



# The Cat Fanciers' Association, Inc.

World's Largest Registry of Pedigreed Cats

## Getting Started with Assistant Entry Clerk for CFA

**Assistant Entry Clerk for CFA (AECfa)** is a full featured Entry Clerk (EC) program available to all CFA Member Clubs free of charge! **AECfa** is for PCs running Windows XP/Windows Vista/ Windows 7/Windows 8 as well as MACs running "Parallels".

To get started:

- Complete your CFA Show License Application and get it approved.
- Complete the show flyer
- Download and install the most current version of *AECfa* on your computer
- Setup information about your show
- Request a FREE software activation code
- Get started with entries for your show

### Installing the software

The latest "install package" is always available <http://cfashows.net/aec/portal/update.htm>. At the beginning of each CFA show year, there may be two "latest" versions, one for the current show year and one for the next show year. Please be sure to install the proper version for your show date. There is an option to directly install the software from this site or to download it to your computer and install it locally depending on your choice of web browser.

### TIP!

It is recommended that you also install a "software PDF printer" if you do not already have one. There are many "FREE" PDF printer programs available. [DoPDF](#) is a simple and fast program used by many *AECfa* ECs currently. A "PDF printer" is simply software that acts like a printer but instead of printing on paper, it creates a PDF file instead. This allows you to easily create a PDF version of any report or document *AECfa* can print. As a bonus, this same "PDF printer" works with any other windows program that creates printed output.

### Setting up a show

With your show flyer in hand, start the *AECfa* program using the desktop icon. Click **File->New** to access the setup pages. On these pages, enter all information about your show needed by *AECfa* to generate all documents required for the show. The show setup **MUST** be completed to enable all the programs features.

### Saving the setup

After installation, with a show flyer in hand, you are ready to setup your show. The following types of information must be entered before you can request a license code:

- **Entry Clerk** – Here enter information for contacting the entry clerk. It is used when printing confirmations or sending email confirmations.
- **General Information** – including show date, show format, show location, club(s), etc.
- **Fees** – *AECfa* includes a complete bookkeeping system to so you can keep track of charges and payments from each exhibitor. On this setup page, you define all the fees that apply for your show. *AECfa* also uses this information to create benching information.
- **Judges** – On this setup page, you enter the name and judging assignment for each of your judges. Be sure to enter the correct number of judges before you get started. This information is used to when the show catalog, master clerk catalog, confirmations and judges books are printed.
- **Messages** – On this setup page, you can create messages that are include in all confirmations to keep your exhibitors informed about your show.
- **Printing** – On this setup page, you specify how you want the show catalog and other documents printed. You also specify the type of paper you will be using for your master clerk catalog and judges books.

All six setup pages need to be completed before you request your "free" license code. If you save a partially setup show, you may encounter problems later on. It is best to completely setup your show in a single



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session. Do not save setups with fields shown in RED (pink) to avoid problems. You can edit your setup at any time in the future.

### Saving the show setup

After completing all setup information, click OK to exit the setup screens (this information can always be changed later if necessary). Immediately use the **File->Save** menu item to write your show setup information to your hard drive. You **MUST** save your setup before requesting your FREE activation code.

### Getting your FREE activation code

Use the **Help->Request License** menu item to send a copy of the setup information to be used to create your FREE activation Code. Please be sure that you have saved your show setup information to your hard drive before using this menu item. Your show setup will be carefully reviewed and any item needing attention in your show setup will be described to you in a reply email along with your FREE activation code. The review of your setup information can take up to 24 hours depending on when it is sent and the time zone.

Upon receiving the FREE activation code, open the show and return to setup. Enter the activation code (all upper case letters) on the GENERAL setup page in the License field and click OK. Immediately use **File->Save** to write the license to the hard drive. Then close the program. When you next start the program, all features of the software are available.

### Getting support

*AECfa* comes with an on-line user's manual. Press the **F1** key to access it while the program is running. Use **Help->Support Request** with your show open for questions or to report problems.

TIPS: To get started, it is highly recommended that the EC enter at least one of their own entries in the show. This provides "familiar" data to use and enables the EC to verify the setup prior to dealing with other exhibitors by sending or printing their own confirmation. Proof-reading is always a valuable practice.

No later than a week before closing, it is highly recommended that the EC prints (or previews) all reports and documents created by *AECfa*. This increases familiarity with the programs capabilities and allows obvious typos or omissions to be identified. It is also a good idea to print a least a few pages of the MC catalog (you can use plain white paper instead of the NCR forms) to learn how well your laser printer handles the NCR forms or whether your dot-matrix printer alignment settings are correct. This is also a good time to make sure you have sufficient ink cartridges.

Please remember that *AECfa* is just a tool. The results are only as good as the information you enter. *AECfa* tries to keep you informed about potential errors, but it will allow you to do whatever you choose, right or wrong. Please keep a current copy of the show rules with you whenever using *AECfa* to help you make good decisions.

Best Regards

Steve Thieler  
Assistant Entry Clerk Software Manager  
[aecfa@cfashows.net](mailto:aecfa@cfashows.net)