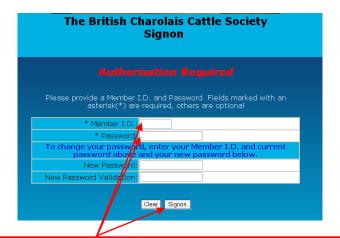
Online Registration Instructions



Click on the Registration Link at the top of the any of the pages on the Charolais Society Website

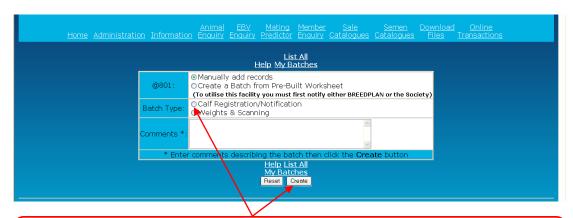


Enter your Member ID Number (which is your member number)
your Password (this will initially be your herd prefix but the first time you log in you will be
asked to change it), then click on the Signon button

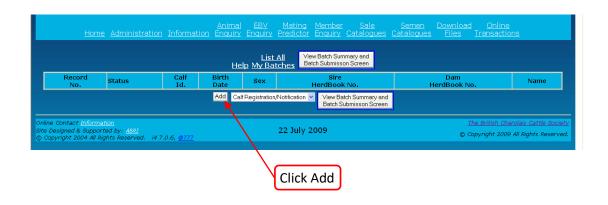


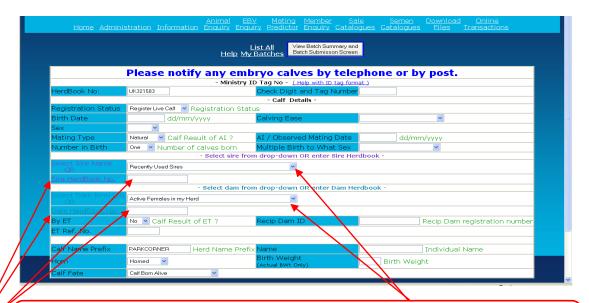
Click on Online Transactions





Click on the circle next to the Calf Registration/Notification (a green dot will appear in the circle)
then Click Create

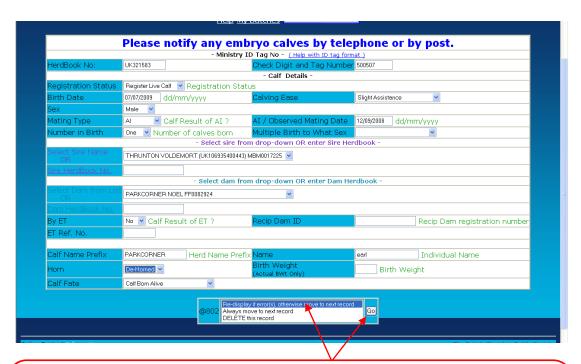




Fill in all the information about your calf, when you get to the part when you need to add the sire and dam, you should be able to select ones you have previously used or have in your herd from the drop down menu

If not enter their herd book number here if you know it

If not click the link on the title and you can search for the animal by name



Once you have entered all the calf information, select Pre-display if error(s) otherwise move to next record then click Go

If there are any details you have missed they will show up in red, fill them in then again select Pre-display if error(s) otherwise move to next record, and click Go, again



If you have another calf to register, click Add and fill in the form as before.

Once you have finished adding all your calves Click View Batch Summary and Submission

Screen



List All <u>View Records</u> <u>Help My Batches in this Batch</u>	
Batch #	17746
Status	Sending
Comments	
Submission Notes/Ir	Invoice [View]
Create Date	22/07/09 23:59:31
Last Update Date	23/07/09 00:14:33
Records in Batch	2
Records Validated	2
Records With Errors	0
Records With Warni	ings 0
Submit Date	23/07/09 00:14:33
Attached Files	0

The Registrations will now be sent to the Charolais Society