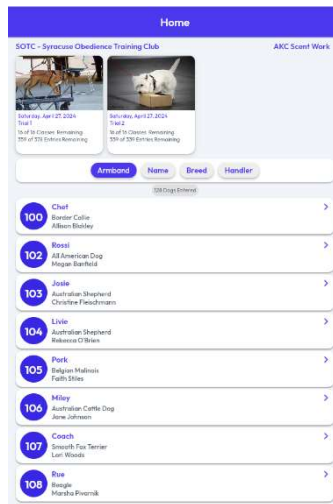# How to Operate the myK9Q app

Gatekeepers – code: see Terri
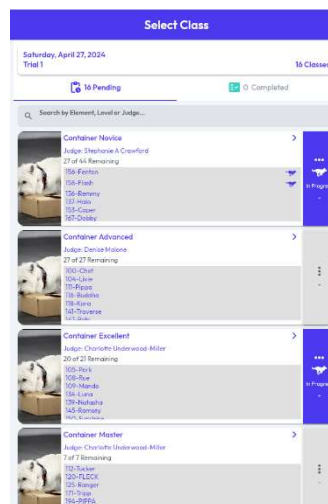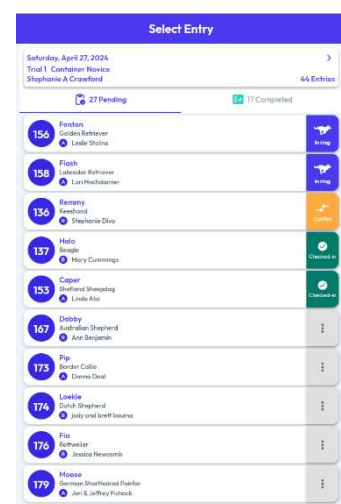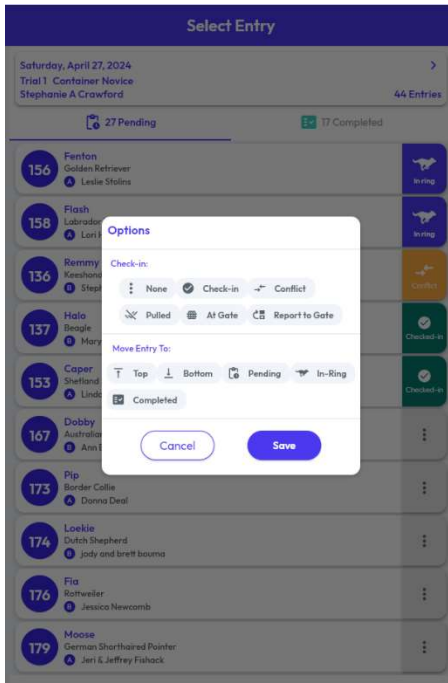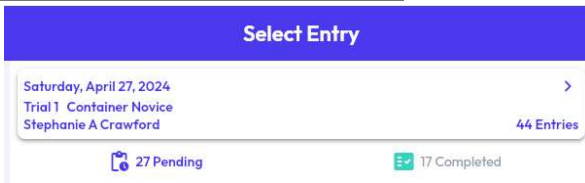
1   **2**   **3**   **4**

1. Enter the **Pass Code** which you can get from Terri Botsford (tbotsford@sotc.info).
2. The next screen will have the 2 trials for the day on top. Click on **Trial 1** or Trial 2, depending on what Trial you're working on.
3. Scroll down the screen until you find the **Class** that you're Gatekeeping for. I'm using **Trial 1 Container Novice** for these examples. Click on it.
4. These are all the entries for that class. You can see some have already **Checked-In**, another is **In-the-Ring**, one has a **Conflict** and the rest just have **Three Dots**.
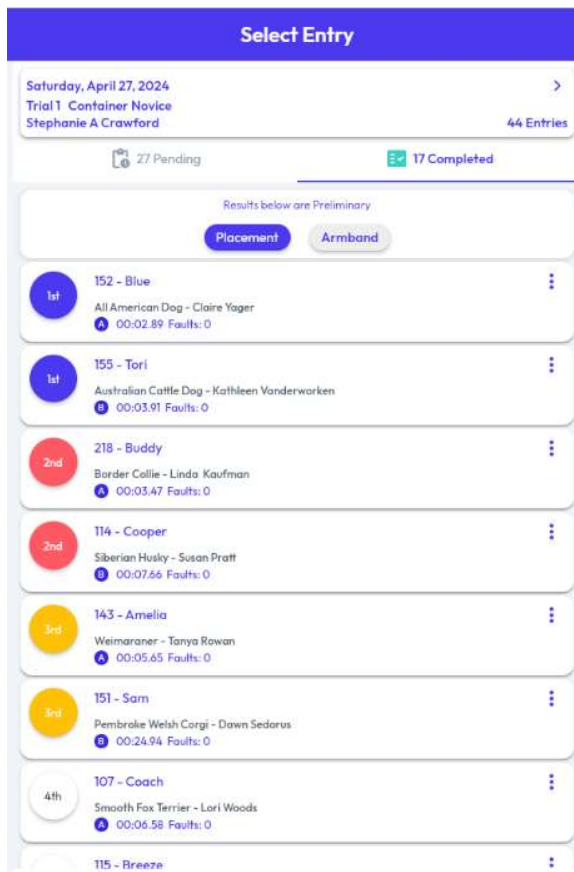   a. Click the square to the right with the Three Dots or that says In-ring, Conflict or Checked-In.

These are all your options. You can

b. **Check them in**

c. Mark them as having a **Conflict**

d. Mark them as **Pulled**

e. Mark them as ready and **At the Gate**

f. If you're waiting on them, you can mark **Report to Gate**

g. You can also move them to the **Top or Bottom**

h. You can mark them as **Pending** or **In-Ring** or **Completed**.

5. A very neat feature is you can see how many are still **Pending** and how many have **Completed**.

6. And when you click on **Completed**

7. It will show you the **Preliminary Results**. It looks like there are multiple placements, but if you look carefully, since this is for Container Novice, you'll see the rankings mixed in together, one for the A class and another for the B class.