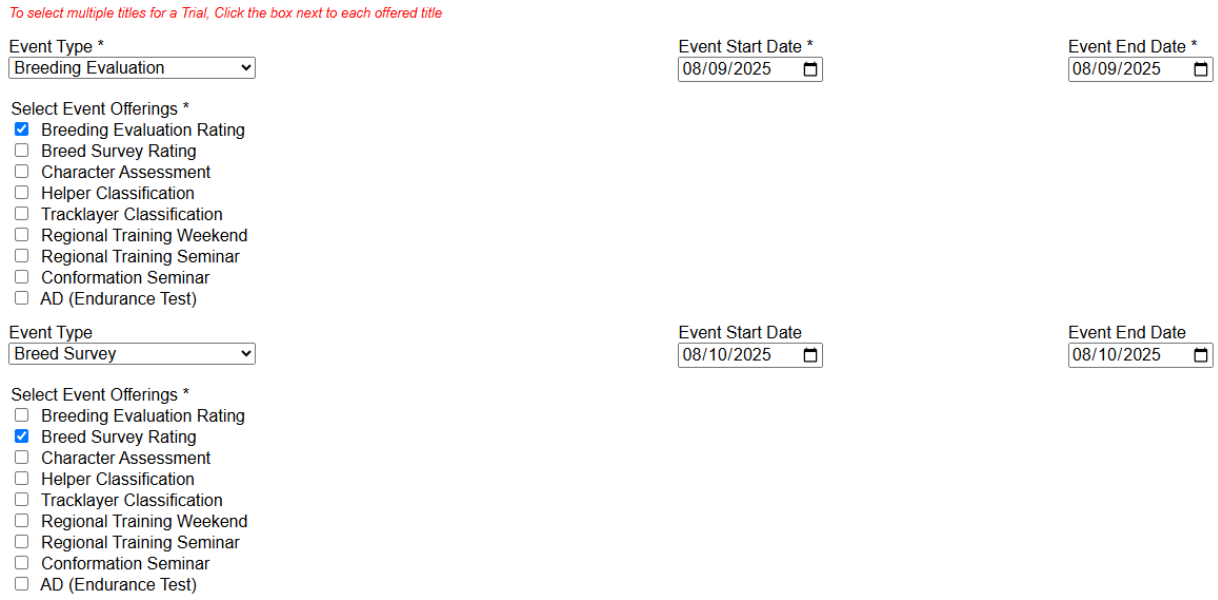
EAF Request Form

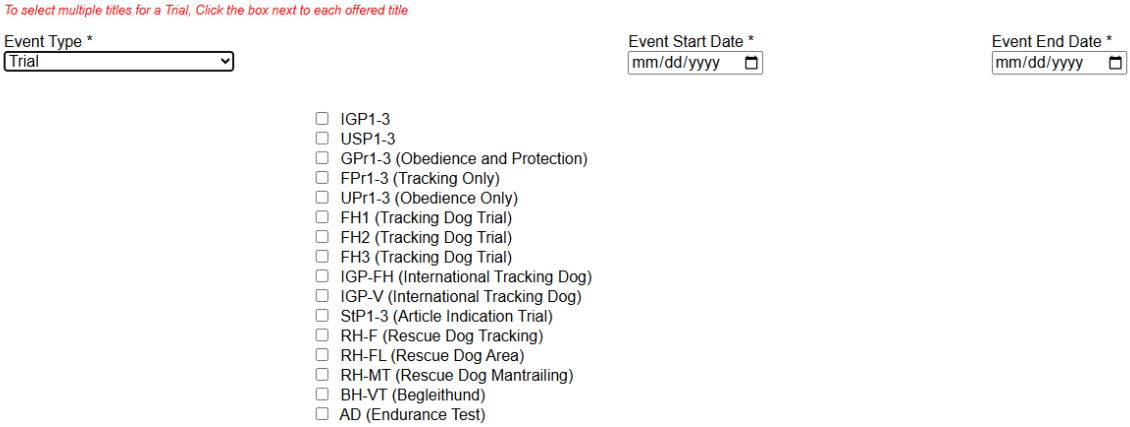
This is the new form that will replace the current form on the USCA website. It will be available in the members only section as is the current version.

Here are the enhancements to the form

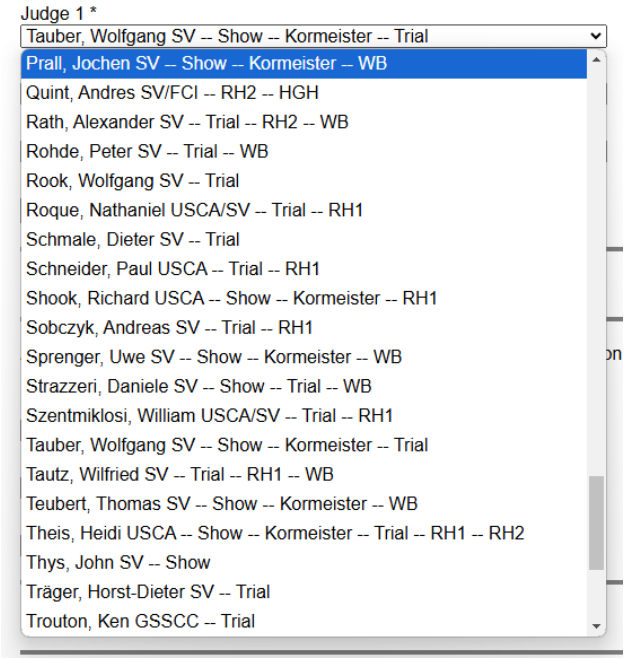
- When region is selected, the club name lists are populated with all clubs except those that are dissolved
- Can select up to 3 club names in case some are co-hosting
- If you would like Spring, Summer, Fall or Winter to appear in the event name you can select the season
- Since a club may hold a Breeding Evaluation, Breed Survey and Character Assessment on the same weekend, they will need to break those out individual(y) along with the actual start and stop dates
    - If the Breeding Evaluation and Breed Survey are on Sunday enter that date. If the WB is on Saturday enter that date
    - Because of how event results are stored and displayed when submitted a separate event is created for each. They will all share the same EAF number

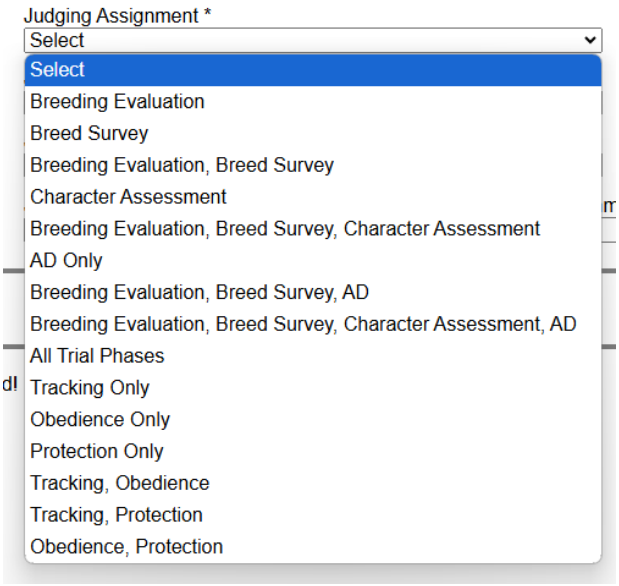


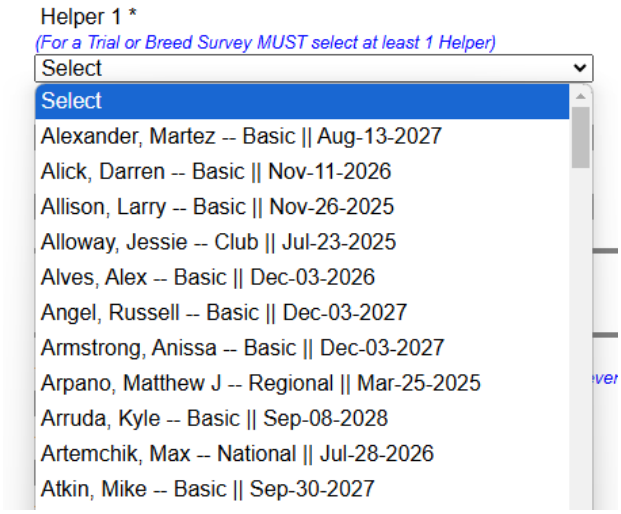
    - For each type of event you will select what is offered. For all except a Trial that will be automatically checked. If having a Trial, click the checkbox next to each title being offered

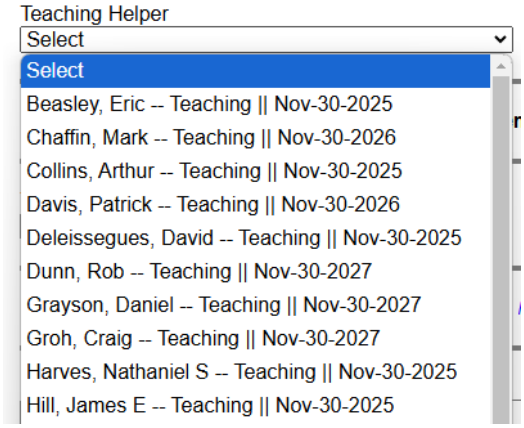


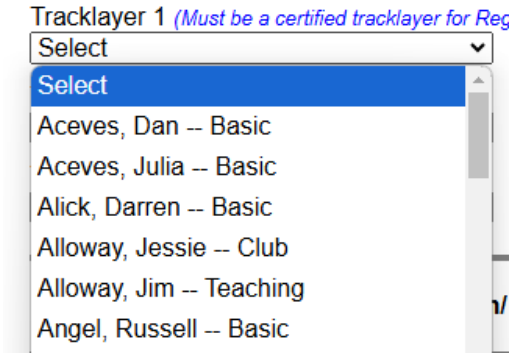
- Event Address is now required
- The Event Contant (CONTACT) must be a Active USCA member and must enter their membership number
    - If a 0 is entered at the beginning a message will appear and the membership number must be entered without the leading 0.
    - Be sure to enter a ‘b’ at the end if an older Family membership
- There are 3 drop down lists with judge names and a 4th if the requested judge is not in the list
    - In the list box each judge will display the following
        - Their organization
        - What they are certified to judge
    - In the Judging Assignment, select what that person will be judging
        - Especially in the case of a Trial with multiple judges

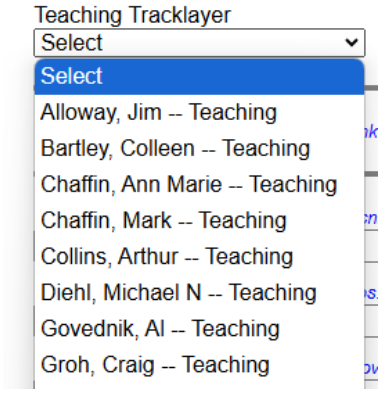


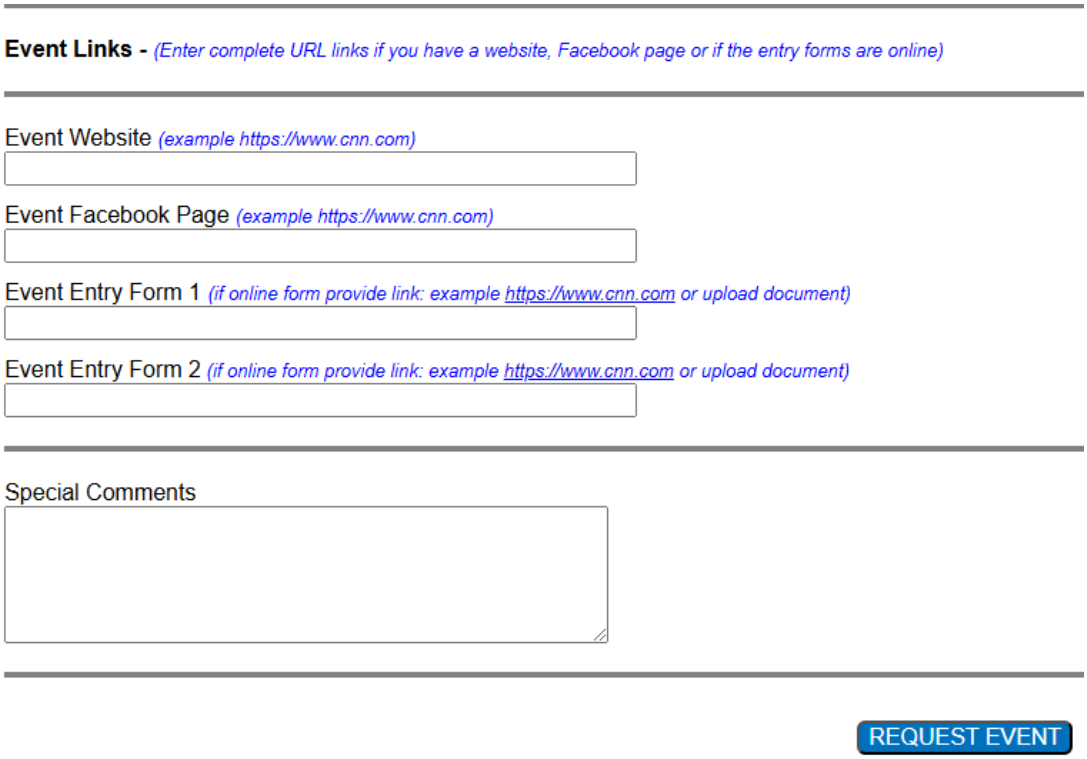


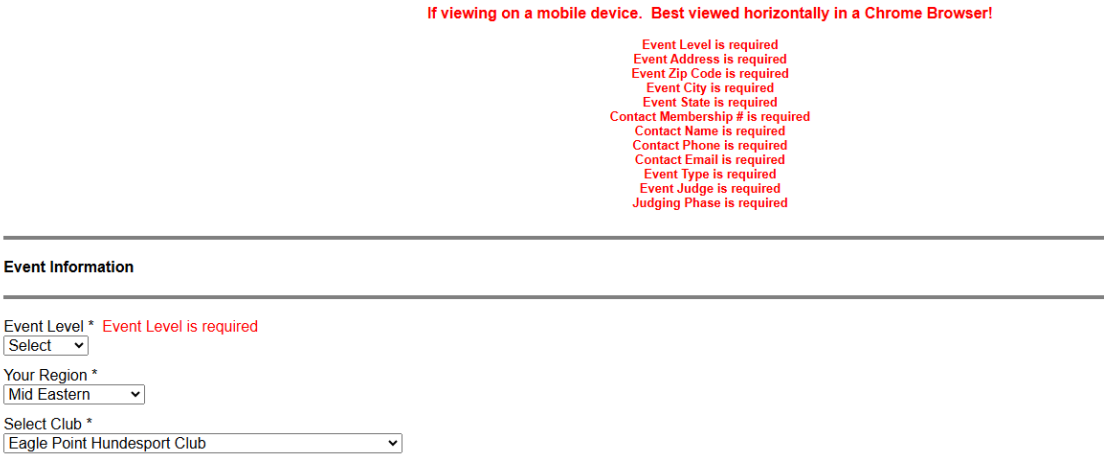
- In the Helper section the following applies
  - Only helpers that are Active USCA Members, have a recorded classification and that classification has not expired will be displayed
  - Next to each helper name is their level and classification expiration date
  - 

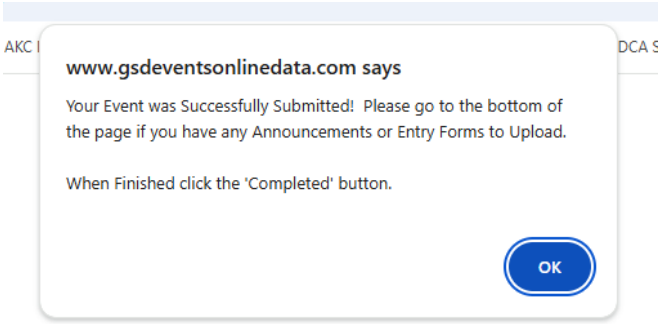
- If Holding a Helper Seminar, Must select a Teaching Helper from the list
  - 

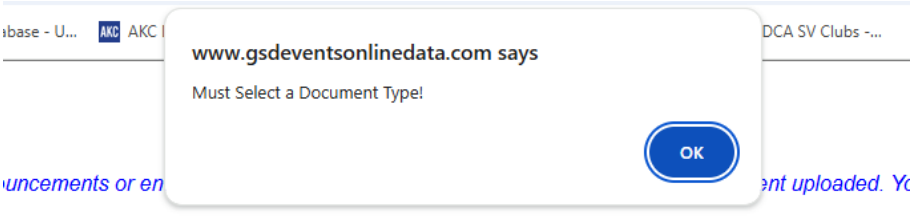
- In the Tracklayer section, any Tracklayer that is an Active USCA member with a recorded classification level is listed along with their classification level
  - 

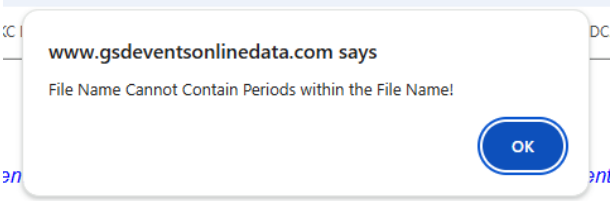
- If holding a Tracklayer Seminar, Must select a Teaching Tracklayer from the list
  - 

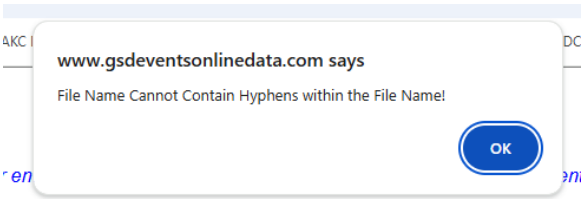
- The next section allows the inclusion of links for websites, Facebook pages, online Event Announcements and online entry forms.
  - Please note, all Breeding Evaluations will begin using the new USCA Entry Portal entry forms. Other entry forms will be following until all clubs for all events will use the USCA Entry Portal
  - There is a section for any special comments for the Regional Director regarding the event
  - When done click the blue 'REQUEST EVENT' button
  - 

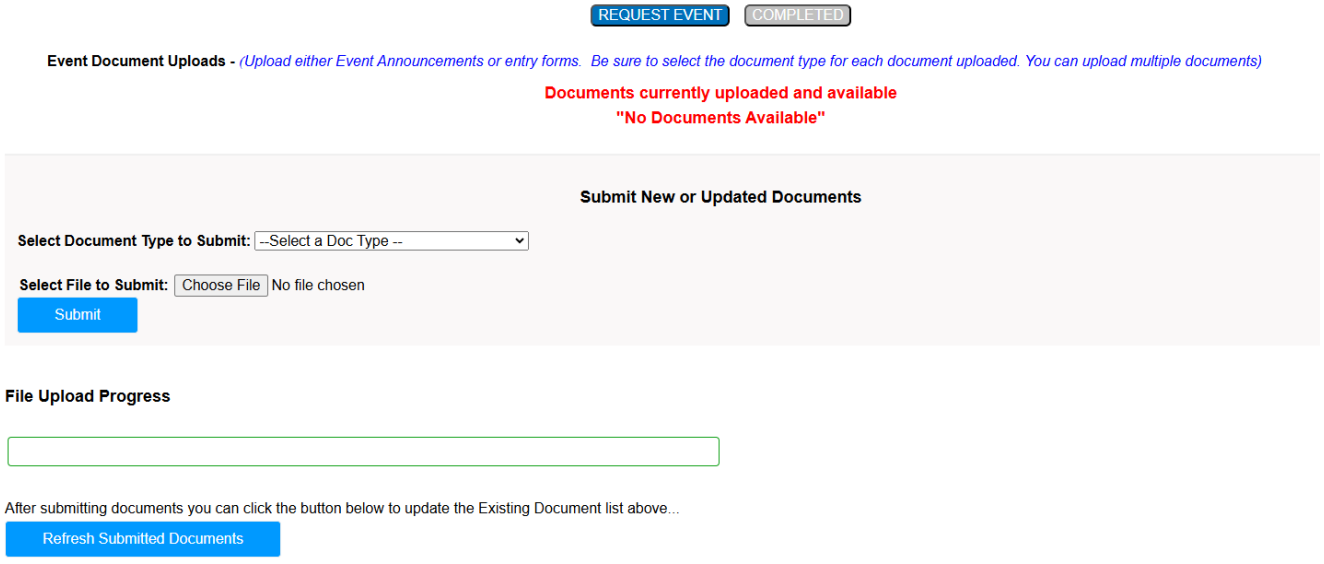
- After Request Event button is clicked if there are any required fields which have not been completed a list will appear in red at the top of the page, as well as red text next to each missing field.
  - 

- Once successfully submitted a message will be displayed stating to go to the bottom of the form to upload any Announcements or Entry Forms.
  - 

- Once done uploading any forms, click the grey ‘COMPLETED’ button
  - You can click the blue Refresh ‘Submitted Documents’ button to display any uploaded documents
  - File names of uploaded documents CANNOT contain the following characters, periods, hyphens or question marks as those will display an error message. Period means within the name of the file like dog.name.jpg. The period between dog and name is not allowed.
  - A document type MUST be selected
    - 

    - 





- The club contact will receive an email confirming their EAF Submission which will include the name and email address of their Regional Director should they need to contact them.
- The Regional Director will receive an email stating an EAF has been submitted and they need to use the Regional Director Application to Approve the event. Email includes a link to the Regional Director App. This application is NOT found within the USCA website