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.

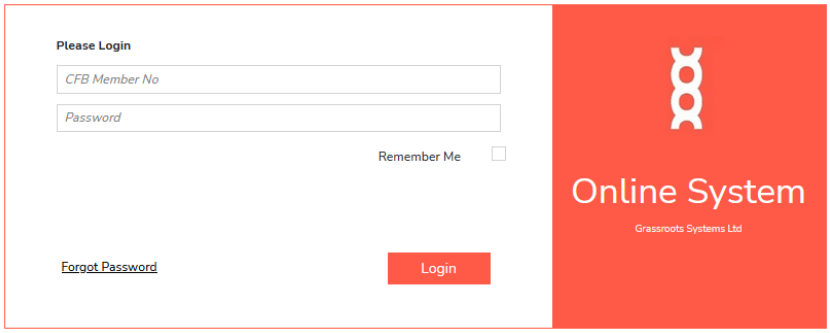
Finding the Grassroots Online Registry for your breed

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

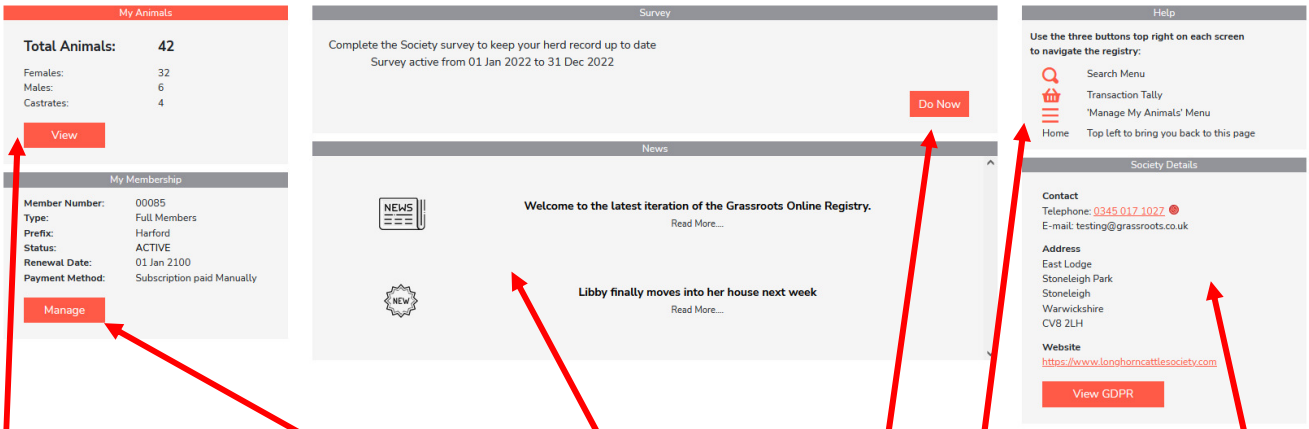
Logging In

If your Breed Society has 'public access' anyone can log into the site using a 'Guest' log in.

If your breed is 'member only' access, you will log in using your member number or letters and password provided by the Society.



The screen opens on a landing page



Summary of your own animals

Click on View to access the list

Details of your membership. Click on **Manage** to change contact details or data protection settings

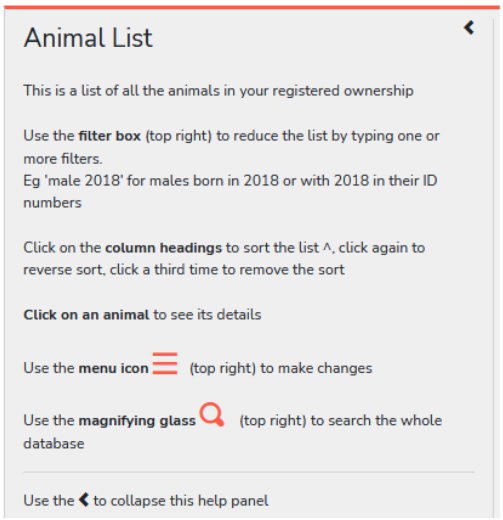
News from your Breed Society or Grassroots

This panel will appear when your society survey (or census) is Active

Help with navigation

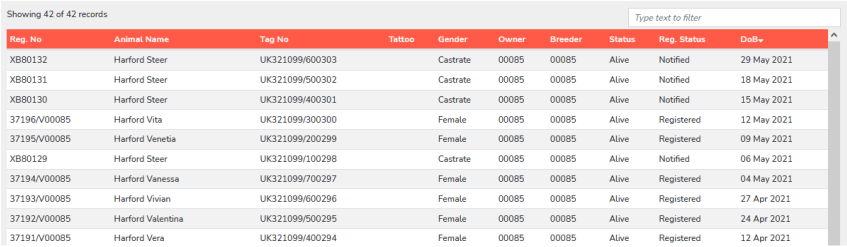
Society Contact Details

There is a clear instruction panel on the left of every page, which can be collapsed or expanded using the arrow buttons



Click on the 'View' button on the landing page to see the list of animals in your ownership

The list is initially displayed in date of birth order (youngest at the top)



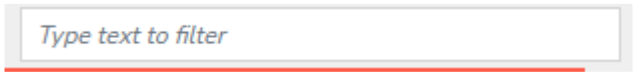
Reg. No	Animal Name	Tag No	Tattoo	Gender	Owner	Breeder	Status	Reg. Status	DoB
XB80132	Harford Steer	UK321099/600303		Castrate	00085	00085	Alive	Notified	29 May 2021
XB80131	Harford Steer	UK321099/500302		Castrate	00085	00085	Alive	Notified	18 May 2021
XB80130	Harford Steer	UK321099/400301		Castrate	00085	00085	Alive	Notified	15 May 2021
37196/V00085	Harford Vita	UK321099/300300		Female	00085	00085	Alive	Registered	12 May 2021
37195/V00085	Harford Venetia	UK321099/200299		Female	00085	00085	Alive	Registered	09 May 2021
XB80129	Harford Steer	UK321099/100298		Castrate	00085	00085	Alive	Notified	06 May 2021
37194/V00085	Harford Vanessa	UK321099/700297		Female	00085	00085	Alive	Registered	04 May 2021
37193/V00085	Harford Vivian	UK321099/600296		Female	00085	00085	Alive	Registered	27 Apr 2021
37192/V00085	Harford Valentina	UK321099/500295		Female	00085	00085	Alive	Registered	24 Apr 2021
37191/V00085	Harford Vera	UK321099/400294		Female	00085	00085	Alive	Registered	12 Apr 2021

Top left tells you how many animals in the list

Click on any of the column headings to re-sort the order

Reg. No	Animal Name	Tag No	Tattoo	Gender
XB80132	Harford Steer	UK321099/600303		Castrate
XB80131	Harford Steer	UK321099/500302		Castrate

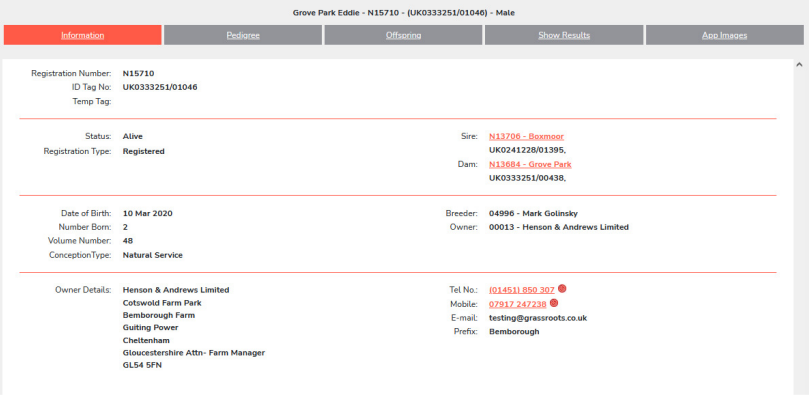
Type anything into the filter box (top right)to filter this list.



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

Click on :

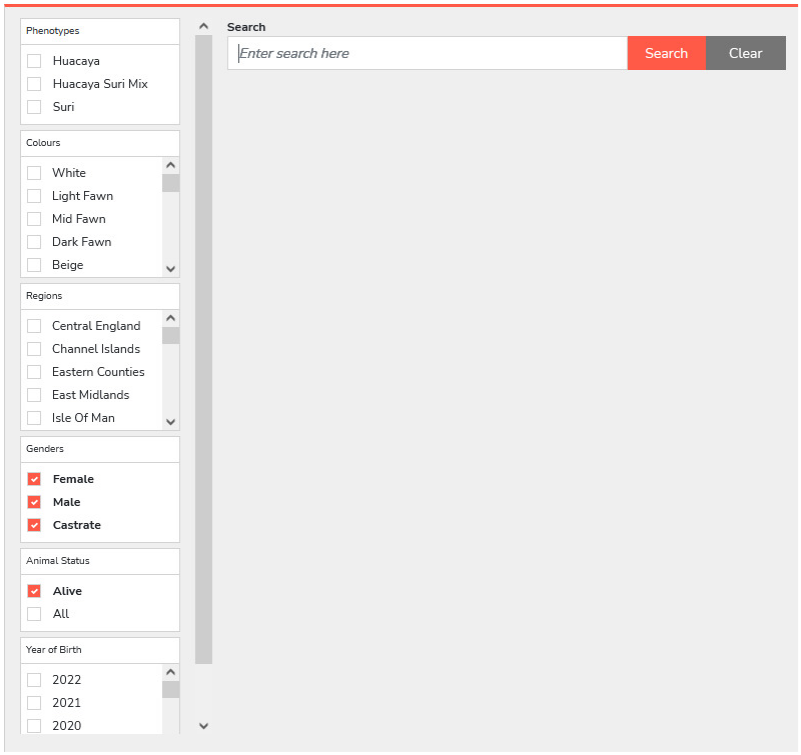
- Pedigree
- Offspring
- Show Results
- Images (these can only be uploaded from within the Grassroots Mobile App)



To search the whole database

Click on the magnifying glass

and select **Animal Search**



.

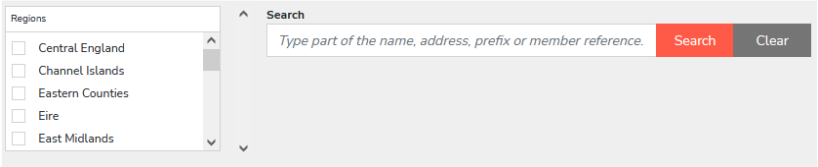
The more things you search on the fewer animals you will find.

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

To search for people

Click on the magnifying glass

and select **Member Search**

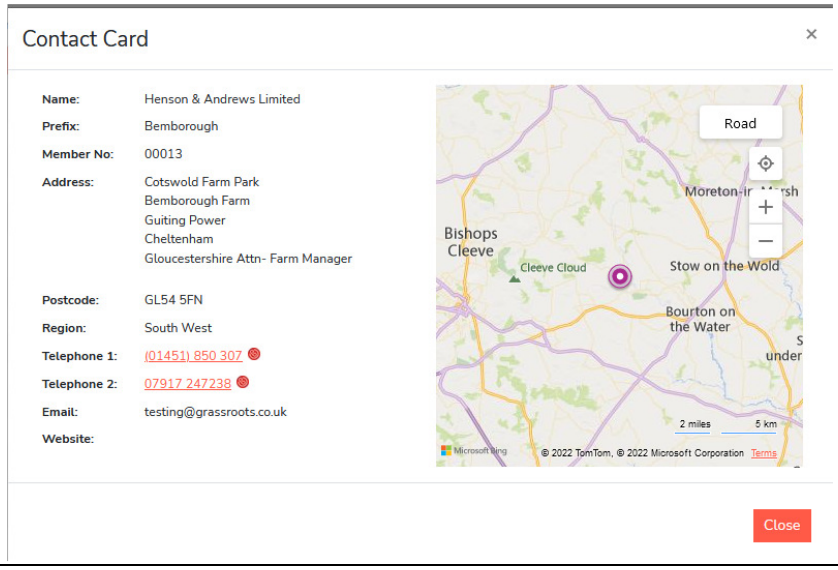


Filter by region and by health or production scheme if your breed runs one. Type part of the name, prefix, or address into the search box.

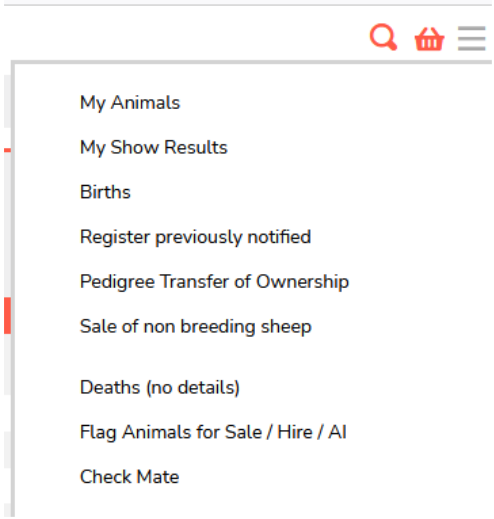
The more things you search on the fewer people you will find.

Click on a person in the list to see the details they have given permission to be displayed, with a map of their location.

Use the plus and minus sign to zoom in and out on the map.



Manage My Animals

Click on the Menu (Top Right)	
Select the correct menu option from the list offered by your breed. Some breeds offer all the Grassroots options available, some use a more restricted list. Some breeds offer the full list including : • Show and / or Sale entries • Apply for DNA test	
All the Manage my Animal screens have a **Grassroots instructions panel** on the left which may also have **breed specific instructions in red**. Click on the button, bottom right of each screen to go to the **confirmation screen** where you can **remove transactions** if you have made a mistake.	
To get back to your own animal list	Click on the menu and then 'My Animals' OR Click on Home / , and then View

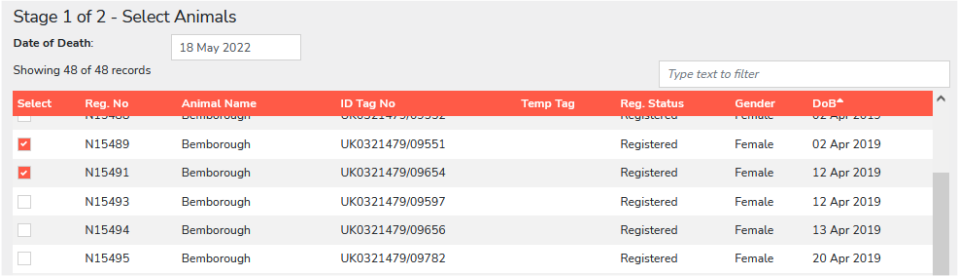
Manage My Animals

Report Deaths

Deaths – you may be offered a screen with a simple list to tick, or a more detailed screen with the option to select the reason for death and type notes.

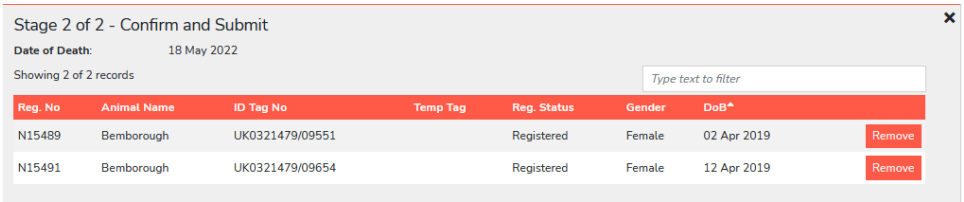
See the instruction panel on the left of the screen.

Click on Next bottom right



Check the confirmation list. Click submit bottom right

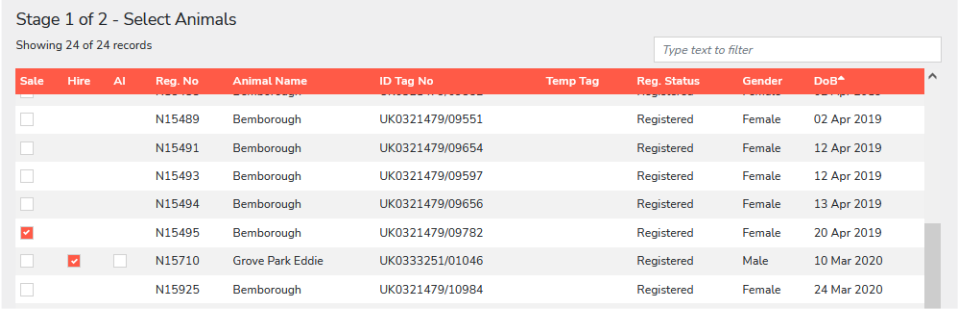
This information will be passed to the registry for processing.



'Flag For Sale'

The list will be displayed with the animals you have already flagged as available for sale or hire. Use the column sort, or the 'search this list' to reduce the list.

Use the buttons to add animals you wish to appear as available for sale in the Online Registry.

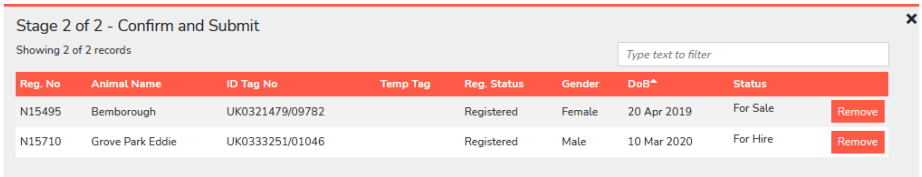


Check the list

Use 'Remove' to remove animals from the list.

Click submit

This information will appear in the 'For sale / Hire / AI' List' under the search magnifying glass.



Transfer of Ownership

Transfers – you may be offered up to three transfer options with different fees often used for : pedigree, commercial or export transfers

Enter the date sold

Use the column sort, or the 'filter' to reduce the list.

Tick the animals you have sold to a single person.

Click 'Next.

Stage 1 of 3 - Select Date and Animals for Transfer

Date Sold: 18 May 2022

Showing 24 of 24 records

Type text to filter

Select	Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB	Fee
☐	N13501	Bemborough	UK0321479/06377		Registered	Female	17 Mar 2016	£0.00
☑	N13503	Bemborough	UK0321479/06371		Registered	Female	19 Mar 2016	£0.00
☑	N14119	Bemborough	UK0321479/07598		Registered	Female	18 Apr 2017	£0.00
☐	N15482	Bemborough	UK0321479/09579		Registered	Female	01 Apr 2019	£0.00
☐	N15485	Bemborough	UK0321479/09576		Registered	Female	02 Apr 2019	£0.00

Check the list

Click on one of the buttons to get or add the details of the new owner

Stage 2 of 3 - New Owner Details

Search Members | Add Manually | I do not know the Buyer

Showing 2 of 2 records

Type text to filter

Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB	Fee	
N13503	Bemborough	UK0321479/06371		Registered	Female	19 Mar 2016	£0.00	Remove
N14119	Bemborough	UK0321479/07598		Registered	Female	18 Apr 2017	£0.00	Remove

Search Members

Will search the Breed Society database for the correct person

Click on them to confirm them as the new owner

Stage 2 of 3 - New Owner Details

nson

16 records found

Member No	Name	Prefix	Telephone	Email	Region	Health Scheme
00013	Henson & Andrews Limited	Bemborough	(01451) 850 307 07917 247238	testing@grassroots.co.uk	South West	
01192	Mr P & Mrs S C Tomlinson	Conachair	*****	*****	Scotland	
01924	Madders & Johnson	Blackheath	*****	*****	West Midlands	
02827	Miss H A Hanson	Sheldon	*****	*****	South West Peninsula	

Add Manually

Will allow you to type in the details

Stage 2 of 3 - New Owner Details

Name Title | First Name | Last Name*

Address Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode Postcode | Lookup

Telephone Telephone Number

E-mail E-mail Address

If you do not know the new owner, because it was sold at a market	I do not know the Buyer
Check the details and click in submit – bottom right This information will be passed to the registry for processing.	Stage 3 of 3 - Confirm and Submit **Date Sold:** 18 May 2022 **New Owner:** Chris Wilkinson, *****, *****, *****, *****, *****, ***** Showing 2 of 2 records Type text to filter Reg. No / Animal Name / ID Tag No / Temp Tag / Reg. Status / Gender / DoB / Fee N13503 / Bemborough / UK0321479/06371 / Registered / Female / 19 Mar 2016 / £0.00 / Remove N14119 / Bemborough / UK0321479/07598 / Registered / Female / 18 Apr 2017 / £0.00 / Remove
Register Previously Notified, **Castration,** **Apply for DNA test** All these screens work in the same way. You are offered a list of the relevant animals in your ownership . Use the column sort, or the 'filter' to reduce the list. Tick the animals Click Submit. This information will be passed to the registry for processing.	Select / Reg. No / Animal Name / ID Tag No / Temp Tag / Reg. Status / Gender / DoB / Fee ☐ N13501 / Bemborough / UK0321479/06377 / Registered / Female / 17 Mar 2016 / £0.00 ☑ N13503 / Bemborough / UK0321479/06371 / Registered / Female / 19 Mar 2016 / £0.00 ☑ N14119 / Bemborough / UK0321479/07598 / Registered / Female / 18 Apr 2017 / £0.00 ☐ N15482 / Bemborough / UK0321479/09579 / Registered / Female / 01 Apr 2019 / £0.00 ☐ N15485 / Bemborough / UK0321479/09576 / Registered / Female / 02 Apr 2019 / £0.00

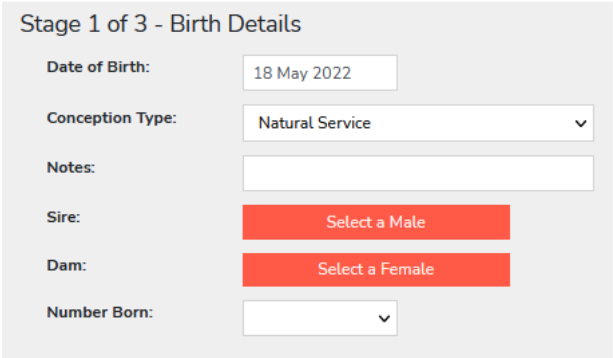
Report Births

Click on the menu top right

Select Births

Some breeds have different or additional questions but the principal is the same for all of them.

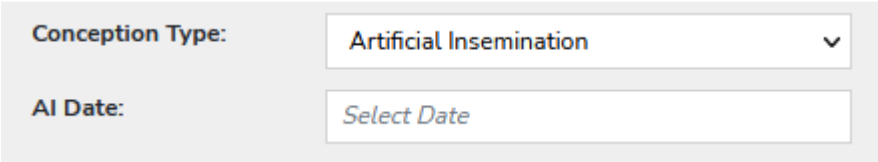
Select or type in the date of birth



Conception Type

The system defaults to Natural Service.

Provide the date for Artificial insemination or Embryo transfer and the recipient details for Embryo Transfer.



Sire

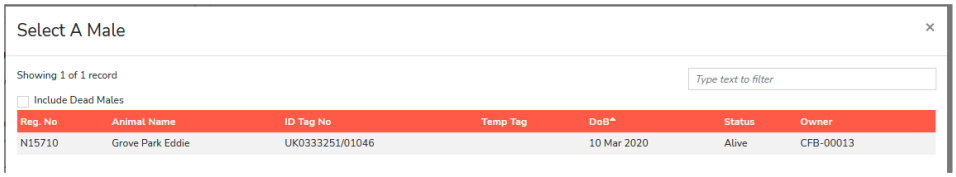
Click the 'Select a Male' for a list of fully registered males, alive and in your registered ownership.

Click on the correct one

OR

Click on All Males

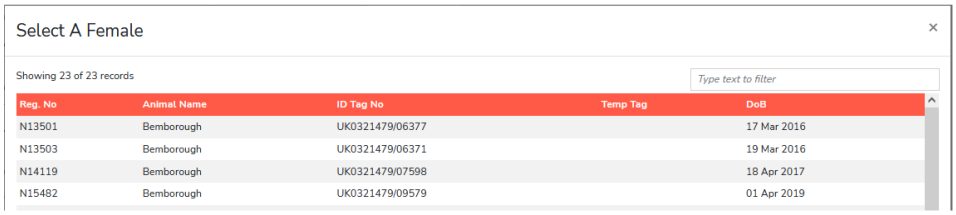
To search the whole database for the correct sire.



Dam

Click in My Females for a list of fully registered alive females in your registered ownership – click on the correct one

Some breeds allow members to register females which have not been transfer into their ownership. In this case there will be an additional 'Search all females' button.



Type in the number born

And how many you wish to log now

Click on Next (bottom right)

The number you log cannot be more than the number born but it can be less.

In this example you may have 2 born and only want to log one now

The top of the screen shows you the information you have already keyed in. At the bottom is space to fill in the details for the offspring you wish to log today The boxes to fill in, will vary between species and breeds	Stage 2 of 3 - Offspring Details Date of Birth: 18 May 2022 Conception Type: Natural Service Sire: Grove Park Eddie UK0333251/01046 Dam: Bemborough UK0321479/09579 Number Born: 2 Number to Log Now: 2 Gender | ID Tag No | Temp Tag | Prefix | Individual Name | Reg. Type UK0321479/ Bemborough UK0321479/ Bemborough 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
Finally, the system will offer the application types and fees available for each animal, dependent upon its gender, age, the date and your Society rules.	Reg. Type Birth Notify - £0.00 Registration - £5.00
Click on Add to list (bottom right)	Add to List
The system will take you back to the birth screen ready to log the next 'litter' A new 'Display List to Submit' Button will be displayed.	Display List to Submit
Check the final list, removing any not required. Tick the Society declaration and click on Submit Your application will be submitted to your breed Society for processing.	Stage 3 of 3 - Submit Births Animal Name | Eid Tag | Management Tag | Gender | DoB | Reg Code | Reg Description | Reg Fee Bemborough Fred | UK0321479/98765 | Male | 21 May 22 | RM1 | Registration | £10.70 | Remove Bemborough Amy | UK0321479/98766 | Female | 21 May 22 | RF1 | Registration | £5.00 | Remove

Shopping Basket / Transaction Tally

<table>
<tr>
<td>

The shopping basket is a tally of transactions submitted.

It is not linked to your Society accounts.

and

It does not affect the transactions submitted.

If there are items listed which have already been paid, tick the ‘paid’ option

</td>
<td>

Showing 4 of 4 records

Type text to filter

Date	Qty	Description	Cost Each	Total	Pay Now	Paid
16 May 2022	1	Renew Membership	£ 105.00	£ 105.00	☑	☐
15 May 2022	1	Birth - Registration	£ 60.00	£ 60.00	☑	☐
15 May 2022	1	Birth - Registration	£ 24.00	£ 24.00	☑	☐
13 May 2022	1	Transfer - As breeding male - UKBAS37065	£ 21.60	£ 21.60	☑	☐

</td>
</tr>
<tr>
<td>

The tally will total the items to be paid now.

The payment options are those offered by your breed.

.

</td>
<td>

Amount £ 210.60

Please choose payment method.

PayPal

Cheque

Bacs

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</table>

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

home.grassroots.co.uk