

Proposition 6: The Open to Champion Resolution

Work-around instructions for EntryMax or CompuShow Users

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If you are using AECFA or Clerk2K, you do not need to do anything as those programs will be fixed to print everything correctly. The workaround I am about to describe applies only to unsupported software that cannot be changed, like EntryMax and CompuShow.

First let me say that I am a licensed CFA Master Clerk and have entry clerked multiple CFA shows. I know what these jobs require, and trust me, nobody should resign from entry clerk assignments or feel forced to switch software because of the changes. You can use EntryMax or CompuShow and manually fix things, it is not difficult. Let's go over what the new changes require of our entry clerks prior to the show.

Exhibitors will enter opens as opens, nothing will change on the CFA entry form. Opens must appear in the judges' books as CH or PR and in the catalog as OP. They must be listed together within each color class according to age, youngest to oldest, and the sequence must match between the catalog and the judges' books.

There is a new rule that you need to be particularly aware of, rule 17.07 "It is the entry clerk's responsibility to ensure the entries are listed in all catalogs and judges' pages in the correct order and class as appropriate to comply with rules 1.19 b, c and 16.06 regardless of the capabilities of any entry clerk software used." This new rule basically means the fact that you are using an unsupported program cannot be used as an excuse for not following the new rules regarding the catalogs and judges' books, and that it is the Entry Clerk's job to get these documents correct, not the master clerk's or anybody else.

EntryMax and CompuShow will not be able to sort opens mixed with the champions/premiers by age order. Titles could easily be fixed by just over-writing them with a pen, but the age order is what is the most important and that cannot be fixed without moving the cats around in the judges' books. The judges need to see the cats in age order within each color class, and this will be too difficult to change manually. This makes the judges' books the most important to have correct, so the work-around is geared toward getting the judges' books as correct as possible using the entry clerk program, then manually fixing the catalog.

An important note – do not EVER touch the CFA data file generated by the EC program, the text file you email to Central Office. It doesn't matter what the cats are listed as in that file. This is a highly formatted file and any modifications will create problems for Central Office, so don't try editing it, ever.

The Basic Work-Around for the Judges' Books

The high-level steps of the work-around are:

1. Enter all opens as champions or premiers as appropriate, keeping a list.
2. Print the judges' books.
3. Print a copy of the catalog and manually change the opens back to opens, do the same for the master clerk's copy.
4. Mass produce the catalog.

Here are the steps in more detail. To get the opens mixed with the champions in the correct age order in the judges' books:

1. As you enter the cats into the EC program (EntryMax or CompuShow), enter all opens as champions or premiers as appropriate.

This will put the cats in the right order for the judges' books and catalogs.

2. As you are entering the cats, make a list of the opens with their names, breeds and color classes, and whether they are in premiership or championship.

You will use this list later and will give a copy to the master clerk. You can also set the open entry forms aside in a folder to make the list later, but I suggest just writing down the information on the opens on paper, or in a text file on the computer.

3. After you are done entering cats and before you close the show or start printing anything, generate a breed summary and verify that there are no opens in the show.

Double-check the breed summary, you should have no opens. If you do see any opens in the breed summary, find those cats and change them before printing the judges' books.

4. Close the show and print the judges' books.

The cats will be in the correct order by age in the judges' books and all opens will be listed as champions.

5. Do one last double-check of the printed books to make sure there are no OP titles.

If you missed one or two opens and you find it after you have printed the judges' books, you do not need to reprint just for one or two or a few missed cats. Show rule 20.06 states: "The catalog shall list entries in their correct breed, color and/or pattern and competitive category. **It is recognized that occasional transfers will be necessary due to entry error or late change in status;** flagrant disregard of this show rule will be subject to disciplinary action." This means a few mistakes are not going to get you in trouble.

Just make a note for the judges about any out-of-sequence cats and let the judges correct the OP on their pages.

While you are entering the cats, try to minimize mistakes and check the breed summary before closing the show or printing, but it is not the end of the world if an open or two slip through. CFA's judges are very professional and will judge the cats correctly once their pages are fixed. Once you have the judges' books printed, you have the most critical document printed with the cats correctly ordered and your biggest hurdle is done!

The Basic Work-Around for the Catalogs

Now let's deal with the master clerk catalog and the exhibitor's catalog. These are in reality the same thing. You can give the master clerk a copy of the exhibitor's catalog to use, it doesn't have to be an abbreviated version. Sometimes, when an entry clerk has trouble with the NCR paper, I have seen clubs give the master clerk a single copy of the exhibitor's catalog and then photocopy it after the show. You can do this, but let's proceed as though you are going to print the abbreviated master clerk copy on 3 part NCR paper and print a full copy of the catalog to mass produce for exhibitors.

Central Office wants to see the cats listed as opens in the marked catalog that the master clerk submits, and the exhibitors need to see their cats listed as opens in their catalog as well so that they know their cat will be scored correctly. But, you entered all the opens as champions, and you cannot change them back in the database. That would cause the entry clerk program to resort the cats and their numbers won't match the judges' books.

What you need to do is print one copy of the catalog, change the CH/PR to OP in the catalog for all of the cats on the list you created as you were entering the cats, and then use the corrected copy to print the rest of the catalogs.

If you can print catalogs and judges' books to pdf files with Adobe Acrobat Pro 9.0 or later, you can do things a little differently. I'll cover this at the end, but for now I will assume you are printing things to paper, not pdf.

1. Print one copy of the catalog for the exhibitors and print the master clerk's catalog on NCR paper.
2. With your list in hand, the list you created of the opens, find all of those cats and change CH to OP or PR to OP in both catalogs.

You can use whiteout, or you can simply draw a line through the CH and write-in OP. One entry clerk is even talking about having a stamp made to mark the pages!

Again, it is not the end of the world if you miss a cat or two. The exhibitors will see that their cat is incorrect in the catalog and can submit a catalog correction. The master clerk can also double-check if you give her your list of opens.

3. Mass produce the exhibitors' catalog.

4. Give the master clerk catalog to the master clerk with a copy of the list of opens for a double-check.

If you are pressed for time, or have a lot of opens and do not want to fix two catalogs, you can give the master clerk the full catalog on NCR paper and mark that before making copies:

1. Print the show catalog on the 3-part NCR Paper.
2. With your list in hand, find all of the cats and change CH to OP or PR to OP.
3. Make a copy of the corrected NCR catalog, and take that copy to the printer for mass production of the exhibitors' catalog.
4. Give the master clerk the corrected NCR catalog and the list of opens.

One last thing – at check-in, remind the exhibitors to check the catalog to make sure opens are listed as opens. If an exhibitor finds a mistake where her cat is listed as a CH/PR but is really an OP, do not put this on the Absentee and Transfer sheet. The A&T sheet is for the judges, the cat will be properly marked in the judges' books. The master clerk doesn't always check the A&T sheet for corrections. The exhibitor will have to do a catalog correction some time during the show with the master clerk.

PDF Files

For those of you who have Adobe Acrobat Pro 9.0 or later, you can use the redaction features to make changes to the catalog before you print. This would allow you to send a pdf file of the catalog to the printer rather than having to take a paper copy. Just print the exhibitor's catalog to a pdf file. Open it with Acrobat Pro and use the redaction capabilities to remove CH or PR for each cat that is an open. You can change the redaction properties such that when you redact text, it substitutes text of your choosing, such as OP. There might be other software that accomplishes this, but I know for sure you can do it with the versions of Acrobat Pro that include redaction capabilities. If you are interested in the directions for this, please contact me at mdsiamese@yahoo.com.