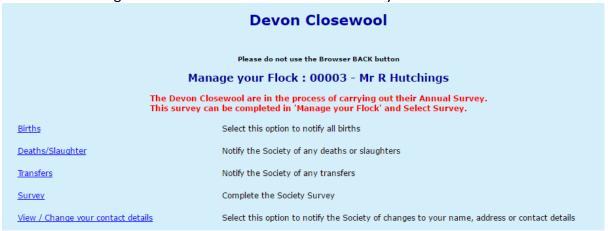


## Devon Closewool Sheep Breeders' Society

## **Basic Instructions on how to complete On-Line Registration**

The following notes provide a quick overview on how to complete your registrations online. Detailed instructions on how to use the full facility are available on the website.

- 1. Go to www.devonclosewool.com and click on the link "Ped eWeb".
- 2. Enter your flock no and password as provided by the Secretary. Note, if you have mislaid this or would like to change it please email the secretary.
- 3. Click on "Manage Your Flock". You will then be asked for your email address.



4. Click on "Births". Complete one "form" for each animal. Type in tag no, date of birth, sex, and name (if desired). Select NS for natural service /AI/ET from list. Select sire & dam either from list if it is your own, or use "search" to find it. Complete "litter size" and "registration type".



Secretary: Mrs Kim Dart

Champson Cottage, Molland, South Molton, Devon, EX36 3ND Tel: 01769 550400; Email: <a href="mailto:devonclosewoolsheep@gmail.com">devonclosewoolsheep@gmail.com</a>



## Devon Closewool Sheep Breeders' Society

- 5. Click on "add to list of applications" and repeat process for each animal.
- 6. When finished the batch, click on "submit application to breed society".
- 7. After each submit, you can print off summary of applications you have done.
- 8. Finally click on "return to manage your flock" where you will find a 'shopping basket' with summary of fees due.
- 9. Click on "Subscription renewals". Select "Subscription" and it will appear in your 'shopping basket'.
- 10. Click on "Other fees" if you have private sales to declare.
- 11. Finally click on "return to manage your flock" where once again these transactions will be in your shopping basket ready to print a remittance slip to either send with a cheque or that can be paid via your online banking.
- 12. There are other features that you can use to "tidy up" your flock such as Deaths/Slaughter" where you can tick off all the animals that have died. "Transfers" where you can identify any animals you have sold/transferred. "Identify animals for sale/hire" where you can highlight any animals you may wish to sell/hire.

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## Devon Closewool Sheep Breeders' Society

Please note transfers of ownership should be made within 30 days.

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Please do contact the Secretary if you encounter any problems – this is new to us all! And be assured that nothing goes "live" until the Secretary has had the chance to review and accept the entries as being correct.

If you need further assistance please do not hesitate to contact the Secretary.

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