

## TO ENTER YOUR DOG IN "SSRK PROV".

**SSRK (The Swedish Spaniel and Retriever club) takes a big step forward in 2012, when the web based entry system "SSRK Prov" is launched. The system has many benefits, both for participants and organizers. For all official retriever field trials, spaniel field trials and tolling trials arranged in Sweden after the 1st of July 2012, "SSRK Prov" is the only allowed way to enter dogs into the trials.**

### **1. Create an account.**

The first step is to create an account in SSRK Prov. There are no account fees.

# If you're not following a link from another website (SSRK or the Toller club), use the direct address - <http://sbktavling.se/ssrk>.

# Choose **Skapa konto** (= Create an account) in the upper right corner.

# Pick your user name (**Användarnamn**) and enter an email address (**E-postadress**).

# Choose club (**Klubb**). For non Swedish dogs entering a tolling trial, choose "Nova Scotia Duck Tolling Retrieverklubben".

# Pick a pass word (**Lösenord**). It should be at least 6 letters. Repeat the pass word once (**Repetera lösenord**).

# Choose **Skapa konto**. You have now creating your account, and should be able to log in to your account. Use **Logga in** in the upper right corner.

When you're logged in, your user name is shown in the upper right corner on the main page.

Tolling trials are marked with big T's.

**Prov inom sju dagar** shows field trials within the next 7 days.

**Anmäl inom tre dagar** shows field trials with a last entry date within 3 days.

**Senast tillagda** shows the latest added trials.

**Senaste resultat** shows the latest added results.

SSRK PROV

Startside Prov Resultat Mitt konto

Sverker GQ Logga ut

Retrieverjaktprov Spanieljaktprov Tollingjaktprov Viltspårprov

Inloggning genomfördes.

**Prov inom sju dagar**

Tollingjaktprov  
2012-04-15 SSRK Södra

**Anmäl inom tre dagar**

Det finns inga prov där anmälan stängs inom tre dagar.

**Senaste resultaten**

Inga resultat finns inrapporterade.

**Senast tillagda**

Tollingjaktprov  
2012-04-15 SSRK Södra

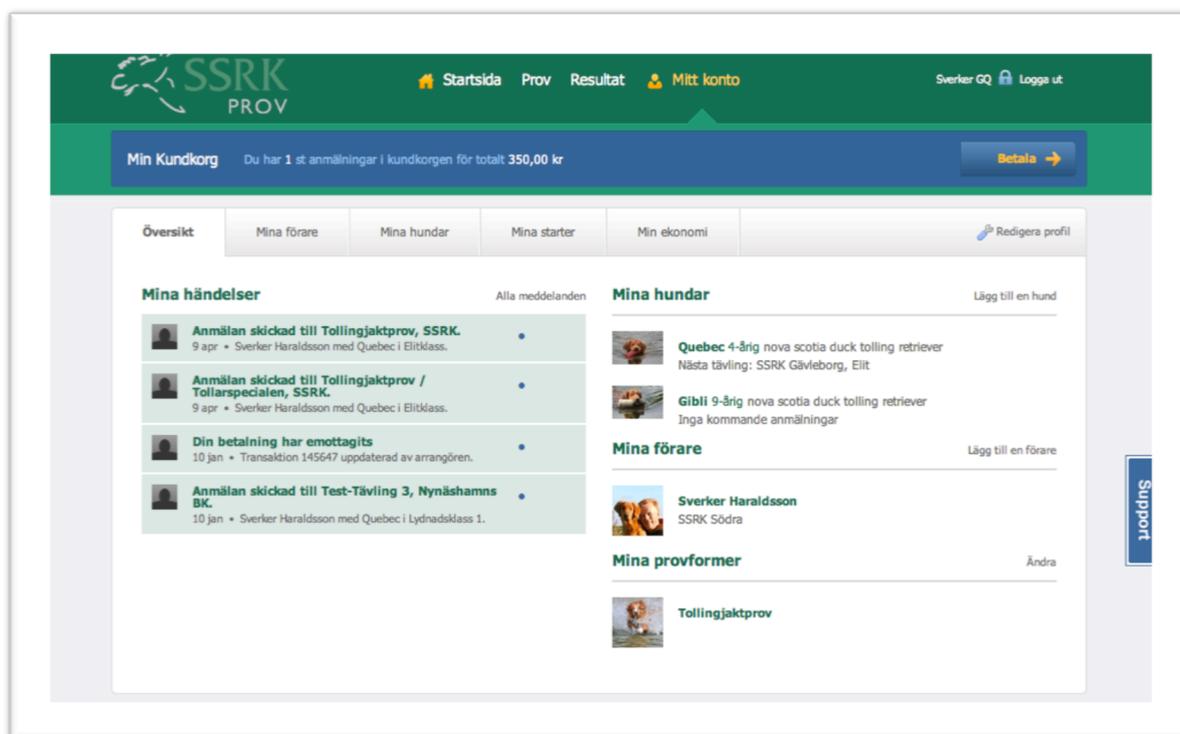
Support

## 2. Adding a dog.

The next step is to add your dog.

# Choose **Mitt konto** (my account).

# You should now be on the overview page (**Översikt**).



# On this overview page, you can see your dogs (**Mina hundar** - you can have several dogs linked to one account), your handlers (**Mina förare** - two or more family members can share an account), the different trials you're entering (**Mina provformer**) and your latest activity on SSRK Prov (**Mina händelser**).

If you want to enter or edit information, there's five tabs below the green area.

# To add a handler (like yourself) – choose the tab **Mina förare**. On the handler page, there's a green button **Lägg till en ny förare**.

The info required to add a handler is first name (**Förnamn**), last name (**Efternamn**), sex (**Man** – male, **Kvinna** – female), club (**Huvudklubb** – foreign handlers should choose their country – Tyskland = Germany), member no. (**Medlemsnummer** – foreign handlers should leave the field blank), email, postal address (**Adressrad**), postal code (**Postnummer**), city (**Postort**) and mobile phone (**Mobiltelefon**). You can add a photo (**Bild – Välj fil**). Choose **Lägg till en ny förare** at the bottom to add a handler.

To edit the information for a handler – choose **Redigera**. Don't forget to update (**Uppdatera**) the new information.

# To add a dog – choose the tab **Mina hundar**, and the green button **Lägg till en ny hund**.

In step 1 (**Reg-nummer**) click on the English text to enter a dog not registered in Sweden, and follow the instructions in English. You can add a photo (**Bild – Välj fil**) and any title the dog has been awarded.

At the bottom, you'll find a field where you must choose **Tolling** and one of the classes (**Nybörjarklass** – beginner's class, **Öppen klass** – open class [must have a 1st prize in beginner's class], or **Elitklass** – elite class [must have two 1st prizes in open class]).

Choose **Lägg till ny hund** to add a dog.

To edit the information for a handler – choose **Redigera**. Don't forget to update (**Uppdatera**).

# To see the trials you've entered your dog into, choose **Mina starter**.

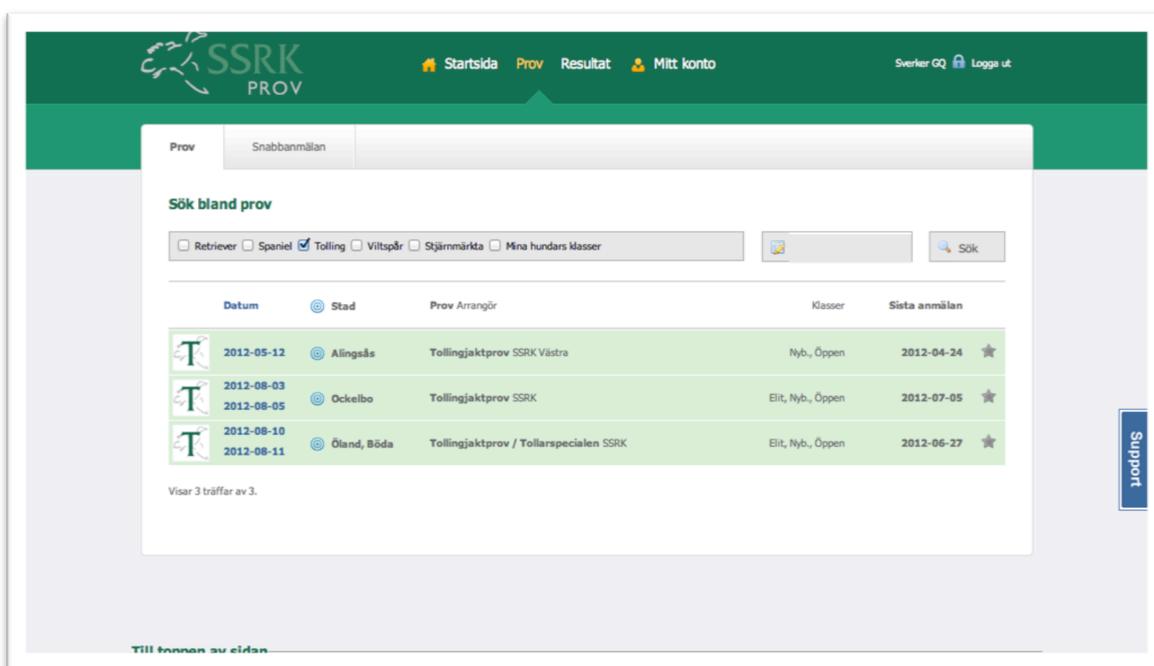
# The tab **Min ekonomi** (my economy) shows current information regarding payments. In SSRK Prov payment with credit card is the most convenient option. If using other methods of payments the reference number you received when the dog was entered must be noted.

# Use **Redigera profil** (edit profile) to edit your mail address and your password. Don't forget to update (**Uppdatera profil**).

### 3. Entering a dog to a trial.

# Choose **Prov** in the menu at the top.

# You'll now see a summary of all currently open trials.



The screenshot shows the SSRK PROV website interface. At the top, there is a navigation bar with links for Startside, Prov, Resultat, and Mitt konto. Below this, there is a search bar for trials with filters for dog breeds (Retriever, Spaniel, Tolling, Viltspår, Stjämärkta) and a search button. The main content area displays a table of trials with columns for Datum, Stad, Prov Arrangör, Klasser, and Sista anmälan. The table lists three trials, each with a purple box indicating the number of dogs entered (Anmälda).

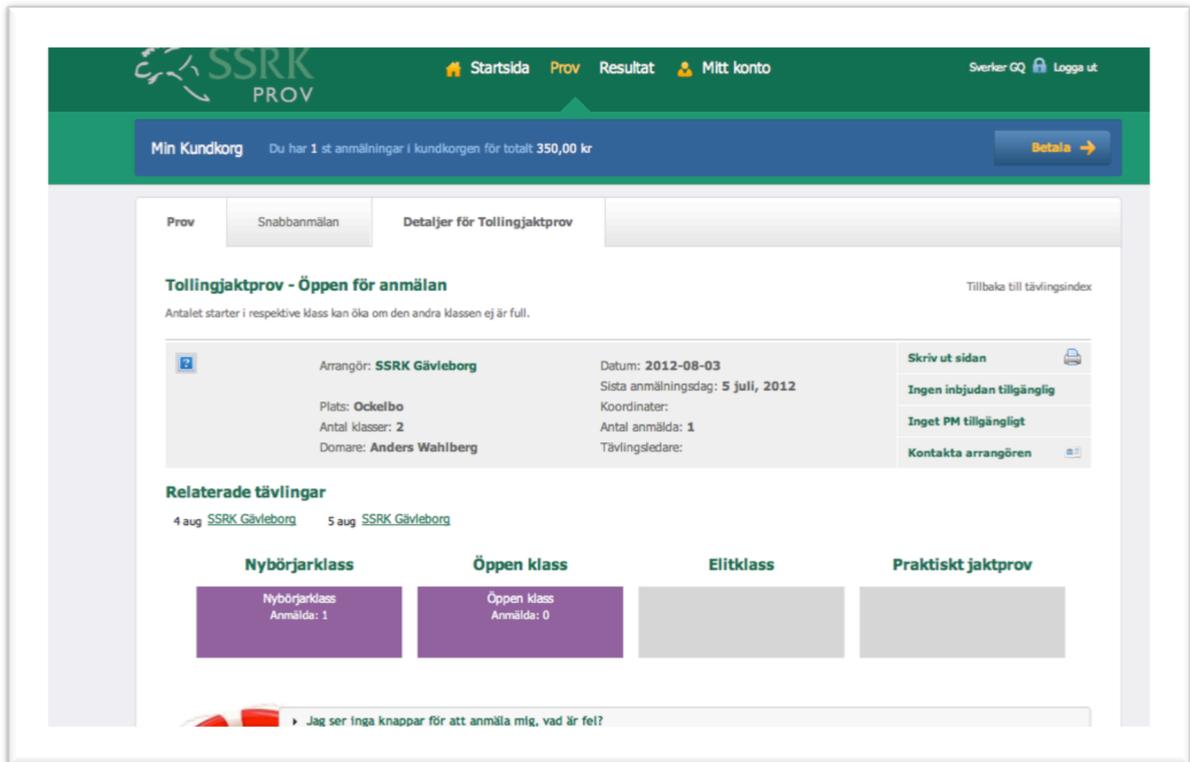
Datum	Stad	Prov Arrangör	Klasser	Sista anmälan
2012-05-12	Alingsås	Tollingjaktprov SSRK Västra	Nyb., Öppen	2012-04-24
2012-08-03	Ockelbo	Tollingjaktprov SSRK	Elit, Nyb., Öppen	2012-07-05
2012-08-10	Öland, Böda	Tollingjaktprov / Tollarspecialen SSRK	Elit, Nyb., Öppen	2012-06-27

# Click the specific trial you want to enter your dog into.

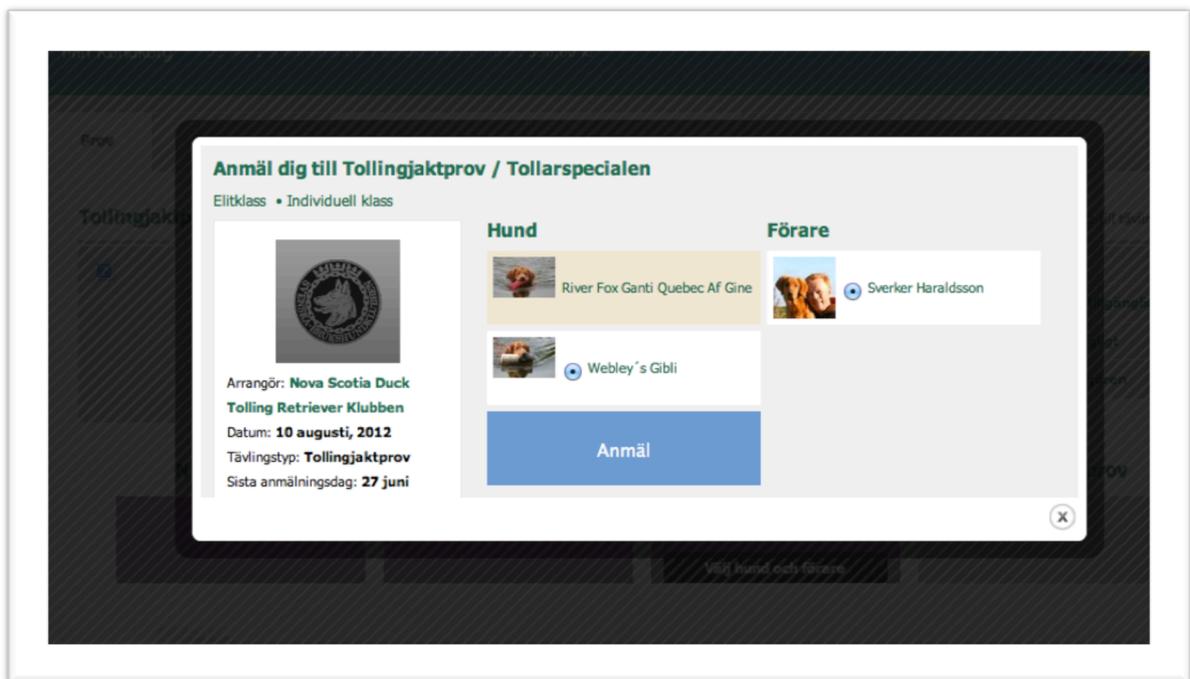
For each trial, the information page (**Detaljer för Tollingjaktprov**) shows additional info – arranging club (**Arrangör**), place (**Plats**), classes (**Antal klasser**), the judge (**Domare**), date (**Datum**), last day of entry (**Sista anmälningsdag**), number of dogs currently entered (**Antal anmälda**).

For each class there is a purple box showing the number of currently entered dogs (**Anmälda**).

The official rules specifies the maximum number of dogs that can be evaluated by one judge during one day. (If there are more dogs entered than available positions – there is a draw ... this is seldom the case in tolling trials, but happens sometimes in retriever field trials).



In your class (based on the info you've entered) there should be a darker square - **Välj hund och förare** (choose dog and handler). Click on it and you'll see this info:



(In this picture, the first dog - "Quebec" - is entered into the trial, and the second dog - "Gibli" - can be entered if you press **Anmäl**).

# When you've clicked on Anmäl, you will be returned to the information page, and in the top you'll find a blue area (shopping cart - **Min kundkorg**) with an arrow to the right **Betala** (pay). Click on the arrow and you're forwarded to the payment page, where you have the possibility to pay by card.

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