

## **TO REGISTER NEW ANIMAL:**

Log on and go to ‘My Performance’> ‘My Calving’>

Once you are at the ‘My Calving’ screen double check to make sure you are using the **CORRECT PRODUCTION YEAR** then if this is a new animal select ‘Add’.

Once you have the information entered correctly hit ‘Save.’

**\*WHEN YOU ARE FINISHED WITH THIS STEP YOU ARE NOT DONE REGISTERING THE ANIMAL PLEASE READ ON\***

Select ‘View’ (make sure to click on view not edit) to overview the animal entered.

You will then need to click on ‘Register’ (at the bottom of the screen) to finish filling out the name and select which herd book the animal will be registered under.

**IF YOU WOULD LIKE TO TRANSFER THE ANIMAL OR PRINT THE PAPER AT A LATER DATE YOU HAVE TO CHECK THE BOX TO HOLD PAPERS BEFORE EACH TIME YOU REGISTER THE ANIMAL**

When every thing is complete, click on ‘Register,’ it will give you a registration # immediately if everything is correct.

\* PLEASE NOTE – A CM # is not a registration # - a CM# is a temporary number issued if required information is not complete.

\* PLEASE NOTE – To do an initial transfer of an animal please refer to bullet four below.

## **REMINDERS**

- **PASSWORD** - You can go in at any time and change your password by going under ‘Tools’ and ‘Change Password’
- **NATURAL SIRE SIGNATURE** - If you get a “natural sire signature needed” error you can now transfer the signatures online. You need to be in the account of the person who owns the bull, then go to ‘My Account’ then ‘Sire Signatures,’ and then ‘Give Signatures’ and just fill in the member# that needs the “natural sire signature” and how many you want to give them.
- **AI CERTIFICATES** - Ai certs that are unused in your account can be seen by going under ‘My Account’ and then ‘My AI Certs.’
- **TRANSFER** - You can only transfer online registrations that have NOT printed. If you click on the box that says ‘Hold Paper For Transfer or To Print Later’ then when you are done registering you may go to ‘My Herd’ and then under ‘My Held Papers Transfer or Print’ and fill in the transfer information. The calf will no longer be in under your inventory if it was transferred correctly. You **MUST** have their member# to be able to transfer to them. If you do not have their membership # please go to our website [www.shorthorn.org](http://www.shorthorn.org) click on “Searches” then “members” then put in any information you have and click search. If you still can find a member # fill out the information XXXX and

the new member# will be emailed back to you for you to finish the transfer. DO NOT DISPOSE OF THIS ANIMAL THE SYSTEM WILL DO IT AUTOMATICALLY