

BOYKIN SPANIEL SOCIETY HUNT TEST **PREMIUM FILL-IN INSTRUCTIONS FOR ENTRANTS**

Your BSS Hunt Test premium (dog entry form) has been prepared as a "fillable pdf form" if that's the direction you wish to take instead of printing the form and inserting all of the necessary information in hand written style. However, even if you're going to complete the form by hand, you should still read these instructions because we very well may speak to questions that everyone has the first few times they complete these entry forms.

The host club's Hunt Test Secretary (or perhaps someone else in the club) will have already filled in many informational fields in this form. All that remains for you to do is to give the host club the information they need to register you for the test(s) you want to enter with your dog. Filling in the blanks for you and your dog in the template should be fairly straight forward. The locations of the blanks themselves may not immediately apparent, but they are located more or less where the lines and checkboxes appear. A "mouse hover" should reveal their location for you.

Dog's pedigree name: _____ Nickname: _____

Date of Birth: _____ Sex: Male Female BSR #: _____

Sire: _____ Dam: _____

OWNER: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OWNER E-MAIL ADDRESS: _____

HANDLER NAME: _____ PHONE: _____

HANDLER E-MAIL ADDRESS: _____
(Provide handler's mailing address if no email address)

Owner and handler must be BSS members. Dogs must be Boykin Spaniel Society registered. Provide the BSR registry number in the space above.

Please enter in the following (check where applicable):

Open: \$70 Intermediate \$65 Novice: \$60

Test #1 Test #2 Test #1 and Test #2

We have tried to make using this fillable form as easy as possible, once you've found your dog's Boykin Spaniel Society Certificate of Registration paper and have it handy. Using a mouse or similar pointing device, click in the space immediately following "Dog's pedigree name" and type in his/her name as it appears on the registration certificate; then, instead of repositioning the mouse over the Nickname blank, merely press the Tab key on your keyboard and the pointer (cursor) should jump right into that space. Type in the name you usually call your dog, and press Tab again, to move into the Date of Birth field. You'll have to use the mouse to check (it's actually an X) this dog's sex; then click again in the space for entering the BSR registration number. Once that field has been completed, you may resume moving the pointer (cursor) by using the Tab key. The pointer (cursor) should keep moving from left to right, and then down to the first field on the left in the next line down. At any time, you can always just use the mouse and a click to get to the field you want.

Those checkboxes toward the bottom of this area require using the mouse: hover the mouse over the box you want, and click. The template is designed to only allow you to select either Open or Intermediate or Novice, but if you make a mistake, just go ahead and click where you meant to. If the host club is offering two tests on this same premium, select whether you want to enter Test #1, Test #2, or both of them (both days).

About the Handler fields If you will be handling the dog you're entering, just save some work and say OWNER and leave the remaining fields blank. If you won't be the handler of this dog, then fill in the fields (blanks). If this person lives inside of your house with you – such as your spouse, your child, other relative, etc. – then they are not required to have their own Boykin Spaniel Society membership. Otherwise, your dog handler must be a BSS member before they can enter the field with your dog.

Be sure to sign your name in the space(s) at the bottom of this page. If someone other than you will be handling your dog, that person must also sign in the space provided for them.