How to use Caper's online entry

General Notes:
- Use the tab key to move to next field
- Click on NEXT or BACK when done to advance or go back to make edits.
- You have to total your entry manually when you enter the payment page.
- Example for 2023 show: Each entry is $30 for AKC & $25 for LCA + $2 fee per entry
  e.g. I entered into 3 classes. 3 x 32= $96

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1. Enter your information.
2. Pick the event in show selection.
3. Add Dogs information or select dog already in database (top left of page).
4. The dog you selected will be in the selected box (middle left of page).
5. Pick the event you want to enter (lower left of page). The list of classes will come up (right lower left side). Click on [Add] for the class you are entering the selected dog in. The classes you have entered with that dog will be listed on the top right of page.
6. To enter a different dog simply select that dog (on top left) and go through the same process selecting show and class.
7. Total up your entries that are listed on the top right of the page for each dog entered. You will need that count to figure out total owed for payment.
8. Conformation page: make sure you check the agree to terms.
9. Click on Submit and pay. This will take you to the payment page.

MAKE ONE TRANSACTION PER DOG: ADD ALL EVENT FEES FOR THAT DOG TOGETHER, FOR ALL DAYS ENTERED

10. Click the button below. Put the club's name AND the dog's call name in the Description box. **DO NOT** leave either of these names off or your payment may not be credited correctly!
11. Add $2.00 to each class entry fee (each time the dog goes into the ring).
    (For example, Friday conformation + sweepstakes = $4 added to total fee for that event.)
12. Enter the total amount of the dog's entry fees plus the $2/class fee in the Price per Item box and click Continue.
13. Choose to pay either via PayPal or click "Don't have a PayPal Account?" if you want to pay via credit card.

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