy-manual/commercial-filming-events-contractual-policy/>).
Any club that contemplates commercial filming and/or electronic transmission of its event must contact AKC Productions at akcprod@akc.org.

[Continue](#)

☐ Application fees are non-refundable once an event is approved.

REPORTS

Event Report >>
Judge Assignment Report >>

The small diamond in front of each blue area will be black. After you have entered data, it will turn green.

Example of Club Secretary or Event Superintendent Screen

Manage Event Secretary Superintendent Information

Select from list to change to Superintendent:

Change Event Secretary

Fields marked with an asterisk * are required.

Prefix:

* First Name:

Middle Name:

*Last Name:

Suffix:

*Address 1:

Address 2:

*City:

State:

*Zip Code:

*Phone: - - ext.

Fax: - -

Helen's information should populate in the fields from the previous year's application.

Example of Event Chairperson/Committee Screen

Manage Event Chairperson/Committee Information

Event Chairperson

Lori Elvera	kenoshasam@aol.com	(720) 480-5376	[Modify]	[Delete]
-------------	--	----------------	----------------------------	----------------------------

[Save and Continue](#)

Click on
Modify, to enter your information
as the new show chairperson

Click on
Save and Continue, once you have
completed the update.

Example of Event Information Screen

Denver Samoyed Association, Inc.

Fields marked with an asterisk * are required.

Entry Fees:
Entry Fee: \$ 28
Fee for Second Entry: \$ 25

Course Information:
Event Setting: Inside

Entry Dates:
* Time Zone Where Entries Will Be Accepted: MOUNTAIN

Please enter date(s) as: mm/dd/yyyy

Opening Date/Time Entries Will Be Accepted:
00 : 00

*Closing Date/Time Entries Will Be Accepted:
11/02/2022 18 : 00

Other:
Special Event Type: Select

NOTE:

Closing date will need to change each year (remember we close 3 weeks prior to the Saturday show date); use military time

Example of Obedience Limits Screen

Limits are optional fields for Obedience Events. If a user would like to assign entry limits on Obedience Events they can choose to limit entries by class type (Novice, Open, Utility) or at the class level (Open A, Open B).

Example: A user could limit the total number of entries in all Novice classes to 50, 18 in Open A, 13 in Open B, and no limits in the Utility classes. The user could have just as well limited the entries to 18 in Open A and had no limit in Open B.

A zero (0) in a limit field translates to "No Limit", not "No Entries Allowed".

Novice

- ☒ **Total Entry Limit for all Novice Classes:** 0
- ☐ **Entry Limits for Each Novice Class:**
- Total Entry Limit for all Novice A: 0
- Total Entry Limit for all Novice B: 0

Open

- ☒ **Total Entry Limit for all Open Classes:** 0
- ☐ **Entry Limits for Each Open Class:**
- Total Entry Limit for all Open A: 0
- Total Entry Limit for all Open B: 0

Utility

- ☒ **Total Entry Limit for All Utility Classes:** 0
- ☐ **Entry Limits for Each Utility Class:**
- Total Entry Limit for Utility A: 0
- Total Entry Limit for Utility B: 0

Cancel Reset Save and Continue!!

If for some reason we would need to limit the number of entries for obedience, this is the screen where those limits would be set.

Examples of Sweepstakes Information

Specialty - Samoyed

◆ [Event Information >>](#) Enter basic information such as dates, fees etc,

☒ Checking this box fulfills the Sweepstakes application requirement.
Clubs should provide Sweepstakes class and judge information directly to the secretary/superintendent responsible for managing the Sweepstakes.

The only information needed for sweepstakes is for the box to be checked.

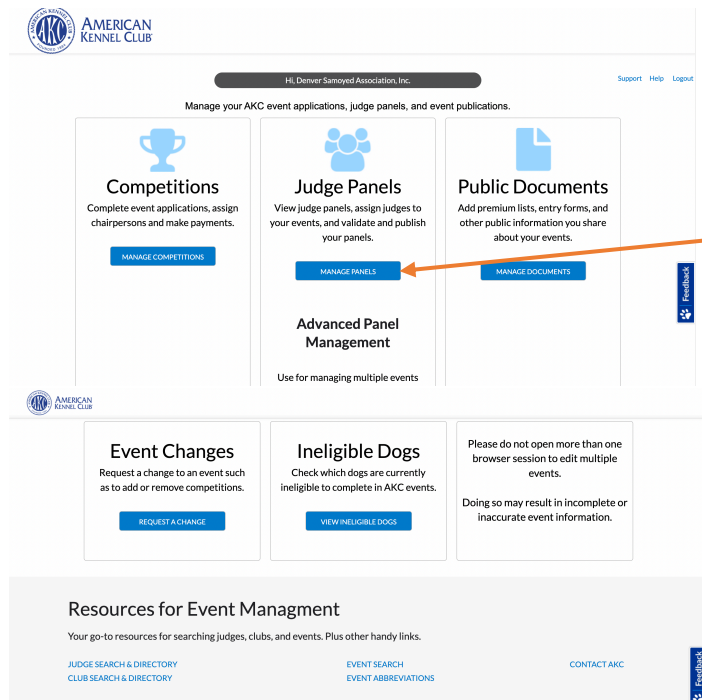
Information needed for televised or streamed events

Only information needed is for the “No” box to be checked

Will the event be televised or streamed for viewing during or after the event? ☐ Yes ☒ No
Televised and streamed events must comply with AKC Board Policy (<https://www.akc.org/rules/policy-manual/commercial-filming-events-contractual-policy/>)
Any club that contemplates commercial filming and /or electronic transmission if its event must contact AKC Productions at akctv@akc.org.

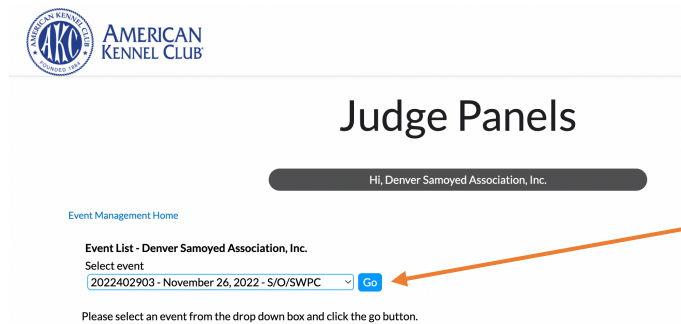
After completing these steps, you will move on to entering the judges.
This is done via the Judge’s Panel.

JUDGES PANEL



The screenshot shows the AKC Judges Panel dashboard. At the top, the AKC logo and "AMERICAN KENNEL CLUB" are visible. Below the header, the user is logged in as "Hi, Denver Samoyed Association, Inc." with links for "Support", "Help", and "Logout". The main heading is "Manage your AKC event applications, judge panels, and event publications." There are three main sections: "Competitions" (with a trophy icon and a "MANAGE COMPETITIONS" button), "Judge Panels" (with a group of people icon and a "MANAGE PANELS" button), and "Public Documents" (with a document icon and a "MANAGE DOCUMENTS" button). Below these is an "Advanced Panel Management" section with the text "Use for managing multiple events". At the bottom, there are three boxes: "Event Changes" (with a "REQUEST A CHANGE" button), "Ineligible Dogs" (with a "VIEW INELIGIBLE DOGS" button), and a warning box about browser sessions. A footer section titled "Resources for Event Management" provides links for "JUDGE SEARCH & DIRECTORY", "CLUB SEARCH & DIRECTORY", "EVENT SEARCH", "EVENT ABBREVIATIONS", and "CONTACT AKC". A vertical "Feedback" button is on the right side.

Start by clicking on Judge's Panel.



The screenshot shows the "Judge Panels" page. At the top, the AKC logo and "AMERICAN KENNEL CLUB" are visible. Below the header, the user is logged in as "Hi, Denver Samoyed Association, Inc." with a link for "Event Management Home". The main heading is "Judge Panels". Below this, there is a section titled "Event List - Denver Samoyed Association, Inc." with the text "Select event". There is a drop-down menu showing "2022402903 - November 26, 2022 - S/O/SWPC" and a "Go" button. Below this, there is a note: "Please select an event from the drop down box and click the go button."

Select the show from the drop-down arrow/box and then click on Go

On this screen start by searching for the judge.

Searchable Judges Directory

Search by Name or Number - Provide as much information as you can, then click Search.

If you are unsure of a judge's name, you may use just the first few letters in either name field. For example, if you are looking for a judge whose last name was Williams, or Williamson or Wilson, enter Wil as the last name.

After your search has been completed, a list of judges matching the search criteria will be displayed. Select the judge you want to add to the list by clicking the **Select** button next to the judges name / number. The judge number will be added automatically to the **Add Judge** text box on the **main Quick Submit Screen**. To add the judge, click the **Add Judge** button.

Judge number: State:
Last name:
First name:

To select more than one state or breed, press the **Ctrl/Cmd** key when you click each choice.

[Search](#) [Reset](#)

[\[Name Search\]](#) [\[Conformation\]](#) [\[Junior Showmanship\]](#)
[\[Agility, Obedience, Tracking, and AKC Rally®\]](#) [\[Performance\]](#)

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Insert the judges last name in the Last name box.

Scroll down and click on Colorado in the State box.

Click on Search

Judge Search Results

State(s):

Copy and Paste or Manually enter the Judge Number from the following list into the Add Judge Number text box on the Quick Submit Screen.

Judge Name	Judge Number	
Ms. Patricia L Maynard	5022	Select
Kate E Maynard	41376	Select
Enemercy Pagalan Maynard	98626	Select
James Ronnie Maynard	98625	Select
Anne D Maynard	103985	Select

[Close](#) [Print List](#)

The lower part of the screen will appear.

Click on the Select button for your correct judge. In some cases, depending on the last name, you will get multiple judges to select from

After locating your judge, the number will appear in the Judge Number box. Once all your judges are listed click on the one that you wish to add assignments to.

AMERICAN KENNEL CLUB

Event Management Home | Event / Judge Report | Judge Report | Event Summary Report | Help | Logout

Event List - Denver Samoyed Association, Inc.

Select event: [Go](#)

Event Name: Denver Samoyed Association, Inc.

Start Date: November 26, 2022
End Date: November 26, 2022

Location: Holman Douglas County Fairgrounds Event Center

Address: 500 Fairgrounds Drive
Castle Rock, CO

Available Judges

Select Judge

View/Add: Select a Judge and click on the View / Add Assignments button.

Remove: Select a Judge and click on the Remove Judge From List button.

Ms. Jennifer Lyn Brown (47216)

[View / Add Assignments](#)

[Remove Judge From List](#)

Judge Number:

[Add Judge Number](#)

[Judge Search](#)

[Process Assignments](#)

⚠️ Unassigned Class(es) Exist. [View the Unassigned Class\(es\)](#)

When you have completed all of your assignments, please click the **PROCESS ASSIGNMENTS** button to have the judge assignments checked. If there are any errors or conflicts a list will be displayed allowing you to correct the assignments.

THIS MAY TAKE UP TO SEVERAL MINUTES FOR LARGE EVENTS. PLEASE WAIT FOR THE PAGE TO REFRESH.

Click on Add Judge Number to insert it in the Available judge box.

EVENT LIST - DENVER SAMOYED ASSOCIATION, INC.

Select event

2022402903 - November 26, 2022 - S/O/SWPC Go

Event Name:

Denver Samoyed Association, Inc.

Start Date:

November 26, 2022

End Date:

November 26, 2022

Location:

Held at Douglas County Fairgrounds Event Center

Address:

500 Fairgrounds Drive
Castle Rock, CO

Available Judges

Select Judge

View/Add: Select a Judge and click on the View / Add Assignments button.

Remove: Select a Judge and click on the Remove Judge From List button.

Ms. Jennifer Lyn Brown (47216)

Ms. Patricia L. Maynard (5022)

View / Add Assignments

Remove Judge From List

Judge Number

Add Judge Number

Judge Search

Process Assignments

Judge is now available to assign to classes. Start by highlighting judges name and clicking on View/Add Assignments

⚠ Unprocessed Judge Assignments Exist. Please click on the PROCESS ASSIGNMENTS button before leaving this screen.

When you have completed all of your assignments, please click the **PROCESS ASSIGNMENTS** button to have the judge assignments checked. If there are any errors or conflicts a list will be displayed allowing you to correct the assignments.

THIS MAY TAKE UP TO SEVERAL MINUTES FOR LARGE EVENTS. PLEASE WAIT FOR THE PAGE TO REFRESH.

No issues found with saved assignments.



Event Name:
Denver Samoyed Association, Inc.

Start Date:
November 26, 2022

End Date:
November 26, 2022

Maynard, Patricia L. (5022)			
Class	Assigned ?	Current Status ?	Judge Eligibility ?
Samoyeds	<input checked="" type="checkbox"/>	Assigned	Approved
Obedience Novice A	<input checked="" type="checkbox"/>	Assigned	Approved
Samoyeds	<input checked="" type="checkbox"/>	Assigned	Approved
Obedience Novice B	<input checked="" type="checkbox"/>	Assigned	Approved
Samoyeds	<input checked="" type="checkbox"/>	Assigned	Approved
Obedience Beginner Novice A	<input checked="" type="checkbox"/>	Assigned	Approved
Samoyeds	<input checked="" type="checkbox"/>	Assigned	Approved
Obedience Beginner Novice B	<input checked="" type="checkbox"/>	Assigned	Approved
Samoyeds	<input checked="" type="checkbox"/>	Assigned	Approved
Obedience Open A	<input checked="" type="checkbox"/>	Assigned	Approved
Samoyeds	<input checked="" type="checkbox"/>	Assigned	Approved
Obedience Open B	<input checked="" type="checkbox"/>	Assigned	Approved
Samoyeds	<input type="checkbox"/>	Assigned	Approved
Obedience Utility A	<input type="checkbox"/>	Assigned	Approved
Samoyeds	<input type="checkbox"/>	Assigned	Approved
Obedience Utility B	<input type="checkbox"/>	Assigned	Approved

Cancel Assignments Complete Select New Judge Save Judge Assignment(s)

Judge's assignments are added by clicking the box next to the class.

After selecting all the assignments for that judge click on Save Judges Assignments, followed by Assignments Complete

EVENT LIST - DENVER SAMOYED ASSOCIATION, INC.

Select event

2022402903 - November 26, 2022 - S/O/SWPC Go

Event Name:

Denver Samoyed Association, Inc.

Start Date:

November 26, 2022

End Date:

November 26, 2022

Location:

Held at Douglas County Fairgrounds Event Center

Address:

500 Fairgrounds Drive
Castle Rock, CO

Available Judges

Select Judge

View/Add: Select a Judge and click on the View / Add Assignments button.

Remove: Select a Judge and click on the Remove Judge From List button.

Ms. Jennifer Lyn Brown (47216)

Ms. Patricia L. Maynard (5022)

View / Add Assignments

Remove Judge From List

Judge Number

Add Judge Number

Judge Search

Process Assignments

After Assignments are Completed return to this page and Process Assignments. AKC will automatically process the judge assignments to make sure that the judge is approved for the assigned classes.

⚠ Unprocessed Judge Assignments Exist. Please click on the PROCESS ASSIGNMENTS button before leaving this screen.

When you have completed all of your assignments, please click the **PROCESS ASSIGNMENTS** button to have the judge assignments checked. If there are any errors or conflicts a list will be displayed allowing you to correct the assignments.

THIS MAY TAKE UP TO SEVERAL MINUTES FOR LARGE EVENTS. PLEASE WAIT FOR THE PAGE TO REFRESH.

No issues found with saved assignments.

After Completing all the requirements for each event (obedience, rally, sweepstakes, conformation) being offered click on “Continue” to enter payment information.

Home/Sports & Events/Event Management

Event Management

Event Management Home | Event List

Hi, Denver Samoyed Association, Inc.

Support Help Logout

Denver Samoyed Association, Inc.

Event Number: 2022402903

Saturday, November 26, 2022 - Saturday, November 26, 2022
Held at Douglas County Fairgrounds Event Center
Castle Rock, CO
5001 Fairgrounds Drive

Event Application Status: Pending App Processing
Judges Panel Status: Pending

Event Applications

The links below allow you to manage information about an event.

Event Contact Information

- Club Secretary or Event Superintendent
- Event Chairperson/Committee Information

Specialty - Samoyed

- Event Information - Enter basic information such as dates, fees, etc.

☒ Checking this box fulfills the Sweepstakes application requirement. Clubs should provide Sweepstakes class and judge information directly to the secretary/superintendent responsible for managing the Sweepstakes.

Obedience - Samoyed

- Event Information - Enter basic information such as dates, fees, etc.
- Obedience Limits - Use this link to set event and class level limits for the event.

Sweepstakes, Conformation - Samoyed IO

- Event Information - Enter basic information such as dates, fees, etc.

Will the event be televised or streamed for viewing during or after the event? ☐ Yes ☒ No
Televised and streamed events must comply with AKC Board Policy (<https://www.akc.org/rules/policy-manual/commercial-firming-events-contractual-policy/>). Any club that contemplates commercial filming and/or electronic transmission if its event must contact AKC Productions at akcprod@akc.org.

[Continue](#)

Application fees are non-refundable once an event is approved.

REPORTS

Event Report >>
Judge Assignment Report >>

Click Continue to move to the Payment Screen

AMERICAN KENNEL CLUB

PAYMENT INFORMATION

Please verify or enter the payment information for the order in the fields below.
Base Fee: \$100.00 (Base fee only; additional fees may be applied during the AKC review process.)

* Required fields.

Card Type* Mastercard Expiration Date* JAN 2022

Card Number* Name on Card*

CVN*

Address*

City*

Country* United States Of America

State or Province* Alabama

Postal Code/Province*

Please certify to the following by checking the appropriate box.

☐ A completed copy of the Disaster and Emergency Plan will be available at the event.*

☐ Club has fulfilled all the educational requirements to hold future dog shows.*

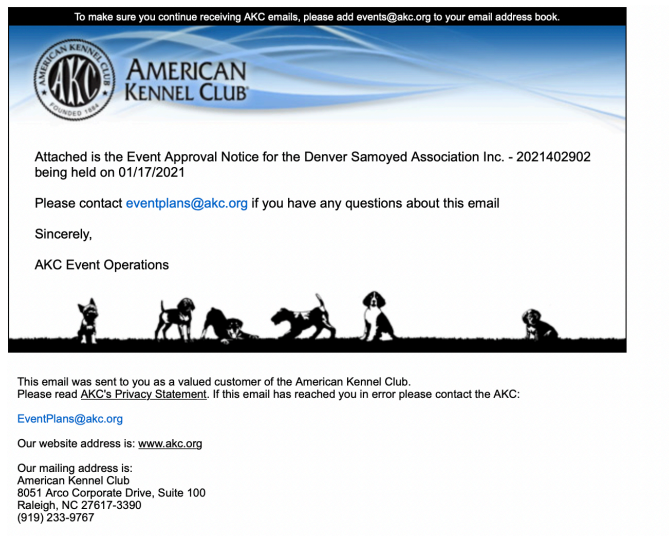
[Submit for Processing](#)

Be sure to check the two boxes at the bottom.

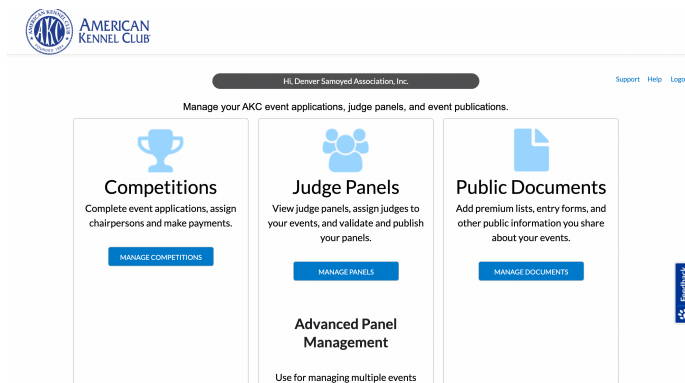
Click “Submit for Processing. Your credit card will be charged, and you will receive an email from AKC that can be submitted for reimbursement from the treasurer.

You will received multiple emails from AKC verifying they have received the information. These are automated. Eventually (maybe two to three weeks out) you will get an approval notice from AKC. The email subject line will be “Event **Approval** Notice _ Denver Samoyed Association. Once you receive this you will be good to go. Upload the approval notice to Google Drive, under the specialty folder, for your year (see 2022 folder for an example).

Example of Approval Notice

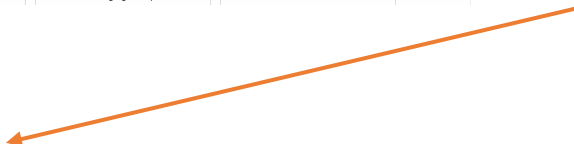


To Remove an Event That is Listed or Add an Event



Go back to the home screen

Click on
Event Changes



Event Changes
Request a change to an event such as to add or remove competitions.
[REQUEST A CHANGE](#)

Ineligible Dogs
Check which dogs are currently ineligible to complete in AKC events.
[VIEW INELIGIBLE DOGS](#)

Please do not open more than one browser session to edit multiple events.
Doing so may result in incomplete or inaccurate event information.

Resources for Event Management
Your go-to resources for searching judges, clubs, and events. Plus other handy links.

[JUDGE SEARCH & DIRECTORY](#) [CLUB SEARCH & DIRECTORY](#) [EVENT SEARCH](#) [EVENT ABBREVIATIONS](#) [CONTACT AKC](#)

Event Management Home

Hi, Denver Samoyed Association, Inc.

Club Name: **Denver Samoyed Association, Inc.**

To which event would you like to submit a modification?

- *Event Detail: **November 26, 2022 - S/O/SWPC - 2022402903**
- *Event Type: **Conformation**

*Request submitted by:

*Primary Email:

Secondary Email:

*Primary Telephone Number:

Secondary Telephone Number:

Please describe in precise detail the modifications you require to this event.

[Send Request](#)

Complete with your information

Type your request here.

Click
Send Request

You will get an automated response from AKC. It may take a few days for AKC to get back to you.

PEEWEE Event

PeeWee is considered a special event.

You can request PeeWee one of two ways.

1. You can download the special event form from AKC and mail it in
2. You can do an Event Change Request

Basic Information from AKC

Please review the [Pee Wee Special Attraction Guidelines](http://www.akc.org/events/junior-showmanship/pee-wee-guidelines/) (<http://www.akc.org/events/junior-showmanship/pee-wee-guidelines/>) for requirements and suggestions for making this special attraction a success.

At an All-Breed event the judge must be an AKC-approved All-Breed Junior Showmanship Judge. A Group club or Specialty club may use an AKC-approved Junior Showmanship Judge that has Limited status. The club should review the Pee Wee Special Attraction guidelines with the judge prior to the show date to ensure that the judge understands the expectations and is prepared to have a fun experience with the children.

The AKC does not record the judge for the Pee Wee Class special attraction. Please make sure that the judge is reflected properly in your event publications (Premium, Judging Program, and Catalog).

Please pay special attention to the requirement for the attached Pee Wee Release of Liability. Clubs have the flexibility on whether to include the release in the premium list or provide it to an exhibitor on request. Clubs also have flexibility of when to require the submission of the release prior to the event, but the AKC recommends that a completed Pee Wee Release of Liability be required as a condition of entry acceptance. The club has the flexibility to develop an entry form of their choosing.

Also attached is the summary report form that should be submitted after the event.

Photographs of the Pee Wee special attraction can be used by the AKC to promote the program. The AKC needs permission from the participant's parent/guardian to use their image. The attached Pee Wee Release of Liability includes that permission. We welcome any digital images that you would like to submit.

The AKC would like to contact the parent/guardian of each Pee Wee participant to thank them and to inform them of other AKC opportunities. We would appreciate it if the club would provide the name and contact information of the parent/guardian for each participant in the Pee Wee special attraction when they submit their summary report.

The Pee Wee Release of Liability and Summary Report are located on the Google Drive with this document.