

# How to Submit Your Trial Results Electronically And Qualify for the Per Capita discount

**NOTE:** if the following format is not met the club will be directed to pay the full per capita.

Each trial day is to be submitted in the following order. It is similar to how you would submit the results via snail mail **ONLY** it is to be scanned or copied into **one continuous document for each day and the entries that need to be submitted should follow the appropriate record sheet**. Lastly it must be received within 1 week of the trial(s). (Note: If there is a trial on Saturday and Sunday, that is two trials, thus two files.)

- A completed copy of the FTS Report completed in entirety. Available on the ASFA Website at: [Electronic Submission of Records.pdf](#). It is also available in Word format there.
- Per capita sheet for each day. If you are paying the fee by PayPal send it to [treasurer@asfa.org](mailto:treasurer@asfa.org). Put PayPal transaction ID on allotted space. Otherwise the check should be submitted to me within a week of the trial. If you have had LCI entries that have requested a LCI# be sure to include the \$10.00 fee for each request and make note of it on per capita sheet.
- An updated copy of the premium list is required only if there were any changes to the course plan or to the judge's panel from what was posted on the ASFA website. For changes to the judge's panel the Chair of Judge's must be notified of change and reason. Although it is not required to include a copy of premium it is appreciated.
- **Record sheets are to be in alphabetical order, by breed.** If there are any entry forms that must be submitted (see below), they are to be scanned or copied behind the record sheet on which they are listed. This continues for all of the breeds that were entered.  
All record sheets completed in entirety that includes the BIF sheet with the registration numbers. All information needs to be legible and as accurate.
  - If any trial entry is Excused, Dismissed or Disqualified, a copy of the judge's sheet(s) is to be included with the results. They are to be scanned and placed with the entry(s) behind the appropriate Record sheet.
  - O-TRIALS15 When two judges are used, they shall be designated on the record sheet as Judge 1 and Judge 2, alphabetically by last name. This is for all judges whether Provisional or full judge.
  - O-TRIALS04 The Field Clerk's name shall be indicated on each record sheet, but the Field Clerk's signature is not required. Even if the FTS is the clerk there needs to be a name on the clerk line.
  - Per Ch V Sec 6 (g) hounds can no longer be left tied. There must be a runoff or a forfeit. The only tie that can stand is if it is the result of an error found during post trial review by the FTS and then a note must be attached explaining the problem.
  - Any hound listed but did not run will need to have an acceptable reason (per the ASFA Running Rules) listed on the record sheet. If nothing is noted or it just says pulled, the hound will count for per capita. If an owner is unable to separate their hounds and decides to pull an entry there is no refund for this!
  - On the Single sheet, I would like the breed initials placed in the section with the call name. It is helpful to me if I have questions and am trying to search the database.

## Entries that must be submitted with your trial results

- Entries for all hound(s) that are marked as FTE (First Time Entry). This must be accompanied by proof of registration (examples AKC, UKC or CKC), waived for NGA registered hounds & proof of certification (signed certification is only good for one year) if entered in a regular stake. If proof of certification has been waived, a copy of the signed waiver and proof of the title must be included. Any FTE in the Single Stake and the LCI stakes require a copy of registration unless the LCI is requesting registration with ASFA. Then the form to request number must be attached.
- Entry forms that indicate a change in the information (titles, address, etc).
- If the change is in ownership, an updated copy of registration reflecting said change must be attached.
- Entry forms that reflect that said hound is working off a dismissal.

## Most Frequent Records Errors

1. FTE entries not submitted, typically because owner has not marked as such. Since I no longer receive all of the entries I frequently come across entries on the record sheet that is a FTE but I don't have entry. I will email you for the entry, as I need it ASAP so as not to delay trial entry.
2. Incomplete Records sheets. All Record sheets must have call name & registration number.
3. Not marking forfeits, just marking the placement(s).
4. The name of the field clerk is missing (required to be listed on the Record sheet).
5. Giving hounds placements that have not received a total 50% of possible combined score. (One judge = at least 100 points) Two judges = 200 points)
6. Per capita difference between amount submitted and my count. With the use of per capita break down I am able to figure out where the error might be and whether it is you (hounds that are absent or pulled without valid reason not counted is a big reason) or me. If it is you, I will email you for the corrected per capita to be paid.

## Trial Fees (Per Capita Info)

ASFA Club Trial	\$4.00 per entry	\$3.50 if submitted electronically (and meeting the above requirements)
ASFA Regional Invitational	\$5.00 per entry	\$4.50 if submitted electronically (and meeting the above requirements)
ASFA International Invitational	\$6.00 per entry	Discount NOT APPLICABLE
ASFA Surcharge	\$15.00 per trial	
Kennel, Breeder & Bench per entry	\$1.00 per entry (for Invitational events only)	

For the reduced per capita the records need to be submitted within one week from trial and meet the criteria for organization.