

Spring 2020 Online THE Enrollment Instructions

Deadline – December 15, 2019

Spring 2020 cow enrollment is now open. **ALL** females calving between January 1 and June 30, 2020, need to be enrolled by **December 15, 2019**, to take advantage of the lowest enrollment fees.

Instructions for Online THE Enrollment:

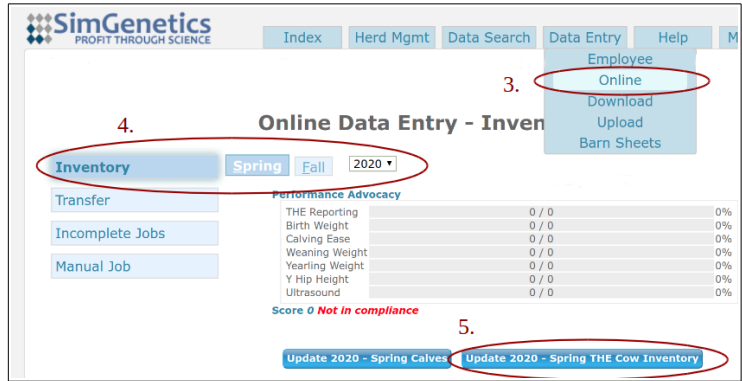
1. Go to www.simmental.org and select **Herdbook**
2. **Log In** by entering
 - ♦ 6-digit member number (zero filled example: 000317)
 - ♦ Password

3. Under **Data Entry** select **Online**

4. Select the **Inventory** tab
 - ♦ Click **Spring**
 - ♦ Make sure year shows **2020**

5. Select **Update 2020 Spring THE Cow Inventory**

6. Update THE inventory. All the required fields are underlined.



(Click on a column header for help)

AnmRegNbr	AnmTatt	PrimaryCode	AddtnlCode	A/B/C/D	Season	AnimalName	BirthDt	BrdCds	EnrollYear	BillCode	Remarks
I		II	III	IV						V	VI
	VII						VII	VII			

I. *Confirm all active cows are listed

- ♦ This should include any cow enrolled in previous year, first time heifers, and purchased cows.

II. *Primary Code - Enter Enrollment/Removal Code for each cow (click on column header for list of codes).

- ♦ Any cow **remaining** in herd should be given an Enrollment Code.
- ♦ Any cow being **removed** from the herd should be given a Removal Code.

III. Additional Code – Optional field for secondary Removal Code (Primary code MUST already have a Removal Code).

IV. *A/B/C/D/N - Enter an enrollment option for each cow (see pricing on reverse).

- ♦ All registered Simmental/SimGenetic cows must be enrolled in the same option.
- ♦ Commercial or foundation cows may be in a different enrollment.
- ♦ Enter “N” for any cow being removed.

V. BillCode – Enter “H” to pay half of the enrollment fee now and the second half will bill later in the year. If left blank, billing will default to full payment at time of submission.

VI. Remarks – Optional field if you wish to add additional remarks on a cow. This column is for member use only. *ASA will not adjust enrollment based on this column.*

VII. To enter a new commercial cow fill in the following:

- ♦ “AnmTattoo” with the cow’s tattoo
- ♦ “BirthDt” with the cow’s birth date
- ♦ “BrdCds” with the cow’s breed composition

The cow will be assigned a permanent ID number to be used for all subsequent enrollments and calf reporting.

7. If there are **Errors** and/or **Warnings**
 - ♦ **Errors** (indicated by red triangle at left side of line)
 - At top of spreadsheet select the **Errors tab**
 - Each error will be listed and **MUST** be resolved before submitting enrollment to ASA
 - ♦ **Warnings** (indicated by a purple triangle at left side of line)
 - At top of spreadsheet select the **Warnings tab**
 - Review each warning listed, correct if needed
 - Job may be submitted without resolving all warnings
8. For herds in Option A, B, or C: once all cows have been given an enrollment or removal code and there are no errors, select **Submit Data**
 - ♦ A new page will display; if there are no errors, select **Proceed to Billing** to display the billing summary. If you are enrolling in Option A or C you will see a balance due. (After December 15, 2019 all options will have a balance due reflecting the \$1.00 non-refundable late fee per animal)
 - ♦ Click **Add Payment**. Enter credit card information. Select **Confirm**.
 - ♦ To complete job you **MUST** click **FINAL SUBMIT**.
 - The **Invoice Status** will change to **Complete**, print and store for your records.
9. **PLEASE NOTE:** for herds enrolling in Option D the job must be submitted by ASA. Please email job number to THE@simmgene.com with a request to submit.
10. To save job and return later, click **Save and Exit**. The job will remain in an incomplete status under your account. ***Please be aware that billing is based on the submission date, not the date it was started. Job must be submitted prior to December 15, 2019 to avoid late fees.***