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".

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.

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

5) A new screen will pop up called "**Add New Event Documen**t". 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.)

Now, when you pull up your event using the Online Event Search page, the premium list will be linked within the event information.