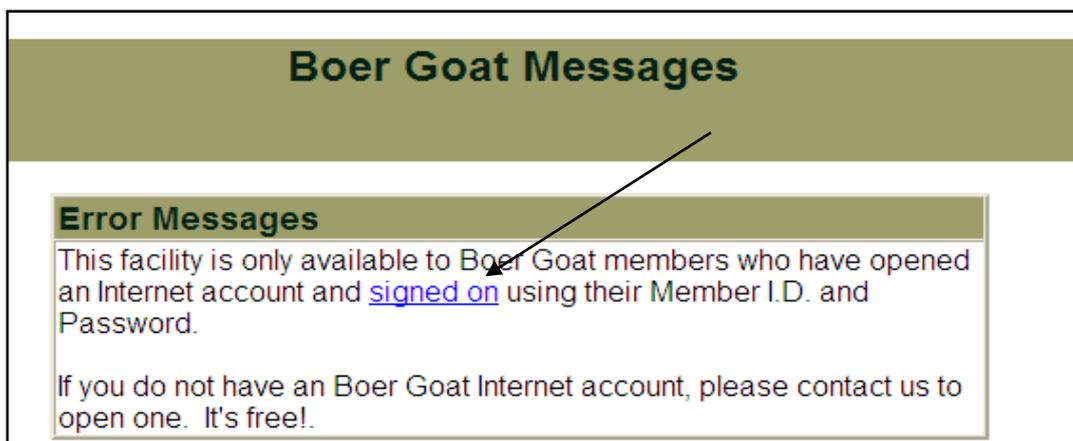


ONLINE ANIMAL REGISTRATIONS: A STEP BY STEP GUIDE!

1. Your first step is to contact Barb O'Shea at ABRI to get an online registration username & password.
Barb O'Shea (02) 6773 5177 Email: registrar.boergoat@abri.une.edu.au
NOTE: Your username & password to login to the National site from the Home Page to access the members Area will **NOT** work. You need to contact Barb for a separate username & password.
2. Once you have your username & password go to the BGBAA National site <http://www.australianboergoat.com.au/> On the Main Menu, click on to **Herdbook Search**.
3. Click on **Either** Animal Search or Boer Goat Breeders Association of Australia Member Enquiry. A new Window will open.
4. Then click on **Online Transactions**



5. You come to a screen with an automated **Error Message**. If you have your username & password (Step 1) click onto **signed on** (below). If you don't have your username & password, return to Step 1 above.



6. In the next Window you need to sign on **And** to change your password. Put in your **Member ID** and the **Password sent by ABRI**. You then need to put in a new password and validate that password by retying it. Then Click **Signon**. If you have forgotten your password follow the Instructions in the Message Box.

* Member I.D.:	<input type="text" value="GHI"/>
* Password:	<input type="password" value="••••••"/>
To change your password, enter your Member I.D. and current password above and your new password below.	
New Password:	<input type="password" value="••••••"/>
New Password Validation:	<input type="password" value="••••••"/>
If you have forgotten your password, enter your Member I.D., click the checkbox below and then click Signon	
	<input type="checkbox"/>

NOTE: This Step is only done once. When you have changed your password you just enter the Username & Password each time.

7. If done correctly you will come to a screen which tells you that you are logged into the BGBAA Internet System.
8. Click **Online Transaction** again. (See Step 4)
9. Your next step is to **Create a New Batch**.
10. In the **Comments box** of this screen you can enter a description for the batch. For example Year 2009 does or Animals registered for the Nationals. This description is for your own convenience and can be left blank. Then hit **Create**.
11. In the next screen click **Add** to enter your first animal.
12. The next screen is self explanatory. You will note that a lot of the boxes have been completed by default which makes entering data a lot quicker.

To enter the Dam you can either enter her Tattoo or click on the drop down box which will list all the Does active in your ownership. Use the scroll bar on the right hand side to scroll through the animals.

This is the same process for entering the Sire. Either type in his tattoo number or use the drop down box for sires used in the last two years.

Enter information where there are blanks and use the drop down boxes to see alternative choices.

In the Update options you have the choice of having the information checked (default), always move to the next record without checking or you can delete the record and start again. It is better to leave the default option which checks for errors including anything you have left out.

- Details of D a m -			
Select Dam from List OR	--- Active does in my ownership ---		
Dam Tattoo	<input type="text"/>	Dam's Tattoo	
- Details of S i r e -			
Select Sire Name OR	Sires used in the last 2 years		
Sire Tattoo	<input type="text"/>	Sire's Tattoo (Enter as Herd Letters, grade, year and drop eg. XYZFB9999)	
- Details of K i d -			
Stud Prefix	GHIN GHIN	Original Owners Stud Prefix	
Name	<input type="text"/>	Name excluding breeders stud prefix	
Herd Code	GHI		
Year Letter	<input type="text"/>	Format Y (where Y=Year Letter)	Tattoo Number <input type="text"/> Can be 4 digits
Birth Date	<input type="text"/>	dd/mm/yy	
Sex	<input type="text"/>	Birth Type	1
Birth Weight	<input type="text"/>	Colour	White, Red Head
Joining	Natural Mating	By ET	No
Register	Standard Boer	Registration Status	Registered
Update Options		<input type="checkbox"/> Re-display if error(s), otherwise move to next record <input type="checkbox"/> Always move to next record <input type="checkbox"/> DELETE this record	<input type="button" value="Go"/>

13. When an animal details are entered and you click GO the next screen will appear.

Boer Goat - Records in Batch: 26922 TEST									
Home Information Animal Enquiry Member Enquiry Sale Catalogues Semen Catalogues Online Transactions									
List All View Batch Summary and My Batches Batch Submission Screen									
Record No.	Status	Name	Year Letter	Tattoo Number	Sex	Birth Date	Birth Type	Dam	Sire
1 - Edit	Validated	FRED	E	0004	M	20/9/09	1	GHIFA0502	GHIFB0037
		<input type="button" value="Add"/>	Boer Goat Registration		View Batch Summary and Batch Submission Screen				

You can now do the following:

- **Edit this record**
- **Add the next record to this batch**

As animals are entered each time you will see them listed in this screen to either edit or add more.

When you have finished creating records for animals, you click **View Batch Summary and Batch Submission Screen**.

14. The following screen will appear:

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

Batch #	26922
Status	Validated
Comments	TEST
Create Date	05/10/09 15:32:49
Last Update Date	05/10/09 16:17:38
Records in Batch	1
Records Validated	1
Records With Errors	0
Records With Warnings	0
Submit Date	
Attached Files	0

Batch Options

[\[Edit Comments\]](#) [\[Delete this Batch\]](#) [\[Submit this batch to Boer Goat\]](#)

At this point you can either **Submit this Batch (to ABRI)** if you have completed adding records or **leave** the online registration system and add more records at a later date. **See Step16 to Exit**.

15. When you **Submit the Batch**, the above screen will change to show the following:

- **The Status will change to Sending**
- **The Submission Notes/Invoice will appear. If you click on View the amount of payment required will be shown.**

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

Batch #	26922
Status	Sending
Comments	TEST
Submission Notes/Invoice	[View]
Create Date	05/10/09 15:32:49
Last Update Date	08/10/09 15:05:26

16. There is no **Sign Out** button. To Exit, simply close the screen by clicking the cross in the top right hand corner of your screen.
17. When you Log in next time, the first screen will show you all the batches you have submitted and their Status. If the Status is **Validated** you can edit the batch and add more records. If the Status is **Submitted** you can still view all the records in the batch but you cannot edit them. This allows you to keep track of all the animals you register as well as the date they were submitted for registration.
18. Submission of a Batch does **Not** mean they will automatically be registered. Registration will only occur on payment of the Invoice. This can be done by sending a **cheque** to:
Barb O'Shea
c/- ABRI, University of New England
Armidale, NSW
Australia, 2351
OR direct deposit
Boer Goat Breeders Association BSB: 082407 Account: 698865435
You must include your Herd Prefix and Registrations as a description for any payment.

NOTE: There is a **Time limit** on accessing the system. You will need to Sign on again if you exceed this time limit.

For assistance with OnLine transactions please contact:

Barb O'Shea (02) 6773 5177 Email: registrar.boergoat@abri.une.edu.au