



VERSATILE HUNTING DOG FEDERATION

Test Coordinator Instructions

All test entries should be completed online so that every entrant is a verified member of VHDF. This is an insurance requirement to enter a dog in a Field Evaluation or Conformation Evolution.

You will receive a package from the VHDF testing director with materials for your upcoming VHDF test. The package contains:

Judges Score Books

Test Information Form

VHDF Judge's Test Report

VHDF Apprentice Judge Evaluation Report

One prepaid Priority Mail envelope for each day of testing. (i.e. 3 day test will receive 3 envelopes)

Instructions for the Lead Judge

A small supply of VHDF bumper stickers for you to give to participants and workers

Judges Scorebooks: Count your scorebooks and make sure you have enough for the 3 judges plus any apprentices allowing for the number of dogs entered in your test. If you need more contact the VHDF Director of Testing to obtain more scorebooks. In the event time does not allow for more books to be mailed, you can also download emergency scorebooks from the VHDF website.

Before the VHDF Test:

1. You will need to print labels for each dog entered in the test and affix them to the pages in the judge's scorebooks. Go to www.vhdf.org/admin and go to the admin version of the website. Click on the event list and then on your event. At the top there are various functions including exporting entrants. You can export the entrants to an excel file. Export the test entrant information create a mail merge document in your word processor and create your own label template. You will want to use a label that fits in the dog/handler information section of the scorebook. For example Avery 5160 which is 1x2 and 5/8.
2. Print off the entrant the entrant application info for our data entry. Go to www.vhdf.org/admin and go to the admin version of the website. Click on the event list and then on your event. Under Event Details, click on Registrants and Invitees. You can click on each registrant and right click to print the registrant details. Staple the registrant details for each person and dog the pedigree of the corresponding dog.

At the Test: Give the Lead Judge the Instructions for the Lead Judge; Scorebooks; the running order; report forms and mailing envelopes; and your folder with all the test entries and dog registration documents. The Lead Judge will verify that all the entries are filled out correctly.

After the Test: The Lead Judge will place all the scorebooks, registration materials, the test information form, the test report form and any apprentice evaluation forms in the prepaid Priority Mail envelope and mail them to John G. Smith, 2625 44th Street West, Webster MN 55088-4400. Each owner can then access and print official VHDF score sheet with their dog's scores in each subject. Thank you and good luck with your test.