

BBU ONLINE REGISTRATION

- 1) Go to my performance>my calving
- 2) When this comes up put the calving year (year calves were born) at the top and hit change
- 3) Then hit add (at bottom)
- 4) On this screen start with the animal info (dam, calf date of birth, sire, etc – all that apply)
- 5) After AI – leave blank the AI/PE in – out
- 6) If it is embryo – remember you have to put it as AI and embryo (yes) AND put in the recip information (if you don't know the breed put in 5 for the age and bmbmbmbm for Beefmaster)
- 7) If the recip is a registered Beefmaster – don't put in anything except the Certificate number in the correct field (leave the other blank).
- 8) Put in the name if you have one
- 9) Complete any birth info you have (calving ease, birth group – not required-, birth weight)
- 10) Cow suspension and teat size if you have it
- 11) Then to the “register” section –
 - a. if you want a “C” number but no paper to print click the box “hold for online transfer” – if you want a paper to print don't click that box
 - b. herdbook choose purebred
 - c. if you want to register the calf (not performance only) click register – if you want performance only record - don't click the “register” box
- 12) Once you have everything entered hit save at the bottom and you should get a “C” number – If there is a problem it will give it a “P” number and let you know “too close to the previous calf” or “no access to the sire” or some other error.

Transfers – you can only transfer online if you just registered the calf and a paper has not yet been issued:

- 1) If you want to transfer one you just registered – go to the top and find my herd>my held papers for transfer or print – click on that and it will bring up a list of your held animals – to the far right of each one listed you will find print or transfer listed. Click transfer and it will take you to a transfer screen –
- 2) you **must know** the buyer's BBU number (whether it is a member number or non-member number) to transfer to them.

Performance – wean weights/yearling weights entries

- 1) Go to my performance>my weaning (list entry) OR my yearling (list entry)
- 2) Be sure the year at the top is the year of birth of the calf crop you will be adding info on – if not change it
- 3) It will bring up all animals born that year that have been recorded by you
- 4) Type in the weight, the weigh date and the management code that pertains (management codes for wean and yearling weights can be found on the reference code sheet under forms on the website) to each entry listed
- 5) Once you have entered the information for all on that page hit save at the bottom of the page and go to the next page and continue as needed

If you need to loan a bull – natural breeding agreement

- 1) Go to my account > my Natural Service signatures
- 2) It will list your bulls and at the end it states give
- 3) Give signatures to those you have loaned bulls to (again you need the BBU number of the person you loaned to)

To see your balance and what has been billed:

- 1) Go to my account>my billing
- 2) At the top it will show you a current balance (“-“ in front means you have a credit)
- 3) Below you can see what payments have been made and what has been billed on your account