Create your Stud

Click on Requests – under Transactions

Requests

My Requests

ID	Type	Status
	Request Type	Request Status	Searc
REQ11	Membership Change	Completed
REQ15	Animal Registration	Draft
REQ17	Animal Transfer	Pending Approval
REQ18	Animal Registration	Draft

Create Request

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

STUD

Registration → **Select Stud Registration**

ANIMAL

Registration

Transfer

Disposal
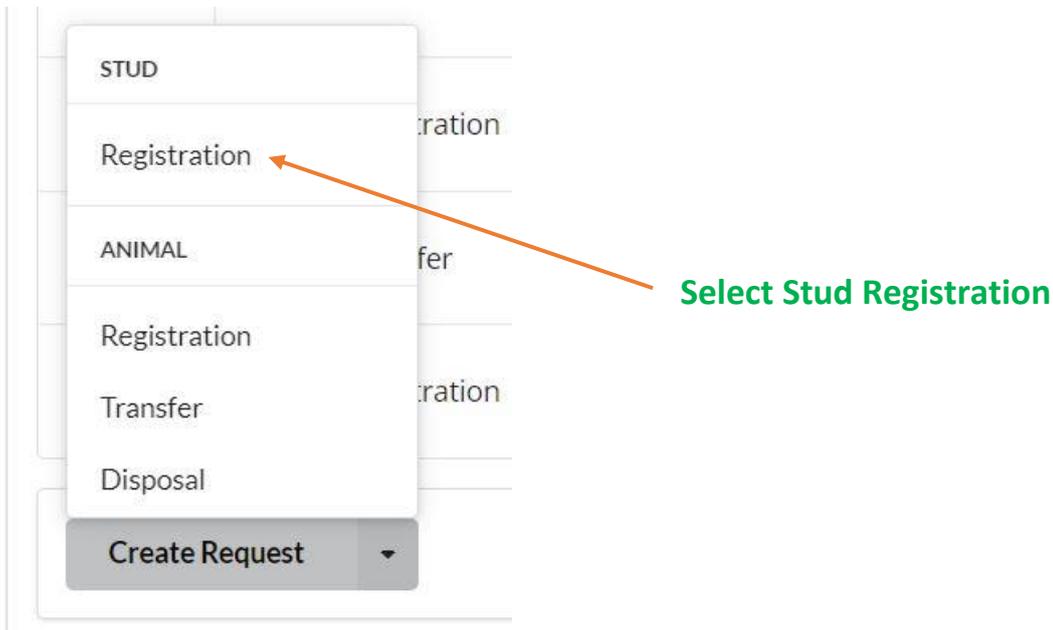
Create Request ▾

Stud Registration Request

Request Number: REQ71
Request Status: Draft
Create Date: 09/02/2022 07:40:10

Request Details

Request Description

[Request Description...]

Stud Details

Stud Name | Stud Prefix
[Stud Name...] | [Stud Prefix...]

Contact Details

Contact Name
[Contact Name...]

Contact Email | Contact Phone
[Contact Email...] | [Contact Phone...]

Address

Address Line 1 | Address Line 2
[Address Line 1...] | [Address Line 2...]

Suburb | Postcode
[Suburb...] | [Postcode...]

State | Country
[SA ⌄] | [Australia]

✔ **Submit Request**   💾 Save Request

> **Fill in your preferred Stud details.**
>
> **NOTE: The details you place here will be displayed in the public search. Ie: If you only want Suburb/Town but not your Street Address shown on the public search – Please enter "No Listed Address" in areas you don't want Public.**
>
> **State & Country has to be correct.**

- **Click Submit Request**

Stud Registration Request

Request Number: REQ72
Request Status: Draft
Create Date: 09/02/2022 07:40:19

- **If you get this error message – You will need to choose a different Prefix or what the message is saying**
- **Once your request has been submitted successfully, you will see a message has arrived in your Dashboard Inbox.**
- **This message will state your request is pending Admin Aprroval.**
- **This application will be sent to the secretary BGA –**
- **Once Stud Name & Prefix are approved by BGA Secretary – LLD will approve your Stud Registration & you will receive a Invoice**
- **Once Invoice Paid - & received – your Dashboard will show that you have 1 Stud or 2nd Stud if you were creating a second stud.**

- **Once your Stud is showing**
- **Proceed to "Manage Account" Guide**