APPENDIX A

QUICK GUIDE

Update Member Contact Details
- Click on **Your Details** to view
- Scroll down to bottom of page and click on Edit details
- Make any changes and then **Confirm Changes**

Update Stud Details
- Click on **Stud Manager**
- Click on Stud Details
- Scroll down to the bottom of the page and click on I want to edit the stud details
- Make any changes and then **Confirm Changes**

Register a Ram
NOTE: only the Breeder of the Ram can Register it.
- Click on **Stud Manager**
- Click on Ram Registration
- Click on **START REGISTRATION**
- Work through Steps 1 to 4 then **Submit Registration**

Transfer a Ram
*** NOTE: Ram must be Registered before a transfer can be done*
- Click on **Stud Manager**
- Click on **Ram Transfer**
- Work through Steps 1 to 3 then **Submit Transfer**

Semen Transfer
- Click on **Stud Manager**:
- Click on **Semen Transfer**
- Work through Steps 1 to 3 then Submit Transfer

Embryo Transfer
- Click on **Stud Manager**:
- Click on **Embryos Transfer**
- Work through Steps 1 to 3 then **Submit Transfer**

Transfer of Ewes and/or Lambs
- Click on **Stud Manager**:
- Click on **Ewes&Lambs Transfer**
- Work through Steps 1 to 3 then **Submit Transfer**

Search & Find a Member, Stud or Ram
- Click on Search & Find and select what search you wish to do
- Use the various criteria to find what you are looking for
- Click on column heading to sort
- Use fields at top of columns to filter out selected data

Change your Password
- Click on **Your Details** and **Change my Password**

Check your outstanding invoices
- If your Shopping Cart button is red, there are items in yoru cart that need to be processed at the Checkout
- If your Shopping Cart History button is red, you have invoices that have not been marked as paid by the secretariat – ensure that you pay ASAP.

Print an Invoice
- Click on **Shopping Cart or Shopping Cart History**
- Search for the invoice you are looking for
- Click on the green link text and the invoice will open in a new window
- Click on the printer symbol or File Print – this will vary depending on what browser you are using.

Forgot your Password?
Click on **Forgot Your Password** and type in your Login name
- this is usually the first 2 letters of your first name, full stop, then surname
eg Jane Doe =   ja.doe
Your password will be emailed to you – *AS LONG AS YOU HAVE A CORRECT EMAIL ADDRESS IN THE SYSTEM*

When you have finished a session, please make sure you click on the

Shopping Cart

button to proceed to the Checkout and print a Tax Invoice.