

How to Create a Regional in Trial Manager.

It is important that you know how many dogs will be participating in your regional elimination trial before you start the process.

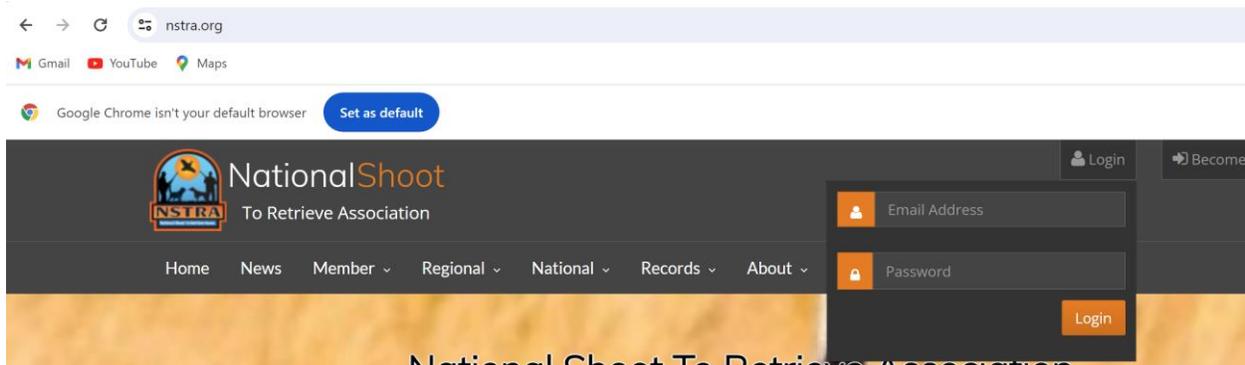
The second most important thing to know is how many rounds you plan to have. In most trials, you start with between 24 and 32 dogs in the first round. You may start with less, but know that the winner will not be classified as a regional champion but will be called a regional winner. Also, the first round points will be based on page 24 in the 2023 rule book.

For this example, I will start with a 30 dogs in 1st round, the second round will be 16 dogs, the third round will be 6 dogs, and the final round will be 2 dogs.

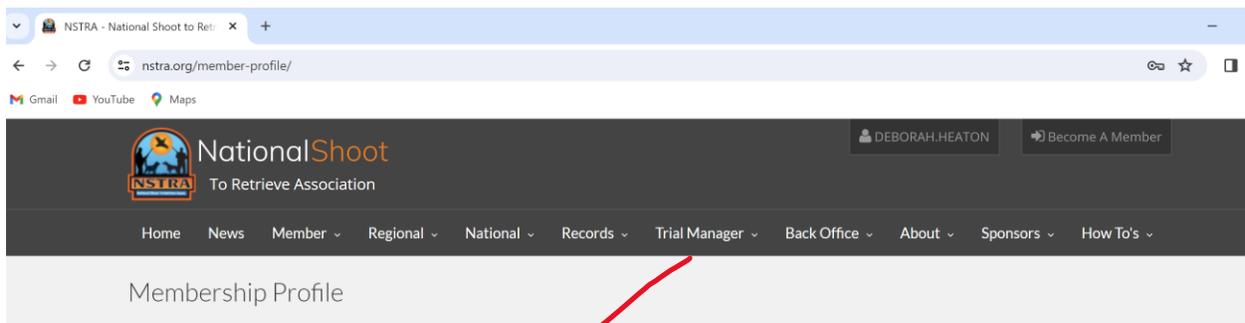
Every regional elimination trial must have a round with 6 dogs to get to a final 2.

Go to <https://nstra.org>

Hit the logon button & use your credentials to logon – you must be defined as a trial manager in order to logon.



Enter your email & password.



From this screen select trial manager!

NSTRANationalShoot
To Retrieve Association

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Trial Manager

+ Add Trial

Hit the add trial button

Trial Manager

+ Add Trial

Event Type

Select Event Type

Select Event Type

Single

Double

Triple

Quad

Regional Elimination / National

Select Regional Elimination / National

Trial Name

Trial Type
 
 

Trial Start Date


Trial End Date


Registration Start Date


Registration End Date


Registration Fee

Region
 

Now – fill in the blanks:

Trial name would normally be the year & your regional elimination trial

Type is open

Start date of trial

end date of trial

registration start date – I usually put in the Sunday before the regional, but it really doesn't matter what you enter it just needs to be before the trial.

Registration end date – usually day before the trial

Registration fee should be what each dog would be charged

Enter the region

Enter the location

Hit create

Example before hitting create:

Trial Name

Trial Type

Trial Start Date

Trial End Date

Registration Start Date

Registration End Date

Registration Fee

Region

Trial Location Add New Location

Once the trial is created, you will see the listing at the end of the trials you have created:

Search Trials

Region: Start Date: End Date: Created by me

Name	Region	Location	Date	Delete
(EventId 2964) Oak Creek Ranch	LST	WILLS POINT, TX	10/7/23	
(EventId 3047) Lost Prairie Ranch	LST	WILLS POINT, TX	12/9/23	
(EventId 3059) Euting Ranch	LST	GAINESVILLE, TX	12/16/23	
(EventId 3094) Lost Prairie Ranch	LST	WILLS POINT, TX	1/20/24	
(EventId 3115) Euting Ranch	LST	GAINESVILLE, TX	2/3/24	
(EventId 3138) Oak Creek Ranch	LST	WILLS POINT, TX	2/10/24	
(TrialId 115511) LST Regional Elim	LST	WILLS POINT, TX	2/16/24	
(TrialId 115565) 2024 LST regional elimination trial - test (Not Approved)	LST	WILLS POINT, TX	3/23/24	

Once the trial is approved, you can start entering your fields and dogs – this is an approved trial:

(TrialId 115565) LST WILLS POINT, TX 3/23/24  
2024 LST regional elimination trial - test

Select the trial & go to the fields tab:

Details Reporting Officials **Fields** Rules Dogs Draws Scores Points

Fields for 2024 LST regional elimination trial - test

Date	<input type="text"/>	
Round	<input type="text" value="Round"/>	
Field Name	<input type="text" value="Name"/>	
Advancement Type	<input type="text" value="Advancement Type"/>	
Number of Dogs	<input type="text" value="# in Round"/>	
Number Advance	<input type="text" value="# Advance"/>	

This is where you will make your selections for the rounds.

Details Reporting Officials **Fields** Rules Dogs Draws Scores Points

Fields for 2024 LST regional elimination trial - test

Date
23-March-2024

Round
1

Field Name
A

Advancement Type
Top Sixteen

Number of Dogs
30

Number Advance
16

Add Field

In the above case, starting with 30 dogs & have 16 dogs advancing. Yours could be different, you could advance just 12 dogs if that is what you want to do – it must be an even number and you must have a round that advances 6 dogs to get to the final 2.

Then hit add field button when you have entered all of the information for that field. Once all fields have been entered, it should look like this or something similar:

Date	Round	Field Name	Type	Dogs In Round	Dogs Advance	
3/23/24	1	A	Top Sixteen	30	16	
3/24/24	2	A	Top Six	16	6	
3/24/24	3	A	Top Two	6	2	
3/24/24	4	A	Beat Your Bace Mate	2	1	

Next go to the dogs tab & enter your dogs:

Details Reporting Officials Fields Rules **Dogs** Draws Scores Points

Registered Dogs Entered Dogs

+ Add Registration

Registered Dogs - 0

Dog	Owner	Handler	Type

Add your dogs by owner:

Enter your region and the owner name & then hit search:

Details Reporting Officials Fields Rules **Dogs** Draws Scores Points

Registered Dogs Entered Dogs

+ Add Registration

LST Call Name Registration Name brown Search

Registered Dogs - 0

Dog	Owner	Handler	Type
-----	-------	---------	------

LST Call Name Registration Name brown Search

Search Results

Add To Registrations	Dog	Owner	Handler	
Add	FULL PROOF HUNTER	RUSTY BROWN	RUSTY BROWN	Open
Add	STERNDOG'S SAGEBRUSH SAVAGE	TAD BROWN	TAD BROWN	Open
Add	DARKO II VOM FUCHSBERG	TAD BROWN	TAD BROWN	Open
Add	WILSON'S PARTY GIRL IS FINER THAN PEACH BRANDY	TAD BROWN	TAD BROWN	Open
Add	T BAR 7'S SAGE'S HAYWIRE ANNIE OAKLEY	TAD BROWN	TAD BROWN	Open
Add	T BAR 7'S SAGE'S HAYWIRE TEXANNA	TAD BROWN	TAD BROWN	Open
Add	T BAR 7'S KEEP AN EYE ON EM BUBBA	TAD BROWN	TAD BROWN	Open
Add	T BAR 7 STERNDOG SQUIRREL'S FANCY GRAVY AND TASSO	TAD BROWN	TAD BROWN	Open
Add	T BAR'S 7'S MID-NORTH SAVAGE DIXIE NORMUS	TAD BROWN	TAD BROWN	Open

Select the dogs that are running in your regional:

Add To Registrations	Dog	Owner	Handler	
Add	FULL PROOF HUNTER	RUSTY BROWN	RUSTY BROWN	Open ▾
	STERNDOG'S SAGEBRUSH SAVAGE	TAD BROWN	TAD BROWN	Open ▾
	DARKO II VOM FUCHSBERG	TAD BROWN	TAD BROWN	Open ▾
Add	WILSON'S PARTY GIRL IS FINER THAN PEACH BRANDY	TAD BROWN	TAD BROWN	Open ▾
Add	T BAR 7'S SAGE'S HAYWIRE ANNIE OAKLEY	TAD BROWN	TAD BROWN	Open ▾
Add	T BAR 7'S SAGE'S HAYWIRE TEXANNA	TAD BROWN	TAD BROWN	Open ▾
Add	T BAR 7'S KEEP AN EYE ON EM BUBBA	TAD BROWN	TAD BROWN	Open ▾
	T BAR 7 STERNDOG SQUIRREL'S FANCY GRAVY AND TASSO	TAD BROWN	TAD BROWN	Open ▾
	T BAR'S 7'S MID-NORTH SAVAGE DIXIE NORMUS	TAD BROWN	TAD BROWN	Open ▾

Registered Dogs - 4

Dog	Owner	Handler	Type			
DARKO II VOM FUCHSBERG - Paid	TAD BROWN	TAD BROWN	Open	Remove	Add Entry	Change Handler
STERNDOG'S SAGEBRUSH SAVAGE - Paid	TAD BROWN	TAD BROWN	Open	Remove	Add Entry	Change Handler
T BAR 7 STERNDOG SQUIRREL'S FANCY GRAVY AND TASSO - Paid	TAD BROWN	TAD BROWN	Open	Remove	Add Entry	Change Handler
T BAR'S 7'S MID-NORTH SAVAGE DIXIE NORMUS - Paid	TAD BROWN	TAD BROWN	Open	Remove	Add Entry	Change Handler

If you do not need to change the handler, then hit the add entry button – it will move the dogs from the registered tab to the entered dogs tab.

For this owner, I need to change handlers on several dogs:

Registered Dogs - 6

Dog	Owner	Handler	Type			
MACY'S SHADOW RUSTY - Paid	PETER SAINEGHI	PETER SAINEGHI	Open	Remove	Add Entry	Change Handler
MACY'S SHADOW ZIVA - Paid	DEBORAH HEATON	DEBORAH HEATON	Open	Remove	Add Entry	Change Handler
ZIVA'S LINKED T REX - Paid	DALE HEATON	DALE HEATON	Open	Remove	Add Entry	Change Handler
HEATON'S SHORT N STOUT - Paid	DEBORAH HEATON	DEBORAH HEATON	Open	Remove	Add Entry	Change Handler
ZIVA'S LINKED BERET - Paid	DALE HEATON	DALE HEATON	Open	Remove	Add Entry	Change Handler
HEATON'S CASSIDY - Paid	DEBORAH HEATON	DEBORAH HEATON	Open	Remove	Add Entry	Change Handler

Select the change handler button:

for **MACY'S SHADOW RUSTY** in the trial: 2024 LST regional elimination trial - test

rogers Search Handlers

First Name	Last Name	Region	Member #
Close			

Put in the handlers name & hit search handler:

Set As Handler	RICKEY	ROGERS	LST	21579
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Hit select on the proper handler

Registered Dogs - 6

Dog	Owner	Handler	Type			
MACY'S SHADOW RUSTY - Paid	PETER SAINEGHI	RICKEY ROGERS	Open	Remove	Add Entry	Change Handler

The handler as now been changed – do it to any dogs that have a handler that is different than the owner.

Once you have changed all of the handlers, select add entry to move the dogs to the entered dogs tab.

Registered Dogs - 6

Dog	Owner	Handler	Type			
MACY'S SHADOW RUSTY - Paid	PETER SAINEGHI	RICKEY ROGERS	Open	Remove	Add Entry	Change Handler
MACY'S SHADOW ZIVA - Paid	DEBORAH HEATON	DALE HEATON	Open	Remove	Add Entry	Change Handler
ZIVA'S LINKED T REX - Paid	DALE HEATON	DALE HEATON	Open	Remove	Add Entry	Change Handler
HEATON'S SHORT N STOUT - Paid	DEBORAH HEATON	DALE HEATON	Open	Remove	Add Entry	Change Handler
ZIVA'S LINKED BERET - Paid	DALE HEATON	DALE HEATON	Open	Remove	Add Entry	Change Handler
HEATON'S CASSIDY - Paid	DEBORAH HEATON	DALE HEATON	Open	Remove	Add Entry	Change Handler

This is the entered dogs tab – notice that the regional only had 29 dogs – I will need to enter a bye dog to make an even number of 30 (do that on the registered dogs tab)

Registered Dogs		Entered Dogs		
Entered Dogs - 29				
Dog	Owner	Handler	Remove Entry	Change Handler
DARKO II VOM FUCHSBERG	TAD BROWN	TAD BROWN	Remove Entry	Change Handler

Take out the region & add call name by:

Registered Dogs Entered Dogs

+ Add Registration

Select bye dog 1:

BYE DOG 1
NO MBR # FOR OLD DATA
NO MBR # FOR OLD DATA

Now there are 30 dogs entered:

Registered Dogs		Entered Dogs		
Entered Dogs - 30				
Dog	Owner	Handler	Remove Entry	Change Handler
DARKO II VOM FUCHSBERG	TAD BROWN	TAD BROWN	Remove Entry	Change Handler

You are now ready to draw Round 1 once you have checked to make sure your entered dogs are correct with the correct handler.

Go to the draw tab & select create draw:

Details Reporting Officials Fields Rules Dogs Draws Scores Points

Round 1 Round 2 Round 3 Round 4

A - 3/23/24

Brace	Dog	Entry Status	Handler
<input type="button" value="Approve Draw"/> <input type="button" value="Delete Draw"/>			

Round 1	Round 2	Round 3	Round 4
A - 3/23/24			
Brace	Dog	Entry Status	Handler
1	MACY'S SHADOW ZIVA ZIVA	Open	DALE HEATON
1	BYE DOG 1 BYE	Open	NO MBR # FOR OLD DATA
2	DOC'S JOHN HENRY HOLLIDAY HENRY	Open	DAVID MORGAN
2	T BAR'S 7'S MID-NORTH SAVAGE DIXIE NORMUS DIXIE	Open	TAD BROWN

At the bottom of the list, there is a button to send the draw to excel – it is next to the approve draw button – send it to excel & check again that the draw is complete & your multiple dog handlers have the proper break between runs:

Brace	Dog	Handler
1	MACY'S SHADOW ZIVA (ZIVA)	DALE HEATON
1	BYE DOG 1 (BYE)	NO MBR # FOR OLD DATA
2	DOC'S JOHN HENRY HOLLIDAY (HENRY)	DAVID MORGAN
2	T BAR'S 7'S MID-NORTH SAVAGE DIXIE NORI	TAD BROWN
3	HEATON'S SHORT N STOUT (SHORTY)	DALE HEATON
3	LOST PRAIRIES IMPRESSIVE RISING SUN (SUN	THOMAS PAULLUS
4	STERNDOG THUNDERHILLS ELSA (ELSA)	DEAN MCGUIRE
4	STERNDOG'S SAGEBRUSH SAVAGE (SAGE)	TAD BROWN
5	TKS TRE'S BULLET PROOF GUNNS REVENGE (TIM KELLEY
5	TGR'S IMPRESSIVE SIDEARM (KIMBER)	MICHELE MCDONALD
6	DONNCHADH THE BRUCE (BRU)	PATRICK SAUER
6	STERNDOGS NORTON MID-NORTHS JEPSON	GEOFF STERNER

If there are no issues, then in trial manager, approve the draw & then it is published so everyone can see it.

If the approve draw button is now greyed out, it has been published.

A lot of things change before the regional actually begins. In this case, a handler was unable to get over the pass in Nex Mexico & had to withdraw after the trial was drawn. In addition, a dog went into heat & in this case, you will need to go the draw tab & replace the dog with a bye dog as well as the dog in heat:

11	TGR'S IMPRESSIVE TYLER ROSE EARL	Open	JOSHUA MARTIN	≡ BYE	≡ Swap
11	LAWLERS LIL TANKS ALOT TANK	Open	TIM EUTING	≡ BYE	≡ Swap
12	DARKO II VOM FUCHSBERG GUNNER	Open	TAD BROWN	≡ BYE	≡ Swap
12	SARA'S HIDDEN SHAMROCK TANNER	Open	PATRICK SAUER	≡ BYE	≡ Swap
13	TGR'S IMPRESSIVE GEMSTONE PEARL	Open	MICHELE MCDONALD	≡ BYE	≡ Swap
13	IMPRESSIVE YOUNG TUCKER TUCKER	Open	NATHAN YOUNG	≡ BYE	≡ Swap
14	ZIVA'S LINKED T REX REX	Open	DALE HEATON	≡ BYE	≡ Swap
14	DOC'S UNSINKABLE MOLLY BLUE MOLLY	Open	DAVID MORGAN	≡ BYE	≡ Swap
15	LAWLERS BAILEY BAILEY	Open	TIM EUTING	≡ BYE	≡ Swap
15	T BAR 7 STERNDOG SQUIRREL'S FANCY GRAVY AND TASSO TASSO	Open	TAD BROWN	≡ BYE	≡ Swap

Tim Euting in the 11 & the 15 brace could not make the trial – so select the bye symbol.

11	BYE DOG	Open	BYE ENTRY	≡ BYE	≡ Swap
12	DARKO II VOM FUCHSBERG GUNNER	Open	TAD BROWN	≡ BYE	≡ Swap
12	SARA'S HIDDEN SHAMROCK TANNER	Open	PATRICK SAUER	≡ BYE	≡ Swap
13	TGR'S IMPRESSIVE GEMSTONE PEARL	Open	MICHELE MCDONALD	≡ BYE	≡ Swap
13	IMPRESSIVE YOUNG TUCKER TUCKER	Open	NATHAN YOUNG	≡ BYE	≡ Swap
14	ZIVA'S LINKED T REX REX	Open	DALE HEATON	≡ BYE	≡ Swap
14	DOC'S UNSINKABLE MOLLY BLUE MOLLY	Open	DAVID MORGAN	≡ BYE	≡ Swap
15	BYE DOG	Open	BYE ENTRY	≡ BYE	≡ Swap
15	T BAR 7 STERNDOG SQUIRREL'S FANCY GRAVY AND TASSO TASSO	Open	TAD BROWN	≡ BYE	≡ Swap

It is good that it was later in the day so a dog that has already run can replace that dog with no score.

It is now the day of the trial & it is time to start entering scores for round 1:

As the trial progresses, enter the dog's scores:

Then hit save.

During the round, sort the score cards by the total so it is easy to determine the top 16 dogs in this case. Also check during the round to make sure you have entered the scores correctly.

Once all the scores are entered for round 1, it is now time to draw round 2.

Before drawing round 2, you must logoff & log back on for the draw to work. You must do this before drawing each round.

create draw – download to excel – check to make sure the right dogs are in the draw & then approve.

Enter the scores & then repeat for the next 2 rounds.

Now it is time to enter the placements. Start with round 1 – if you have more than 24 dogs, round 1 will be a 3 point trial. 1st will get 3 first place points, 2nd will get 2 points, 3rd will get 1 point & 4th will get 0 points.

Hit the placement button for the top 4 dogs:

+ Manually Add Placement

Round 1 Round 2 Round 3 Round 4

A - 3/23/24

Brace 9	Dog HEATON'S CASSIDY (CASS)	Entry Status Open	Total Score 846
			Add Placement

Brace 2	Dog DOC'S JOHN HENRY HOLLIDAY (HENRY)	Entry Status Open	Total Score 778.1
			Add Placement

Dog	Place	Points	FirstPP	Type	Class	Score
HEATON'S CASSIDY	<input type="text" value="1"/>	<input type="text" value="3"/>	<input checked="" type="checkbox"/>	Open	Regional Qualif	846

Dog	Place	Points	FirstPP	Type	Class	Score
DOC'S JOHN HENRY HOLLIDAY	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="checkbox"/>	Open	Regional Qualif	778.1

Dog	Place	Points	FirstPP	Type	Class	Score
PHILLIPS KICKAPOO SHADOW	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="checkbox"/>	Open	Regional Qualif	702.5

Dog	Place	Points	FirstPP	Type	Class	Score
DOC'S UNSINKABLE MOLLY BLUE	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="checkbox"/>	Open	Regional Qualif	633

[Save Placements](#)

Save placements.

Now go to round 4 & enter the final placements – 1st place gets 4 first place points and 2nd place gets 3 first place points.

This is where it gets a little confusing because the placements are listed by scores so the 2 finalists from round 4 may be embedded in the placements from round 1 – same for the other rounds.

Notice that round 1 said regional qualifier, but the final round say regional final:

HEATON'S SHORT N STOUT	1	4	<input checked="" type="checkbox"/>	Open	Regional Final	867.5
Dog HEATON'S CASSIDY	Place	Points	FirstPP	Type	Class	Score
	1	3	<input checked="" type="checkbox"/>	Open	Regional Qualif	846
Dog DOC'S JOHN HENRY HOLLIDAY	2	2	<input type="checkbox"/>	Open	Regional Qualif	778.1
Dog PHILLIPS KICKAPOO SHADOW	3	1	<input type="checkbox"/>	Open	Regional Qualif	702.5
Dog DOC'S UNSINKABLE MOLLY BLUE	4	0	<input type="checkbox"/>	Open	Regional Qualif	633
Dog T BAR 7 STERNDOG SQUIRREL'S FANCY	2	3	<input checked="" type="checkbox"/>	Open	Regional Final	280.5

Then go to round 3 & ignore the top 2 dogs since you have already entered their placements and enter placements for dogs 3 through 6.

The top 4 dogs get first place points – after the first 4 placements, all other dogs get a placement but no points. You should enter placements until you get to the total number of dogs.

Dog	Place	Points	FirstPP	Type	Class	Score
STERNDOG'S SAGEBRUSH SAVAGE	3	2	<input checked="" type="checkbox"/>	Open	Regional Final	461.5
TGR'S IMPRESSIVE GEMSTONE	4	1	<input checked="" type="checkbox"/>	Open	Regional Final	434
PHILLIPS KICKAPOO SHADOW	5	0	<input type="checkbox"/>	Open	Regional Final	381.5
T BAR 7 STERNDOG SQUIRREL'S FANCY GRAVY AND TASSO	2	3	<input type="checkbox"/>	Open	Regional Final	280.5
DOC'S UNSINKABLE MOLLY BLUE	6	0	<input type="checkbox"/>	Open	Regional Final	139

Go to round 2 & ignore the top 6 dogs – their placements have already been entered – so in this case, round 2 dogs will get placements 7 through 16.

See how dependent on the round, a round 3 dog's score can be out of sequence with the another dog's score.

Dog	Place	Points	FirstPP	Type	Class	Score
DARKO II VOM FUCHSBERG	14	0	<input type="checkbox"/>	Open	Regional Final	313
MACY'S SHADOW ZIVA	15	0	<input type="checkbox"/>	Open	Regional Final	285.5
T BAR 7 STERNDOG SQUIRREL'S FANCY GRAVY AND TASSO	2	3	<input type="checkbox"/>	Open	Regional Final	280.5
DOC'S UNSINKABLE MOLLY BLUE	6	0	<input type="checkbox"/>	Open	Regional Final	139
LOST PRAIRIES IMPRESSIVE RISING SUN	16	0	<input type="checkbox"/>	Open	Regional Final	0

Then go to round 1 and ignore the top 16 dogs & then enter placements for the remaining dogs. Because of the two dogs that pulled & the dog in heat, there are now 27 dogs that get a placement.

The last thing I do is add the officials (if you add them at first, then there is a long list in your excel file of officials).

Go to the officials tab:

Details Reporting **Officials** Fields Rules Dogs Draws Scores Points

Officials for 2024 LST regional elimination trial - test

Role Type

Select Role

Search for Member... Look Up!

Field

Select Field

Add Official

You should have a trial chairman, field marshal, judges & a bird planter for each field & each round.

Add the trial chairman for each field:

Details Reporting **Officials** Fields Rules Dogs Draws Scores Points

Officials for 2024 LST regional elimination trial - test

Role Type

Trial Chairman

heaton Look Up!

DALE HEATON

Field

3/23/24-A

Select Field

3/23/24-A

3/24/24-A

3/24/24-A

3/24/24-A

Add Official

Continue & till you have completed all the roles:

Name	Role	Field	
DALE HEATON	Trial Chairman	3/23/2024-A	
DALE HEATON	Trial Chairman	3/24/2024-A	
DALE HEATON	Trial Chairman	3/24/2024-A	
DALE HEATON	Trial Chairman	3/24/2024-A	
GARY (BUZZ) TAYLOR	Field Marshall	3/23/2024-A	
GARY (BUZZ) TAYLOR	Field Marshall	3/24/2024-A	
GARY (BUZZ) TAYLOR	Field Marshall	3/24/2024-A	
GARY (BUZZ) TAYLOR	Field Marshall	3/24/2024-A	

It is also very important that you look at the Details tab. It will show you any expired members:

Details	Reporting	Officials	Fields	Rules	Dogs	Draws	Scores	Points												
<h2>Trial Details</h2> <h3>Delinquent Members</h3> <table><thead><tr><th>Identification Number</th><th>First Name</th><th>Last Name</th><th>Expiration Date</th></tr></thead><tbody><tr><td>00</td><td>NO MBR # FOR</td><td>OLD DATA</td><td>11/11/19</td></tr><tr><td>1099</td><td>BYE</td><td>ENTRY</td><td>9/18/19</td></tr></tbody></table>									Identification Number	First Name	Last Name	Expiration Date	00	NO MBR # FOR	OLD DATA	11/11/19	1099	BYE	ENTRY	9/18/19
Identification Number	First Name	Last Name	Expiration Date																	
00	NO MBR # FOR	OLD DATA	11/11/19																	
1099	BYE	ENTRY	9/18/19																	

In this case it is OK because this is just bye dogs – if a real owner or handler is listed, they must renew their dues prior to the start of the trial.