TESTER HANDBOOK

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WAG IT GAMES DOG BALL
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WHO MAY HOST TESTS
- Anyone may host a test event.

WHO MAY JUDGE TESTS
- A current instructor's license is required to judge Dog Ball tests. Information is available at Wagitgames.com

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OFFERING TESTS
- Testers are encouraged to announce ahead of time the tests to be offered to help participants prepare.
  - All tests are available on the Wag It Games website.
- Multiple tests of any level may be offered.
- Each test may only be submitted once per dog from a single test event.

OPTIONS
- In person tests may be incorporated into a class, privately, as an event, as part of another event etc. (See details below under In **Person Testing**)
- Tests may be offered via video submission. (See more below under **Video Testing**)

FEES
TEST FEES
- Fees charged to participants are at the discretion of the instructor.

RECORDING FEES
- Instructors must submit a $5.00 recording fee to Wag It Inc. for each successful test to be recorded for registered dogs.
  - There is no fee due for non-qualifying tests.
  - There is no fee due for unregistered dogs.

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ELIGIBILITY

DOG REGISTRATION
Dogs must be registered with Wag It Games in order for their test results to be recorded and count towards titles. This is a one-time registration that is good for the life of the dog

TESTING UNREGISTERED DOGS
Unregistered dogs may take Dog Ball Tests. This encourages participation without pressure or to participate just for fun. If an unregistered dog passes a test and the handler may register the dog after the test.
- The tester shall notify participants of the deadline for dog registration.
- The tester has up to 5 business days to submit test results. (See Processing Test Results below.)

RESTRICTIONS
- Dogs that exhibit signs of pain, stress or discomfort may not participate.
- Dogs in estrus are eligible at the Instructor's discretion.
- Safety First - Aggressive, reactive and dogs under warning or banned in any venue may only be tested in a private setting and is at the discretion of the Instructor.

RIBBONS AND CERTIFICATES
Ribbons or certificates must be presented to those successfully completing a test.
- Testers may offer ribbons and/or certificates of their choosing. A Wag It Games Smart Dog certificate template packet is available to licensed instructors by emailing info@wagitinc.com.

Ribbons or certificates for titles earned are at the discretion of the instructor.
- Personalized title certificates are generated and are downloadable and printable from the dog's record in the member area of the Wag It Games website.

JUDGING
- All exercises are pass/fail.
- The team is judged solely on their ability to perform the exercise as described.
- A successful exercise performance is defined as "All elements of the exercise are executed per the exercise description in one attempt."
- The tester may offer directions and answer questions.
- The tester will indicate to the participant pass/fail for each activity performance.

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IN PERSON TESTING

In person tests are offered with the tester and participant(s) present on site.

Test Selection
- Tests of one, two or all levels may be offered at any event.
- Multiple tests of any level may be offered at any event.

Announcing Test(s)

Prior to the test date the levels and tests to be offered should be indicated so participants can prepare. The tester is welcome to take requests from participants.

Instructors may offer tests as a part of a class session, in a private session, as an event, in combination with another event etc.
- The specific test(s) to be offered will be announced prior to the test event.
  - Tests of one, two or all levels may be offered at any event.
  - Multiple tests of any level may be offered at any event.
- Testers may choose the test(s) to be offered or allow participants to request or select the test.
- Handler's Choice - To prepare and have all necessary equipment available the Instructor may...
  - Take requests ahead of time for Handler's Choice exercises.
  - May announce ahead of time which exercises will be available.

Limits

The tester may set a limit regarding the number of attempts each exercise may be performed to manage the duration of a testing session. Limits will be announced prior to the test.
Limit Examples:
- A tester may limit each activity to a maximum of two times per test session.
- A tester may If the team is unsuccessful twice allow a third attempt for training purposes.
  - The tester may provide input such as training tips if requested.
  - Treats, luring training, etc. may be used for a training performance.

HANDLERS CHOICE EXERCISES
- Each Test includes one Handler's Choice exercise. This allows the handler to substitute an exercise from another test list within that level. The instructor/judge may take requests ahead of time to determine which, if any, Handler's Choice exercises his or her participants would like. (So the appropriate equipment will be on hand).

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IN PERSON TESTING

TEST SET UP SUGGESTIONS

The test may be set up in various ways to accommodate the group, individual, event or space. Below are just a few suggestions.

1. Testing a small group quickly and with minimal wait times for participants.
   - Set up individual stations for each activity in the tests to be offered.
   - Have teams take turns performing activity 1 then activity 2 then activity 3.
   - The tester will have a check off sheet for all participants and record their results at each station.
2. Testing small or large groups with multiple testers.
   - Set up individual stations for each activity in the tests to be offered.
   - Have a tester stationed at each activity area.
   - Have participants rotate through the stations.
   - Each tester will have a test check-off sheet and record each participant's results for the activity they are testing.

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VIDEO TESTING GUIDELINES

Instructors may offer tests via video submission. Tests must be completed per the performance guidelines, exercise descriptions, and the test requirements.
- Instructors may choose to offer specific test(s) or allow the participant to choose the test they are submitting.
- Instructors may set parameters for how they wish to receive video submissions.

Video Requirements
- Only one video of each exercise in the test may be submitted.
- Individual exercise videos must be submitted without any edits.
- Instructors may accept separate videos for each exercise or request one complete video for any test.

Visual Requirements
- Videos must clearly show all exercise requirements being performed.
- When distance is specified it must be indicated and visible. It may be marked with a cone, post etc.

Unsuccessful Exercises
The instructor may accept additional videos for exercises judged unsuccessful. An additional fee may be charged for the extra reviewing.

Ribbons and Certificates
Certificates or ribbons must be awarded for successful tests. Certificate PDFs may be emailed or mailed.
- A Wag It Games certificate template packet is available to licensed instructors by emailing Wag It Games.
- Ribbons or certificates for titles are at the discretion of the instructor.

Personalized title certificates are generated and are downloadable and printable from the dog's record in the member area of the Wag It Games website.

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PROCESSING TEST RESULTS

SUBMITTING RESULTS

Results must be submitted within 5 business days of the test.
Only Licensed Instructors may submit results to be recorded.
Only passing results should be entered.
- Log into the member area of the Wag It Games Website
- **Select Test Results** in the menu
  - Select the **Test Number** and enter the **dog's name or number** (the auto search feature should bring up the appropriate dog).
  - Continue to enter dogs until all have been entered.
  - Select **Close**.
  - Review entered information then select **Process Test Results** or **Add New Test Results**.
- In the event an error has been made select **Test Results Waiting for Payment** then select any results to be deleted.
  - Additional and or corrected results may be added on this page also.

PAYMENT
- Once Process Test Results has been selected the Payment Page will appear with options to use PayPal or a Credit Card.

CORRECTIONS
- Handlers will receive an instant automatic email with their test results. The tester will have only two weeks from submission date to submit corrections via the online system.

- After two weeks test results can not be changed. Any corrections should be sent in email to info@wagitinc.com. At this time the Wag It office can set adjustments so errors will not affect future titles but the test itself can not be changed.
  - If a test was submitted as successful and it was not. The tester should offer the team an opportunity to repeat the test. When that test is successful it should NOT be submitted again.
  - If the wrong test was submitted. Example: Dog Ball instead of Smart Dog. The tester should offer the team an opportunity to repeat the test submitted. When that test is successful it should NOT be submitted again.

ACCESSING RESULTS
- Recorded results will instantly appear in the dogs's record, which may be viewed by logging into the member area of the Wag It Games website.
- One month after the test titles are automatically updated and will appear in the dog's record.
- Upon completion of a title, an email notification will include directions to access your personalized title certificate to download and print**.**