



AMERICAN  
KENNEL CLUB™

## Performance Events Department

March 2022

To: **All Clubs Licensed to Host Retriever Hunting Tests and Field Trials**

Subject: **Submittal of Electronic Results / PDF Catalogs Provided for Participants**

This correspondence is to provide clarification to our Field Trial and Hunting Test Retriever Clubs concerning the above-mentioned subjects.

The Performance Events Department has recently received inquiries regarding the submission of results as well as PDF versions of catalogs being provided to participants in place of printed ones.

In 2020 our clubs began to experience many challenges during the pandemic and in an effort to make the submittal of results easier, the email address: [performanceresults@akc.org](mailto:performanceresults@akc.org) was created for any club wishing to email their results and avoid a trip to the post office. This remains an option. Some clubs have found emailing an attached copy of their catalog convenient. Other clubs have continued to send their paper results by traditional mail. Both are perfectly acceptable. It is entirely up to a club the method in which they prefer to submit their event results. Whether using a marked catalog or sheets listing the qualified/placed dogs for result submission, AKC's only requirement is that they be legible, accurate and sent in a timely manner so dogs that earned a qualifying score or placement are credited.

As costs rise and paper shortages ensue, a few clubs have inquired if they could provide their catalog in PDF format for their participants rather than in printed form. The Performance Events Department saw no issue with a club utilizing what they believed was a more convenient alternative. Subsequently, a service provider also inquired if a PDF catalog would be permissible, the answer was yes. AKC accepts both a printed version or a PDF version to be provided to participants and either can also be used for the submittal of results.

If some clubs find working with a printed, paper catalog during their event or having to submit paper results, more administratively burdensome, then we allow them the freedom of working with a PDF file. If some clubs reject the idea of using a PDF version of their catalog during their event for their participants or when submitting results and want to use a paper catalog, that is allowed as well. Clubs can use paper or a PDF (portable document format) for whichever purpose they see fit. It is up to our AKC clubs to utilize the method(s) that work best for them. Additionally, the method(s) utilized by a club's entry service provider is between the club and the entry service provider hired to handle their entry services.

### Review of What Clubs Can Use to Submit Results

An electronically marked catalog in PDF format or a PDF file copy of a hand marked paper catalog can be emailed to [performanceresults@akc.org](mailto:performanceresults@akc.org). A printed, hard copy of a catalog can also be sent via traditional mail to the address found on the [secretary's form](#). A marked catalog can be substituted with [placement sheets](#), [qualifier sheets](#) or any similar sheet a club wishes to use, so long as it provides the same legible info allowing for dogs' records to be credited. Clubs should contact Performance Events at 919-816-3908 or [performanceevents@akc.org](mailto:performanceevents@akc.org) if they have questions.

This information has been posted to the [field trial](#) and [hunt test club resources](#) webpages and has been distributed to all Presidents, Vice Presidents and Club Secretaries of all licensed and member Retriever clubs for hunting tests and field trials. Please send any comments or questions to: [performanceevents@akc.org](mailto:performanceevents@akc.org). For requests to update your email address, please provide your name, city and state.