

Notes to do Transfers, Registrations and Complete Your Online Flock Return

Grassroots who manage the Border Leicester Registrations have updated and streamlined the Annual Flock Return. This is a step-by-step guide to help with completing your return. As I've completed my flock return after registrations, other fees, and subscriptions the shopping basket comes up and alongside it, it says you can clear the basket by clicking on one of the options provided – my advice is **DON'T** then at the very end you get a total and breakdown of the fees!

Log in Page. This shows all the sheep you own. These can be sorted by clicking on the buttons along the top of the list depending how you want to see them.

Check all your sheep are there especially any bought privately. If not contact the previous owner/breeder and ask them to transfer them across. If you have sold sheep check they have been removed – this should have been done if you sold at a society sale, but animals sold privately need to be transferred to their new owner.

Transfers. To notify transfers Go to the **Menu** ☰ in the top right-hand corner and click on Transfers. You go to 'Manage My Animals – Transfers' and all your sheep are shown. Tick the left-hand box against any sheep you need to transfer to a new owner – if more than one sheep to the same person then these can be done altogether and then click submit. If you've transferred to more than one person you need to repeat the transfer process for each person and submit separately.

Registered rams are transferred Free of Charge as are Birth notified males and females but there is a charge of £12 for the transfer of previously registered ewes – this is payable by the purchaser.

Registrations. Once all sheep you want to register are in your flock then go to the menu and Select 'Register Previously Notified.' For Females – click on the left-hand box and Select 'Register £12' unless this is an older ewe you have previously forgotten to register in which case Select 'Out of Volume Ewes £14.40'.

Rams can also be done on the same screen and show as 'Register £36'. A new feature is that it is also possible to name a ram on the same screen by going into the box with his prefix and adding a name of your choice.

Once you've registered females and males all you need to select 'Continue.'

This takes you to a Confirmation Page – if you realise you've made a mistake then click the Back Button to return to the previous page and correct. Once you're happy the details are correct you can print a copy for your records and then 'Submit.'

Shopping Basket. will show the cost of the registrations. Continue takes you to 'Shopping Basket Remittance.'

Annual Census. Click on 'Return to Manage My Animals.' Go to Menu and select 'Annual Census,' again a new feature in Grassroots. Here you can enter 'Number of Ewes to the Ram.' Enter the number and select Next. This lists the sires you have used in the previous year. Tick those you have used this year and then 'Next.' Here you can also list other registered rams that you have used. Enter the name or registration details and click. This will show the relevant ram. If it's the correct one tick and select Next. If you're only sharing one ram then select Submit, if not go to Next and enter another name.

One point to note is If you are using/sharing a ram that is in the process of being registered by another member then the system won't be able to find it. If this happens, after you have finished your return

then send an email to Colin detailing the ram details and who you are sharing with. This will allow Colin to add the ram to your list of 'Rams Used' when it is fully registered.

The screen then shows the number of ewes and the rams used with the facility to amend if necessary. Select Submit and you are taken back to your list of animals.

Other Fees If you've made any private sales, please enter the number of sheep sold and click Submit. This takes you to the shopping basket and shows the amount of levy owed.

Subscription Renewals Continue shopping goes back to the list of your animals. Go to the menu and select Subscription renewals and then select the relevant level of membership. Please note all classes of membership include the flock book contribution so only select 'flock book' if you want an extra copy. Tick the box agreeing to abide by the rules etc. Select Submit.

This takes you to the Shopping Basket where you can see the full amount of fees due to the Society and exactly how that total is broken down.

If you are sure, you've finished then you can click on one of the options listed to show your preferred method of payment and to clear your shopping basket, then 'Continue shopping' takes you back to the list of your animals. From the menu you can now log out.

An VAT invoice will be generated and emailed to you.

Every time you click on Submit you will receive an email confirming what you have done. If you discover you have made a mistake, then please email Colin who will be able to correct it for you.

If any of your contact details have changed these can be updated at the same time by going to Menu and View/Change your contact details.

This year is going to be a learning curve for us all but I'm sure that Colin and council members will be happy to help members. Please call if you would like help with completing online.

Payment

It would assist us greatly in terms of accounting if you could wait until I checked your registrations etc. I will send you an invoice directly from Grassroots. Payment should be made as soon as possible on receipt of my invoice.

In terms of Birth Notifications these need to be done before **1st December 2021**

Contact & Assistance

Council is aware that this represents a big step forward if the would like assistance with anything please contact any of the following:

Colin E Douglas: secretary@borderleickers.co.uk or Mob:07468227396

Sue Martyn: hornacott@btconnect.com or Mob: 07967 512660

Mary Laidlaw: marlaw919@aol.com or Mob: 07748 778 619