



INSTRUCTIONS ON HOW TO MANAGE YOUR FLOCK

Manage Your Flock

The 'on line' flock book is updated regularly and is a quick and efficient way to report births, deaths and sales.

To access the 'manage your flock/herd' section, Click on '**Manage your flock**'

Please do not use the Browser BACK button

Member Search

[Society Home Page](#) [Animal Search](#) [Manage your Flock](#) [Animals for sale / hire](#)

Member Ref :	<input type="text"/>	Enter any part of the member no / herd letters
Member Name :	<input type="text"/>	Enter any part of the name
Herd / Flock Name :	<input type="text"/>	Enter any part of the Herd / Flock name
Region :	- none - <input type="button" value="v"/>	
Address :	<input type="text"/>	Enter any part of the address
Members with animals	<input checked="" type="checkbox"/>	Tick box to display just members with animals

Type in your membership number, or **letters (leading zeros are important if you have them)** and your password. If you have mislaid this or would like to change the password, please email the registry. Finally confirm your email address and click on continue

Please do not use the Browser BACK button

Member No :	<input type="text"/>
Password :	<input type="text"/>

[Forgotten your password - click here ?](#)

A list of menu options (listed below) will be displayed and if you have not cleared it there may also be a shopping basket.

Manage your Flock

Shopping Basket

Please click on 'Proceed to Checkout', even if you are paying by cheque

No		Fee	Amount Due
1	Registration	13.00	13.00
Total Amount Due			13.00

The shopping basket is a tally of transactions. It is not linked to the society accounts. **To clear your shopping basket**, please click on '**proceed to check out**', and print the remittance slip offered. If paying by cheque please return a copy of this remittance with the cheque.

The main menu options in 'Manage your Flock/Herd' are;

1. Apply for Registration
2. Death/slaughter
3. Castration
4. Transfer of ownership
5. Identification of Animals for Sale
6. View / Change contact details

Please do not use the Browser BACK button

Manage your Flock

Apply for Registration	Select this option to notify or register male and female lambs. Notification is free of charge. Registration in year of birth - Ewes (£4.50) Rams (£14.00) late registration incur double fees. All other 'on line' services are free of charge
Registration	<i>Option not available - no alive Birth Notified animals to Register</i>
Deaths/Slaughter	Notify the Society of any deaths or slaughters to keep your flock records up to date.
Castrates	Notify the Society of any castrates
Transfers	Notify the Society of any transfers or sales to keep your flock records up to date.
Identification of Animals for Sale / Hire / AI	Notify the Society of any Animals for Sale / Hire or AI. These will appear in the Pedeweb 'For Sale' list.
Tay Sachs DNA test	Apply for the Tay Sachs DNA test £13.50 per test
Flock Book	order a copy of the Flock Book (Volume 40) £15.00
View / Change your contact details	Select this option to notify the Society of changes to your name, address or contact details

[Return to search screen](#)

1. Apply for registration - The birth screen only works if the mothers are in your registered ownership. If they have not yet been transferred into the database please contact the society office.

The system should already know the first part of your flock number and your flock name

Please do not use the Browser BACK button

Apply for Registration [Help ?](#)

* Tag No :	UK0563274/ <input type="text"/>	Last 5 digits for the EID tag please
* Date of Birth :	<input type="text"/> <input type="text"/> <input type="text"/>	
* Sex :	Female <input type="text"/>	
(Optional) Name :	Dunmor <input type="text"/>	Individual names are optional and ONLY permitted for RAMS
(Optional) NS/AI/ET :	<input type="text"/>	
AI / ET Date :	<input type="text"/> <input type="text"/> <input type="text"/>	
* Sire :	<input type="text"/>	Search for Sire
<i>This list contains alive registered males with progeny, for a full list click on 'Search for Sire'</i>		
* Dam :	<input type="text"/>	Search for Dam
Number Born :	<input type="text" value="2"/>	
* Horns :	- none - <input type="text"/>	
Notes :	<input type="text"/>	
* Registration Type :	<input type="text"/>	

Repeat Info : **To retain all the information on the screen for siblings, tick the 'Repeat Info' box**

[Add to list of applications](#)

[Return to - Manage your Flock - Menu](#)

Complete one 'form' for each offspring (lamb)

Type in the individual **Tag Number** – it should default to your UK No and then add the tag number in 5 digits (UK123456/00001)

Name Box (Please Complete-Ignore notes on System) PREFIX/YEAR LETTER/TAG NO (without adding zero's)
e.g Alltgoch 19/4522

The date of birth, sex, individual name.

Select NS for natural service (AI for artificial insemination or ET for embryo transfer) from the drop down list

Sire – click on the down arrow alongside sire for a list of males in your ownership which you have used before, and click on the correct one if it is in that list.

Please do not use the Browser BACK button

Apply for Registration Help ?

* Tag No : UK0563274/ Last 5 digits for the EID tag please

* Date of Birth : 0

* Sex : Female

(Optional) Name : Dunmor Individual names are optional and ONLY permitted for RAMS

(Optional) NS/AI/ET :

AI / ET Date : 0

* Sire : [Search for Sire](#)
This list contains alive registered males with progeny, for a full list click on 'Search for Sire'

* Dam : [Search for Dam](#)

Number Born :

* Horns : - none -

Notes :

* Registration Type :

Repeat Info : **To retain all the information on the screen for siblings, tick the 'Repeat Info' box**

If the male you need is not listed, click on the words 'search for sire' . A new screen with a 'form' will be displayed. Type in some information about the male you are looking for. Remember the more you type the fewer animals will be displayed, so try just part of the name or the tag number and click on 'search for animal' for a list of males that include that information. If the male is now dead you may need to widen the search and click 'dead'

Registration No : Enter any part of the reg.no

Animal Name : zulu Enter any part of the name

Tag No : Enter any part of the Tag No

Tattoo : Enter any part of the Tattoo

Breeder : Enter the member no of the breeder

Owner : Enter the member no of the owner

Horns : - none -

Status : Alive: Dead: Tick all applicable boxes

Age Range : to months

Type in part of the name or number and click on 'Search for Animals' to reduce the list

Click on the selected animal in the list below to return to the previous page

Click on appropriate heading to change display order, click again to reverse the order

Reg. No	Name	Tag No	Tattoo	Owner	Breeder	DOB
147815	Dunmor Zulu	UK0563274/00418		04792	03022	06/01/2013
121000	Border Zulu	23951/220		02395	02395	01/01/2002
014426	Perrymill Zulu	07071/359		00707	00707	22/01/1995

Click on the correct male in the list offered

That takes you back to the birth screen with the sire filled in. He will now be in the drop down list for the next application.

Please do not use the Browser BACK button

Apply for Registration [Help ?](#)

* Tag No : UK0563274/ 02354 Last 5 digits for the EID tag please

* Date of Birth : 6 ▾ APRIL ▾ 2017 ▾

* Sex : Male ▾

(Optional) Name : Dunmor Jake Individual names are optional and ONLY permitted for RAMS

(Optional) NS/AI/ET : NS - Natural Service ▾

AI / ET Date : 0 ▾ ▾ ▾

* Sire : Dunmor Zulu (147815) [UK0563274/00418] -- owned by 04792 ▾ [Search for Sire](#)
This list contains alive registered males with progeny, for a full list click on 'Search for Sire'

* Dam : ▾ [Search for Dam](#)

Number Born : 2

* Horns : - none - ▾

Notes :

* Registration Type : ▾

Repeat Info : To retain all the information on the screen for siblings, tick the 'Repeat Info' box

Dam – click on the down arrow alongside dam for a list of all the females in your registered ownership. You can only use this birth screen for offspring whose mothers are in your registered ownership.

To reduce the list click on the words ‘search for dam’ and use the ‘form’ to find individual animals in exactly the same way as described for males. Remember the more you type the fewer animals will be displayed.

Number Born – type 1 for a single, 2 for twins, 3 for triplets etc

Registration type – select the correct registration type – R - **IMPORTANT**

Notes – if you have an actual ‘name’ for the sheep please enter it here

Click on add to application list and repeat the process for the next lamb

BN/Reg	Tag No	Tattoo	Name	Sex	DOB	Sire	Dam	Litter
R1	UK0563274/02354		Dunmor Jake	M	6/4/2017	147815	138721	2

I hereby declare that the details given are correct to the best of my knowledge and I agree to be bound at all times by the Society's Rules and Byelaws.

When you have finished the batch, tick the declaration, click on submit application to breed society. If you have a lot to do it is a good idea to submit in batches of 10 or 20, just in case you have a power surge, or get called away to the phone. If the system, or your computer does ‘time out’ – when you log back in you will find the list you have created will be displayed, waiting to be submitted.

After each submit you have the option to print off a summary of the applications you have just done.

Finally click on return to ‘manage your flock’ where you will find a ‘shopping basket’ with a summary of the fees due. **Normal Society registration fees apply.**

Please do not use the Browser BACK button

Manage your Flock

Shopping Basket

Please click on 'Proceed to Checkout', even if you are paying by cheque

No	Fee	Amount Due
1 Registration 2017 lambs-M	14.00	14.00
Total Amount Due		14.00

This Shopping basket is just a tally of the transactions processed on the web
It is not linked to the Society main accounting system.

Click on 'Proceed to Check Out' .

You then have the option to pay by cheque – this will produce a remittance slip to send with your cheque made payable to the Society and sent to the normal Society address. You can also pay by Online Banking and Email the remittance slip to the Secretary.

2 . Deaths/slaughter (no charge)

This is where you should record all your animals sold for meat or fallen stock. A list of animals in your registered ownership will be displayed. Click on any of the column headings to sort into order. Tick any which are no longer alive and click on 'submit death(s) to Breed Society'.

Notifications of Deaths

Registration No : Enter any part of the reg.no

Sex : Enter the sex

Animal Name : Enter any part of the name

Tag No : Enter any part of the Tag No

Tattoo : Enter any part of the Tattoo

Breeder : Enter the member no of the breeder

Reasons for death are held confidentially by the Society for statistical purposes only, and are not visible in the on-line Flock Book

Click on appropriate heading to change display order, click again to reverse the order

dead	Date Died DD/MM/YYYY	Died How ?	Details Max. 40 chars.	Reg. No	Name	Tag No	DOB	Sex
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	127977	Dunmor Ewe	3022J/208	07/02/2005	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	130856 (TSC)	Dunmor Ewe	3022J/663	21/01/2006	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	133675	Dunmor Ewe	3022J/621	15/03/2007	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	133950 (TSC)	Jura Ewe	4561J/53	18/02/2008	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	134004 (TSC)	Dunmor Ewe	3022J/641	01/01/2008	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	135173	Dunmor Ewe	3022J/1004	19/02/2008	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	136193	Dunmor Ewe	3022J/1030	11/01/2009	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	137558 (TSC)	Dunmor Ewe	3022J/1043	24/02/2009	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	138719 (TSC)	Dunmor FWP	UK0563274/00002	05/01/2010	F

Notifications of Deaths

Registration No :	<input type="text"/>	<i>Enter any part of the reg.no</i>
Sex :	<input type="text"/>	<i>Enter the sex</i>
Animal Name :	<input type="text"/>	<i>Enter any part of the name</i>
Tag No :	<input type="text"/>	<i>Enter any part of the Tag No</i>
Tattoo :	<input type="text"/>	<i>Enter any part of the Tattoo</i>
Breeder :	<input type="text"/>	<i>Enter the member no of the breeder</i>

Reasons for death are held confidentially by the Society for statistical purposes only, and are not visible in the on-line Flock Book

Click on appropriate heading to change display order, click again to reverse the order

dead	Date Died DD/MM/YYYY	Died How ?	Details Max. 40 chars.	Reg. No	Name	Tag No	DOB	Sex
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	127977	Dunmor Ewe	30221/208	07/02/2005	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	130856 (TSC)	Dunmor Ewe	30221/663	21/01/2006	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	133675	Dunmor Ewe	30221/621	15/03/2007	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	133950 (TSC)	Jura Ewe	45611/53	18/02/2008	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	134004 (TSC)	Dunmor Ewe	30221/641	01/01/2008	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	135173	Dunmor Ewe	30221/1004	19/02/2008	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	136193	Dunmor Ewe	30221/1030	11/01/2009	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	137558 (TSC)	Dunmor Ewe	30221/1043	24/02/2009	F
<input type="checkbox"/>	<input type="text"/>	Culled <input type="button" value="v"/>	<input type="text"/>	138719 (TSC)	Dunmor FWP	UK0563274/00002	05/01/2010	F

3. Transfers

Please notify the Society Registry of all sales so that the animals can be transferred into the correct flock in the database.

Select 'Transfers' from the 'manage your own flock' menu. A list of animals in your registered ownership will be displayed. Click on any of the column headings to sort into order. Use the form at the top to reduce the list, for example type M into the sex box to display only males.

Grassroots Sheep Society

Notifications of Transfer of Ownership

Registration No :	<input type="text"/>	<i>Enter any part of the reg.no</i>
Sex :	<input type="text"/>	<i>Enter the sex</i>
Animal Name :	<input type="text"/>	<i>Enter any part of the name</i>
ID Tag No :	<input type="text"/>	<i>Enter any part of the ID Tag No</i>
Temp Tag :	<input type="text"/>	<i>Enter any part of the Temp Tag</i>
Breeder :	<input type="text"/>	<i>Enter the member no of the breeder</i>

Click on appropriate heading to change display order, click again to reverse the order

transfer	Reg. No	Name	ID Tag No	Temp Tag	Breeder	DOB	Sex
<input type="checkbox"/>	X2205	Rowntree Misty			00127	09/04/2003	F
<input type="checkbox"/>	X2206	Rowntree Magnolia	UK1234567890		00127	09/04/2003	F
<input type="checkbox"/>	X2209	Rowntree Murdo			00127	24/04/2003	M
<input type="checkbox"/>	X2210	Rowntree Luke			00127	04/05/2003	M
<input type="checkbox"/>	Z1518	Upper Grey Alice			00134	08/04/1998	F
<input type="checkbox"/>	Z1530	Upper Grey Poppy			00134	08/04/1999	F
<input type="checkbox"/>	Z1532	Upper Grey Posy			00134	09/04/1999	F
<input type="checkbox"/>	Z1588	Rowntree Ivan			00127	20/05/1999	M

Transfer details :

1. If you have sold this/these animal(s) to a member, click here for member details [Search for New Owner](#)
2. If you are sure that the buyer is not a member, click here to enter their details [Enter buyer details](#)

Click on enter buyers details and type on their full name and address into the form offered.

Click on return to transfer window, finally click on submit.

4. Flag Animals for Sale /Hire / AI

If you wish to flag animals available for Sale / Hire / or for which you have AI available, click on the menu option and type S, H or A into box alongside the relevant animal.

You can edit this at any time.

Notifications of Animals for Sale / Hire / AI

Registration No : Enter any part of the reg.no

Animal Name : Enter any part of the name

Tag No : Enter any part of the Tag No

Tattoo : Enter any part of the Tattoo

Breeder : Enter the member no of the breeder

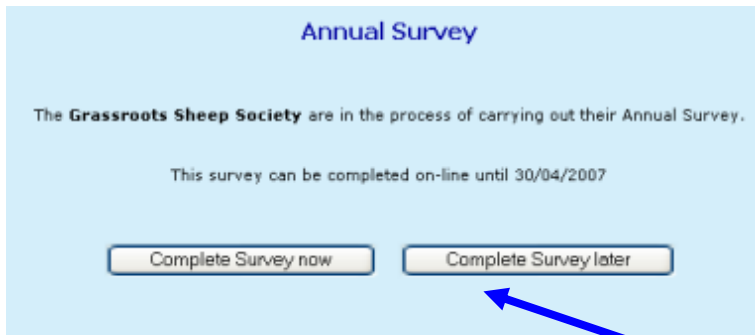
Enter 'H' for Animals which are 'for hire', 'S' for animals 'for sale' and 'A' or 'AI'
Click on appropriate heading to change display order, click again to reverse the order

S/H/A	Sex	Reg. No	Name	Tag No	Tattoo	Breeder	DOB
<input type="checkbox"/>	M	152203(TSC)	Dunmor Ace	UK0563274/00460		03022	14/03/2014
<input type="checkbox"/>	M	156902(~)	Dunmor Corker	UK0563274/00624		03022	09/01/2016
<input type="checkbox"/>	M	156904(~)	Dunmor Coco	UK0563274/00626		03022	28/01/2016
<input type="checkbox"/>	M	159130(~)	Dunmor C U Jimmy	UK0563274/00641		03022	11/01/2016
<input type="checkbox"/>	M	159131(~)	Dunmor Cantona	UK0563274/00642		03022	01/01/2016
<input type="checkbox"/>	M	159140(~)	Dunmor Calypso	UK0563274/00638		03022	04/03/2016
<input type="checkbox"/>	M	160195	Dunmor Dalrymple	UK0563274/00660		03022	10/01/2017
<input type="checkbox"/>	M	160764(~)	Dunmor Doppy	UK0563274/00667		03022	10/01/2017
<input type="checkbox"/>	M	160765(~)	Dunmor Durie	UK0563274/00666		03022	12/01/2017
<input type="checkbox"/>	M	160927(~)	Dunmor Dragon	UK0563274/00674		03022	08/01/2017
<input type="checkbox"/>	M	161382(~)	Dunmor Dodgy	UK0563274/00679		03022	31/01/2017

Once the registry have been notified of the sale of an animal, it will automatically disappear from this list.

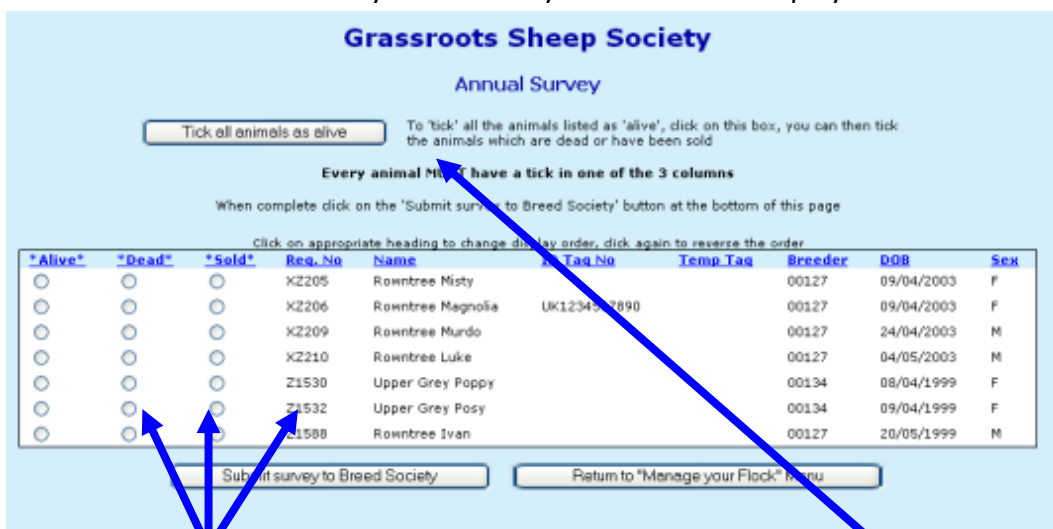
5. Survey

In order to keep the society database up to date we may carry out a survey from time to time. This can be completed in 'manage your flock'



If you choose to complete your survey on line click on 'complete survey now'.

A list of all the animals the system thinks you own will be displayed.



Every animal MUST have a tick in one of the three boxes before the system will allow you to 'submit'. The easiest way to do this is to click on 'tick all animals as alive' then work through the list and change the ones you have sold or are dead, as you go along.

When you are happy with the list click on submit. That will take you to a summary screen:



If you click on submit, the dead animals will be flagged as dead, the sold animals will not longer appear in your flock and can be 'claimed' by the new owners via the registry office.