

## Online Enrollment – Spring 2010

1. Select **Herdbook Online Services**
2. **Log In** by entering
  - 6-digit member number (zero filled example: 000317)
  - Password
3. Under **Data Entry** select **Online**
4. On the inventory page make sure the year selected is 2010 and the season is Spring
5. Choose **Update 2010 S THE Data** button
  - This will load your preliminary inventory into the spreadsheet with a row for each female
6. Update Inventory
  - If the dam is remaining in your herd, enter appropriate **Enrollment** code in **Primary Code** column
  - If the dam has been removed from your herd, enter a **Removal Code** in the **Primary Code** column. To designate a second reason for removal, you may enter a **Removal Code** in the **Addnl Code** column as well.
  - **TR/SR/N Enrollment Type** – If you are enrolling in **Option A** - Total Registration (**TR**) place **TR** in this column. For **Option B** - Selective Registration (**SR**) place an **SR** in the column. For **Option C** place a **C** in this column. If the cow is being removed from the herd place a (**N**) in the column.
  - **Season** – Since a Spring enrollment is being submitted each cow should have an **S** in the season column. Even if you are moving your dam to the next season she still has a **S** in the season. You indicate a dam to be moved to the next season (Fall 2010) with either an enrollment code of a **2** or a **3** in the primary code column. Once your inventory is submitted the system then moves the dam to your preliminary Fall 2010 inventory.
  - **Remarks** - You may use this column if you wish to have additional remarks on a dam. This column is for member use only, ASA will *not adjust enrollment* based on this column.
  - **Bill Code** - This column is to be used by members to indicate how you would like to be billed for your enrollment. A “**H**” in this column indicates you wish to pay half the enrollment fee at time of submission. The other half of the fees will be billed in the second half of the same year. An “**F**” indicates to pay the full THE fee at the time of submission. If nothing is entered, a “**H**” is assumed.
  - To add cows: (Scroll down to a blank row. If you do not have a blank row, click on your last dam and hit your enter key. This will create a blank row.)
    - Cows on file with ASA\*, enter ASA number in **AnmRegNbr** column
    - Cows not on file with ASA\*, enter tattoo in the **AnmTatt** column, enter birthdate in **BirthDt** and breed(s) in **Brdcds** column.
      - \***Please note:** If your dam has had a calf reported to her or has been enrolled in THE previously, she will have a number in ASA's system. Please enter that number into the **AnmRegNbr** column so that a new dam record does not get created.
7. If there are **Errors** and/or **Warnings**,

- **Errors** (indicated in red at beginning of row) or **Warnings** (indicated in purple at beginning of row)
  - Move cursor to the top of spreadsheet and select tab labeled **Errors** or **Warnings**
    - Screen will display each error or warning
    - Errors must be corrected before submitting data to ASA
    - Warnings may need to be corrected before submitting to ASA
    - *Jobs may be submitted to ASA with warnings, but not errors*
8. Once all cows have been given an enrollment or at least one removal code and there are not any errors, select **Submit Data**
- A new page will display; if there are no errors, a **billing** link will be available
  - Select the **billing** link to display a billing summary. THE is billed at the time of submission, so you will have an invoice amount due if you are enrolling in **Option A or C** (after the first deadline all options (A, B or C) will have a balance due).
  - Select **Continue**
  - A credit card screen will appear.
    - You may complete payment by entering your credit card information and select **Continue to Checkout**. You will then need to select the button **Pay Balance** (Only click once). A screen will then show an invoice that you can print and store in your records.
    - If you would rather mail a check to ASA, select **Submit Pending Payment**. A screen will then show an invoice with the current amount due that you can print and store in your records. Note: enrollments will not be completed until payment is received.
9. To save job and return later, select **Save and Exit**. The job will remain in an incomplete status under your account. ***Please be aware that billing will work off the submission date, not the date the job was initiated.***
10. Submit your inventory by **December 15, 2009** to ensure the lowest possible THE enrollment fees. All rates are listed below.

	<u>Option A (TR)</u>	<u>Option B (SR)</u>	<u>Option C</u>
Before December 15	\$15.00	\$0.00	\$7.50
December 16 – January 15	\$20.00	\$5.00	\$12.50
January 16 – February 15	\$22.00	\$7.00	\$14.50
February 16 – March 15	\$24.00	\$9.00	\$16.50
March 16 – April 15	\$26.00	\$11.00	\$18.50
April 16 – May 15	\$28.00	\$13.00	\$20.50
After May 15	\$35.00	\$35.00	\$35.00

\*\*\*Please double check to make sure your inventory job is complete. If you go to **Data Entry**, select **Online** and on the left hand side choose **Job List**. If your **Inventory Dam 2010 S** job is listed with a button that says **Resume**, it is still at an incomplete status. Select **Resume** and submit your job through completion.

If you need assistance please call or email ASA. Thank you.