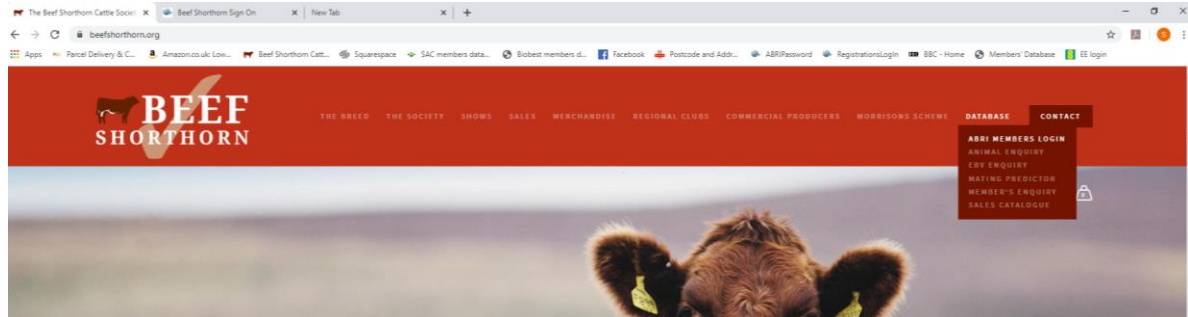# Online registration instructions

ON LINE REGISTRATION INSTRUCTIONS

Open the Society website www.beefshorthorn.org

Click on the Database tab and from the dropdown select ABRI members log in.

Log in with your membership number and password (Contact the Society for password if you are logging on for the first time)

Click on Online Transactions

You now have 2 options:

OPTION 1 REGISTRATION/NOTIFICATION

Click on 'Create calf registration/Notification' to enter a new batch of births

Click on Add

Complete the form for each calf: please note the Registration Status drop down box allows you to choose between <mark>Registration/Notification of live calf/Notification of dead calf</mark>

Any warning will appear in green, fatal errors will appear in red. You cannot over-ride fatal errors, these must be fixed before you can submit your batch

Use the drop-down boxes for recently used sires and active females in your herd.

When manually entering UK Tag for sire or dam you must input the tag number in the correct format ie UK581234-200456 (you must enter the – in the correct place, no dots, slash, spaces etc as the database will not recognise the animal)

Click Go

You can add as many animals to the batch as you like. Your UK herd number and herd name are already pre-filled for your convenience.

When you have added all your calves you must now send the batch to the Society

Click the View Batch Summary and Batch Submission Screen

Check number of calves are correct

Batch #	117925
Status	Submitted
Comments	Autumn 2017
Submission Notes/Invoice	[View]
Create Date	30/12/17 04:25:30
Last Update Date	30/12/17 05:30:35
Records in Batch	14
Records Validated	14
Records With Errors	0
Records With Warnings	1
Submit Date	30/12/17 05:28:11
Extract Date	30/12/17 05:30:35
Attached Files	0

Batch Options

[Edit Comments]   [Delete this Batch]   [Submit this batch to Beef Shorthorn]

Then click Submit batch to Beef Shorthorn. PLEASE NOTE once you have
submitted batch you cannot go back to make any changes
MALE REGISTRATIONS – PLEASE POST HAIR SAMPLES AS SOON AS POSSIBLE
AFTER THE ON-LINE SUBMISSION
OPTION 2 UPGRADE
Click on upgrade notification to registration then create

Batch Mode:	◉ Manually add records ○ Create a Batch from Pre-Built Worksheet **(To utilise this facility you must first notify either BREEDPLAN or the Society)**
Batch Type:	○ Calf Registration/Notification ◉ Upgrade Notification to Reg'd ○ Performance Weights & Traits ○ Mature Cow Weights
Comments *:	

* Enter comments describing the batch then click the **Create** button

Help List All
My Batches

Reset   Create

Complete the details in the boxes and click GO

Upgrade Notification to Reg'd

...mation Animal Enquiry   EBV Enquiry   Mating Predictor   Member Enquiry   Sale Catalogues   Semen Catalogues   Downl...

List All   View Batch Summary and
Help My Batches   Batch Submission Screen

Use this form to 'upgrade' already notified animals to fully Registered Status.
Animal-Name , Colour and Horn/Poll must be entered.
Sex of notified calf may be changed.

Animal Identifier Enter Ident. in the following format (eg. UK123456-777777)			
Calf Name Prefix		Name	
Sex		Colour	
Horned/Polled			

Update Options	Re-display if error(s), otherwise move to next record Always move to next record DELETE this record	Go

Once you have entered all the animals you wish to upgrade to full registration click on the View Batch Summary and Batch Submission screen then click Submit batch to Beef Shorthorn

Batch #	117925
Status	Submitted
Comments	Autumn 2017
Submission Notes/Invoice	[View]
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Batch Options

[Edit Comments]   [Delete this Batch]   [Submit this batch to Beef Shorthorn]

MALE UPGRADE TO REGISTRATION – PLEASE POST HAIR SAMPLES AS SOON AS POSSIBLE AFTER THE ON-LINE SUBMISSION.

If you have any problems or queries that arise about the online registrations system or require further information please contact Fiona in Registrations on 07377 119345 or email registrations@beefshorthorn.org

For password resets also contact registrations@beefshorthorn.org or ellie@beefshorthorn.org