

INSTRUCTIONS FOR COMPLETING AN ENTRY

2016 PWCCA HANDBOOK

PLEASE TYPE CAREFULLY!

ONLY YOU KNOW HOW TO SPELL YOUR NAME!

To enter, you simply need to go to the internet and go to
pwcca.org/home/submit-your-2016-pwcca-handbook-entries-online
then click on the icon for the entry you want to make.

OR

To go directly to the forms without going to the PWCCA website, copy these entire links (only one at a time) in your browser bar:

HONOR ROLL ENTRY LINK: <https://fs12.formsite.com/pwcca/form14/index.html>

OBITUARY MEMORIAL LINK: <https://fs12.formsite.com/pwcca/form17/index.html>

STUD DOG ENTRY LINK: <https://fs12.formsite.com/pwcca/form18/index.html>

- Check the title of each page before you fill it out to be sure you are on the correct segment.
- Complete each page fully.
- There are certain items that are REQUIRED and these are signified by a red asterisk. Failure to fill those out will result in you not being allowed to submit your entry.

We have worked hard to try and be as easy and foolproof as is possible, but should you have any questions, please don't hesitate to contact me at Shorefire@comcast.net or 781-929-9241.

It will be easiest for you to have the following in front of you for each entry when you fill out the forms:

HONOR ROLL

- AKC number
- Three Generation Pedigree
- Breeder(s) information (correct complete names, addresses)
- A list of all titles your dog has earned
- Dates for special wins
- 300dpi or larger (4"x6" minimum size) electronic photo already loaded onto your PC or MAC or Handheld device.
- Photographer Credit (i.e. the name of the person/company that took the photo)

STUD DOG REGISTRY

- ALL OF THE ABOVE PLUS:
- Health Clearance Information and registry numbers
- Complete names of significant progeny and their accomplishments
- Two additional photos—one head shot and one moving/gaiting shot, still high resolution with photographer credit
- Any DNA testing and results

OBITUARY

- Date of death
- Memorial paragraph

PLEASE NOTE THAT YOU DO NOT HAVE TO SUBMIT YOUR PHOTO(S) ELECTRONICALLY, YOU MAY STILL SEND A HARD COPY. HOWEVER THERE IS AN ADDITIONAL FEE FOR SHIPPING AND HANDLING OF \$5.00 PER PHOTO SENT, FOR HONOR ROLL ENTRIES, \$5.00 TOTAL FOR STUD DOG PHOTOS. OBITUARY PLACEMENT AND PHOTOS ARE FREE REGARDLESS THE METHOD SUBMITTED.

HONOR ROLL HELP SHEET:

- DO NOT HAVE YOUR CAP LOCK ON PLEASE!
- For registered name, please be certain that it is spelled exactly as the AKC spells it! NAME ONLY, NO TITLES in that box
- Please only put title earned in 2016 in the write in box "Titles Earned..." this is also where you would write down any special wins your dog has achieved. Dates and shows are important to include. PLEASE NOTE we recognize AKC titles only. THIS IS ALSO WHERE A STORY GOES FOR THOSE WITHOUT PEDIGREES
- Please check off ALL TITLES your dog has achieved, regardless the year, in the check boxes. We use this information to build their correctly ordered name and titles in the headline.
- PLEASE PROOF YOUR TYPING! So many misspelled names last year...YOUR names! I am not clairvoyant so there are those whose names I just can't correct. Please help us by making sure you get it right for us!
- ADDRESS
 - ✓ Type out the entire street address, use both lines if you have a po box or a suite or something
 - ✓ Be sure that you type out Street, Road, Court, Lane, Highway, etc!
 - ✓ Use the two letter abbreviation for your state, please make sure it is CAPS do NOT TYPE THIS OUT!
 - ✓ Do not fill in COUNTRY UNLESS YOU LIVE EX-US!
- PEDIGREE
 - ✓ It's so much easier to complete this if you have your three generation pedigree in front of you!
 - ✓ We need THREE generations back. This does NOT INCLUDE YOUR DOG! So parents, Grandparents and Great-Grandparents
 - ✓ Please type carefully! I know that it's not always easy but the more correct each dog listed is, the better the information that we are capturing for posterity will be.
- PHOTO
 - ✓ If you have the photo as an electronic version, be sure that it is high resolution. Generally these files are 1MB or larger.
 - ✓ If you need to scan a photo, please ensure you are scanning at 300dpi
 - ✓ Do this BEFORE YOU FILL IN THE FORM!
 - ✓ Be sure that you have the exact spelling for the photographer credit!

BE CERTAIN TO PROOF YOUR ENTRY BEFORE YOU PRESS "SUBMIT". Once your entry is submitted, it is very hard to change it so proof carefully!!

YOUR ENTRY IS NOT COMPLETED UNTIL WE RECEIVE PAYMENT!

This year you may also pay using PayPal or credit card. Go to <http://pwcca.org/corgi-boutique/handbook/>. There are choices for both purchasing a handbook and paying for an entry. Once both the information has been accepted and the entry(ies) paid for, you are good to go! I am very hopeful that this new system will enable us to streamline entries for you as the submitter, and for me and my team.

Thank You,

Carol

Carol Donnelly

PWCCA Handbook Editor

STUD DOG REGISTRY HELP SHEET:

- DO NOT HAVE YOUR CAP LOCK ON PLEASE!
- For registered name, please be certain that it is spelled exactly as the AKC spells it! NAME ONLY, NO TITLES in that box
- Please only put title earned in 2016 in the write in box "Titles Earned..." this is also where you would write down any special wins your dog has achieved. Dates and shows are important to include. PLEASE NOTE we recognize AKC titles only. THIS IS ALSO WHERE A STORY GOES FOR THOSE WITHOUT PEDIGREES
- Please check off ALL TITLES your dog has achieved, regardless the year, in the check boxes. We use this information to build their correctly ordered name and titles in the headline.
- PLEASE PROOF YOUR TYPING! So many misspelled names last year...YOUR names! I am not clairvoyant so there are those whose names I just can't correct. Please help us by making sure you get it right for us!
- HEALTH CLEARANCES/PROGENY
 - Have all your certificates available with the numbers and findings
 - Have full and complete (including all titles) of each Offspring of Note that you wish to declare
- ADDRESS
 - ✓ Type out the entire street address, use both lines if you have a po box or a suite or something
 - ✓ Be sure that you type out Street, Road, Court, Lane, Highway, etc!
 - ✓ Use the two letter abbreviation for your state, please make sure it is CAPS do NOT TYPE THIS OUT!
 - ✓ Do not fill in COUNTRY UNLESS YOU LIVE EX-US!
- PEDIGREE
 - ✓ It's so much easier to complete this if you have your three generation pedigree in front of you!
 - ✓ We need THREE generations back. This does NOT INCLUDE YOUR DOG! So parents, Grandparents and Great-Grandparents
 - ✓ Please type carefully! I know that it's not always easy but the more correct each dog listed is, the better the information that we are capturing for posterity will be.
- PHOTOS
 - ✓ We are asking for a side/show shot, a head shot and a moving/gaiting shot this year. If you have the photos in electronic format, be sure that it is high resolution. Generally these files are 1MB or larger.
 - ✓ If you need to scan a photo, please ensure you are scanning at 300dpi
 - ✓ Do this BEFORE YOU FILL IN THE FORM!
 - ✓ Be sure that you have the exact spelling for the photographer credits!

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