

Online Plans Help Document

1. Log in using your club's Account Login and Account Password:

- a. There are no spaces in the Club Account ID. Type the word CLUB and then your club number without spaces and without leading zeroes. Example: CLUB9, CLUB99, CLUB9999, etc.
- b. Spaces are not allowed in the Club Account Password.



[Home/Sports & Events/Event Management](#)

[Support](#)

Please sign in to manage events

- CLUB ACCOUNT ID 

- CLUB ACCOUNT PASSWORD

- YOUR NAME

- YOUR EMAIL

SIGN IN

Contact Us

Have questions about your event or Entry Management? Reach out to us.

- AgilityOnlineApp@akc.org

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2. All Breed, Limited-Breed, Specialty with Obedience, Obedience, Agility, Rally and Performance Events (except CABT and Open Shows) click on ENTER HERE to manage the event:






Home/Sports & Events/Event Management

Hi, Western Carolina Dog Fanciers Association

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

 <h3>Competitions</h3> <p>Complete event applications, assign chairpersons and make payments.</p> <p>MANAGE COMPETITIONS</p>	 <h3>Judge Panels</h3> <p>View judge panels, assign judges to your events, and validate and publish your panels.</p> <p>MANAGE PANELS</p> <h3>Advanced Panel Management</h3> <p>Use for managing multiple events (Requires Java)</p> <p>Enter Here</p>	 <h3>Public Documents</h3> <p>Add premium lists, entry forms, and other public information you share about your events.</p> <p>MANAGE DOCUMENTS</p>
<h3>Event Changes</h3> <p>Request a change to an event such as to add or remove competitions.</p> <p>REQUEST A CHANGE</p>	<h3>Ineligible Dogs</h3> <p>Check which dogs are currently ineligible to complete in AKC events.</p> <p>VIEW INELIGIBLE DOGS</p>	<p>Please do not open more than one browser session to edit multiple events.</p> <p>Doing so may result in incomplete or inaccurate event information.</p>

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](#)

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3. Select the event you want to manage by clicking on the club name:

Event Management


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Hi, Western Carolina Dog Fanciers Association

[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
Western Carolina Dog Fanciers Association	Waynesville, NC	AG	Sep 24, 2021	Sep 10, 2021
Western Carolina Dog Fanciers Association	Waynesville, NC	AG	Sep 25, 2021	Sep 11, 2021
Western Carolina Dog Fanciers Association	Waynesville, NC	AG	Sep 26, 2021	Sep 12, 2021
Western Carolina Dog Fanciers Association	Waynesville, NC	RLY	Apr 23, 2022	Apr 6, 2022
Western Carolina Dog Fanciers Association	Waynesville, NC	AB / O / JSHW	Apr 23, 2022	Apr 6, 2022
Western Carolina Dog Fanciers Association	Waynesville, NC	RLY	Apr 24, 2022	Apr 6, 2022
Western Carolina Dog Fanciers Association	Waynesville, NC	AB / O / JSHW	Apr 24, 2022	Apr 6, 2022

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4. Review and complete the event information associated with each of the links. Note that the diamond icon will turn from black to green when information has been entered. You **must** click on the Submit to AKC button to proceed to the next step in the process that will allow you to submit the application for processing.

Event Management

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Hi, Western Carolina Dog Fanciers Association

Western Carolina Dog Fanciers Association

Event Number: 2022471202

Sunday, April 24, 2022 - Sunday, April 24, 2022
Held at Haywood County Fairgrounds
Waynesville, NC
758 Crabtree Rd.
****formerly know as-
Haywood Count Agricultural & Activities Center

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

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](#)

◆ - Club Did Not Review
◆ - Club Has Reviewed

AKC Rally® - All AKC-Recognized Breeds / All American Dogs

- [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 if its event must contact AKC Productions at akctv@akc.org.

[Continue](#)

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5. If money is owed, you will be required to submit payment via a credit card to proceed. You must acknowledge that the club will have a Disaster Plan at the event. If this is the first event processed for the calendar year the club must acknowledge that they have completed their compliance requirements or send a compliance statement to the AKC. You must click on the Submit for Processing button.

Event Management

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Hi, Western Carolina Dog Fanciers Association

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Western Carolina Dog Fanciers Association Event Number: 2022471202

Have you verified?

The Event Secretary/Superintendent information has been reviewed.
Use this link to view/modify the [Event Secretary](#) or [Event Superintendent](#)
Application fees are non-refundable once an event is approved.

Current Plans and Judges

All AKC-Recognized Breeds	Rally Novice A	OFRD	Mrs. Betsy Horn Humer
All AKC-Recognized Breeds	Rally Intermediate	OFRD	Mrs. Betsy Horn Humer
All AKC-Recognized Breeds	Rally Advanced A	OFRD	Mrs. Betsy Horn Humer
All AKC-Recognized Breeds	Rally Excellent A	OFRD	Mrs. Betsy Horn Humer
All AKC-Recognized Breeds	Rally Master	OFRD	Mrs. Betsy Horn Humer

Please contact your Club's AKC Event Operations Representative with any questions concerning the amount charged.

PAYMENT INFORMATION

Please verify or enter the payment information for the order in the fields below.

Base Fee: \$50.00 (Base fee only; additional fees may be applied during the AKC review process.)

* Required fields.

Card Type*	<input type="text" value="Mastercard"/>	Expiration Date*	<input type="text" value="JAN"/> <input type="text" value="2021"/>
Card Number*	<input type="text"/>	Name on Card*	<input type="text"/>
CVN*	<input type="text"/>		
Address*	<input type="text"/>		
	<input type="text"/>		
City*	<input type="text"/>		
Country*	<input type="text" value="United States Of America"/>		
State or Province*	<input type="text" value="Alabama"/>		
Postal Code/Province*	<input type="text"/>		

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.*

[Submit for Processing](#)

Online Plans Help Document

6. The system also allows clubs to manage the judge panels for their events. Most clubs will find it easier to use the Quick Submit Judges Panel tool. This is a browser-based tool that does not require JAVA software.



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7. Select your Event from the drop down box and click on GO:

Judge Panels

Hi, Western Carolina Dog Fanciers Association

[Event Management Home](#)

[Help](#)

Event List - Western Carolina Dog Fanciers Association

Select event

2022471202 - April 24, 2022 - RLY

Please select an event from the drop down box and click the go button.

8. Any judge that you want to use must be in the Available Judges section in order to be assigned. The Available Judges section reflects the judges you have added in this process as well as judges that have previously been assigned. You can add additional judges to the Available Judges section using the search tools. A judge can be searched by judge number or by using the Judge Search feature to search for the judge by name. Once the judge you want to assign is in the Available Judges section you can select them to proceed with the assignment.

- a. Highlight judge's name by clicking on their name.
- b. Click on the View/Add Assignment button. You will now see a new page.

Event List - Western Carolina Dog Fanciers Association

Select event

2022471202 - April 24, 2022 - RLY

Event Name:

Western Carolina Dog Fanciers Association

Start Date:

April 24, 2022

End Date:

April 24, 2022

Location:

Held at Haywood County Fairgrounds

Address:

758 Crabtree Rd.

****formerly know as-

Haywood Count Agricultural & Activities Center

Waynesville, NC

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.

Mrs. Betsy Horn Humer (5156)
Jodi Labombard (92328)

Judge Number

Online Plans Help Document

9. On the assignment page, put checkmarks in the box for the breeds you want to assign to the selected judge. Then scroll down to the bottom of the page and click on Assignments Complete. This will return you to the original Available Judges page.

Event Name: Western Carolina Dog Fanciers Association Start Date: April 24, 2022 End Date: April 24, 2022

Humer, Betsy Horn (5156)			
Class	Assigned	Current Status	Judge Eligibility
All AKC-Recognized Breeds Rally Novice A	<input checked="" type="checkbox"/>	Pending	Approved
All AKC-Recognized Breeds Rally Novice B	<input type="checkbox"/>	Unassigned	Unassigned
All AKC-Recognized Breeds Rally Intermediate	<input checked="" type="checkbox"/>	Pending	Approved
All AKC-Recognized Breeds Rally Advanced A	<input checked="" type="checkbox"/>	Pending	Approved
All AKC-Recognized Breeds Rally Advanced B	<input type="checkbox"/>	Unassigned	Unassigned
All AKC-Recognized Breeds Rally Excellent A	<input checked="" type="checkbox"/>	Pending	Approved
All AKC-Recognized Breeds Rally Excellent B	<input type="checkbox"/>	Unassigned	Unassigned
All AKC-Recognized Breeds Rally Master	<input checked="" type="checkbox"/>	Pending	Approved

10. Repeat this process until you have completed your panel. Click on Process Assignments to submit your judge panel to the AKC. You may also click on the Process Assignments button any time during your management of the panel. The assignments must be processed in order for the assignments to be updated in the AKC's database. Assignments in the AKC database will appear in the Judge's Directory as a future assignment.

Event List - Western Carolina Dog Fanciers Association

Select event

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.

Judge Number

Event Name:

Western Carolina Dog Fanciers Association

Start Date:

April 24, 2022

End Date:

April 24, 2022

Location:

Held at Haywood County Fairgrounds

Address:

758 Crabtree Rd.
 ****formerly know as-
 Haywood Count Agricultural & Activities Center
 Waynesville, NC

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.

Online Plans Help Document

11. The Public Documents option allows the clubs to upload documents for events.






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Online Plans Help Document

12. From the Competition Type drop down select the document type, the state and Click on the Search Events button to display any documents that were uploaded.

Event Management


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Hi, Western Carolina Dog Fanciers Association

[Add New Event Document](#)

Competition Type: State: [Search Events](#)

Document	Location	Connected Events
Premium List   PDF Last Modified: Sep 10, 2021 08:18:29	Waynesville, NC Haywood County Fairgrounds	2022471202 Western Carolina Dog Fanciers Association Apr 24, 2022 RLY

13. To add a new document, click the Add New Event Document button. A list of available events is displayed.

Add New Event Document



Document URL (Enter the URL where your document is hosted)

If your document isn't hosted on another site, please upload a PDF file.
 No file selected.
Browse to the location of the PDF file and upload.

Document Type

Events to Connect with This Document

Showing events in for

<input type="checkbox"/>	2022471201	Apr 23, 2022	Waynesville, NC	RLY	Western Carolina Dog Fanciers Association
<input type="checkbox"/>	2022471202	Apr 24, 2022	Waynesville, NC	RLY	Western Carolina Dog Fanciers Association

Online Plans Help Document

14. There are two ways a document can be referenced.

- A. The first is to upload the document to the AKC Document Management system.
- B. Enter an external URL where the document can be accessed.

For Option A, click the Browse button. Select the document from your local system. When the document has been uploaded, the document name will be displayed in the Document URL field,

For Option B, enter the external URL where document is located in the Document URL field.

Document URL (Enter the URL where your document is hosted)

If your document isn't hosted on another site, please upload a PDF file.

No file selected.

Browse to the location of the PDF file and upload.

15. From the Document Type select the document that is being uploaded.

Document Type

Choose a Document Type ▾
Choose a Document Type
Premium List
Premium List Addition
Entry Form
Judging Program
Judging Program Addition
Running Order
More Event Info

Document

ns ▾ for All Cities ▾
2022 Waynesville, NC RLY Western Carolina Dog Fanciers Association
 2022471202 Apr 24, 2022 Waynesville, NC RLY Western Carolina Dog Fanciers Association

16. Premium List or Judging List is selected again the color in the list is changes. Only one Premium List and Judge Program can be assigned to an event. All other documents types can have multiple documents uploaded.

Document URL (Enter the URL where your document is hosted)

If your document isn't hosted on another site, please upload a PDF file.

No file selected.

Browse to the location of the PDF file and upload.

Document Type

Premium List ▾

Events to Connect with This Document

Showing events in All Months ▾ for All Cities ▾

- 2022471201 Apr 23, 2022 Waynesville, NC RLY Western Carolina Dog Fanciers Association
- 2022471202 Apr 24, 2022 Waynesville, NC RLY Western Carolina Dog Fanciers Association

Online Plans Help Document

17. When Premium List is selected the list of events text color changes when a Premium List has already been assigned to an event. If the check box is selected next to the event, a message box will appear. To update the Premium List select "Yes, associate with this event." Otherwise click "No, keep associated with the original event."

Add New Event Document



Document URL (Enter the URL where your document is hosted)

PRMLST.pdf

This event is already associated with another Premium List. Change the Premium List this event is associated with?

No, keep associated with the original event. **Yes, associate with this event.**

Showing events in for

<input type="checkbox"/>	2022471201	Apr 23, 2022	Waynesville, NC	RLY	Western Carolina Dog Fanciers Association
<input checked="" type="checkbox"/>	2022471202	Apr 24, 2022	Waynesville, NC	RLY	Western Carolina Dog Fanciers Association

Debugging Information

Online Plans Help Document

18. When Judge Program is selected the list of events text color changes when a Judge Program has already been assigned to an event. If the check box is selected next to the event, a message box will appear. To update the Judge Program select "Yes, associate with this event." Otherwise click "No, keep associated with the original event."

Add New Event Document



Document URL (Enter the URL where your document is hosted)

JudgeProgram.pdf

This event is already associated with another Judging Program. Change the Judging Program this event is associated with?

No, keep associated with the original event. **Yes, associate with this event.**

Showing events in for

<input type="checkbox"/>	2022471201	Apr 23, 2022	Waynesville, NC	RLY	Western Carolina Dog Fanciers Association
<input checked="" type="checkbox"/>	2022471202	Apr 24, 2022	Waynesville, NC	RLY	Western Carolina Dog Fanciers Association

Online Plans Help Document

19. All other document types can have multiple entries for each event.

Document URL (Enter the URL where your document is hosted)

More info.pdf

If your document isn't hosted on another site, please upload a PDF file.

No file selected.

Browse to the location of the PDF file and upload.

Document Type

More Event Info

Events to Connect with This Document

Showing events in for

<input type="checkbox"/>	2022471201	Apr 23, 2022	Waynesville, NC	RLY	Western Carolina Dog Fanciers Association
<input checked="" type="checkbox"/>	2022471202	Apr 24, 2022	Waynesville, NC	RLY	Western Carolina Dog Fanciers Association

Debugging Information