


HOW TO POST YOUR PREMIUM LIST


- 1) First, you will need to log in to [AKC Online Event Management](#) using your club's login credentials. Should your club need to create a login or reset a password, an officer on record will need to send an email request to eventplans@akc.org for this information.

- 2) Once logged in, click on "Manage Event Documents".

Manage your AKC event applications, judge panels, and event publications.

Please do not open more than one browser session to edit multiple events. Doing so may result in incomplete or inaccurate event information.


 New tool! Judge Panel Management (JPM) allows multiple assignments and events to be managed at once. ✕



Competitions

Complete event applications, assign chairpersons and make payments.

[MANAGE IN EVENT MANAGEMENT >](#)
Submit payment for all event types
Manage event applications for all event types except CABT, Fast CAT, and Open Shows



Judge Panels


View judge panels, assign judges to your events, and validate and publish your panels.

NEW!

[MANAGE IN JUDGE PANEL MANAGEMENT >](#)
Use **JPM** to manage multiple assignments and events at once.

[MANAGE IN QUICK SUBMIT >](#)
Manage one event at a time.

[MANAGE IN ADVANCED PANEL MANGEMENT >](#)
JPP - Manage multiple events at once. (Requires Java, Internet Explorer browser, and an advanced system setting.)



Public Documents

Add premium lists, entry forms, and other public information you share about your events.

Upload documents are public. Do not upload event applications or event reports.

MANAGE DOCUMENTS

- 3) Next, select the competition type of your event as well as the state it will be held in using the drop down menus and click the orange "Search Events" button.

Add New Event Document

Competition Type:

Please Select▼

State:

Please Select▼

Search Events

- 4) In the next screen, click on the orange "Add New Event Document" button.

Add New Event Document

Competition Type:

Fast Cat▼

State:

Alabama▼

Search Events

- 5) A new screen will pop up called “Add New Event Document”. First, click on the “Choose File” button and select your premium list file from wherever it is saved in your computer or paste the URL of the location where it is posted elsewhere on the web (like a club website or superintendent website). Under Document Type, select “Premium list.”

If you have many events scheduled, you can filter them by selecting the month and city.

Once you find your event, click on the check box next to the event number and hit the blue “Save” button. (If a premium is associated with several events, you can check off multiple events from the list to upload the premium to several of them at once.)

Upload documents are public. Do not upload event applications or event reports.

Document URL (Enter the URL where your document is hosted)
sample pl.pdf

If your document isn't hosted on another site, please upload a PDF file.
Choose File No file chosen
Browse to the location of the PDF file and upload.

Document Type
Premium List

Events to Connect with This Document
Showing events in All Months for All Cities

<input type="checkbox"/>	2026710911	Dec 27, 2026	Foley, AL	FCAT	Berger Picard Club of America
<input type="checkbox"/>	2026710912	Dec 27, 2026	Foley, AL	FCAT	Berger Picard Club of America
<input type="checkbox"/>	2026710913	Dec 28, 2026	Foley, AL	FCAT	Berger Picard Club of America
<input type="checkbox"/>	2026710914	Dec 28, 2026	Foley, AL	FCAT	Berger Picard Club of America
<input type="checkbox"/>	2026710909	Dec 29, 2026	Foley, AL	FCAT	Berger Picard Club of America
<input type="checkbox"/>	2026710910	Dec 29, 2026	Foley, AL	FCAT	Berger Picard Club of America
<input type="checkbox"/>	202687204	Feb 12, 2027	Debedetale, AL	FCAT	Debedetale Debedetale Debedetale of

Cancel Save

Now, when you pull up your event using the [Online Event Search](#) page, the premium list will be linked within the event information.

FCAT Fri Mar 27, 2026

Montgomery Kennel Club
Wetumpka, AL

Event Approved
#2026034710

Opens: Jan 16, 2026
Closes: Mar 13, 2026 06:00pm
Central Time

Entry Fees: \$25.00

Eligible Breed(s):
All AKC-Recognized Breeds
All American Dogs

Event Document(s):
[Premium List \(Includes Entry Info\)](#)

View Complete Event Details

[Add to Calendar](#) [Favorite Event](#)