



APPLICATION FOR UKC® ONLINE EVENT ENTRY SERVICE

Guidelines for UKC All-Breed Sports Online Event Entry Service

1. Event Applications must be submitted no later than 9 weeks prior to the date of the event to utilize the UKC Online Event Entry service.
2. The Event Secretary will receive an emailed copy of each event entry received during the event's pre-entry opening time. After the close of entries, UKC will send the Event Secretary a complete spreadsheet of the pre-entries collected for the event.
3. Clubs will not be charged for the use of this service. UKC will collect entry information and entry fees plus a non-refundable \$3.50 per entry service fee from the entrants. After the conclusion of entries, UKC will retain the service fee and recording fees of the pre-entered dogs and send the remaining balance to the club.
4. If the club is accepting entries at the event, the club must only include the recording fees for the day of show entries when submitting the event reports.
5. Club must have an IRS Form W9 and have up-to-date officers on file with UKC.
6. After event entries have been filled or pre-entries have closed, UKC will not process refunds for cancelled entries.

Online Event Entry Timetable

- **9 weeks before the event:** Clubs interested in using the Online Event Entry Service, must submit their request and have W9 form on file.
- **7 weeks before the event:** Event entries will be available online the Monday 7 weeks before the event.
- **3 weeks before the event:** Entries will close on Monday at 11:59 PM Eastern Time.
- **15 days before the event:** A spreadsheet of pre-entries will be emailed to the Event Secretary and a check will be mailed to the club of the entry fees collected minus recording fees.

Club Name: _____

Event Dates: _____

Event Secretary Signature: _____

Event Secretary Name: _____

Mailing Address for Pre-Entry Fee Check: _____

Email Address for Pre-Entry Submission: _____

Please indicate the entry limits (if applicable): _____

