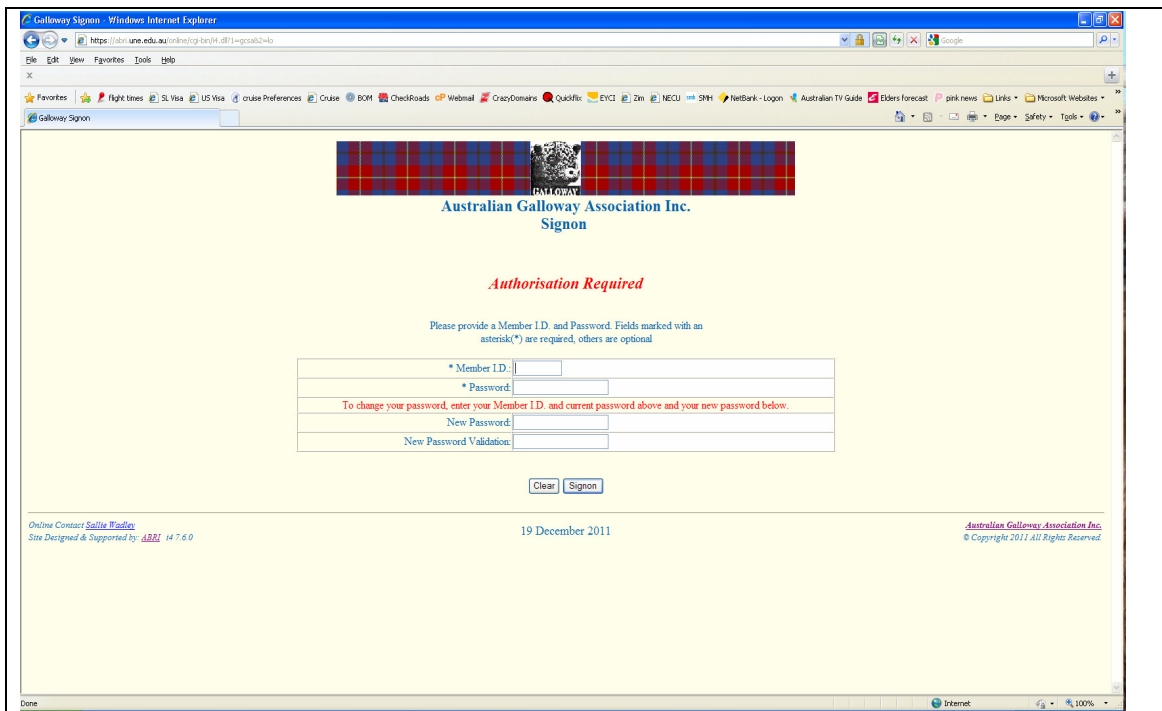


Australian Galloway Association Internet Registrations Recording Registrations Online

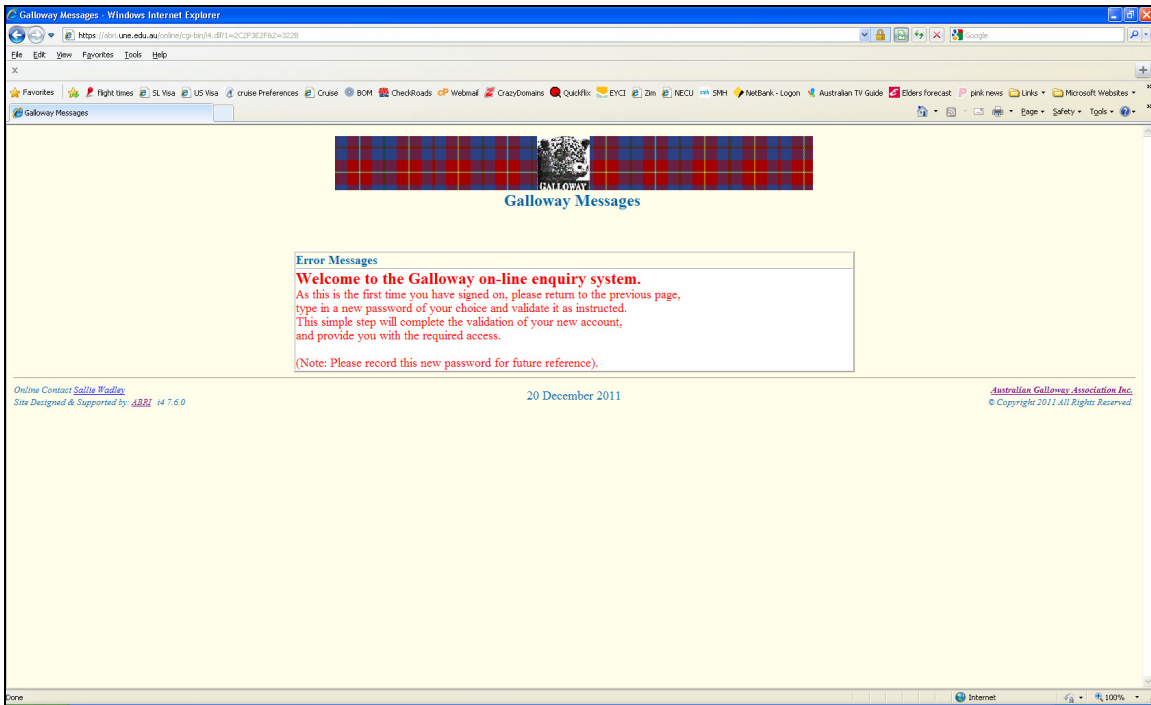
- 1 Log onto the system by clicking the **Online Transactions** button at the top right of the screen in either the Animal or Member Enquiry screen, then click “**signed on**” in the next screen.
- 2 You will see the following screen.



- 3 Enter the Member ID and password given to you by the Executive Officer. You can change the password any time you want to log in.

Username (your member id)
Password given to you by the Executive Officer or changed by you
(use lowercase)

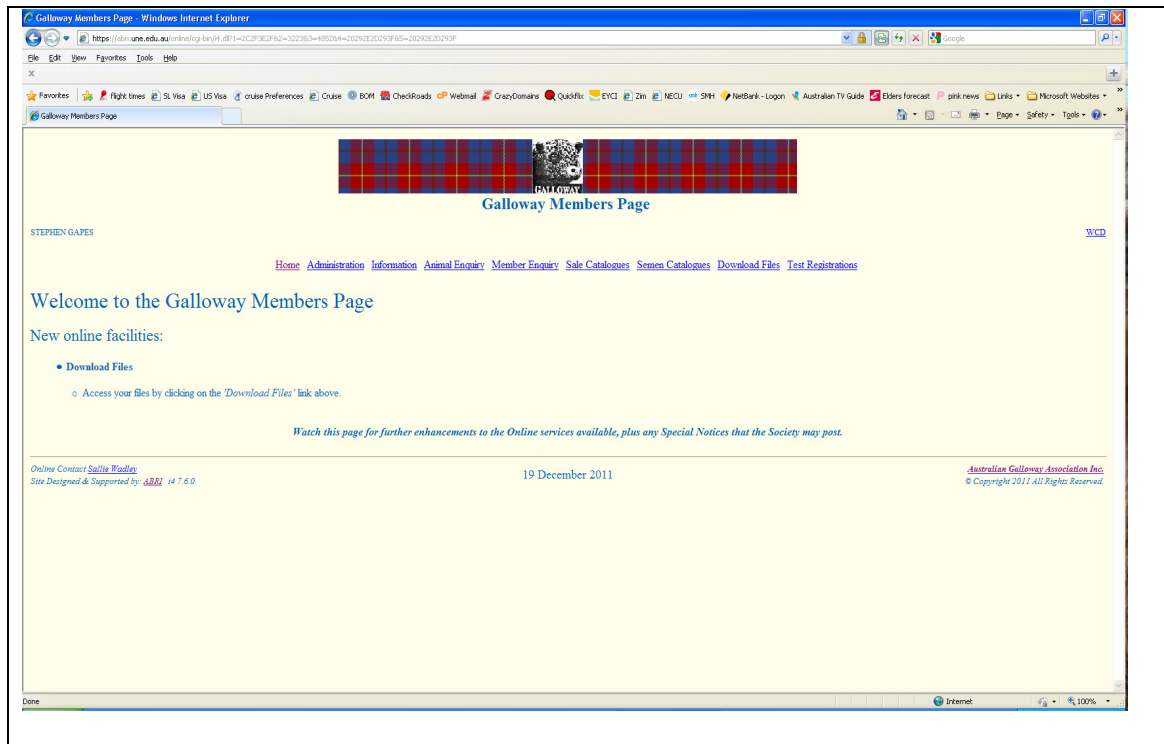
- 4 Click Signon.
- 5 You will see the following screen the first time you log onto the system.



Click on the **left arrow** at the top left of the screen to go back to the sign on screen.

Enter the password you just entered and then enter a new password.

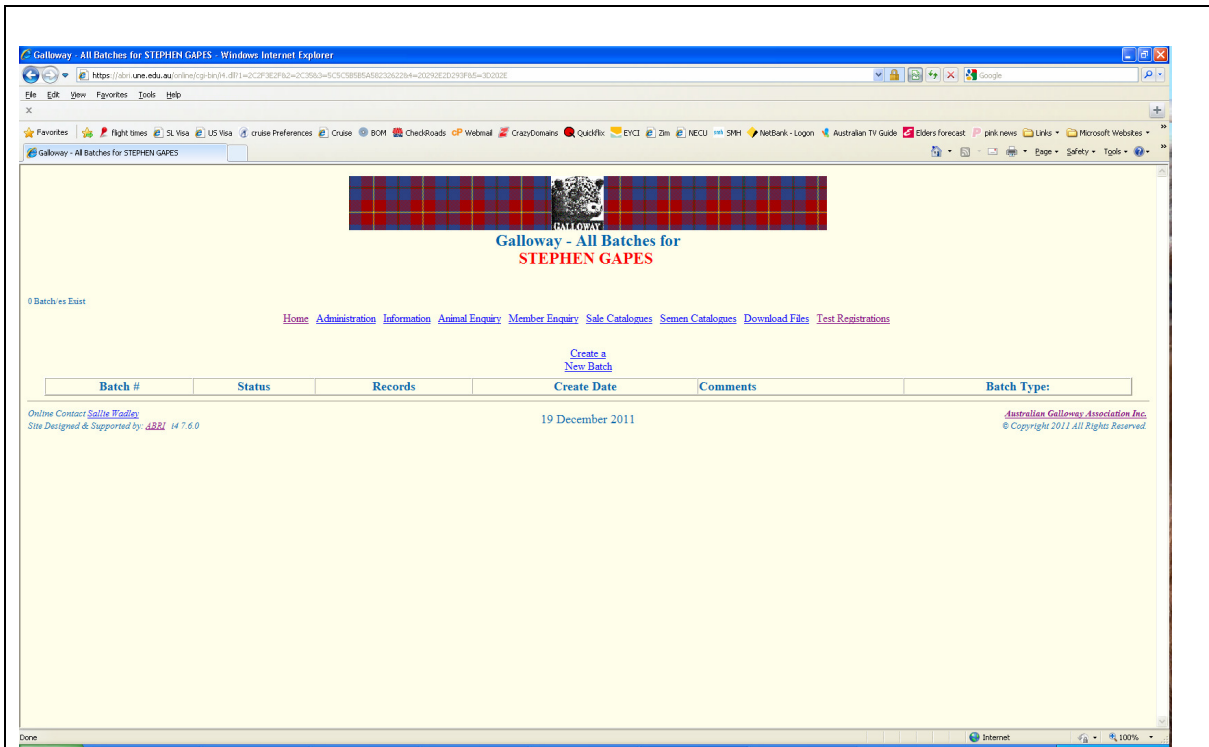
You will now see the following welcome screen.



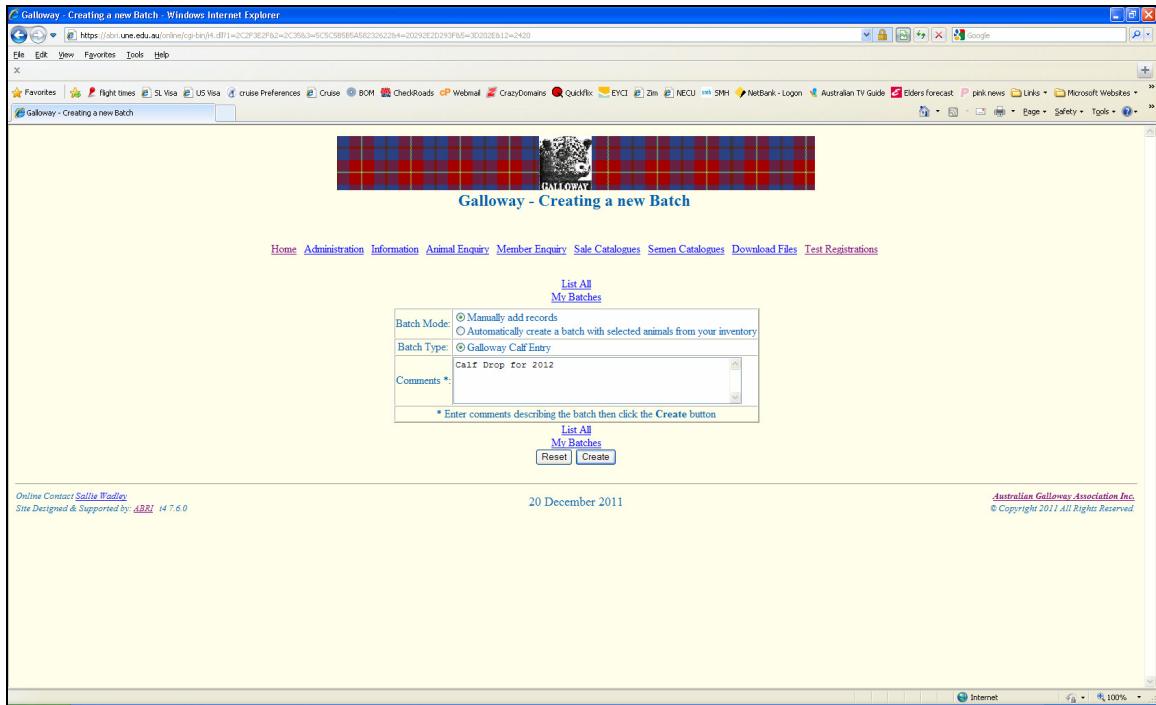
Entering Online Registrations

Click on **Online Registrations** at the top of the screen to start entering registrations.

6 Click on **Create a New Batch**.



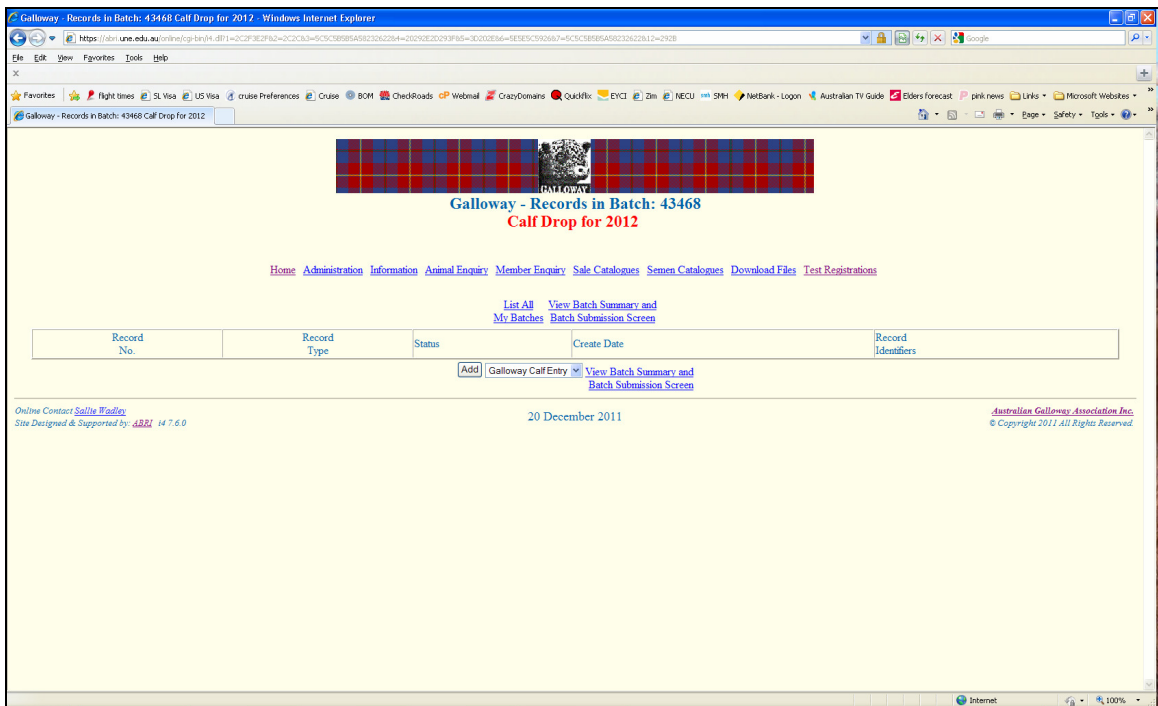
7 You can enter a description in the **comments** if you want to. This is for your records and to identify a batch to the Executive Officer if you have more than one batch to record. You might want to put in, say, "Calf drop for 2012".



The **Reset** button clears all the comments. You don't have to enter any comments.

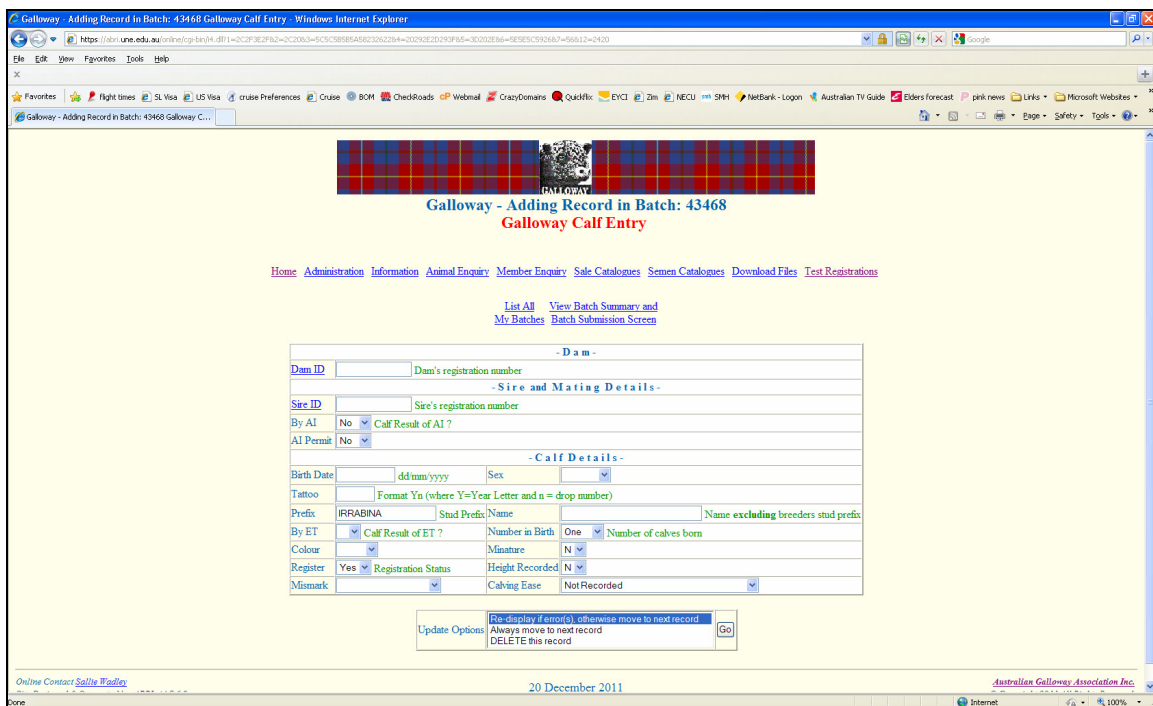
When you are ready to continue, click on **Add**.

- 8 Hit the **Create** button at the bottom which will set up the batch, ready to start entering animal details with this screen (the batch number is at the top of the screen):



Hit the Add button.

8 You'll now get the registration screen:



For each calf, enter the details as you would on the registration form.

You can lookup up dams and sires by clicking on the underlined "Dam ID" or "Sire ID".

Your prefix will automatically be displayed against the calf's name.

To move to the next field, use the TAB key.

Hitting the ENTER key means to accept the whole screen which means if you haven't finished entering you'll get the screen redisplayed with error messages where you haven't entered information.

If that happens, it's ok. Just enter the information and go on.

The Registration Details

- The  means that there is a selection list for you to use eg against colour you can select a valid Galloway colour.

XX

Dam Id: If you don't know the identification number of the dam of the calf, click on the title to go to the animal enquiry screen where you can find the dam you want.

Sire Id: If you don't know the identification number of the sire of the calf, click on the title to go to the animal enquiry screen where you can find the sire you want.

By AI: Select **yes** if the calf was the result of artificial insemination.

AI Permit: Select **yes** if you don't own the sire and have a permit (you'll need to send the permit to the Executive Officer for verification).

Birth Date: The date the calf was born.

Sex: Select the sex of the calf from the drop-down menu.

Year Letter & Calf #: This corresponds to the tattoo in the ear of the calf. The year letter corresponds to the year of birth e.g. 2012 is letter **H**, 2013 is letter **J**, etc. The association will give you the year letters for each birth year. The calf number is the id number you have given the calf, usually starting from **1** each year. Each calf must have a unique number within the year of birth, regardless of sex. The calf number can be up to 4 digits long. You would usually start at 1 then 2, 3, 4, etc. So, you would enter, for 2012, a tattoo of **H1**, then **H2**, **H3**, etc.

Stud Prefix: This is your stud prefix and will automatically be displayed here from your Member Id. This prefix will precede the name you give the calf in the next field,

Animal Name: This is the name you use to identify the calf. **Do not put your stud prefix here as it will be automatically added when the calf is registered.**

By ET: Select **yes** if the calf is the result of an ET program.

Number in Birth: This is usually one but registration allows for multiple births. This way, the society can identify twins and triplets.

Colour: Select a valid colour from the drop-down list.

Miniature: Select **yes** if the calf is a miniature.

Register this Calf? It is assumed that most female calves recorded on this screen will be registered. However, if you have a calf you don't want to register just yet but do want to record the details, select **no**.

Height Recorded: Select **yes** if the calf is a miniature and has had its height recorded. You need to send the height form to the Executive Officer.

Mismark: Select the mismark from the drop down menu.

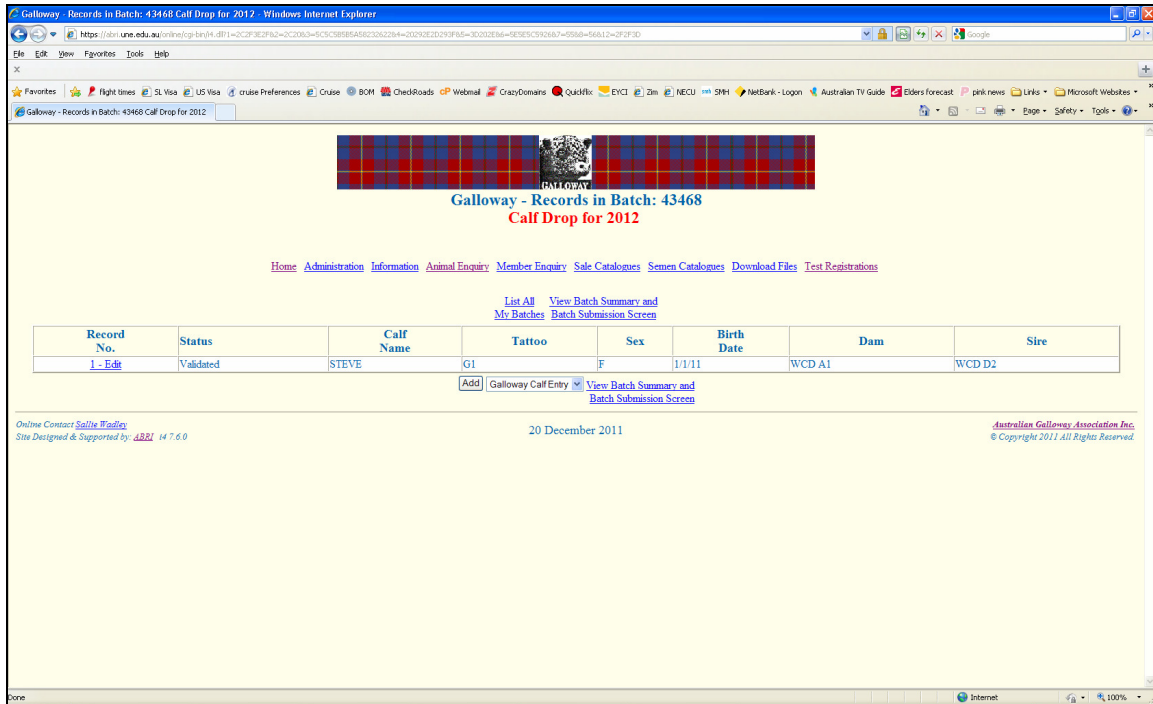
Calving Ease: Select the appropriate description from the drop-down list.

Once all the details have been entered on the screen

Quick checks are made against the information you enter. Error messages will be displayed on the screen in red when you try to finish the calf's details.

When you have finished entering a calf's details, hit the Go button at the bottom of the screen.

You will see a list of how many calves you've entered.



The screenshot shows a web browser window displaying the Galloway web registration interface. The page title is "Galloway - Records in Batch: 43468 Calf Drop for 2012". The page features a navigation menu with links: Home, Administration, Information, Animal Enquiry, Member Enquiry, Sale Catalogues, Semen Catalogues, Download Files, and Test Registrations. Below the navigation menu, there are links for "List All My Batches" and "View Batch Summary and Batch Submission Screen". A table displays the following record:

| Record No. | Status | Calf Name | Tattoo | Sex | Birth Date | Dam | Sire |
|------------|-----------|-----------|--------|-----|------------|--------|--------|
| 1 - Edit | Validated | STEVE | G1 | F | 1/1/11 | WCD A1 | WCD D2 |

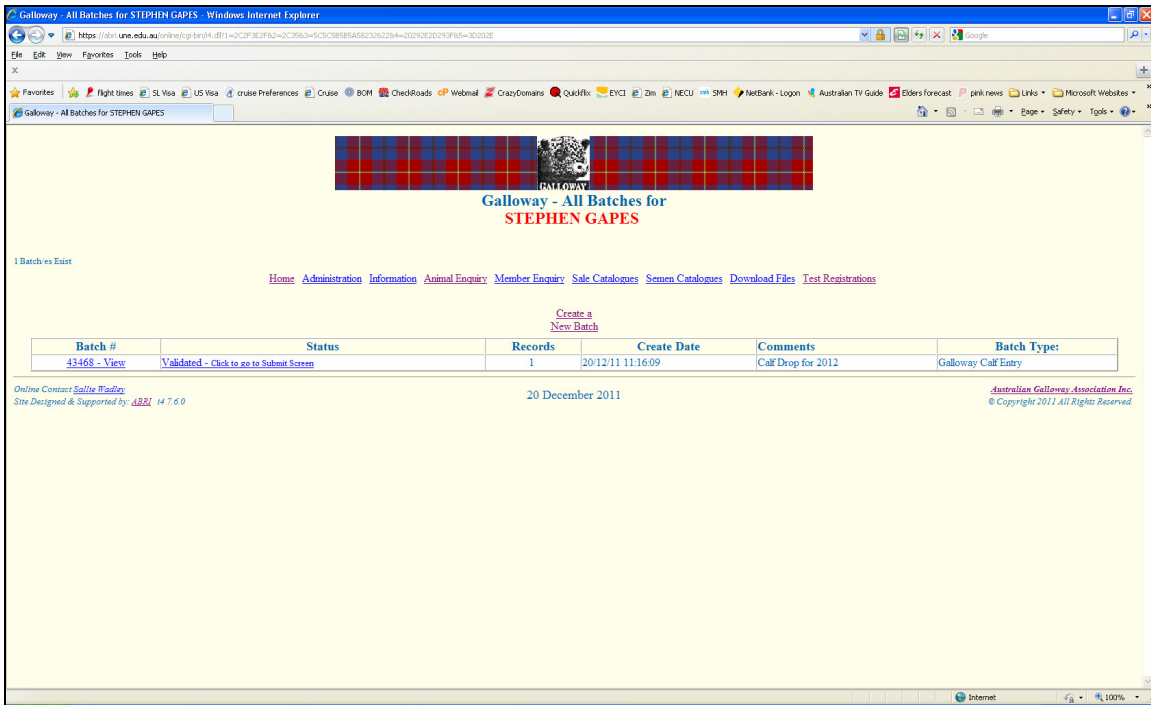
Below the table, there is an "Add" button and a dropdown menu for "Galloway Calf Entry". There are also links for "View Batch Summary and Batch Submission Screen". At the bottom of the page, there is a footer with the text: "Online Contact [Saline Treadle](#)", "Site Designed & Supported by: [dBBi](#) 14 7 6 0", "20 December 2011", and "Australian Galloway Association Inc. © Copyright 2011 All Rights Reserved".

To keep entering calves, just click on the Add button.

If you want to change anything for a calf, just click on the calf record number on the left.

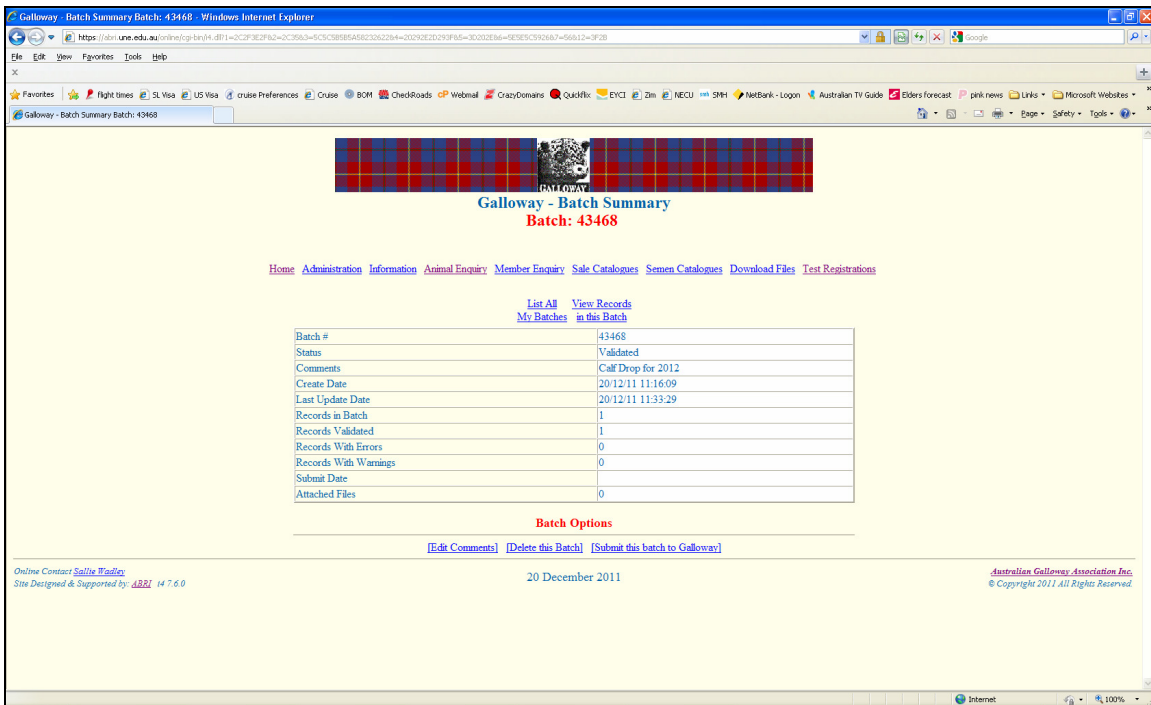
You don't have to enter all the calves at the one time. You can enter the details over a period of days. It's only when you have finished entering all the calves that you submit the batch for processing.

When you log on to the web registrations, you'll see a list of your batches. You just select the one you want by clicking on it.



When you have finished entering all the calves you can **submit the batch** for processing.

Click on the **Batch Submission Screen** link at the top to see the batch status screen:

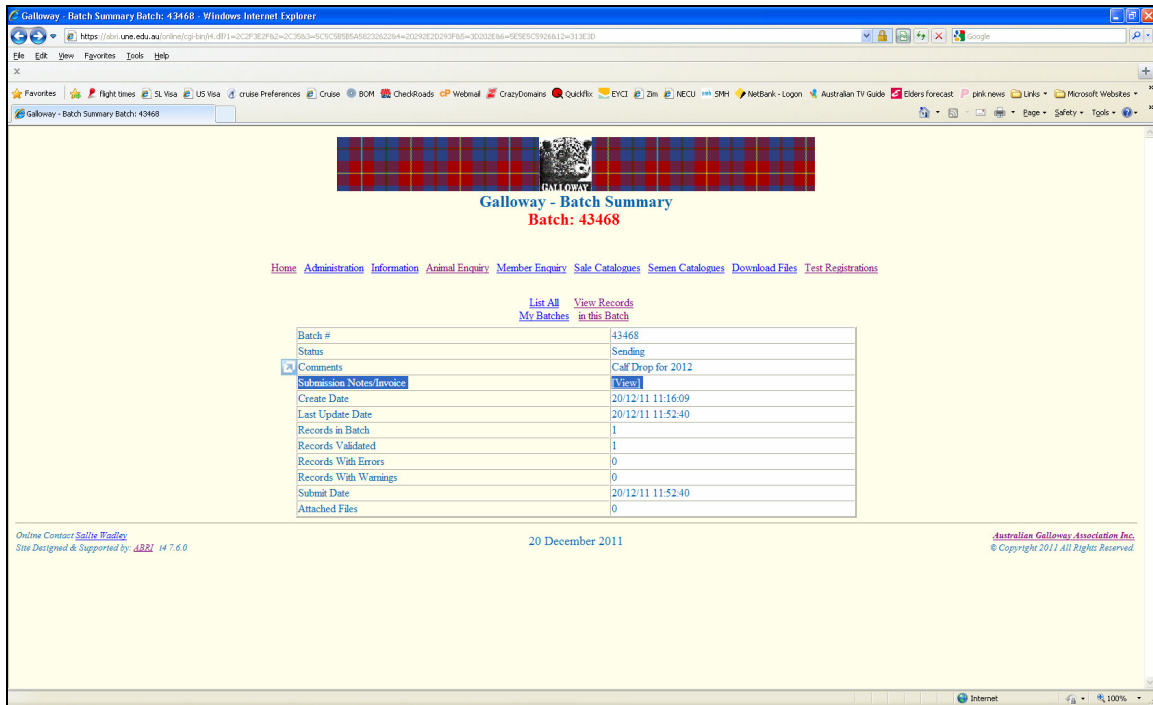


If you are happy with the details, you can now send the batch in for processing.

Click on the **“Submit this batch to Galloway”** button at the bottom of the screen.

The batch summary screen will then be displayed.

You can get a confirmation notice by clicking on the **“View”** against the **Submission Notes/Invoice** label.



Galloway - Batch Summary
Batch: 43468

[Home](#) [Administration](#) [Information](#) [Animal Enquiry](#) [Member Enquiry](#) [Sale Catalogues](#) [Semen Catalogues](#) [Download Files](#) [Test Registrations](#)

[List All My Batches](#) [View Records in this Batch](#)

| | |
|---------------------------------|----------------------|
| Batch # | 43468 |
| Status | Sending |
| Comments | Call Drop for 2012 |
| Submission Notes/Invoice | View |
| Create Date | 2012/11/11 11:16:09 |
| Last Update Date | 2012/11/11 11:52:40 |
| Records in Batch | 1 |
| Records Validated | 1 |
| Records With Errors | 0 |
| Records With Warnings | 0 |
| Submit Date | 2012/11/11 11:52:40 |
| Attached Files | 0 |

Online Contact [Saline Wainio](#)
Site Designed & Supported by: [dBL](#) 14.7.6.0

20 December 2011

[Australian Galloway Association Inc.](#)
© Copyright 2011 All Rights Reserved

You will then see the confirmation of the batch you have submitted.

