


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.

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Finding the Grassroots Online Registry for your breed

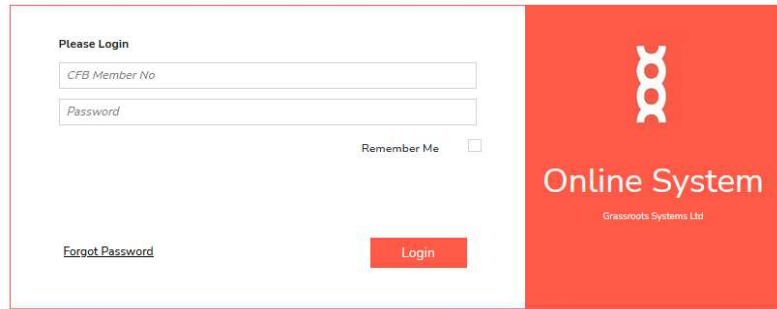
- There will be a link on your Breeds Society web site
or
- Go to the Grassroots website home.grassroots.co.uk
Click on For Farmers / Grassroots Breeds
- Find your breed
- Click on the Grassroots Online link 

Logging in and Overview

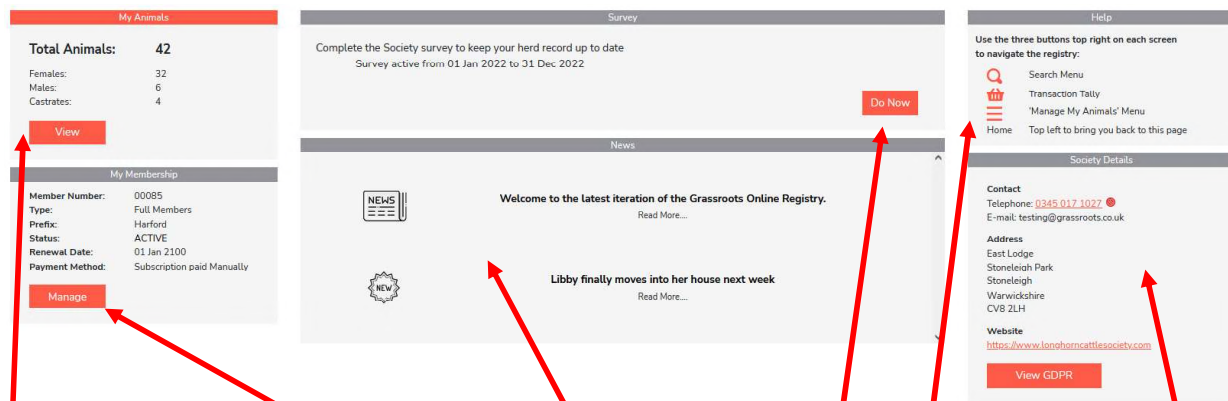
Logging In

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 screen opens on a landing page



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

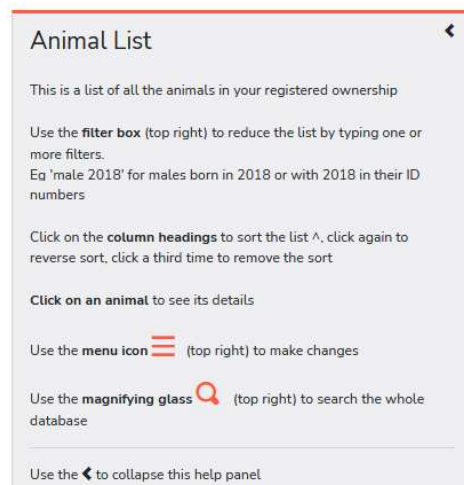
News from your Breed Society or Grassroots

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



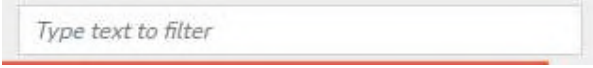
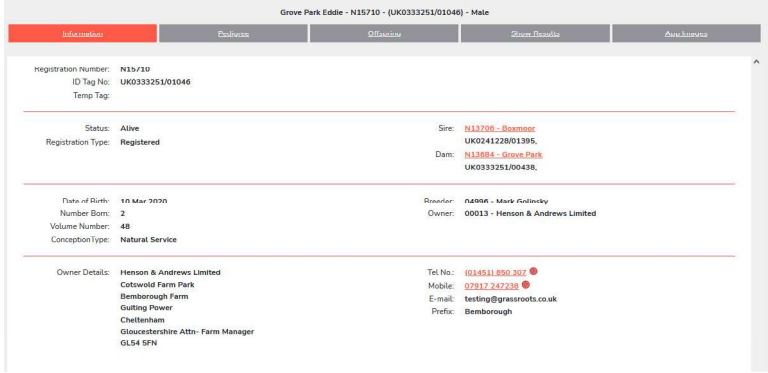
Help with navigation

Society Contact Details

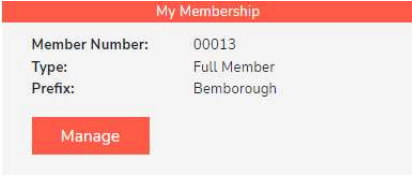
There is a clear instruction panel on the left of every page, which can be collapsed or expanded using the arrow buttons



From the Landing Page – Your Own Animals

<p>Click on the 'View' button on the landing page to see the list of animals in your ownership</p> <p>The list is initially displayed in date of birth order (youngest at the top)</p>	
<p>Top left tells you how many animals in the list</p> <p>Click on any of the column headings to re-sort the order</p>	
<p>Type anything into the filter box (top right) to filter this list.</p>	
<p>Click on an animal in the grid to see its full details</p> <p>Click on :</p> <ul style="list-style-type: none"> • Pedigree • Offspring • Show Results • Images (these can only be uploaded from within the Grassroots Mobile App) not available for equines 	

From the Landing Page – Your Membership

<p>Click on the 'Manage' button in the My Membership box on the landing page to manage your membership records</p>	
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Type in any changes to your address or contact details.

These will be submitted to the Breed Society for processing.

Personal Details

Name	Title	First Name	Henson & Andrews Limited
Address	Cotswold Farm Park		
	Bemborough Farm		
	Guiting Power		
	Cheltenham		
	Gloucestershire Attn- Farm Manager		
Postcode	GL54 5FN	Lookup	
Telephone	(01451) 850 307		
	07917 247238		
E-mail	mike.caunter@cotswoldfarmpark.co.uk; AccountsLedger@Cotswoldfarmpark.co.uk		
Website	Website Address		

Use the data protection options to determine how much of your contact information will be visible to other visitors to the site.

- Include Everything
- Name, Region, Prefix
- Name, Region, Prefix, Address
- Name, Region, Prefix, Address, Email
- Name, Region, Prefix, Telephone, Email
- Name, Region, Prefix, Email
- All but Mobile
- Name, Region, Prefix, Telephone
- Exclude Everything

To search the whole database for Animals

Click on the magnifying glass 

and select **Animal Search**

Type part of the animal name or number into the box at the top
And/or use the filters to create a list.

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

For data security reasons there is a limit on the number of records that can be displayed.

All data is copyright of the Breed Society

To search for animals bred by a person, type their prefix

Search

Enter part of animal name or number

Genders

- Female
- Male
- Castrate

Animal Status

- Alive
- All

Registration Status

- Registered
- Notified
- Listed

Year of Birth

- 2022
- 2021
- 2020
- 2019
- 2018

Phenotypes

- Huacaya
- Suri
- Huacaya Suri Mix

Colours

- White
- Light Fawn
- Mid Fawn
- Dark Fawn
- Beige

To search for animals owned by a person go to People Search

A list will be displayed
Click on an animal in the list to see its details.
When you close that record you will come back to this list with the last animal viewed highlighted.

From an animal's record you can view its pedigree or offspring.

Click on an animal in that pedigree or list to see its details and so on.

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 offered 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.

Click on Animals Owned for a list of animals owned by this person

Sort by column heading, filter, click on an animal to view details as described previously

Owner Details				Animals Owned					
Reg. No	Animal Name	ID Tag No	Temp Tag	Gender	Status	Reg. Status	DoB	Breeder	Owner
N13501	Bemborough	UK0321479/06377		Female	Alive	Registered	17 Mar 2016	CFB-00013	CFB-00013
N13503	Bemborough	UK0321479/06371		Female	Alive	Registered	19 Mar 2016	CFB-00013	CFB-00013
N14119	Bemborough	UK0321479/07598		Female	Alive	Registered	18 Apr 2017	CFB-00013	CFB-00013
N15402	Bemborough	UK0321479/09579		Female	Alive	Registered	01 Apr 2019	CFB-00013	CFB-00013
N15485	Bemborough	UK0321479/09576		Female	Alive	Registered	02 Apr 2019	CFB-00013	CFB-00013
N15486	Bemborough	UK0321479/09553		Female	Alive	Registered	02 Apr 2019	CFB-00013	CFB-00013

To search for Animals For Sale or Hire

Click on the magnifying glass



and select

For Sale, Hire or AI Search

TYPE

Hire 2

Sale 15

GENDER

Male 4

Female 13

BIRTH YEAR

2021 6

2020 5

2019 3

2018 2

2016 1

Filter by Sale / Hire or AI (frozen semen for artificial insemination) Sex or age. Phenotype or colour if you breed records them.

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

Filter the list by typing into the search box.

Click on an animal in the list offered to see details linked to pedigree, offspring etc.

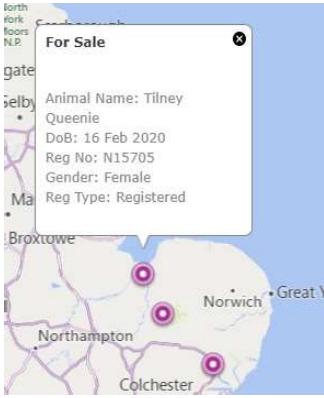

Search

Enter part of name or no Search Clear


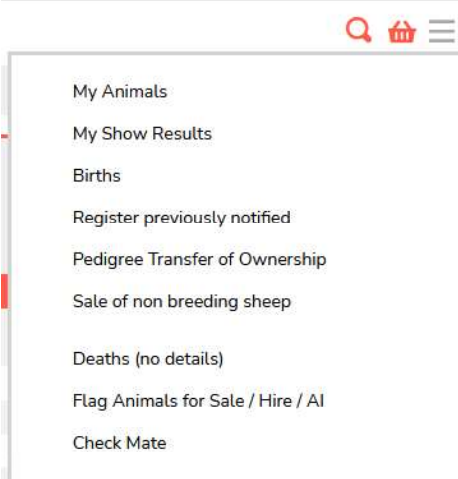
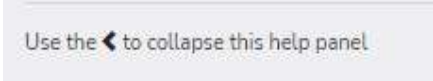
Type	Reg. No	Animal Name	Gender	DoB	Postcode	Region
Hire	N15425	Crispin Morgan	Male	Apr 2019		Eastern Counties
Hire	N13709	Bloomoor	Male	13 Mar 2016	IP6 6LG	Eastern Counties
Sale	N16114	Peacock Deanneys	Female	21 Apr 2021	IP26 4W	Eastern Counties
Sale	N16112	Peacock Dorothy	Female	19 Apr 2021	IP26 4W	Eastern Counties
Sale	N16084	Waatal Linnet	Female	16 Apr 2021	****	Eastern Counties
Sale	N16110	Peacock Delta	Female	10 Apr 2021	IP26 4W	Eastern Counties
Sale	N16099	Peacock Dettiah	Female	10 Apr 2021	IP26 4W	Eastern Counties
Sale	N16093	Wigzell Lily	Female	09 Apr 2021	****	Eastern Counties
Sale	N15007	Peacock Cindy	Female	12 Apr 2020	IP26 4W	Eastern Counties
Sale	N15009	Peacock Claudia	Female	11 Apr 2020	IP26 4W	Eastern Counties
Sale	N15311	Baltar Gardolf	Male	25 Feb 2020	****	Eastern Counties
Sale	N15770	Sandings Nelson	Male	19 Feb 2020	****	Eastern Counties
Sale	N15705	Tiney Queenie	Female	16 Feb 2020	PE34 4RW	Eastern Counties
Sale	N14455	Peacock Becky	Female	07 Apr 2019	IP26 4W	Eastern Counties
Sale	N14456	Peacock Bessie	Female	29 Mar 2019	IP26 4W	Eastern Counties
Sale	N14041	Peacock April	Female	41 Mar 2018	IP26 4W	Eastern Counties
Sale	N14026	Peacock Asia	Female	03 Mar 2018	IP26 4W	Eastern Counties


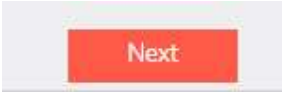


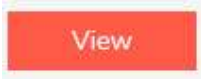
Use the buttons on the right to view the animals in a list, on a map or split between map and list.



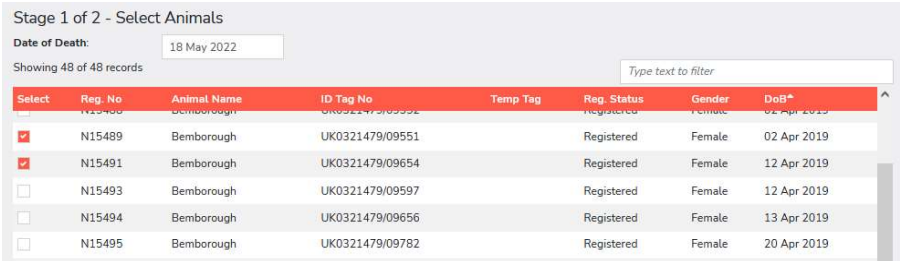

<p>Zoom in on the map to find location</p> <p>Click on a spot on the map for details of the animal or the member number and postcode if there are multiple animals at that location.</p>	
<p>Then go back to the list and filter on that postcode.</p> <p>Click on an animal to see details linked to pedigree, offspring etc.</p>	

Manage My Animals

<p>Click on the Menu (Top Right)</p>	
<p>Select the correct menu option from the list offered by your breed.</p> <p>Some breeds only offer a restricted list Some breeds offer the full list Grassroots options available including :</p> <ul style="list-style-type: none"> • Births • Register Previously Notified • Transfers • Deaths • Flag Animals for Sale • Check Mate • Show and / or Sale entries • Apply for DNA test • Log Matings 	
<p>All the Manage my Animal screens have a Grassroots instructions panel on the left which may also have breed specific instructions in red.</p> <p>This panel can be collapsed or expanded using the arrows.</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.	
To get back to your own animal list	Click on the menu  and then 'My Animals' OR Click on  , and then 

Manage my Animal – Report Deaths

<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>	 <p>Stage 1 of 2 - Select Animals</p> <p>Date of Death: 18 May 2022</p> <p>Showing 48 of 48 records</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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<p>Check the confirmation list. Click submit bottom right</p> <p>This information will be passed to the registry for processing.</p>	 <p>Stage 2 of 2 - Confirm and Submit</p> <p>Date of Death: 18 May 2022</p> <p>Showing 2 of 2 records</p> <table border="1"> <thead> <tr> <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>N15489</td> <td>Bemborough</td> <td>UK0321479/09551</td> <td></td> <td>Registered</td> <td>Female</td> <td>02 Apr 2019</td> <td>Remove</td> </tr> <tr> <td>N15491</td> <td>Bemborough</td> <td>UK0321479/09654</td> <td></td> <td>Registered</td> <td>Female</td> <td>12 Apr 2019</td> <td>Remove</td> </tr> </tbody> </table>	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																									
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