

HOW TO:

# Create and Manage Trials



NATIONAL SHOOT TO RETRIEVE ASSOCIATION







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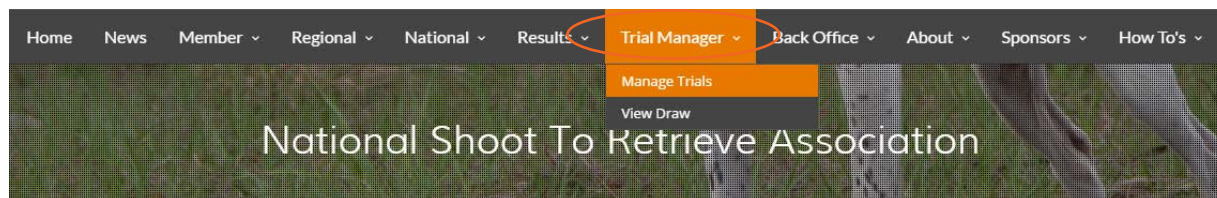


**Quick Tip:** Easily navigate through this guide by clicking on the desired section name above.

*For questions on creating or managing trials on the NSTRA website, please contact us at [office@nstra.org](mailto:office@nstra.org).*

# Create and Manage Trials

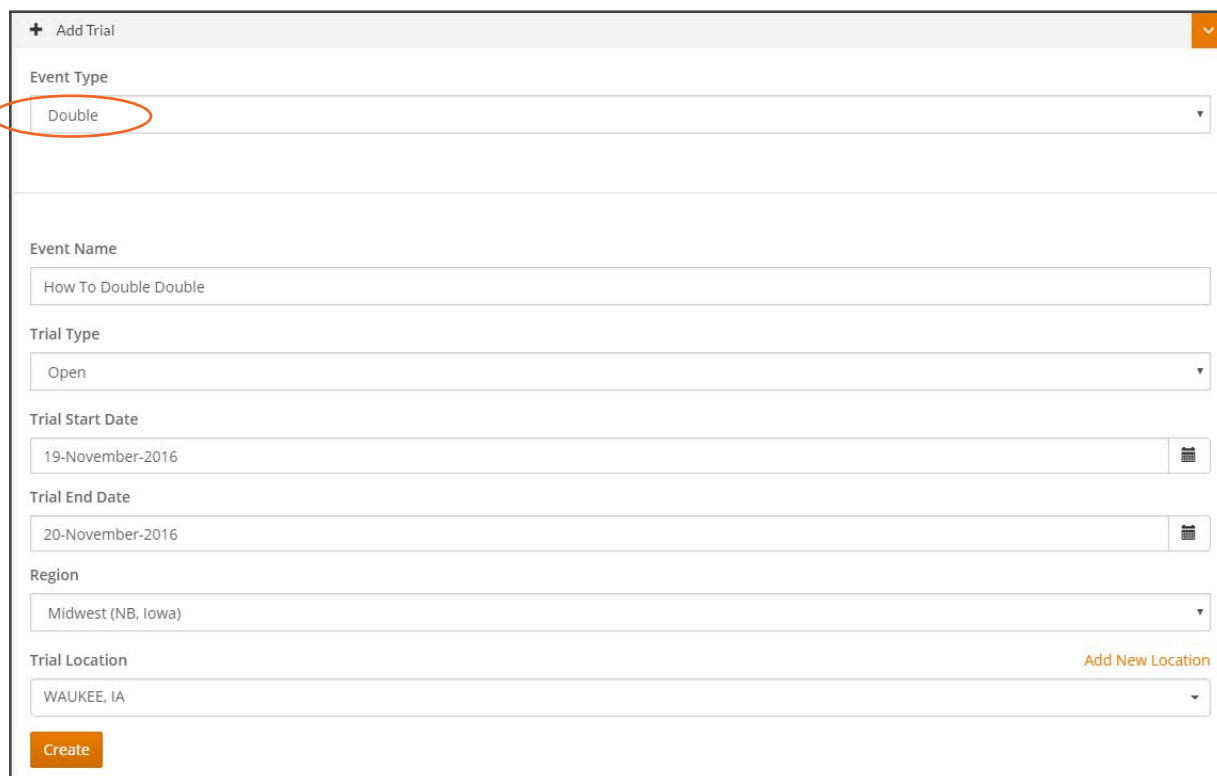
1. Click on "Trial Manager" from the main navigation panel. (If the Trial Manager tab is not available, please contact [office@nstra.org](mailto:office@nstra.org) to receive access.)



2. To create a new trial, click "Add Trial."



3. Next, select the event type you would like to create. (Based on your selection, the application will create the appropriate number of fields. Single will create one field for each day, double will create two fields for each day and triple will create three fields for each day.)



+ Add Trial

Event Type  
Double

Event Name  
How To Double Double

Trial Type  
Open

Trial Start Date  
19-November-2016

Trial End Date  
20-November-2016

Region  
Midwest (NB, Iowa)

Trial Location  
WAUKEE, IA

Create

Add New Location

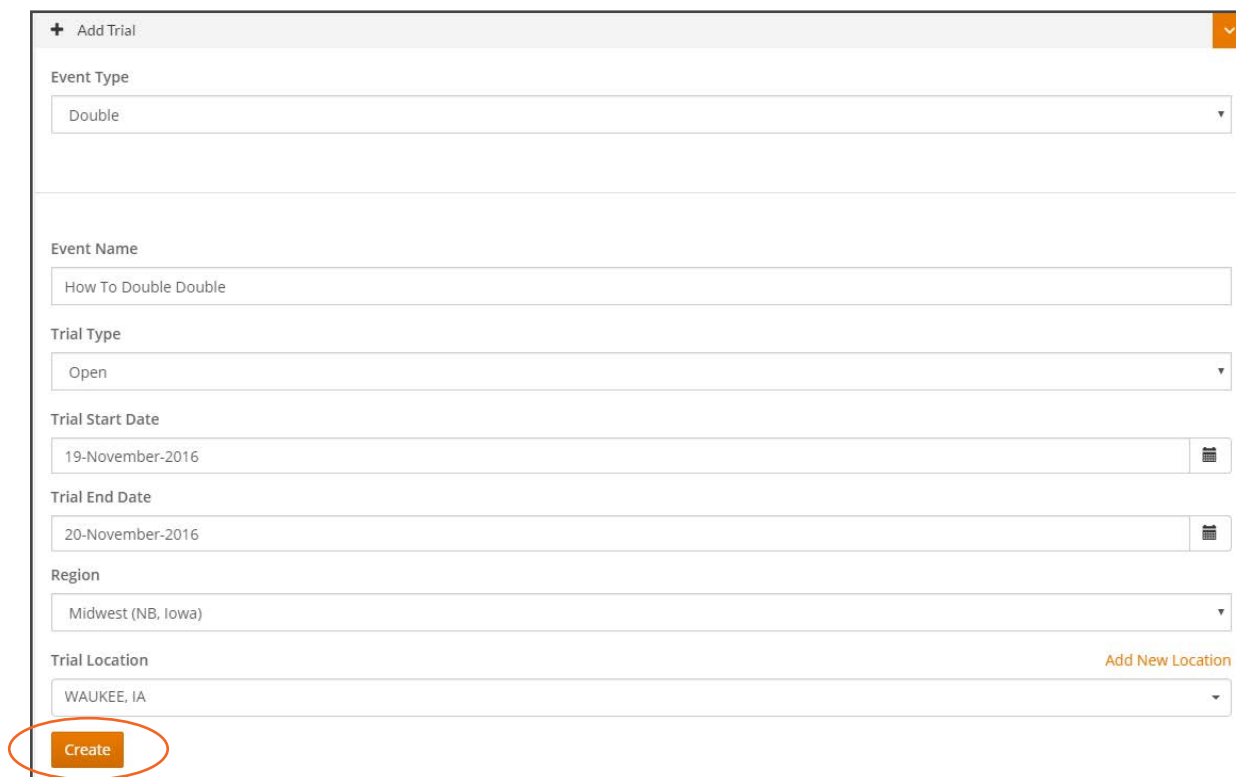


# Create and Manage Trials

- a. To add a new location, click "Add Location."

A modal form titled "Add Location" with a close button (X) in the top right corner. It contains a "Location Name" label and a text input field with the placeholder text "Location Name". At the bottom right, there is an orange button labeled "Add Location" which is circled in red.

4. Review the information you provided and then click, "Create."

A form titled "Add Trial" with a plus icon and a dropdown arrow in the top right corner. It contains several fields: "Event Type" (dropdown menu with "Double" selected), "Event Name" (text input field with "How To Double Double"), "Trial Type" (dropdown menu with "Open" selected), "Trial Start Date" (date input field with "19-November-2016" and a calendar icon), "Trial End Date" (date input field with "20-November-2016" and a calendar icon), "Region" (dropdown menu with "Midwest (NB, Iowa)" selected), and "Trial Location" (dropdown menu with "WAUKEE, IA" selected). To the right of the "Trial Location" field is a link "Add New Location". At the bottom left, there is an orange button labeled "Create" which is circled in red.

If your submission is successful, you will receive an email notification indicating that your trial was created and is waiting office approval. Once the office approves your trial, you will be notified via email and will then be able to manage entries, draws, etc.





# Create and Manage Trials

5. Once your trial is created it will appear in the Search Trials section.

Search Trials

Region

Select Region

▼

Start Date

📅

End Date

📅

☐ Created by me

🔍

Name	Location	Format	Date	
Demo One Double Double	OSCEOLA, IA		10/29/16	▼
Demo Two Double Double	OSCEOLA, IA		10/29/16	▼
Demo Three Double Double	OSCEOLA, IA		10/29/16	▼
Demo Four Double Double	OSCEOLA, IA		10/29/16	▼
Demo Five Open Novice	OSCEOLA, IA		10/29/16	▼
How To Double Double	WAUKEE, IA		11/19/16	▼

6. To manage your trial, click on your trial name.

Search Trials

Region

Select Region

▼

Start Date

📅

End Date

📅

☐ Created by me

🔍

Name	Location	Format	Date	
Demo One Double Double	OSCEOLA, IA		10/29/16	▼
Demo Two Double Double	OSCEOLA, IA		10/29/16	▼
Demo Three Double Double	OSCEOLA, IA		10/29/16	▼
Demo Four Double Double	OSCEOLA, IA		10/29/16	▼
Demo Five Open Novice	OSCEOLA, IA		10/29/16	▼
How To Double Double	WAUKEE, IA		11/19/16	▼

Trial Not Approved The Trial is waiting office approval.

a. If your trial has not yet been approved, you will receive the following notification at the bottom of the Search Trials screen.



# Create and Manage Trials

- b. Once your trial is approved, you will see the following screen after clicking on your trail name in the Search Trials section.

Officials

Dogs

Draws

Scores

Points

Officials for How To Double Double

Role Type

Select Role

Search for Member...

Look Up!

Field

Select Field

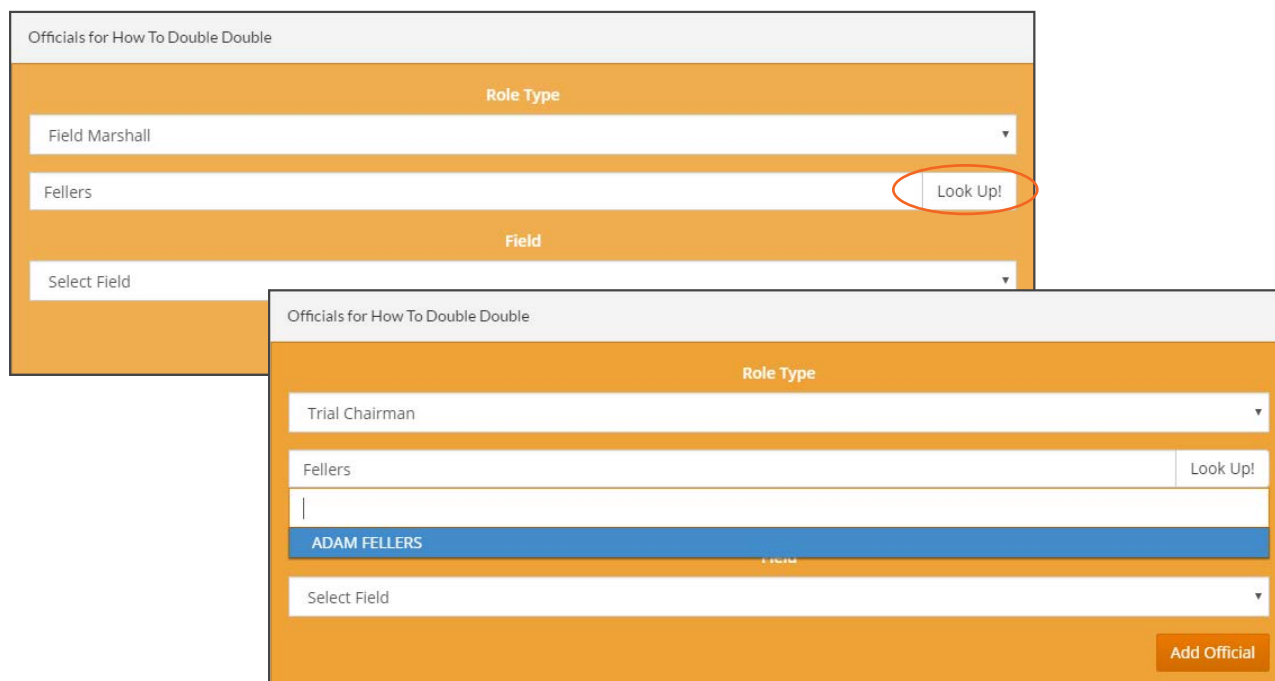
Add Official

Name	Role	Field
------	------	-------



# Add an Official

1. To add officials, select the role type and search for the member via last name and click "Look Up!" Once the look up is complete, select the member via the auto-complete drop down.



Officials for How To Double Double

Role Type

Field Marshal

Fellers

Look Up!

Field

Select Field

Officials for How To Double Double

Role Type

Trial Chairman

Fellers

Look Up!

ADAM FELLERS

Select Field

Add Official

2. Next, select the field the official will be on and click, "Add Official."



Officials for How To Double Double

Role Type

Trial Chairman

Fellers

Look Up!

ADAM FELLERS

Field

11/19/16-A

Add Official

# Add an Official

3. Once complete, the official will be listed below.

Officials for How To Double Double

Role Type

Trial Chairman

Fellers

ADAM FELLERS

Look Up!


Field

11/19/16-A

Add Official

Name	Role	Field
ADAM FELLERS	Trial Chairman	11/19/2016-A

a. To remove an official, click the trash can button.

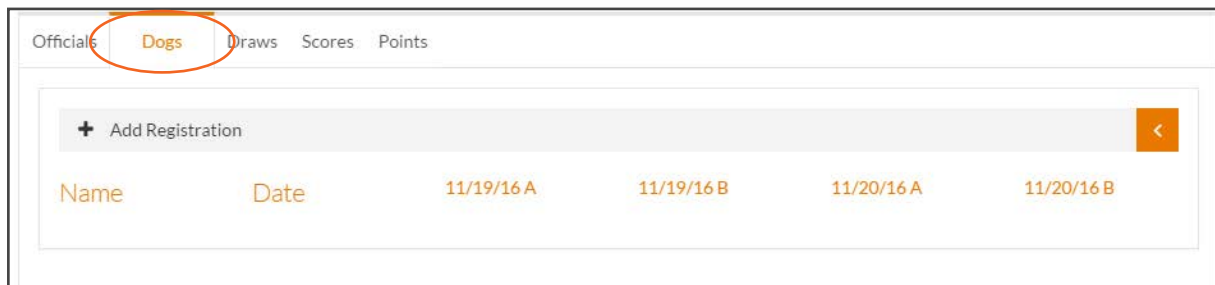
Name	Role	Field	
ADAM FELLERS	Trial Chairman	11/19/2016-A	



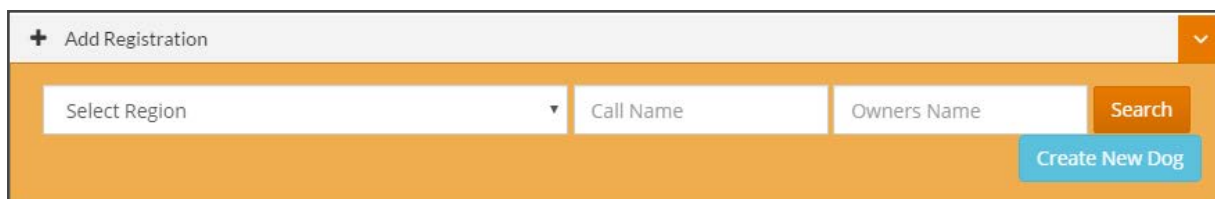


# Add and Remove Dogs

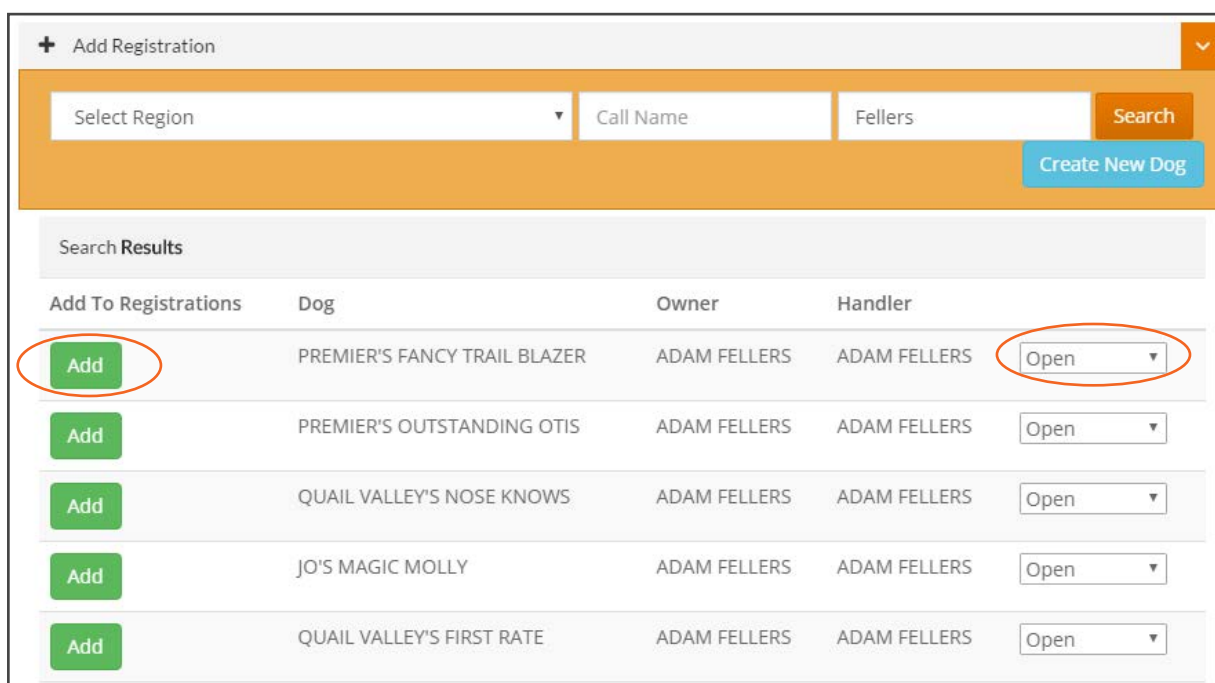
1. To add or remove a dog, click "Dogs."



- a. To add a registration, click "Add Registration."



- b. To search for a dog, enter one of the following: region, call name or owner name—then click, "Search." Once the search results populate, validate the status (Open, Novice, Amateur) and then click "Add."



Add To Registrations	Dog	Owner	Handler	Status
<a href="#">Add</a>	PREMIER'S FANCY TRAIL BLAZER	ADAM FELLERS	ADAM FELLERS	Open
<a href="#">Add</a>	PREMIER'S OUTSTANDING OTIS	ADAM FELLERS	ADAM FELLERS	Open
<a href="#">Add</a>	QUAIL VALLEY'S NOSE KNOWS	ADAM FELLERS	ADAM FELLERS	Open
<a href="#">Add</a>	JO'S MAGIC MOLLY	ADAM FELLERS	ADAM FELLERS	Open
<a href="#">Add</a>	QUAIL VALLEY'S FIRST RATE	ADAM FELLERS	ADAM FELLERS	Open

## Add and Remove Dogs

- c. Once the add is complete, the dog will be entered into all trials by default.

Name	Date	11/19/16 A	11/19/16 B	11/20/16 A	11/20/16 B
		1	1	1	1
PREMIER'S FANCY TRAIL BLAZER	11/18/16	 ADAM FELLERS	 ADAM FELLERS	 ADAM FELLERS	 ADAM FELLERS

2. To remove a dog from a field, click “—Open.” To add a dog back in, click “+Open.”

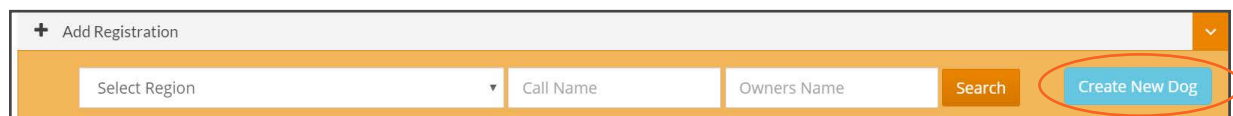
Name	Date	11/19/16 A	11/19/16 B	11/20/16 A	11/20/16 B
		1		1	1
PREMIER'S FANCY TRAIL BLAZER	11/18/16	 ADAM FELLERS	 ADAM FELLERS	 ADAM FELLERS	 ADAM FELLERS

- a. Once all dogs have been entered, review the submission and proceed to create draw. If an odd number of dogs are added, the system will automatically add a bye dog.



# Create a New Dog in NSTRA

1. To add a new dog to the entry list, click "Create New Dog."



- a. Once the Add Dog module appears, input available information and click, "Add Dog."



- b. Upon success, the new dog will be displayed in the search results.

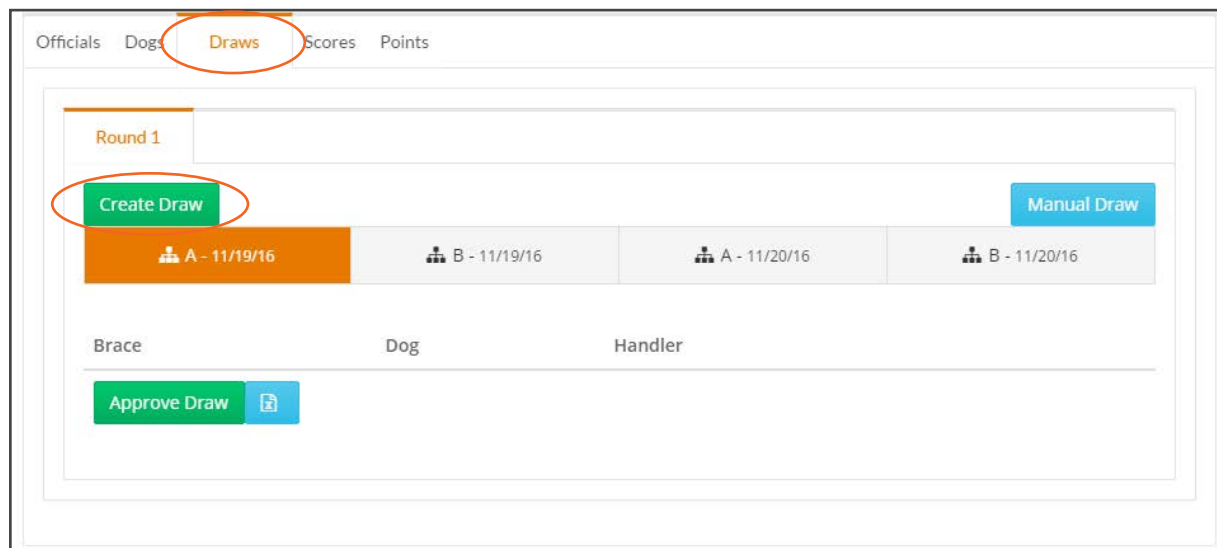
Search Results				
Add To Registrations	Dog	Owner	Handler	
<a href="#">Add</a>	New Demo Dog	ADAM FELLERS	ADAM FELLERS	<a href="#">Open</a> ▼

If a new dog does not have registration papers, enter their call name in both name fields.



# Create a Draw

1. To create a draw, click the "Draws" tab. Then click "Create Draw."



Officials Dogs **Draws** Scores Points

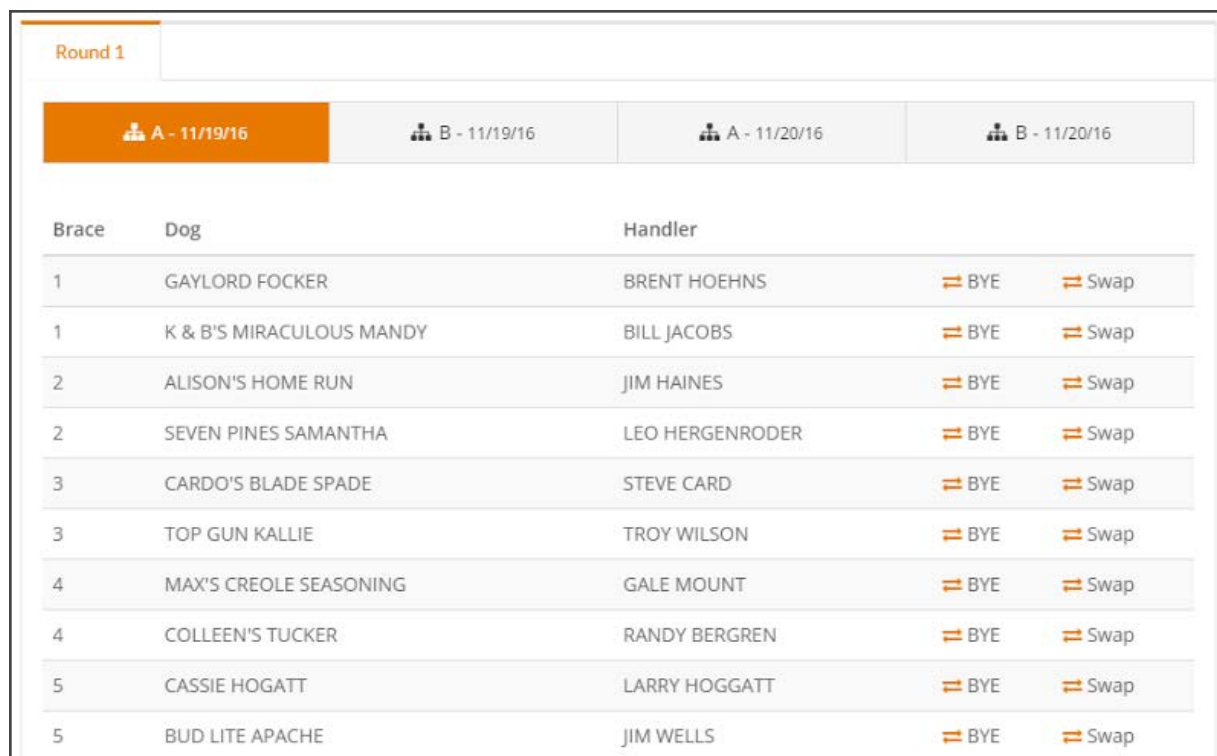
Round 1

**Create Draw** Manual Draw

Brace	Dog	Handler
A - 11/19/16	B - 11/19/16	A - 11/20/16
		B - 11/20/16

Approve Draw

2. Fields will populate with a successful draw.



Round 1

Brace	Dog	Handler
A - 11/19/16	B - 11/19/16	A - 11/20/16
		B - 11/20/16

Brace	Dog	Handler		
1	GAYLORD FOCKER	BRENT HOEHNS	BYE	Swap
1	K & B'S MIRACULOUS MANDY	BILL JACOBS	BYE	Swap
2	ALISON'S HOME RUN	JIM HAINES	BYE	Swap
2	SEVEN PINES SAMANTHA	LEO HERGENRODER	BYE	Swap
3	CARDO'S BLADE SPADE	STEVE CARD	BYE	Swap
3	TOP GUN KALLIE	TROY WILSON	BYE	Swap
4	MAX'S CREOLE SEASONING	GALE MOUNT	BYE	Swap
4	COLLEEN'S TUCKER	RANDY BERGREN	BYE	Swap
5	CASSIE HOGATT	LARRY HOGGATT	BYE	Swap
5	BUD LITE APACHE	JIM WELLS	BYE	Swap

3. If you are unable to change entries, please contact the National Officer in charge of your region.

# Swap a Dog or Change to a Bye Dog

1. To swap a dog with another dog on the bye list, click "Swap."

Brace	Dog	Handler		
1	GAYLORD FOCKER	BRENT HOEHNS	⇌ BYE	⇌ Swap
1	K & B'S MIRACULOUS MANDY	BILL JACOBS	⇌ BYE	⇌ Swap
2	ALISON'S HOME RUN	JIM HAINES	⇌ BYE	⇌ Swap
2	SEVEN PINES SAMANTHA	LEO HERGENRODER	⇌ BYE	⇌ Swap
3	CARDO'S BLADE SPADE	STEVE CARD	⇌ BYE	⇌ Swap
3	TOP GUN KALLIE	TROY WILSON	⇌ BYE	⇌ Swap

- a. A module will appear with dogs on the bye list (dogs that are registered but not entered). If the dog you wish to swap is not presented, make sure they are registered for the trial. [Click to section Add or Remove Dog for instructions.](#)

Swap with registrant not entered

Dog	Owner	Handler	
QUAIL VALLEY'S NOSE KNOWS	ADAM FELLERS	ADAM FELLERS	Swap

Close

- b. Click "Swap" on the dog you wish to enter. The draw will be updated if swap is successful.

Brace	Dog	Handler		
1	GAYLORD FOCKER	BRENT HOEHNS	⇌ BYE	⇌ Swap
1	QUAIL VALLEY'S NOSE KNOWS	ADAM FELLERS	⇌ BYE	⇌ Swap
2	ALISON'S HOME RUN	JIM HAINES	⇌ BYE	⇌ Swap
2	SEVEN PINES SAMANTHA	LEO HERGENRODER	⇌ BYE	⇌ Swap
3	CARDO'S BLADE SPADE	STEVE CARD	⇌ BYE	⇌ Swap
3	TOP GUN KALLIE	TROY WILSON	⇌ BYE	⇌ Swap

# Swap a Dog or Change to a Bye Dog

2. To replace an entry with a bye dog, click "Bye."

Brace	Dog	Handler		
1	GAYLORD FOCKER	BRENT HOEHNS	⇌ BYE	⇌ Swap
1	K & B'S MIRACULOUS MANDY	BILL JACOBS	⇌ BYE	⇌ Swap
2	ALISON'S HOME RUN	JIM HAINES	⇌ BYE	⇌ Swap
2	SEVEN PINES SAMANTHA	LEO HERGENRODER	⇌ BYE	⇌ Swap
3	CARDO'S BLADE SPADE	STEVE CARD	⇌ BYE	⇌ Swap
3	TOP GUN KALLIE	TROY WILSON	⇌ BYE	⇌ Swap

a. The draw will be updated with a bye dog.

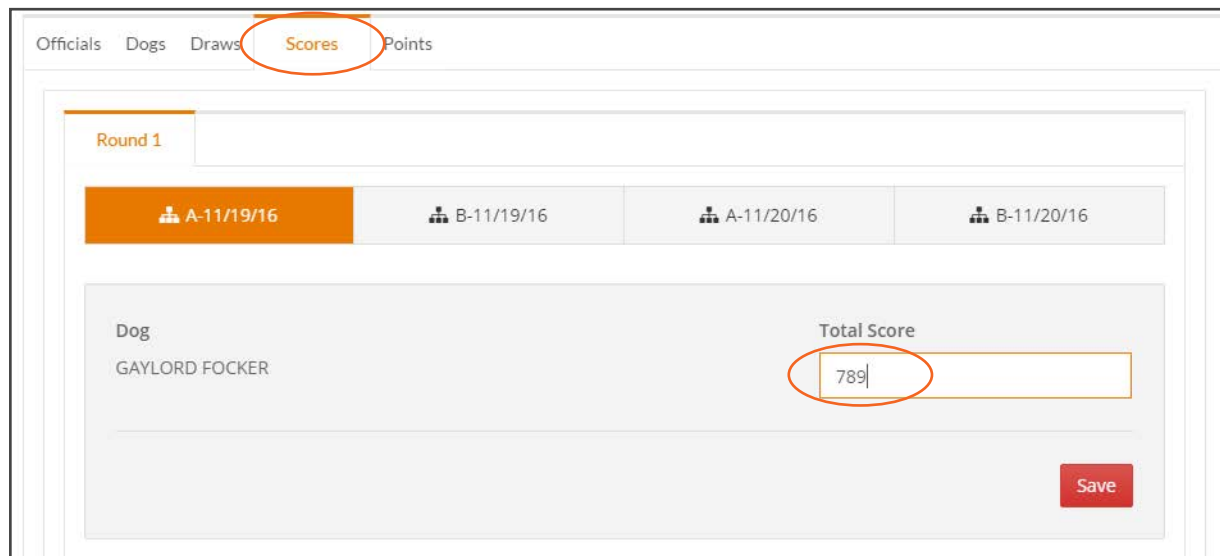
Brace	Dog	Handler		
1	GAYLORD FOCKER	BRENT HOEHNS	⇌ BYE	⇌ Swap
1	QUAIL VALLEY'S NOSE KNOWS	ADAM FELLERS	⇌ BYE	⇌ Swap
2	ALISON'S HOME RUN	JIM HAINES	⇌ BYE	⇌ Swap
2	SEVEN PINES SAMANTHA	LEO HERGENRODER	⇌ BYE	⇌ Swap
3	BYE DOG	BYE ENTRY	⇌ BYE	⇌ Swap
3	TOP GUN KALLIE	TROY WILSON	⇌ BYE	⇌ Swap





# Enter Scores

1. To enter scores, click "Scores" and enter the score in the Total Score field.



- a. The button will turn green if the save is successful. You can save scores individually or you can enter all scores and utilize the "Update All Field."
- b. After all scores have been entered, review and approve scores.



- c. Process to Points once scores are approved.



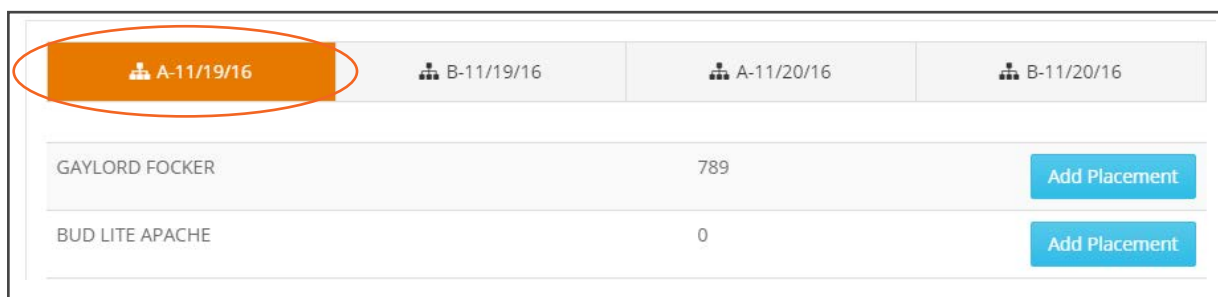
# Enter Points

1. To enter points, click "Points."



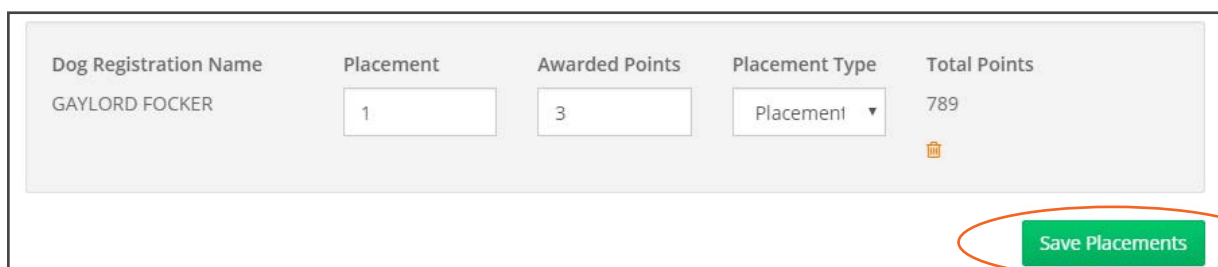
The screenshot shows the NSTRA website's navigation menu with the following tabs: Officials, Rules, Dogs, Draws, Scores, and Points. The 'Points' tab is highlighted with an orange circle. Below the menu, there are four buttons representing different dates: A-11/19/16, B-11/19/16, A-11/20/16, and B-11/20/16.

- a. Next, click associated field.



The screenshot shows the NSTRA website's navigation menu with the following tabs: Officials, Rules, Dogs, Draws, Scores, and Points. The 'Points' tab is highlighted with an orange circle. Below the menu, there are four buttons representing different dates: A-11/19/16, B-11/19/16, A-11/20/16, and B-11/20/16. The 'A-11/19/16' button is highlighted with an orange circle. Below the buttons, there are two rows of data for 'GAYLORD FOCKER' and 'BUD LITE APACHE'. Each row has a '789' or '0' in the 'Points' column and an 'Add Placement' button.

- b. Select the placement type, enter the associated place and points, then click "Add Placement." The placement will be added and shown below and you can enter the placement, points and type.



The screenshot shows the NSTRA website's navigation menu with the following tabs: Officials, Rules, Dogs, Draws, Scores, and Points. The 'Points' tab is highlighted with an orange circle. Below the menu, there are four buttons representing different dates: A-11/19/16, B-11/19/16, A-11/20/16, and B-11/20/16. The 'A-11/19/16' button is highlighted with an orange circle. Below the buttons, there is a table with the following columns: Dog Registration Name, Placement, Awarded Points, Placement Type, and Total Points. The table contains two rows of data for 'GAYLORD FOCKER' and 'BUD LITE APACHE'. Each row has a '789' or '0' in the 'Points' column and an 'Add Placement' button. The 'Save Placements' button is highlighted with an orange circle.

- c. Once placements are approved by the office, click "Save Placements." Once placements are approved they will be visible on the trial results page.

