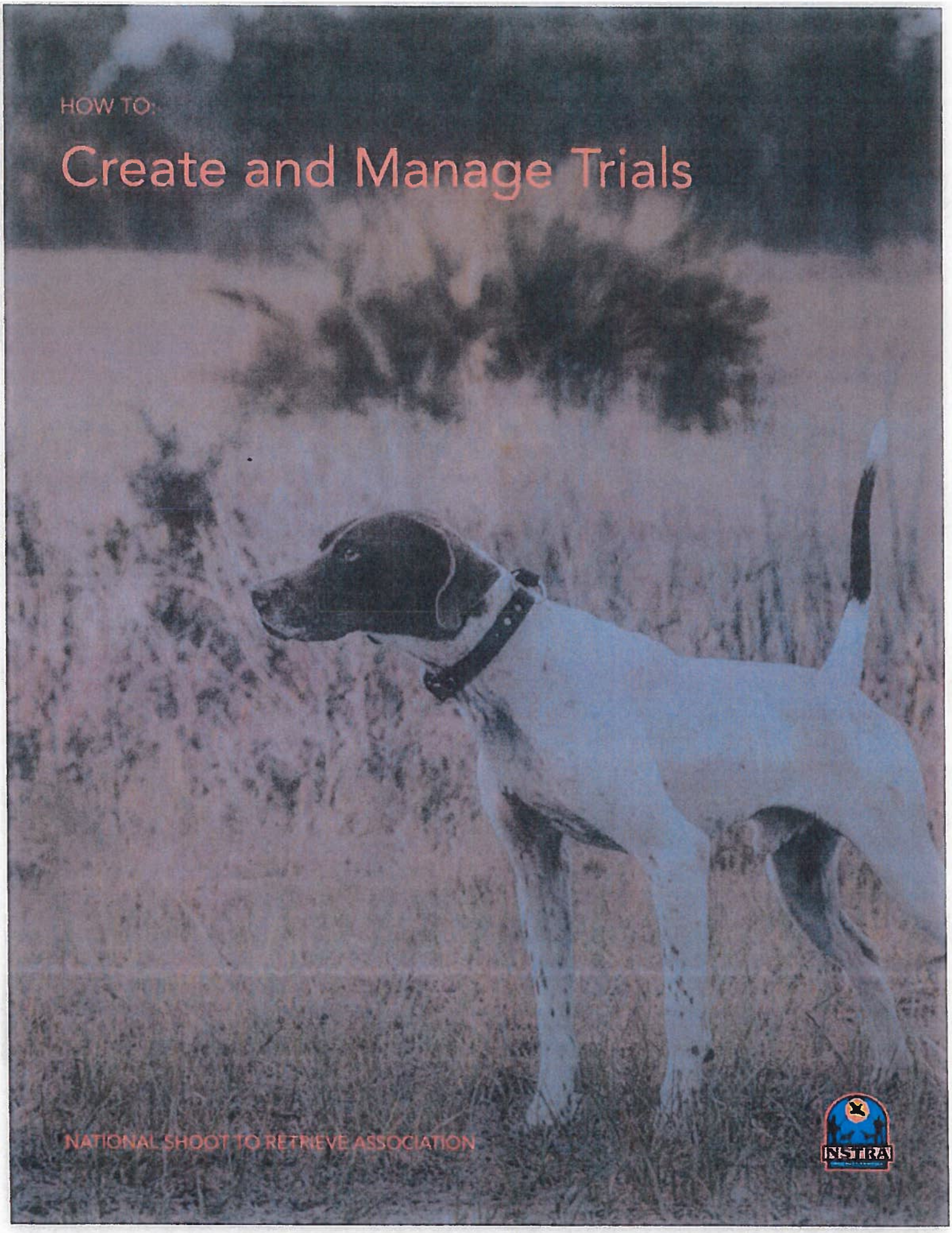
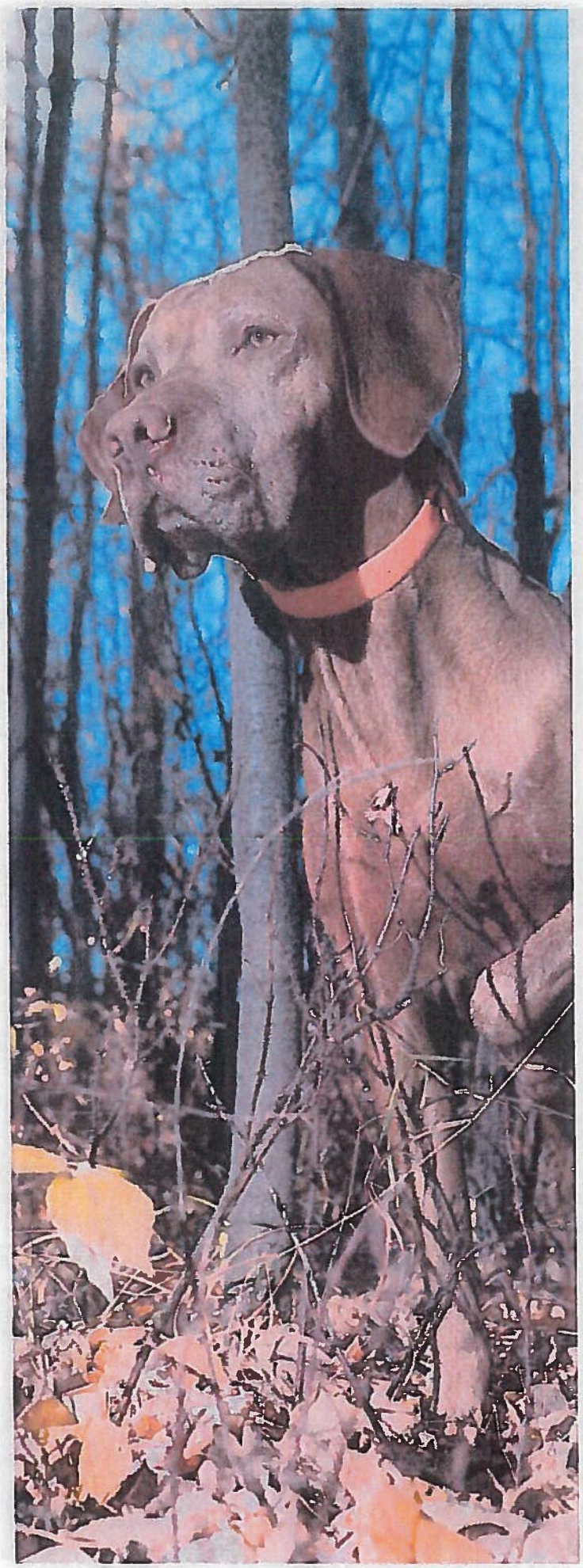
HOW TO:

Create and Manage Trials



NATIONAL SHOOT TO RETRIEVE ASSOCIATION



Main Menu

Section One—Create and Manage Trials

Section Two—Add an Official

Section Three—Add and Remove Dogs

Section Four—Create a New Dog in NSTRA

Section Five—Create a Draw

Section Six—Swap a Dog or Change to a Bye Dog

Section Seven—Enter Scores

Section Eight—Enter Points

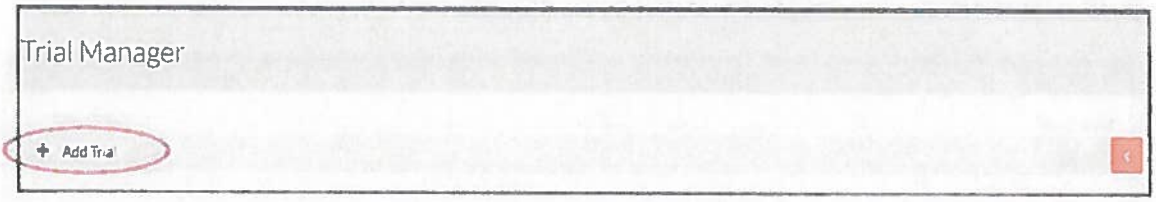
Quick Tip: Easily navigate through this guide by clicking on the desired section name above.

For questions on creating or managing trials on the NSTRA website, please contact us at office@nstra.org.

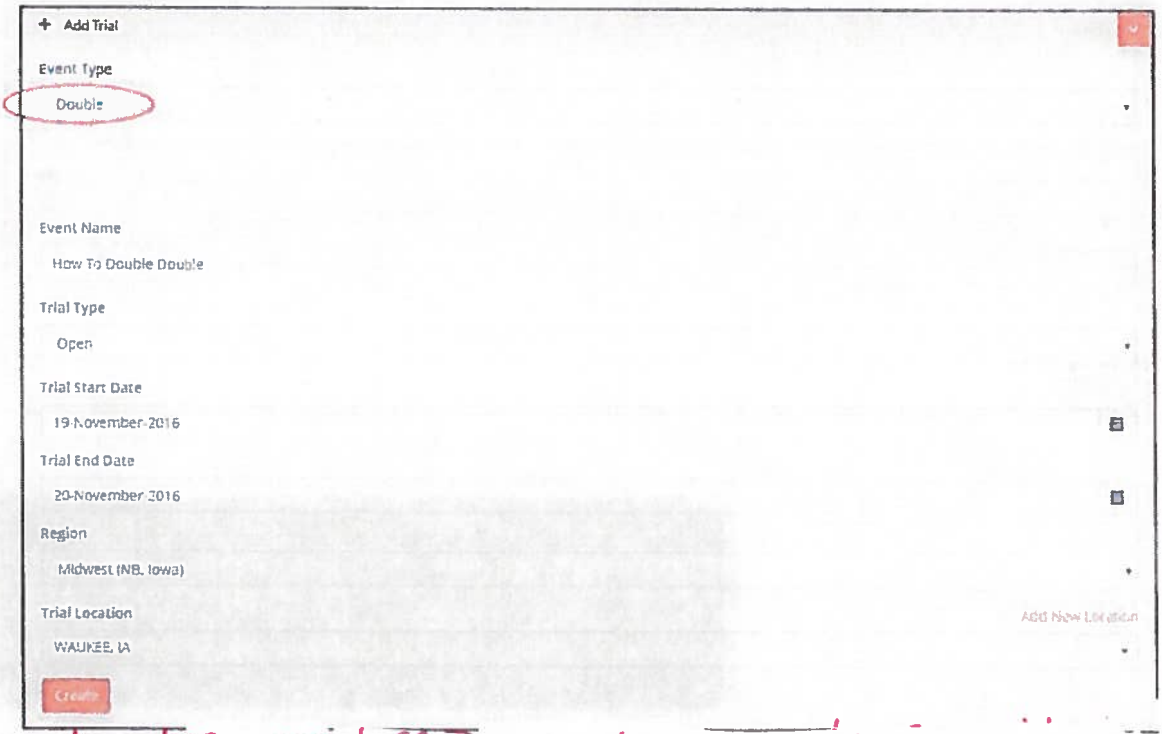
Create and Manage Trials

1. Click on "Trial Manager" from the main navigation panel. *(If the Trial Manager tab is not available, please contact office@nstra.org 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.)



* triples are difficult to draw - quads are better if put in as 2 doubles

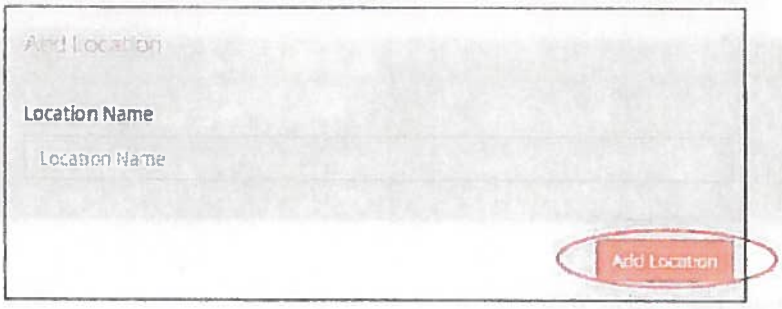
Back to Main Menu

* choose type of trial
* choose start & end date from calendar only

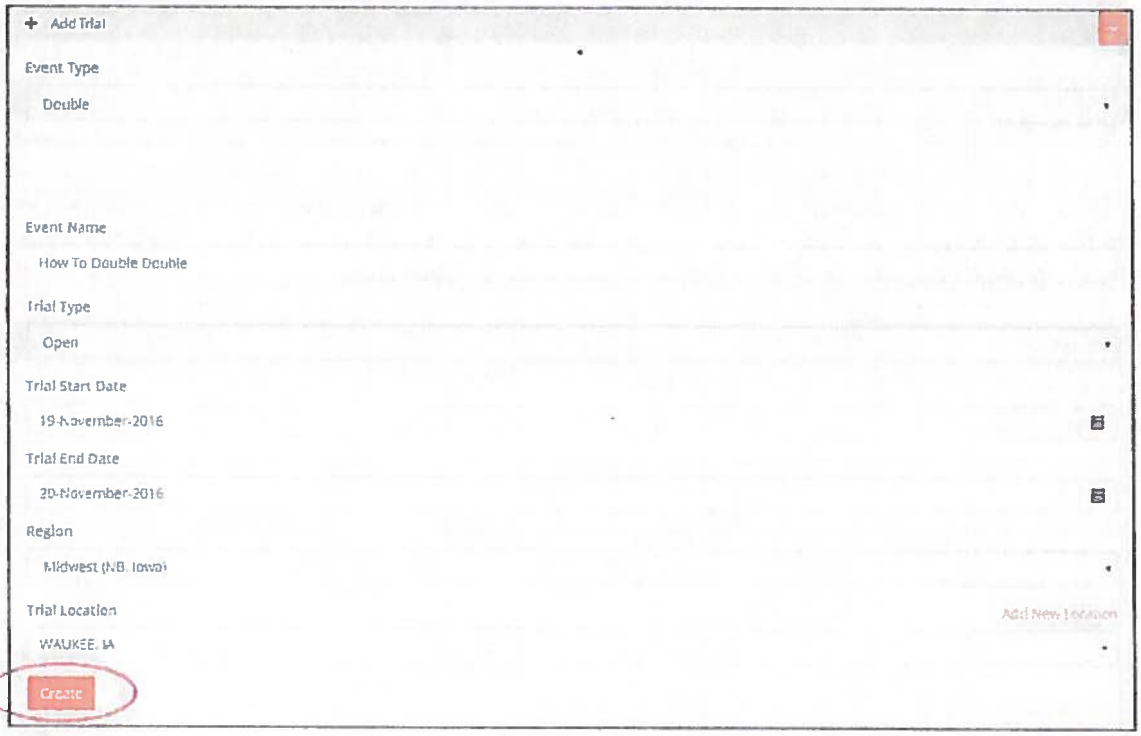
Create and Manage Trials

* select region
* select location or

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



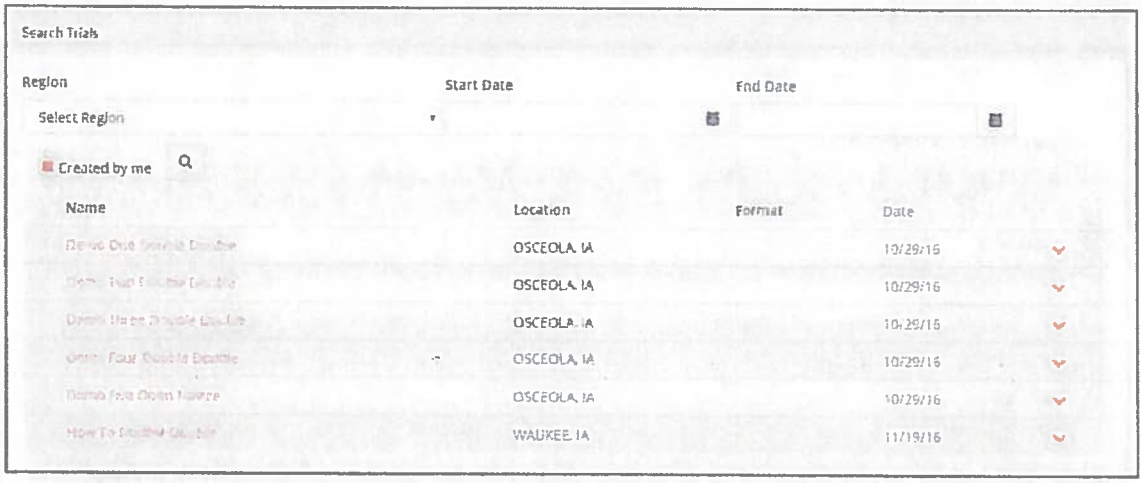
4. Review the information you provided and then click, "Create."



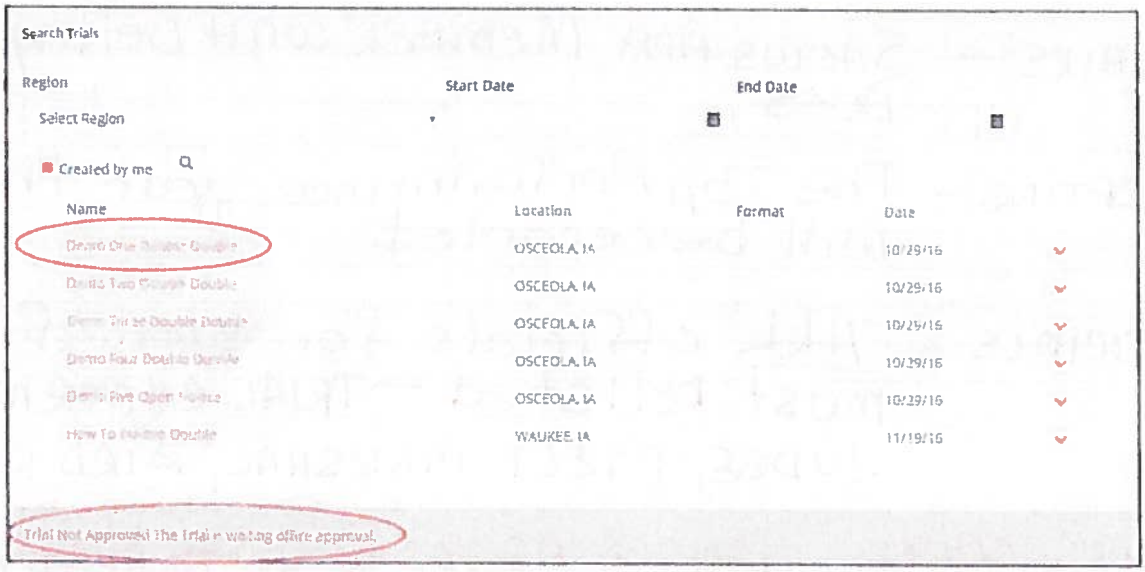
If your submission is successful, you will receive an email notification indicating that your trial was created and is waiting office approval. Once the office approves your trial, you will be notified via email and will then be able to manage entries, draws, etc.

Create and Manage Trials

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



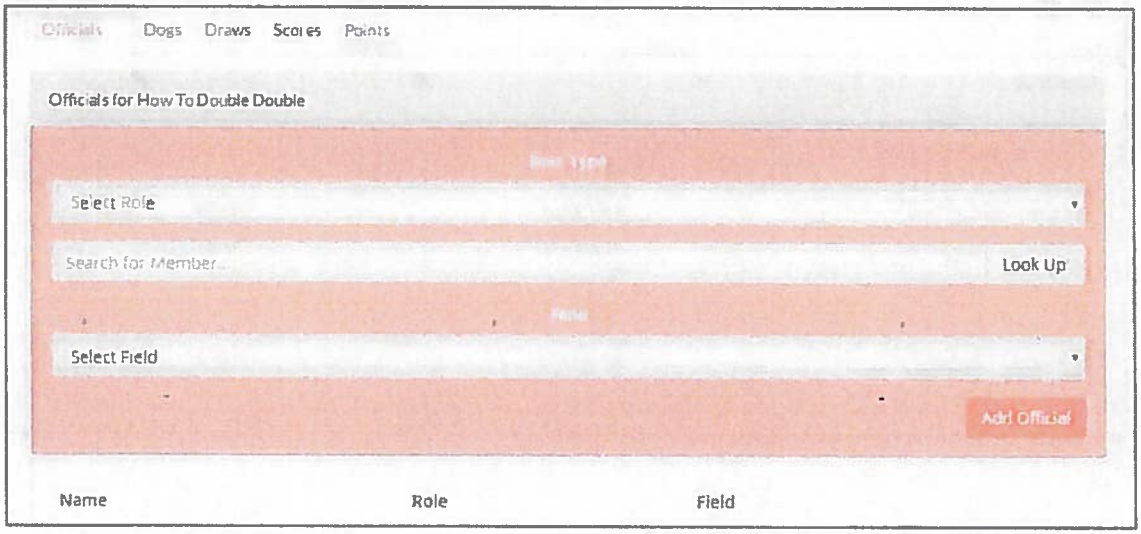
6. To manage your trial, click on your trial name.



   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.



DETAILS – SHOWS ANY MEMBER WITH Delinquent Dues

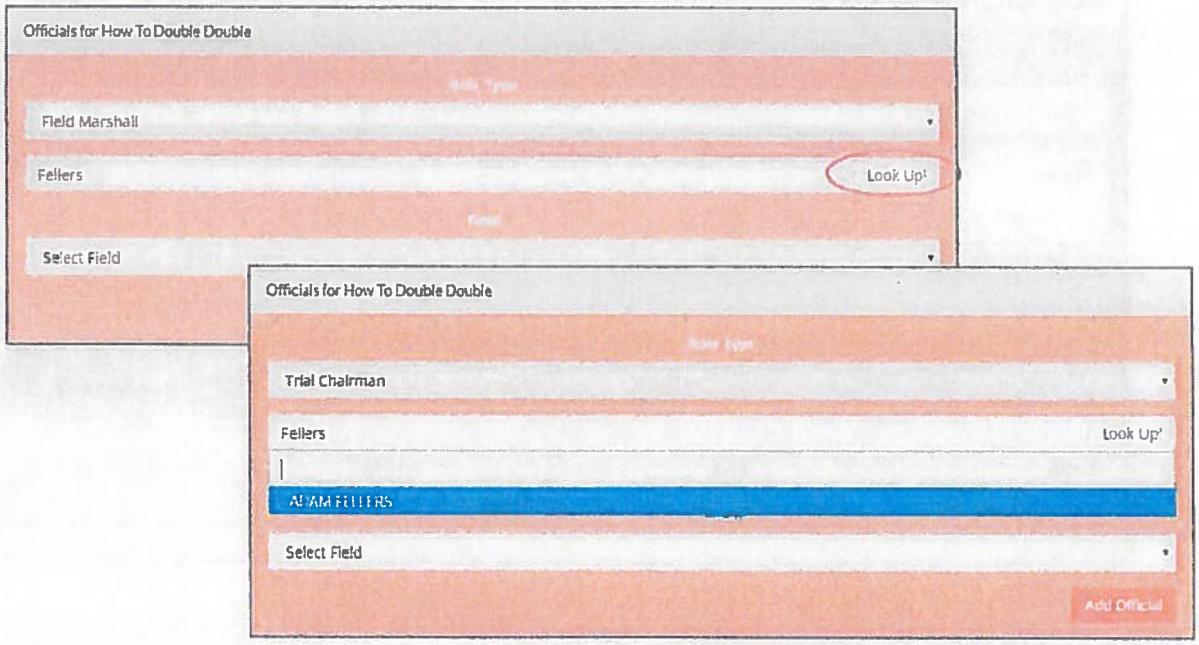
REPORTING – The Top Performance year trial will be reported.

OFFICIALS – ALL officials for each field must be listed – TRIAL CHAIRMAN, JUDGE, FIELD MARSHAL, BIRD HANDLER

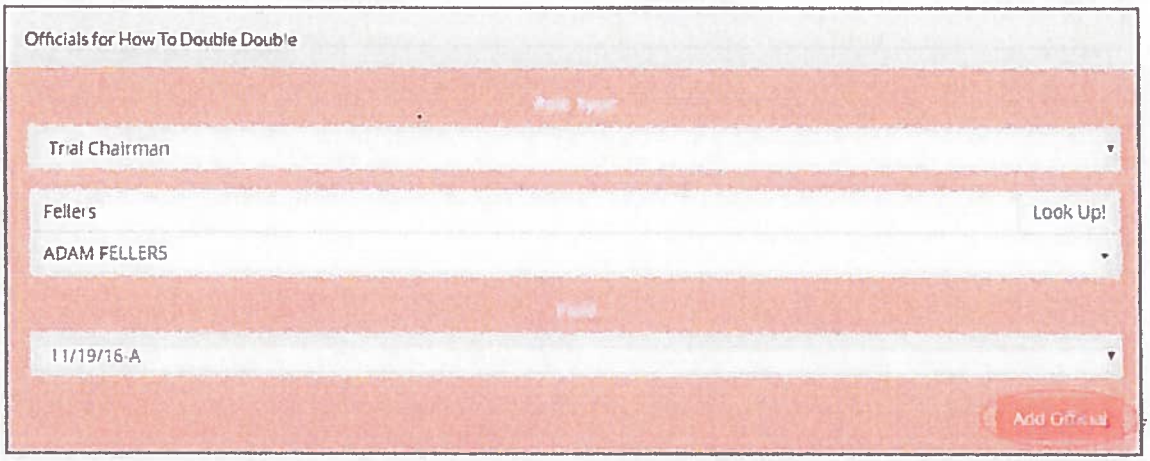
PAY SANCTIONFEE – IGNORE AS YOU WILL ALREADY HAVE DONE THAT BEFORE TRIAL WAS APPROVED BY OFFICE

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-compete drop down.



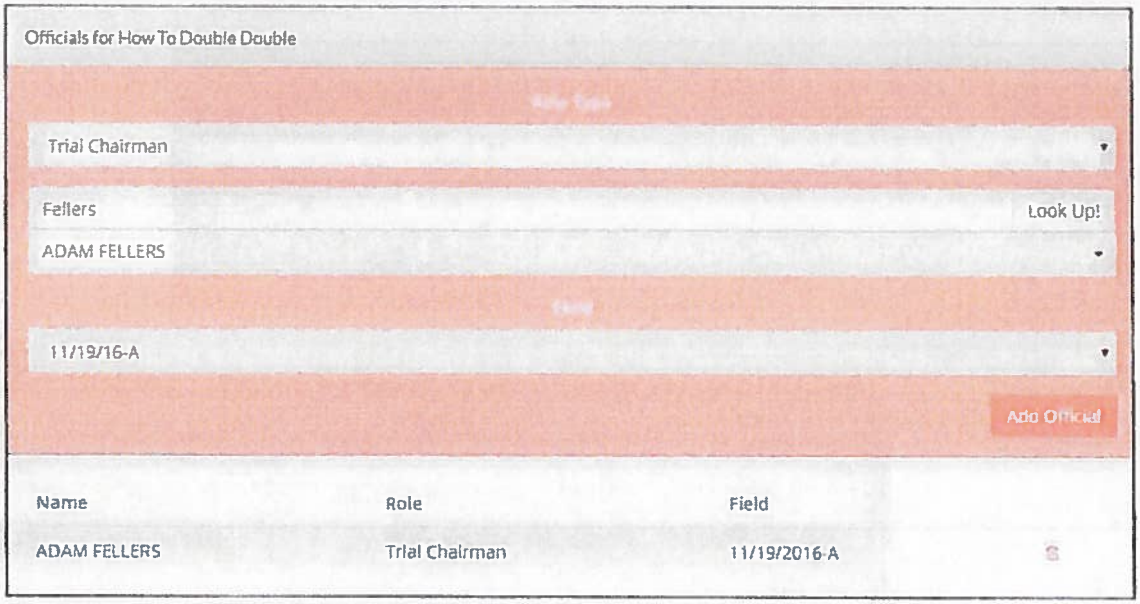
2. Next, select the field the official will be on and click, "Add Official."



Official might not appear if membership and/or credentials are expired

Add an Official

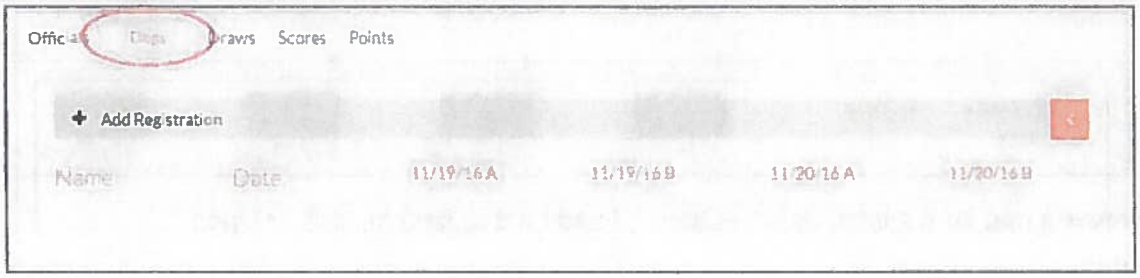
3. Once complete, the official will be listed below.



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

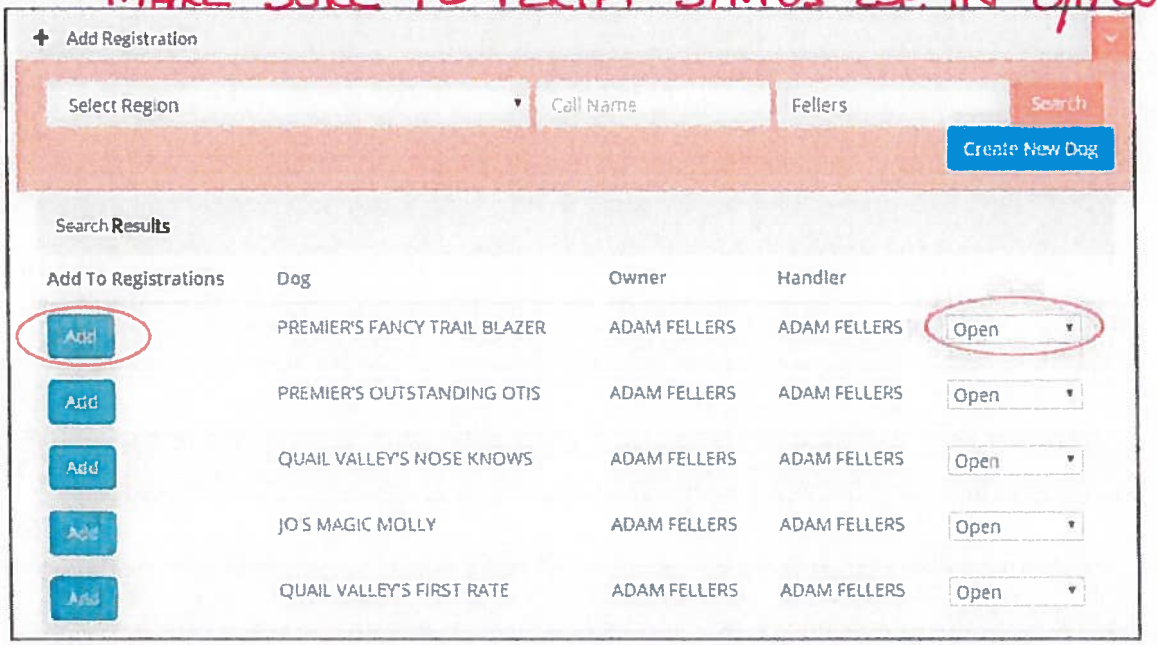
Add and Remove Dogs

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 last name—then click, "Search." Once the search results populate, validate the status (Open, Novice, Amateur) and then click "Add." * OPEN IS DEFAULT - MAKE SURE TO VERIFY STATUS ESP. IN O/A combined



Add and Remove Dogs

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

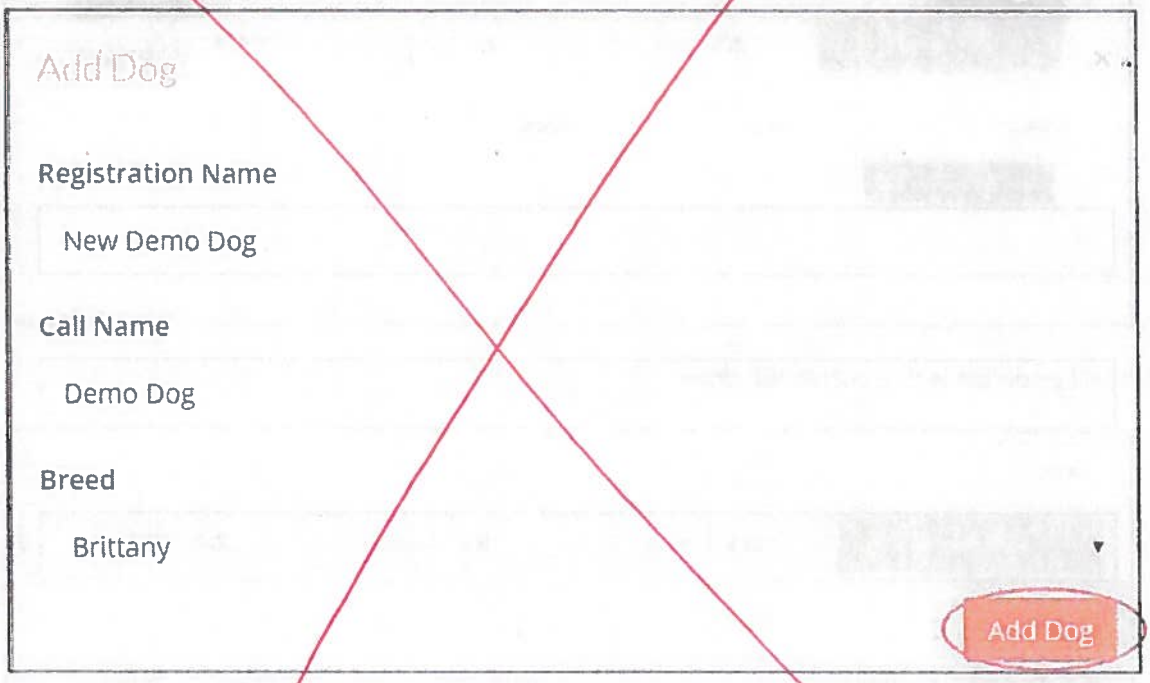
2. To remove a dog from a field, click "—Open." To add a dog back in, click "+Open."

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.~~ you will need to add a "Bye" dog. There are several in the system to choose.

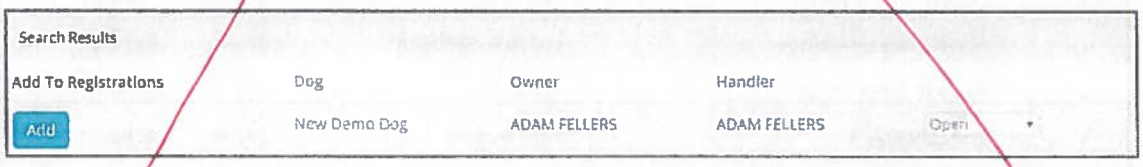
Create a New Dog in NSTRA - NO LONGER ALLOWED

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."



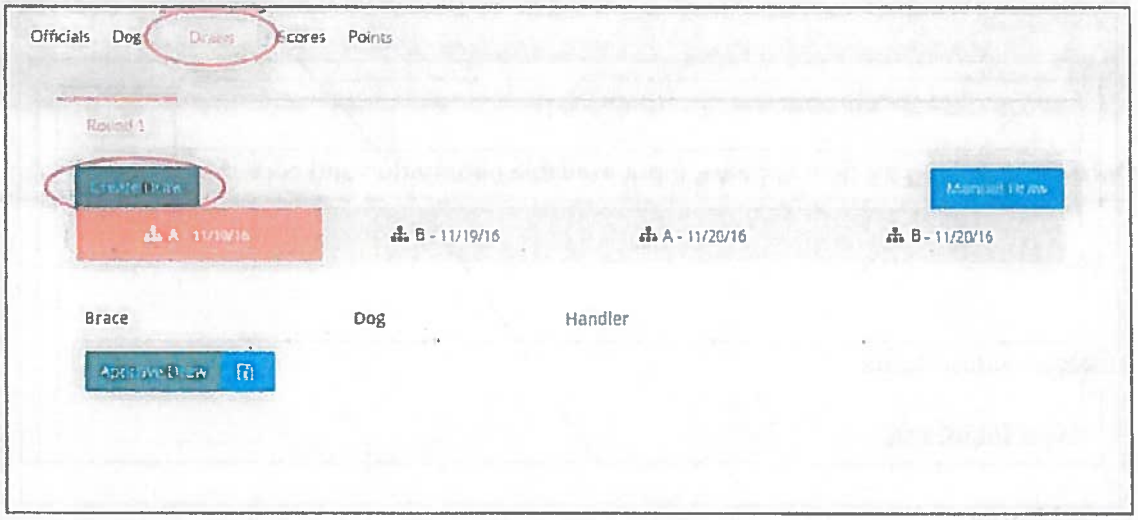
   b. Upon success, the new dog will be displayed in the search results.



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."



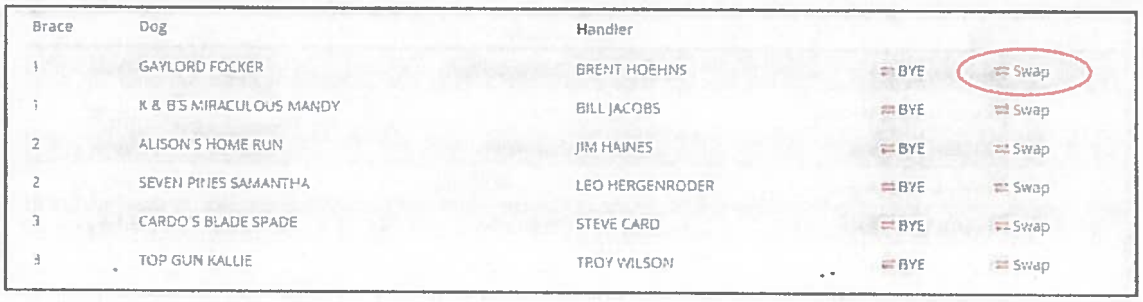
2. Fields will populate with a successful draw.

Brace	Dog	Handler		
1	GAYLORD FOCKER	BRENT HOEHNS	BYE	Swap
1	K & B S M RACULOUS 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 youare unable to change entries, please contact the National Officer in charge of your region.

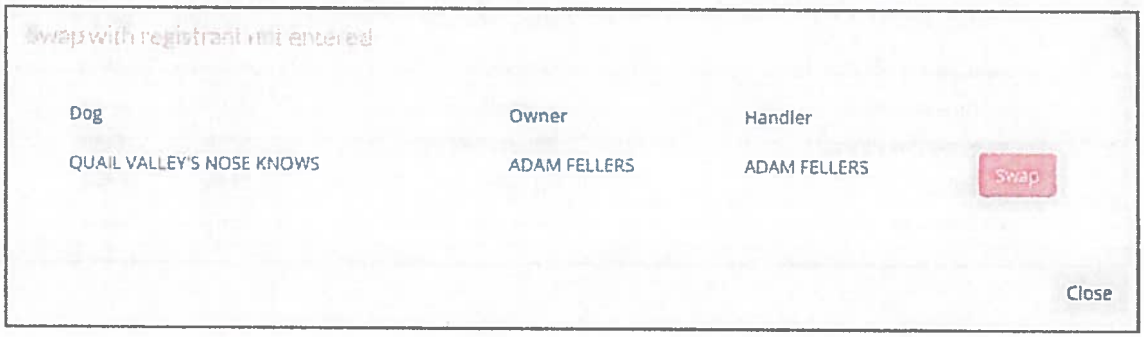
Swap a Dog or Change to a Bye Dog

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

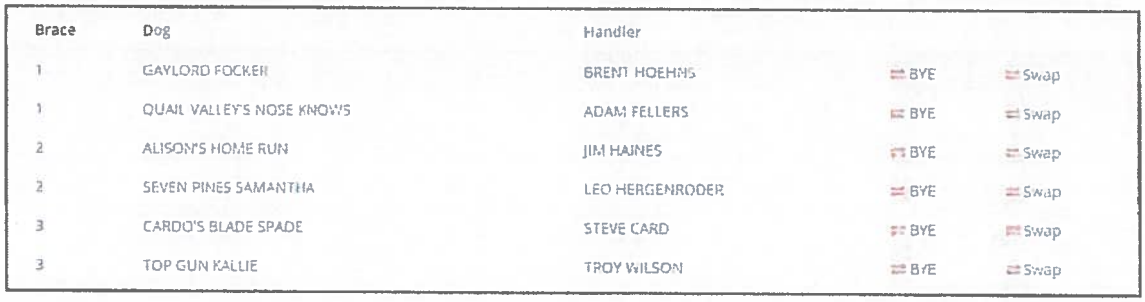


Brace	Dog	Handler		
1	GAYLORD FOCKER	BRENT HOEHNS	⇄ BYE	⇄ Swap
1	K & B'S MIRACULOUS MANDY	BILL JACOBS	⇄ BYE	⇄ Swap
2	ALISON'S HOME RUN	JIM HAINES	⇄ BYE	⇄ Swap
2	SEVEN PINES SAMANTHA	LEO HERGENRODER	⇄ BYE	⇄ Swap
3	CARDO'S BLADE SPADE	STEVE CARD	⇄ BYE	⇄ Swap
3	TOP GUN KALLIE	TROY WILSON	⇄ BYE	⇄ Swap

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.*



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."

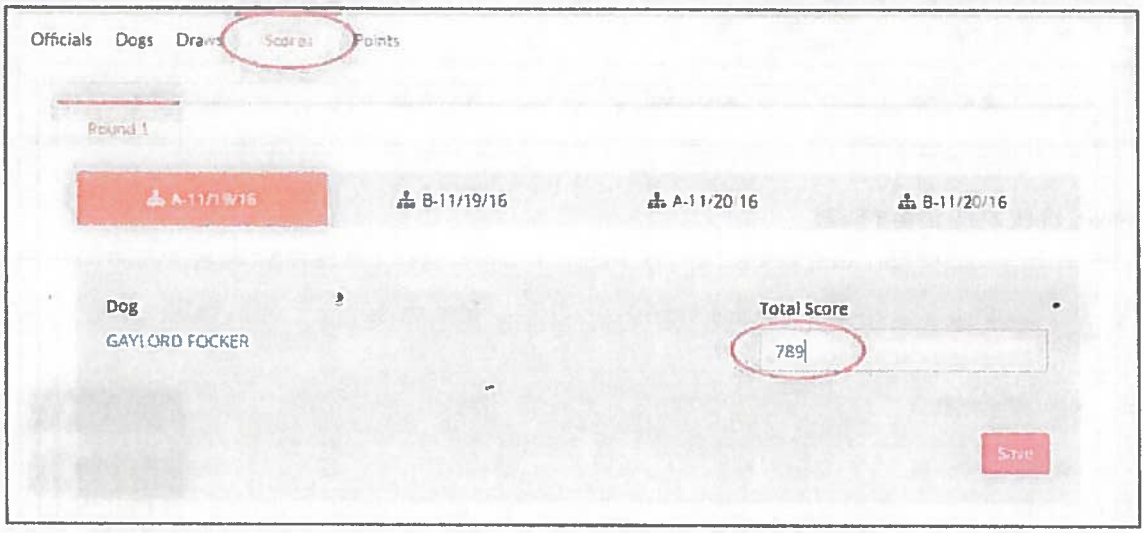
Brace	Dog	Handler		
1	GAYLORD FOCKER	BRENT HOEHNS	⇄ BYE	⇄ Swap
1	K & B'S MIRACULOUS MANDY	BILL JACOBS	⇄ BYE	⇄ Swap
2	ALISON'S HOME RUN	JIM HAINES	⇄ BYE	⇄ Swap
2	SEVEN PINES SAMANTHA	LEO HERGENRODER	⇄ BYE	⇄ Swap
3	CARDO'S BLADE SPADE	STEVE CARD	⇄ BYE	⇄ Swap
3	TOP GUN KALLIE	TROY WILSON	⇄ BYE	⇄ Swap

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.



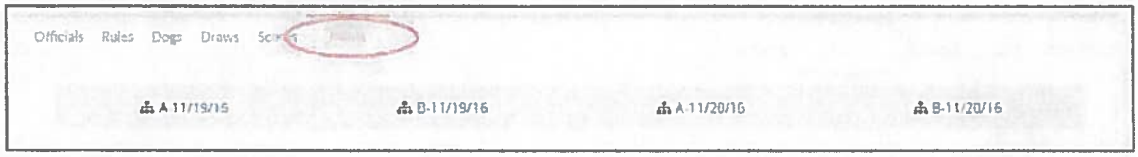
   a. The button will turn green if the save is successful. You can save scores individually or you can enter all scores and utilize the "Update All Field."

   b. After all scores have been entered, review and approve scores.

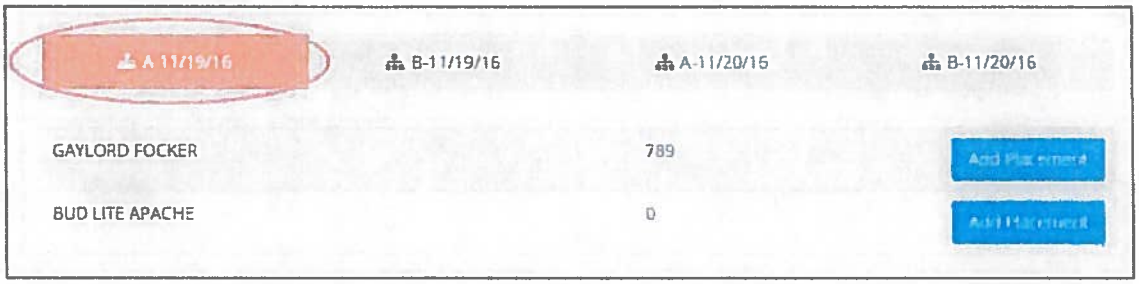
   c. Process to Points once scores are approved.

Enter Points

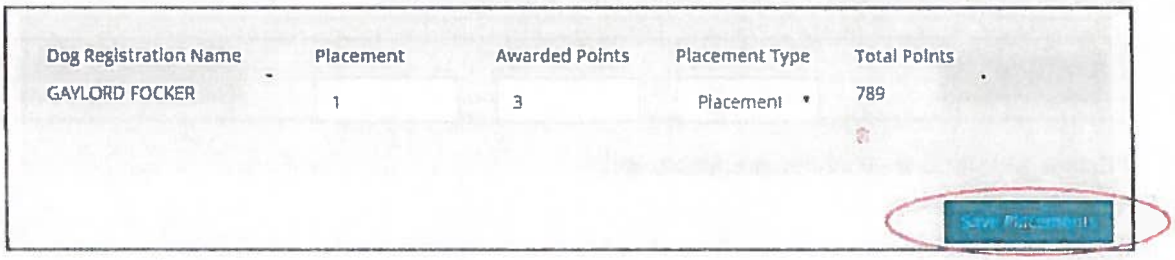
1. To enter points, click "Points."



   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.