

How to register online:

Call Ayrshire Canada to activate Member Logon status and get temporary password (450) 778-3535 ext 2 – Members service – Jenny Henchoz

-If Member Logon status already activated,

- Click on "Member Logon"
- Enter Member I.D.

**If first time user*

- Enter temporary password (given by Ayrshire Canada)
- Then enter new password (Picked by User)
- Then re-enter new password (Choose a password easy to remember)

**If you have already created new password, start here,*

- Click "Signon"
- Click "Online Transactions"
- Click "Create a New Batch"
- Enter in the comment box: **Registrations**
- Click "Create"
- Click "Add" (This will bring you to page where you will enter all registration information)

-These things must be entered to complete registration.

1. By ET = no/yes
2. By AI = no/yes
3. Enter AI/Mating date
4. Enter Dam ID ---If not known, enter AYUNKNDAM
5. Enter Sire ID ---If not known, enter AYUNKNSIRE
6. If you use tattoo's enter tattoo information
7. Enter EZ-IR Tag/ ATQ Tag number
8. If you use a Management number, enter Management information
9. Enter Birthdate
10. Enter Sex of animal
11. Enter number in birth (This is set to single birth)
12. Make sure proper Prefix is Entered
13. Enter animals name

***You will notice other information, but make sure the above information is entered.**

-Once you are sure all information is entered, make sure in the box "Update Options" that "re-display if error(s), otherwise move to next record" is highlighted, then click "GO".

***If there are errors (The errors will be highlighted in RED), correct them, and then press Go again.**

-If you have more than one animal to register, Click "Add" once again and follow steps 1-13 again. Continue this point until all animals are registered.

-Once all animals are entered, click on "View Batch Summary and Batch Submission Screen"

-You will see information on you batch

-Final step, click on "Submit This Batch to Ayrshire Canada"

If any problems, contact Jenny Henchoz at 450-778-3535 ext 2.