

# Help for entry

## *Entering in 10+1 steps*

### **Step 1**

In case if we have not registered before: [Registration!](#)

### **Step 2**

After successful log in please click on My Dogs menu. (you have to register before you log in). In this menu you can choose from the following:

- Dogs (you can see the list of your dogs registered in the system)
- Add a new dog

### **Step 3**

In case if you have no dog registered yet, click on Add a new dog menu and start the registration, if you already have a dog in the system leave this step.

We kindly ask you to pay attention that you can only enter dogs in your ownership.

Data given during Add a new dog part must match the data of the attached copies of the Pedigree!

While adding a new dog you must fill in the following fields:

Breed, Name, Sex, Date of Birth, Pedigree number, Breeder, Name of Sir, Name of Dame

While adding a new dog, you must upload the following documents:

First side of the Pedigree, Second side of the Pedigree

After giving the required data and documents, save the form Az adatok és dokumentumok megadását követően Mentse az űrlapot. A felvitt kutyák listáját a Kutyaíam főmenü Kutyaíak almenüpontjára kattintva tekintheti meg.

### **Step 4**

Click on the Shows menu, Active shows almenu. In the chart you can see the active shows, if you see the pencil icon at the show (and not a padlock, you can enter for the show. In the chart you can also see the deadlines: the green ones are still valid, while the red ones are expired.

Click on the pencil icon in the first column of the first row, or the Entry subtitle.

### **Step 5**

On this site you can see all information related to entries:

- entry deadlines
- entry fees
- if there is any restriction concerning breeds, then the list of dogs which can and can not be entered

At the top of the first column you can choose from the following:

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- Entering dog for the Show
- Entering brace for the Show
- Entering breeding group for the Show

- Entering Progeny group for the Show
- Entering Junior Handler for the Show

Choose the correct opportunity.

## **Step6**

Entering dog for the Show:

In the pop up window choose the dog you wish to enter from the list and click on the OK button to select.

On the site read all the information concerning entries and the show. If everything is OK, start to fill in the form and give the following data:

- class
- way of payment
  
- currency

Read carefully the Entry conditions and click on "I agree the terms" check box.

If every fields all filled in and you checked the data, click on the Next button to the step 7.

If you need to correct any data or you do not want to enter, click on Cancel button, in this case your entry will not be recorded.

## **Step 7**

On this site you can see the entries which must be paid related to a certain Show.

If you wish to enter additional dogs and you want to pay together, click on "I enter additional dogs" button.

If you wish to change the entries you can see here or delete any of them, click on My entries button.

You can pay if you click on the Next button. (step 8)

### **Attention!**

**After entering a dog, you have the possibility to enter additional dogs for the show, and pay. Entries become valid only after payment.**

## **Step 8**

You can see the details of the entry fees, and the whole amount on the Entry fee summary site.

Click on the next button to continue payment. (step 9)

Click on the Cancel button to cancel payment.

## **Step 9**

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Read carefully all the information at the site of the Transaction.

Here you can see the special ID of your transaction in case of any problem you can rely on it.

In case if you found everything all right, click on the Payment button.

In case if there is any problem, click on Back button.

### **Step 10**

On this site you can pay by credit card, so please give the data of you credit card:

- Type of the credit card
- Name of credit card issuing bank
- Name written on the credit card
- Credit card number
- Expiration date of the card (mm/yy)
- Validation code (CVC2/CVV2)
- E-mail address

You have 5 minutes to give the correct data.

In case if everything is OK, click on Send button, and you start the payment then. After that you can find all the information of necessary steps at the online site of OTP bank.

If there is any problem, click on Cancel button.

### **+1. step**

In case of successful payment, you can automatically see the List of transactions submenu of the Financial affairs menu. In case if the transaction was successful, the entry is valid. You can see the valid entries if you select the Valid entries submenu of My entries menu.

You will receive an electronical invoice of the successful transaction 30 minutes after closing the transactions. You can see the invoices at the Invoices submenu of Financial affairs menu (in the appearing chart you can download the invoice if you click on Download subtitle)

In this chart you can see the transactions and the data.