

# SENDING EMAIL CONFIRMATIONS FOR EACH ENTRY AS RECEIVED

Email confirmations can be sent to exhibitors if a valid, legible email is provided on entry forms, or if an email address is contained in the exhibitor's database record for each entry.

To demonstrate the process for sending email confirmations, the screen shot below represents a recently completed entry in a group of seven entry records entered for a fictitious event.

The areas of the main entry screen show the controls that pertain to the email confirmation functions. The designation of default email addresses for the Event Secretary and event processor are located in the SETUP and SHOW~EVENT CATALOG areas.

To proceed with the process, tap the button labeled RCPT EMAIL highlighted by the green arrow.

The screenshot displays a software interface for managing dog show entries. At the top, there are navigation buttons like 'HOME', 'LIST', 'FIND', and 'RCPT EMAIL'. A green arrow points to the 'RCPT EMAIL' button. Below this, a table lists event dates: Thursday, November 28, 2013; Friday, November 29, 2013; Saturday, November 30, 2013; and Sunday, December 1, 2013. The main section shows details for a dog named 'Seeno's Man', including its sex (Dog), date of birth (07/08/2010), and breed (Stripped Coat Dogs). A 'RECORDED ENTRIES FOR THIS DOG IN THIS CATALOG' table lists 'Gun Dog Sweepstakes' and 'Stripped Coat Sweepstakes' for the event on 11-28-2013. On the right side, there are checkboxes for 'EMAIL ENTRY ACKNOWLEDGMENT SENT' and 'CONFIRMATION AND JUDGING SCHEDULE SENT', with the first one circled in red. At the bottom, there are buttons for 'COPY', 'RESULTS ~ PLACEMENTS', and 'To Deleted Records'.

The initial screen that is presented to the user will likely appear unhappy with a substantial amount of red-warning color. To prepare the system for sending the correct confirmation emails, the unsent / unmarked records must first be queued.

As highlighted by the green rectangle, first select the event from the drop-down menu. Next, tap the large button labeled "QUEUE UN-SENT EMAIL CONFIRMATIONS FOR THIS EVENT FOR USE WITH BUTTON CHOICES BELOW."

HOME 201325661 - 2013 California Kennel Club Fictitious Cluster record Found Total (NO EMAIL IN ENTRY RECORD) 1 143 2318 Copies to Show Secretary BCC CC BCC CC BCC  
 AAF 4269 Queue Un-Sent Email Confirmations for This Event for Use with Button Choices Below info@picalo.com To Show Sec To SELF

(NO EMAIL IN ENTRY RECORD) This is to Confirm the Receipt of the Event Entry for California Kennel Club 12 Years, 9 Months, 7 Days Entered in Obedience Open A ALL USPS CONF MAIL if there are errors in this entry information, please note the Entry ID NUMBER and contact: COPY Copy to Clipboard COLLECT EMAIL  
 11-30-2012 ~ Friday AKC Event No: 2011256606 FIND UN-SENT (THIS EVENT) Richard Seeno, Event Secretary PO Box 977 Clayton CA 94517 (925) 672-2076 info@picalo.com  
 Fee Received: \$31.00 Entry ID Number: 4269 Carmel Hupe / Albert Sanchez 7051 Gabels Crest Pl Fontana CA 92336 Event Location Firehouse 11 5850 Clayton Rd. Clayton CA 94517 Send Email for Withdraw Confirmation Omit No eMail  
 Ch. Omega's Whole Lotta Rock'n Roll Bulldog \*\*\*DOG\*\*\* DOB: 02-23-2000 Sire: Ch. Cherokee Mordel Rudy Valley Dam: Chickel's Secondhand Rose ALL Same Dog & Catalog FIND ALL PROBLEM NOTES THIS EVENT 201325661 - 2013 California Kennel Club Fictitious Cluster

SEND NOW W/REVIEW 08-26-2013 09:31:39 am SEND NOW W/REVIEW SKIP ENTRY FOR NOW RETURN FIND SORT ON EMAIL X REG X DATE X CLASS 143

Has Been SENT: <input type="checkbox"/>	<b>RICKY SEENO PO BOX 911 CLAYTON CA 94517</b>	5850 Clayton Rd. Clayton CA 94517
AAAL <b>S 9469</b> DOG	AKC Event CALIFORNIA KENNEL CLUB 11-28-2013 THURSDAY STRIPPED COAT SWEEPSTAKES STRIPPED COAT DOGS	Go To
Acknowledgment <input type="checkbox"/>	Seeno Crazy Guy REG. NO: NM48111205	Firehouse 11 5850 Clayton Rd. Clayton CA 94517
Has Been SENT: <input type="checkbox"/>	<b>RICKY SEENO PO BOX 911 CLAYTON CA 94517</b>	
AAAM <b>S 4615</b> DOG	AKC Event CALIFORNIA KENNEL CLUB 11-28-2013 THURSDAY GUN DOG SWEEPSTAKES GUN DOG DOGS	Go To
Acknowledgment <input type="checkbox"/>	Seeno's Man REG. NO: SK45672302	Firehouse 11 5850 Clayton Rd. Clayton CA 94517
Has Been SENT: <input type="checkbox"/>	<b>RICHARD B SEENO PO BOX 911 CLAYTON CA 94517</b>	
AAAM <b>S 3983</b> DOG	AKC Event CALIFORNIA KENNEL CLUB 11-28-2013 THURSDAY STRIPPED COAT SWEEPSTAKES STRIPPED COAT DOGS	Go To
Acknowledgment <input type="checkbox"/>	Seeno's Man REG. NO: SK45672302	Firehouse 11 5850 Clayton Rd. Clayton CA 94517
Has Been SENT: <input type="checkbox"/>	<b>RICHARD B SEENO PO BOX 911 CLAYTON CA 94517</b>	
AAAF <b>H 9991</b> DOG	AKC Event CALIFORNIA KENNEL CLUB 11-29-2012 THURSDAY PUPPIES 4 TO 5 MONTHS PUPPY DOGS 4-6 MONTHS	Go To
Acknowledgment <input type="checkbox"/>	Ch. Omega's Whole Lotta Rock'n Roll REG. NO: NM85997904	Firehouse 11 5850 Clayton Rd. Clayton CA 94517
Has Been SENT: <input type="checkbox"/>	<b>CARMEL HUPE / ALBERT SANCHEZ 7051 GABELS CREST PL FONTANA CA 92336</b>	
(NO EMAIL IN ENTRY RECORD)		
ABP <b>S 1143</b> BITCH	AKC Event MISSION VALLEY COCKER SPANIEL CLUB, INC. 10-20-2012 AM SATURDAY PUPPIES 4 TO 6 MONTHS PUPPY DOGS AND BITCHES 4-6 MONTHS	Go To
Acknowledgment <input type="checkbox"/>	Seeno CK REG. NO: SR56782302	Alameda County Fairgrounds 4501 Pleasanton Ave Pleasanton, CA 94566
Has Been SENT: <input type="checkbox"/>	<b>RICHARD SEENO PO BOX 977 CLAYTON CA 94517</b>	
(NO EMAIL IN ENTRY RECORD)		

The screen below is an example of the resulting records that:

1) Have NOT been previously flagged as "Acknowledgement has been SENT" (green arrow).

2) Contain an email address in the entry record (thin blue oval).

Among a number of buttons and controls, the most-used will be the buttons labeled "SEND NOW W/REVIEW" and "SKIP ENTRY FOR NOW" show below and labeled 1 and 2 respectively.

At this point it must be understood that an EMAIL CLIENT is required to be installed and available on the user's system. If a user does not use a local email program ( maybe a web-based email system is used ), emails cannot be sent using this function. Fortunately, there are a good number of free or very inexpensive email programs available, with Mozilla THUNDERBIRD established as the very best at this time.

<http://www.mozilla.org/en-US/thunderbird/>

HOME 201325661 - 2013 California Kennel Club Fictitious Cluster Record Found Total 1 5 2318 rbe@value.net  
Copies to Show Secretary BCC CC BCC  
s5589 Queue Un-Sent Email Confirmations for This Event for Use with Button Choices Below info@picalo.com To Show Sec To SELF

EMAIL CONFIRMATION INFORMATION TO BE SENT Age of Entry on Day of Event 3 Years, 1 Month, 22 Days COMMIT RECORD  
This is to Confirm the Receipt of the Event Entry for California Kennel Club Entered in Gun Dog Sweepstakes Gun Dog Dogs USPS CONF MAIL  
Fee Received: \$11.00 Ricky Seeno PO Box 911 Clayton CA 94517 If there are errors in this entry information, please note the Entry ID NUMBER and contact: COPY  
Entry ID Number: 3389 Firehouse 11 5850 Clayton Rd, Clayton CA 94517 Copy to Clipboard  
Seeno Crazy Guy Bulldog \*\*\*DOG\*\*\* Richard Seeno, Event Secretary PO Box 977 Clayton CA 94517 (925) 672-2076 info@picalo.com COLLECT EMAIL  
NM4811205 DOB: 10-06-2010 Sire: Ch. Seeno Dam: Ch. Seenos Girl Firehouse 11 5850 Clayton Rd, Clayton CA 94517  
Send Email for Withdraw Confirmation If the Event Entries are subject to numerical limitations, you will be notified by email if your entry is rejected for this or other reasons. Please be aware that you will receive an additional CONFIRMATION & JUDGING PROGRAM by the USPS about one week before the event. THANK YOU  
201325661 - 2013 California Kennel Club Fictitious Cluster

SEND NOW W/REVIEW 09-26-2013 09:16:33 am SEND NOW W/REVIEW SKIP ENTRY FOR NOW RETURN FIND SORT ON EMAIL X REG X DATE X CLASS 5

ID	Breed	Date	Event Name	Registration No.	Entry Name	Address
s5589	DOG	11-28-2013 THURSDAY	GUN DOG SWEEPSTAKES	NM4811205	Seeno Crazy Guy RICKY SEENO PO BOX 911 CLAYTON CA 94517	Firehouse 11 5850 Clayton Rd, Clayton CA 94517
s9469	DOG	11-28-2013 THURSDAY	STRIPPED COAT SWEEPSTAKES	NM4811205	Seeno Crazy Guy RICKY SEENO PO BOX 911 CLAYTON CA 94517	Firehouse 11 5850 Clayton Rd, Clayton CA 94517
s1941	BITCH	11-28-2013 THURSDAY	PUPPIES 4 TO 6 MONTHS	NM78902301	Seenos Gal Puppy RICHARD SEENO PO BOX 911 CLAYTON CA 94517	Firehouse 11 5850 Clayton Rd, Clayton CA 94517
s4615	DOG	11-28-2013 THURSDAY	GUN DOG SWEEPSTAKES	SK45672302	Seeno's Man RICHARD B SEENO PO BOX 911 CLAYTON CA 94517	Firehouse 11 5850 Clayton Rd, Clayton CA 94517
s3983	DOG	11-28-2013 THURSDAY	STRIPPED COAT SWEEPSTAKES	SK45672302	Seeno's Man RICHARD B SEENO PO BOX 911 CLAYTON CA 94517	Firehouse 11 5850 Clayton Rd, Clayton CA 94517

Upon selecting the button labeled "SEND NOW W/REVIEW" the user's default email client will load and present the email notice for the user to review.

In addition to the confirmation text, the most important fields to double-check are the addressee fields highlighted here in red and green. The recipient email address(es) should get a quick look, as well as the BCC copy that should be sent to the Event Secretary and/or the event processor ( assumed to be the user in this example ).

As with most of the fields for processing in the software, the email can be edited or special notations can be added by the user.

It would not be uncommon for the user to decide to cancel the email... due to an observed error, missing information or other reasons. In this example CANCEL will be selected.

The screenshot shows a web application interface for a kennel club event, overlaid with an email client window. The web application displays a list of event entries for the California Kennel Club, with details such as entry ID, breed, and registration number. The email client window shows a draft email with the following details:

- From: rbs@value.net (mailto:rbs@value.net)
- To: rbs@value.net (highlighted in red)
- Cc: info@picalo.com (highlighted in green)
- Subject: Entry Received For: 11-28-2013 - California Kennel Club - 5589

The email client window also shows a menu bar with options like File, Edit, View, Insert, Format, Tools, Message, and Help. A blue arrow points to a "SEND" button, and an orange arrow points to a "CANCEL" button.

Upon execution of the SEND button, the email will be sent and the record will be marked as sent and be removed from the queue. The record list will shift upwards and be ready for the next disposition.

The screen shot below illustrates the execution of the CANCEL button as previously described. The email client in-use for this example is Outlook Express and all screens relating to the email client will vary by the mailing program in use.

In this case the dialog box from Outlook Express is shown requesting confirmation that the email be abandoned. If the email is not sent, the user will be provided a choice, to mark or leave unmarked, the flag checkbox that designates the confirmation email has been sent for the entry record.

The screenshot displays the Outlook Express interface. At the top, a status bar shows 'Record Found Total' as 1, 5, 2318. The main window is titled '201325661 - 2013 California Kennel Club Fictitious Cluster'. Below this, a list of dog entries is visible, including details like 'Fee Received: \$11.00', 'Entry ID Number: 5589', and 'Sire: Ch. Seeno'. An 'Outlook Express' dialog box is open in the foreground, displaying a warning icon and the text: 'This is to Confirm the F... Do you want to save changes to this message?'. The dialog box has three buttons: 'Yes', 'No', and 'Cancel'. The background email window shows the 'From: rbs@value.net', 'To: rbs@value.net', and 'Subject: Entry Received For: 11-28-2013 - California Kennel Club - 5589'.

As previously explained, upon cancelling a generated entry confirmation email, a dialog box will be presented to the user to designate the record as sent or unsent. The usual response would be to keep the record flagged as unsent, assuming the confirmation information will be corrected and resent at a later time.

The record at this point will be removed from the queue with any / either choice from this dialog box.

If the record is selected to be marked as UNSENT, it can then be immediately re-retrieved and added to the existing queue by tapping the large button labeled "QUEUE UN-SENT EMAIL CONFIRMATIONS FOR THIS EVENT FOR USE WITH BUTTON CHOICES BELOW."

The screenshot displays a web application interface for a kennel club event. At the top, there is a navigation bar with 'HOME', '201325661 - 2013 California Kennel Club Fictitious Cluster', and 'Record Found Total 1 5 2318 rba@value.net'. Below this, a red banner reads 'Queue Un-Sent Email Confirmations for This Event for Use with Button Choices Below'. The main content area is titled 'Message' and contains the text: 'Email was Cancelled or with Error. Confirmation for this Entry can be Marked as SENT or UNSENT?'. The left sidebar lists several entries with details like 'Fee Received: \$11.00', 'Entry ID Number: 3389', and 'Seeno Crazy Guy Bulldog'. The right sidebar features a 'COPY' button, 'COLLECT EMAIL', and several 'Go To' buttons for 'Firehouse 11'.

If the confirmation text is needed for other reasons, such as a document to be sent by postal mail, the text can be copied to the clipboard and then pasted into the user's document as needed.

In the example shown below, the text was pasted into the Stay on Top TED Editor which was started from the button labeled N that is highlighted with the blue circle.

The screenshot shows a web application interface for a kennel club event. The top navigation bar includes 'HOME', '201325661 - 2013 California Kennel Club Fictitious Cluster', and 'Record Found Total 5 5 2318'. A blue circle highlights a button labeled 'N' in the top right corner. A blue arrow points to this button. Below the navigation bar, there is a section for 'EMAIL CONFIRMATION INFORMATION TO BE SENT' with a 'COPY' button. The main content area displays event details for the California Kennel Club, including the date (11-28-2013 ~ Thursday), AKC Event No. (AKC #123456789), and entry details for several dogs. A 'TED Notepad' window is open in the foreground, displaying the copied text:

```
Regarding:
This is to Confirm the Receipt of the Event Entry For:
California Kennel Club
11-28-2013 ~ Thursday
AKC Event No: AKC #123456789
Fee Received: $11.00
(Paid OK)
Entry ID Number: 5589
Seeno Crazy Guy
Bulldog
***Dog***
DOB: October 6, 2010
NM48111205
Sire: Ch. Seeno
Dam: Ch. Seenos Girl
Age of Entry on Day of Event:
3 Years, 1 Month, 22 Days
```

Email confirmations for entry cancellations are also fully supported. Use the button labeled **SEND EMAIL FOR WITHDRAW CONFIRMATION** to initiate the entry cancellation process. ( green arrow in smaller screen shot below ).

Of course, this must be initiated before the entry record is deleted or there would not be any entry data to reference in the cancellation email. The cancellation email in this example is shown below.

After the cancellation email is sent, the additional functions for deleting the still-active entry is initiated.



**HOME** 201325661 - 2013 California Kennel Club Fictitious Cluster Record Found Total 1 5 2318 Copies to Show Secretary BCC To Show Sec To SELF

**AAL** 5589 Queue Un-Sent Email Confirmations for This Event for Use with Button Choices Below

**EMAIL CONFIRMATION INFORMATION TO BE SENT**  
 This is to Confirm the Receipt of the Event Entry for California Kennel Club 11-28-2013 ~ Thursday  
**FIND UN-SENT (THIS EVENT)**

Fee Received: \$11.00  
 Entry ID Number: 5589  
 Seno Crazy Guy Bulldog  
 \*\*\*DOG\*\*\*  
 NM4811205  
 DOB: 10-06-2010  
 Sire: Ch. Seno  
 Dam: Ch. Senos Girl

**SEND NOW NO REVIEW** 08-26-2013 10:01:44 am **SEND NOW YES REVIEW**

**AAL DOG** AKC Event CALIFOR 11-28-2013 THURSDAY  
 Acknowledgment Has Been SENT:    
 Seno Crazy Guy REG. NO. SK  
 RICKY SEENO PO BOX 911  
 rbs@value.net

**AAL DOG** AKC Event CALIFOR 11-28-2013 THURSDAY  
 Acknowledgment Has Been SENT:    
 Seno Crazy Guy REG. NO. SK  
 RICKY SEENO PO BOX 911  
 rbs@value.net

**AAH BITCH** AKC Event CALIFOR 11-28-2013 THURSDAY  
 Acknowledgment Has Been SENT:    
 Senos Gal Puppy REG. NO. SK  
 RICHARD SEENO PO BOX 911  
 rbs@value.net

**AAM DOG** AKC Event CALIFOR 11-28-2013 THURSDAY  
 Acknowledgment Has Been SENT:    
 Seno's Man REG. NO. SK  
 RICHARD B SEENO PO BOX 911  
 rbs@value.net

**AAM DOG** AKC Event CALIFOR 11-28-2013 THURSDAY  
 Acknowledgment Has Been SENT:    
 Seno's Man REG. NO. SK  
 RICHARD B SEENO PO BOX 911  
 rbs@value.net

**Entry Received For: 11-28-2013 - California Kennel Club - 5589**

From: rbs@value.net (1mail.value.net)  
 To: rbs@value.net  
 Cc: info@picalo.com; info@picalo.com  
 Subject: Entry Received For: 11-28-2013 - California Kennel Club - 5589

\*\*\*\*\* ENTRY WITHDRAWN \*\*\*\*\*  
 \*\*\*\*\* CONFIRMATION & \*\*\*\*\*  
 \*\*\*\*\* ENTRY REFUND NOTICE \*\*\*\*\*  
 \*\*\*\*\* 8-26-2013 \*\*\*\*\*

California Kennel Club  
 11-28-2013 ~ Thursday  
 AKC Event No: AKC #123456789

Fee Received: \$11.00  
 (Paid OK)  
 Entry ID Number: 5589

Seno Crazy Guy  
 Bulldog

Cancelled entries, if initiated at the email confirmation screen shown here, or if performed from the regular entry form screen, include the ability to keep the deleted entry in a separate database for later reference. If the cancelled / deleted entry record does not require maintenance in the reference database, then the record can be deleted permanently.

That choice is presented to the user with a dialog box and the user can then select the preferred disposition from the three choices as shown below.

**DELETE** - Permanent deletion of record with no recovery available.

**SAVE~KEEP** - Cancel the deletion

**SAVE~MOVE** - Delete the entry from the database but maintain a copy that can be restored or referred-to at a later time.

The screenshot shows a web application interface for a kennel club event. A modal dialog box is open in the center, asking the user to choose between three options: "DELETE Permanently?", "SAVE~Move this Entry Record to the Deleted Database? (Can be Resored at a Later Time)", or "or DELETE Permanently?". The background shows a list of dog entries with details like breed, date, and owner. A "Message" window is also visible, displaying the dialog text.

**Message**

Do you now want to Save~Move this Entry Record to the Deleted Database? (Can be Resored at a Later Time) or DELETE Permanently?

Buttons: DELETE, SAVE~Keep, SAVE~Move

**Event Details:** 201325661 - 2013 California Kennel Club Fictitious Cluster. Record Found Total: 1, 5, 2318. Copies to Show Secretary: BCC, To Show Sec, To SELF.

**EMAIL CONFIRMATION INFORMATION TO BE SENT**

This is to Confirm the Receipt of the Event Entry for California Kennel Club 11-26-2013 ~ Thursday

Age of Entry on Day of Event: 3 Years, 1 Month, 22 Days. Entered in Gun Don Sweenstakes.

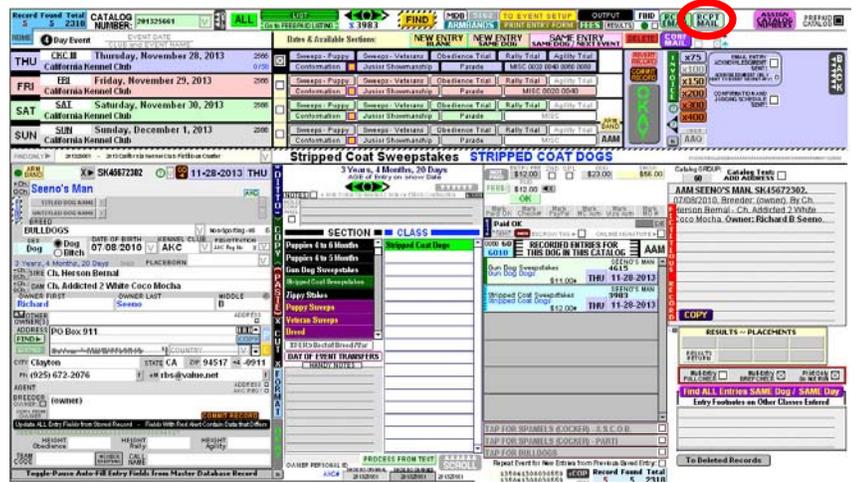
Fee Received: \$11.00. Entry ID Number: 3389. Seeno Crazy Guy Bulldog. NM48111209. DOB: 10-06-2010. Sire: Ch. Seeno. Dam: Ch. Seenos Girl.

**Event List:**

Entry ID	Breed	Event	Date	Owner	Address
s5589	DOG	CALIF	11-28-2013 THURSDAY	Seeno Crazy Guy	RICKY SEENO PO BOX 5
s9469	DOG	CALIF	11-28-2013 THURSDAY	Seeno Crazy Guy	RICKY SEENO PO BOX 5
s1941	BITCH	CALIF	11-28-2013 THURSDAY	Seenos Gal Puppy	RICHARD SEENO PO BOX 5
s4615	DOG	CALIF	11-28-2013 THURSDAY	Seeno's Man	RICHARD B SEENO PO BOX 5
s3983	DOG	CALIF	11-28-2013 THURSDAY	Seeno's Man	RICHARD B SEENO PO BOX 5

For entries that do not include an email address, a feature is available to print a one-page summary that can be printed and postal-mailed to the exhibitor.

Due to costs, time and other factors, this is not highly recommended for regular use.



HOME **To ENTRIES**

x100 **ALL** FIND

x150 HARD SEENO, EVENT SECRETARY  
PO BOX 977  
CLAYTON CA 94517  
(925) 672-2076  
RICKY SEENO@PICALO.COM

x200

x300

RICKY SEENO  
PO BOX 911  
CLAYTON CA 94517-0911

UPDATE / COPY TO TEXT FIELD

Record Found Total  
1 4 2318 PREVIEW 60 Seconds

SORT ON INDEX X ARM X CLASS X DATE

PRINT COPIES ONLY  
Include Payment Info:   
Only Over/Under:

DVMQ 5162 ALL Same Dog & Catalog

Omit NOTE:

Regarding:

This is to Confirm the Receipt of the Event Entry For:

California Kennel Club  
11-28-2013 ~ Thursday  
AKC Event No: AKC #123456789

Fee Received: \$12.00  
(Paid OK)  
Entry ID Number: 9469

Seeno Crazy Guy  
Bulldog  
\*\*\*Dog\*\*\*  
DOB: October 6, 2010  
NM48111205  
Sire: Ch. Seeno  
Dam: Ch. Seenos Girl

Age of Entry on Day of Event:  
3 Years, 1 Month, 22 Days

Entered in Stripped Coat Sweepstakes  
Stripped Coat Dogs

rbs@value.net - (925) 672-2072  
Ricky Seeno  
PO Box 911  
Clayton CA 94517

Event Location:  
Firehouse 11  
5850 Clayton Rd.  
Clayton CA 94517

If there are errors in this entry information, please note the Entry ID NUMBER and contact:  
Richard Seeno, Event Secretary  
PO Box 977  
Clayton CA 94517  
(925) 672-2076  
info@picalo.com

If the Event Entries are subject to numerical limitations, you will be notified by email if your entry is rejected for this or other reasons.

Please be aware that you will receive an additional CONFIRMATION and JUDGING PROGRAM by the USPS about one week before the event.

===== THANK YOU =====

The one-page summary for postal-mailing to the exhibitor is designed to fold and be inserted into the same two-window envelopes that are available for the Confirmation Slip / Judging Program postal mailing.

Most large business product stores carry the QUALITY PARK PRODUCTS #24529 DUAL WINDOW ENVELOPES, or an equivalent envelope type.

