Using the Document Management System

The Document Management system is a tool for clubs and superintendents to associate documents to an event.   The new AKC Event and Results Search provides access to documents associated with an event, presenting exhibitors and dog sport enthusiasts key information about the event.

General Information
- The Document Management system is accessed through the [Online Event Management](http://apps.akc.org/apps/eventplans/index.cfm) system (http://apps.akc.org/apps/eventplans/index.cfm). If your club needs assistance obtaining its credentials to the Online Event Management, please contact AKC Event Operations at eventplans@akc.org or 919-816-3579.
- Only documents in PDF format may be associated with an event.
- The goal of the document management system is to associate one-to-many events with the URL (web address) of a PDF document.
- If a document is hosted and available on a website, it is suggested that the document's web address (URL) should be associated with the event. That way if the club uploads an updated version of the document and does not change the name of the PDF, no changes are needed in the Document Management system. If the name of the PDF changes, this will change the URL and the club will need to revisit the Document Management system to update the URL for the document.
  If the document is not available on a website, the document can be uploaded to the AKC and the Document Management system will generate a URL to associate with the document. If a document that is uploaded to the AKC is changed, it is the club's responsibility to revisit the Document Management system and upload and associate the events with the new document.
- The Document Management system supports associating a single document with multiple events. For example, in one edit/save a user can associate a premium list to all the events it covers.
- Superintendents will be responsible for associating the premium list and judging program documents for the events they are fully managing.
- The documents that may be associated with an event are:

Document Type	Comments
Premium List	Only one premium list may be associated with an event.
Premium List Addition	Used to post premium list corrections and/or additions.
Entry Form	Entry form for an event.
Judging Program	Only one judging program may be associated with an event.
Judging Program Addition	Used to post judging program corrections and/or additions
Running Order	Running order of competitors. Most commonly used in Agility.
More Event Info	Brochures, fliers, etc. to advertise and promote an event.

Accessing the Document Management System

There are two ways to initiating the Document Management System:

1. Clicking on the Manage Event Documents option (A in the screenshot below)
2. Clicking on the Manage Competitions or Enter Here option (B in the screenshot below) to get to the Manage Competitions page

Users who can manage events for multiple clubs should use the Manage Event Documents option.

EVENT MANAGEMENT

Help | Support | Logout

| Home | Manage Competitions | Manage Event Documents | QuickSubmit | Request Additional Changes | See Ineligible Dogs |

B   A

AKC's Classic Online Event Management System
Use this system to manage the following competitions:
- All-Breed and Limited Breed Conformation Shows
- Obedience as well as any event containing Obedience competition
- Rally, Agility, and all Performance Events

Enter Here   B

Note: OCMS must be used to manage Coursing Ability Tests, Fast Cat and FSS Open Shows.

New
Online Competition Management System

Manage the following:
- Specialty (Conformation) & Specialty combined with Junior Showmanship and/or Sweepstakes (application and judges panel)
- Manage Sweepstakes judges panel
- Create an Open Show

Adding a New Event Document

Clicking on the Add New Event Document button will launch a window that enables a user to associate a document to an event(s).

Step 1: Provide either the URL (link to a website location) where the PDF exists or use the Browse… option to upload a local copy of the document to the Document Management system. It is highly recommended to provide the Document URL if the PDF is already being hosted on a website. This avoids having to return to the Document Management system to add a newer version of the document if there are changes. You can obtain the URL of a PDF by right-clicking on the document link on the host website and then choosing the option that allows you to copy the URL of the PDF to your clipboard. The label for this option varies by browser and may be labeled Copy Link Location (Firefox), Copy Shortcut (IE), Copy Line Address (Chrome), Copy Link (Safari), or something similar. This will copy the URL to your clipboard. You can then paste it into the Document URL field by right-clicking on it and choosing the option that allows you to paste the contents of your clipboard. This may also vary by browser, but should have the word Paste in the option. Alternatively, you can acquire the URL by opening the PDF in a browser. Once the PDF opens the text to copy is in the URL display box at the top of the browser. You can then highlight and copy that text to your clipboard by right clicking on the highlighted text and choosing the Copy option.

Step 2: Select the Document Type

Step 3 (Optional): If the list of events is long, consider using the Months and/or Cities filters to limit the events displayed.

Step 4: Check the box(es) that the document should be associated with.

Step 5: Save the changes.

Example:

Add New Document

Document URL (Enter the URL where your document is hosted)

[1] http://raudog.wpengine.com/wp-content/uploads/2017/11/Crab-Cluster-PL.pdf

If your document isn't hosted on another site, please upload a PDF file.

[1] Browse... No file selected.
Browse to the location of the PDF file and upload.

Document Type

Premium List ▼ [2]

Events to Connect with This Document

[3] Showing events in January ▼ for West Friendship, MD ▼

[4]
☑	2018689301	Jan 05, 2018	West Friendship, MD	AB/JSHW	Kennel Club of Anne Arundel
☑	2018172901	Jan 06, 2018	West Friendship, MD	AB/JSHW	Southern Maryland Kennel Club
☑	2018010301	Jan 06, 2018	West Friendship, MD	S	Washington Poodle Club, Inc.
☑	2018084403	Jan 06, 2018	West Friendship, MD	DS/SWPC	National Capital Area Great Pyrenees Club, Inc.
☑	2018010305	Jan 06, 2018	West Friendship,	BPUP	Washington Poodle Club, Inc.

Cancel | Save [5]

Once the changes are saved, the window will close and the system will display the documents, in descending date added order, that the user can manage.

Tips for the Add New Event Document Process:

- If Premium List is selected as the Document Type, any event with a premium list already associated with it will be in a lighter shade of text.
- If Judging Program is selected as the Document Type, any event with a judging program already associated with it will be in a lighter shade of text.
- If a user changes the Premium List or Judging Program an event is associated with, the system will ask the user to confirm the change.
- This is an example of how the document links will appear in the new AKC Event and Results Search (expected to launch in early 2018):

Manage Event Documents

Documents associated with the events a user can manage will be displayed within the Manage Event Documents option. This provides the user the ability to manage the existing documents and their associations. The user can also click on the Add New Event Document option to associate a new document to an event(s).

1 The Competition Type and State filter options can be used to filter the list of documents displayed.
2 Clicking on the "pencil" icon allows the user to edit the document information and event associations. If selected, a window very similar to the Add New Event Document will display, enabling the user to manage the document, document type, and associated events.
3 Clicking on the "trash can" icon removes the document from the system and breaks the association to the event(s) it was associated with. Documents not associated with at least one event will no longer display in the document list.

EVENT MANAGEMENT   Help | Support | Logout

| Home | Manage Competitions | Manage Event Documents | QuickSubmit | Request Additional Changes | See Ineligible Dogs |

Add New Event Document

Competition Type: Please Select ▾   State: Maryland ▾   Search Events   1

Document 2 3	Location	Connected Events
Premium List 🖉 🗑 http://raudog.wpengine.com/wp-content/uploads /2017/11/Crab-Cluster-PL.pdf	West Friendship, MD Howard County Fairgrounds	2018172902 Southern Maryland Kennel Club Jan 07, 2018 AB/JSHW
Last Modified: Dec 11, 2017 03:21:50	West Friendship, MD Howard County Fairgrounds	2018010305 Washington Poodle Club, Inc. Jan 06, 2018 BPUP
	West Friendship, MD Howard County Fairgrounds	2018084403 National Capital Area Great Pyrenees Club, Inc. Jan 06, 2018 DS/SWPC
	West Friendship, MD Howard County Fairgrounds	2018010301 Washington Poodle Club, Inc. Jan 06, 2018 S