

The Narbonne International Open Race (SO/10/09)

How to Complete the UK Entry Form

1. Please note that you should not AT ANY TIME use the ENTER key on your keyboard either to complete data entry into a field or to move from one field to the next. Please use the TAB key instead.
 - a. If you do this the line you are on will grow in size and may affect the resulting printout adversely
 - b. To UNDO this action press your Ctrl and Z keys together (this is the standard Windows UNDO command)
2. Complete
 - a. Loft Number
 - b. Name
 - c. Latitude
 - d. Longitude
 - e. Miles (if known)
 - f. Yards (if known)
 - g. Full postal address
 - h. Telephone number
3. Complete up to 16 Ring Numbers, Colours, and Sexing (H for Hen; C for Cock)
 - a. Enter HENS first, please, as this will assist reconciliation to the International form that you are also required to complete
 - b. If completing the form using Microsoft Word please note the Colour and Sex fields have drop-down lists to aid your selections
 - c. Complete an additional sheet should more than 16 entries be required
4. Add Pools to one or more pigeons
 - a. There are seven pools A-G
 - b. If completing the form using Microsoft Word please note the Pools fields have drop-down lists to aid your selection (the only option is X)
5. Complete the Pigeon Entry and Pools Entry summary analysis to the right-hand side of the form
 - a. Enter the number of birds entered into the race
 - b. Enter the number of birds entered into each pool
 - c. Multiply across to create totals for entries and each pool
 - d. Sum the totals into the **Total Cost** field
 - e. For further guidance on how to complete the Pools grid contact John Clements, Paul O'Leary, or Russell Bradford
6. If you have entered any pools on the International forms, and are paying for these pools in addition to your UK Entry and UK Pools costs, enter the amount of these Pools in:-
 - a. International Pools £'s field if you have paid in Sterling
 - b. International Pools €'s field if you have paid in EUROS
7. Sign the form (very important!)
8. Finally, make sure you enter the NAME to be used by the race organisers should a cheque for prizes and/or pools need to be raised.