

How to register your dog on Cedia

1. Create an account

On the Cedia Home Page, in the "MES INFORMATIONS" menu click on "Créer un compte"



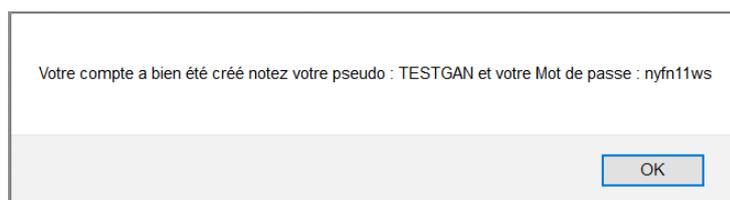
Enter your personal details in the following screen, make sure your e-mail address is right.

A screenshot of the 'Enter your details' registration form. The form is titled 'Enter your details' and contains several fields: 'Identification (Pseudo):' with a text input and 'Mot de passe attribué par Cédia:' with a text input containing 'ip85bctt'. 'Name:' with a dropdown menu showing 'M.' and a lock icon. 'First name:' with a text input. 'Affixe:' with a text input. 'Address:' with a text input. 'Address (more):' with a text input. 'Postcode:' with a text input and 'City:' with a text input. 'Country:' with a text input and a link 'Pour les étrangers'. 'Phone nr:' with a text input and a dropdown menu showing 'Oui' and the text 'Présent sur le catalogue'. 'E-Mail:' with a text input and the text 'Indispensable pour recevoir votre AR'. 'Confirm E-Mail:' with a text input. 'Confirmation de vos codes par mail?' with a dropdown menu showing 'Oui' and the text 'Pour recevoir un mail de confirmation avec les codes d'accès à votre compte'. 'N° Licence:' with a text input and the text '(Uniquement pour les licenciés de la CUN)'. At the bottom, there are 'Validate' and 'Cancel' buttons.

The password is set by Cedia. Make sure your e-mail address is correct otherwise you will receive no acknowledgments.

Among the options you can choose whether your phone number will appear in the show catalog or not. Don't forget to specify your country code before the telephone number. You should leave "Confirmation de vos codes par mail?" set to "OUI", then your Pseudo and the password will be sent to you by e-mail.

The licence number is only relevant for dogs in French working disciplines.



You should receive confirmation after having created the account correctly. Please note your Pseudo and password for future reference.

2. Register your dog for a show



Click on the "Engagement en ligne" button.



Select the type of show that interests you, in our case it's "Club Shows".



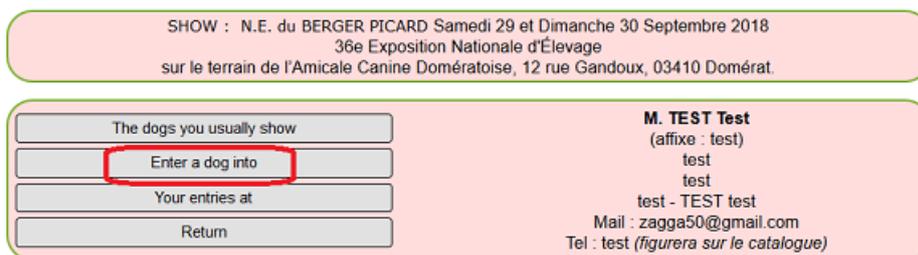
Scroll down the list and click on the required event.

Select "Online Entry with secure payment"



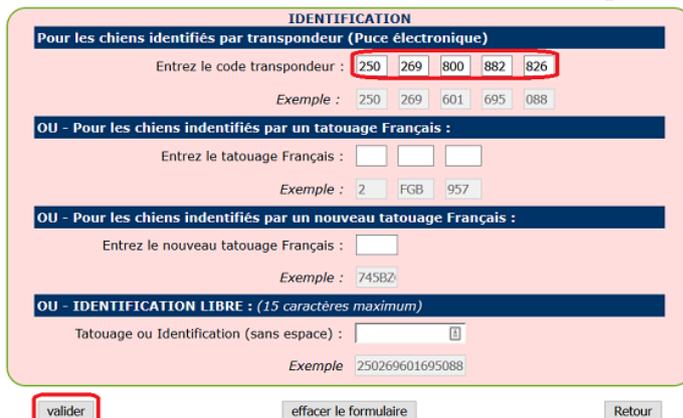
Since you've just created your Cedia account, your dog(s) are unknown. Choose "Enter a dog info".

If, subsequently, you wish to register in another show via Cedia, your dog's info is already known and you just have to select a dog from the list of your dogs.



You will need to provide the identification of your dog:

The first field concerns 15 character microchip numbers.



Second and third fields concern old and new French tattoos.

Fourth field, if your microchip number (eg country code) isn't accepted then you can enter free form identification (up to 15 characters).

If the microchip number is recognized, your dog's details will be displayed:

CONTROLEZ LES COORDONNÉES DE VOTRE CHIEN

BELLE ARWEN DES PORTES DE MORDOR
 ID : 250269800882826 - N° d'inscription L.O. : 008893/01679
 Berger de Picardie Jugé le :29/09/2018
 Femelle - Date de naissance :06/07/2006
 (OSCAR DU REFLET D'OR X VAMP DES PORTES DE MORDOR)
 Producteur : M. Mme ANDREWS Gary et Claudie

You can modify certain details if they're wrong, or select the dog for registration. However, if your dog was not born in France then he will probably not be in Cedia's database:

NOUVEAU CHIEN - ID : 276094601274088

Ce chien n'existe pas encore dans notre base de données
 Vous pouvez créer une nouvelle fiche (les renseignements seront conservés pour les prochaines expositions).
 Ou
 Corriger l'identification si vous vous êtes trompé.

In this case click on "Créer une nouvelle fiche chien" to key in new dog details :

NOUVEAU CHIEN - ID : ID : 276094601274088

Titre : (par exemple CH pour un chien déjà Champion de beauté)

TOUTES LES ZONES SUIVANTES SONT OBLIGATOIRES

Nom du chien :

N° d'inscription L.O. : (Pour les chiens français : 6 chiffres / 5 chiffres)

Pays : (Nationalité du chien)

Date de naissance : sous la forme JJ/MM/AA ou JJ/MM/AAAA

Sexe :

Race :

Nom du Père :

Nom de la Mère :

Producteur : M.

N° F.A.P.A.C. : (Facultatif - pour les chiens français)

1. If your dog is a champion indicate his title here. You will need to provide proof by e-mail later in the registration process.
2. Enter the dog's full name (including the kennel name).
3. Enter the kennel club registration number, generally in 2 parts separated by "/".
4. Select the country of registration from the drop-down list.
5. Key in the dog's date of birth in the format DD/MM/YYYY
6. Select the dog's sex (Male or female)
7. To display the dog's breed click on "Rechercher une race" in the pop-up window key in all or part of the breed name and select the relevant breed. For example if you key in "Picard" you will get Berger de Picardie, Epagneul Bleu de Picardie et Epagneul Picard. The breed selected will display in the "Race" filed just below the Search button.
8. Enter the name of your dog's sire (father).
9. Enter the name of your dog's dam (mother).
10. Select the breeder civility (M, Mme, Mlle etc.)
11. Enter the Breeder's name
12. The FAPAC Number is not relevant for foreign dogs.

Click "Valider" to enter the new dog.

Check that the details displayed are correct – if not "Modifier ce chien" to update them.

If you wish to register your dog in Champion Class, click on "Envoyer le titre pour la classe champion", this will open an email screen addressd to Cedia in which you should attach the proof of your dog's champion status (letter from the your Kennel Club for example).

If you wish to register in Working Class click on "Envoyer le titre pour la classe travail". You will need to provide proof of working status in a discipline recognized by the SCC.

If in either case, justification is not considered appropriate the dog will default to Open Class.

If everything is ok click on "Engager ce chien":

Engagement de : TEST TEST (2 ans 4 mois le jour de l'expo)

Classe : Explication des classes

à confirmer (Livre des Origines Français)

Lot de Reproducteur Lot d'Affixe

Test de caractère (gratuit)

COMPLÉMENTS (Pour la totalité de l'engagement)

Lot d Affixe NON MEMBRE 30€ Lot de Reproducteur NON MEMBRE 30€

REMISES OU TARIFS SPÉCIAUX

1* si vous êtes membre du CABP Pour bénéficier du Tarif Membre CABP à jour de cotisation

Valider Retour

The dog's age on the day of the show is displayed at the top of this window, it conditions which classes are available for selection

If you want to register in Working class "TRAVAIL_A_JUSTIFIER"

If you want to register in Champion class "CHAMPION_A_JUSTIFIER"

Otherwise select Ouverte, Intermédiaire, Jeune, Puppy, Baby.

Note that as of 2018, Baby Class is open to dogs aged between 4 and 6 months (it used to be 3-6 months).

The only other field of interest is the last one, enter "1" if you're a paid-up member of the CABP and otherwise leave it blank.

Click on "Validate"

ID.	nom du chien	Classe	Options	ML	Etat
276094C01274C00	TEST TEST	OUVERTE		30€	à payer

Qte	RÉCAPITULATIF DE L'ENGAGEMENT	à Payer	déjà payé
1	chiens	30,00€	0,00€
	Tarif Membre CABP à jour de cotisation		
	soit un montant total de :	35,00€	0,00€

Ajouter un chien Modifier ou retirer un engagement Payer l'engagement par CB Retour

If you wish to enter another dog click on "Ajouter un chien".

If you wish to update or remove an entry, click on "Modifier ou retirer un engagement

If you wish to proceed with payment with your credit card click on "Payer l'engagement par CB".

In proceeding to payment you will see the following pop-up window:

En vous engageant dans cette exposition, vous acceptez sans restrictions l'ensemble du règlement de cette exposition que vous avez téléchargé dans les pages précédentes (notamment les horaires de sortie des chiens)

Pour les chiens inscrits en classe CHAMPION A JUSTIFIER ou TRAVAIL A JUSTIFIER vous devez impérativement envoyer une copie du justificatif (Une fois pour toute)

Pour les chiens en provenance de l'étranger ou de 2e catégorie, vous devez IMPÉRATIVEMENT envoyer à rabies@cedia.fr une copie du certificat de vaccination antirabique, et pour les chiens de 2e catégorie, une copie de la déclaration en main

OK

Annuler

You accept the rules of the show.

You will provide proof of titles for champion or working classes.

Foreign dogs must send a copy of valid rabies vaccination certificate to rabies@cedia.fr.

Click "OK".

The next window tells you :

The amount in Euros that will be debited.

You will immediately receive an email confirming payment, if not check your spam.

Later you will receive confirmation of your dog's registration.

Cards for exhibitors and accompaniers will be dispatched shortly before the show.

Note the registration reference number displayed in red at the bottom of the window.

For the actual payment you are required to provide:

The credit card number

The expiry date

The CVC Code (3 character security code on the back of the card).

Click "Valider" to pay.