

PLEASE READ THROUGH ALL INSTRUCTIONS BEFORE REGISTERING ANIMAL

TO REGISTER NEW ANIMAL:

Go to www.shorthorn.org and click ON-LINE REGISTRATION LOGIN

Log on (put in Member No. and Password and click Login)

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'.
(If not correct year change to the correct year and click change)

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)

Select which herd book the animal will be registered under.

If you have accounts that are associated with your herd you will need to also choose the applicant (the actual owner of the dam at the time of birth)

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

If you have accounts that are associated with your herd you will need to also choose the applicant (the actual owner of the dam)

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 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

SPECIAL NOTE: If you get any errors while registering that you are not sure how to resolve please go to www.shorthorn.org 'Registrations' 'How to Register' 'Online Frequently Asked Questions'