

HOW TO POST YOUR PREMIUM LIST

Click on the “Additional Details” button for a walkthrough on how to post your premium list to the web for everyone to see!

- 1) First, you will need to log in to [AKC Online Event Management](#) using your club’s login credentials. Should your club need to create a login or reset a password, an officer on record will need to send an email request to eventplans@akc.org for this information.
- 2) Once logged in, click on “Manage Event Documents”.



EVENT MANAGEMENT

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- 3) Next, select the competition type of your event as well as the state it will be held in using the drop down menus and click the orange “Search Events” button.

EVENT MANAGEMENT

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[Add New Event Document](#)

Competition Type: State: [Search Events](#)

- 4) In the next screen, click on the orange “Add New Event Document” button.

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[Add New Event Document](#)

Competition Type: State: [Search Events](#)

Document Location Connected Events

- 5) A new screen will pop up called “Add New Event Document”. First, click on the “Choose File” button and select your premium list file from wherever it is saved in your computer or poste the URL of the location where it is posted elsewhere on the web (like a club website or superintendent website). Under Document Type, select “Premium list.”

If you have many events scheduled, you can filter them by selecting the month and city.

Once you find your event, click on the check box next to the event number and hit the orange "Save" button. (If a premium is associated with several events, you can check off multiple events from the list to upload the premium to several of them at once.)

Add New Event Document

Document URL (Enter the URL where your document is hosted)
sample premium.pdf

If your document isn't hosted on another site, please upload a PDF file.
 No file chosen
Browse to the location of the PDF file and upload.

Document Type
Premium List

Events to Connect with This Document
Showing events in February for Henagar, AL

<input checked="" type="checkbox"/>	2020719702	Feb 29, 2020	Henagar, AL	HT	Rope Mill Beagle Club
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Now, when you pull up your event using the [Online Event Search](#) page, the premium list will be linked within the event information.

FT Fri Feb 14, 2020

Sagehen's Retriever Club
Gridley, CA

Event Pending
#2020361901

Closes:
Feb 04, 2020 11:00am
Central Time
3 Day Event

Eligible Breed(s):
FT Retriever

Event Document(s):
[Premium List \(Includes Entry Info\)](#)

[View Complete Event Details](#)