

How to Prepare a Dogs NZ Scent Work Entry and Send


- Step 1.** Go to Dogs NZ Web Site: <https://www.dogsnz.org.nz/>
- Step 2.** Place cursor on the “Scent Work” tab and from the (automatic drop-down menu click on “Forms”.

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[About us](#)
[Scentwork Judges](#)
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[Scent Work Workshops](#)

- Step 3.** Click on “Scent Work Entry form (editable)”.

Forms

[Scent Work Judging Contract \(editable\)](#)
[Scent Work Instructors Application Form \(editable\)](#)
[Scent Work Judges Application Form \(editable\)](#)
[Scent Work Club Equipment List](#)
[Scent Work Novice Container Search Instruction Evaluation](#)
[Application to host Scent Work Trial \(editable\)](#)
[Scent Work Entry form \(editable\)](#)
[Scent Work Results Form](#)
[Scent Work Results Form \(Excel Version\)](#)

- Step 3.** Click on “Scent Work Entry form (editable)”.
You should now have a blank Entry Form which you can fill out with all the required detail. Once filled out, move on to Step 4.
- Step 4.** Left Click on the download icon  which is in the top right corner (on the left side of the printer icon).
- Step 5.** When you left click on the download icon, you will be given a choice to either save “With your changes” or “Without your changes”. Click on the “With your changes”. A “Save As” window will then appear on your screen.
- Step 6.** On the left side of the “Save As” window, you will get a series of folders into which you can save your entry form. Usually this shows as:

This PC

Desktop

Documents

Downloads

Music

Pictures

Videos

Select the folder you wish to save your Entry in (usually “Documents” but it can also be “Downloads” and then enter in where it says, “File name:” (bottom of the “Save As” window), what you wish to call your file. It should already be showing “sw-entry-form-editable”. What you need to do to personalize it is add an identifying reference such as CKA (if entering their trials) so that you end up with sw-entry-form-editable-cka for example. Be careful you do not highlight what has already been entered as any further typing will erase it. Ensure your cursor is at the end of “editable” before you add. Once titled, then click on “Save”. **Remember which folder you are putting it into.**

Step 7.

Now go to your File Explorer/Documents icon and click on to the folder in which you saved the Entry File. Once found, you can email this document to the Scent Work Trials Secretary by clicking on the envelope icon (top right corner) which will lead you to your email server.

Trust this all helps.

