



# How to Use BOTC's Online Agility Trial Entry System

February 24, 2025

BOTC is implementing an online entry system for our agility trials starting with the April 2025 trial the weekend of April 18-20. The system we will be using is MyDogEntry (MDE) and can be found at [www.MyDogEntry.com](http://www.MyDogEntry.com).

Please note that BOTC will be the first AKC club to utilize this MyDogEntry.com system/website for entries to AKC agility trials. We've explored a number of options to evolve the process for entering our trials for the convenience of our agility friends and competitors. Of the options available to us, we think MyDogEntry will work well for all of us.

This system has already been in use for a variety of CPE and UKI trials in New England. A variant of the system - though not quite the same and not integrated into the MyDogEntry.com database - is in use for AKC agility trials through another trial secretary. So you may recognize the software.

## **BEFORE WE GO TOO FAR.....**

- a. This online entry system does not belong to AKC. It is a service that BOTC is subscribing to that can only be accessed via the Internet. BOTC can provide some assistance if you have any questions but the software has built-in HELP and some very informative videos that cover the most important basic steps you'll need to follow.
- b. Traditional Paper Entries - You do not need to submit your entry via the online entry system. You can still enter using the traditional paper entry and pay your entry fee with a check that you will mail to BOTC's Trial Secretary.
- c. Online Entries - You can complete and submit an online entry using this new system. You will need to use a credit card or Zelle to do this. You will receive an acknowledgment that you have been entered.
- d. Partial Online Entries - You can use the MyDogEntry software to fill out an entry, then print out a copy and mail it - with your entry check - to BOTC. MyDogEntry will track your entry and you can check the status of your entry. When BOTC's Trial Secretary receives and processes your entry, you'll see that you are formally entered in the trial.
- e. Fees for Use of the System - There is a small service fee associated with using the MyDogEntry system. This fee goes to MyDogEntry and your credit card company. That fee is approximately \$1/each dog entered in a trial PLUS a bit less than 4% of the entry fees. This cost will be automatically added to the Entry Fee amount when your credit card payment is processed. We're told that if you use Zelle, only the \$1/entry charge is applied.

As with many such systems, the MyDogEntry system has a wealth of information. This will include a good deal of the standard dog and handler information that you always need to fill out an AKC Agility Trial Entry. The MyDogEntry system remembers that standard data and will enter it for you automatically. Feel free to look around the MyDogEntry website and explore the menu options at the top of your computer window after you've logged in.

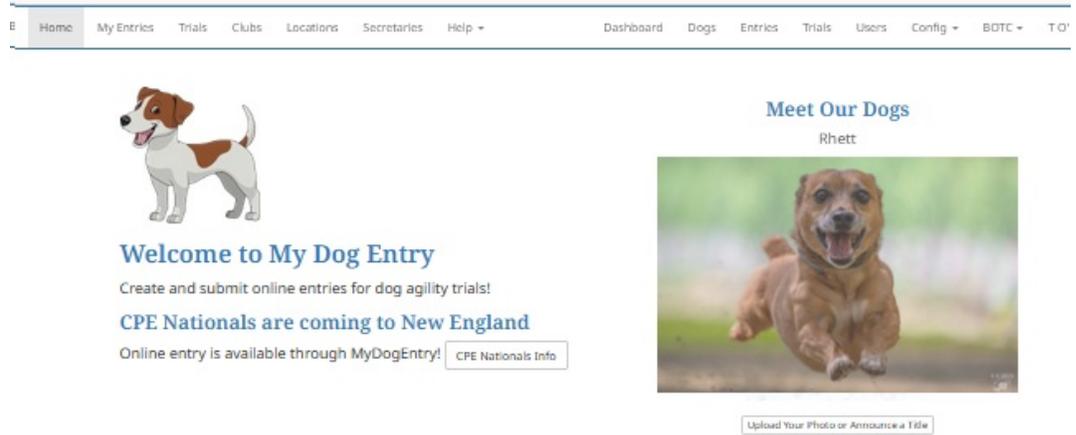
## **BEFORE YOU CAN CREATE YOUR FIRST ONLINE ENTRY....**

Before you can create your first online entry you will need to create an "Account" in the MyDogEntry system. The following items give you a set of steps to follow to do this.

One of the features of MyDogEntry system that we liked was the simplicity of the system AND the videos that are available to guide you through some of the common tasks. When you first go to the MyDogEntry.com home page, you will see something like this:

### MENU ITEMS

Most actions start by selecting an item from the bar across the top of the MyDogEntry screen.



### FINDING A TRIAL

Once you have created your account, submitting an entry for any trial is as simple as picking a trial from a list of "Open" trials.



### I'm Ready to Go! How Do I Get Started?

#### Find a Trial

You can browse the [Trial List](#) to see what trials are scheduled. Click on a trial to reveal the details. This is also where you can download the premium, catalog, maps, and results when those files become available.

#### Submit an Online Entry

While viewing the [Trial List](#) just click the green "Create Entry" button and follow the instructions.

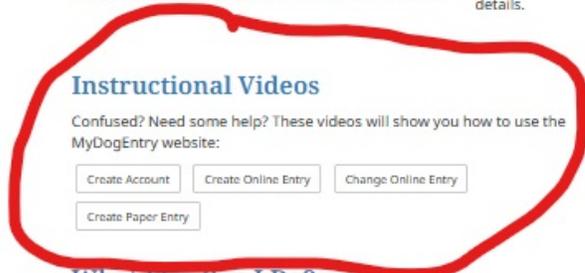
You can also create an entry on the [My Entries](#) page.

#### Fees

This sounds great, but how much does it cost? Click [Fees](#) to see the details.

### HELP VIDEOS

These videos will guide you thru these common tasks.



### What Else Can I Do?

Anxious to find out about upcoming trials? Click [Alerts](#) and enable "Premium Ready Email" to subscribe.

### Listing your Trials on MyDogEntry

If you represent a club or are a trial secretary, find out more about using MyDogEntry for your trials:

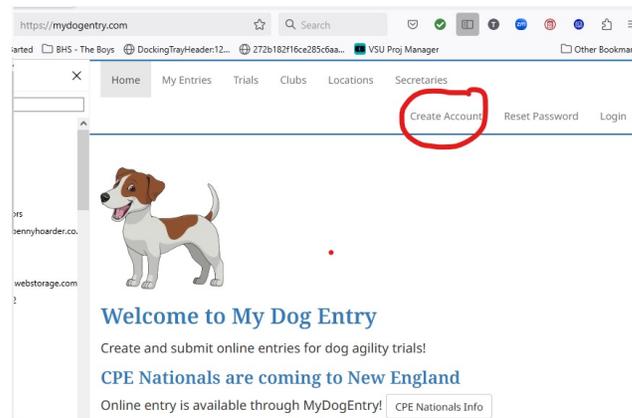
- [Benefits for Competitors](#)
- [Benefits for Trial Secretaries](#)



Following is what you'll need to know to get started and create your first entry:

Step # 1. Unless you have entered another agility trial using the MyDogEntry website, you will need to start by creating an account for you.

A. Go to [www.MyDogEntry.com](http://www.MyDogEntry.com) and click on **“Create Account”** in the upper right area of the window:



B. If you've used the MyDogEntry website in the past to enter trials, click on the **“LOGIN”** menu instead. You will be asked to enter your username and password.

1. The system might remember your password and username if you had previously checked the **“Remember Me”** box,
2. If not, enter your username and password in the blanks provided and click **“LOGIN”** ... and skip down to Step #2.

C. If you don't remember either your username or password or both, Click on the **“Reset Password”** menu above. Enter your username or the email address you probably used into the box provided and click on **“RESET PASSWORD”**.

1. If your username or email address are already in the MyDogEntry system, you'll be prompted to enter a new password and continue.
2. If neither your username nor password are already in the MyDog Entry system, then click **CANCEL** ....which will return you to the main menu and where you can click on **CREATE ACCOUNT** at the upper right area of the window to create a new account for your self.

Either way, when you get this far, go on the Step #2 to create your personal account.

Step # 2. The **CREATE ACCOUNT** screen will appear.

Create Account

**First Name**

**Last Name**

**Username**   
You can use your email address as your username.

**Email**

**Country**

**Address**

**City**

**State**

**Zip**

**Phone**

**Time Zone**

**CPE Handler Number**   
A CPE Handler Number is required to run in a CPE trial. Your CPE Handler Number is the four or five digit number before the hyphen in your dog's CPE registration number.

**UKI Handler Number**   
A UKI Handler Number is required to run in a UKI trial.

**New Password**

**Confirm Password**

You must be at least 18 years old to use this website in order to sign entry agreements electronically. If you are a minor, please have your parent or legal guardian create an account.

**Confirm Age**  I am at least 18 years old.

**Emergency Contact Information**

**Emergency Name**

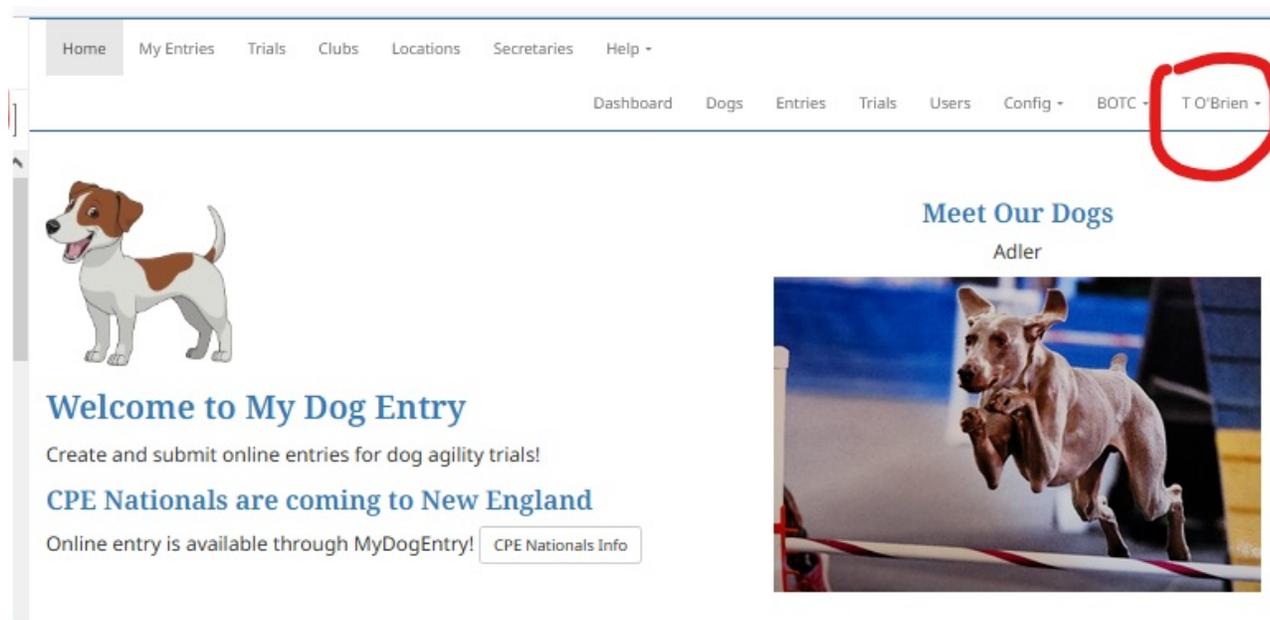
**Emergency Phone**

- A. Fill in the blanks as appropriate including a **“USERNAME”** and **“PASSWORD”** for yourself that you will use in the future to log into your MyDogEntry account.
  - 1. If you also compete in UKI or CPE trials, you can also fill in that information.

2. Click on **“CREATE ACCOUNT”** .

- a. You’ve now created your MyDog Entry account. You will use this account for all of your online entries from now on - both for BOTC agility trials as well as any other trials you might wish to enter that utilize the MyDogEntry online entry system.
- b. Since you are brand new to the MyDogEntry system, you will be taken to a screen that allows you to enter your first dog into the system.

Step # 3. Once you have logged into the MyDogEntry system, you will be taken back to the home screen and you’ll see your Name/Username in the upper right corner:



Step # 4. **Creating Your Entry** (Feel free to watch the instructional video on the MDE Home page on this topic)

- A. Click on the “My Entries” menu at the top left of the window (see above image)
- B. Click on the Green Box that says **Create Entry**
- C. Select a trial from the drop-down list in the **TRIALS** box
  1. NOTE: This list shows all of the agility trials (AKC, UKI, CPE, etc) being handled by MyDogEntry. They are listed by trial dates so in this case, you’ll be looking for BOTC’s April 2025 agility trial which is listed:  
**Apr 18 to Apr 20, 2025 BOTC AKC, Shelburne, VT**
  2. Click on this item.
  3. Then click on the blue **Create Entry** button.
- D. You’ll be taken to the **STEP 1 - Handlers** page. Your name should show up in the Handler #1 box. You can create other handlers for your dog (s) if you wish but that’s not necessary for AKC. If everything looks good, click the **Continue** button.

E. You'll be taken to the **Step 2 - Dogs** page. If your dog is already listed, select your dog. If your dog is not listed, select the **Add a Dog** button. Insert the appropriate information regarding your dog (AKC Name, Call name, AKC number, breed, etc). When everything looks good, click the **Submit** button.

1. NOTE: The AKC number should include both the two-letter dog breed designation AND the 8 digit AKC number in the box. Is your dog has a PAL or ILP registration, you'll use the "PAL" or "ILP" letters in lieu of the two-letter breed designation.

F. At this point, MyDogEntry will present you with the choices you'll need to make for this dog at this trial: Which days you want to enter, which classes you wish to enter, etc.

1. Eventually you'll need to choose a payment method (Credit Card or Zelle) and enter the appropriate information and submit your entry assuming the trial has "Opened" (see "Notes about Entering Trials below")
2. You will receive an acknowledgment from MYDogEntry that your entry has been received.

G. **NOTES ABOUT ENTERING TRIALS**

1. MyDogEntry can create paper entries for competitors that do not wish to submit their entries electronically. MyDogEntry will create a paper entry as a PDF file that the handler can print out and mail to the BOTC Trial Secretary in the traditional fashion.

Note: You will not be entered in the trial until the Trial Secretary processes this entry in the traditional fashion.

2. MyDog Entry can handle BOTC gift certificates .... though you should contact us in advance because as we'll have to set up things a little differently to do this.
3. The MyDogEntry system can handle trials offered under several different agility venues such as AKC, CPE and UKI.
4. Whenever you are looking to enter a trial or do anything that requires you to identify a specific trial, you'll see that MyDogEntry presents all of these different types of trials it can handle listed by the trial date but separated into the following groups:
  - a. "Not Yet Open" - These are trials that are registered in the MyDogEntry system but where the entry period has not yet started (the trial is not yet "open"). You can start an "Entry" for these trials but you will not be able to actually enter the trial until the opening date and time have been reached.

The MyDogEntry system will remember what you've done until that time BUT it will not submit the entry automatically. You will have to log into your MyDogEntry account at that time and trigger the entry submission.

- b. "Open" - These are trials that are open and available to be entered.
- c. "Closed" - These are trials that have reached the closing date for entries. You'll not be able to enter these trials.
- d. "Completed" - These are trials that have already occurred.

MyDogEntry can do a lot more. Explore. Ask questions. BOTC wants this to work for all of us so let us know what you think.