

Step by Step Guide to using the Grassroots Online Registry

The Grassroots Online Registry gives access to the whole Society pedigree database. It also has a 'Manage my Animals' function to enable you to report births and other changes direct to the Registry.

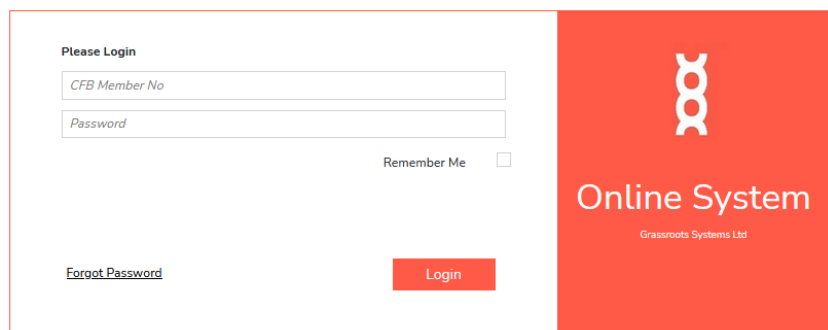
Finding the Grassroots Online Registry for your breed

- There will be a link on your Breeds Society web site or
- Go to the Grassroots website home.grassroots.co.uk
Click on For Farmers / Grassroots Breeds
- Find your breed
- Click on the Grassroots Online link 

Logging In

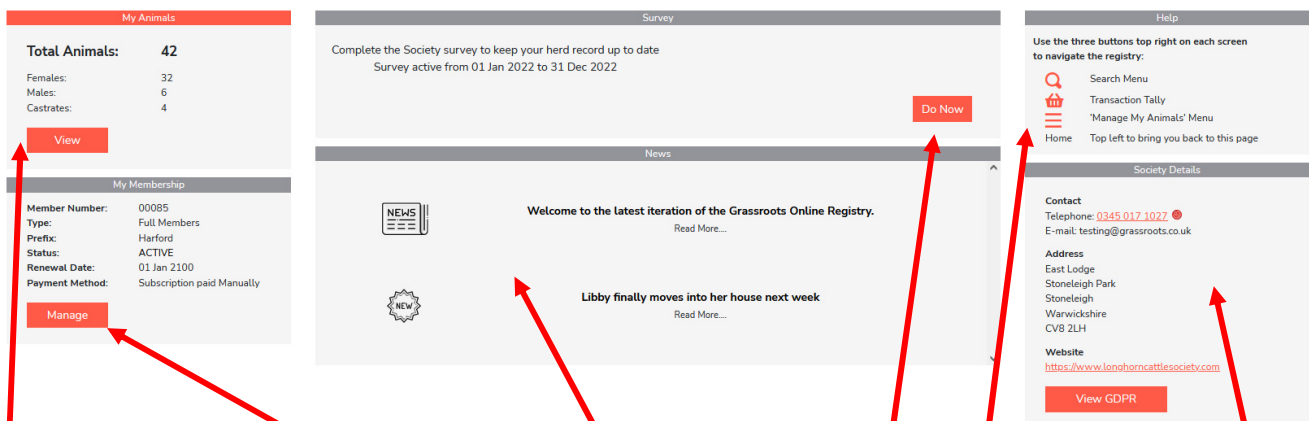
If your Breed Society has 'public access' anyone can log into the site using a 'Guest' log in.

If your breed is 'member only' access, you will log in using your member number or letters and password provided by the Society.



The login page features a white background with a red sidebar on the right containing the Grassroots logo and the text 'Online System' and 'Grassroots Systems Ltd'. The main area is titled 'Please Login' and contains two input fields: 'CFB Member No' and 'Password'. Below the password field is a 'Remember Me' checkbox. A red 'Login' button is at the bottom right. A link for 'Forgot Password' is at the bottom left.

The screen opens on a landing page



The landing page is divided into several sections. On the left, 'My Animals' shows a total of 42 animals (32 Females, 6 Males, 4 Castrates) with a 'View' button. Below it, 'My Membership' shows details for member 00085, including type (Full Members), prefix (Harford), status (ACTIVE), renewal date (01 Jan 2100), and payment method (Subscription paid Manually), with a 'Manage' button. The top right has a 'Survey' section with a 'Do Now' button. The center features a 'News' section with two articles: 'Welcome to the latest iteration of the Grassroots Online Registry.' and 'Libby finally moves into her house next week'. On the far right, a 'Help' sidebar lists navigation options: Search Menu, Transaction Tally, 'Manage My Animals' Menu, and Home. Below this is 'Society Details' with contact information, address, website, and a 'View GDPR' button.

Summary of your own animals

Click on View to access the list

Details of your membership. Click on Manage to change contact details or data protection settings

News from your Breed Society or Grassroots

This panel will appear when your society survey (or census) is Active

Help with navigation

Society Contact Details

There is a clear instruction panel on the left of every page, which can be collapsed or expanded using the arrow buttons	Animal List This is a list of all the animals in your registered ownership Use the filter box (top right) to reduce the list by typing one or more filters. Eg 'male 2018' for males born in 2018 or with 2018 in their ID numbers Click on the column headings to sort the list ^, click again to reverse sort, click a third time to remove the sort Click on an animal to see its details Use the menu icon ☰ (top right) to make changes Use the magnifying glass 🔍 (top right) to search the whole database Use the ⏪ to collapse this help panel																																																																																																														
Click on the 'View' button on the landing page to see the list of animals in your ownership The list is initially displayed in date of birth order (youngest at the top)	Showing 42 of 42 records Type text to filter <table><tr><th>Reg. No</th><th>Animal Name</th><th>Tag No</th><th>Tattoo</th><th>Gender</th><th>Owner</th><th>Breeder</th><th>Status</th><th>Reg. Status</th><th>DoB</th></tr><tr><td>XB80132</td><td>Harford Steer</td><td>UK321099/600303</td><td></td><td>Castrate</td><td>00085</td><td>00085</td><td>Alive</td><td>Notified</td><td>29 May 2021</td></tr><tr><td>XB80131</td><td>Harford Steer</td><td>UK321099/500302</td><td></td><td>Castrate</td><td>00085</td><td>00085</td><td>Alive</td><td>Notified</td><td>18 May 2021</td></tr><tr><td>XB80130</td><td>Harford Steer</td><td>UK321099/400301</td><td></td><td>Castrate</td><td>00085</td><td>00085</td><td>Alive</td><td>Notified</td><td>15 May 2021</td></tr><tr><td>37196/V00085</td><td>Harford Vita</td><td>UK321099/300300</td><td></td><td>Female</td><td>00085</td><td>00085</td><td>Alive</td><td>Registered</td><td>12 May 2021</td></tr><tr><td>37195/V00085</td><td>Harford Venetia</td><td>UK321099/200299</td><td></td><td>Female</td><td>00085</td><td>00085</td><td>Alive</td><td>Registered</td><td>09 May 2021</td></tr><tr><td>XB80129</td><td>Harford Steer</td><td>UK321099/100298</td><td></td><td>Castrate</td><td>00085</td><td>00085</td><td>Alive</td><td>Notified</td><td>06 May 2021</td></tr><tr><td>37194/V00085</td><td>Harford Vanessa</td><td>UK321099/700297</td><td></td><td>Female</td><td>00085</td><td>00085</td><td>Alive</td><td>Registered</td><td>04 May 2021</td></tr><tr><td>37193/V00085</td><td>Harford Vivian</td><td>UK321099/600296</td><td></td><td>Female</td><td>00085</td><td>00085</td><td>Alive</td><td>Registered</td><td>27 Apr 2021</td></tr><tr><td>37192/V00085</td><td>Harford Valentina</td><td>UK321099/500295</td><td></td><td>Female</td><td>00085</td><td>00085</td><td>Alive</td><td>Registered</td><td>24 Apr 2021</td></tr><tr><td>37191/V00085</td><td>Harford Vera</td><td>UK321099/400294</td><td></td><td>Female</td><td>00085</td><td>00085</td><td>Alive</td><td>Registered</td><td>12 Apr 2021</td></tr></table>	Reg. No	Animal Name	Tag No	Tattoo	Gender	Owner	Breeder	Status	Reg. Status	DoB	XB80132	Harford Steer	UK321099/600303		Castrate	00085	00085	Alive	Notified	29 May 2021	XB80131	Harford Steer	UK321099/500302		Castrate	00085	00085	Alive	Notified	18 May 2021	XB80130	Harford Steer	UK321099/400301		Castrate	00085	00085	Alive	Notified	15 May 2021	37196/V00085	Harford Vita	UK321099/300300		Female	00085	00085	Alive	Registered	12 May 2021	37195/V00085	Harford Venetia	UK321099/200299		Female	00085	00085	Alive	Registered	09 May 2021	XB80129	Harford Steer	UK321099/100298		Castrate	00085	00085	Alive	Notified	06 May 2021	37194/V00085	Harford Vanessa	UK321099/700297		Female	00085	00085	Alive	Registered	04 May 2021	37193/V00085	Harford Vivian	UK321099/600296		Female	00085	00085	Alive	Registered	27 Apr 2021	37192/V00085	Harford Valentina	UK321099/500295		Female	00085	00085	Alive	Registered	24 Apr 2021	37191/V00085	Harford Vera	UK321099/400294		Female	00085	00085	Alive	Registered	12 Apr 2021
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Click on an animal in the grid to see its full details Click on : - Pedigree - Offspring - Show Results - Images (these can only be uploaded from within the Grassroots Mobile App)	Grove Park Eddie - N15710 - (UK0333251/01046) - Male Information Pedigree Offspring Show Results Also Images Registration Number: N15710 ID Tag No: UK0333251/01046 Temp Tag: Status: Alive Registration Type: Registered Sire: N13708 - Boxmoor UK0241228/01395 Dam: N13684 - Grove Park UK0333251/00438 Date of Birth: 10 Mar 2020 Number Born: 2 Volume Number: 48 Conception Type: Natural Service Breeder: 04996 - Mark Golsinsky Owner: 00013 - Henson & Andrews Limited Owner Details: Henson & Andrews Limited Cotswold Farm Park Bemborough Farm Gutting Power Cheltenham Gloucestershire Attn: Farm Manager GL54 5FN Tel No: 014511 850 307 Mobile: 07912 247238 E-mail: testing@grassroots.co.uk Prefix: Bemborough																																																																																																														

To search the whole database

Click on the magnifying glass



and select **Animal Search**

The more things you search on the fewer animals you will find.

The filter and search functions described above will work on the new list you have created it.

To search for people

Click on the magnifying glass



and select **Member Search**

Filter by region and by health or production scheme if your breed runs one. Type part of the name, prefix, or address into the search box.

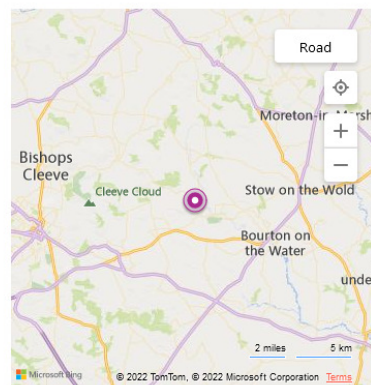
The more things you search on the fewer people you will find.

Click on a person in the list to see the details they have given permission to be displayed, with a map of their location.

Use the plus and minus sign to zoom in and out on the map.

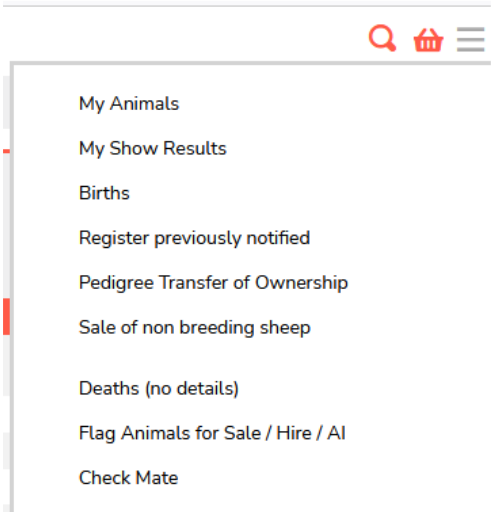
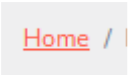
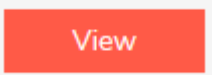
Contact Card

Name: Henson & Andrews Limited
Prefix: Bemborough
Member No: 00013
Address: Cotswold Farm Park
Bemborough Farm
Guiting Power
Cheltenham
Gloucestershire Attn- Farm Manager
Postcode: GL54 5FN
Region: South West
Telephone 1: (01451) 850 307
Telephone 2: 07917 247238
Email: testing@grassroots.co.uk
Website:



Close

Manage My Animals

Click on the Menu (Top Right)	
Select the correct menu option from the list offered by your breed. Some breeds offer all the Grassroots options available, some use a more restricted list. Some breeds offer the full list including : • Show and / or Sale entries • Apply for DNA test	
All the Manage my Animal screens have a Grassroots instructions panel on the left which may also have breed specific instructions in red. Click on the button, bottom right of each screen to go to the confirmation screen where you can remove transactions if you have made a mistake.	
To get back to your own animal list	Click on the menu  and then 'My Animals' OR Click on , and then 

Manage My Animals

Report Deaths

Deaths – you may be offered a screen with a simple list to tick, or a more detailed screen with the option to select the reason for death and type notes.

See the instruction panel on the left of the screen.

Click on Next bottom right

Stage 1 of 2 - Select Animals

Date of Death: 18 May 2022

Showing 48 of 48 records

Type text to filter

Select	Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*
☒	N15489	Bemborough	UK0321479/09551		Registered	Female	02 Apr 2019
☒	N15491	Bemborough	UK0321479/09654		Registered	Female	12 Apr 2019
☐	N15493	Bemborough	UK0321479/09597		Registered	Female	12 Apr 2019
☐	N15494	Bemborough	UK0321479/09656		Registered	Female	13 Apr 2019
☐	N15495	Bemborough	UK0321479/09782		Registered	Female	20 Apr 2019

Check the confirmation list. Click submit bottom right

This information will be passed to the registry for processing.

Stage 2 of 2 - Confirm and Submit

Date of Death: 18 May 2022

Showing 2 of 2 records

Type text to filter

Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	
N15489	Bemborough	UK0321479/09551		Registered	Female	02 Apr 2019	Remove
N15491	Bemborough	UK0321479/09654		Registered	Female	12 Apr 2019	Remove

'Flag For Sale'

The list will be displayed with the animals you have already flagged as available for sale or hire. Use the column sort, or the 'search this list' to reduce the list.

Use the buttons to add animals you wish to appear as available for sale in the Online Registry.

Stage 1 of 2 - Select Animals

Showing 24 of 24 records

Type text to filter

Sale	Hire	AI	Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*
☐			N15489	Bemborough	UK0321479/09551		Registered	Female	02 Apr 2019
☐			N15491	Bemborough	UK0321479/09654		Registered	Female	12 Apr 2019
☐			N15493	Bemborough	UK0321479/09597		Registered	Female	12 Apr 2019
☐			N15494	Bemborough	UK0321479/09656		Registered	Female	13 Apr 2019
☒			N15495	Bemborough	UK0321479/09782		Registered	Female	20 Apr 2019
☐	☒	☐	N15710	Grove Park Eddie	UK0333251/01046		Registered	Male	10 Mar 2020
☐			N15925	Bemborough	UK0321479/10984		Registered	Female	24 Mar 2020

Check the list
Use 'Remove' to remove animals from the list.
Click submit

This information will appear in the 'For sale / Hire / AI' List' under the search magnifying glass.

Stage 2 of 2 - Confirm and Submit

Showing 2 of 2 records

Type text to filter

Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	Status	
N15495	Bemborough	UK0321479/09782		Registered	Female	20 Apr 2019	For Sale	Remove
N15710	Grove Park Eddie	UK0333251/01046		Registered	Male	10 Mar 2020	For Hire	Remove

Transfer of Ownership

Transfers – you may be offered up to three transfer options with different fees often used for : pedigree, commercial or export transfers

Enter the date sold

Use the column sort, or the 'filter' to reduce the list.

Tick the animals you have sold to a single person.

Click 'Next'.

Stage 1 of 3 - Select Date and Animals for Transfer

Date Sold:

18 May 2022

Showing 24 of 24 records

Type text to filter

Select	Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB^	Fee
☐	N13501	Bemborough	UK0321479/06377		Registered	Female	17 Mar 2016	£0.00
☒	N13503	Bemborough	UK0321479/06371		Registered	Female	19 Mar 2016	£0.00
☒	N14119	Bemborough	UK0321479/07598		Registered	Female	18 Apr 2017	£0.00
☐	N15482	Bemborough	UK0321479/09579		Registered	Female	01 Apr 2019	£0.00
☐	N15485	Bemborough	UK0321479/09576		Registered	Female	02 Apr 2019	£0.00

Check the list

Click on one of the buttons to get or add the details of the new owner

Stage 2 of 3 - New Owner Details

Search Members

Add Manually

I do not know the Buyer

Showing 2 of 2 records

Type text to filter

Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	Fee	
N13503	Bemborough	UK0321479/06371		Registered	Female	19 Mar 2016	£0.00	Remove
N14119	Bemborough	UK0321479/07598		Registered	Female	18 Apr 2017	£0.00	Remove

Search Members

Will search the Breed Society database for the correct person

Click on them to confirm them as the new owner

Stage 2 of 3 - New Owner Details

nsor						
16 records found						
Member No	Name	Prefix	Telephone	Email	Region	Health Scheme
00013	Henson & Andrews Limited	Bemborough	(01451) 850 307 07917 247238	testing@grassroots.co.uk	South West	
01192	Mr P & Mrs S C Tomlinson	Conachair	*****	*****	Scotland	
01924	Madders & Johnson	Blackheath	*****	*****	West Midlands	
02827	Miss H A Hanson	Sheldon	*****	*****	South West Peninsula	

Add Manually

Will allow you to type in the details

Stage 2 of 3 - New Owner Details

Name	Title	First Name	Last Name*
Address	Address Line 1		
	Address Line 2		
	Address Line 3		
	Address Line 4		
	Address Line 5		
Postcode	Postcode	Lookup	
Telephone	Telephone Number		
E-mail	E-mail Address		

I do not know the Buyer

Check the details and click in submit – bottom right

This information will be passed to the registry for processing.

Stage 3 of 3 - Confirm and Submit

Date Sold: 18 May 2022

New Owner: Chris Wilkinson, *****, *****, *****, *****, *****, *****

Showing 2 of 2 records

Type text to filter

Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	Fee	
N13503	Bemborough	UK0321479/06371		Registered	Female	19 Mar 2016	£0.00	Remove
N14119	Bemborough	UK0321479/07598		Registered	Female	18 Apr 2017	£0.00	Remove

Register Previously Notified, Castration, Apply for DNA test

All these screens work in the same way. You are offered a list of the relevant animals in your ownership .

Use the column sort, or the ‘filter’ to reduce the list.

Tick the animals

Click Submit.

This information will be passed to the registry for processing.

Select

Reg. No

Animal Name

ID Tag No

Temp Tag

Reg. Status

Gender

DoB*

Fee

☐

N13501

Bemborough

UK0321479/06377

Registered

Female

17 Mar 2016

£0.00

☒

N13503

Bemborough

UK0321479/06371

Registered

Female

19 Mar 2016

£0.00

☒

N14119

Bemborough

UK0321479/07598

Registered

Female

18 Apr 2017

£0.00

☐

N15482

Bemborough

UK0321479/09579

Registered

Female

01 Apr 2019

£0.00

☐

N15485

Bemborough

UK0321479/09576

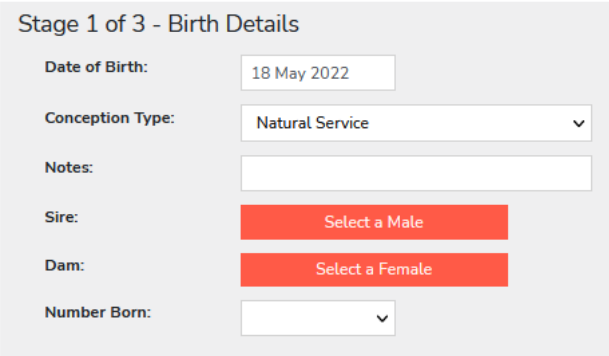
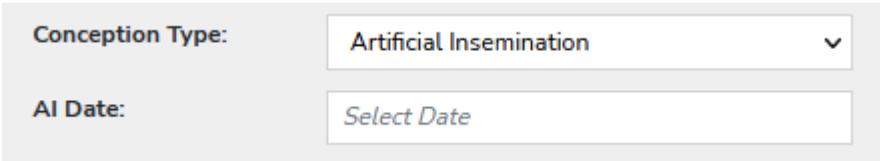
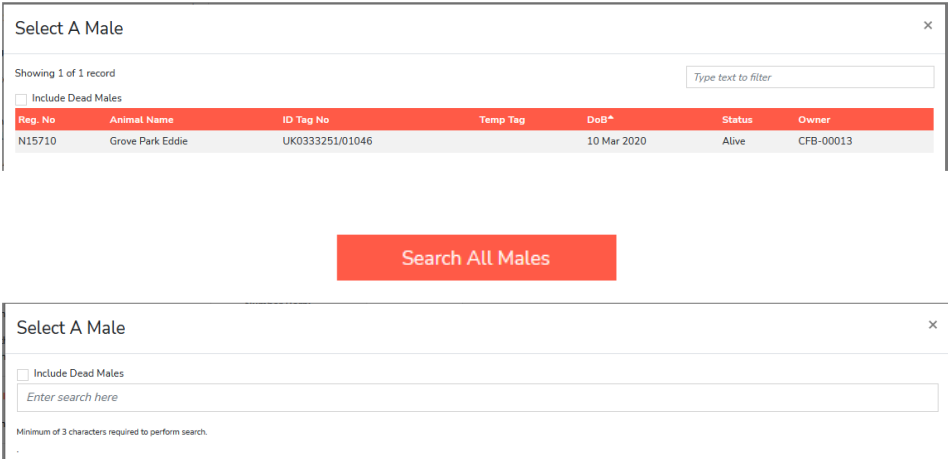
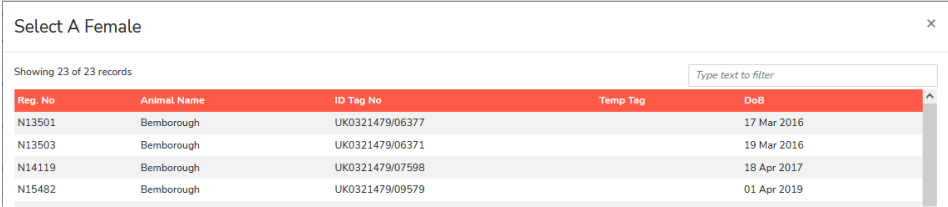
Registered

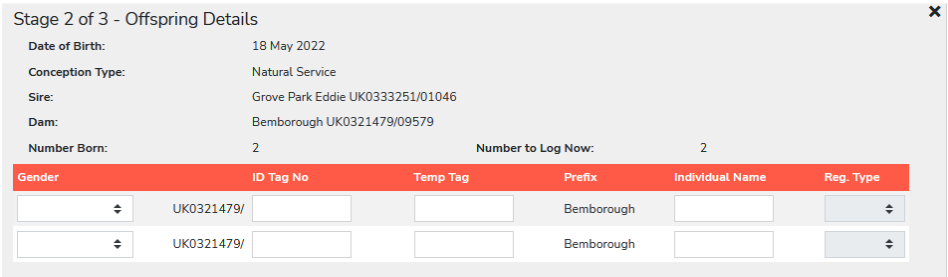
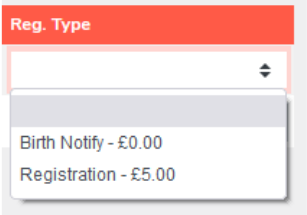
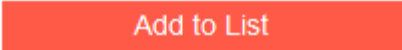
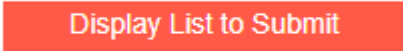
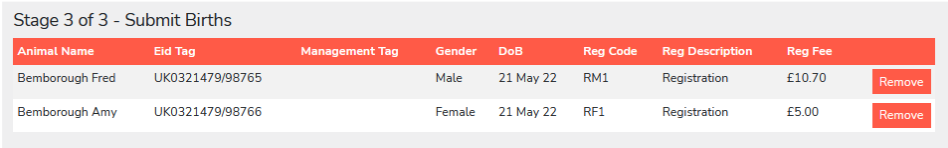
Female

02 Apr 2019

£0.00

Report Births

Click on the menu top right Select Births Some breeds have different or additional questions but the principal is the same for all of them. Select or type in the date of birth	
Conception Type The system defaults to Natural Service. Provide the date for Artificial insemination or Embryo transfer and the recipient details for Embryo Transfer.	
Sire Click the 'Select a Male' for a list of fully registered males, alive and in your registered ownership. Click on the correct one OR Click on All Males To search the whole database for the correct sire.	
Dam Click in My Females for a list of fully registered alive females in your registered ownership – click on the correct one Some breeds allow members to register females which have not been transfer into their ownership. In this case there will be an additional 'Search all females' button.	
Type in the number born And how many you wish to log now Click on Next (bottom right)	 The number you log cannot be more than the number born but it can be less. In this example you may have 2 born and only want to log one now

The top of the screen shows you the information you have already keyed in. At the bottom is space to fill in the details for the offspring you wish to log today The boxes to fill in, will vary between species and breeds	 The system knows the first part of your tag number and prefix. Simply type in the individual number and name, if your breed uses names
Finally, the system will offer the application types and fees available for each animal, dependent upon its gender, age, the date and your Society rules.	
Click on Add to list (bottom right)	
The system will take you back to the birth screen ready to log the next 'litter' A new 'Display List to Submit' Button will be displayed.	
Check the final list, removing any not required. Tick the Society declaration and click on Submit Your application will be submitted to your breed Society for processing.	

Shopping Basket / Transaction Tally

The shopping basket is a tally of transactions submitted. It is not linked to your Society accounts. and It does not affect the transactions submitted. If there are items listed which have already been paid, tick the 'paid' option	Showing 4 of 4 records Type text to filter <table><thead><tr><th>Date</th><th>Qty</th><th>Description</th><th>Cost Each</th><th>Total</th><th>Pay Now</th><th>Paid</th></tr></thead><tbody><tr><td>16 May 2022</td><td>1</td><td>Renew Membership</td><td>£ 105.00</td><td>£ 105.00</td><td>☒</td><td>☐</td></tr><tr><td>15 May 2022</td><td>1</td><td>Birth - Registration</td><td>£ 60.00</td><td>£ 60.00</td><td>☒</td><td>☐</td></tr><tr><td>15 May 2022</td><td>1</td><td>Birth - Registration</td><td>£ 24.00</td><td>£ 24.00</td><td>☒</td><td>☐</td></tr><tr><td>13 May 2022</td><td>1</td><td>Transfer - As breeding male - UKBAS37065</td><td>£ 21.60</td><td>£ 21.60</td><td>☒</td><td>☐</td></tr></tbody></table>	Date	Qty	Description	Cost Each	Total	Pay Now	Paid	16 May 2022	1	Renew Membership	£ 105.00	£ 105.00	☒	☐	15 May 2022	1	Birth - Registration	£ 60.00	£ 60.00	☒	☐	15 May 2022	1	Birth - Registration	£ 24.00	£ 24.00	☒	☐	13 May 2022	1	Transfer - As breeding male - UKBAS37065	£ 21.60	£ 21.60	☒	☐
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The tally will total the items to be paid now. The payment options are those offered by your breed.	Amount £ 210.60 Please choose payment method. PayPal Cheque Bacs																																			

We very much hope you find the Grassroots Online Registry helpful and easy to use.

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