
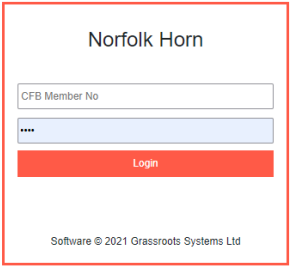
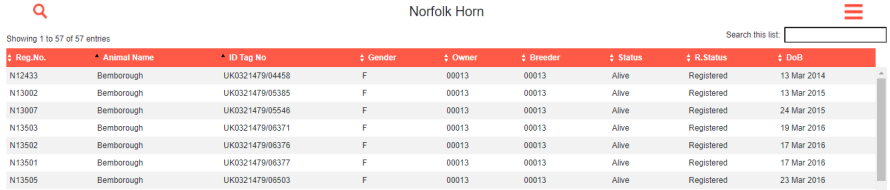



# Step by Step Guide to using the Grassroots Online Registry

The Grassroots Online Registry gives access to the whole Society pedigree database. It also has a 'Manage my Animals' function to enable you to report births and other changes direct to the Registry.

## Finding the Grassroots Online Registry for your breed

- There will be a link on your Breeds Society web site or
- Go to the Grassroots website [home.grassroots.co.uk](http://home.grassroots.co.uk)  
Click on For Farmers / Grassroots Breeds
- Find your breed
- Click on the Grassroots Online link 

	<p><b>Logging In</b></p> <p>If your Breed Society has 'public access' anyone can log into the site</p> <p>If your breed is 'member only' access you will log in using your member number or herd letters and password provided by the Society.</p>
<p>The screen opens with all the animals in your registered ownership</p> <p>They are initially sorted by name and then tag number</p>	
<p>Top left tells you how many animals in the list</p> <p>Click on any of the column headings to resort the order</p>	
<p>Type anything into the search box top right to filter this list.</p>	<p>Search this list: <input type="text"/></p>

## To search the whole database

Click on the magnifying glass



### Search Database ✕

Sale/Hire/AI:  None  Sale  Hire  AI

Gender:

Status:  Alive Only  All Animals

Born:

Reg. Status:

Name:

ID:

Owner:

The more things you search on the fewer animals you will find.

The filter and search functions described above will work on the new list you have created it.

Click on an animal in the grid to see its full details

Click on :

Pedigree

Offspring

Show Results

Images (these can only be uploaded from within the Grassroots Mobile App)

## Norfolk Horn ☰

Information	Pedigree	Offspring	Show Results	App Images
-------------	----------	-----------	--------------	------------

### Wretton Lazarus - Male

Registration Number : N14581  
ID Tag No : UK0226625/00257

Status : **Alive**

Sire : **N13701 - Catfield Rinaldo**  
UK0222696/00901

Registration Status : **Registered**

Dam : **N11907 - Pencroft Amy**  
UK0226540/00018

Date of Birth : **05 Feb 2018**

Breeder : **04236 - Iain & Laura Stephen**

No. Born : **2**

Owner : **00013 - Henson & Andrews Limited**

Volume Number : **46**


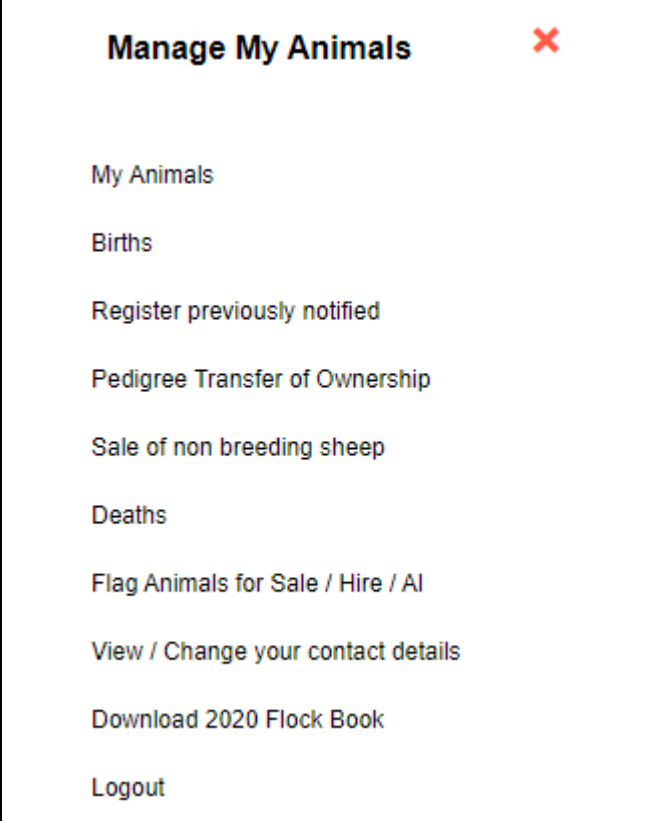

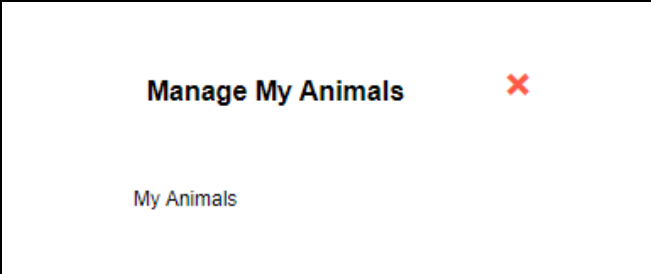

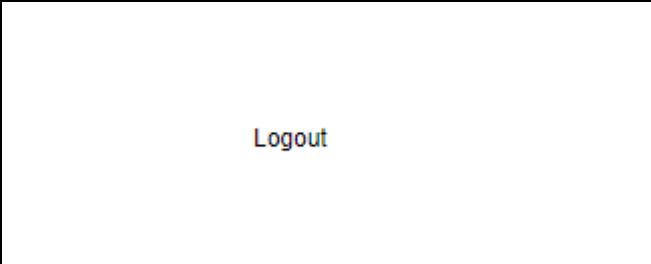
Conception Type : **Natural Service**

Owner Details : **Henson & Andrews Limited**  
C/O Cotswold Farm Park  
Bemborough Farm  
Guiting Power  
Cheltenham  
Gloucestershire Attn- Farm  
Manager  
GL54 5UG

Tel No. : (01451) 850 307  
Mobile : 07917 247238  
Email : [mike.caunter@cotswoldfarmpark.co.uk](mailto:mike.caunter@cotswoldfarmpark.co.uk)

Prefix : Bemborough

## Manage My Animals

<p>Click on the Menu (Top Right)</p> <p>Click on the X To close the menu</p>	
<p>Select the correct menu option</p> <p>Some breeds will have additional menu options.</p> <p><b>Transfers</b> – you may be offered up to three options with different fees : pedigree, commercial or export</p> <p><b>Deaths</b> – you may be offered a detailed one animal at a time death screen, or a batch ‘sold for meat’ death screen.</p> <p>Show and / or Sale entries</p> <p>Apply for DNA</p>	 <p><b>Manage My Animals</b> <span style="color: red;">✕</span></p> <p>My Animals</p> <p>Births</p> <p>Register previously notified</p> <p>Pedigree Transfer of Ownership</p> <p>Sale of non breeding sheep</p> <p>Deaths</p> <p>Flag Animals for Sale / Hire / AI</p> <p>View / Change your contact details</p> <p>Download 2020 Flock Book</p> <p>Logout</p>
<p><b>To get back to your own animal list</b></p> <p>Click on the menu </p> <p>Click on - My Animals</p>	 <p><b>Manage My Animals</b> <span style="color: red;">✕</span></p> <p>My Animals</p>
<p><b>To Log out</b></p> <p>It is always good practice to Log Out</p> <p>Click on the menu </p> <p>Click on - Log Out</p>	 <p>Logout</p>

# Manage My Animals

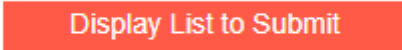
<p><b>Report Deaths</b></p> <p>Use the column sort, or the 'search this list' to reduce the list.</p> <p>Tick the animals that have died</p>	<p>Showing 1 to 57 of 57 entries <span style="float: right;">Search this list: <input type="text"/></span></p> <table border="1"> <thead> <tr> <th>Tick</th> <th>Reg. No</th> <th>Name</th> <th>ID Tag No</th> <th>Gender</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>N14581</td><td>Wretton Lazarus</td><td>UK0226625/00257</td><td>M</td><td>05 Feb 2018</td></tr> <tr><td><input type="checkbox"/></td><td>XN1479</td><td>Bemborough</td><td>UK0321479/11734</td><td>M</td><td>07 Apr 2020</td></tr> <tr><td><input type="checkbox"/></td><td>XN1474</td><td>Bemborough</td><td>UK0321479/11695</td><td>M</td><td>05 Apr 2020</td></tr> <tr><td><input type="checkbox"/></td><td>XN1411</td><td>Bemborough</td><td>UK0321479/11650</td><td>M</td><td>01 Apr 2020</td></tr> <tr><td><input type="checkbox"/></td><td>XN1472</td><td>Bemborough</td><td>UK0321479/11374</td><td>F</td><td>05 Apr 2020</td></tr> <tr><td><input type="checkbox"/></td><td>XN1475</td><td>Bemborough</td><td>UK0321479/11287</td><td>F</td><td>07 Apr 2020</td></tr> </tbody> </table>	Tick	Reg. No	Name	ID Tag No	Gender	Date of Birth	<input type="checkbox"/>	N14581	Wretton Lazarus	UK0226625/00257	M	05 Feb 2018	<input type="checkbox"/>	XN1479	Bemborough	UK0321479/11734	M	07 Apr 2020	<input type="checkbox"/>	XN1474	Bemborough	UK0321479/11695	M	05 Apr 2020	<input type="checkbox"/>	XN1411	Bemborough	UK0321479/11650	M	01 Apr 2020	<input type="checkbox"/>	XN1472	Bemborough	UK0321479/11374	F	05 Apr 2020	<input type="checkbox"/>	XN1475	Bemborough	UK0321479/11287	F	07 Apr 2020																														
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<p>Check the list and select the date sold</p> <p>Either click on Find a member</p> <p>Or</p> <p>Add a buyer</p>	<p style="text-align: center;"><b>Manage My Animals - Pedigree Transfer of Ownership - Confirmation</b></p> <p style="text-align: center;">If this list is not correct, please click the back button.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f28b82; color: white;"> <th>Reg. No</th> <th>Name</th> <th>ID Tag No</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>N15490</td> <td>Bemborough</td> <td>UK0321479/09672</td> <td>£0.00</td> </tr> <tr> <td>N15491</td> <td>Bemborough</td> <td>UK0321479/09654</td> <td>£0.00</td> </tr> <tr> <td>N15492</td> <td>Bemborough</td> <td>UK0321479/09598</td> <td>£0.00</td> </tr> </tbody> </table> <p>* Date Sold : <input type="text" value="dd/mm/yyyy"/> </p> <p>New Owner : <span style="background-color: #f28b82; color: white; padding: 2px 5px;">Find a Member</span> or <span style="background-color: #f28b82; color: white; padding: 2px 5px;">Add a Buyer</span></p>	Reg. No	Name	ID Tag No	Fee	N15490	Bemborough	UK0321479/09672	£0.00	N15491	Bemborough	UK0321479/09654	£0.00	N15492	Bemborough	UK0321479/09598	£0.00											
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04845	Judith Smith	HinchSmith																										
<p><b>Add a Buyer</b></p> <p>Will allow you to type in the details</p>	<p style="text-align: center;"><b>Enter Buyer Details</b></p> <p style="text-align: center;">If you do not have the buyer details type in 'Unknown'</p> <p>Name : <input type="text"/></p> <p>Address : <input type="text"/>  <input type="text"/>  <input type="text"/>  <input type="text"/>  <input type="text"/></p> <p>Post Code : <input type="text"/></p> <p>Phone No: <input type="text"/></p> <p>Email Address : <input type="text"/></p> <p style="text-align: center;"><span style="background-color: #f28b82; color: white; padding: 5px 15px;">Add Buyer</span></p>																											
<p>Check the details and click in submit – bottom right</p>	<p style="text-align: center;"><b>Manage My Animals - Pedigree Transfer of Ownership - Confirmation</b></p> <p style="text-align: center;">If this list is not correct, please click the back button.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f28b82; color: white;"> <th>Reg. No</th> <th>Name</th> <th>ID Tag No</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>N15491</td> <td>Bemborough</td> <td>UK0321479/09654</td> <td>£0.00</td> </tr> <tr> <td>N15492</td> <td>Bemborough</td> <td>UK0321479/09598</td> <td>£0.00</td> </tr> </tbody> </table> <p>* Date Sold : <input type="text" value="06/01/2021"/> </p> <p>New Owner : <span style="background-color: #f28b82; color: white; padding: 2px 5px;">Find a Member</span> or <span style="background-color: #f28b82; color: white; padding: 2px 5px;">Add a Buyer</span></p> <p style="margin-left: 40px;">Mr Bloggs  Blogg Farm  Blogsville</p>	Reg. No	Name	ID Tag No	Fee	N15491	Bemborough	UK0321479/09654	£0.00	N15492	Bemborough	UK0321479/09598	£0.00															
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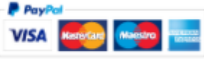
## Report Births

<p>Click on the menu top right Select Births</p> <p>Some breeds have different or additional questions but the principal is the same for all of them.</p> <p>Select or type in the date of birth</p>	<div style="text-align: center;"> <h3>Manage My Animals - Births</h3> </div> <p>* Date of Birth : <input type="text" value="dd/mm/yyyy"/> </p> <p>Sire : <input type="button" value="My Males"/> <input type="button" value="All Males"/></p> <p>Dam : <input type="button" value="My Females"/></p> <p>Conception Type : <input type="text" value="Natural Service"/> </p> <p>AI / ET Date : <input type="text" value="dd/mm/yyyy"/> </p> <p>ET Recipient : <input type="text"/></p> <p>Notes : <input type="text"/></p> <p>LitterSize : <input type="text" value="1"/></p> <p>Log now : Male: <input type="text" value="0"/> Female: <input type="text" value="0"/> Castrate: <input type="text" value="0"/></p>																											
<p><b>Sire</b></p> <p>Click in My Males for a list of fully registered males, alive and in your registered ownership – click on the correct one</p> <p>Or Click on All Males To search the whole database for the correct sire.</p>	<p>Showing 1 to 1 of 1 entries</p> <table border="1"> <thead> <tr> <th>Reg.No.</th> <th>Animal Name</th> <th>ID Tag No</th> </tr> </thead> <tbody> <tr> <td>N14581</td> <td>Wretton Lazarus</td> <td>UK0226625/00257</td> </tr> </tbody> </table> <p>Name : <input type="text" value="Part of Name"/></p> <p>and / or ID : <input type="text" value="Part of Registration or ID Number"/></p> <p>Status : <input checked="" type="radio"/> Alive Only <input type="radio"/> All Animals</p> <p style="text-align: center;"><input type="button" value="Search"/></p>	Reg.No.	Animal Name	ID Tag No	N14581	Wretton Lazarus	UK0226625/00257																					
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N14581	Wretton Lazarus	UK0226625/00257																										
<p><b>Dam</b></p> <p>Click in My Females for a list of fully registered alive females in your registered ownership – click on the correct one</p> <p>Some breeds allow members to register without transfer. In this case there will be an additional 'Search all females' button.</p>	<p>Showing 1 to 27 of 27 entries</p> <table border="1"> <thead> <tr> <th>Reg.No.</th> <th>Animal Name</th> <th>ID Tag No</th> </tr> </thead> <tbody> <tr><td>N12433</td><td>Bemborough</td><td>UK0321479/04458</td></tr> <tr><td>N13002</td><td>Bemborough</td><td>UK0321479/05385</td></tr> <tr><td>N13007</td><td>Bemborough</td><td>UK0321479/05546</td></tr> <tr><td>N13503</td><td>Bemborough</td><td>UK0321479/06371</td></tr> <tr><td>N13502</td><td>Bemborough</td><td>UK0321479/06376</td></tr> <tr><td>N13501</td><td>Bemborough</td><td>UK0321479/06377</td></tr> <tr><td>N13505</td><td>Bemborough</td><td>UK0321479/06503</td></tr> <tr><td>N14118</td><td>Bemborough</td><td>UK0321479/07597</td></tr> </tbody> </table>	Reg.No.	Animal Name	ID Tag No	N12433	Bemborough	UK0321479/04458	N13002	Bemborough	UK0321479/05385	N13007	Bemborough	UK0321479/05546	N13503	Bemborough	UK0321479/06371	N13502	Bemborough	UK0321479/06376	N13501	Bemborough	UK0321479/06377	N13505	Bemborough	UK0321479/06503	N14118	Bemborough	UK0321479/07597
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<p>Conception Type</p> <p>The system defaults to Natural Service. Provide the date for Artificial insemination or Embryo transfer</p>	<p><b>Conception Type :</b> <input type="text" value="Natural Service"/></p> <p><b>AI / ET Date :</b> <input type="text" value="dd/mm/yyyy"/> </p> <p><b>ET Recipient :</b> <input type="text"/></p>															
<p>Type in the number born in the litter Then how many of each sex you wish to log today.</p> <p>Click on Next (bottom right)</p>	<p><b>LitterSize :</b> <input type="text" value="3"/></p> <p><b>Log now :</b> Male: <input type="text" value="1"/> Female: <input type="text" value="1"/> Castrate: <input type="text" value="0"/></p> <p>The number you log today cannot be more than the litter size, but in this example you may have 3 born and only want to log one male and one female today.</p>															
<p>The top of the screen shows you the information you keyed in about the 'litter.'</p> <p>At the bottom is space to fill in the details for the two offspring in the litter you wish to log today</p> <p>The boxes to fill in, will vary between species and breeds</p>	<p style="text-align: center;"><b>Manage My Animals - Births - Offspring</b></p> <p>Date of Birth : 06 Jan 2021 Sire : N14581 - Wretton Lazarus Dam : N13501 - Bemborough Conception Type : NS LitterSize : 3 No to Log now : Males 1 Females 1</p> <table border="1"> <thead> <tr> <th>Gender</th> <th>Individual ID Tag No</th> <th>Prefix</th> <th>Individual Name</th> <th>Reg Type</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>UK0321479/ <input type="text"/></td> <td>Bemborough</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Female</td> <td>UK0321479/ <input type="text"/></td> <td>Bemborough</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>The system knows the first part of your tag number and prefix. Simply type in the individual number and name if your breed uses names</p>	Gender	Individual ID Tag No	Prefix	Individual Name	Reg Type	Male	UK0321479/ <input type="text"/>	Bemborough	<input type="text"/>	<input type="text"/>	Female	UK0321479/ <input type="text"/>	Bemborough	<input type="text"/>	<input type="text"/>
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<p>Finally, the system will offer the registration types and fees available for each animal dependent upon its gender, age, the date and your Society rules.</p>	<p><b>Reg Type</b></p> <p>Birth Notify : £0.00 <input type="text"/></p> <p>Registration : £5.00 <input type="text"/></p>															
<p>Click on Add to list (bottom right)</p>	<p style="text-align: center;"><b>Add to List</b></p>															

<p>The system will take you back to the birth screen ready to log the next 'litter'</p> <p>A new 'Display List to Submit' Button will be displayed.</p>																						
<p>Check the final list, Tick the Society declaration and click on Submit</p> <p>Your application will be submitted to your breed Society for processing.</p>	<p style="text-align: center;"><b>Manage My Animals -</b></p> <table border="1" data-bbox="552 658 1353 741"> <thead> <tr> <th>Date of Birth</th> <th>Sire</th> <th>Dam</th> <th>Gender</th> <th>Name</th> <th>ID Tag No</th> <th>Reg Type.</th> </tr> </thead> <tbody> <tr> <td>06 Jan 2021</td> <td>N14581</td> <td>N13501</td> <td>Male</td> <td>Bemborough libby test</td> <td>UK0321479/12345</td> <td>Birth Notify</td> </tr> <tr> <td>06 Jan 2021</td> <td>N14581</td> <td>N13501</td> <td>Female</td> <td>Bemborough libby testing</td> <td>UK0321479/54321</td> <td>Registration</td> </tr> </tbody> </table> <p><input type="checkbox"/> I confirm that these animals conform to the breed standard set out in the Combined Flock Book and certify that the information supplied above is correct.</p>	Date of Birth	Sire	Dam	Gender	Name	ID Tag No	Reg Type.	06 Jan 2021	N14581	N13501	Male	Bemborough libby test	UK0321479/12345	Birth Notify	06 Jan 2021	N14581	N13501	Female	Bemborough libby testing	UK0321479/54321	Registration
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### Shopping Basket

<p><b>The shopping basket is just a tally of transactions – it is not linked to your Society accounts package.</b></p>	<table border="1" data-bbox="689 1068 1331 1285"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Fee</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Registration - UK0321479/54321</td> <td>£5.00</td> <td>£5.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total</b></td> <td><b>£5.00</b></td> </tr> </tbody> </table>	No.	Description	Fee	Amount Due	1	Registration - UK0321479/54321	£5.00	£5.00	<b>Total</b>			<b>£5.00</b>
No.	Description	Fee	Amount Due										
1	Registration - UK0321479/54321	£5.00	£5.00										
<b>Total</b>			<b>£5.00</b>										
<p>The payment options here will show the ones offered by your Society.</p> <p>To clear your shopping basket click on Pay By Cheque</p> <p><b>There are plans to link the shopping basket to some society Xero accounts packages but this is not yet available.</b></p>	<p style="text-align: center;">Click on one of the options below to pay, and clear your Shopping basket</p> <div style="text-align: center;">  </div> <p>* Online using Paypal :</p> <p>* By Cheque (Payable to: XXXXXXXXXXXXXXXXX)</p> <p>* By Bank Transfer</p>												

We very much hope you find the Grassroots Online Registry helpful and easy to use.

[Home.grassroots.co.uk](http://Home.grassroots.co.uk)