

# Online Enrollment – Fall 2019

## Quick Instructions

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” tab make sure the year selected is **2019** and the season is **FALL**
5. Choose **Update 2019 – Fall THE Cow Inventory** button
  - This will load your preliminary inventory into the spreadsheet with a row for each female
6. At the top right hand corner, select **Options, Auto Fill**
7. Under Column 1 select **THE-A/B/C/N** and in the blank box to the right fill in the Option you are enrolling in, for example **A**
8. Under Column 2 select **THE-Bill Code** and in the blank box to the right fill in either an **H** for half of the fees or an **F** to pay the full amount now
9. Select **Auto Fill**
10. Now go down your inventory and for the dams being removed place a **removal code** in the **primary code** column and change the **A/B/C/N** column to an **N**
11. For dams being **enrolled**, enter in an enrollment code in the **primary code** column or leave blank if no special code is needed
12. Add any additional females at the bottom of the job on a blank row by their ASA registration numbers. If a blank row is not available, click the cursor in to the last row and hit your enter key a few times to create blank rows
13. Please see numbers 15-16 below for instructions on how to submit your job through completion

## Detailed Instructions (use 1-5 listed above)

14. Update Inventory
  - If the dam is remaining in your herd, enter appropriate **Enrollment** code in **Primary Code** column or leave blank if no special code is needed
  - 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 (optional), you may enter a **Removal Code** in the **Addtl Code** column as well.
  - **A/B/C/N** Enrollment Type – Enter the Enrollment Type – **A** - \$15.00 per dam, registration rate for calf born \$0.00; **B** - Free enrollment per dam, registration rate for calf \$30/\$40/\$50 depending on age, and see EPDs only on calves registered; **C** - \$7.50 per dam, registration rate for calf \$30/\$40/\$50 depending on age and see EPDs on whole calf crop. **D** – flat rate of \$390.00 for herd – see EPDs on heifers only, registration rate for calf \$42/\$52/\$62 depending on age. *For Option D – please email job number to [the@simmgene.com](mailto:the@simmgene.com) and ASA will process for you.* If the cow is being **removed** from the herd place an **N** in the column.
  - **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** - Enter a “**H**” in this column if you wish to pay half the enrollment fee at time of submission. The other half of the fees will be billed in the first

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half of the next year. Enter a “F” if you wish to pay the full THE fee at the time of submission. If nothing is entered, a “F” 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.

15. 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*
16. 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 **Proceed to Billing** link will be available
  - Select the **Proceed to 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, C or D** (after the first deadline - all options (A, B, C or D) will have a balance due).
  - Choose one of the following to complete your job:
    - To complete payment with a credit card select **Add Payment**. Enter in your credit card information and select confirm. You will then need to select the button **Final Submit** (Only click once). A screen will then show an invoice that you can print and store in your records. It should also say **Invoice Status : Complete**.
    - To mail a check to ASA, select **Final Submit**. A screen will then show an invoice with the current amount due that you can print and store in your records.
17. 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.**

**\*\*\*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 **Incomplete Jobs**. If your **Inventory Dam 2019 F** job is listed with a button that says **Resume**, it is at an incomplete status. Select **Resume** and submit your job through completion.

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18. Submit your inventory by **June 15, 2019** to ensure the lowest possible THE enrollment fees. All rates are listed below.

	<b>Option A (TR)</b>	<b>Option B (SR)</b>	<b>Option C</b>
On/Before June 15	\$15.00	FREE	\$7.50
After June 15	\$16.00	\$1.00	\$8.50

\*If you miss the **June 15, 2019** deadline and were enrolled for Fall 2018:

- All of your dams on the preliminary inventory generated by ASA will be enrolled in **Option A** at \$16.00 each.
- Members will have until August 15 - postmark or submit date to make adjustments to their inventory. THE fees will be adjusted if you change to **Option B** or **C** or cull any dams by August 15, 2019.
- There is a \$1.00 late-enrollment fee that will not be refunded.

**Note:** If adjustments *are not made* by August 15, your preliminary inventory will be accepted as is (including enrolled in **Option A**, regardless of previous year's option).

If you need assistance please call (406) 587-4531 and ask for the THE department or email [THE@simmgene.com](mailto:THE@simmgene.com)