Registering Your Animals Guide

Index

1. Create registration request

Click on Requests – under Transactions

Click on Create Request at bottom of "My Requests" Page

Click on Registration under Animal

Requests > Animal Registration

Animal Registration Request

Request Number: REQ93
Request Status: Draft
Create Date: 11/02/2022 06:09:45

Request Details

Request Description

Request Description...

The top portion of your transfer request will look as above.

The Request Description allows you to see what each request was for (see below).

ID	Type	Status	Description	Create Date	
REQ2	Animal Registration	Completed	EMJFR0247 Registration	30/01/2022	→

2. Add your stud to your request
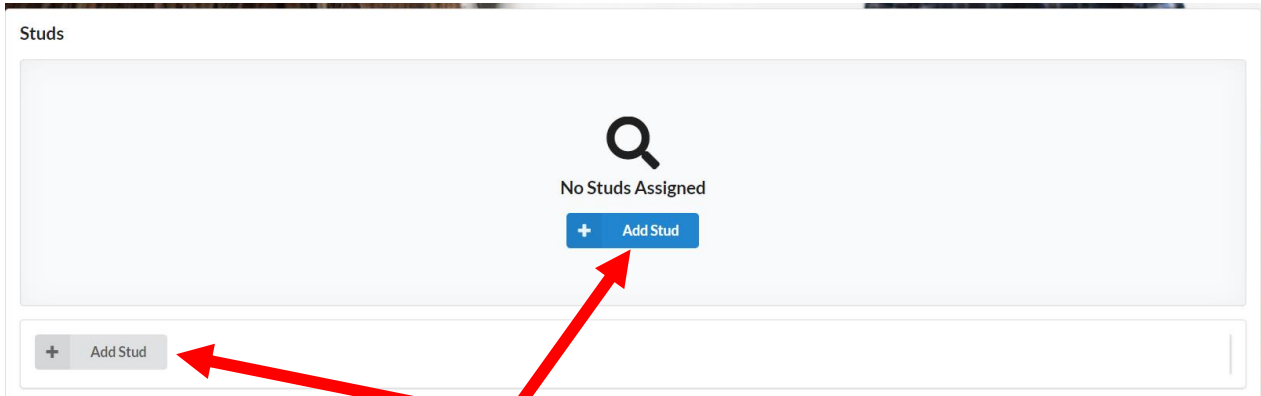
In Studs, click on either the blue 'Add Stud' or the 'Add Stud' in the bottom of the box.
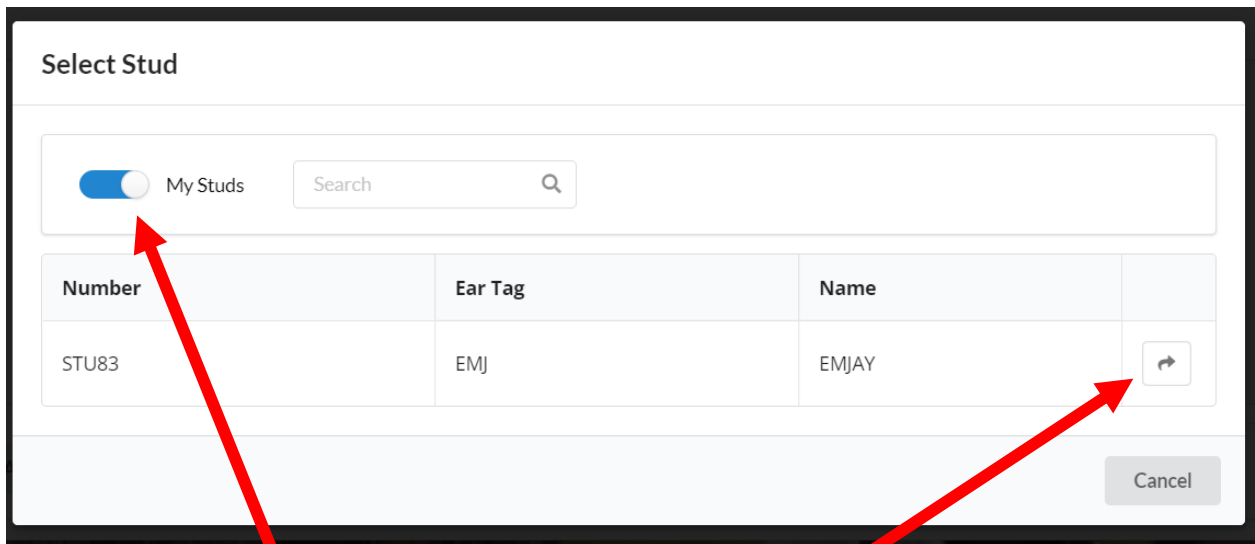
Select Stud defaults to My Studs, click on arrow next to Stud Name.
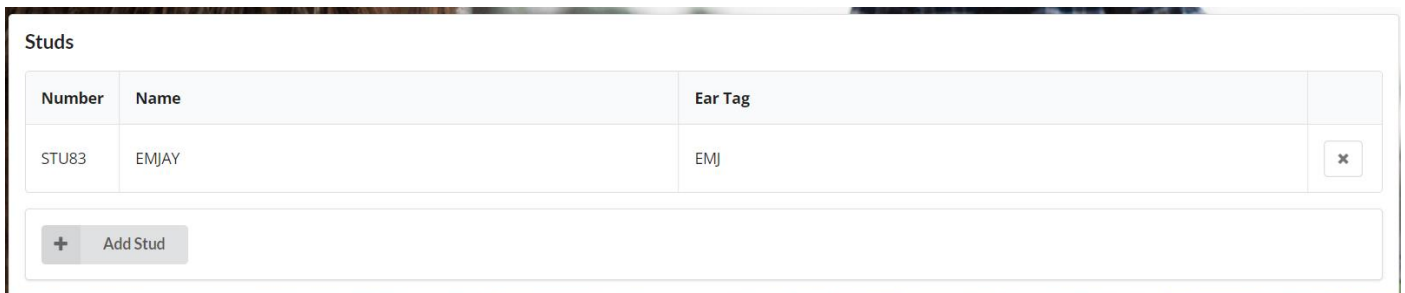
Note:- To have your stud automatically show in the request see Managing Your Account guide.

3. Add more than one owner

To have more than one owner of an animal, click on Add Stud.

Click button next to My Studs (to turn off) to be able to search all studs in the database.

Put in STU number or Stud Prefix or Stud Name in search box and click on search.

When you locate required stud, click on arrow next to stud name to add them to your request.

There are now 2 owners of the registered animal

4. Register your animal

In Animals, click on either the blue 'Add Animal' or the 'Add Animal' in the bottom of the box.

a. Fullblood registration

Fill in animal information

Animal name should be your stud's name then the animal's name.

Animal registration number should as per the configuration in the *Registration Number guide*.

EID No. - Electronic Identification (EID) devices are small ear tags that have a unique number identifier, which is printed on the tag and able to be read by radio frequency devices remotely. **Leave blank if you don't use EID's**

Kid Plan No. – Animal number from Kidplan from Sheep Genetics. **Leave blank if you don't use Kid Plan.**

Registration Type

Doe (Fullblood) ▼
Doe (Fullblood)
Buck (Fullblood)
Upgraded Boer Doe

Select Doe (Fullblood) or Buck (Fullblood). *Note – the sex of the animal will be determined by this selection.*

Breed

Standard Boer ▼
Standard Boer
Red Boer
Upgraded Boer

Select Standard Boer or Red Boer

Grade

Fullblood ▼
Fullblood
1st Cross Doe (G1)
2nd Cross Doe (G2)
3rd Cross Doe (G3)
4th Cross Doe (G4)
Graded Purebred Doe

Select Fullblood

Birth Type

Select birth type.

Joining Type

Select joining type. *Note – all selections except Natural require you to attach document/s to substantiate the selection.*

Enter birth date.

Enter birth weight. *Note this weight will show on the animal's registration certificate.* **Leave blank if you didn't record birth weight.**

b. Upgrade registration

Create Animal

Animal Details

Animal Name	Animal Registration Number	
Animal Name	Animal Name	

EID No.	Kid Plan No.	
EIDNo	Kid Plan ID	

Registration Type	Breed	Grade
Doe (Fullblood)	Standard Boer	Fullblood

Birth Details

Birth Type	Joining Type
Single	Natural

Birth Date	Birth Weight
30/10/2022	0.00 kg

Color
Red Head, white body

Fill in animal information

Animal name should be your stud's name then the animal's name.

Animal registration number should as per the configuration in the *Registration Number guide.*

EID No. - Electronic Identification (eID) devices are small ear tags that have a unique number identifier, which is printed on the tag and able to be read by radio frequency devices remotely. **Leave blank if you don't use EID tags**

Kid Plan No. – Animal number from Kidplan from Sheep Genetics. **Leave blank if you don't use Kidplan.**

Registration Type

Doe (Fullblood) ▾
Doe (Fullblood)
Buck (Fullblood)
Upgraded Boer Doe

Select Upgrade Boer Doe. *Note – the sex of the animal will be determined by this selection.*

Breed

Standard Boer ▾
Standard Boer
Red Boer
Upgraded Boer

Select Upgraded Boer

Grade

Select upgrade level as per the following criteria.

Upgrade registration are be recorded as G1, G2, G3, G4, G5 and GP (Graded Purebred).

G1 is the doe progeny of a fullblood registered sire and foundation dam

G2 is the doe progeny of a fullblood registered sire and G1 dam

G3 is the doe progeny of a fullblood registered sire and G2 dam

G4 is the doe progeny of a fullblood registered sire and G3 dam

G5 is the doe progeny of a fullblood registered sire and G4 dam

GP is the doe progeny of a fullblood registered sire and G5 dam

Birth Type

Single	▾
Single	
Twin	
Triplet	
Quadruplet	
Not Recorded	
Quintuplet	

Select birth type.

Joining Type

Natural	▾
Natural	
AI	
ET	
AI & ET	
IMP SAF - ET	
IMP SAF - AI & ET	

Select joining type. *Note – all selections except Natural require you to attach document/s to substantiate the selection.*

Enter birth date.

Enter birth weight. *Note this weight will show on the animal's registration certificate.* **Leave blank if you didn't record birth weight.**

5. Add sire details

Sire Details

Registration Status

Is the Sire Registered?

Animal Details

Name   Registration Number

Stud Details

Name

Click on button next to 'Is the Sire Registered?' to turn on search function.

Sire Details

Registration Status

Is the Sire Registered?

Find Animal

Search Sire

Click on 'Search Sire'

a. Animals You Own

Select Sire

My Animals   Search

Number	Status	Name	Registration Number	Sex	
AML2	Registered	ADC BOERS F B1050	ADCFB1050	Male	→
AML3	Registered	ACACIANA FERRARO	ACARH0003	Male	→

Select sire by clicking on the arrow in the right-hand column next to animal's name in the list.
Or you can search by inputting the number, name, or registration number in the search box. Then click on the arrow in the right-hand column next to animal's name.

b. Animals not owned by you.

Select Sire

	Number	Status	Name	Registration Number	Sex	
	AML2	Registered	ADC BOERS F B1050	ADCFB1050	Male	→
	AML3	Registered	ACACIANA FERRARO	ACARH0003	Male	→

My Animals — Search 🔍

Click on button next to 'My Animals' to search the whole database for the sire.

Search for the sire by inputting his name, or registration number in the search box.

Click on the arrow in the right-hand column next to animal's name.

Note:- *using an animal you do not own requires you to attach document/s to substantiate the selection.*

6. Add dam details

Dam Details

Registration Status

[○] Is the Dam Registered?

Animal Details

Name	Registration Number
[ ]	[ ]

Stud Details

Name

[   ]

Click on button next to 'Is the Dam Registered?' to turn on search function.

Dam Details

Registration Status

[●○] Is the Dam Registered?

Find Animal

[🔍 Search Dam]

Click on 'Search Dam'

a. Animals You Own

Select Dam

[●○] My Animals   [Search   🔍]

Number	Status	Name	Registration Number	Sex	
AML4	Registered	AFRICAN GOAT FLOCKS WW1064 (IMP NZ) (ET)	IMNFP1064	Female	↱
AML7	Registered	AFRICAN GOAT FLOCKS WW8	PEDFAWW8	Female	↱

Select dam by clicking on the arrow in the right-hand column next to animal's name in the list.
Or you can search by inputting the number, name, or registration number in the search box. Then click on the arrow in the right-hand column next to animal's name.

b. Animals not owned by you.

Click on button next to 'My Animals' to search the whole database for the dam.

Search for the dam by inputting her name, or registration number in the search box.

Click on the arrow in the right-hand column next to animal's name.

Note:- *using an animal you do not own requires you to attach document/s to substantiate the selection.*

c. Dam is a foundation doe in the Upgrade System.

Manually input does' Name, tag number and stud name, as applicable.

Note:- *inputting a foundation doe requires you to attach document/s to substantiate the selection. This could be any suitable pdf file.*

7. Select Breeder

Breeder Details

Registration Status

Is the Breeder Registered?

Click on button next to 'Is the Breeder Registered?' to turn on search function.

Find Breeder

🔍 Search Breeder

Click on 'Search Breeder'

a. You are the Breeder

Select Breeder

My Studs   Search 🔍

Number	Ear Tag	Name	
STU235	PED	Pedigree Information	➔

Select Breeder defaults to My Studs, click on arrow next to Stud Name.

Note:- To have you as the breeder show automatically in the request see Managing Your Account guide.

Breeder Details

Registration Status

Is the Breeder Registered?

Find Breeder

🔍 Search Breeder

Breeder Details

Stud Number
STU235

Stud Name   **Stud Prefix**
Pedigree Information   PED

b. You purchased doe/s pregnant or with kid/s at foot from a BGA member

Select Breeder

Number	Ear Tag	Name	
STU235	PED	Pedigree Information	→

(My Studs toggle ON)

Click button next to My Studs to turn on search function for all studs in the database.

Select Stud

(My Studs toggle OFF — Search)

Number	Ear Tag	Name	
STU1	WSM	WOODSTOCK	→
STU2	SB	SAANBOER	→
STU3	SES	GLENELG	→
STU4	WI	WILLAWA	→
STU5	ATS	BERRY	→

« ‹ 1 2 3 4 5 › »

Cancel

Put in STU number or Stud Prefix (Ear Tag) or Stud Name in search box and click on search.

Select Stud

(My Studs toggle OFF — cv)

Number	Ear Tag	Name	
STU69	CV	CARRINGTON VIEW	→
STU211	CVR	CARRINGTON VIEW REDS	→

Cancel

When you locate required stud, click on arrow next to stud name to add them to your request.

Breeder Details

Registration Status

Is the Breeder Registered?

Find Breeder

🔍 Search Breeder

Breeder Details

Stud Number
STU69

Stud Name   **Stud Prefix**
CARRINGTON VIEW   CV

c. **You purchased a doe/s pregnant or with kid/s at foot from a member of another association**

Breeder Details

Registration Status

Is the Breeder Registered?

Breeder Details

Contact Details

Stud Name   **Stud Ear Tag**

Stud Contact Name   **Stud Contact Number**

Manually input Breeder' Stud Name, Stud Prefix (Stud Ear Tag) and Stud Contact Name, as applicable.

8. Attachments

Attachments

Required Attachments

Attachments Required
One or more attachments are required to be attached from the list below.

The following files must be attached prior to submitting the registration request:

☐ Sire Lease Agreement
☐ Dam Lease Agreement
☐ Import Documentation
☐ Semen/ Embryo Documentation

Upload Attachments

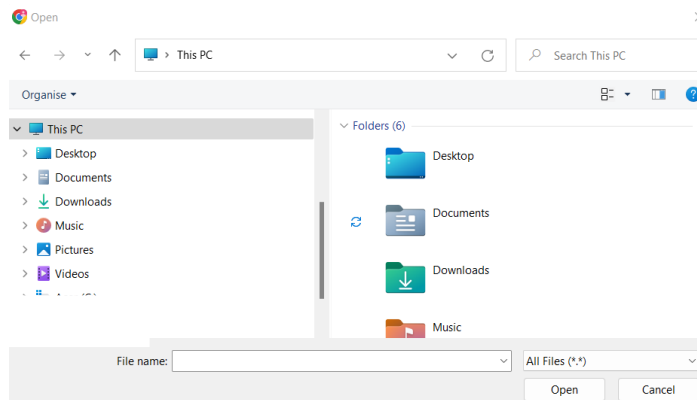No additional attachments for this request

🔗 Add Attachment

Click on 'Add Attachment'

Upload Attachments

Upload Type	Description	File	
Sire Lease Agreement ▼		Choose file No file chosen	✖

Sire Lease Agreement
Dam Lease Agreement
Import Documentation
Semen/ Embryo Documentation
Other

Select document required.
Click on 'Choose file'.

Navigate to document location
Click 'Open'.
Repeat until all required documents have been uploaded.

a. Attachment requirements

Sire Lease Agreement
>   Leasing a buck
>   Embryo Transfer
>   Artificial Insemination

Dam Lease Agreement
>   Leasing a doe
>   Embryo Transfer
>   Foundation Doe (a suitable pdf file)

Import Documentation
>   Importing genetic material from overseas

Semen / Embryo Transfer
>   Embryo Transfer
>   Artificial Insemination

9. Save animal registration
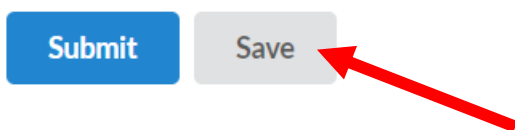

Click 'Save'

You can add as many animal registrations as required to the one request.

10. Save animal registration request

Click on 'Save'. The request is now saved as a draft.

You can now leave the request and return to add more registrations or complete it at a later date.

11. Submit

Click on 'Submit'. The request has now been submitted.

    a. Next Step **without** Attachments
        I.   Paying your invoice *(see Paying Your Invoice Guide)*.

    b. Next Step **with** Attachments
        I.   Administration approval.
        II.   Then paying your invoice *(see Paying Your Invoice Guide)*.

Registering Your Animals Guide

Document History

Date	Release	Page	Description	Admin
03Feb23	7	23	Update Submit phase for the removal of user approval. Add Document History.	M. Johnson