

# ENTRY FORM COMPLETION CHECKLIST

- Check printer settings in order to print the form landscape instead of portrait.
- Did you correctly check the box for the correct classes you wanted to enter? If using a prefilled form, make sure you have only checked the classes you actually want to enter and not what you had prefilled from the previous entry. Oakline Forms need updating for EACH trial.
- If you use the generic form that is not prefilled with the club name and dates, please make sure to fill in the date for all the days of the trial, even if you're only entering one day. Day 1 should be the first day of the trial, not just the first day you want to enter.
- Did you double/triple check your math for the class fees? Did you note the correct amount for each run?
- Did you double check the amount of your worker bucks/coupons/certificates AND confirm they are for the correct club or cluster? Please staple all vouchers together and add the total voucher amount with your name on the back of the bundle.
- Did you double check who to make the check out to? And SIGN your check!
- If you're sending a bunch of coupons/club bucks, etc, did you make sure to put enough postage on the envelope?
- Did you circle/check the correct jump height under the correct division (Regular or Preferred)?
- Did you circle/check the correct class level under the correct division (Regular or Preferred)?
- Did you complete ALL the information for your dog and yourself? Including the measured height of your dog? IS IT LEGIBLE?
- Did you fill in your email address – IS IT LEGIBLE?
- Did you sign the form?
- Note the Opening and Closing dates? Entries must be received during this time, not just postmarked.
- Did you make sure to NOT staple/tape anything (except your vouchers)? Please do NOT Staple, tape or glue the check to the entry form.
- If you tape the envelope shut, did you make sure to leave access to the fold to allow a letter opener space to open the envelope?
- Did you write the club name or initials on the outside of the envelope?
- Did you send an email to move up for all the trials you entered? If you have a move up, please send an email referencing ALL the trials you may have entered. Do not assume that because you did a move up at a trial that it will automatically carry over to any future trials that are open. Some secretary programs require a separate database for each trial that is open so what may be changed in one trial does not necessarily affect the next trial.