



Registering Your Animals Guide

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Registering Your Animals Guide

1. Create registration request

The screenshot shows the user interface of the "Boer Goat Australia LiveStock Database". On the left is a dark sidebar with a white background containing a navigation menu. The menu is organized into sections: "My Account" (with links for Dashboard, Inbox, and Membership), "Studs" (with links for My Studs and Stud Search), "Animals" (with links for My Animals and Animal Search), "Transactions" (with links for Requests, Invoices, and Approvals), and "System Administration" (with links for Membership Management, User Management, Document Configuration, and Reference Data). A red arrow points from the "Requests" link in the Transactions section to the right. The main content area has a dark header with the text "Boer Goat Australia LiveStock Database". Below this is a "Dashboard" section with four large statistics: "1 STUD", "0 PENDING APPROVALS", "0 PENDING INVOICES", and "0 UNREAD NOTIFICATIONS". The next section is "My Studs", which displays a card for "CV CARRINGTON VIEW" with a sub-card showing "179 Animals" and a "View All" link. Below this are sections for "Pending Approvals" (displaying "No Pending Approvals"), "Outstanding Invoices" (displaying "No Outstanding Invoices"), and "Messages".

Click on Requests – under Transactions



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Requests

My Requests

Request Type Request Status Search

ID	Type	Status
REQ11	Membership Change	Completed
REQ15	Animal Registration	Draft
REQ17	Animal Transfer	Pending Approval
REQ18	Animal Registration	Draft

Create Request

A red arrow points from the right side of the page towards the "Create Request" button at the bottom of the "My Requests" section.

Click on Create Request at bottom of "My Requests" Page

STUD

Registration

ANIMAL

Registration

Transfer

Disposal

Create Request

A red arrow points from the right side of the page towards the "Registration" option under the "ANIMAL" category in the dropdown menu.

Click on Registration under Animal



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[Requests](#) > [Animal Registration](#)

Animal Registration Request

Request Number: REQ93

Request Status: Draft

Create Date: 11/02/2022 06:09:45


Request Details

Request Description



The top portion of your transfer request will look as above.

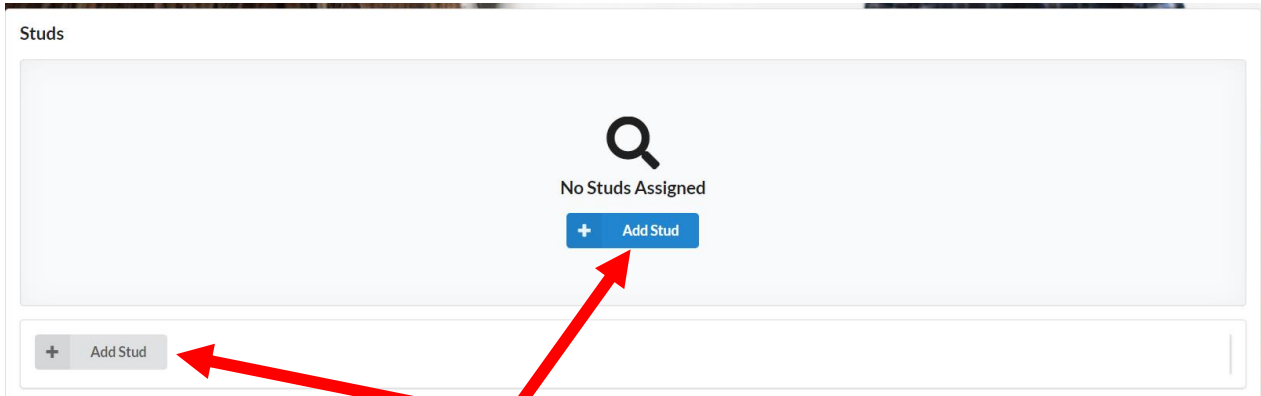
The Request Description allows you to see what each request was for (see below).

ID	Type	Status	Description	Create Date	
REQ2	Animal Registration	Completed	EMJFR0247 Registration	30/01/2022	

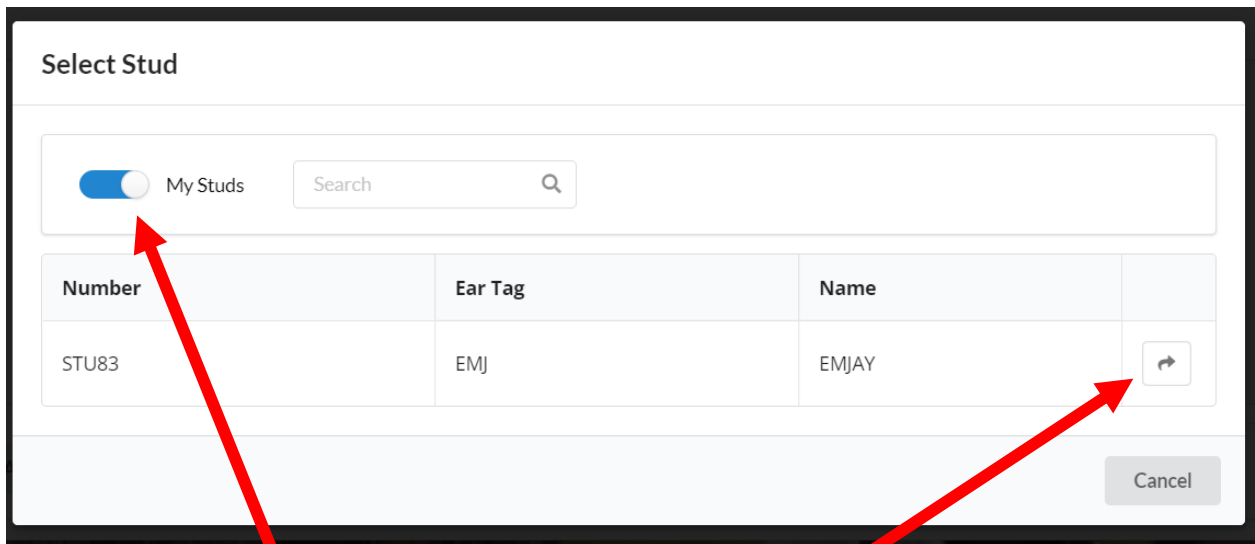


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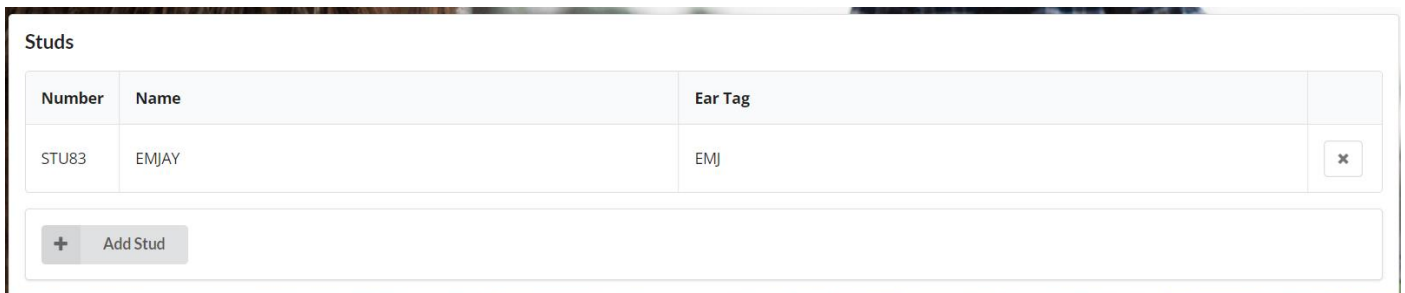
2. Add your stud to your request



In Studs, click on either the blue 'Add Stud' or the 'Add Stud' in the bottom of the box.



Select Stud defaults to My Studs, click on arrow next to Stud Name.



Note:- To have your stud automatically show in the request see *Managing Your Account* guide.



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3. Add more than one owner

Studs

Number	Name	Ear Tag	
STU83	EMJAY	EMJ	<input type="button" value="x"/>

To have more than one owner of an animal, click on Add Stud.

Select Stud

My Studs

Number	Ear Tag	Name	
STU83	EMJ	EMJAY	<input type="button" value="↔"/>

Click button next to My Studs (to turn off) to be able to search all studs in the database.

Select Stud

My Studs

Number	Ear Tag	Name	
STU1	WSM	WOODSTOCK	<input type="button" value="↔"/>
STU2	SB	SAANBOER	<input type="button" value="↔"/>
STU3	SES	GLENELG	<input type="button" value="↔"/>
STU4	WI	WILLAWA	<input type="button" value="↔"/>
STU5	ATS	BERRY	<input type="button" value="↔"/>

Put in STU number or Stud Prefix or Stud Name in search box and click on search.



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Select Stud

My Studs

Number	Ear Tag	Name	
STU69	CV	CARRINGTON VIEW	<input type="button" value="→"/>
STU211	CVR	CARRINGTON VIEW REDS	<input type="button" value="→"/>

When you locate required stud, click on arrow next to stud name to add them to your request.

Studs

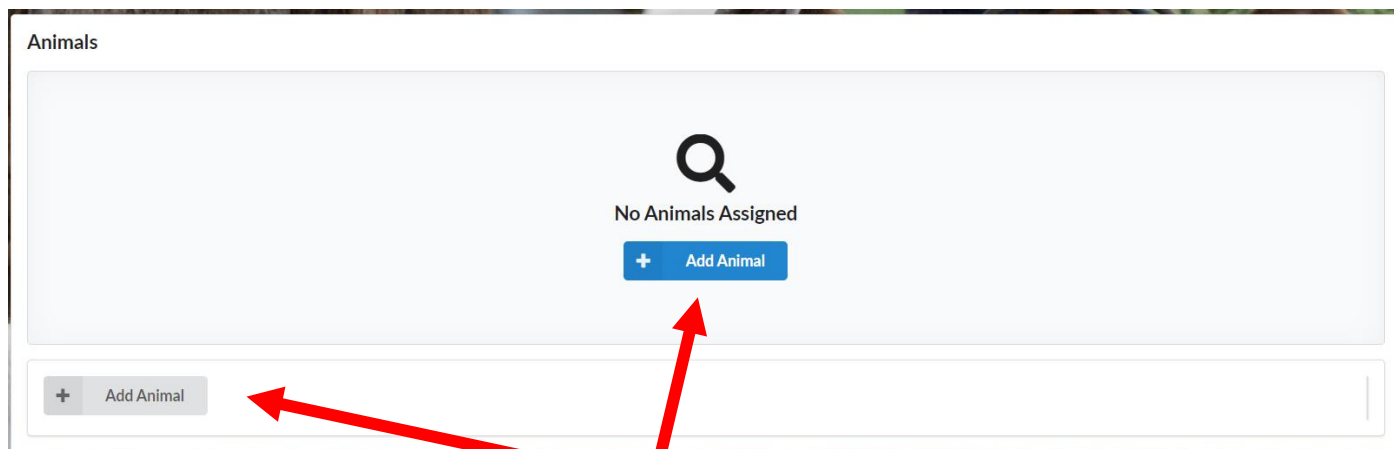
Number	Name	Ear Tag	
STU83	EMJAY	EMJ	<input type="button" value="x"/>
STU69	CARRINGTON VIEW	CV	<input type="button" value="x"/>

There are now 2 owners of the registered animal



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4. Register your animal



In Animals, click on either the blue 'Add Animal' or the 'Add Animal' in the bottom of the box.

a. Fullblood registration

Create Animal

Animal Details

Animal Name <input type="text" value="Animal Name"/>	Animal Registration Number <input type="text" value="Animal Name"/>	
EID No. <input type="text" value="EIDNo"/>	Kid Plan No. <input type="text" value="Kid Plan ID"/>	
Registration Type <input type="text" value="Doe (Fullblood)"/>	Breed <input type="text" value="Standard Boer"/>	Grade <input type="text" value="Fullblood"/>
Birth Details		
Birth Type <input type="text" value="Single"/>	Joining Type <input type="text" value="Natural"/>	
Birth Date <input type="text" value="30/10/2022"/>	Birth Weight <input type="text" value="0.00"/> kg	
Color <input type="text" value="Red Head, white body"/>		

Fill in animal information

Animal name should be your stud's name then the animal's name.

Animal registration number should as per the configuration in the **Registration Number guide**.

EID No. - Electronic Identification (EID) devices are small ear tags that have a unique number identifier, which is printed on the tag and able to be read by radio frequency devices remotely. **Leave blank if you don't use EID's**

Kid Plan No. – Animal number from Kidplan from Sheep Genetics. **Leave blank if you don't use Kid Plan.**



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Registration Type

Doe (Fullblood) ▼
Doe (Fullblood)
Buck (Fullblood)
Upgraded Boer Doe

Select Doe (Fullblood) or Buck (Fullblood). *Note – the sex of the animal will be determined by this selection.*

Breed

Standard Boer ▼
Standard Boer
Red Boer
Upgraded Boer

Select Standard Boer or Red Boer

Grade

Fullblood ▼
Fullblood
1st Cross Doe (G1)
2nd Cross Doe (G2)
3rd Cross Doe (G3)
4th Cross Doe (G4)
Graded Purebred Doe

Select Fullblood



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Birth Type

Single	▼
Single	
Twin	
Triplet	
Quadruplet	
Not Recorded	
Quintuplet	

Select birth type.

Joining Type

Natural	▼
Natural	
AI	
ET	
AI & ET	
IMP SAF - ET	
IMP SAF - AI & ET	

Select joining type. *Note – all selections except Natural require you to attach document/s to substantiate the selection.*

Enter birth date.

Enter birth weight. *Note this weight will show on the animal's registration certificate. Leave blank if you didn't record birth weight.*



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b. Upgrade registration

Create Animal

Animal Details

Animal Name <input type="text" value="Animal Name"/>	Animal Registration Number <input type="text" value="Animal Name"/>	
EID No. <input type="text" value="EIDNo"/>	Kid Plan No. <input type="text" value="Kid Plan ID"/>	
Registration Type <input type="text" value="Doe (Fullblood)"/>	Breed <input type="text" value="Standard Boer"/>	Grade <input type="text" value="Fullblood"/>
Birth Details		
Birth Type <input type="text" value="Single"/>	Joining Type <input type="text" value="Natural"/>	
Birth Date <input type="text" value="30/10/2022"/>	Birth Weight <input type="text" value="0.00"/> kg	
Color <input type="text" value="Red Head, white body"/>		

Fill in animal information

Animal name should be your stud's name then the animal's name.

Animal registration number should as per the configuration in the **Registration Number guide**.

EID No. - Electronic Identification (eID) devices are small ear tags that have a unique number identifier, which is printed on the tag and able to be read by radio frequency devices remotely. **Leave blank if you don't use EID tags**

Kid Plan No. – Animal number from Kidplan from Sheep Genetics. **Leave blank if you don't use Kidplan.**

Registration Type

- Doe (Fullblood)
- Doe (Fullblood)**
- Buck (Fullblood)
- Upgraded Boer Doe

Select Upgrade Boer Doe. *Note – the sex of the animal will be determined by this selection.*

Breed

- Standard Boer
- Standard Boer**
- Red Boer
- Upgraded Boer

Select Upgraded Boer



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Grade

Fullblood	▼
Fullblood	
1st Cross Doe (G1)	
2nd Cross Doe (G2)	
3rd Cross Doe (G3)	
4th Cross Doe (G4)	
Graded Purebred Doe	

Select upgrade level as per the following criteria.

Upgrade registration are be recorded as G1, G2, G3, G4, G5 and GP (Graded Purebred).

G1 is the doe progeny of a fullblood registered sire and foundation dam

G2 is the doe progeny of a fullblood registered sire and G1 dam

G3 is the doe progeny of a fullblood registered sire and G2 dam

G4 is the doe progeny of a fullblood registered sire and G3 dam

G5 is the doe progeny of a fullblood registered sire and G4 dam

GP is the doe progeny of a fullblood registered sire and G5 dam



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Birth Type

Single	▼
Single	
Twin	
Triplet	
Quadruplet	
Not Recorded	
Quintuplet	

Select birth type.

Joining Type

Natural	▼
Natural	
AI	
ET	
AI & ET	
IMP SAF - ET	
IMP SAF - AI & ET	

Select joining type. *Note – all selections except Natural require you to attach document/s to substantiate the selection.*

Enter birth date.

Enter birth weight. *Note this weight will show on the animal's registration certificate. **Leave blank if you didn't record birth weight.***



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5. Add sire details

Sire Details

Registration Status

Is the Sire Registered?

Animal Details

Name Registration Number

Stud Details

Name

Click on button next to 'Is the Sire Registered?' to turn on search function.

Sire Details

Registration Status

Is the Sire Registered?

Find Animal

Search Sire

Click on 'Search Sire'

a. Animals You Own

Select Sire

My Animals Search

Number	Status	Name	Registration Number	Sex	
AML2	Registered	ADC BOERS F B1050	ADCFB1050	Male	<input type="button" value="→"/>
AML3	Registered	ACACIANA FERRARO	ACARH0003	Male	<input type="button" value="→"/>

Select sire by clicking on the arrow in the right-hand column next to animal's name in the list. Or you can search by inputting the number, name, or registration number in the search box. Then click on the arrow in the right-hand column next to animal's name.



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b. Animals not owned by you.

Select Sire

My Animals

Number	Status	Name	Registration Number	Sex	
AML2	Registered	ADC BOERS F B1050	ADCFB1050	Male	
AML3	Registered	ACACIANA FERRARO	ACARH0003	Male	

Click on button next to 'My Animals' to search the whole database for the sire.

Search for the sire by inputting his name, or registration number in the search box.

Click on the arrow in the right-hand column next to animal's name.

Note:- using an animal you do not own requires you to attach document/s to substantiate the selection.



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6. Add dam details

Dam Details

Registration Status

Is the Dam Registered?

Animal Details

Name Registration Number

Stud Details

Name

Click on button next to 'Is the Dam Registered?' to turn on search function.

Dam Details

Registration Status

Is the Dam Registered?

Find Animal

Search Dam

Click on 'Search Dam'

a. Animals You Own

Select Dam

My Animals Search

Number	Status	Name	Registration Number	Sex	
AML4	Registered	AFRICAN GOAT FLOCKS WW1064 (IMP NZ) (ET)	IMNFP1064	Female	<input type="button" value="↩"/>
AML7	Registered	AFRICAN GOAT FLOCKS WW8	PEDFAWW8	Female	<input type="button" value="↩"/>

Select dam by clicking on the arrow in the right-hand column next to animal's name in the list. Or you can search by inputting the number, name, or registration number in the search box. Then click on the arrow in the right-hand column next to animal's name.



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b. Animals not owned by you.

Select Dam

My Animals

Number	Status	Name	Registration Number	Sex	
AML4	Registered	AFRICAN GOAT FLOCKS WW1064 (IMP NZ) (ET)	IMNFP1064	Female	
AML7	Registered	AFRICAN GOAT FLOCKS WW8	PEDFAWW8	Female	

Click on button next to 'My Animals' to search the whole database for the dam.

Search for the dam by inputting her name, or registration number in the search box.

Click on the arrow in the right-hand column next to animal's name.

Note:- using an animal you do not own requires you to attach document/s to substantiate the selection.

c. Dam is a foundation doe in the Upgrade System.

Dam Details

Registration Status

Is the Dam Registered?

Animal Details

Name Registration Number

Stud Details

Name

Manually input does' Name, tag number and stud name, as applicable.

Note:- inputting a foundation doe requires you to attach document/s to substantiate the selection. This could be any suitable pdf file.



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7. Select Breeder

Breeder Details

Registration Status

Is the Breeder Registered?

Click on button next to 'Is the Breeder Registered?' to turn on search function.

Find Breeder

Click on 'Search Breeder'

a. You are the Breeder

Select Breeder

My Studs

Number	Ear Tag	Name	
STU235	PED	Pedigree Information	<input type="button" value="↔"/>

Select Breeder defaults to My Studs, click on arrow next to Stud Name.

Note:- To have you as the breeder show automatically in the request see *Managing Your Account guide*.

Breeder Details

Registration Status

Is the Breeder Registered?

Find Breeder

Breeder Details

Stud Number

STU235

Stud Name

Pedigree Information

Stud Prefix

PED



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b. You purchased doe/s pregnant or with kid/s at foot from a BGA member

Select Breeder

My Studs

Number	Ear Tag	Name	
STU235	PED	Pedigree Information	

Click button next to My Studs to turn on search function for all studs in the database.

Select Stud

My Studs

Number	Ear Tag	Name	
STU1	WSM	WOODSTOCK	
STU2	SB	SAANBOER	
STU3	SES	GLENELG	
STU4	WI	WILLAWA	
STU5	ATS	BERRY	

<< < 1 2 3 4 5 > >>

Cancel

Put in STU number or Stud Prefix (Ear Tag) or Stud Name in search box and click on search.

Select Stud

My Studs

Number	Ear Tag	Name	
STU69	CV	CARRINGTON VIEW	
STU211	CVR	CARRINGTON VIEW REDS	

Cancel

When you locate required stud, click on arrow next to stud name to add them to your request.



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Breeder Details

Registration Status

Is the Breeder Registered?

Find Breeder

Search Breeder

Breeder Details

Stud Number

STU69

Stud Name

CARRINGTON VIEW

Stud Prefix

CV

- c. **You purchased a doe/s pregnant or with kid/s at foot from a member of another association**

Breeder Details

Registration Status

Is the Breeder Registered?

Breeder Details

Contact Details

Stud Name

Stud Ear Tag

Stud Contact Name

Stud Contact Number

Manually input Breeder' Stud Name, Stud Prefix (Stud Ear Tag) and Stud Contact Name, as applicable.



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8. Attachments

Attachments

Required Attachments

Attachments Required
One or more attachments are required to be attached from the list below.

The following files must be attached prior to submitting the registration request:

- Sire Lease Agreement
- Dam Lease Agreement
- Import Documentation
- Semen/ Embryo Documentation

Upload Attachments

No additional attachments for this request

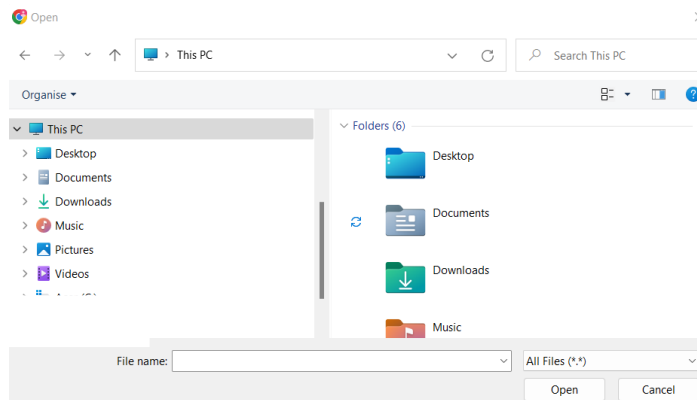
[Add Attachment](#)

Click on 'Add Attachment'

Upload Attachments

Upload Type	Description	File
<div style="border: 1px solid #ccc; padding: 2px;"><p>Sire Lease Agreement</p><p>Sire Lease Agreement</p><p>Dam Lease Agreement</p><p>Import Documentation</p><p>Semen/ Embryo Documentation</p><p>Other</p></div>	<input type="text"/>	<input type="text" value="Choose file"/> No file chosen ✕

Select document required.
Click on 'Choose file'.



Navigate to document location
Click 'Open'.
Repeat until all required documents have been uploaded.



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Attachments

Required Attachments

 **Required Attachments**
All required attachments are attached, the request associated with this animal will require administrative approval;

The following files must be attached prior to submitting the registration request:

- Sire Lease Agreement
- Dam Lease Agreement
- Import Documentation
- Semen/ Embryo Documentation

Upload Attachments

Upload Type	Description	File	
Sire Lease Agreement		<input type="button" value="Choose file"/> Screen Shot 2022-08-27 at 7.49.10 pm.png	<input type="button" value="x"/>
Dam Lease Agreement		<input type="button" value="Choose file"/> Screen Shot 2022-08-27 at 7.49.10 pm.png	<input type="button" value="x"/>
Import Documentation		<input type="button" value="Choose file"/> Screen Shot 2022-08-27 at 7.49.10 pm.png	<input type="button" value="x"/>

a. Attachment requirements

Sire Lease Agreement

- Leasing a buck
- Embryo Transfer
- Artificial Insemination

Dam Lease Agreement

- Leasing a doe
- Embryo Transfer
- Foundation Doe (a suitable pdf file)

Import Documentation

- Importing genetic material from overseas

Semen / Embryo Transfer

- Embryo Transfer
- Artificial Insemination

9. Save animal registration

Upload Attachments

Upload Type	Description	File	
Sire Lease Agreement		<input type="button" value="Choose file"/> Screen Shot 2022-08-27 at 7.49.10 pm.png	<input type="button" value="x"/>
Dam Lease Agreement		<input type="button" value="Choose file"/> Screen Shot 2022-08-27 at 7.49.10 pm.png	<input type="button" value="x"/>
Import Documentation		<input type="button" value="Choose file"/> Screen Shot 2022-08-27 at 7.49.10 pm.png	<input type="button" value="x"/>
Semen/ Embryo Documentation		<input type="button" value="Choose file"/> Screen Shot 2022-08-27 at 7.49.10 pm.png	<input type="button" value="x"/>
<input type="button" value="+ Add Attachment"/>			

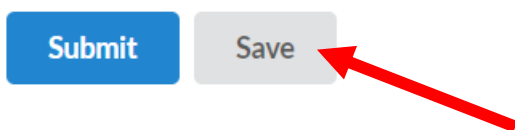

Click 'Save'

You can add as many animal registrations as required to the one request.



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10. Save animal registration request



Click on 'Save'. The request is now saved as a draft.

You can now leave the request and return to add more registrations or complete it at a later date.

11. Submit



Click on 'Submit'. The request has now been submitted.

- a. Next Step **without** Attachments
 - I. Paying your invoice (*see Paying Your Invoice Guide*).
- b. Next Step **with** Attachments
 - I. Administration approval.
 - II. Then paying your invoice (*see Paying Your Invoice Guide*).



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Document History

Date	Release	Page	Description	Admin
03Feb23	7	23	Update Submit phase for the removal of user approval. Add Document History.	M. Johnson