

Listing Animals for Sale

Go to the Herd Tab located under **My Account>Herd**

Click on the corresponding box where the animal would be located for example a breeding age female would be located in the breeding tab. If you are unsure where the animal is located click the **All** tab for a listing of the entire herd inventory.

Click on the **Not for Sale** button on the right hand side to change the status to **For Sale**

To remove an animal click the button again and change the status to **Not for Sale**.

Once the sale animals have been listed, view the listing under **My account>Herd Mgmt>Private Treaty**.

Footnotes can be added on each animal in the Comments to Buyers section. Click **Update** for each animal after the footnotes have been added.

Photos can be added by going to the animal detail screen, click the animal's red registration number to access the animal detail screen. Click **Manage Photo's** to upload photos.

To remove an animal click **Delist**.

To build your private treaty catalog click **Build a Catalog**. This will create a PDF file that contains the animal's pedigree, EPDs and performance data.

The first page of the catalog will contain the contact information for your operation. Followed by the animal listings.

The catalog can be printed, saved to your computer or accessed at any time by logging into your account.

Listing animals for sale also makes the catalog available for anyone to view by clicking **Marketplace** in the grey box at the top of screen. In the marketplace a map will display the breeder's location and the animals that are available for sale.