



Priority Dates Approval

Overview & Quick Steps

This Training Guide provides the steps to review and process Priority Dates on the **My Clubs** page.

Dates for the Future Term of Priority Dates are generated in one-year increments based on the last year of the current term. You can Approve or Decline each set of dates. If you are declining a set of dates, you must provide the reason in detail for staff to review. If you are changing the venue, please make sure you are requesting a venue inside of the club's area of operation.

Only the President, Vice President, Secretary and Treasurer will be able to approve or decline Priority Dates.

Once all Priority Dates are approved for all Event Types, an order will generate automatically and can be viewed through the orders tab on **My Clubs**. You now have the option to pay for Club orders using a credit card.

Quick Steps

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Steps In Detail

1. How To Log In

The screenshot shows the Canadian Kennel Club Member Portal. On the left, a red box highlights the login form, labeled '1.'. The main page features a navigation menu with 'My CKC' selected, and a dropdown menu showing 'My Clubs' highlighted, labeled '3.'. A large banner for 'RENEW YOUR MEMBERSHIP FOR 2025' is visible, with a 'RENEW NOW' button. A dog is featured in the banner. The URL 'members.ckc.ca' is in the browser address bar.

If you are a current CKC member assigned as an **Officer** (President, Vice President, Secretary or Treasurer), you will have access to the **My Clubs** page to review Priority Dates through your Membership Portal. To log in, please follow the steps below:

1. Log into your **Member** Portal through the CKC website.
2. Click on the **My CKC** page.
3. The **My Clubs** page will appear as an option.



2. Reviewing Priority Dates

Once the CKC has generated the dates for the future term, the Club's primary contact will receive an email outlining the process and list all Priority Dates for each event type. As the dates are created in one-year increments based on the last year of the current term, special circumstances such as "always held the long weekend of..." will not be accounted for in the calculation.

The CKC staff will review the dates prior to the clubs, in an effort to preserve traditional dates and order of events, but we will be relying on Clubs to provide us with detailed responses for requested changes.

The dates, when ready for Club review will be available to view through your **My Clubs** page under the **Priority Dates** tab.

Member Portal

francais User Name

Home My CKC Events About Resources News Start New Application

< My Clubs

Test Club

About Officers **Priority Dates** Approved Event Types Orders

Priority Dates [Approve All](#)

Date	Category	Location	Status	Action
Fri, Jun 25 - Sun, Jun 27, 2027	Conformation	Grande Prairie, AB	Pending Approval	Approve Decline
Fri, Jun 23 - Sun, Jun 25, 2028	Conformation	Grande Prairie, AB	Pending Approval	Approve Decline
Fri, Jun 22 - Sun, Jun 24, 2029	Conformation	Grande Prairie, AB	Pending Approval	Approve Decline
Fri, Jun 28 - Sun, Jun 30, 2030	Conformation	Grande Prairie, AB	Pending Approval	Approve Decline
Fri, Jun 27 - Sun, Jun 29, 2031	Conformation	Grande Prairie, AB	Pending Approval	Approve Decline
Fri, Jun 26 - Sun, Jun 28, 2026	Conformation	Grande Prairie, AB	Active	

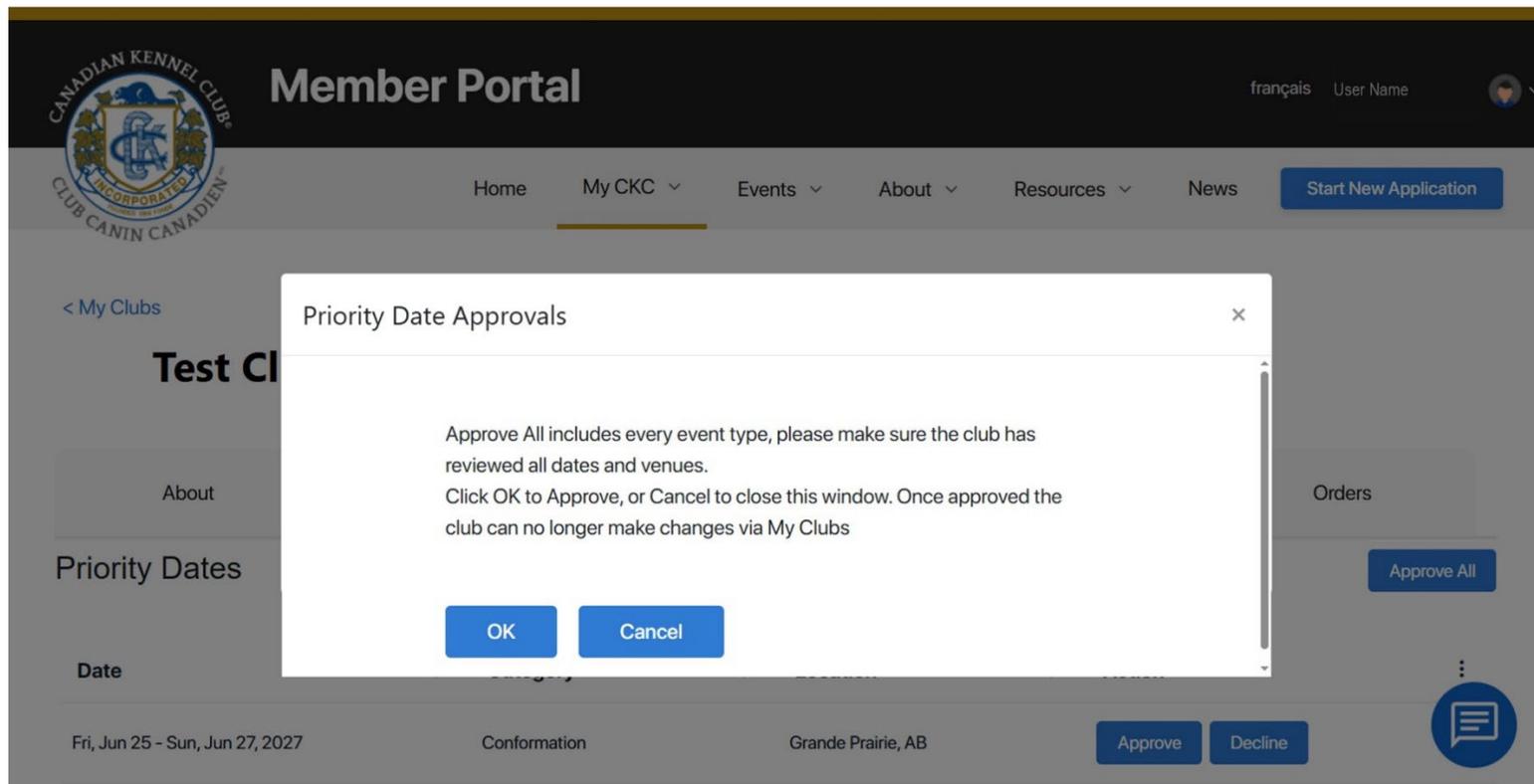


3. Approving Priority Dates

Once the Club has reviewed and verified the Future Term of Priority Dates, the approval process can be completed online.

If the club is satisfied with all of the **Dates** and **Venues** for all **Event Types**, the Club will have the option to **Approve All** by clicking on the  button located in the top right corner of the page.

The window below will appear. Click **OK** to **Approve All** or **Cancel** to close this window. **Approve All** includes every **event type**. Please make sure the club has reviewed all **dates and venues**. Once approved, the club can no longer make changes via **My Clubs**.



The screenshot shows the Canadian Kennel Club Member Portal interface. At the top, there is a navigation bar with the club's logo, the text 'Member Portal', and a language selector set to 'français'. Below the navigation bar, there are menu items: Home, My CKC, Events, About, Resources, and News, along with a 'Start New Application' button. The main content area is partially obscured by a modal dialog box titled 'Priority Date Approvals'. The dialog box contains the following text: 'Approve All includes every event type, please make sure the club has reviewed all dates and venues. Click OK to Approve, or Cancel to close this window. Once approved the club can no longer make changes via My Clubs'. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'. In the background, the 'Priority Dates' section is visible, showing a table with columns for 'Date', 'Conformation', and 'Venue'. The table contains one entry: 'Fri, Jun 25 - Sun, Jun 27, 2027', 'Conformation', and 'Grande Prairie, AB'. There are 'Approve' and 'Decline' buttons at the bottom of the table. A 'Start New Application' button is also visible in the top right corner of the page.



If the Club wishes to **Decline** one or more of the Future Term of Priority Dates, the dates may be **Approved** individually by clicking on the **Approve** button located next to each date.

The window below will appear. Click **OK** to **Approve** or **Cancel** to close this window. Once approved, the club can no longer make changes via **My Clubs**.

Member Portal français

Home My CKC Events About Resources News Start

< My Clubs

Test Cl

About

Priority Dates

Date

Fri, Jun 25, 2027 - Sun, Jun 27, 2027

Conformation Grande Prairie, AB

Approve Decline

Priority Date Approvals ×

Fri, Jun 25, 2027-Sun, Jun 27, 2027 - Conformation All Breed Show - Grande Prairie, AB

Click OK to approve, or Cancel to close this window. Once approved the club can no longer make changes via My Clubs

OK Cancel



Declining Priority Dates

If the club wishes to decline one or more of the Future Term of Priority Dates, the dates may be **Declined** by clicking on the  button located next to each date.

The window below will appear. Please provide the reason in detail and then click **OK to Decline** or **Cancel** to close this window. Once declined, the club can no longer make changes via **My Clubs**.

Member Portal

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Start M

Priority Date Approvals

Fri, Jun 25, 2027-Sun, Jun 27, 2027 - Conformation All Breed Show - Grande Prairie, AB

Please provide the reason in detail and then click OK to Decline, or Cancel to close this window. Once declined the club can no longer make changes via My Clubs

Reason *

OK Cancel

Decline

Test Club

About

Priority Dates

Date

Fri, Jun 25 - Sun, Jun 27, 2027

If you are requesting a venue change, please verify that the new venue is within the Club's Area of Operation. The CKC-approved Area of Operation is located on the About tab of the My Clubs page. If you believe there is an issue with the club's area of operation, please contact clubrelations@ckc.ca.

Once **Approved** or **Declined**, the club can no longer make changes to Priority Dates via **My Clubs**, so please complete each approval carefully. If an approval is completed in error, change requests will need to be emailed to eventapps@ckc.ca. Please note we cannot accept change requests via telephone.



Orders & Payments

Once the club has approved all Priority Dates for all event types, the Club's primary contact will receive an email outlining the details of the Order and how to complete payment. The Order can be viewed from the **Orders** tab of the **My Clubs** page.

Member Portal français User Name

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< My Clubs

Test Club

About Officers Priority Dates Approved Event Types **Orders**

Order ID	Description	Total	Created On	
ORD-325404-T5X8	Priority Date Renewal - 2027-2031	\$254.25	Mar 20, 2025	Pay Now

Payments made via **Credit Card** can be completed through the **My Clubs** tab. **E-transfer** should be sent to etransfers@ckc.ca and a second email to the same address with the security question and answer. **Cheque** payments to be mailed to CKC.



To complete payment via **Credit Card** through **My Clubs**, click on [Pay Now](#) next to the order. The window below will appear. The details of the order will display. If you are purchasing Priority Dates each Event Type will be itemized. To complete a payment via Credit Card, click on [Pay/Checkout](#) which will open the payment window, once all required fields are completed, click on [Complete Payment](#)

Member Portal français User Name

Start New Application

Orders

Pay Now

Order ID : ORD-325511-P9Z8

Event Type	Days	Price Per Day	Amount
Agility Trial All Breed	15	\$15.00	\$225.00
Conformation All Breed Show	15	\$15.00	\$225.00
Obedience Trial All Breed	15	\$15.00	\$225.00
Rally Obedience All Breed	15	\$15.00	\$225.00
Sub-Total			\$900.00
Taxes			\$135.00
Amount Owed			\$1,035.00

Pay/Checkout



Clubs will now be able to view and print through **My Clubs**. To access the order details, click on the order number which is a hyperlink. The below page will open. Once payment has been applied to the order, the status will appear as **Active** through **My Clubs**. To print this invoice, click on the [Print](#) a pdf file will download to your device. To navigate back to the Clubs main page, click on the [Go Back](#) button.

[Go Back](#)[Print](#)

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INVOICE / RECORD OF TRANSACTION**Ship To:**Test Club
1234 Address St
City, ON, K0C 1B0**Bill To:**Test Club
1234 Address St
City, ON, K0C 1B0

Account #:	4628325
Date:	06-May-2025
Invoice #:	ORD-325404-T5X8

Event Type	Days	Price Per Day	Amount
Agility Trail All Breed	15	\$15.00	\$225.00
Conformation All Breed Show	15	\$15.00	\$225.00
Obedience Trial All Breed Show	15	\$15.00	\$225.00
Rally Obedience All Breed	15	\$15.00	\$225.00

SUB TOTAL \$900.00
TAX \$135.00
TOTAL \$1035.00**AMOUNT PAID**

HST Registration #: 12390 1456 RT0001