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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.borderleicesters.co.uk and click on the link "**Online Flockbook**"
2. Enter your **flock no** and **password** as provided previously. 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 "**Birth Notification/Registrations**". Complete one "form" for each animal. Type in tag no, date of birth, sex, and name (for rams only). Select sire & dam either from list if it is your own, or use "search" to find it. Complete "number born" and "registration type" (either Birth Notification for lambs or Registration for breeding animals).
5. Click on "**add to application list**" and repeat process for each animal.
6. When finished the batch, click on "**submit application to breed society**".
7. After each submission, 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 "Flockbook" and "Subscription" in turn and they will appear in your 'shopping basket'.
10. Click on "**Other fees**" if you have private sales or out of volume ewes 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.

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