



ACSW[®] Guidelines Membership Portal

Version 1.0 – May 2022

Approved By:	ACSW [®] Rules and Documentation Committee	Implemented:	V1.0 – May 2022
Review Due:	5 years or as changes occur	Reviewed On:	
NOT FOR PUBLIC DISTRIBUTION			

1. INTRODUCTION	3
2. CONTACT INFORMATION	3
3. FEE - HANDLER MEMBERSHIP	4
3.1 General	4
3.2 Initial Joining Fee	4
3.3 Annual Membership Fee	4
4. FEE - DOG REGISTRATION	4
4.1 General	4
4.2 Lifetime Registration Fee	4
5. ACSW® MEMBERSHIP SIGNUP	5
5.1 Applicant Details	5
5.2 Password	5
5.3 Dog(s) Registration	6
5.4 Payment	7
6. REGISTERING ADDITIONAL DOGS AT ANY TIME	7
7. VIEWING OR EDITING DOG DETAILS	8



1. INTRODUCTION

Australian Canine Scent Work® (ACSW®) requires both the handler (competitor) and the dog to be a member and registered to compete in an ACSW® sanctioned event i.e., Odour Recognition Test (ORT) or a trial.

2. CONTACT INFORMATION

If you have any questions

Email: info@acsw.com.au

Website: <https://acsw.com.au>

3. FEE - HANDLER MEMBERSHIP

3.1 General

To compete in an ACSW® sanctioned event i.e., Odour Recognition Test (ORT) or a trial a handler must have an active ACSW® membership.

A handler does not need to own a dog to become a member.

3.2 Initial Joining Fee

A handler is required to pay a one-off joining fee of \$10.00. A membership number commencing with M will be allocated at this time.

3.3 Annual Membership Fee

A handler is required to pay an annual membership fee of \$30.00 to maintain this membership. The membership number commencing with M will remain the same for the lifetime of the membership.

4. FEE - DOG REGISTRATION

4.1 General

To compete in an ACSW® sanctioned event i.e., Odour Recognition Test (ORT) or a trial a dog must be registered with ACSW®.

4.2 Lifetime Registration Fee

The dog registration is a one-off fee of \$25.00 for lifetime registration for each dog registered.

5. ACSW[®] MEMBERSHIP SIGNUP

The membership portal is accessed @ <https://app.acsw.com.au/members/#/> sample image below.



ACSW Membership Signup

To complete your membership application, you need to provide the personal information below. All fields are required. Also, tell us about the dogs you want to register with ACSW. Membership is \$30 per year plus a one off joining fee of \$10. Lifetime dog registration fee is \$25 per dog. You can register up to four dogs now. You can add dogs later if you prefer.

When you have completed the information for yourself and your dogs, click Register. If all required fields are completed with valid data, a payment form will open. When the fees have been paid, you and your dogs will be assigned member numbers

Applicant

First name <input type="text"/> Email <input type="text"/> Street & # <input type="text"/> Postal code <input type="text"/>	Last name <input type="text"/> Phone <input type="text"/> City <input type="text"/> State <input type="text"/>
--	---

Please create your password for logging in to the membership system. Your password must be 8 or more characters and must include at least one or more of each of the following:
 upper case letter
 lower case letter
 digit
 special character (! @ # \$ % () < > . ? + - =)

Password <input type="text"/>	Verify password <input type="text"/>
-------------------------------	--------------------------------------

Number of dogs to register

Total fees: \$ 40

5.1 Applicant Details

In the State field **don't** include the full name, use either QLD, NSW, ACT, VIC, SA, TAS, WA, NT.

5.2 Password

Membership requires the creation of a password.

The password **must** be eight (8) or more characters and **must** include at least one (1) or more of each of the following:

- Upper case letter
- Lower case letter
- Digit
- Special character { } ! @ # \$ % () < > . ? + - =

5.3 Dog(s) Registration

During initial membership signup there is an option to register up to four (4) dogs, additional dogs can be added later in the membership system.

Reg. name, Chip #, and X-Breeds are optional fields.

- Call name – dog name
- Reg. name – pedigree name
- Chip # - microchip number
- DOB – date of birth
- X-Breeds – include the mix of breed
- Reactive – this doesn't imply the dog is aggressive. If the dog needs space or may be prone to nervousness around other dogs or humans, it is recommended you select the relevant option.
- Gender – Male or Female
- Rescue – A rescue dog may be defined as a dog that was **not** purchased from a breeder, private party or store. The dog may have been adopted from a shelter, rescued from the street, fostered with a rescue organisation, etc.



ACSW Add Dog

Lifetime dog registration fee is \$25 per dog.

When you have completed the information for the dogs you want to register, click Register. You may leave the fields for Registered name, Chip#, and X-breeds empty. If all required fields are completed with valid data, a payment form will open. When the fees have been paid, the dogs will be assigned K9 member numbers and will be linked to your account

Dog(s) to register:

You can register up to four dogs here. In the forms below, Chip#, Registered name and X-Breeds are optional

Number of dogs to register

Dog #1

Call name	<input type="text" value="Tester1"/>	Reg. name	<input type="text" value="Tes1"/>	Rescue	<input type="checkbox"/>
Chip #	<input type="text"/>	DOB	<input type="text" value="27/12/2021"/>		
Breed	<input type="text" value="border collie"/>	X-Breeds	<input type="text"/>		
Reactive	<input type="text" value="No"/>	Gender	<input type="text" value="Male"/>		

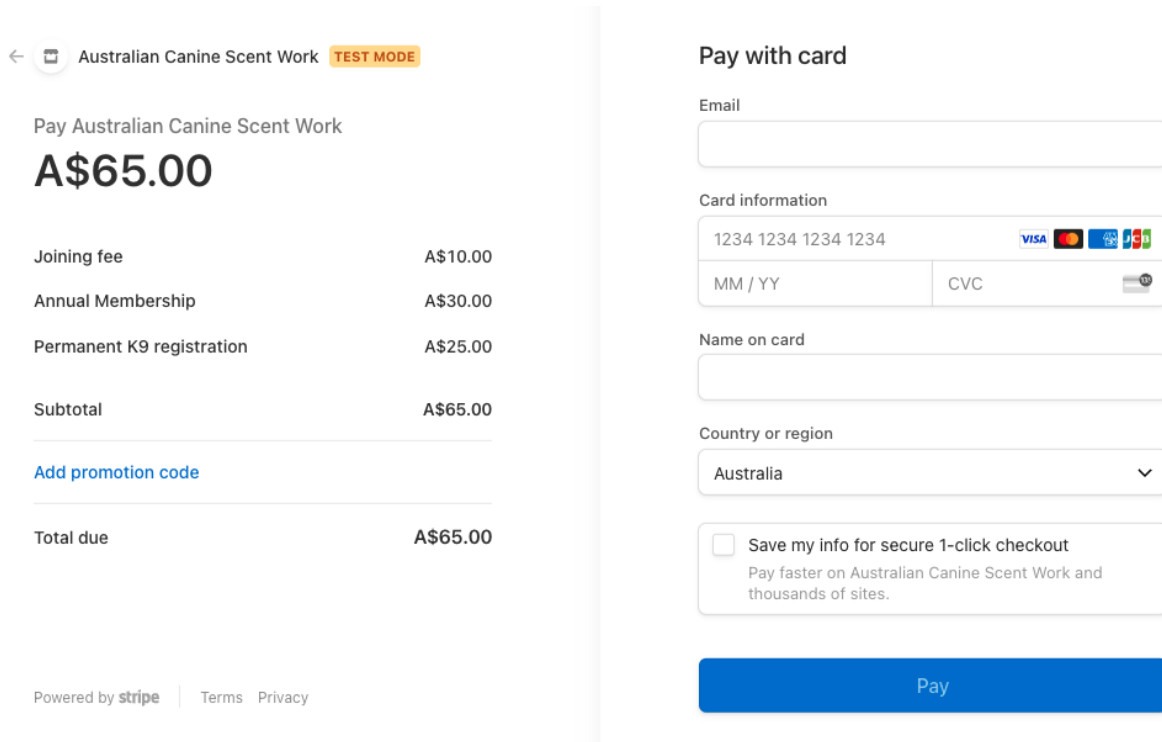
Dog #2

Call name	<input type="text" value="Tester2"/>	Reg. name	<input type="text" value="Tes2"/>	Rescue	<input checked="" type="checkbox"/>
Chip #	<input type="text"/>	DOB	<input type="text" value="17/01/2021"/>		
Breed	<input type="text" value="border collie"/>	X-Breeds	<input type="text"/>		
Reactive	<input type="text" value="Both dogs and humans"/>	Gender	<input type="text" value="Female"/>		

Total fees: \$ 50

5.4 Payment

Payment **must** be made at the time of membership signup to activate the membership and dog registration.



← Australian Canine Scent Work **TEST MODE**

Pay Australian Canine Scent Work

A\$65.00

Joining fee	A\$10.00
Annual Membership	A\$30.00
Permanent K9 registration	A\$25.00
Subtotal	A\$65.00

[Add promotion code](#)


Total due	A\$65.00
------------------	-----------------

Powered by **stripe** | [Terms](#) [Privacy](#)

Pay with card

Email

Card information

1234 1234 1234 1234 

MM / YY CVC

Name on card

Country or region

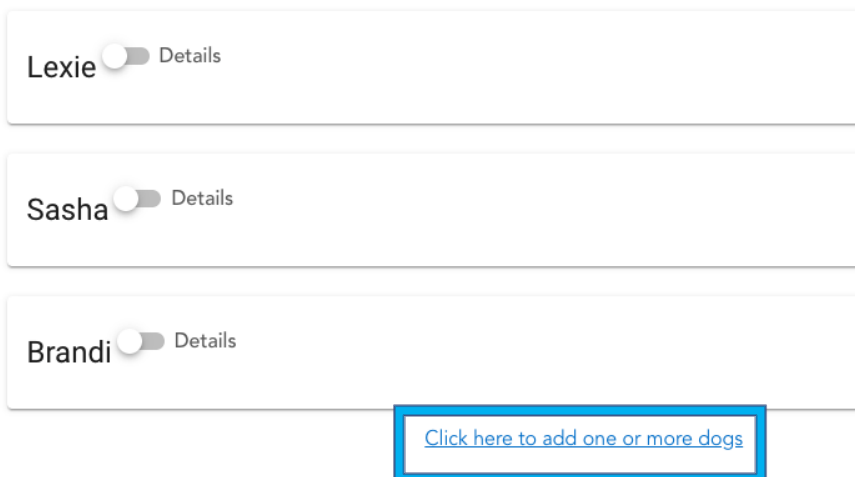
Australia

Save my info for secure 1-click checkout
Pay faster on Australian Canine Scent Work and thousands of sites.

Pay

6. REGISTERING ADDITIONAL DOGS AT ANY TIME

- Log into the membership system @ <https://app.acsw.com.au/members/#/>
- Select Click here to add one or more dogs



Lexie Details

Sasha Details

Brandi Details

[Click here to add one or more dogs](#)

7. VIEWING OR EDITING DOG DETAILS

- Log into the membership system @ <https://app.acsw.com.au/members/#/>
- Select the toggle next to the dog's name to view full details.

Lexie Details

Sasha Details

Sasha Details

Edit Sasha

K Nbr K91025	Owner M0343	Microchip 77777777	Gender Female	Callname Sasha
Reg name Sasha		Breed Labrador	Cross breeds	
D.O.B 28.02.2022 <small>DD.MM.YYYY</small>		<input type="checkbox"/> Rescue	<input type="checkbox"/> Deceased	<input checked="" type="checkbox"/> Human reactive
				<input checked="" type="checkbox"/> Dog reactive