HOW TO:
Create and Manage Trials
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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 NTRA website, please contact us at office@nstra.org.
1. Click on “Trial Manager” from the main navigation panel. (If the Trial Manager tab is not available, please contact 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.)
Create and Manage Trials

a. To add a new location, click “Add Location.”

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

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 table]

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

![Search Trials table with highlighted trial]

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 trial name in the Search Trials section.
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.

2. Next, select the field the official will be on and click, “Add Official.”
Add an Official

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

![Official Form]

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>11/19/16 A</th>
<th>11/19/16 B</th>
<th>11/20/16 A</th>
<th>11/20/16 B</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREMIER'S FANCY</td>
<td>11/18/16</td>
<td>▶️ Open</td>
<td>▶️ Open</td>
<td>▶️ Open</td>
<td>▶️ Open</td>
</tr>
<tr>
<td>TRAIL BLAZER</td>
<td></td>
<td>ADAM FELLERS</td>
<td>ADAM FELLERS</td>
<td>ADAM FELLERS</td>
<td>ADAM FELLERS</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>11/19/16 A</th>
<th>11/19/16 B</th>
<th>11/20/16 A</th>
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<tr>
<td>PREMIER'S FANCY</td>
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</tr>
</tbody>
</table>

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.”

   ![Add Dog Module]

   **Add Dog**

   **Registration Name**
   New Demo Dog

   **Call Name**
   Demo Dog

   **Breed**
   Brittany

   ![Add Dog Confirmation]

   **Add Dog**

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

   ![Search Results]

   **Search Results**
   **Add To Registrations** | **Dog** | **Owner** | **Handler**
   **Add** | New Demo Dog | ADAM FELLERS | ADAM FELLERS | Open

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.”

![Create Draw](image)

2. Fields will populate with a successful draw.

![Fields Populated](image)

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.”

<table>
<thead>
<tr>
<th>Brace</th>
<th>Dog</th>
<th>Handler</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GAYLORD FOCKER</td>
<td>BRENT HOEHNS</td>
</tr>
<tr>
<td>1</td>
<td>K &amp; B'S MIRACULOUS</td>
<td>BILL JACOBS</td>
</tr>
<tr>
<td></td>
<td>MANDY</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ALISON'S HOME RUN</td>
<td>JIM HAINES</td>
</tr>
<tr>
<td>2</td>
<td>SEVEN PINES SAMANTHA</td>
<td>LEO HERGENRODER</td>
</tr>
<tr>
<td>3</td>
<td>CARDO'S BLADE SPADE</td>
<td>STEVE CARD</td>
</tr>
<tr>
<td>3</td>
<td>TOP GUN KALLIE</td>
<td>TROY WILSON</td>
</tr>
</tbody>
</table>

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.

b. Click “Swap” on the dog you wish to enter. The draw will be updated if swap is successful.
Swap a Dog or Change to a Bye Dog

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

<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GAYLORD FOCKER</td>
<td>BRENT HOEHNS</td>
<td>Bye</td>
<td>Swap</td>
</tr>
<tr>
<td>1</td>
<td>K &amp; B’S MIRACULOUS MANDY</td>
<td>BILL JACOBS</td>
<td>Bye</td>
<td>Swap</td>
</tr>
<tr>
<td>2</td>
<td>ALISON’S HOME RUN</td>
<td>JIM HAINES</td>
<td>Bye</td>
<td>Swap</td>
</tr>
<tr>
<td>2</td>
<td>SEVEN PINES SAMANTHA</td>
<td>LEO HERGENRODER</td>
<td>Bye</td>
<td>Swap</td>
</tr>
<tr>
<td>3</td>
<td>CARDO’S BLADE SPADE</td>
<td>STEVE CARD</td>
<td>Bye</td>
<td>Swap</td>
</tr>
<tr>
<td>3</td>
<td>TOP GUN KALLIE</td>
<td>TROY WILSON</td>
<td>Bye</td>
<td>Swap</td>
</tr>
</tbody>
</table>

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

<table>
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<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>GAYLORD FOCKER</td>
<td>BRENT HOEHNS</td>
<td>Bye</td>
<td>Swap</td>
</tr>
<tr>
<td>1</td>
<td>QUAIL VALLEY’S NOSE KNOWS</td>
<td>ADAM FELLERS</td>
<td>Bye</td>
<td>Swap</td>
</tr>
<tr>
<td>2</td>
<td>ALISON’S HOME RUN</td>
<td>JIM HAINES</td>
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</tr>
<tr>
<td>3</td>
<td>BYE DOG</td>
<td>BYE ENTRY</td>
<td>Bye</td>
<td>Swap</td>
</tr>
<tr>
<td>3</td>
<td>TOP GUN KALLIE</td>
<td>TROY WILSON</td>
<td>Bye</td>
<td>Swap</td>
</tr>
</tbody>
</table>
Enter Scores

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

   ![Score Entry Interface]

   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.

   ![Score Approval Interface]

   c. Process to Points once scores are approved.
Enter Points

1. To enter points, click “Points.”

   a. Next, click associated field.

   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.

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