

4RK9s Class Coordinator Web Usage Guide

Introduction

Although there is some general Coordinator information, this guide is intended primarily to give a new Class Coordinator information needed to navigate the various functions of the 4rk9s.com Classes Page. You can try any of these things out even before you are a Coordinator. Some of the functions require you log on to the 4rk9s site. If you do not have a 4rk9s username/password you should contact Bryon. Even if you do have a username/password you may not have access to some of the functions. This is to ensure only Class Coordinators can make changes. Once Bryon has been informed that a person is a new Coordinator, access rights will be granted. But until then you can still try things. Worst that can happen is you get a message saying you cannot make changes.

Once Bryon has been informed that you are a new Coordinator Bryon will also change the registration forms so that it is clear that any mail correspondence goes to you.

Guide

The Class Coordinator has four main tasks

1) Class Scheduling

- Scheduling new classes including arranging for Instructors and Assistants
- Developing new classes including writing up descriptions and prerequisites

2) Class Registrations

- Collecting Registrations, Vet Records and Payments
- Informing Instructors and Assistants of class makeup
- Filing Registrations and Vet Records at building at time of Class
- Getting Payments to Treasurer

3) Miscellaneous Duties

- As the beginning date of a new class approaches people need to be kept up-to-date.
- Answering Questions is probably most critical for Obedience Coordinator when dealing with members of the general public. The other Coordinators are usually offering classes to club members, or at least people who have taken Classes before. One of the mainstay Classes of The Obedience Coordinator is Home Obedience. Members of the general public often take this class, and they often have questions. This guide offers no advice for this topic.

1) Class Scheduling

One of the main jobs of a Class Coordinator is to schedule Classes. The Coordinator should understand the night they are given exclusive access to for their class. Classes can be scheduled at other times as

long as that time is clear of any other Class or Event. The 4RK9s.com Calendar must be used to determine if a particular time is available. Once the Coordinator decides to schedule a Class they must contact Bryon (bryon@4rk9s.com) with the necessary information. He will put the class on the Classes page and the Calendar and he will ask that you carefully check everything he has done.

The night that each Coordinator has full control over is as follows :

Obedience Coordinator : Tuesday Night

Agility Coordinator : Thursday Night

Nosework Coordinator : no dedicated night

In the past the Nosework Coordinator has negotiated Thursday night time slots with the Agility Coordinator. When such negotiations take place, Bryon should be informed so he does not see a Class posting request as a conflict.

When a class is first scheduled the Coordinator must determine if that class has been previously defined or if a whole new description must be provided. The information the Coordinator needs to provide to Bryon is listed at the end of this document in Section A1).

Once a Class is scheduled it has been tradition that the Coordinator use the “Notes” column on the Class list to indicate how full a Class is. To keep this Column up-to-date the Coordinator needs to sign on to a special Coordinator webpage and make the update. Only the Coordinators can update this page. To make this update go to the “Classes” page and scroll all the way down to the bottom. There is a link for Coordinators-only labeled “Notes/Instructors”. This link takes you to a page that looks like the regular Classes page except it has clickable “(edit)” fields. A Coordinator and only a Coordinator should be able to follow the “edit” link and make a change. One of the options you have is the color of the change. By convention Home Obedience Classes have used Red. Competition Obedience Classes have used Black. Nosework Classes have used Blue and Agility Classes have used Green.

This same change editing technique can be used to change the names for a class’s Instructor or Assistant.

2) Collecting Registrations

Once a class is scheduled, registrations will hopefully start to arrive. Registrations arrive as either paper registrations or electronic registrations.

Paper Registrations

There is a PDF file representing a Class Registration Form available on each Class Description Page. The intent is that the person registering for the class fill this out while on the computer. They can then print the filled out form and send it to the Coordinator. Most people either don’t realize they can fill out the form on the computer or chose not to. In this case they print out the blank form, then fill it out by hand and send that in via USPS. Either way is fine. In either case the person needs to include certain veterinarian records for their dog and a payment for the Class. See the Veterinarian Records section Accepting Payments section below for further information.

In addition to mailing forms, some Club members may drop off their completed registrations at the Club. Hopefully these people let the Coordinator know that they are there. The Coordinator may make other accommodations for receiving the registrations.

Once a Class begins, it is the responsibility of the Coordinator to make sure the Registration Form and the Vet Records are at the building. The Coordinator should contact a previous Coordinator or a Club officer to make sure they understand where this information is to be stored at the building.

The Coordinator must also make any checks available to the Treasurer. See the Accepting Payments section for further information.

Electronic Registrations

Since Dec, 2020 the club has accepted registrations electronically. A person registering has the option of filling out an online registration form and submitting it. Once the form is submitted an email is sent to the appropriate Coordinator. (To ensure you receive this email see section A2) at the end of this document.) The intention is that the email the Coordinator receives can be printed out and used as if it were a paper submittal.

If you are a new Coordinator you should try the submittal process yourself to help understand what your registrants have to do. If you register for a class, you should receive a copy of the registration as the Coordinator and another copy of the registration as the registrant.

As with Paper Registrations the person registering needs to include certain veterinarian records for their dog as well as a payment for the Class. See the Veterinarian Records section Accepting Payments section below for further information.

If you misplace electronic registrations you can find them on the 4rk9s website Classes page. In order to view these records the Coordinator can go to the “Classes” page and scroll all the way down to the bottom. There is a link for Coordinators-only labeled “Notes/Instructors”. This link takes you to a page that looks like the regular Classes page except it has clickable “(edit)” fields. At the very top of this page are additional links. The link you are looking for says “Registrations for Nosework (or Agility or Obedience). Clicking on the appropriate link take you to a page that shows links to all upcoming Classes. Clicking on a Class shows all electronic registrations received for the Class. Clicking on a person’s name take you to a view of their registration. Clicking on a person’s email open an outgoing email from you to that person (depending on if you computer is set up for this).

There are other features Coordinators can use on the e-registration page. If you are on the Registration page for a class you see several links. These are discussed here :

Add Paper Registrations : At least one past Coordinator used the the Registration page as the spreadsheet to track class Registrations. This page was printed and distributed to Class Instructors so they know who was in their upcoming Class. But, initially the registration page only shows E-Registrations. In order to have a complete spreadsheet any paper registration needed to be added. By clicking on this link the Coordinator could add the information

necessary for a complete spreadsheet. This information could also be edited and was available as long as the Class was upcoming or in session.

Make Seating Chart : At least one past Coordinator wanted to have a seating chart so that students could be placed where their dogs were least likely to cause trouble. By clicking this link a Seating chart was created. Then the various owners/dog could be moved around. Once a chart was created it can be printed but it cannot be saved.

Make Chair Labels : As long as a seating chart was created it was helpful to have labels that could be cut apart and placed on Chairs before the first class.

Make Graduation Certificates : At least one past Coordinator wanted to have Certificates that could be printed and given to students at the end of the Class. This link allowed that.

Send email to all : At least one past Coordinator wanted to send reminder emails to the entire class. If the Coordinator computer is set up for this, this link made it easy.

Coordinators can always look at these features. Even if you click on them you do not have to print the resulting page, nor use any of it.

Accepting Payments

Since Dec, 2020 the club has accepted payment by PayPal. There is a payment link on the Classes page that allows PayPal payments to be properly recorded by the Treasurer. If a payment is made in this manner the Coordinator should get notification via email. (To ensure you receive this email see section A2) at the end of this document.) The notification includes the amount and the registering person's name.

Note : Occasionally people will pay by PayPal but not by using the designed link. They will just send a payment directly to the treasurer's email address. You should discourage this practice. It makes for more work for the Treasurer and you will receive no notice that the payment was made. Never give out the treasurer's email address as a way to make payment.

In addition to the email that tells you about payments the Coordinator can look at any time to see payments that have been made. In order to view these records the Coordinator can go to the "Classes" page and scroll all the way down to the bottom. There is a link for Coordinators-only labeled "Notes/Instructors". This link takes you to a page that looks like the regular Classes page except it has clickable "(edit)" fields. At the very top of this page are additional links. The link you are looking for says "PayPal for Nosework (or Agility or Obedience)". Clicking on the appropriate link takes you to a page that shows all PayPal payments received. You have the option to "dismiss" payments from this list. It is recommended you dismiss all payments received under the previous Coordinator. You can always bring all payments back in view by clicking on "Show All Lines". As a new Coordinator you should try this out and make sure you understand it.

For payments that arrive by check, you should keep the check until the class starts. If the person drops out of the Class before it begins it is easy to tear up their check. Once the Class has started the Coordinator should get the check to the Club Treasurer. The Coordinator can send the checks or utilize the mail slot at the building for the Treasurer. The Coordinator should contact the Treasurer to make sure they know payments are on the way.

Veterinary Records

All Class Registrations must be accompanied by vet records for the dog. This requirement is spelled out on the paper registration form. If you have not seen a recent form this would be a good time to look. The Vet Record requirement is shown here (puppy information is only on Obedience Form) :

VACCINATION CERTIFICATES You MUST provide a copy of your rabies and distemper combo (distemper and parvo) vaccination together with this form regardless of how many previous classes you have attended at 4RK9s. This information is required by regulations of the State of Iowa.

FOR PUPPIES ONLY: If you have a puppy that has begun his/her series of vaccinations, but has not yet received a RABIES vaccination, include the information for the "distemper combo" vaccinations received to date and bring a copy of the remaining vaccination certificates when you receive them from your Veterinarian

Vet Records can be sent to you via USPS or Email. If email, you must print the records. In either case you must bring the records to the club

3) Miscellaneous Duties

As the beginning date of a new class it is a good idea to make sure the Instructors and Assistants know who is in the class. Coordinators can send a spreadsheet of attendees. Those spreadsheets may be something the Coordinator generated or you may take advantage of the spreadsheet from the website as explained above.

Reminding the students of the upcoming class is also a good idea. A few days (up to a week) before the beginning class the Coordinator can send an email with club rules, class rules and other suggestions. Previous coordinators can show you an example of a reminder email they have used.

A1) Information Bryon Needs to post a Class

When setting up a new Class, the information the Coordinator needs to provide to Bryon depends on if the Class has an existing Description or if the Class is entirely new. To see those classes that have an existing description you can go to the Classes page. Below all of the upcoming Classes there are links to "All Agility (Obedience, Nosework) Class Descriptions". When you click one any of these links it take you to all of the descriptions. If the Class you are setting up is one of these you can just give Bryon the name of the Class. In addition you must specify each date the class will occur on and the start time and end time for each of those dates. Additionally, you can give the number of dogs the class

is limited to. If no number is provided, none will be used. You can also give the name of the Instructor and Assistants. If you do not know who will be teaching the class it can be left blank and you can fill it in yourself once you know.

If the Class you are setting up is not one of the existing Classes you must still provide all the information listed above and you must also provide :

Class Name : See existing Classes to get a good idea the form the Name should take.

Class Description : See existing Descriptions to see how these look. Bryon will cut and paste your Description right to the website so it is unlikely any typos will be caught/corrected. Please double check what you are submitting.

Class Prerequisites : See existing Prerequisites to see how these look. Bryon will cut and paste your Description right to the website so it is unlikely any typos will be caught/corrected. Please double check what you are submitting.

Cost : There are standard costs for 4 week and 6 week classes. If you are using anything other than standard, please explain.

A2) Ensuring you Receive Automated Emails

Email will be sent to you directly from the 4rk9s.com webserver when someone e-registers or uses PayPal for a class. For the most part you should receive these emails in your regular InBox. However, there have been instances when Coordinators have missed these emails. In all cases it has been because the email was treated as Junk or Spam. A new Coordinator should make sure they receive these emails by testing the automatic sending. If the expected email does not show up in your normal InBox you should check your Junk or Spam folder. Most email programs have a way of telling themselves that a particular sender is not Junk/Spam. Sometimes it is as simple as adding “donotreply@4rk9s.com” to your address book. If you have difficulties receiving emails, check with Bryon.