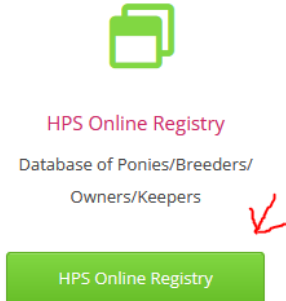


Step by Step Guide to using the Grassroots Online Registry

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 deaths, ponies for sale and stallions available for AI.

Finding the Grassroots Online Registry:

- There is a link on the home page of the HPS website:



Logging In

Simply log in using your Member Number and password. If you would like a reminder of these, please email the Society at info@highlandponysociety.com

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

The screen opens on a landing page

The 'My Animals' panel shows 'Total Animals: 42' with a breakdown: Females: 32, Males: 6, Castrates: 4. A red 'View' button is at the bottom.

The 'Survey' panel prompts the user to 'Complete the Society survey to keep your herd record up to date' and shows the survey is active from 01 Jan 2022 to 31 Dec 2022. A red 'Do Now' button is on the right.

The 'Help' panel lists navigation options: Search Menu, Transaction Tally, 'Manage My Animals' Menu, Home, and Top left to bring you back to this page. A red arrow points to the 'Home' option.

The 'My Membership' panel shows details like Member Number (00085), Type (Full Members), Prefix (Harford), Status (ACTIVE), Renewal Date (01 Jan 2100), and Payment Method (Subscription paid Manually). A red 'Manage' button is at the bottom.

The 'News' panel has a heading 'Welcome to the latest iteration of the Grassroots Online Registry.' and a news item 'Libby finally moves into her house next week'. A red 'Do Now' button is on the right.

The 'Society Details' panel provides contact information: Telephone (0345 017 1027), E-mail (testing@grassroots.co.uk), Address (East Lodge, Stoneleigh Park, Stoneleigh, Warwickshire, CV8 2LH), and Website (https://www.lanohorncattlesociety.com). A red 'View GDPR' button is at the bottom.

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 a survey (or census) is Active

Help with navigation

HPS 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 **collapse arrow** 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

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	19 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

Top left tells you how many animals in the list

Click on any of the column headings to re-sort the order

Showing 42 of 42 records

Reg. No	Animal Name	Tag No	Tattoo	Gender
XB80132	Harford Steer	UK321099/600303		Castrate
XB80131	Harford Steer	UK321099/500302		Castrate

Type anything into the filter box (top right) to filter this list.

Type text to filter

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	Distance	Offspring	Show Results	See Images
Registration Number: N15710 ID Tag No: UK0333251/01046 Temp Tag:				
Status: Alive Registration Type: Registered		Sire: N13708 - Bembour 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 Golinsky Owner: 00013 - Henson & Andrews Limited		
Owner Details: Henson & Andrews Limited Cotswold Farm Park Bemborough Farm Gilling Power Cheltenham Gloucestershire Attn: Farm Manager GL54 5FN		Tel No: (01451) 850 307 Mobile: 07917 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.

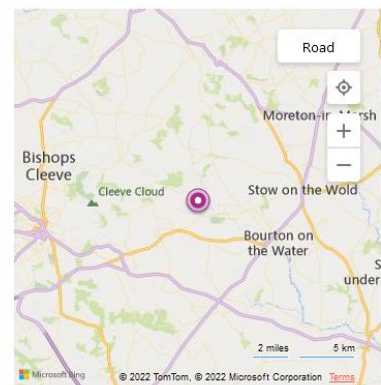
The more things you search on the fewer people you will find.

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.




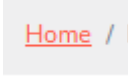
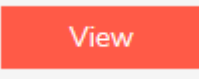
Contact Card

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](tel:01451850307)
Telephone 2: [07917 247238](tel:07917247238)
Email: testing@grassroots.co.uk
Website:

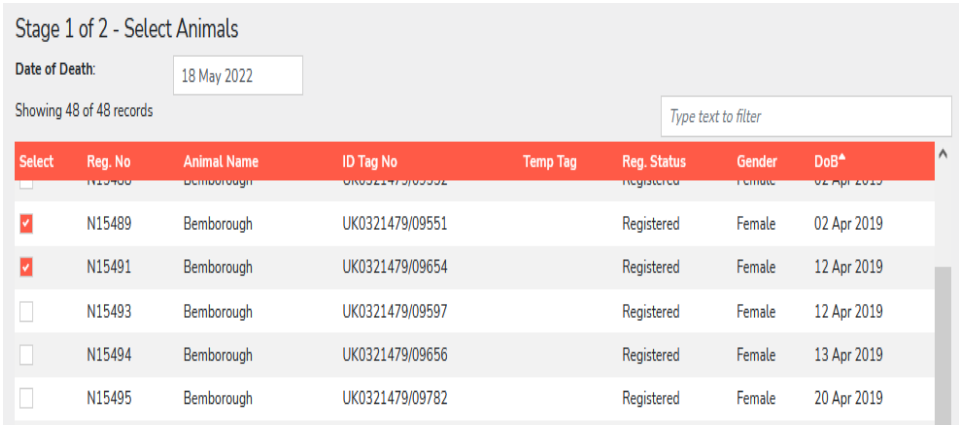


Close

Manage My Animals

<p>Click on the Menu (Top Right)</p>	
<p>Select the correct menu option from the list.</p>	
<p>All the Manage my Animal screens have a Grassroots instructions panel on the left.</p> <p>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.</p>	
<p>To get back to your own animal list</p>	<p>Click on the menu  and then 'My Animals'</p> <p>OR</p> <p>Click on , and then </p>

Manage My Animals

<p>Report Deaths</p> <p>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.</p> <p>See the instruction panel on the left of the screen.</p> <p>Click on Next bottom right</p>	 <table border="1"> <thead> <tr> <th>Select</th> <th>Reg. No</th> <th>Animal Name</th> <th>ID Tag No</th> <th>Temp Tag</th> <th>Reg. Status</th> <th>Gender</th> <th>DoB*</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>N15489</td> <td>Bemborough</td> <td>UK0321479/09551</td> <td></td> <td>Registered</td> <td>Female</td> <td>02 Apr 2019</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>N15491</td> <td>Bemborough</td> <td>UK0321479/09654</td> <td></td> <td>Registered</td> <td>Female</td> <td>12 Apr 2019</td> </tr> <tr> <td><input type="checkbox"/></td> <td>N15493</td> <td>Bemborough</td> <td>UK0321479/09597</td> <td></td> <td>Registered</td> <td>Female</td> <td>12 Apr 2019</td> </tr> <tr> <td><input type="checkbox"/></td> <td>N15494</td> <td>Bemborough</td> <td>UK0321479/09656</td> <td></td> <td>Registered</td> <td>Female</td> <td>13 Apr 2019</td> </tr> <tr> <td><input type="checkbox"/></td> <td>N15495</td> <td>Bemborough</td> <td>UK0321479/09782</td> <td></td> <td>Registered</td> <td>Female</td> <td>20 Apr 2019</td> </tr> </tbody> </table>	Select	Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	<input checked="" type="checkbox"/>	N15489	Bemborough	UK0321479/09551		Registered	Female	02 Apr 2019	<input checked="" type="checkbox"/>	N15491	Bemborough	UK0321479/09654		Registered	Female	12 Apr 2019	<input type="checkbox"/>	N15493	Bemborough	UK0321479/09597		Registered	Female	12 Apr 2019	<input type="checkbox"/>	N15494	Bemborough	UK0321479/09656		Registered	Female	13 Apr 2019	<input type="checkbox"/>	N15495	Bemborough	UK0321479/09782		Registered	Female	20 Apr 2019
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<input type="checkbox"/>	N15494	Bemborough	UK0321479/09656		Registered	Female	13 Apr 2019																																										
<input type="checkbox"/>	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.

Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	Remove
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.

Sale	Hire	AI	Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*
<input type="checkbox"/>			N15489	Bemborough	UK0321479/09551		Registered	Female	02 Apr 2019
<input type="checkbox"/>			N15491	Bemborough	UK0321479/09654		Registered	Female	12 Apr 2019
<input type="checkbox"/>			N15493	Bemborough	UK0321479/09597		Registered	Female	12 Apr 2019
<input type="checkbox"/>			N15494	Bemborough	UK0321479/09656		Registered	Female	13 Apr 2019
<input checked="" type="checkbox"/>			N15495	Bemborough	UK0321479/09782		Registered	Female	20 Apr 2019
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N15710	Grove Park Eddie	UK0333251/01046		Registered	Male	10 Mar 2020
<input type="checkbox"/>			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.

Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	Status	Remove
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

Register Castrations

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 relevant animals.

Click Submit.

This information will be passed to the Society for processing.

Select	Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	Fee
<input type="checkbox"/>	N13501	Bemborough	UK0321479/06377		Registered	Female	17 Mar 2016	£0.00
<input checked="" type="checkbox"/>	N13503	Bemborough	UK0321479/06371		Registered	Female	19 Mar 2016	£0.00
<input checked="" type="checkbox"/>	N14119	Bemborough	UK0321479/07598		Registered	Female	18 Apr 2017	£0.00
<input type="checkbox"/>	N15482	Bemborough	UK0321479/09579		Registered	Female	01 Apr 2019	£0.00
<input type="checkbox"/>	N15485	Bemborough	UK0321479/09576		Registered	Female	02 Apr 2019	£0.00