

GPGRC GUIDELINES FOR SUBMITTING AWARD PAPERWORK

Below are a list of guidelines regarding submission of paperwork for the Annual Awards presented by GPGRC each year at the banquet. This list can also be found on the website in the Members Only section. This is not the requirements for the awards. It is simply a tool for submitting paperwork. The new eligibility requirements should be approved soon so please check the site in the next month or so for that information.

I am starting from scratch and currently have no information on your dog or your past accomplishments. Please do not assume I do.

- The BRAGS section of the newsletter is updated monthly. It is “your” responsibility to check the listing to be sure that the information is accurate. Please contact me immediately if corrections need to be made. julierihn@zoominternet.net
- Award information will be submitted to the newsletter on the 15th of each month. Reports received after that date will not be published until the following newsletter.
- The **Printable Awards Form** is available for download on the website at www.gpgrc.org. Please make copies for your use if needed. If you are submitting several forms for one event, please fill out the first form completely. There is no need to rewrite information that is the same as the first form (ie, dog’s name, event, date etc.). Staple paperwork for each dog/event together. Again, please make sure the first page is filled out completely. I am trying to make this as simple as possible for people showing often (you know who you are ;-). Please take the time to be organized in what you are mailing so I do not have to require each page be filled out completely. Once you have submitted the dog’s registered name to me it will be in the records and there will be no need to fill out that line on future awards forms. Just the dog’s call name will be needed. If you are sending the form via the Postal service please call to make sure I received it.
- There is also an **Online Awards Form** on the website. You may use it as you would the downloaded form. If you require a copy for your records please use the “File” link to print. If you forget to print before you “Submit” the form, just click on the green “Back” link in the top left corner of your screen. This will take you back to your form for printing. If you have more than one award for an event, simply fill out the form and submit it. When you see the Thank You note you can click the green “Back” button on the top left corner of your screen. This will take you back to your filled out form. At this point you can make changes to reflect another award by changing necessary fields. Once you have made changes you can “Submit” the second form. This can be done as many times as you need for each accomplishment making it unnecessary to rewrite information. The writeable fields on the form expand as you type. Each time you hit “Submit” the form information shown is sent to me. Additionally, I will send you a confirmation email. Please be sure to check with me if you have not received that email within a few days.
- One accomplishment per form please.
- Lastly, please try to get your forms to me in a timely manner. The end of the year is very busy for everyone so the sooner the better. Do not hesitate to call or email if you have questions.

Julie Rihn
6181 Brown Road
Butler, PA 16002
724-991-0970
julierihn@zoominternet.net