



# DOCNA Dog Registration

**NOW AVAILABLE ONLINE**

<http://www.docna.com>

## **Registering your Dog with Dogs On Course in North America, LLC**

In order to compete in Dogs On Course in North America, LLC events, you must register your dog. **Dog registration is now available online at [www.docna.com](http://www.docna.com).** The registration fee if you register online is \$10/dog. To register, you must first register yourself as a member and then register your dogs. Please note that the member and dog information that you provide will be used to print and mail title and award certificates and may be needed in the event we need to contact you. Please enter complete and correct information and remember to keep it up to date. You must send payment for your dog registration within 15 days or you may be deleted from the DOCNA database. Also, member registrations with no attached dog registrations will be deleted within 30 days as well.

If you do not have computer access, you may instead mail a printed registration form (obtained in the forms library) to register your dog at a cost of \$15/dog registration. You must also include payment for all registrations and a self-addressed stamped envelope and so that we can communicate your registration number(s) to you. **It is strongly recommended that you use the online registration process, even if you need to find a friend to help you do it.**

## **TO REGISTER AS A DOCNA MEMBER**

\*\*\* IF YOU HAVE PREVIOUSLY REGISTERED AS A USER, **DO NOT REGISTER AGAIN**, PLEASE CONTACT DOCNA AT [info@docna.com](mailto:info@docna.com).

From the main <http://www.docna.com> site, Select the **Register a New User** link on the top left of the screen, read the important information that comes up on your screen and then hit the "Continue to Registration" page if you still want to continue. Once there, please read the text at the top of the page, enter your personal information, choose a username and password that you will remember, and hit submit. Any error messages, such as invalid or previously used usernames, will be display in the white section. Please enter all of your information. DOCNA will keep it private, but we may need it to contact you. Please note that your name as entered will go on your title certificates and the mailing address you input will be where your title certificates are mailed to. You need to register as a user only if you want to register dogs. If you just want to view all the site information, it is completely open to users and non users.

After you are done registering, you will be logged in and taken to the page where you can register your dogs, edit your owner info, change your password, or logout. You will also receive a confirmation email so please make sure that [info@docna.com](mailto:info@docna.com) is not blocked by spam and check your junk mail.

## **TO REGISTER YOUR DOG(S)**

**Step 1:** If you are not already logged in, at the top right of the screen, login with your username and password.

**Step 2:** Click the **Add a New Dog** link located in the middle of the screen, in the blue stripe. Enter your dog's information and hit submit. You will need to enter each dog separately hitting submit after each entry. The registered name field is a required field and will be the name that will go on your title certificates - It can be the same as the call name. Please keep a copy of the registration numbers that are generated. You receive confirmation emails for each dog registered. Again please make sure that [info@docna.com](mailto:info@docna.com) is not blocked by spam and check your junk mail.

If you find that any of your dog information is incorrect, you will need to contact DOCNA to update it.

**Step 3:** You must send the \$10/dog registration fee within **15 days** of registering a dog **or prior to your first trial** or your number will be removed.

#### **Step 4:** Enter your local DOCNA trial!

Please note, you will not receive any registration cards in the mail, only the email confirmations. If you would like a permanent height card after you receive your necessary measurement(s) at a trial, we offer a 2"X3" laminated card for purchase for \$10. Otherwise your measurement form becomes your free permanent height card.

If you have questions or want more information, please send email to [info@docna.com](mailto:info@docna.com).

#### **Transfer of Dog Ownership**

Dog Registrations are associated in the DOCNA database with member registrations. If you would like to transfer ownership of a dog to another member, please submit a DOCNA Transfer of Ownership form and the \$15 fee to DOCNA. The form must have complete information and be signed by both parties for a change to be made (Separate forms can be filled out by each party if it is not convenient for them to get together to sign the form)

#### **Names and Mailing Addresses for Award Certificate Generation**

Award certificates are generated automatically using the information provided by the DOCNA member in the DOCNA Dog Registration Database. Certificates are mailed to the address listed in the database. The owners name as is listed in the database and the dog's registered name as is listed in the database is what is put on the certificate. There will be a \$5 per certificate reprinting cost to correct misspellings or replace lost certificates due to an incorrect mailing address. Please make every effort to keep your database information up to date.