

# DOGZIBIT

Thanks for entering online with DogZibit. DogZibit does not charge any secretary fees (we make no money when an exhibitor enters a dog via our online system). Below are some helpful tips to make your online entry experience better. If you have any questions or are experiencing issues, please email [Entries@DogZibit.com](mailto:Entries@DogZibit.com) – typical response is same day or within 24 hours. Also check the Show's Premium List for phone number to call or text.

**PLEASE USE GOOGLE CHROME OR LATEST VERSION OF MICROSOFT EDGE.** Some users are not able to check out when using Internet Explorer and MAC computers. Also check your junk/spam email box for Entry Acknowledgements/Confirmations and add [Entries@DogZibit.com](mailto:Entries@DogZibit.com) to your Safe Sender list.

Basic Steps IN ORDER:

1. [Register an Account or Login](#)
2. [Complete Dog Information/Profile](#)
3. [Select Desired Show\(s\) & Class\(es\)](#)
4. [Checkout – pay with PayPal, Credit Card, or mail check](#)
5. [Confirm Entry](#)

[Other Helpful Links](#)

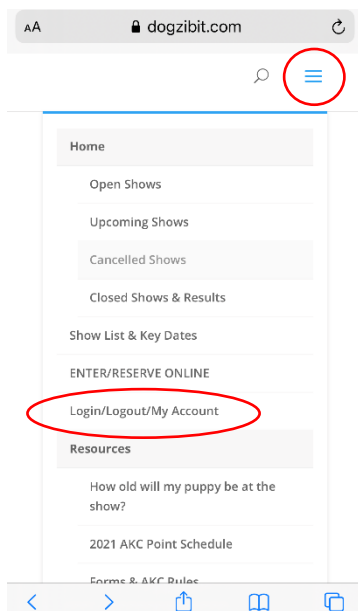
## 1. Register an Account or Login

Click on [Login/Logout/My Account](#) at the top of the screen on your computer. If you are using a phone or other device, you may see 3 lines (menu) in the upper right; click that and find **Login/Logout/My Account**.

### COMPUTER



### IPHONE



The Login screen looks like this:

The screenshot shows the top navigation bar with links: Home, Show List & Key Dates, ENTER/RESERVE ONLINE, Login/Logout/My Account, Resources, Contact, and a shopping cart icon showing 0 items for \$0.00. Below the navigation bar, there are two main sections: LOGIN and REGISTER. The LOGIN section contains a form with fields for 'Username or email address' and 'Password', a 'Log in' button, a 'Remember me' checkbox, and a link for 'Lost your password?'. The REGISTER section contains a form with an 'Email address' field, a note that a password will be sent to the email, a checked checkbox for 'Check to receive important show updates (including Judging Program)', a paragraph about data usage with a link to the 'privacy policy', and a 'Register' button.

If you are a new user, please **Register** by entering your email and a password that you will remember. Once you register, you will receive an email with a temporary password (which you can change via ACCOUNT DETAILS in your account, see below). **Please check your junk or spam folder for the email.** Note: the email address you use for this account will be the one where entry confirmations and any other email correspondence from DogZibit will be sent.

Now you are ready to **Login** by entering your Email and Password. If you forgot your password, click on *Forgot My Password* and an email will be sent to you to reset it. Please check your junk or spam folder. If you don't receive it, please email [Entries@DogZibit.com](mailto:Entries@DogZibit.com).

Password should:

- Include numbers, capitals, special characters (@, #, \*, etc.)
- Be long (10 characters – minimum; 50 characters – ideal)
- Can include spaces and be a passphrase (Just don't use the same password in multiple places)

- [Dashboard](#)
- [Orders](#)
- [Dogs](#)
- [Downloads](#)
- [Addresses](#)
- [Account details](#)
- [Logout](#)

When you successfully log in, you will be taken to your Account Dashboard page where the menu will guide you to view/update:

- Orders – review past orders (entries)
- Dogs – add new dogs, edit or retire dog profiles
- Addresses – update billing address
- Account details – update name, email address, password

## 2. Complete Dog Information/Profile

Before you can enter your dog in a show, you MUST first complete a DOG PROFILE (AKC name, breeder, sire, owner, etc.). Navigate to [DOGS](#) on your Account Dashboard page. If you don't have any ACTIVE DOGS, you will see a blue ADD NEW DOG button to click and enter dog information. If you have ACTIVE (existing) dogs, you can either EDIT (add CH for your new champion!) or RETIRE (retire a dog who's not showing any more; contact [Entries@DogZibit.com](mailto:Entries@DogZibit.com) to get your dog out of retirement). You can also ADD NEW DOG but clicking on blue button. See example below. When you Add New Dog, please include all required information EXACTLY how you want it to appear in the Catalog (should match AKC registration). You will only need to do this once, for each dog.

### ACTIVE DOGS

Name	Date Of Birth	Registration Number	Breed & Variety	Sex	Action
Test	06-6-2021	12345678	Australian Terrier	Bitch	<a href="#">Edit</a> <a href="#">Retire</a>

[Add New Dog](#)



**TIPS:** When completing Dog Profile, please include all required information EXACTLY how you want it to appear in the Catalog (should match AKC registration). **It is your responsibility for information accuracy. Please review thoroughly before saving. Please do not use ALL CAPS.** You only need to do this once, for each dog.

After you successfully create a Dog Profile, you will see a blue bar at the top of your page stating "DOG ADDED SUCCESSFULLY". A blank form appears below so you can create another dog profile. Also on the blue bar, you can navigate to all your ACTIVE DOGS ("manage your dogs") or "enter a show".

### Add New Dog Profile

\*It is your responsibility for information accuracy. Please review thoroughly before saving.

**DOG ADDED SUCCESSFULLY. Enter another dog below, manage your dogs, or enter show.**

#### Full Name of Dog \*

Enter exactly as should appear in catalog.

Please do NOT use all CAPITAL letters

#### Registration Number \*

(DO NOT use any spaces or special characters, e.g., / or -. Foreign #'s must include country, e.g., FL1234UK)

#### Date Of Birth \*

Please make sure you indicate the correct year.

### 3. Select Desired Show(s) & Class(es)

Then start “shopping” by clicking [ENTER/RESERVE ONLINE](#) on the top menu. All open shows will be displayed like below. Click on the icon of the show you’d like to enter.

Home / Open Shows

## Open Shows



GSDCA (2)



NDC (3)



RCLRC (6)

If the club has several offerings, you may see multiple icons similar to below. Click on the icon that you’d like to enter, reserve or purchase.

Home / RCLRC

## RCLRC

Showing all 6 results

Default sorting ▾



RCLRC SPECIALTY CLASSES  
\$0.00



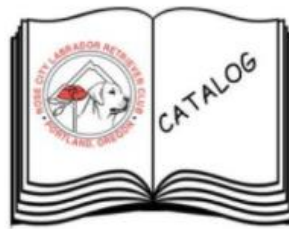
RCLRC VETERAN SWEEPS ONLY  
\$20.00 – \$40.00



RCLRC OBEDIENCE & RALLY  
\$0.00



RCLRC JUNIOR SHOWMANSHIP  
\$20.00



RCLRC CATALOG PRE-ORDER  
\$10.00



RCLRC CATALOG AD  
\$15.00 – \$45.00

Here's an example of Specialty Class entry (see below).



**TIP:** Note the highlighted reminder to LOGIN/REGISTER FIRST. You can then select dog from drop down menu or ADD NEW DOG, choose, class, dates, etc. Each show may have different entry options but will always require you to select dog and class so you MUST enter DOG PROFILE before entering a show.

Home / RCLRC / RCLRC Specialty Classes



## RCLRC Specialty Classes

\$0.00

**LOGIN/REGISTER FIRST.** If a dog profile has already been created, simply select the dog. If not, click **ADD NEW DOG** button to **ADD DOG PROFILE** then come back to complete entry. Below, Select Dog, Desired Class & Show Dates. You will have the option to enter Sweeps or make Additional entry below.

Dog\*: Please select.. ▾

**Add New Dog**

Class\*

Bred-By Exhibitor ▾

Fees

Thursday Show (\$30.00)

Friday/Saturday Show (\$30.00)

\$0.00

Options Price:	\$0.00
Product Price:	\$0.00
Total:	\$0.00

1

**Add to cart**



**TIP:** If you forget to select a dog or if you have NOT created any DOG PROFILES, you will receive this error message on the blue bar at top – no matter how many times you click ADD TO CART, you will NOT be successful until you select a dog. Note: you can even select classes and entry options without selecting a dog but you will NOT be able to proceed unless you select a dog. Watch for blue bar error message.

EXAMPLE: USER DID NOT SELECT A DOG SO CANNOT PROCEED

Home / RCLRC / RCLRC Specialty Classes



## RCLRC Specialty Classes

\$0.00

**LOGIN/REGISTER FIRST.** If a dog profile has already been created, simply select the dog. If not, click **ADD NEW DOG** button to **ADD DOG PROFILE** then come back to complete entry. Below, Select Dog, Desired Class & Show Dates. You will have the option to enter Sweeps or make Additional entry below.

Dog\*:

**Add New Dog**

Class\*

Options Price:	\$0.00
Product Price:	\$0.00
Total:	\$0.00

1 **Add to cart**

EXAMPLE: USER DID NOT CREATE ANY DOG PROFILES SO CANNOT PROCEED

Home / RCLRC / RCLRC Specialty Classes

Please select dog.



## RCLRC Specialty Classes

\$0.00

**LOGIN/REGISTER FIRST.** If a dog profile has already been created, simply select the dog. If not, click **ADD NEW DOG** button to **ADD DOG PROFILE** then come back to complete entry. Below, Select Dog, Desired Class & Show Dates. You will have the option to enter Sweeps or make Additional entry below.

No dog profiles found.

[Add New Dog](#)

Class\*

Please Select Class

Options Price:	\$0.00
Product Price:	\$0.00
Total:	\$0.00

1

[Add to cart](#)

#### 4. Checkout – pay with PayPal, Credit Card, or mail check




After you have reviewed all the items in your cart and are ready to purchase, PROCEED TO CHECKOUT. You will be given payment options: Mail Check, Pay via PayPal, Pay via Credit Card. The latter two will add ~3% processing fee. PLACE ORDER.

Check

Please send check in U.S. funds made payable to DogZibit, P. O. Box 2044, Woodinville, WA 98072-2044. Allow enough time for checks to be received by closing date.

Questions? Email [Entries@DogZibit.com](mailto:Entries@DogZibit.com).

PayPal

Credit Card (fee applies)   

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

[Place order](#)

#### 5. Confirm Entry

Check your email (the address you used to enter) for an ENTRY ACKNOWLEDEMENT. This means that DogZibit has received your entry information and is in the process of verifying payment. Once DogZibit has confirmed payment you will receive an ENTRY CONFIRMATION (Payment Received) email. If you paid via PayPal or with Credit Card, you will receive the second email fairly quickly. So you should get 2 emails regarding your entries. It is YOUR RESPONSIBILITY to ensure you have entered correctly and payment is received by closing date/time.



TIP: If you don't see an email in your inbox, please check your junk/spam folder from an email from [Entries@DogZibit.com](mailto:Entries@DogZibit.com).

TIP: To view past orders/entries, go to your Account Dashboard > [ORDERS](#). You can see the status of all your orders there. If the Status is COMPLETED then your entry with payment is confirmed.

#### Other helpful links:

[SHOW LIST & KEY DATES](#)

[OPEN SHOWS](#) – view show Premium, Judging Program and other show details

[UPCOMING SHOWS](#) – view show details as they are received from the club

[CLOSED SHOWS & RESULTS](#) – Same day (or shortly after the show) results posted on each respective show page