



NAHRA On-line entry Procedure (Revised 1/1/2018)

As of October 1, 2015 Online Entries through the use of www.huntsecretary.com will be the only method of entries NAHRA will accept. Exceptions are for all Canadian Clubs only, which may still use the paper entry process if desired.

Clubs should work closely with their current regional director to ensure that test applications and reports get completed completely and accurately. If clubs need help or have questions please do not assume, ask for help.

1. Clubs must submit test application to NAHRA, this is the same application as in past, and this form can be found on the NAHRA website and can be filled out digitally. This form must be submitted to NAHRA. Please note, clubs will not accept paper copies and online entries; clubs must choose to use www.huntsecretary.com as the only method of accepting entries. All application and reporting times still apply. Any changes to the test will require clubs to resubmit and get approval by NAHRA, after approval, the online premium found at www.huntsecretary.com must be updated. Please remember to get your application in on time, late application are subject to processing fees and/or approval of test being denied.
2. While waiting for approval from NAHRA, clubs can go onto www.huntsecretary.com and set up their tests. This will be the clubs premium. The set up process for the online premium is very simple to follow and walks you through each step. Direct links to the clubs premium can be emailed to the club membership; clubs must also email the premium link to NAHRA to be posted on the NAHRA website once the test has been approved. If clubs wish to make their own hard copy premium they may, but NAHRA will only accept and post the link to their event using www.huntsecretary.com when setting up the online premium, NAHRA clubs **MUST** choose to have a hard closing date. (Clubs will **NOT** accept both paper and online entries; all entries will go to www.huntsecretary.com).
3. Once NAHRA approves the Field Test, the NAHRA office will email Janet at huntsecretary.com that the test has been approved; huntsecretary.com will then open the test to accept online entries. Clubs must email the premium link to the NAHRA office. All and any changes to the event, i.e., field test committee or judges, must have the online premium updated at www.huntsecretary.com , as well as resubmitting application for approval.

4. Please note all questions regarding online registrations or entries should go to Janet at huntsecretary.com, any NAHRA related issues should go to the NAHRA office.
5. Huntsecretary.com will handle all entries and registration monies; clubs may also set up prices for banquets, and submit any digital images needed for local sponsors, etc.
6. Once the registration closes (set by club but cannot be less than 8 days prior to event date) for a test Huntsecretary.com will mail the following info to whoever was set up to receive the field test packet. In addition the point of contact will also receive an email to approve the running order that will be posted online prior to the start of the event. That packet contains the following:
 - A. Catalogs for participants, marshals, and field test secretary (please note that some of the catalogs will be different colors, those are for the marshals and Field Test Secretary.)
 - B. Running order by Category and event
 - C. Running order by handler per event
 - D. Vet check report per event
 - E. Treasurer's report per event
 - F. Treasurer's summary and check for club (entries/banquet fees minus fees to huntsecretary.com)
 - G. Master List which includes dog, owner and handler info, per event and category (If requested, the master list can also be emailed to the Field Test Secretary.)
 - H. NAHRA field test report page (this determines amount due to NAHRA) No monies are exchanged between NAHRA and Huntsecretary.com. Clubs must still pay NAHRA after event.
 - I. At completion of the events, the club may also post the results on HuntSecretary.com, section 7 below is still required.
7. **Once test is complete the host club must submit ALL of the following info and paperwork to NAHRA in an appropriate sized envelope.**
 - A. **1 complete catalog which is completely signed and dated by judges and Field Test Secretary, this catalog must also have qualifying dogs identified. Taking apart the catalog will not be accepted.**
 - B. **Master Hunt list provided from Hunt Secretary, which contains all info for dogs, owners, and handlers. Qualifying dogs must also be identified on the master hunt list.**
 - C. **Fully completed NAHRA field test report page which indicates number of dogs entered, passed, and total amount of NAHRA vs. Non NAHRA members participating, and judges names for each stake.**
 - D. **Check from club to NAHRA. (Please note Price increase for both NAHRA and NON-NAHRA Members, starting January 1, 2016)**
 - E. **All incomplete reports will be returned to the Field Test Secretary.**
 - F. **Field test secretaries should update their events on huntsecretary.com with both qualifying and non-qualifying dogs.**

- G. As outlined in the NAHRA rulebook, starting January 1, 2018 changes to NAHRA field test applications and late reports may be subject to administrative fees, please contact the NAHRA office for details of those fees.**
- H. Please report any issues with online entries directly to Janet at huntsecretary.com**