

## FAQ's – Teamleader

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### **1. What is a „Teamleader“?**

A team leader is the leader of a certain country. He can register the starters at the event.

## 2. How can I become a teamleader on Caniva?

Enter the following internet address into your browser:

<http://caniva.com>

Now, you can search for the desired event. You have the possibility to filter for a specific sport. To do this, click on the small symbol of the desired sport in the upper section. Use the arrows on the right and left to see the other sports.

The screenshot shows the Caniva website interface. At the top, there is a navigation bar with the Caniva logo and links for 'STARTEN', 'ABSTUFEN', 'MILEYTS', and 'LOGOUT'. Below this is a 'Choose event type' section with a red border, containing seven circular icons for different sports: IPO, Tracking, Agility, Koerung, Show, Rettungshund, and Obedience. To the left of these icons is a left arrow and to the right is a right arrow. Below the event type section, there is a search area on the left with a map of Europe, a search bar, and a 'REFINE YOUR SEARCH' section with filters for 'Event name' and 'Sport' (Seminar, Meeting). The main content area displays a list of events with details:

- Agility by night 2017**  
Date: 11.08.2017 - 13.08.2017  
Deadline: 01.01.2017 15:02:00  
City: - Bettemburg  
Breeds: all breeds  
Classes: Agility  
Details
- Begleithunde- und Fährtenhundprüfung Okt. 2017**  
Date: 21.10.2017  
Deadline: 15.01.2017 00:00:00  
City: -  
Breeds: all breeds  
Classes: IPO, FPr, Tracking test, BH, ...  
Details
- 19. Rassehunde-Meeting Schloß Meisdorf**  
Date: 01.07.2017 - 02.07.2017  
City: 06463 Meisdorf  
Breeds: Afghan Hound, Akita, Basen, ...

On the left you can also refine your search:

Choose event type

**REFINE YOUR SEARCH**

Event name

Search

Sport

- Seminar
- Meeting
- IPO
- IPO-A
- IPO FH
- IPO finale

Venue

Deadline ascending Results per page 10 1 of 18

	<b>Agility by night 2017</b>		
Date	11.08.2017 - 13.08.2017	City	- Bettemburg
Deadline	01.01.2017 15:02:00	Breeds	all breeds
Organizer		Classes	Agility
<a href="#">Details</a>			

	<b>Begleithunde- und Fährtenhundprüfung Okt. 2017</b>		
Date	21.10.2017	City	- -
Deadline	15.01.2017 00:00:00	Breeds	all breeds
Organizer	HSV Oldenburg-Wild...	Classes	IPO, FPr, Tracking test, BH...
<a href="#">Details</a>			

	<b>19. Rassehunde-Meeting Schloß Meisdorf</b>		
Date	01.07.2017 - 02.07.2017	City	06463 Meisdorf
Deadline	12.05.2017 23:59:59	Breeds	Afghan Hound, Akita, Basen...
Organizer	VDH-Sachsen-Anhalt ...	Classes	Exhibition
<a href="#">Details</a>			

	<b>3. Nationale Schloß Meisdorf</b>		
Date	01.07.2017 - 02.07.2017	City	06463 Meisdorf
Breeds		Breeds	all breeds

Click on "details" after you found the event you were looking for. You are now on the side of the event. Now click on "request teamleader".

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date: 14.0

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discipline:

organizer:

address: F

e-mail: jur

home page

breeds: all

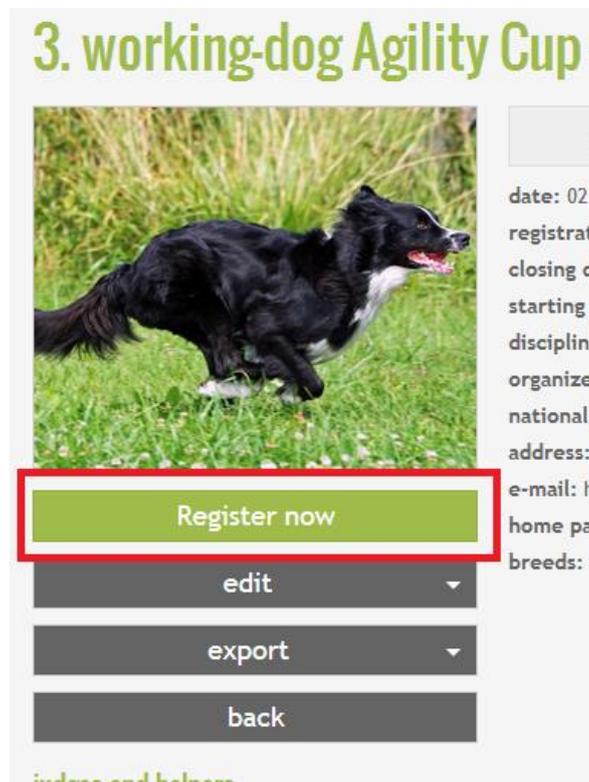
**request teamleader**

back

The organizer will now process your request.

### 3. I've been accepted as a teamleader. How can I register starters?

After you have been accepted as a teamleader, you will now see "register now" on the page of the event. Click on it to register the starter at the event.



Now select the individual disciplines in which first starter starts and click on “continue”.

Subsequently fill in all required information of the dog. If the dog is registered on working-dog, you can search in the working-dog's database for the dog's name. All stored datas in working-dog, are generated and filled out automatically. Pay attention to the correct spelling. Be aware that small deviations or mistakes can complicate the search function.

If your dog is not registered with working-dog the data information has to be done all automatically.

After you have entered your data, click on "continue" at the bottom right. Now enter all the required data of the starter.

If the starter is registered with working-dog, you can search in the working-dog's database for his name. If the starter is not registered with working-dog, the data information has to be done all manually.

Click "Continue" at the bottom right to go to the next page.

Confirm the questions there and go to the next page.

You can use the feature for upload on the bottom of the page. You may click on “choose file” to select relevant documents (for example proof of pedigree, etc.).

By clicking the button, „register dog“the dog is registered for the event.

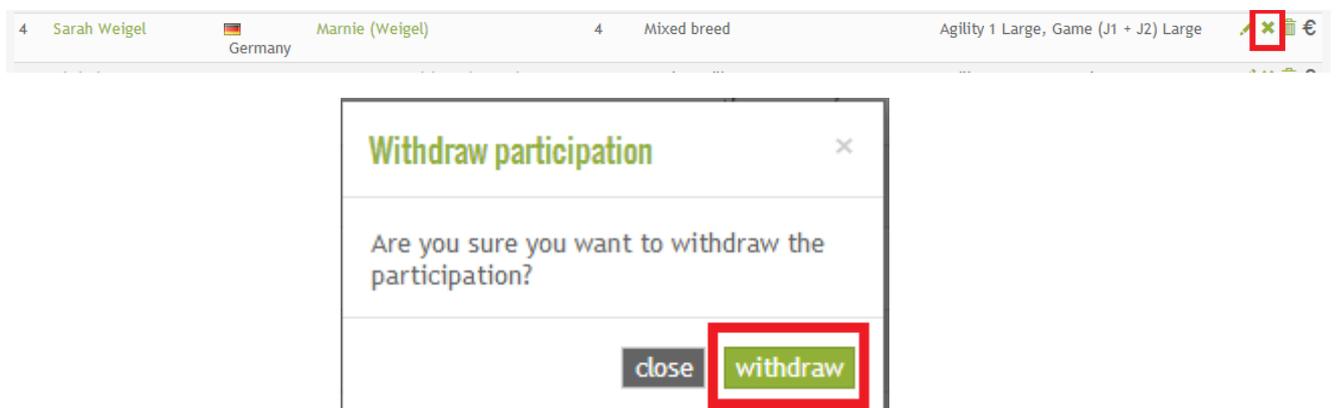
In this way, you can register all the starters for the event.

#### 4. What is a „reserve starter“?

If a team member cannot start at the event, the reserve starter starts.

#### 5. A starter does not start. How can I register someone else?

At first, choose the specific event. There you can find the entry list. Look for the starter you want to replace. There you will find different symbols on the right. Click on the small cross and confirm the following question with "withdraw".



Now, as explained in questions 3, you can register another starter to the team.