

Novice Points Reporting Guidelines

Following a novice trial, results need to be submitted to the points administrator in excel format. There is a template available on the NEBCA web site or the template can be requested from the Novice committee or points administrator. The results should be emailed to the points administrator (the email address is found in the committees area of the NEBCA web site.) Once received, the administrator will check over the file for proper formatting and submit the file to the points database manager for importing and points recording. The program that runs the points import requires specific data to be entered. For example, the headers of the Excel columns must be entered exactly as entered below in the highlighted yellow areas. Please do not add spaces to the headers or rename columns. The import program is expecting them to be exactly as follows:

	A	B	C	D	E	F	G	H	I	J	K
1	<u>TrialDate</u>	<u>TrialName</u>	<u>TrialState</u>	<u>Stock</u>	<u>Class</u>	<u>ReportedDogsToPost</u>	<u>Placement</u>	<u>FirstName</u>	<u>LastName</u>	<u>DogName</u>	<u>ScoreText</u>
2	8/17/2023	Funny Farm Ranch 1	NH	Sheep	R	10	1	Bob	Groden	Tess	65
3	8/17/2023	Funny Farm Ranch 1	NH	Sheep	R	10	2	Tony	Morrill	Jan	61
4	8/17/2023	Funny Farm PN 1	NH	Sheep	PN	5	1	Lisa	Gordan	Stella	63
5	8/18/2023	Funny Farm Ranch 2	NH	Sheep	R	9	1	Bonnie	Griffin	Tess	64
6	8/18/2023	Funny Farm Ranch 2	NH	Sheep	R	9	2	Deirdre	Laden	Gael	62
7	8/18/2023	Funny Farm Ranch 2	NH	Sheep	R	9	3	Tony	Morrill	Jan	60
8	8/18/2023	Funny Farm PN 2	NH	Sheep	PN	11	1	Cassidy	Smith	Stella	65
9	8/18/2023	Funny Farm PN 2	NH	Sheep	PN	11	2	Joanie	Howell	Tuk	61

The data that identifies the different classes must be entered “Ranch 1”, “PN1”, “NN1”, “Ranch 2”, “PN2”, “NN2” etc. at the end of the trial name. This is the trial name that will appear in the points drop down menu on the website when handlers look for their points. The class information needs to be entered as “R”, “PN” or “NN”. See below:

	A	B	C	D	E	F	G	H	I	J	K
	<u>TrialDate</u>	<u>TrialName</u>	<u>TrialState</u>	<u>Stock</u>	<u>Class</u>	<u>ReportedDogsToPost</u>	<u>Placement</u>	<u>FirstName</u>	<u>LastName</u>	<u>DogName</u>	<u>ScoreText</u>
	8/17/2023	Funny Farm Ranch 1	NH	Sheep	R	10	1	Bob	Groden	Tess	65
	8/17/2023	Funny Farm Ranch 1	NH	Sheep	R	10	2	Tony	Morrill	Jan	61
	8/17/2023	Funny Farm PN 1	NH	Sheep	PN	5	1	Lisa	Gordan	Stella	63
	8/18/2023	Funny Farm Ranch 2	NH	Sheep	R	9	1	Bonnie	Griffin	Tess	64
	8/18/2023	Funny Farm Ranch 2	NH	Sheep	R	9	2	Deirdre	Laden	Gael	62
	8/18/2023	Funny Farm Ranch 2	NH	Sheep	R	9	3	Tony	Morrill	Jan	60
	8/18/2023	Funny Farm PN 2	NH	Sheep	PN	11	1	Cassidy	Smith	Stella	65
	8/18/2023	Funny Farm PN 2	NH	Sheep	PN	11	2	Joanie	Howell	Tuk	61

Spelling of the data in FirstName, LastName and DogName is VERY important. The points import program does a look up of this information. If an EXACT match is not found, the person and dog is added into the system which sometimes results in incorrect combinations. Please make sure the data is entered correctly. The points database can serve as a resource to verify a spelling of a person or dog name.

If the trial is large trial, please submit ONE file only. No need to break out the classes or days. It is easier to import one large file than it is to import multiple files.

Pro Novice NEBCA trials have points calculated based upon a 20 point drive. If your Pro Novice trial has a cross drive that is scored at 30 points, the scores must be adjusted to meet NEBCA guidelines. This is done by multiplying the drive score by .66 and totaling the score with the modified drive score. The scores submitted to the points administrator must be adjusted PRIOR to submitting.