

Entry Secretary's report

Understanding the entry form

EVEN though the current entry form format is very straight forward, I still have many people who are filling it out incorrectly. Here is a simple breakdown of the entry form. The following information/columns are to be included.

1st column

'OFFICE USE' – (tag/cage number) This is to be left blank for the Entries Secretary to write the tag/cage numbers in. Corresponding ear tags will be attached to the page when you pay your entries before the show.

2nd column

BREED CLASS NO. – this is your cavy's Class/Breed in which they are to be entered, i.e., number 1 for Black Himalayans, 25 for Self Beige, etc.

Refer to the official **NSWCC Show Schedule, February 2004** for samples of how to fill out each column and for the correct numbering of the Breed Classes It was in a previous issue of *Cavy Capers*, or it is available from the Club web site [www.nswcavyclub.org] or from the Entry Secretary or the Club Secretary, or the Editor. See page 2 for contact details.

3rd column

SECTION – this refers to the cavy's age – Boar, Sow, Junior or Baby – you can also write A, B, C or D respectively (again; refer to the Show Schedule). Please be aware that there is **no need to write boar or sow if the cavy is under 9 months of age!**

The word Junior or Baby (C or D) MUST be included.

4th column

BREED/COLOUR – in this column you **MUST** include the cavy's breed and colour. An example is, if it is a Satin Self cavy, do not just put 'self cream' (even though you have written Class 12), the cavy's breed is 'Satin Self Cream'. Also, if there is the same breed with different eye colour, you must include the eye colour – such as PE or DE Golden. Note that there is no need to include colour on breeds in which it is not a factor (i.e., Coarse Coat, Rex and Longhair – colour doesn't matter with these breeds).

5th column

CAVY'S NAME – this is for you cavy's official name – Stud Name and Given Name (check his pedigree and make sure you have spelled it correctly). See the sample on the Official Entry Form or check with the cavy's breeder, if you are unsure. Please make sure that this information is written clearly (printed in block letters). This information is used to write place cards and for the printed results in *Cavy Capers*. Be sure to include any championship status (you can just write this as Ch, Dbl Ch, or Gr Ch).

6th column

DATE OF BIRTH (DOB) – this must be included on the form to make sure that your cavy is entered into the right Section (age group). It is not as important for those cavies over 9 months, but is very crucial for Juniors and Babies. Please note that if a date of birth is not included, the cavy will be put into the ADULT Class, regardless of it's true age.

Exhibitor information

Please be sure to fill in all the information at the bottom of the form. Including the total number of entries and cost (\$1.50 per cavy per Class), exhibitor's name, Stud name (if any), address and phone number. Please make sure that in the 'exhibitors name', you write the exact name you want to be printed in the results. If different owners are exhibiting different cavies, you can mark this on the form (next to the appropriate cavy).

Lunch required

Please indicate how many people are coming for lunch (this will help with catering numbers at shows where a canteen is running).

Tips for members

Keeping track of information – I find the best way to keep track of all this is to write all your cavies' details down onto a blank entry form to use as a referral sheet (of course it is only needed for those cavies you exhibit). This way, you can grab the sheet/s; search for the name of the cavy you want to enter; and all the information you need is already there. Do a sheet per Breed or Group if you have quite a few you want to enter.

Making your own entry form

It is not necessary to use the entry form supplied by the Club. If you wish to make your own this is fine, but please make sure that it is set out the same as the official form and includes ALL the required information.

Cancellations/Scratchings/Substitutions

If you need to cancel a cavy, please notify the Entries Secretary before the show. This makes the morning of the show so much easier – without having to go back through all the sheets to make alterations. The same can be said for any substitutions being made. Please **NOTIFY** the Entries Secretary (or someone involved in the running of the show) **IF YOU ARE NOT COMING TO THE SHOW**. It is very annoying to wait at a show for a member to arrive, and not have them turn up at all. This has already been done a few times this year and is just not acceptable. A simple phone call can save us all a lot of inconvenience.

Email entries

If you are sending your entries via email, they still need to be set out the same as the official form – with the same information. This is best done by creating an entry form in a spreadsheet or separate document, and then attaching it to the email.

Closing date

Be aware that entries postmarked after the closing date will be charged a late fees (\$3 instead of \$1.50). If you need to enter late, for whatever reason, please be considerate and phone the Entries Secretary to let them know your entries may be a little late.

Michelle Parker ☺

Official Show Entry Form NSW Cavy Club, Inc.					
Entry for _____		Show on _____			
OFFICE USE	BREED CLASS NO.* <small>See show schedule (Feb '04)</small>	SECTION* <small>(Boar, Sow, Junior, Baby)</small>	BREED/COLOUR*	CAVY'S NAME* <small>Use BLOCK letters</small>	DOB**
<small>Samples Only</small>	26 4	Boar Sow	Self Red Dalmation / Red	Heart's Desire Cupid Heart's Desire Heart Throb	14.2.02 14.2.02
1					
2					
3					
4					
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18					

Please fill in ALL DETAILS. (Use additional page if necessary.)
[*Required information. **Date of Birth is NOT GIVEN, cavy will be placed in an adult class (Boar or Sow) regardless of its age.]

Total no. of entries _____ X _____ (fee – see Show Schedule). Total due = \$ _____
 Exhibitor's name _____
 Address _____
 Phone no. _____ Stud Prefix _____
 I agree to abide by the NSW Cavy Club show rules. Signed _____
 Lunch required for _____ people. (this is not an order. It is just to help with catering)

Official NSWCC Show Entry form. Available from the Club web site or Entry Secretary or Editor. See page 2 for details.