

Information Sheet

On-Line Sale Entry Via the Flock Book & Registry



You are now able to enter your females into the Society sales via the online flock Book & registry. The instructions on the reverse of this information sheet will help to guide you through the simple process of completing the online form. Once the form is completed for a sale you can print a confirmation receipt for your records. The Society encourages members to look at making their entry for 2014 in this way.

We are working on a similar system for rams. Please keep an eye on the Society website for up to date information on this. In the meantime please continue to send your ram entries with the certificates to the Society Office before the entry closing date.

Breeder Online Sale Entry – Females

1. Log in to the 'Online Flock Book & registry' via the Society website. Use your personal membership number and password to access the page.
2. Left click "Manage Your Flock"
3. You will be asked to confirm your email address, simply type it in and left click "Continue"
4. Left click "Female Sale Entries"
5. In the white box select the sale you are entering, then left click "Input Entries"
6. Simply fill in the online form. Click "Y" or "N" to the first seven questions about health and status (e.g. MVA, Scrapie Monitored etc)
7. In the entry box only complete the age groups for which you are making an entry i.e. if you are not entering older ewes do not put anything in these rows. For those age groups you are entering put a number in the number of pens, number of ewes and flock number of breeder(s) (It is advised that where you give more than one flock number, you put commas between each flock number).

Tip: It will not let you go any further unless you complete all three columns when you start a row.

8. Once you are happy you have completed the information for this sale accurately, tick the declaration box. Now click "Submit"
9. The next screen shows you confirmation of what you have entered. It allows you to print a receipt. It is strongly recommended you left click "Print list of entries" and keep this print out in your records as your receipt.

Tip: Once you leave this page you will not be able to print a receipt.

10. Left click "Return to Manage Your Flock menu" and repeat the process for each sale. You do not have to do all the sales at once you may wish to input the early sales and come back to do later sales at a later date. Please do ensure you do your entry before the closing date. Once the closing date arrives the online system will automatically not be able to accept late entries.

Errors: If you make an error with your entry you must notify the Secretary as soon as possible. Every effort will be made to amend it but it cannot be guaranteed if notified after the entry closing date. Please note once the closing date arrives and the information is sent to the Auctioneers the catalogue will be produced .

If you have a query with this system, please contact
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