



Show Commission Duty Notes

Guide for Show Managers and Entry Clerks

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Show Administration

On receipt of a Show Application:

Circulate to the Show Commission for discussion. If the application is approved, notify the General Secretary who will advise the Club. FB then applies to FIFe for it to be displayed on the FIFe website and the club can then book the judges. At the same time the date will be added to the FB website.

If a club decides not to run a show:

Via the General Secretary, the FB clubs are notified and invited to apply to take the date. The first club to submit a show application (that's approved) gets the date.

If a club applies to take over a date from another club:

The original club is written to (under 'right to repeat') and asked to submit a show application within 14 days. If they don't, they lose the date and it's offered to other clubs above.

Running Shows

Booking judges

Using the current judges list, email judges in the relevant category/ies. At least one judge needs to be all breed. Update the 'judges invited' list with the details, and change 'inv' to 'conf' when the judge confirms.

Example email:

Dear Mr/s xxxxx

On behalf of Felis Britannica, UK, I would like to invite you to judge at our xxxx-day Show to be held in XXXX, UK on xxxxxxxx 2011.

I await your early reply.

Kind regards,

Josie Hughes

Acting Chair, FB Show Commission

Judges Payment

A one day show 100€ each plus their travelling expenses. If they don't go back on Sunday and have to stay over as well as the hotel there is £15/£20 for an evening meal.

A two day show 200€ each.

Penning for the Show

Bella Penning (bellapenning@hotmail.com) need contacting once the date is agreed to ask for a quote for penning the show. Once they send this, it needs agreeing and a deposit paying.

Judges Hotels

The judges need booking into a hotel near the show venue for the night before the show. Someone from the Show Team also needs to stay in the same hotel to 'host' them for dinner in the evening. Aim for £50-60 B&B, with £20-25 allowance for dinner.

If the judges aren't flying home the evening of the show, they also need a hotel booking near to the airport.

Best in Show Panel

HHP can be split LH/SH or MN/FN but don't complete in the overall best in show.

New Breeds (Australian Mists, Tiffanies) and New varieties (eg the Ocicat that has diff colours / patterns) can be treated, in effect, like two more categories. The judge can nominate kitten, junior, male neuter, female neuter, adult male and adult female in *exactly* the same way as for categories I-V, so, in theory, if one judge had the Mists, another had Tiffanies, and there were cats from all classes, we could then have a New Breed BIS resulting in a Best New Breed. The same for new variety. However, the winner of both of these does *not* go forward to the overall best in show.

Running the Secretariat

During Vetting In

- Remind exhibitors to check catalogue for entry accuracy. Clearly state that it is **their** responsibility to ensure everything is correct before judging. Corrections highlighted **after** judging commences, and that were evident in the catalogue, are likely to lead to awards being lost on the day.
- On receipt of correction, update pc and amend judges' books. Remember to move papers between judges if amendment changes the judging group on the day.
- Just prior to closing vetting in, send someone to collect the judges. Have a place for the judges to examine their judge's book and have a tea/coffee.

Pre-Open Judging

- Take attendance sheets to secretariat (someone must collate the sheets from the vets and the gate). It is essential that this happens promptly; at least 15 minutes before judging begins.
- Whilst judges are being collected, have Chief Steward gather stewards together and organise colour assessment/novice class/control class papers in preparation for judges' arrival.
- As soon as judges arrive, do assessments – away from judging ring if possible e.g. in separate room. This helps control when Open judging should commence.
- Pass assessment results to secretariat as they are completed. Allow 5-10 minutes after completion before Open judging commences – a good time for the judges to have a coffee.
- Ensure all changes are processed. Where there is a change of judge, remember to move judge's report form and steward card to the new judge, as well as correcting the information on the judges report forms and sheets.
- Print corrected judges' sheets that will be used as masters by stewards for amendments/judge changes/absentees – if time, reprint a copy for judges as well.
- At this point all should be in place for judging to begin. The secretariat will be quiet now until the first reports arrive, so take a break/have breakfast.

During Open judging

- Have an in-tray in the secretariat where the stewards can leave paperwork.
- It is **essential** that all paperwork is processed quickly. Ensure that the Chief Steward is regularly checking the progress of the judges, and that critiques are brought to the secretariat as soon as the judge has finished with them. Place the critiques into numeric order as you receive them.
- Use a copy of the master judge's sheets printed out previously as a reference for judging class, colour, BIVs, etc. If **anything** has been changed on the judge's critique (class, colour, etc), then this **must** correspond with the master sheets. If not **query** it with the judge's steward, as it is likely to be a change that has not been communicated to the secretariat. Once verified as a

necessary change, update the details on the computer, and verify that the judge's books have been amended, and change of judge implemented if necessary. If the change will impact judging that has already finished, the cat will need to be withdrawn from competition, and any awards lost.

- Each critique placed in the tray should be checked to ensure that the correct award has been given for the class, and that the judge has signed it. Use the master judge's sheets to see if a BIV is available for the colour class (these will be listed at the end of each colour group). You will need to cross reference all cats present for the colour class to verify this – marking the results on the master judge's sheet can help track this. If a BIV has not been awarded where one is expected, this should be queried with the judge. Likewise, if a BIV has been awarded, where one isn't available, this must be queried with the judge. The master judges sheets also allow you to immediately see that the correct placements and awards have been awarded for each colour group e.g. no missing certificates (unless withheld); no missing placements (CAC, EX2, EX4) and no duplicate placements (CAC, EX2, EX2).
- When happy with critique, the checker should then initial the bottom left corner to show this has been done.
- The critique is then split into its two parts. The copy is given to the person on the computer for them to enter the result. The original is used to enter the result on the corresponding Certificate of Award (CoA) card and to issue any BIV rosettes.
- The critique form is now finished with and can be sent out (together with any BIV rosettes if appropriate) or it can be held back and sent out later with its corresponding CoA card.
- When a Nomination sheet comes in from a judge, enter NOM on the CoA card for each cat nominated. Then mark up a nomination rosette for each cat nominated. All the CoAs (and critiques if held back) for that judge, for that category, can now be sent out together with the NOM rosettes. Initial the sheet to indicate that CoA has been updated. Pass the nomination sheets on for the details to be entered into the computer.

Entering results into the computer

- The judgement should be placed in the column headed '**CERTIFICATE**'. The program will check that it is a valid certificate (if applicable) for the class. If the certificate was withheld (i.e. a class 1-10 is awarded an EX1), enter the result as '**EX1 W/H**'. Check that the judge has made it clear on the critique that the certificate is withheld.
- If a BIV has been awarded, place '**Y**' in the column headed '**BIV**'.
- When receiving the nomination sheets, enter a '**Y**' in the column headed '**NOM**'. For category I to IV and Pets, the program automatically completes the BIS sheets and checks that there are no duplicate nominations. For Unrecognised Breeds & Varieties, the nomination has to be manually entered into the BIS sheet – only the number has to be entered; the other details are looked up.
- Ensure the critiques stay in numeric order as you process them.

Pre-BIS Panel

- Instruct the Chief Steward to re-arrange the judge's rings for the BIS Presentation – cages to be cleaned, tables positioned, disinfectant checked, podiums (if used) set out, stewards and judges informed of intended start time, etc. Ask someone to make an announcement on the microphone to let everyone know when BIS will start.
- BIS sheets for Category I, II, III & IV plus the Domestic pets are automatically filled-in by the program. Sheets for Unrecognised Breeds/Varieties and any Specials are not, and should have been entered manually as the Nomination sheets were received. Using the Nomination sheets received by the judges, cross check that the correct cats are shown on the BIS sheets for each category and judge.
- When you are sure that the BIS sheets are correct, print out 3 copies of the 'BIS_Sheets' plus one copy of the 'Judges_BIS_Sheets' for each judge and student judge present.
- Print the steward cards that are required for BIS. Use the 'Steward Cards Template' for this – it will ask you if you want all cards printed, or only the ones for BIS. Choose the latter option.
- **DO NOT FORGET TO MAKE ARRANGEMENTS FOR REFEREE JUDGES IN THE EVENT OF A TIE IN THE VOTING.**
- Give one set of the 'BIS Sheets' and the printed steward cards to the Chief Steward, so they can sort everything into order. Give another set to the person on the microphone, and the final set to the show recorder.

BIS Panel

- The results of BIS should be entered into the show program as they happen – this is so that complete show results are given to the judges at the end of BIS. This can be done by the show recorder, as they will be recording the results on the BIS sheets already, or another person can do it.
- When BIS is complete, print the results sheets – one copy for each judge and student judge, and give to them with their catalogue. If it is a 2-day show, catalogues **must** not be given to the judges until after BIS on the **second** day.

End of Show

- Give the judges their copy of the catalogue, results sheet and present. Ensure they are aware of their onward travel arrangement. In particular, if they are staying overnight for a flight the next day, ensure that have details of their hotel, travel arrangements from the hotel to the airport and provide them with a contact number should they experience any problems before they get their flight home.
- Ensure you have safely retrieved the nomination sheets, copy judge's critiques, recorder's BIS sheets and veterinary rejection forms.
- Send any colour assessment/control class/novice class paperwork to the registrar with a copy of the catalogue.
- The Show Commission should receive the judge's critiques, marked-up BIS papers and 'Results Catalogue'. If the BIS results have been entered during BIS, then this can be generated and printed at the close of the show.

- Veterinary rejection forms should be forwarded to the FB veterinary officer within 24 hours of the show.

ENTRY CLERK'S GUIDE

General

This is a section of show administration that can be done by one person. It is a task that only needs common sense and concentration. It is vital that all stages are followed in the correct order, otherwise mistakes will occur and double checks cannot be made. **Mistakes during this stage can make it impossible to get the penning correct, cause cats to lose their certificates, etc.**

As Entry Clerk, your name and address will be on the show flier and the closing date was traditionally about a month before the show date, but this has proven difficult to enforce if entries are to be reasonable. It is therefore now more usual to keep entries open up until the weekend before the show – this makes it even more important to get the data entered accurately, as there is less time available to create the catalogue, generate the paperwork all the other tasks that cannot be started until entries are closed. It is important that entries are processed each day as they arrive. This will ensure that the last minute is not a panic.

Equipment Required

- Plastic punched pockets to put each entry in.
- Lever arch file to place the entries after they have been dealt with.
- Calculator
- Red pen
- EMS code list
- Tally envelopes
- Container for the tally envelopes
- Bank paying in book
- Computer with Microsoft Word and Excel.
- The Felis Britannica show software.

Getting Started

On receiving the show entry, open the envelope and make sure that nothing is left inside. It has been known for cheques to be thrown away by mistake. **Deal with each entry as you open it otherwise they can easily get mixed up.**

Check that the show and show date filled in by the exhibitor at the top of the form, is correct.

In order to check the show fees it may be useful to make yourself a chart of show fees to refer to. **No show entries should be processed unless on the official entry form and with the correct fees. Discounts may apply for certain entries. Ensure you are familiar with these, and account for them in any calculations.**

Note how many cats the exhibitor has entered and if the cats are sharing pens, whether they need extra passes, adverts, catalogues or any donations. Work out the amount you think it should be and check that the exhibitor has sent the correct amount. It is handy to have a pad and a calculator alongside.

Should you need to amend or alter anything on the entry forms please do it in red. There is then no confusion or arguments.

Checking the Entry Forms

The most common mistakes are:

- Class – make sure the class entered corresponds with any title;
- Sex – the show software will show an error if you try to enter an entire cat in a neuter class or the other way round but this should be checked carefully;
- EMS code – the show software checks that the EMS code entered is a valid one but that's all. Some exhibitors do not know their cats EMS code and will only enter the colour description and leave it to you to work out! Have a copy of the EMS code list to hand for checking any that you are not sure of;
- Date of birth - the show software checks the date of birth for kittens and will tell you if they have been entered in the wrong class.

Classes 13a (Novice Class) and 13b (Control Class)

Any entries received for classes 13a or 13b must be accompanied by a letter stating why the cat is entered into the class. For class 13b a copy of the cat's pedigree must also be enclosed.

Remember – if in doubt ask. Always check with the exhibitor if anything on the entry form is not clear.

Once this is done the cats can then be entered into the show programme. They need not be placed in EMS code order as the programme will do this when the Show Manager comes to create the catalogue. Enter each cat's details into the Entries spreadsheet, the exhibitor's details into the Exhibitor list, and on the Breakdown sheet enter the number of cats, pens, passes, catalogues etc and monies paid. Details of using the show programme are below.

Remember to bank cheques at regular intervals so that you don't bankrupt your club!!

Tally Envelopes

At this stage when you have checked the entry **NOW** is the time to write out the tally envelope. It is most important whilst you have all the information to hand to do this now. Process each exhibitor's entry form individually - **do not wait until you have finished them all, otherwise you have to look at each one again and this is time consuming.**

- Make sure that all the envelope flaps are facing the same way.
- Write the exhibitors name (last name first) at the top left of the envelope.
- Underneath write the cat/cats name/s – use the registered name, not pet names. Make sure you leave enough space at the left-hand edge for the cats to be numbered, and at the right-hand edge for the pen numbers to be written in later.
- Bracket together any cats sharing pens – this is **most** important, as this is the **ONLY** record of which cats share pens, and will be used by the show manager to pen the cats. If this is wrong, the show manager will have to go through all received entry forms to re-create the information!!!
- If the cat is a single cat in a single pen put an asterisk after the cat's name – this will be essential information when the show manager does the penning plan.
- At the bottom left of the envelope make a note of any extra passes/catalogues ordered.
- At the bottom right, make a note of any monies owing or to be refunded.
- On the back of the envelope the exhibitor can be thanked for any donation.
- The envelopes are then placed in alphabetical order in a suitable box.
- Enter the details into the show programme (see below).

Once you have got this far, number the entry form – top right corner (take the number from the field called 'INDEX' displayed in the dialogue that you type the entry details into), hole-punch the entry form and put the entry in the ring binder. Now move onto the next entry.

Hand-over to the Show Manager

On a regular basis you will need to let the Show Manager know what entries have been received so that they can order trophies and rosettes, or chase entries if necessary.

Once you reach the agreed cut-off date for entries, you will need to hand over everything you have processed including the show spreadsheet to the Show Manager so that they can complete the catalogue and judges paperwork.

Remember!

- No entries without money, unless agreed with the show manager.
- Process entries as they come in to avoid build up.
- Write out the tally envelopes as you process each entry.
- Use a red pen for any corrections you make on the entry forms.
- **Communicate with your team!**

Using the Excel Spreadsheet

FOR THE PROGRAM TO WORK, macros must be enabled. In versions of Excel prior to 2007, this is done from the Tools ► Macro ► Security menu, and should be set to 'Medium'. This means that you will be asked if you want to enable macros whenever you open a file that contains them.

For Excel 2007, the default will be for a Security warning to appear at the top of the opened sheet. Choose Options, and select 'Enable Content'. If this does not appear, you will need to go to Excel options, and the Security/Trust Centre for Macros to change the security level.

For the show spreadsheet you must choose 'enable macros' if asked.

There are 4 sheets that you will use: 'Entries', 'Show Details', 'Breakdown' and 'Exhibitor List'.

- Entries - this is where the cat's details go.
- Show details - this only has to be edited once, to enter the name of the show and the date
- Breakdown - this is used to track what each exhibitor wants – types & number of pens, payment details, side classes, etc.
- Exhibitors - names & club of exhibitors - this is used for the catalogue production

Before starting anything, enter the name of the show and the date of the show in the 'Show Details' sheet. The rest is completed by the Show Manager once entries have closed. In general you can then forget about this sheet and the show manager may have already entered the show name & date. It is worth referring to this sheet from time to time to ensure there is no red, sad face (☹) next to the number of entries for a particular day. If this is visible it highlights a discrepancy between the number of cats entered for each day, and the number of cats in pen (from the breakdown). It is best to resolve why these do not correlate as soon as you notice the problem, rather than leave it until all entries are received, since checking all entries and penning can take a long time.

Now you can begin to process the exhibitor's individual entry forms. To speed entry, there is a database of cats that have entered previous FB shows. To put a new entry into the spreadsheet, highlight a cell in the row you want to enter the cat – this will usually be the next blank row, unless you want to overwrite a previous entry. If there are details in the currently selected row, you will be given the option to either amend or overwrite the entry in that row.

Along the top row of the 'Entries' sheet are a number of buttons. The one you will use most is the one labelled '**ADD / EDIT ENTRY**'. You will need to press this button each time you wish to enter a new cat, or amend previously entered details. The other buttons are:

'SORT BY EMS' – this will sort the entries into the correct order for the catalogue.

'SORT BY NUMBER' – this option is only useful **after** the entries have been numbered, which usually doesn't happen until after entries have been closed. Primarily of use to the show manager if they have to accept late entries, after the entries have been numbered.

'SORT BY INDEX' – this will sort the entries into the order of the generated index number (see below). This will, in effect, be the order you processed the entries, and can be useful if you need to get the entries back into the same order as the processed entry forms.

'NUMBER ENTRIES' – this is normally not done until after entries have been closed, and by the show manager. It assigns a catalogue number to all exhibits.

'CREATE PENNING DATABASE' – used by the show manager to generate paperwork.

'PRINT BIS SHEETS' – used by the show manager to generate paperwork.

'EMAIL TO SHOW MANAGER' – due to the size of the entire programme, pressing this button will email only the necessary sheets to the show manager. Your show manager will tell you how often to do this, so that they can track entry progress.

To begin entering details, ensure you are on a blank row (or the row containing the exhibit you wish to amend) and press the **'ADD / EDIT ENTRY'** button – this will ask you for the name of the entry. If there is a match, then those details will be filled in. If there are close matches, you will be given a number of choices to choose from. If none of the matches is the cat you are looking for then choose the last entry in the list – this will be the search string you entered, and when selected will present you with a blank form to complete for a new entry in the database. Just complete the name fully at the top of the form, and fill in the other fields.

HINT: IT IS BEST TO ENTER ONLY PART OF THE CAT'S NAME, AND ALLOW THE PROGRAM TO OFFER A NUMBER OF ALTERNATIVES IN THE DATABASE. If too many results are returned, add more to the search text and try again.

e.g An exhibitor is entering 'Chuffy Too Strings'. Try searching for 'Chuffy', which will return all cats with the prefix 'Chuffy'. This has the advantage that it will return 'Chuffy Two Strings as an option, if the exhibitor meant 'Two' not 'Too'. If there are too many results returned with the first search, then reduce the number by trying 'Chuffy T'.

When NO results are returned, it is worth trying some alternative search strings, as exhibitors often misspell part of their own cat's name, and/or handwriting can often be a problem.

As you process each entry form number it (the top right corner is a good place to write the number), and put the number you've written on the form into the 'Index' field. The program will normally automatically complete this field with the next available number, so under normal circumstances you shouldn't need to alter it – just copy this number onto the entry form. This helps if there are any queries later on. When you have finished with the form you should file it in a ring binder.

NEVER TYPE INTO THE 'Entries' SPREADSHEET DIRECTLY – ALWAYS USE THE BUTTON TO ADD, OVERWRITE OR MODIFY ENTRIES!!!

The fields are:

TITLE – any title the cat may have.

PRE – this is primarily for country codes. These will usually take the form of 1 or 2 letters before the cat's name and will typically be in the form **(N)** (for Norway) or **S*** (Sweden). Either brackets or an asterisk may be encountered, but FB uses an asterisk for registration purposes, so it is best always to use the asterisk form. E.g. change **(N)** to **N***. See also POST. **DO NOT INCLUDE THE COUNTRY CODE IN THE CAT NAME FIELD. SINGLE OR DOUBLE LETTERS AT THE START OR END OF A NAME ARE USUALLY COUNTRY CODES, AND ARE OFTEN IN BRACKETS OR INCLUDE A *. If in doubt, check with the FB show commission or registrar.**

CAT NAME – the cat's name, without titles, country codes, etc.

POST – See Pre. For prefixes a country code should be before the name, and so in PRE but for breeding suffixes, the country code should be AFTER the name and so in POST. In the case of a suffix, the asterisk appears before the country code i.e. for Norway it becomes ***N**. This field is also used for suffix titles – DM, JW & DSM. If the cat has both a country code and a suffix title, just combine them with the country code first e.g. ***N JW**.

EMS Code – the EMS code from the entry form. Carefully compare the EMS code and the colour description – exhibitors often put things that don't match!!! If it is not obvious what they meant, contact the exhibitor and check with them. It is better to pick up inconsistencies now than after the catalogue has been prepared, or at the show. The **'O'** column (titled NULL) indicates if the EMS code is recognised. **#N/A** indicates a problem. A number indicates that it is OK. Be careful to put EMS codes in the correct format – exhibitors OFTEN get them wrong. Extra spaces in the EMS code will also confuse the program so, if your EMS code is not recognised, first check for extra spaces either before or after the EMS code. **ALSO NOTE, ALL NUMERIC PARTS OF THE EMS CODE HAVE TO BE IN INCREASING ORDER e.g. MCO n 09 23 NOT MCO n 23 09**

SEX – M, F, MN or FN only. Kittens should always be entered as M or F, regardless of whether or not they are neutered.

DOB – enter in the format 13-may-08 to avoid any ambiguity.

CLASS – the competition class the cat is entered in. Check this matches up with the title the cat has (if applicable). Enter any cats entered in **CLASS 15** as 0 (Zero) in this column.

SIRE – sire's full name, including titles, country codes **and the EMS code in brackets at the end of the name**. If the title is NOT a FIFe title, then the organisation of origin should go before the title e.g. GCCF Ch

DAM - as SIRE.

Exhibitor – Exhibitor's name. **USE** the format **"Surname, First Name"** – this ensures that it is consistent with other names, and makes sorting/comparing much easier. **PLEASE ENSURE THE COMMA IS INCLUDED AFTER THE SURNAME!**

BREEDER – as Exhibitor

REG.NO – Registration number from form – ALL cats should have a registration number as a rule. Applied for is acceptable for young kittens that are being registered with FB. Others should be checked with the FB registration department to ensure all cats are exhibited as they would be registered by FIFe.

Saturday / Sunday – checkboxes to indicate which days the cat is entered for.

The entries are checked for basic correctness, and will highlight any problems as you enter them. Column 'O' (NULL) and 'AC' (CHECK) are used to provide feedback.

If there is a problem with the entry, you will see '#N/A' in column O – if everything is OK, a number will be displayed in this column. The program also checks the cat's date of birth, class and SEX, and highlights any errors in column AC. Once you've entered the DOB, sex and class, either 'OK' or the nature of the query is displayed. Domestic cats will always show an empty cell in column AC.

IF THE INFORMATION IN THE DATABASE OF CATS (i.e. what the program automatically fills in) DOES NOT MATCH WHAT THE EXHIBITOR HAS WRITTEN ON THE ENTRY FORM DO NOT ASSUME THAT THE EXHIBITOR HAS GOT IT RIGHT – THE EXHIBITOR OFTEN PUTS DOWN INCORRECT INFORMATION. IF THERE IS A DISCREPANCY, QUERY IT. IT IS IMPORTANT TO GET IT RIGHT AT THIS STAGE, AS IT CAN BE TOO LATE AT THE SHOW. TALK TO THE EXHIBITOR, OR CONTACT THE SHOW COMMISSION OR REGISTRAR TO SEE IF THEY CAN HELP.

The 'Breakdown' sheet is used to record who's paid what and how many cats are entered. There is a column for each exhibitor to indicate how many pens they want of each type (single pen, double pen 1, 2 or 3 cats sharing), which side classes they're entering if any and how many EXTRA catalogues and/or entry passes they've paid for (each exhibitor gets one entry pass and one catalogue in their entry fee). Sharing info is recorded on the brown envelope (see below).

As you process each entry, write out an envelope for each exhibitor - write on it the name of the exhibitor (please always write the surname first - and do it in this format in the spreadsheet also), list all the cats they've entered (bracket together those cats sharing a pen - put the bracket to the RIGHT of the names) leaving space to the left for the cat number to be added and to the right for the pen number to be added, and at the bottom of the envelope put how many passes & catalogues they're getting - this is the TOTAL number INCLUDING the one catalogue and entry pass they get free as part of their entry.

NOTES ON SHOW PREPARATION FILES

These automated processes have been developed on Microsoft Office 2003 running on a PC with Microsoft XP Professional.

A number of more advanced Office features are used, in an attempt to automate the process as fully as possible, and this means that no guarantees can be given regarding how successfully (or not) they will work on previous versions of Windows or Office, since they have not been tested.

A basic understanding of Microsoft Word & Excel is assumed.

BEFORE YOU START

Many of the following templates make use of macros and/or Visual Basic scripts. In order to run these, you must check that your copy of Word and Excel have the required security level set. The recommended setting is **'MEDIUM'**, which will ensure that you are asked to allow macros whenever a file using them is opened.

To set the security level, select the menu option **Tools->Macro->Security**. Choose the Medium setting, and select OK. You only have to do this once – Word/Excel will remember this setting unless explicitly reset. The security setting must be set to at least medium – if set to **LOW**, the templates will not work fully. For Office 2007 the Office Trust Centre, found in the main options pane, is used to change macro permissions.

When opened, the template files that use macros/scripts will produce a warning indicating that the file contains macros, and that they may be harmful. These files contain nothing harmful, and you must choose **'Enable Macro'** for them to work as intended.

You may be prompted asking if you want to execute the embedded SQL query. This is a result of how some of the templates work, and appears to vary with different versions of Microsoft Office. It should be OK to select **'No'**. If you select **'Yes'**, you wish to continue, you will be prompted to find a data source, browse to where you have saved your spreadsheet containing the entries, and select it.

The custom scripts have, in general, been made accessible via the toolbar (to the right of the menu options – usually to the immediate right of **Help**) and on the **File->** menu. Remember, Microsoft Office applications often 'hide' options it thinks you will not use often, so if the macro/script referred to is not visible, expand the toolbar or menu fully, and this will almost always reveal the 'missing' option! In Office 2007 they will appear under the **'Add-Ins'** menu.

Toolbar shortcuts are executed by clicking on them once. Menu shortcuts are executed in the usual way, by selecting the option from the menu.

THINGS YOU WILL NEED

Before you begin (ideally well before you need them, so as to give yourself plenty of time to source them should any difficulty be encountered), you should also ensure that you have all the equipment needed to produce the paperwork:

- A general purpose printer – ideally quick (laser printer is best – one can be loaned to the club by FB). Must be able to print on card of 160gms, and paper sizes of A4, A5 and index cards of 6"x4" and 5"x3". These are for the default templates – A5 for CoA, 6"x4" for steward cards and 5"x3" for penning cards. If you choose to create your own template layouts, then it will be whatever you choose to print the CoA, penning and steward cards on. Remember, all printers are different – particularly regarding how close they can print to the edge of the paper. Consider this when designing your templates – some printers require margins of 10mm or more.
- A dot matrix printer, suitable for printing on continuous stationary – for printing judge's report forms. The templates for these are 174mm wide and 8.5" (215.9mm) length, and a custom page size must be set up for this. To set a custom page size under Windows XP, select 'Printers and Faxes' and choose the **File->Server Properties** menu option. Click on '**Create a new form**' so that it is ticked. Type in a **Form name**, for example 'FB JUDGE FORM', but the actual name is not important. Now enter the form size, as above (width 174mm, height 215.9mm), with margins of 0mm. Now click on **Save Form**, and then **Close**.
- Pre-printed club Certificate of Award card blanks OR blank ~160 gms A5 cards if using a template that includes the entire CoA design. You will need one for each cat entered in competition, and a few spares.
- A4 paper. You will need 2 different colours – one white, and one of your choice (often a club colour). (for 200 cats, circa 30 sheets per judge of each colour). Extra white required for other show papers – around 50 sheets.
- Judges report form stationary – supplied by FB.
- Pen card blanks – 3" x 5". One for each separate pen.
- Steward card blanks – 4" x 6". One for each entry PLUS those needed for the BIS panel. The number needed for the BIS panel will be at most 6 x (the sum of the number of categories being judged by each judge). For example, if you have 3 judges, one judging 2 categories, and two each judging 3 categories, then you will need a maximum of $6 \times (2 + 3 + 3) = 48$ cards for BIS panel.

The template files are exactly that – templates. They are intended to be customised so that you can achieve your own clubs '**look**'. You may use them 'as is', if you like, or completely change the layout. As a minimum, you will want to change the club logos – those included are purely to indicate the usage of a logo.

Using the 2-day spreadsheet

In order to support 2-day shows, the program allows you to enter a cat's details once, and indicate which day(s) it's entered for. For a one day show just always use one day for entering details (usually Sunday).

Use the option at the top of the 'Entries' sheet to select Saturday or Sunday. When entering exhibit details **it doesn't matter** what this is set to. It is important that you have this set correctly when you do any of the following, as this information is specific to a particular day:

1. Enter the name of the judge for a cat on each day
2. Enter the class (when first switching from Saturday to Sunday, if there is no class set for Sunday the programme will copy across the Sunday class for you. This will

normally be the case. If not, it can be manually overwritten in Sunday for affected cats).

3. Entering results
4. Entering details into the 'Show Details' sheet – judges, specials, venue, date, etc.

There is also an additional field in 'Show Details' – the club name at the top. This will be used to automatically complete some of the templates.

For 2-day shows it is suggested that you first select Saturday, save the spreadsheet and create all the paperwork for Saturday. Then open the spreadsheet again, select Sunday, save the spreadsheet and create all the paperwork for Sunday. It is recommended that the show spreadsheet is NOT open in Excel whilst the template macros are used.

There are 2 changes from earlier version for entering exhibits:

1. There is now a tick item at the bottom of the entry dialogue to select which days the cat is entered.
2. The search algorithm has been changed – it now looks for similar occurrences of what you have typed within the names of cats in the show database. The best way to use this is to type in a part of the names e.g. for Michealmus Sienna Sunrise you could enter 'Sienna' or 'Sunrise' or 'Sienna Sunrise', and it will match all similar occurrences. The less you type, the more matches you get.

Please ignore the side class option – this feature is not, as yet, supported.

FILES INCLUDED WITH THIS DISTRIBUTION

NB – please do not re-save the template files after running the macros; some of the content is dynamic, and doing so may affect using the templates in the future. Once a file has been generated, save it as a new name specific to the show. If you wish to modify templates, this must be done without having executed the macros and the new template file save before using the macros.

Assessments.doc – this is a template file used to create the sheets used for colour assessments, control classes and novice classes. This file is not in any way automated – you must create the needed sheets manually, using this template as guidance, for the cats in these classes. These documents should be sent to the FB registrar after the show. Each one must be signed by 2 judges who have assessed the cats. There should be a separate sheet for each cat, and please print in duplicate so that the exhibitor may take one cope, and the club send one to the Registrar.

Attendance Form.pdf – used on the gate and by the vets to record attendance and successful (or not) passing of the veterinary examination.

Catalogue creation two column A4.doc & Catalogue creation A5 – this automated template will generate all the entries for the catalogue. The script is called **Project.NewMacros.Create_Entries**. Execute the script, at which point you will be prompted to choose the spreadsheet containing the entries. Save the resulting file ready to use in your catalogue template. The document uses styles, and these can be redefined to match your own club's 'look', if you so wish. If you wish to see a list of the Styles used, and where they are used, contact the author.

The rest of the catalogue is manually edited in Word. It is recommended that you start with a catalogue from a previous show, since much of the content is either duplicated, or needs little editing to be suitable.

CoA Template.doc - standard FB CoA card generator. The script is called **Project.NewMacros.Create_CoA**. It is now **no longer necessary** to enter the name of the

venue and the date of the show – these will be read from your show data in the spreadsheet. Execute the script, at which point you will be prompted to choose the spreadsheet containing the entries. Save file for printing later, or print immediately, as required.

Cross Ref matrix template.doc – this file is only necessary if you number and file your entries in the order in which you receive them. This template will produce a grid that allows you to look up which cat number equates to which numbered entry form. The script is called **Project.NewMacros.Create_XRef_Matrix**. Execute the script, at which point you will be prompted to choose the spreadsheet containing the entries. Attach the generated matrix to the front of your file containing the entry form.

FB JUDGES FORM TEMPLATE.doc – this automated template will generate the judges report forms. The script is called **Project.NewMacros.Create_Judges_Forms**. It is now **no longer necessary** to enter the name of the venue & club and the date of the show – these will be read from your show data in the spreadsheet. Execute the script, at which point you will be prompted to choose the spreadsheet containing the entries. Save file for printing later, or print immediately, as required. Prints to FB continuous stationary on a dot matrix printer.

FIFe Steward Cert – the standard document for steward certificates.

Judges book intro.doc – this is just an example of a welcome sheet for judge's book.

Judges Expenses.doc – example of sheet that should go into judge's book for their expenses claim on the day of the show.

Judges sheets.doc – this automated template will generate the judges sheets for the judges books. The script is called **Project.NewMacros.Create_Judges_Sheets**. It is now **no longer necessary** to enter the name of the venue and the date of the show – these will be read from your show data in the spreadsheet. Execute the script, at which point you will be prompted to choose the spreadsheet containing the entries. Save file for printing later, or print immediately, as required.

These sheets go into the judges books in duplicate – one set on white paper for the secretariat, and one copy on coloured paper for the judge to keep if they wish.

This file will also be used on the day of the show to create master sheets for the secretariat and stewards. This print out will incorporate and changes made on the morning of the show (due to mistakes in the catalogue, colour assessments, etc) and list absent cats.

JudgingLists (table).doc – example front of table sheets – designed for A3 paper, but can be done as A4 if you do not have an A3 printer. These sheets have to be created manually.

Nomination sheets.doc – example of sheets that should go into judge's book for submission of their nominations. This is currently a manual task, and the example document a little cumbersome to use – especially if you do not understand how Word handles sections. Rather than try to include ALL judges in one document (which the use of sections allow), it may be easier to have separate copies of the **Nomination sheets** for each judge.

How many sheets each judge gets will depend upon the Categories they are allocated for the day.

Pen cards template.doc – this automated template will generate the pen cards. Before you run this script, you need to have created the penning database. You do this in the entries spreadsheet, by pressing in the **Create Penning Database** button along the top of the entries sheet. This generates the information needed by the following script (which will not work correctly unless you have completed this step). You do not need to generate cards for Sat & Sun if the show is a 2-day show, since this template will create cards for both days, if a 2-day show.

The script to create the Pen Cards is called **Project.NewMacros.Create_Pen_Cards**. Execute the script, at which point you will be prompted to choose the spreadsheet containing the entries. Once complete, save file for printing later, or print immediately, as required. The pen cards are designed to print on 5"x3" cards, but this can be changed by editing the template BEFORE merging the document.

Results sheet.doc - this automated template will generate the results sheets, to be include with the copy of the catalogue given to the judges at the end of the show. The script is called **Project.NewMacros.Create_Final_Results_Sheets**. Execute the script, at which point you will be prompted to choose the spreadsheet containing the entries.

Results_Catalogue.doc - this automated template will generate the results catalogue. The script is called **Project.NewMacros.Create_Results**. Execute the script, at which point you will be prompted to choose the spreadsheet containing the entries. The document created by this script should be sent to the FB Show Commission with the show paperwork in order for the show results to be verified.

Row End Letters.doc - standard single A4 sheet letters for the end of rows – the number of letters required will depend on the hall layout you design.

Row end matrix template (no letters).doc - this automated template will generate the row-end grids for locating cats in the hall. The script is called **Project.NewMacros.Create_XRef_Matrix**. Execute the script, at which point you will be prompted to choose the spreadsheet containing the entries. Save file for printing later, or print immediately, as required.

Steward cards template.doc - - this automated template will generate the steward cards. The script is called **Project.NewMacros.Create_Steward_Cards**. It is now **no longer necessary** to enter the name of the venue and the date of the show – these will be read from your show data in the spreadsheet. Execute the script, at which point you will be prompted to choose the spreadsheet containing the entries. You will then be asked if you want the steward cards for the show judging (answer **YES**) or for the BIS panel only (answer **NO**). The BIS steward cards are created on the day of the show, once all the nominations are complete. The steward cards for the judging are created and printed before the show. Save these for printing later, or print immediately, as required.

Important notes for the Show Manager

On receiving the entries database from your entry clerk, there are some steps necessary in order to make the spreadsheet ready for creating the various items of paperwork:

- Open the spreadsheet containing the entries.
- Unprotect the **Entries** sheet – **Tools->Protection->Unprotect Sheet**
- Set the number of entries received - **Insert->Name->Define**, select 'EntriesDB' and change the final number (e.g. if '=Entries!\$A\$1:\$AJ\$200' then change the '200' to the number of the last row in your entries sheet – this number will be 1 higher than the number of cats entered in the show). Click 'OK'. Then, make sure that the 'Entries' sheet is the first sheet in the list along the bottom, and re-save the spreadsheet.

NB. In the latest version of the spreadsheet (v7.0), this step should no longer be necessary, since a change was made to automate it. I would recommend check the value though, as it is essential to the right number of cats being used in some of the paperwork generated.

The entries spreadsheet, as provided by the entry clerk will be complete except for you having order the cats (**Tools->Macro->Macros...** and double click on **Correct_Ordering**), number the cats – always **AFTER** ordering the entries (**Tools->Macro->Macros...** and double click on **Number_Entries**), allocate judges and enter which pen the cats are in. Any

mistakes in the catalogue MUST be corrected before using the spreadsheet to generate ANY paperwork.

NEVER RENUMBER THE CATS ONCE YOU HAVE GENERATED YOUR FIRST ITEM OF PAPERWORK – IT WILL RESULT IN CAT NUMBERS THAT DO NOT MATCH UP.

If you accept late entries after numbering the cats, you must manually add the next available number to the late entry. Alternatively you must discard all paperwork generated, including the catalogue entries if already done, and regenerate everything after re-numbering.

MAKE SURE YOU TAKE A COPY OF ALL THE FILES TO THE SHOW!!! YOU MAY NEED SOME IF THERE ARE AMENDMENTS NEEDED ON THE DAY.

The Entries Spreadsheet itself, the Steward cards template, the Judges sheets template and the results catalogue are ALWAYS needed on the day.

Winners Show

Up to 2011 this was traditionally held in November, but from 2013 will be at the end of January as the FB show year is moving to match the calendar year. This is the only show in the FB calendar that the Show Commission is formally responsible for running.

In addition to the 'normal' FB show awards, cats that have achieved the title of Supreme Premier or Supreme Champion in the show year that just ended also receive an FB award. Aford Awards <http://www.afordawards.co.uk/>, Thomas@afordawards.co.uk, JC001A- 6.5 x 5 Inch Jade Curve Jade Glass.

Winners Show perpetual trophies:

There are also the following perpetual trophies that are awarded:

World Cat congress Trophy for overall best In Show
Royal Canin Trophy for overall Best In Show
Birgit Solstein memorial trophy For Friendliest cat
Maine Coon guild trophy for Best Maine coon
Viking cat club trophy for Best housecat
Best Burmese Donated by Mrs Penny Bydlinski
Best Maine Coon Neuter donated by Mrs T Clarke
Overall Best in Cat I Donated by GOE
Overall Best In Cat IV Donated by GOE

Rosettes are ordered from Premier Rosettes: <http://www.premierrosettes.com/>
info@premierrosettes.com

Show Year

Up to and including 2011, the show year ran from the Winners Show in November to the final show of the year in October.

For 2011-12 the show year will run from the Winners Show in November 2011 to the final show of the year in December 2012.

From 2013 onwards the show will run from the Winners Show in January 2013 to the final show of the year in December 2013.

Annual Awards Dinner

This is traditionally held on the Saturday evening of the FB AGA. Points are calculated throughout the show year, currently (2011) by John & Caroline Tipper.

Trophies and Awards

In addition to the points awards, any cats that have achieved one of the 'special' FIFe awards received an award from FB. This is from Aford Awards <http://www.afordawards.co.uk/>, Thomas@afordawards.co.uk, trophy JC032B:

Distinguished Variety Merit (DVM), for winning 10 BIV awards over a minimum of two years and a day - started 1 January 2008 so the first winners will be found on or after 2 January 2010!

Distinguished Show Merit (DSM), for winning 10 BIS/BOX awards over a minimum of two years and a day

Distinguished Merit (DM), for a female cat with 5 offspring who have reached IC/IP or higher, or a male cat with 10 such offspring

Junior Winner (JW), for winning 5 BIS awards as a kitten or junior

World Winner (WW), for winning a BIS award at the annual FIFe World Show

Supreme Champion / Supreme Premier

Perpetual trophies:

The Alexander Trophy for Overall category IV

VCC Trophy for Best new breed

The Nanna Memorial trophy for best NFO female

The Prince Dante trophy for best NFO male

The Freya shield for best NFO neuter

Selkcahcats memorial trophy for best NFO junior

The Tigganlea trophy for best NFO kitten

The MCG trophy for best overall Maine coon

Best breeder

Overall points (in addition to FB glass trophy)

FB glass perpetual trophies:

Overall kitten

Overall junior

Overall adult

Overall neuter

Overall points