

General User Guide

Your own Breed Society may have created a version of this document specifically for your breed. Please visit your Society Website for more details.

The Grassroots interactive 'on-line' flock or herd book contains all the information you would normally find in a published flock or herd book with easy search functions and gives you the added advantage of being able to make an application to change the entry for your own flock or herd.

To access the Grassroots on-line registry

Go to home.grassroots.co.uk and click on 'For Farmers'

Click on 'Grassroots Breeds'

Find your breed and click on the Grassroots button

or

Go to your breed society website and click on the link to the 'on-line flock or herd book'



Animal Search

The first screen is called 'Animal Search' and allows you to search for any animal in the database. Type a small amount of information into one or more boxes to create a search.

The screenshot shows the 'Animal Search' web form. At the top, there are navigation links: 'Society Home Page', 'Member Search', 'Manage your Flock', and 'Animals for sale / hire'. Below these is the 'Animal Search' title and a 'Help' icon. The main form contains several input fields: 'Registration No', 'Animal Name', 'Sex', 'Tag No', 'Breeder', 'Owner', 'Status' (with 'Alive' checked), 'Horns', and 'Year of Birth'. There are also checkboxes for 'Dead' and 'Other'. A 'Search for Animals' button is at the bottom. Four yellow callout boxes with blue arrows provide instructions: 1. 'Type M or F in the sex field to reduce the list to one' points to the 'Sex' field. 2. 'Or type a number in the tag box' points to the 'Tag No' field. 3. 'Type your own flock or herd number in the owner box to see a list of just your own animals' points to the 'Owner' field. 4. 'click on 'Search for Animals'' points to the 'Search for Animals' button.

The more information you type into this screen the FEWER animals you will find. Less is more on search screens.

Please do not use the browser back button at any time when using the on-line registry.

A list of the animals which fit your search description will be displayed.

Animal List

Anything in blue is a link. Click on any one of them to see more information.

Please do not use the Browser BACK button

[Society Home Page](#) [Animal Search](#) [Member Search](#) [Manage your Flock](#) [Animals for sale / hire](#)

Upper Grey Miss Muppett - Z1602

[Progeny](#) [Pedigree](#) [Show Results](#)

Registration No : Z1602
ID Tag No :
Temp Tag :
Registration Type : gister
Breeder : [00134 - Mr T Berry](#)
Owner : [00127 - Mr P Reeves](#)
Sex : F
Number Born : 2
Date of Birth : 13/04/2000
Sire : [Z1589 - Upper Grey Piet \(\)](#)
Dam : [Z1515 - Upper Grey Alexa \(\)](#)
Description :
Scrapie :
Status : Alive
Colour :
NS/AI/ET : -
Date Birth Notified :
Date Registered : 28/06/2000
Volume no : 164
For Sale ?

Animal Screen

This will display a detailed view of the animal you have chosen.

[Society Home Page](#) [Animal Search](#) [Member Search](#) [Manage your Flock](#) [Animals for sale / hire](#)

Upper Grey Miss Muppett - Z1602

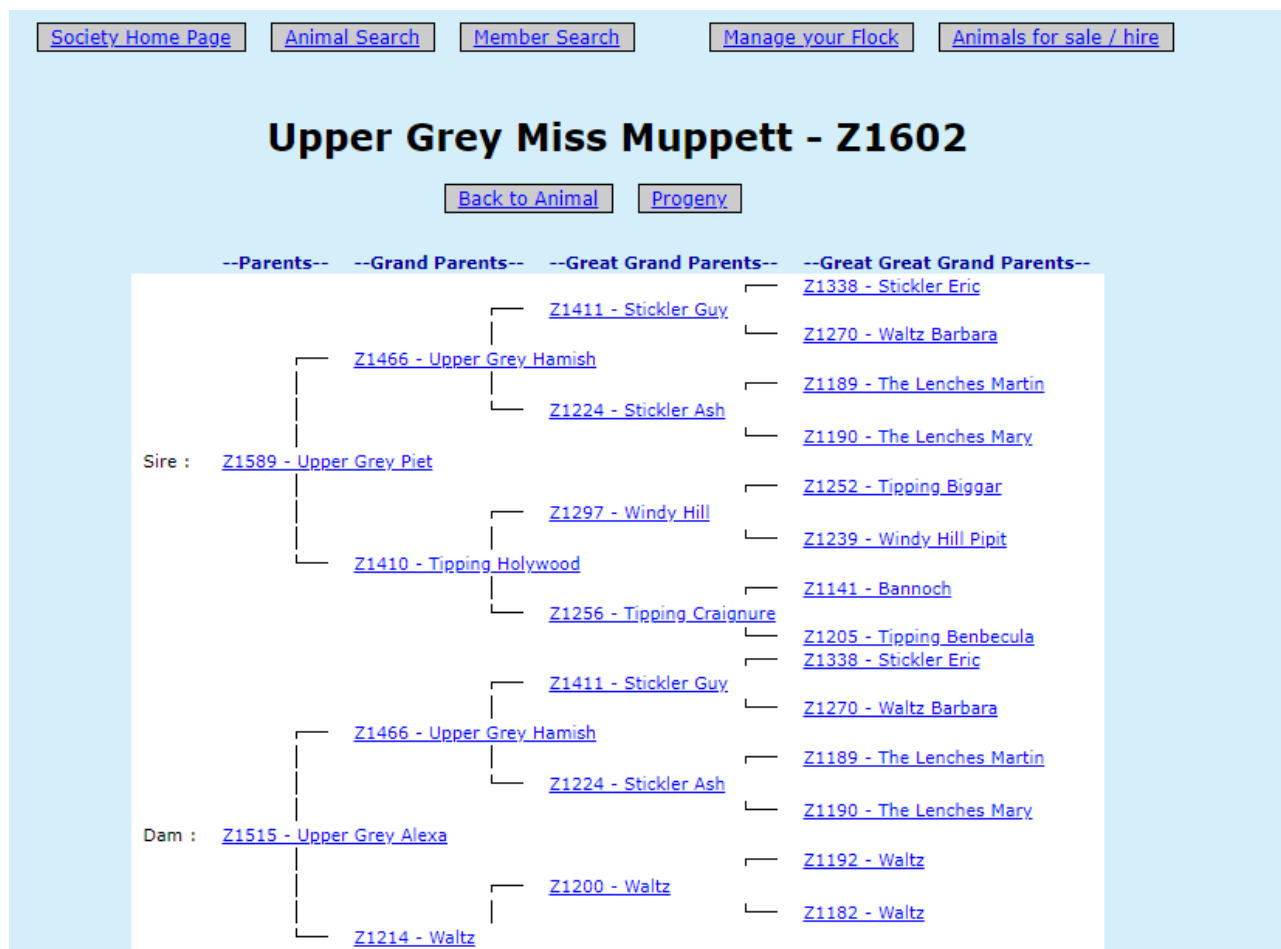
[Progeny](#) [Pedigree](#) [Show Results](#)

Registration No : Z1602
ID Tag No :
Temp Tag :
Registration Type : gister
Breeder : [00134 - Mr T Berry](#)
Owner : [00127 - Mr P Reeves](#)
Sex : F
Number Born : 2
Date of Birth : 13/04/2000
Sire : [Z1589 - Upper Grey Piet \(\)](#)
Dam : [Z1515 - Upper Grey Alexa \(\)](#)
Description :
Scrapie :
Status : Alive
Colour :
NS/AI/ET : -
Date Birth Notified :
Date Registered : 28/06/2000
Volume no : 164
For Sale ?

Click on **'Pedigree'**
to display a four-
generation pedigree
OR
'Progeny' for a full
list of offspring

Pedigree

Anything in blue is a link, so to view the details of any of the ancestors, just click on the name.



Progeny

Click on 'Progeny' for a list of progeny.

Again, anything in blue is a link, so to view the details of any animal just click on it in the list.

Please do not use the Browser BACK button

[Society Home Page](#) [Animal Search](#) [Member Search](#) [Manage your Flock](#) [Animals for sale / hire](#)

Upper Grey Miss Muppett - Z1602

[Back to Animal](#) [Pedigree](#) [Show Results](#)

1 Progeny					
Reg No	Name	Sex	Date of Birth	Owner	
XZ215	Rowntree Marshmallow	F	29/06/2003	G0127	Alive

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 Data last updated on September 27, 2018

Finding Members

You can find members by clicking on the link '**Member Search**'

Please do not use the Browser BACK button

[Society Home Page](#) [Animal Search](#) [Member Search](#) [Manage your Flock](#) [Animals for sale / hire](#)

Member Search

[Society Home Page](#) [Animal Search](#) [Manage your Flock](#) [Animals for sale / hire](#)

Member Ref : Enter any part of the member no / herd letters

Member Name : Enter any part of the name

Herd / Flock Name : Enter any part of the Herd / Flock name

Region : Enter any part of the address

Address : Enter any part of the address

Members with animals Tick box to display just members with animals

Select a '**Region**', or type the person's **surname**, or **flock or herd name**. **The more you type, the fewer records will be displayed.**

Tick '**Members with Animals**' to exclude members who do not own animals from the list displayed. Then click on '**Search for Members**' to create a list of the people who meet your search criteria.

Please do not use the Browser BACK button

[Society Home Page](#) [Animal Search](#) [Member Search](#) [Manage your Flock](#) [Show Results](#) [Animals for sale / hire](#)

Click on entries underlined to see additional information

Click on appropriate heading to change display order, click again to reverse the order

<u>Name</u>	<u>Prefix</u>	<u>Region</u>	<u>Member Ref</u>
Berry, Mr T	Upper Grey	Gwent	00134
Day, Mr F	Windy Hill	Somerset	00109
Kennedy, Mr Q	Hey-Field	Lincolnshire	00131
Milne, Mr Y	Westcott	Oxfordshire	00144

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Data last updated on September 27, 2018

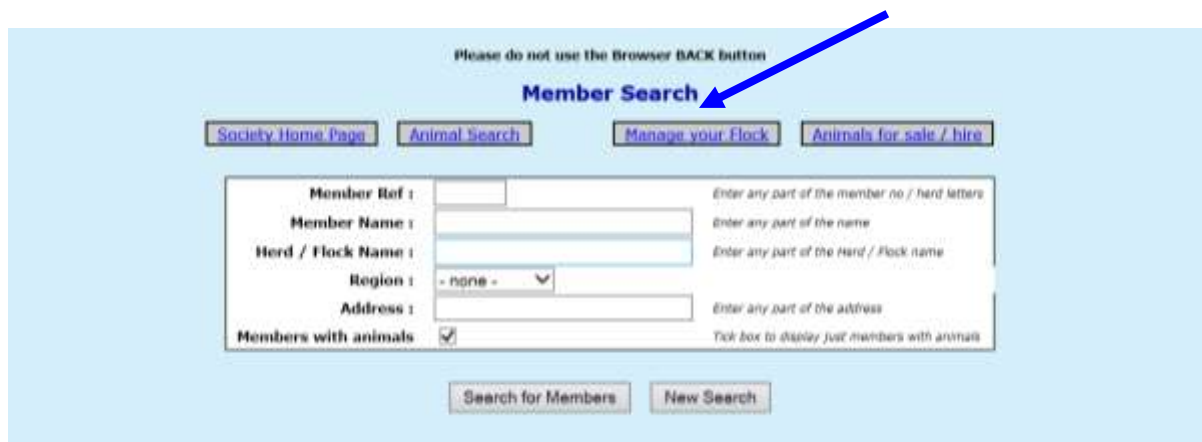
Note - Until members have given their written permission, only their name, prefix, region and flock number will appear. Anyone whose name appears in blue has given permission for additional information to be displayed. Click on them in the list to view that additional information.

This may include a link to their own website and confirmation that their flock is part of a health scheme, e.g. MV accredited for sheep. **To update your own records please go to 'Manage your Flock/Herd'** or contact the registry office for your breed.

Manage Your Flock or Herd

The 'on-line' flock or herd book is updated regularly and is a quick and efficient way to report births, deaths and sales.

To access the '**Manage your Flock/Herd**' section, click on '**Manage your Flock/Herd**'



Please do not use the Browser BACK button

Member Search

[Society Home Page](#) [Animal Search](#) [Manage your Flock](#) [Animals for sale / hire](#)

Member Ref : Enter any part of the member no / herd letters

Member Name : Enter any part of the name

Herd / Flock Name : Enter any part of the Herd / Flock name

Region : Enter any part of the address

Address : Enter any part of the address

Members with animals Tick box to display just members with animals

Type in your membership number, or **letters (leading zeros are important if you have them)** and your password. If you have mislaid this or would like to change the password, please email the registry for your breed. Finally, confirm your email address and click on continue.



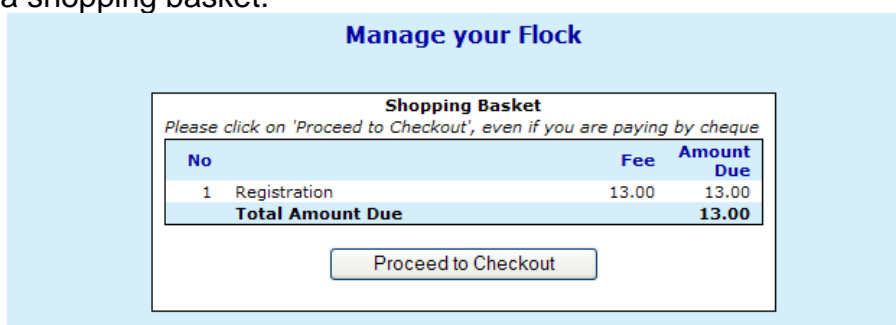
Please do not use the Browser BACK button

Member No :

Password :

[Forgotten your password - click here ?](#)

A list of menu options (listed below) will be displayed and if you have not cleared it there may also be a shopping basket.



Manage your Flock

Shopping Basket

Please click on 'Proceed to Checkout', even if you are paying by cheque

No		Fee	Amount Due
1	Registration	13.00	13.00
Total Amount Due			13.00

The shopping basket is a tally of transactions. It is not linked to the society accounts. **To clear your shopping basket**, please click on '**Proceed to Checkout**', select pay by cheque and the basket will clear.

The main menu options in 'Manage your Flock/Herd' are;

1. Apply for Registration
2. Death/slaughter
3. Castration
4. Transfer of ownership
5. Identification of Animals for Sale
6. View / Change contact details

Please do not use the browser BACK button

Manage your Flock

<p>Apply for Registration</p> <p>Registration</p> <p>Deaths/Slaughter</p> <p>Castrates</p> <p>Transfers</p> <p>Identification of Animals for Sale / Hire / AI</p> <p>Tay Sachs DNA test</p> <p>Flock Book</p> <p>View / Change your contact details</p>	<p>Select this option to notify or register male and female lambs. Notification is free of charge. Registration in year of birth - Ewes (£4.50) Rams (£14.00) late registration incur double fees. All other 'on line' services are free of charge</p> <p><i>Option not available - no alive Birth Notified animals to Register</i></p> <p>Notify the Society of any deaths or slaughters to keep your flock records up to date.</p> <p>Notify the Society of any castrates</p> <p>Notify the Society of any transfers or sales to keep your flock records up to date.</p> <p>Notify the Society of any Animals for Sale / Hire or AI. These will appear in the Pedeweb 'For Sale' list.</p> <p>Apply for the Tay Sachs DNA test £13.50 per test.</p> <p>order a copy of the Flock Book (Volume 40) £15.00</p> <p>Select this option to notify the Society of changes to your name, address or contact details</p>
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[Return to search screen](#)

1. Apply for Registration – In most breeds the birth screen only works if the mothers are in your registered ownership. If they have not yet been transferred into your ownership, please contact the society office.

The system should already know the first part of your flock/herd number and your flock/herd name.

Please do not use the browser BACK button

Births [Help ?](#)

* ID Tag No : LW12345 Enter the tag no

(Optional) Temp Tag : Enter the tattoo

* Date of Birth : 0 ▾ ▾ ▾

* Sex : Female ▾

(Optional) Name : Grassroots something about name

(Optional) NS/AI/ET : ▾

AI / ET Date : 0 ▾ ▾ ▾

ET Recipient :

* Sire : ▾ [Search for Sire](#)

This list contains alive registered males with progeny, for a full list click on 'Search for Sire'

* Dam : ▾ [Search for Dam](#)

Number Born : 2 Enter number born

* Colour : ▾ Select the colour of the animal

BIRthing Ease : ▾

Notes :

(Optional) Scrapie : ▾

Repeat Info : **To retain all the information on the screen for siblings, tick the 'Repeat Info' box**

[Add to list of applications](#)

[Return to - Manage your Flock - Menu](#)

Complete one 'form' for each offspring (lamb/calf/kid/cria/foal)
 Type in the individual tag number (this should be 5 digits for sheep)
 The date of birth, sex and individual name. Select NS for natural service (AI for artificial insemination or ET for embryo transfer) from the drop-down list

If you are logging twins or triplets use the 'Repeat Info' box and simply type in the sex and individual name of the second or third lamb.

Sire – click on the down arrow alongside sire for a list of males in your ownership which you have used before, and click on the correct one if it is in that list.

If the male you need is not listed, click on the words **'Search for Sire'**.

Please do not use the Browser BACK button

Births

[Help ?](#)

* ID Tag No : UK12345 Enter the tag no

(Optional) Temp Tag : Enter the tattoo

* Date of Birth : 0 ▾ ▾ ▾

* Sex : Female ▾

(Optional) Name : Grassroots something about name

(Optional) NS/AI/ET : ▾

AI / ET Date : 0 ▾ ▾ ▾

ET Recipient :

* Sire : ▾ **Search for Sire**

This list contains alive registered males with progeny, for a full list click on 'Search for Sire'

* Dam : ▾ **Search for Dam**

Number Born : 2 Enter number born

* Colour : ▾ Select the colour of the animal

Birthing Ease : ▾

Notes :

(Optional) Scrapie : ▾

Repeat Info : **To retain all the information on the screen for siblings, tick the 'Repeat Info' box**

A new screen with a 'form' will be displayed. Type in some information about the male you are looking for. Remember the more you type the fewer animals will be displayed, so try just part of the name or the tag number and click on 'search for animals' for a list of males that include that information. If the male is now registered as dead you may need to widen the search and click 'dead'.

Registration No : Enter any part of the reg.no

Animal Name : keith Enter any part of the name

ID Tag No : Enter any part of the ID Tag No

Temp Tag : Enter any part of the Temp Tag

Breeder : Enter the member no of the breeder

Owner : Enter the member no of the owner

Colour : Enter any part of the colour

Status : Alive: Dead: Tick all applicable boxes

Age Range : to months

Type in part of the name or number and click on 'Search for Animals' to reduce the list

Click on the correct male in the list offered

That takes you back to the birth screen with the sire information filled in. He will now be in the drop-down list ready for the next application.

Dam – click on the down arrow alongside dam for a list of all the females in your registered ownership. For most breeds you can only use this birth screen for offspring whose mothers are in your registered ownership.

Please do not use the Browser BACK button

Births Help ?

* ID Tag No : UK12345 Enter the tag no

(Optional) Temp Tag : Enter the tattoo

* Date of Birth : 0 ▾ ▾ ▾

* Sex : Female ▾

(Optional) Name : Grassroots something about name

(Optional) NS/AI/ET : ▾

AI / ET Date : 0 ▾ ▾ ▾

ET Recipient :

* Sire : Rowntree Keith (Z1646) -- owned by 00154 ▾

This list contains alive registered males with progeny, for a full list click on 'Search for Sire'

* Dam : ▾

Number Born : 2 Enter number born

* Colour : ▾ Select the colour of the animal

Birthing Ease : ▾

Notes :

(Optional) Scrapie : ▾

Repeat Info : **To retain all the information on the screen for siblings, tick the 'Repeat Info' box**

To reduce the list, click on the words 'search for dam' and use the 'search criteria' to reduce the list and find individual animals in exactly the same way as described for males above. Remember the more you type the fewer animals will be displayed.

Number Born – type 1 for a single, 2 for twins, 3 for triplets etc

Horns (some sheep breeds)/ Style (alpacas) / Colours (cattle, alpacas, and some sheep breeds) - select the relevant information

Registration Type – select the correct registration type, e.g. fully registered or birth notified.

Click on add to application list and repeat the process for the next lamb/kid/cria/foal/calf.

BN/Reg	ID Tag No	Temp Tag	Name	Sex	DOB	Sire	Dam	Litter
R1	UK123450001		Grassroots Sam	F	2/2/2018	Z1646	R0587	2

I confirm that to the best of my knowledge the information given above is correct.

I confirm that the animal(s) are without visible or know genetic defects.

When you have finished the batch, tick the declaration. Click on submit application to the breed society. If you have a lot to do it is a good idea to submit in batches of 10 or 20, just in case you have a power surge, or get called away to the phone. If the system, or your computer does 'time out' – when you log back in you will find the list you have created will be displayed, waiting to be submitted.

After each submission you have the option to print off a summary of the applications you have just done.

Finally click on **'Manage your Flock/Herd'** where you will find a 'shopping basket' with a summary of the fees due. **Normal society registration fees apply.**



Click on **'Proceed to Checkout'**

You then have the option to pay by cheque – this will produce a remittance slip to send with your cheque made payable to the society and sent to the normal Society address.

or

Select 'pay by PayPal' to pay by credit or debit card. You do not need a PayPal account to use this option if available for your breed.

or

Select pay by BACS – if your breed offers this option

2. Deaths/Slaughter (no charge)

This is where you should record all your animals sold for meat or fallen stock. A list of animals in your registered ownership will be displayed. Click on any of the column headings to sort into order. Tick any which are no longer alive and click on 'submit death(s) to Breed Society'.

Please do not use the Browser BACK button

Notifications of Deaths

Registration No : Enter any part of the reg.no

Sex : Enter the sex

Animal Name : Enter any part of the name

ID Tag No : Enter any part of the ID Tag No

Temp Tag : Enter any part of the Temp Tag

Breeder : Enter the member no of the breeder

[Search for Animals](#)

Reasons for death are held confidentially by the Society for statistical purposes only, and are not visible in the on-line Flock Book

Click on appropriate heading to change display order; click again to reverse the order

dead	Date Died DD/MM/YYYY	Died How ?	Details Max. 40 chars.	Reg. No	Name	ID Tag No	DOB	Sex
<input type="checkbox"/>		Culled * <input type="checkbox"/>		B0587	Rowntree Hagnolia	UK1234567890	09/04/2003	F
<input type="checkbox"/>		Culled * <input type="checkbox"/>		XZ128	Whitehill Michael		17/03/2001	M
<input type="checkbox"/>		Culled * <input type="checkbox"/>		XZ130	Whitehill Mist		18/03/2001	F
<input type="checkbox"/>		Culled * <input type="checkbox"/>		XZ195	Rowntree Marshal		26/03/2003	M
<input type="checkbox"/>		Culled * <input type="checkbox"/>		XZ197	Rowntree Histique		26/03/2003	F
<input type="checkbox"/>		Culled * <input type="checkbox"/>		XZ198	Rowntree Mary		31/03/2003	F
<input type="checkbox"/>		Culled * <input type="checkbox"/>		XZ205	Rowntree Haly		09/04/2003	F

3. Transfers

Please notify the society registry of all sales so that the animals can be transferred into the correct flock/herd in the database.

Select **'Transfers'** from the **'Manage your Flock/Herd'** menu. A list of animals in your registered ownership will be displayed. Click on any of the column headings to sort into order. Use the form at the top to reduce the list, for example type M into the sex field to display only males.

Tick those animals which have been sold.

Notification of transfer of ownership
Use these boxes to reduce the number of animals displayed.

Registration No : Enter any part of the reg no
Sex : Enter the sex
Animal Name : Enter any part of the name
ID Tag No : Enter any part of the ID Tag No
Temp Tag : Enter any part of the Temp Tag
Breeder : Enter the member no of the breeder

Click on appropriate heading to change display order; click again to reverse the order.
Only fully registered animals are displayed in the list below

<input type="checkbox"/>	Reg. No	Name	ID Tag No	Temp Tag	Breeder	DOB	Sex
<input type="checkbox"/>	B0587	Rowntree Magnolia	UK1234567890		00127	09/04/2003	F
<input type="checkbox"/>	Z1518	Upper Grey Alice			00134	08/04/1998	F
<input type="checkbox"/>	Z1530	Upper Grey Poppy			00134	08/04/1999	F
<input type="checkbox"/>	Z1532	Upper Grey Posy			00134	09/04/1999	F
<input type="checkbox"/>	Z1588	Rowntree Ivan			00127	20/05/1998	M
<input type="checkbox"/>	Z1611	Little Swamp Nymph			00113	01/04/2000	F
<input type="checkbox"/>	Z1633	Grassroots Millaig			12345	31/03/2001	M

Transfer details :
1. If you have sold this/these animal(s) to a member, click here for member details [Search for Member](#)
2. If you are sure that the buyer is not a member (or don't have their details), click here [Enter buyer details](#)

Date Sold : Enter the date the animal(s) were actually sold

Click on 'Enter Buyer Details, and type on their full name and address into the form offered.

Enter Buyer details

Name :

Address :

Post Code :

Telephone no :

Click on return to transfer window and finally click on submit.

4. Flag Animals for Sale / Hire / AI

If you wish to flag animals available for Sale / Hire / AI (if your society has AI available), click on the menu option and type S, H or A into box alongside the relevant animal.

You can edit this at any time.

Notifications of Animals for Sale / Hire / AI

Registration No : Enter any part of the reg no

Animal Name : Enter any part of the name

ID Tag No : Enter any part of the ID Tag No

Temp Tag : Enter any part of the Temp Tag

Breeder : Enter the member no of the breeder

Enter 'H' for Animals which are 'for hire', 'S' for animals 'for sale' and 'A' or 'AI'
Click on appropriate heading to change display order, click again to reverse the order

S/H/A	Sex	Reg. No.	Name	ID Tag No.	Temp Tag	Breeder	DOB
	F	B0587	Rowntree Magnolia	UK1234567890		00127	09/04/2003
S	F	Z1518	Upper Grey Alice			00134	08/04/1998
	F	Z1530	Upper Grey Poppy			00134	08/04/1999
	F	Z1532	Upper Grey Popsy			00134	09/04/1999
A	H	Z1588	Rowntree Ivan			00127	20/05/1999
	F	Z1611	Little Swamp Nymph			00113	01/04/2000
	H	Z1633	Grassroots Millaig			12345	31/03/2001

Once the registry has been notified of the sale of an animal, it will automatically disappear from this list.

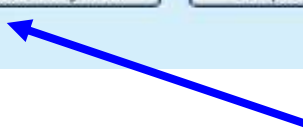
5. Survey

In order to keep the society database up to date your breed society may carry out a survey from time to time. This can be completed in '**Manage your Flock/Herd**'

Annual Survey

The **Grassroots Sheep Society** are in the process of carrying out their Annual Survey.

This survey can be completed on-line until 30/04/2007



If you choose to complete your survey on-line click on 'complete survey now'.

A list of all the animals the system thinks you own will be displayed.

Grassroots Sheep Society
Annual Survey

To 'tick' all the animals listed as 'alive', click on this box, you can then tick the animals which are dead or have been sold

Every animal MUST have a tick in one of the 3 columns

When complete click on the 'Submit survey to Breed Society' button at the bottom of this page

Click on appropriate heading to change display order, click again to reverse the order

Alive	*Dead*	*Sold*	Reg. No	Name	ID Tag No	Temp Tag	Breeder	DOB	Sex
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X2205	Rowntree Nando			00127	09/04/2003	F
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X2206	Rowntree Nando	UK1234567890		00127	09/04/2003	F
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X2209	Rowntree Nando			00127	24/04/2003	M
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	X2210	Rowntree Luke			00127	04/05/2003	M
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Z1530	Upper Grey Poppy			00134	08/04/1999	F
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Z1532	Upper Grey Posy			00134	09/04/1999	F
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Z1588	Rowntree Ivan			00127	20/05/1999	M

Every animal MUST have a tick in one of the three boxes before the system will allow you to 'submit'. The easiest way to do this is to click on 'tick all animals as alive' then work through the list and change the ones you have sold or are dead, as you go along.

When you are happy with the list click on 'submit'. That will take you to a summary screen:

Grassroots Sheep Society
Annual Survey

You have identified 4 animals alive and in your ownership

If this is correct, please click on the SUBMIT button below to send this information to the Breed Society
These changes will not show on the web site until the next time the Society updates the data

If this is not correct, click on the button below to return to the previous screen

If you have additional animals in your ownership which have been purchased from another owner please contact the vendor to have the animals transferred into your ownership.

If you have additional animals which have not yet been birth Notified or Registered, then please use the Births option from the Menu to notify the Society of these animals

If you click on submit, the dead animal(s) will be flagged as dead, the sold animals will no longer appear in your flock/herd and can be 'claimed' by the new owners via the registry office.

For help or advice please email the society secretary.