

PerfDog Instructions for PWD Water Trial Secretaries and Chairs

PerfDog has created quite a bit of [How-To documentation](#), including [YouTube videos](#). This documentation and the videos can be access directly in PerfDog by clicking on any of the Orange boxes in PerfDog and then the appropriate link. Links are provided from this document as well.

The information in this set of instructions pertains specifically to PWDCA Water Trials.

PerfDog issues several emails to the Trial Secretary throughout the course of the trial being open. You may want to consider creating a folder and a rule to move the entry notifications automatically out of your inbox.

[Setting up the Trial](#)

- 1) Create your Water Trial Premium
 - a) Use the required PerfDog verbiage regarding fees.
 - b) Consider adding this wording to your premium: "Please add support@perfdog.com to your contact list. All emails regarding this trial will come from that email address, including your confirmation, receipt of payment, and running orders."
 - c) Recommended to include the PerfDog fee as part of your entry fee (see item 4(a)(i)(3) below.
- 2) If you don't already have one, create an account on PerfDog.com
- 3) From the Home Page at perfdog.com, select Portuguese Water Dog Water Trials option.
 - a) If your club has used PerfDog in the past, click on box that says "Glad You're Back"
 - i) Sign into your PerfDog account
 - ii) Start typing the name of your club in the box that says "Choose the club that gets the new activity" and then copy your water trial from the previous year.
 - b) If your club has not used PerfDog in the past, please click on the "Welcome" box and complete & submit the "Event Interest Form"
- 4) Administration
 - a) Setup (note that there is a walk-through of steps to walk you through each of these)
 - i) Basics
 - (1) Take note of the new Check Policy and click "okay"
 - (2) Make sure that the "Enable PerfDog Event Management" button is turned on (you should see green)
 - (3) Read the different types of [Payment of Processing Fees](#). PerfDog's fee INCLUDES the credit card processing fee, so if your club is already absorbing a credit card processing fee, the cost to use PerfDog is minimal.
 - (4) Verify that your Name, Number (N/A for water trials), and Location are correct
 - (5) Verify Dates/Times
 - (a) Starting Date/Time is the TRIAL starting date and time (not including any practice days unless you are including your practice day as an "extra")
 - (b) Ending Date/Time is the TRIAL ending date and time
 - (c) Entry Open Date/Time is that time you will start accepting entries, based on the date and time noted in your premium. These MUST be the same in PerfDog as in your premium.
 - (d) [Closing Date/Time](#). Turn the button ON if you will be have "extras" in PerfDog (such as meals, t-shirt sales, etc) OR if you will allow late entries, including Day of Trial

entries. If you will not allow DOT entries or be allowing extras, turn the button OFF. Your cancellation date must follow the cancellation policy set forth in your premium.

(e) Click on the "Save Event" blue button

b) [Documents](#)

- i) Upload your Participation Agreement (REQUIRED)
- ii) If your club has any other documents that are required for them to complete to enter your trial (such as a volunteer signup sheet, COVID waiver, etc), click on the blue "add entry document" and complete the steps under (a) above.
- iii) Click on the light blue "Return to Manage Event" button at the top of the page when you are done.

c) [Levels](#)

- i) Click the Unlock Levels button if you need to make changes to the levels
- ii) Notes are required, as follows:
 - (1) JWD Note: "If you have already earned JWD, please put "FEO" in the Notes"
 - (2) AWD Note: "If you have already earned AWD, please put "FEO" in the Notes"
 - (3) WWD Note: "If you have already earned WWD, please put the number of legs you have already earned in the Notes (1 or 2). If you have already earned WWDX, please put "FEO" in the Notes"
 - (4) CWD Note: "If you have already earned CWD, please put the number of legs you have earned towards your title in the Notes (1 or 2). If you have already earned CWDX, please put "FEO" in the Notes. You must also enter the name of your Substitute Steward in the Alternate Handler field. If you do not list an Alternate Handler, the club steward will be assigned to you. All Substitute Stewards not entered in the trial must sign a Participation Agreement."
 - (5) MWD Note: "Please enter the number of MWD legs you currently have towards your next MWD title (0-4) You must list an "Alternate Handler," which shall be your Substitute Steward. If you do not list an Alternate Handler, the club steward will be assigned to you. All Substitute Stewards not entered in the trial must sign a Participation Agreement."
- iii) Make sure to lock the levels when you have completed editing.
- iv) Click on the "Return to Manage Event" button when you are done editing.

d) [Event Limits and Timing](#)

- i) Run timing should always be listed as follows in order to ensure proper count according to the WT Manual UNLESS you are conducting a random draw (see separate instructions below):
 - (1) Junior: Run time - 10 minutes, Buffer - 0 minutes
 - (2) Apprentice: Run time - 15 minutes, Buffer - 0 minutes
 - (3) Working: Run time - 15 minutes, Buffer - 0 minutes
 - (4) Courier: Run time - 20 minutes, Buffer - 0 minutes
 - (5) Master: Run time - 20 minutes, Buffer - 0 minutes
- ii) Day Limits shall be determined by whether or not your club is holding a random draw period
 - (1) If you are not holding a random draw,

- (a) One Ring: Day limits shall be set to a max # entries of 35 and a max run time of 8 hours, per the WT Manual.
 - (b) Two Rings: Day limits shall be set to a max # entries of 70 and a max run time of 8 hours. **Exception:** National Specialty entry limits shall be set to 200 and a max run time of 20 hours.
 - (c) If you have designated a max number of entries or less run time than this in your premium, the numbers must correspond to your premium.
 - (d) Guaranteed entries for your trial workers (according to the WT Manual): If you offer these, reduce the max # of entries above by 5 (one ring) or 10 (two rings).
- (2) If you are holding a random draw, day limits shall be set to a max # entries of 0 and a max run time of 0.
- iii) Level Limits
 - (1) If you are limiting entries by level, according to your premium, use the number of entries as the max# entries and the corresponding amount of time using the WT Manual formula. (For example, if you are limiting to 6 JWD, you would list "6" as your max # entries and "1" in the number of max run time hours.)
 - (2) If you are not limiting entries by level according to your premium, the level limits shall be set to Max # entries of 35 for each level and a max number of hours to 8 for each level.
- iv) Click on "Return to Manage Event"
- e) [Map and Location](#)
 - i) PerfDog automatically uses Google Maps, based on the address you used in your premium. Verify that the map corresponds to the general location where your trial will be held.
 - ii) Add written directions; you should copy what you have written in your premium.
 - (1) Click on the blue "add directions" button
 - (2) Copy and paste into the area the written directions from your premium OR copy from another activity by clicking on the appropriate button
 - (a) Copy from premium: PerfDog will ask you if you want to "Clean" or "Keep" what you have copied. Clicking on "Clean" will use the PerfDog default formatting. Clicking on "Keep" will use the formatting from your premium. Click on the blue "Save" button at the bottom of the editing area.
 - (b) Copy from another activity: Select the Activity you wish to copy and click on the corresponding checkboxes, including the directions. Click on the blue "Save button at the bottom of the editing area.
 - iii) Scroll up on the page and click on the orange "Setup" button when you have completed editing your Map and Location
- f) Breeds allowed
 - i) Make sure that "Portuguese Water Dog" is selected for each level and/or for entire event.
 - ii) If you make any changes: click on the dark blue "Save" button and wait for the green bar to appear, indicating that the information you changed was saved.
 - iii) Click on the light blue "return to manage event" button.
- g) [Judges & Volunteers](#)
 - i) Make sure both your Trial Chair & Trial Secretary are listed

- ii) If you would like the WTC liaison to be able to assist you with PerfDog, include Karen Pratt as an additional Trial Secretary (only in PerfDog – not in your premium).
- iii) You may also list your Judge, Chief Steward and other host committee members here in the “Water Trial” section.
- iv) The appropriate Judge should be listed for each level, if you have more than one judge. For the National Specialty Water Trial, the judges will be assigned after closing.
- v) Anyone not entered in the trial that will be either a Substitute Steward (listed in PerfDog as an “Alternate Handler” or other type of volunteer should be added to the Volunteer list. The PWDCA requires anyone participating in a water trial to sign a Participation Agreement (this is done electronically by anyone entering your trial and therefore you will not need to collect one from anyone entered). You may add the Participation Agreement as an “Extra” so that they can be collected electronically.
- h) [Extras](#) – Used for collecting Participation Agreements from Sub Stewards not entered in the trial (required) as well as collecting funds through PerfDog for your meals, practice day, t-shirt sales, etc. (optional) Note: entries for your trial will continue to be open as long as “extras” are open.
 - i) Participation Agreements can be set up as an “Extra” for non-entered Sub Stewards and Volunteers to complete. Click Unlock, and add a Service. NOTE: If you do not wish to keep entries open, you will need to manage participation agreements manually for any substitute steward that is not entered as a handler.
 - (a) Name the item: “Substitute Steward Participation Agreement”
 - (b) Set the status as “Ready to Purchase”
 - (c) Set the price at \$0
 - (d) Description: “I agree to abide by the Participation Agreement for this event, found in “Documents” on PerfDog.”
 - (e) Instructions/Notes: “In the Documents section of PerfDog, click on the box at the bottom of the Participation Agreement, indicating that you have read and agree to the terms.”
 - ii) Meals, t-shirts, etc (optional)
- i) [User Permissions](#) – it is not recommended to change these permissions

Managing the Event

- 1) [Manage WaitList](#)
 - a) If you are conducting a random draw, please see the separate instructions below.
 - b) If you are not doing a random draw and there is a waitlist for your trial, you can allow dogs into the trial from the waitlist. Your club MUST have a waitlist policy indicated in your premium. At the very least, you must specify the amount of time in which a waitlisted person must pay for their entry prior to moving to the next waitlisted dog. The WTC recommends at least 48 hours.
 - i) Click on the dog(s) that are being allowed in from the waitlist.
 - ii) Click on Allow (x) entry [x=the number of waitlisted dogs you are allowing into your trial]
 - iii) Choose from one of the following:
 - (1) Charge the entrant and allow them in now (not recommended for PWDCA water trials if there will be any other dogs remaining on the waitlist EXCEPT for guaranteed entries)
 - (2) Ask the entrant to accept and pay by a deadline (recommended if you continue to have other dogs on the waitlist).

- (a) Enter the number of days or hours that they person has to accept and pay for their entry, based on what was published in your premium
 - (b) Select the correct item, based on your premium, as to what PerfDog should do with the entry. (We highly recommend that you keep the entry on the waiting list, but that you move to the next dog.)
 - (c) Indicate if the person must pay by credit card, or if they can bring a check. (PWDCA WTC recommends that you require entry by credit card.)
- c) Please note that once a level is full, people will see that they can add their dog to the waitlist for that particular level upon entering the trial.
- 2) [Manage Running order](#) (cannot access until after closing)
 - a) NOTE: It has come to the attention of the PWDCA WTC that some clubs are not doing a random order for each trial day (if you have a typical 2-day weekend of trials, you have 2 trial days). Each level on each day should have its own random order (simply reversing the order of the levels on Sunday from Saturday does NOT mean that you simply reverse the order that the dogs are run). PerfDog will randomize your running order according to the PWDCA WT Manual. You should ONLY manipulate the random running order if there are conflicts (for example, someone entered in CWD is also someone else's substitute steward and you wish to allow one or two dogs between those entries).
 - b) Doing the running order
 - i) Follow the instructions on the screen if you have indicated any bitches in season before randomizing the run order
 - ii) Make sure that the "Avoid back-to-back" box is checked under the Automatic Fix Settings for each level (this is the default).
 - iii) Visually scan your running order, especially CWD and MWD entries. If there are any conflicts, you can either manage them manually or let the system try to fix it (see the on-screen instructions).
 - iv) Once your running order looks good, lock it in order to publish it and send it to the entrants and judge.
 - c) Send out your running order
 - i) Click on "Email running orders"
 - ii) The WTC recommends that you do NOT check the box to include the times.
 - iii) For multiple rings, you may select the "show side-by-side" option
 - iv) Make any changes you wish to the body of the email.
 - v) Send the email (you may choose to send one to yourself first, if you'd like a chance to review it prior to sending it to all participants)
 - d) Post your running order
 - i) Once you've emailed, the running order, you may choose to post it to PerfDog. Anyone can then see the running order, regardless of whether or not they are entered.
 - (1) Go back into Event Administration -> Manage from the home screen
 - (2) Click on Manage Running Order
 - (3) Click on Post Running Order
 - e) Print your running order
 - i) Event Administration -> Manage -> Manage Running Order -> View/Print Levels
 - (1) We suggest that you print one level at a time

- (2) It is suggested that you choose only one level at a time to keep the running order on separate pages if you generally only post one level's running order at a time.
 - (3) If you'd like a master running order, you can choose all levels. You might wish to choose to only print one day at a time per page.
- f) As changes are made (cancelled entries or move-ups), you will need to unlock the running order and make the changes. It is suggested that you re-send and re-post your running order 48-72 hours prior to your trial. Once you have printed and emailed this final running order for your trial, we suggest that you maintain it manually (on paper) until the conclusion of your trial unless you will have access to PerfDog and a printer at your trial site.
- 3) [Manage Entries](#)
 - a) [Add](#) – You can add entries as the TS/TC by searching by Owner Name
 - b) [Cancel](#) – Use to cancel entries. This can be done by dog by day, all days for one dog, or all events for a person.
 - c) [Replace Dog](#) – Can be used to remove a handler's dog and replace with another dog of the same handler. NOTE: This can ONLY be done if you do not have a waitlist. If you have a waitlist for your water trial, you are in violation of the PWDCA Water Trial Manual if you do this.
 - d) [Move Entry](#) – Use this feature to move the dog up or down to a different level (for example, if they passed AWD and want to move up to WWD).
 - e) Act on Behalf – Use this feature to act on behalf of a handler/owner. You will be logging in as that person and must have their written permission to do so. Use this feature to add guaranteed entries. It is recommended that you obtain a paper entry from the handler prior to adding them to the guaranteed slot OR that you have an email from them, allowing you to add their dog and acknowledging that they agree to the Participation Agreement.
- 4) [Manage People](#) - find, add, or update a person's information in PerfDog
- 5) [Manage Dogs](#) – find, add, or update a dog's information (highly suggested that you allow the owner to update their dog information, although if a dog's titles are not showing in the catalog, it is typically because there is a “–” or a space in a title or it is a non-AKC or non-PWDCA title)
- 6) [Manage Catalog](#) (cannot access until after closing)
 - a) When you are ready to print your catalog, go to this option
 - b) The WTC suggests using the first option (one level at a time)
 - c) Under the options prior to printing, uncheck the “Include Judge and Secretary Signature Pages” box
 - d) The catalog can be downloaded prior to printing (recommended)
 - e) The catalog can also be posted (similar to the running order), if you'd like participants to download and print their own.
- 7) [Labels](#) (cannot access until after closing) – typically not used by PWDCA Water Trials; printed in running order
- 8) [Bitches in Heat](#) – If someone notifies you that their dog is in season, you can use this feature to indicate that the dog is in season.
 - a) If your club does not allow BIS, you will need to cancel the entries for that dog.
 - b) If you DO allow BIS (most water trials do allow BIS to compete at the end of the trial day), this feature will move them from the running order to the bottom of the running order FOR THEIR LEVEL, but they will actually be run at the end of the day.
- 9) Send email – Use this feature to send emails to your stewards, participants, judges, etc.

- a) You strongly encouraged to include your judge(s) when you send final running orders to your participants.
- b) At this time, you cannot add an attachment to your email. We suggest that you use Google Docs (or a similar platform) and include links to documents.

Random Draw Instructions

If your club will be doing a random draw (as specified in the WT Manual, pp 54-55), set your maximum number of entries to 0 and the maximum amount of time to 0 until AFTER you have conducted the random draw.

At the time of the closing period of your random draw, run the Quick Entries View Report. If this report shows fewer than 35 dogs entered, re-set your maximum number of entries to 35 and the maximum amount of time to 8 hours. If this does NOT generate a waitlist, you may continue to accept entries. If it does generate a waitlist, follow the instructions below.

You have two options for performing your draw:

1. Paper: Print an entries report (either 1 or 2 per page – you will have to cut them in half if you do 2 per page). Randomly select entries until you reach 8 hours of judging OR 35 dogs (whichever occurs FIRST, typically it is hours of judging), then follow the instructions in “Manage Waitlist” above.
2. Electronic: Download a CSV report of the waiting list entries (which will be all of your entries). Randomly sort the dogs in the spreadsheet. Cut off at 8 hours of judging or the first 35 dogs (whichever occurs FIRST, typically it is hours of judging), then follow the instructions in “Manage Waitlist” above

NOTE: Your premium should include instructions, similar to what is below (highlighted portions shall be chosen by the host committee):

Entering Your Dog All entries made before the lottery deadline will go on the waitlist with no payment taken at that time.

If and when your trial entry is confirmed after the lottery date, then you must go to Perfdog.com and pay for the entry within **3 days (72 hours)** to hours to hold them. If not paid, then those spots will be offered to the next dog on the Waitlist.

Entry Lottery and Wait List: All Regular entries received during the lottery draw period ending **Lottery Closing Date & Time** will be treated equally. If Regular entry limits are exceeded by that date, a random drawing from all Regular entries received will be held at a location designated by the Trial Secretary. Remaining entries, if any, will be drawn for a position on the wait list. All entries received after **Lottery Closing Date & Time**, and up to the closing date, will be accepted on a first-come basis if the trial has not been filled, or will be added to the wait list if the trial is full. The wait list will be used to fill openings as they become available prior to the trial date and for day-of-trial entries.

Reports

1. [Quick Entries View](#) – Use this report to see all of your entries at a glance

- a. Click on the green button to turn off event number (not used for PWDCA Water Trials)
 - b. Click on the green button to turn off judge name (if you only have one judge)
2. Entries Report – Use for your Trial Report. This is the equivalent of your AKC-type paper entry form. You must also include a copy of your Participation Agreement, stating that all entrants were required to acknowledge this agreement in order to enter online. Include copies of any Participation Agreements that you received from non-handlers (substitute stewards that did not have a dog entered). These may be sent in digital format.
3. [Financial Report](#)
 - a. If anyone owes a check to you, this will show at the top. You must collect payment prior to the person's participation in the trial.
 - b. Gives an overview of financials for entries and extra payments received, less any amount owed to PerfDog. Please note that if you collect checks from participants instead of them using a credit card through PerfDog, that amount is subtracted from the total amount that PerfDog will send you (less the additional fee for PerfDog).
4. Extras Report – Shows how many extras have been purchased, including Participation Agreements
5. Export Data – This is the report that you will export to your computer to use for your Q report. You may also use the data prior to the trial to create check-in sheets, etc.
 - a. You will need to copy/paste the appropriate data for the Q report – only submit those dogs that qualify.