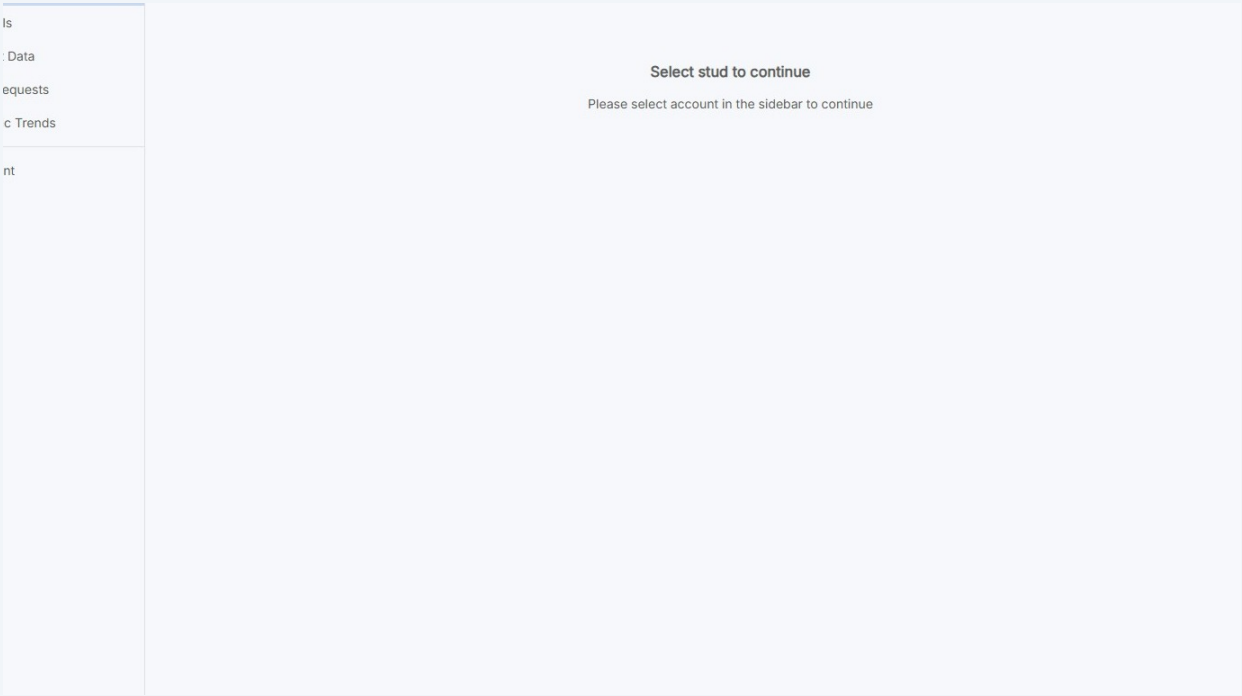
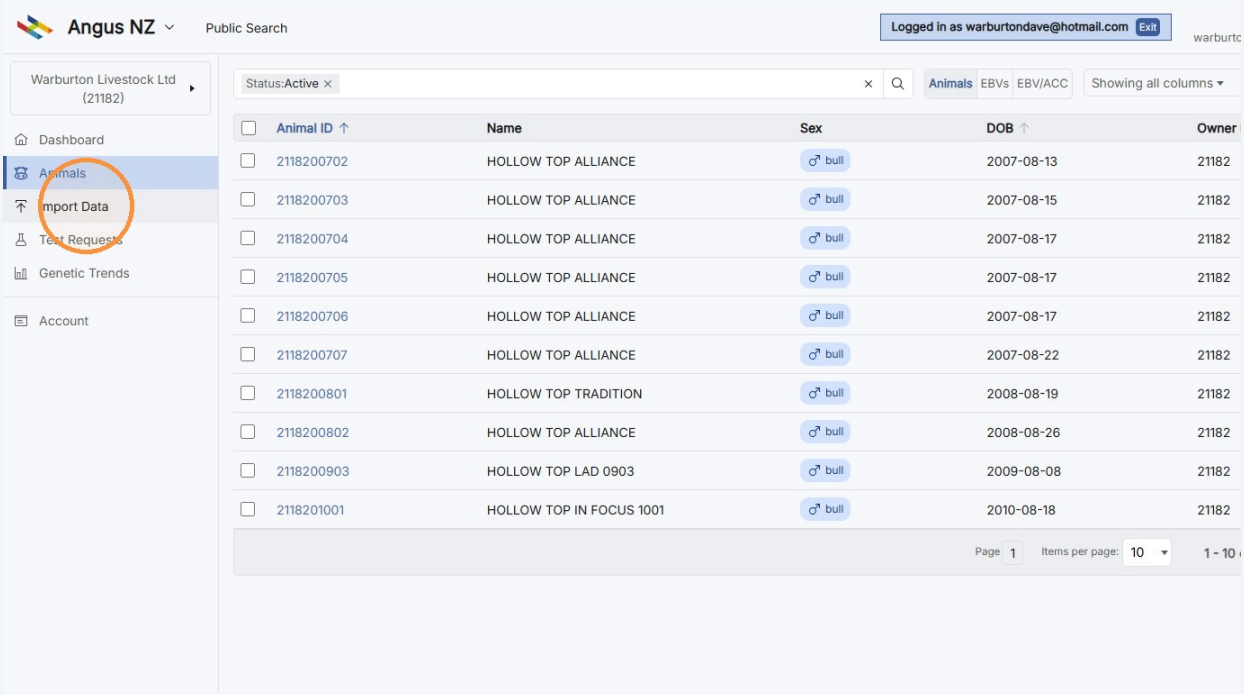
How To Complete Your Calf Registrations

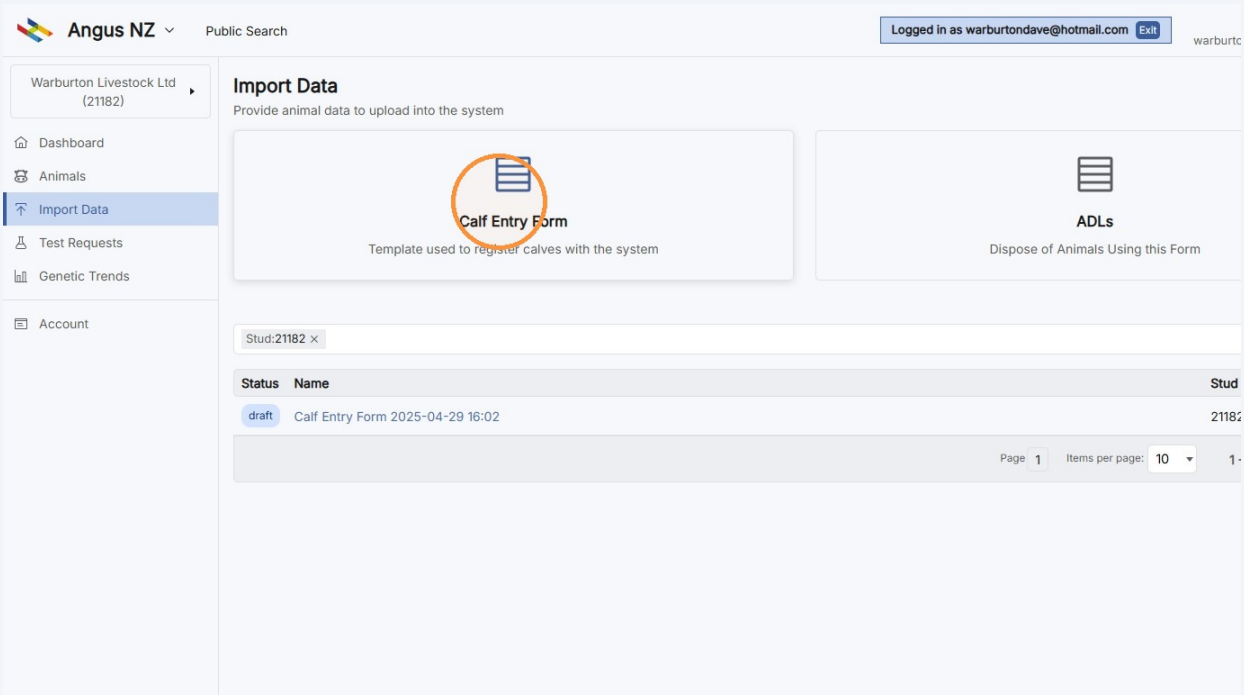
1 Log into your Helical Account



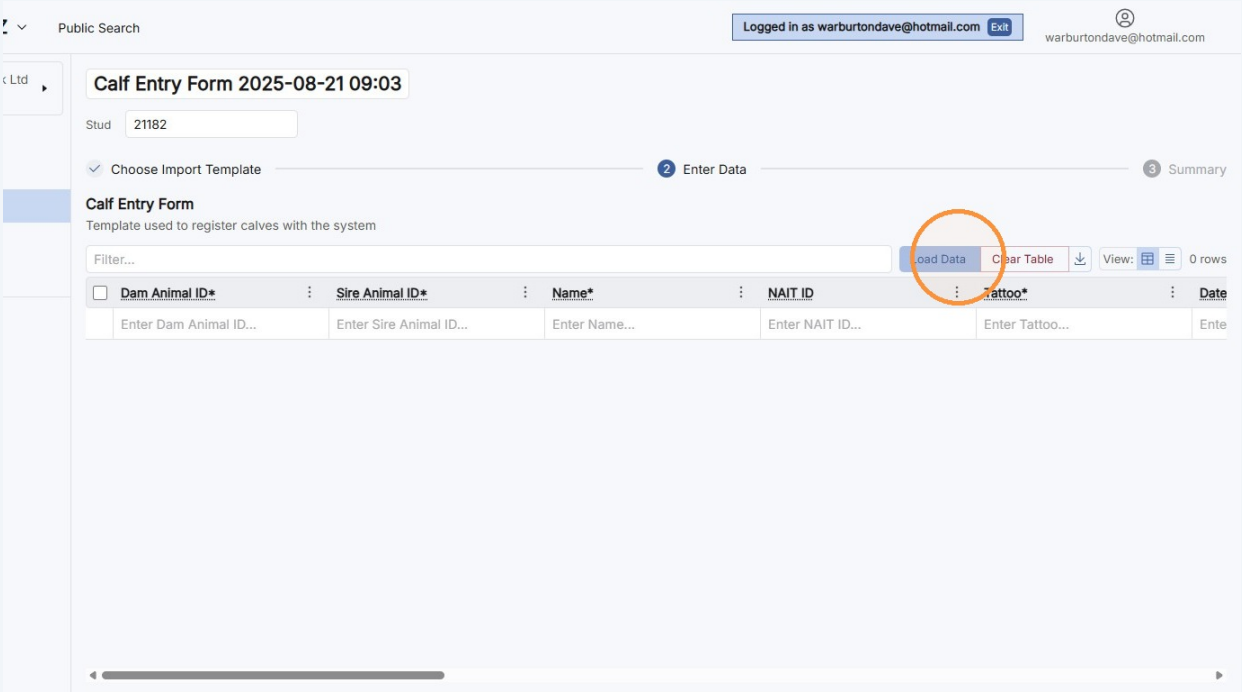
2 Click "Import Data"



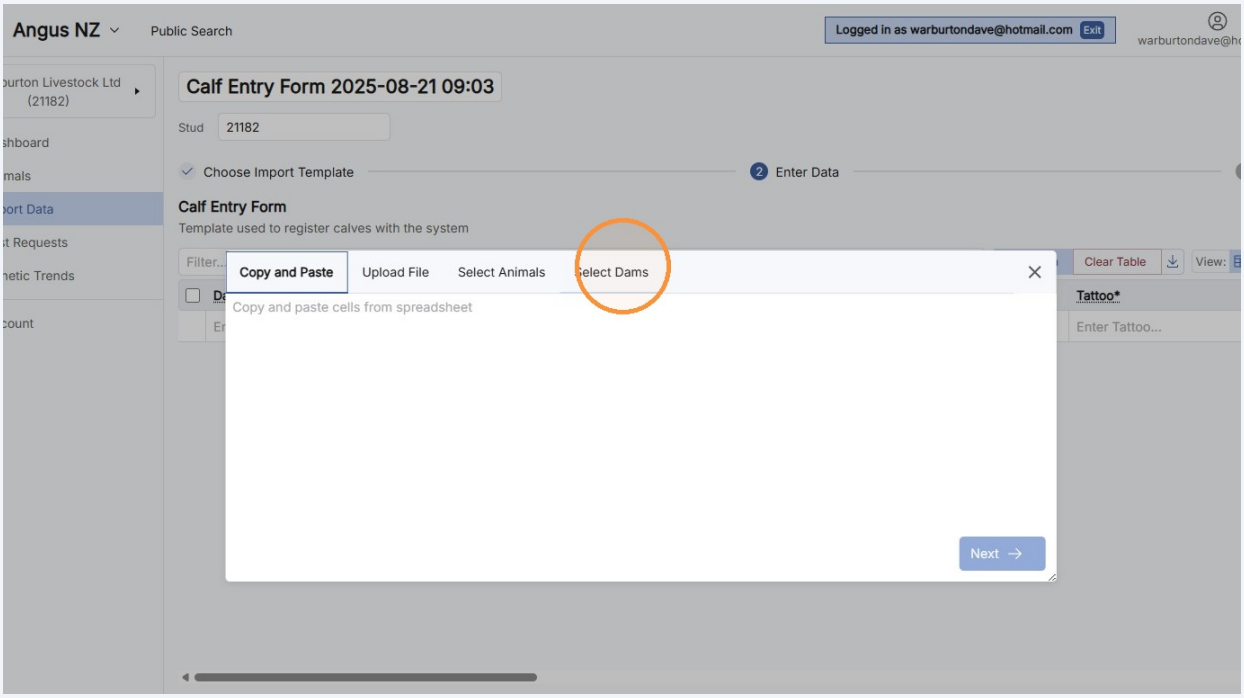
3 Click "Calf Entry Form"



4 Click "Load Data"

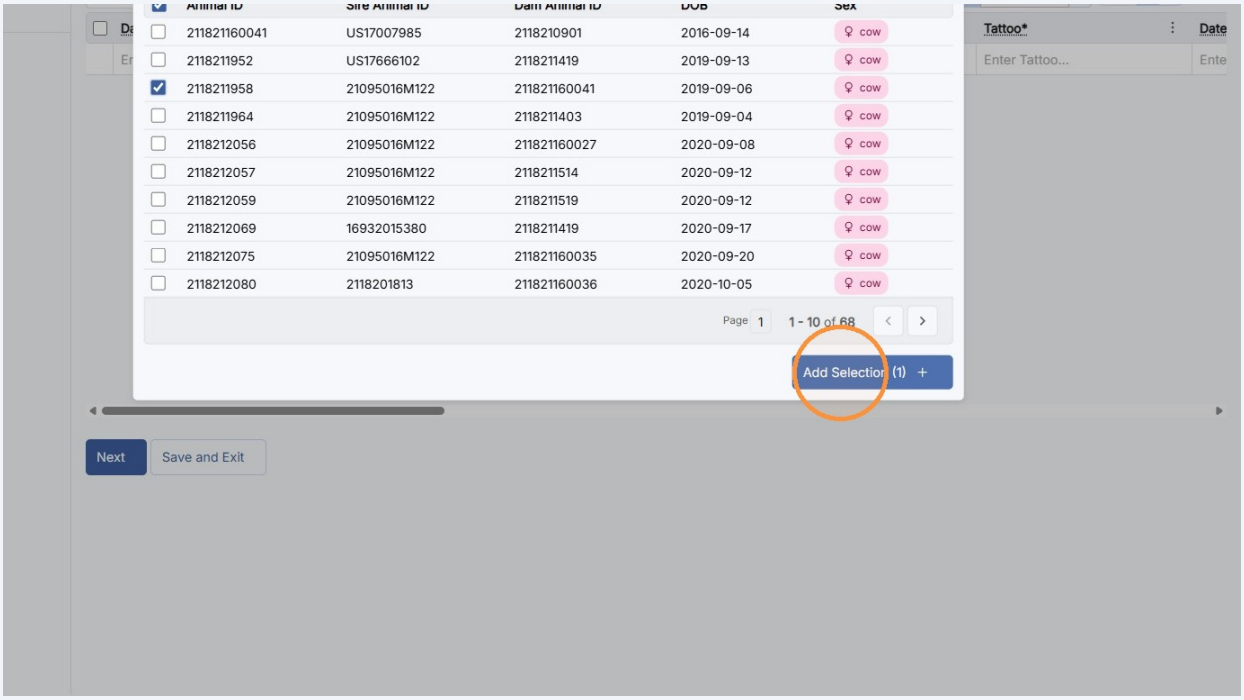


5 To select the dams you wish to register calves by, Click "Select Dams"



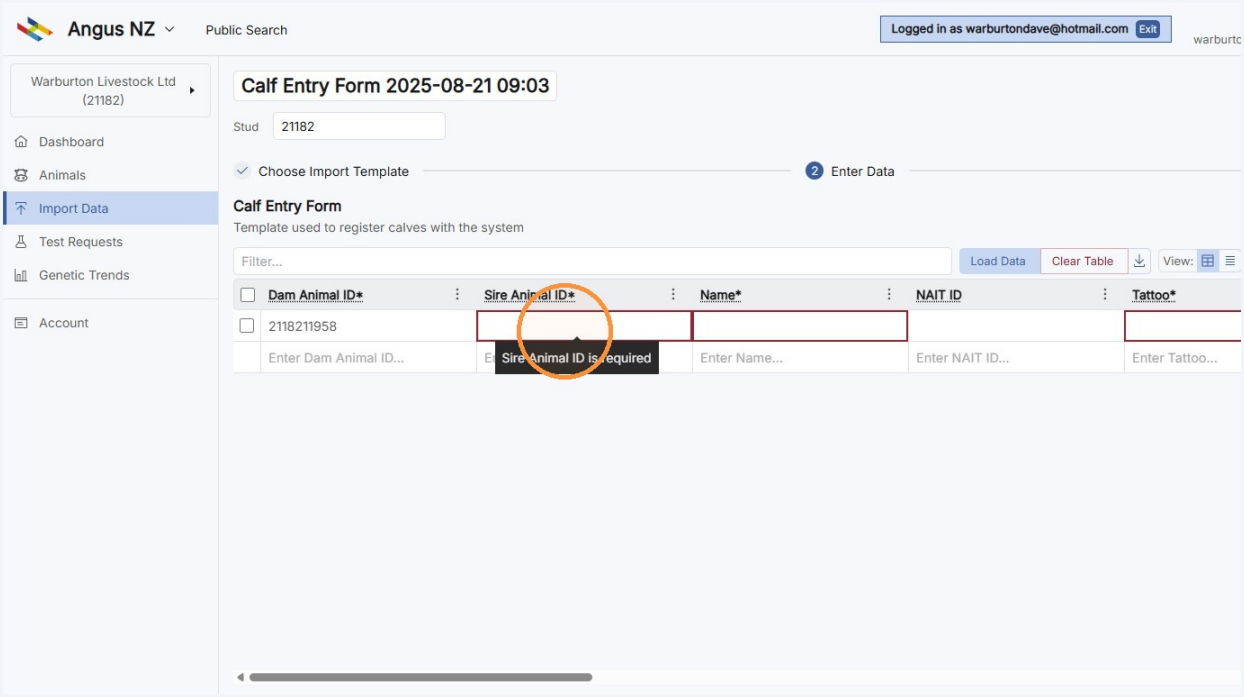
6

You can select individual dams or to select all dams tick the box next to "Animal ID'. Once you have selected your dams, click "Add Selection"

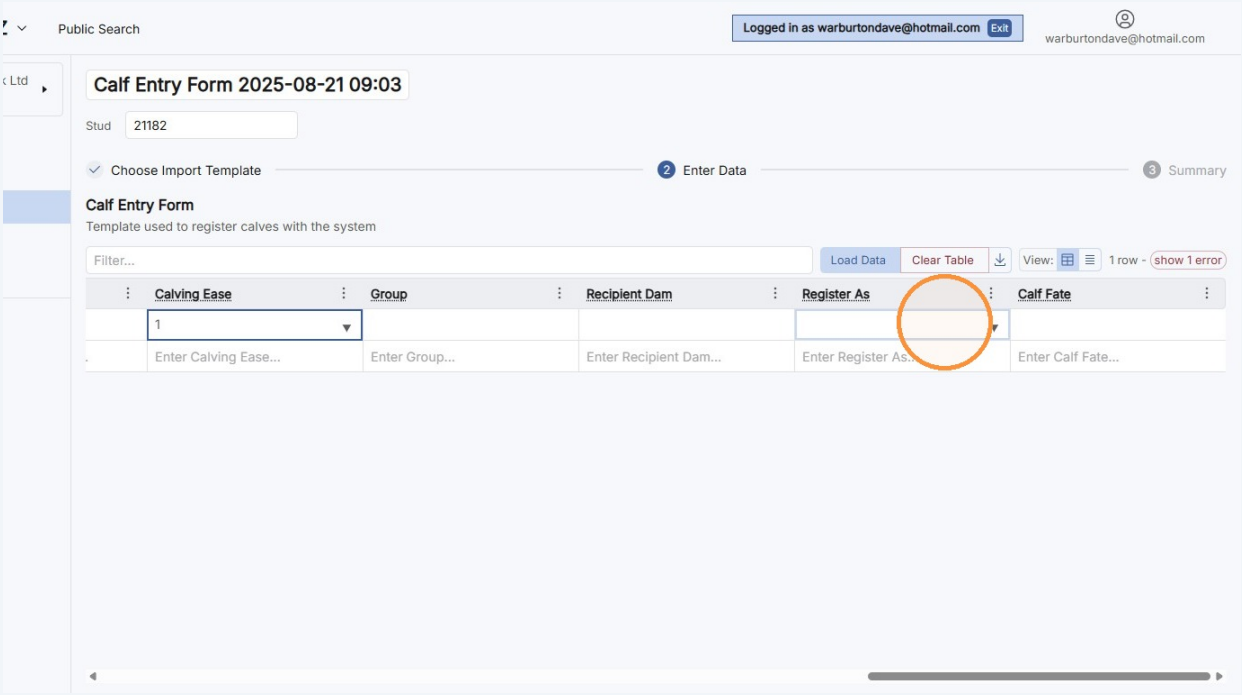


7

Fill in your registration template. The required fields outlined in red must be filled in before you can submit the template.



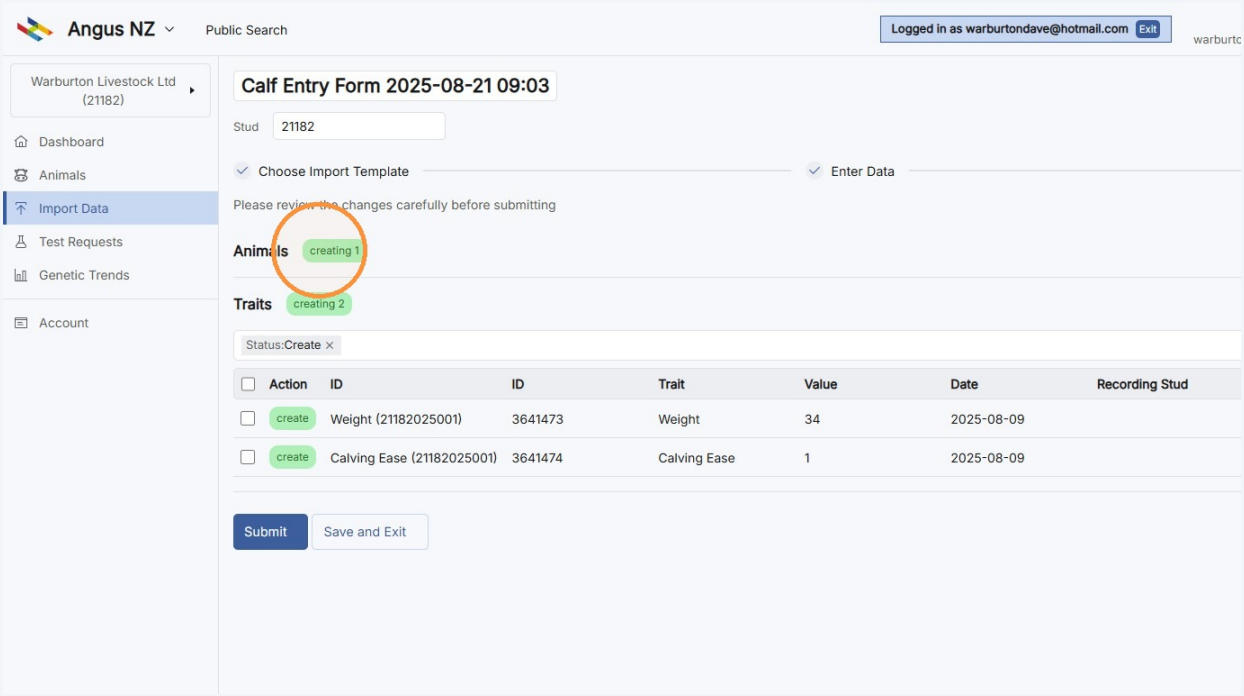
8 Ensure you fill in the 'Register As' field as this assigns the registration status to your calves. Either Herdbook or PRAC. To assign all of your calves with one registration status, tick the box next to 'Dam Animal ID' which will select all of your calves in your template, you can then scroll across to the 'Register As' column and set all as 'Herdbook' or 'PRAC'.



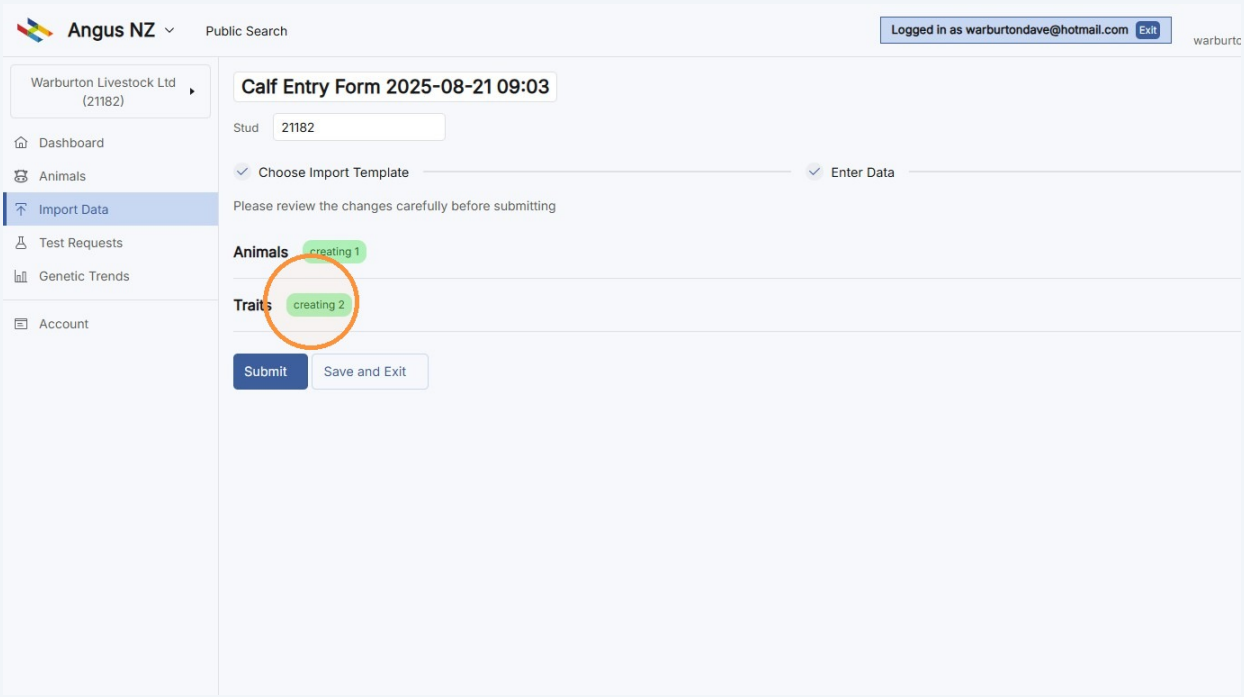
9 Once you have completed your calf entry template, click "Next". Any errors will show in red and these will need to be corrected before you can submit.



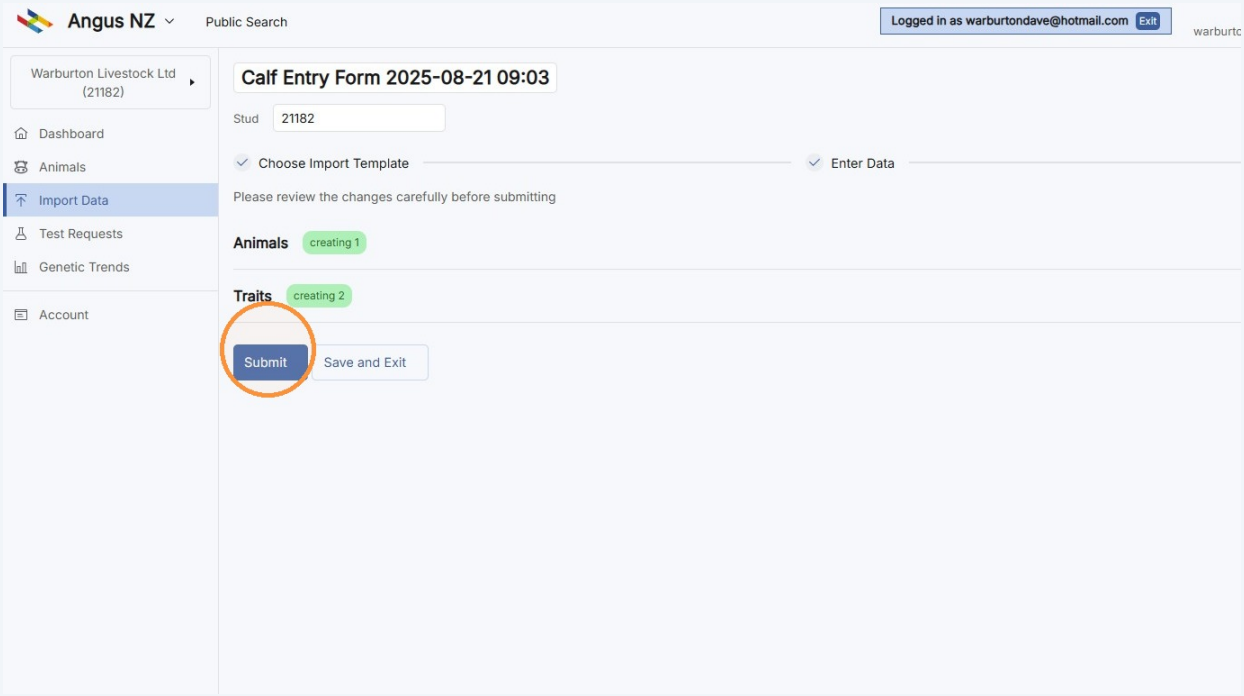
10 To review your calving details on each calf click the "creating" next to 'Animals'



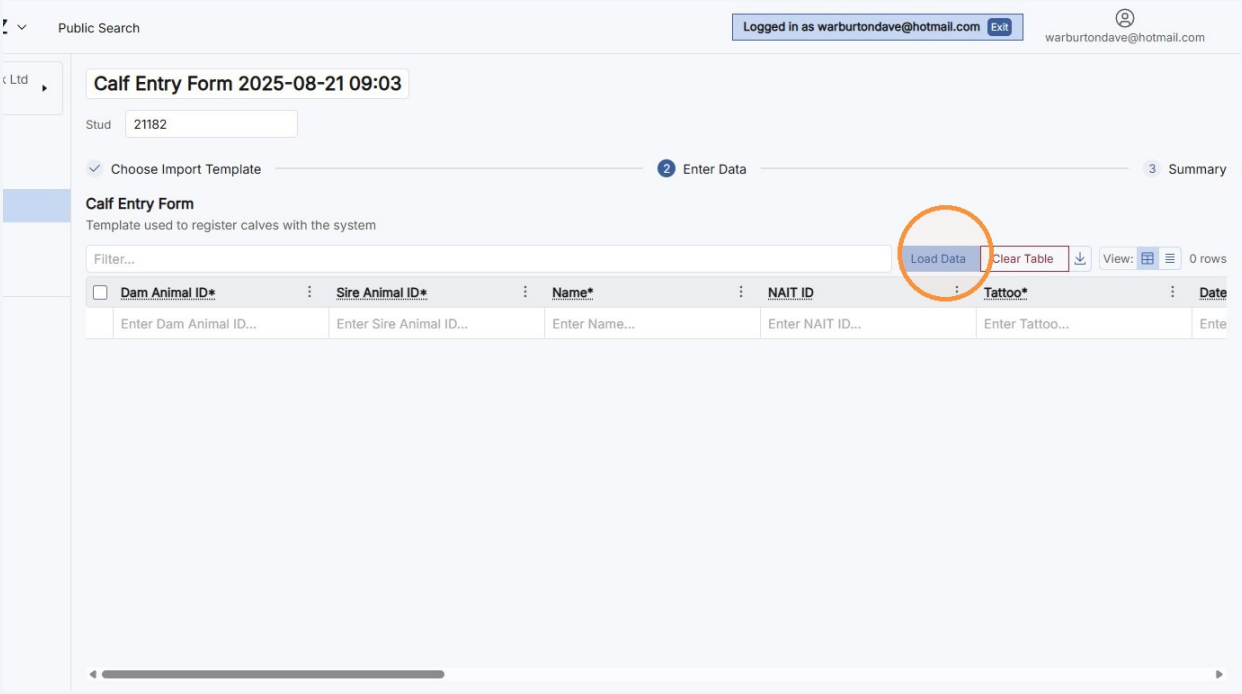
11 To review the traits information you have assigned to each calf, click the "creating" button next to 'Traits'



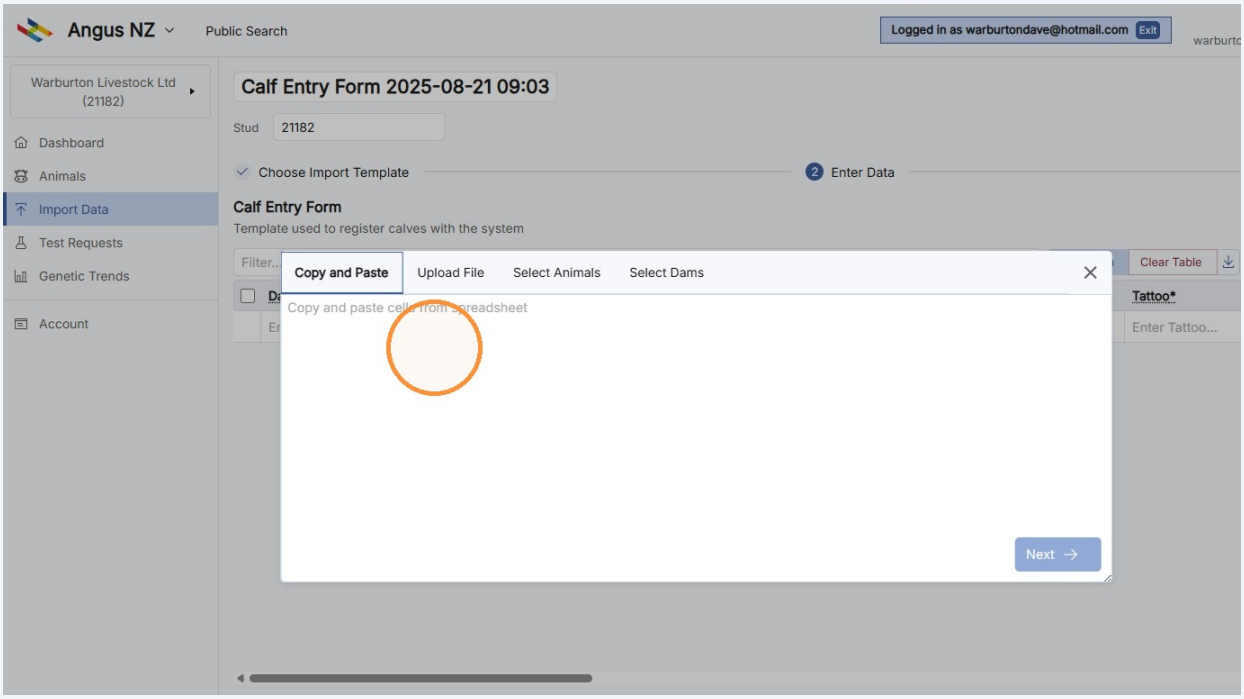
12 Once you have reviewed your calving details, click 'Submit'. The registry team at PBB will process your calf registrations and confirm via email.



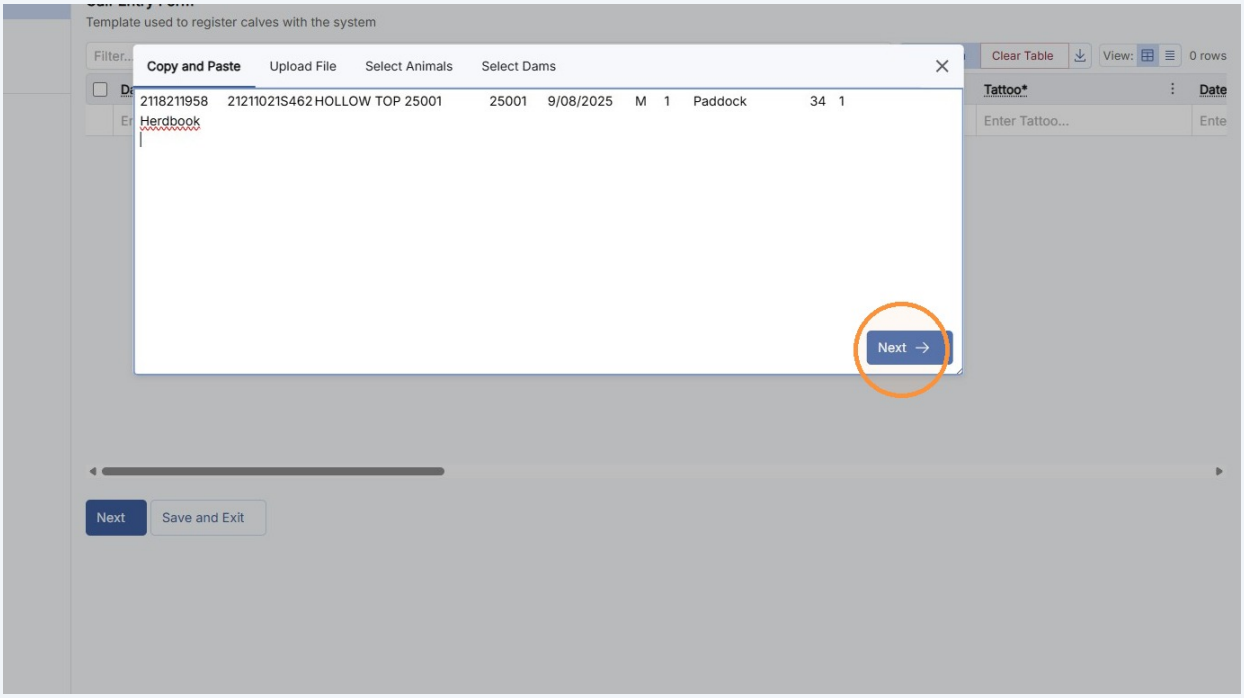
13 Alternatively you can copy and paste your calving details into Helical. To do this, click "Load Data"



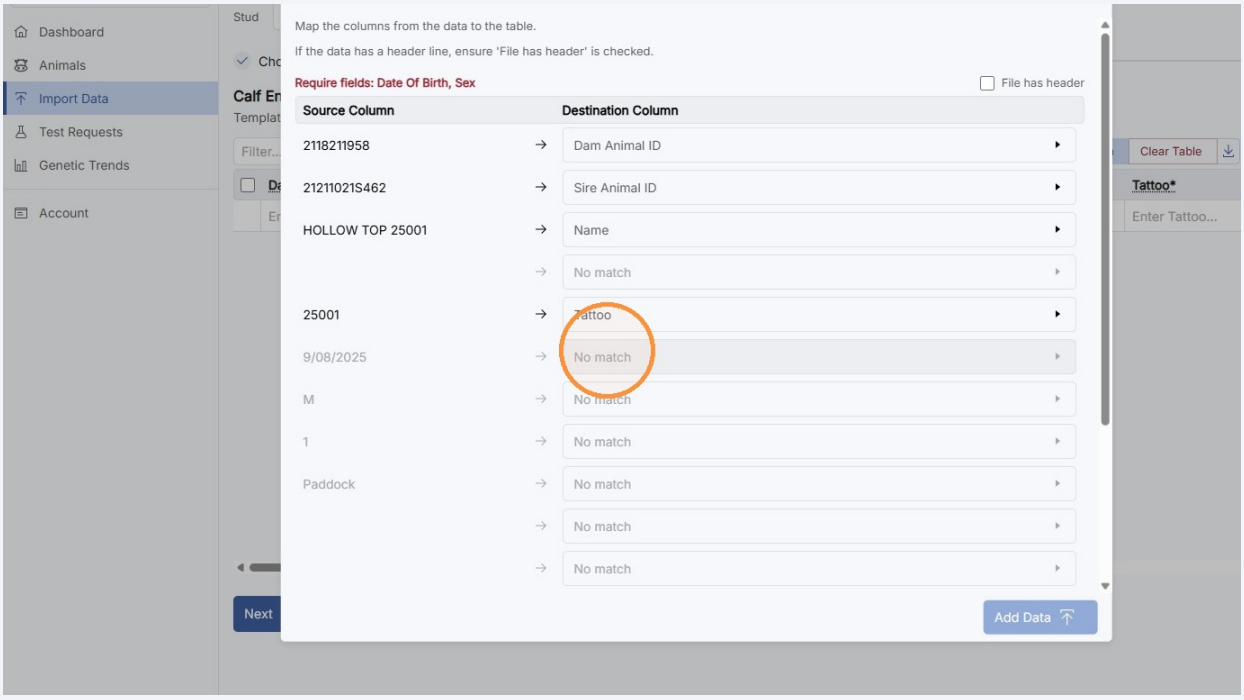
14 Click the "Copy and paste" field.



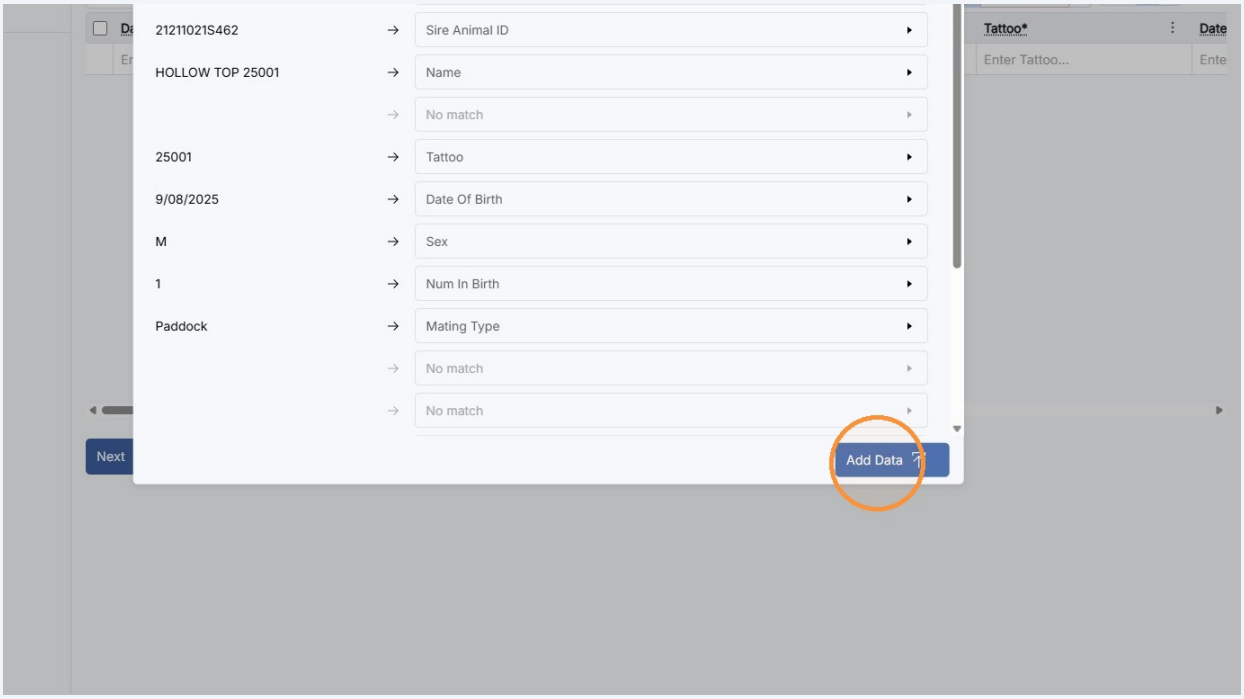
15 Copy and paste your data directly from your spreadsheet into the space. Click "Next"



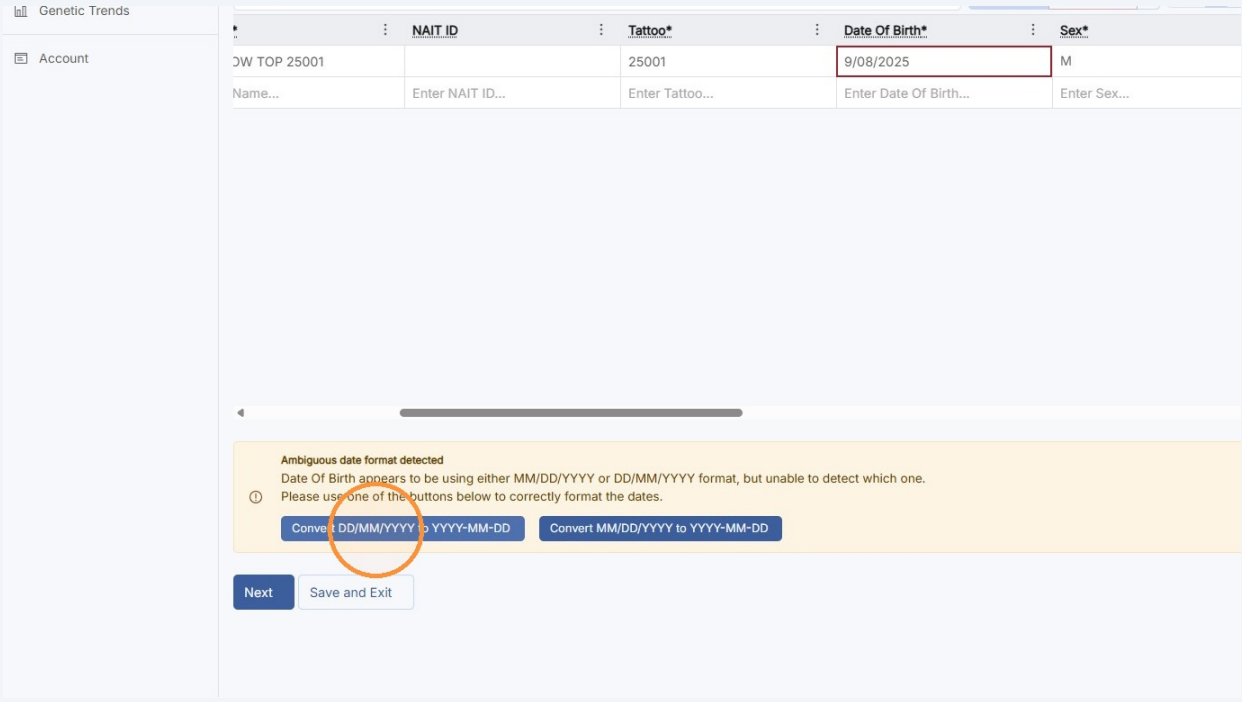
16 Assign your data to the correct columns.



17 Any fields you do not have information for you can leave as 'No match'. Once all your data has been assigned to fields, click "Add Data"



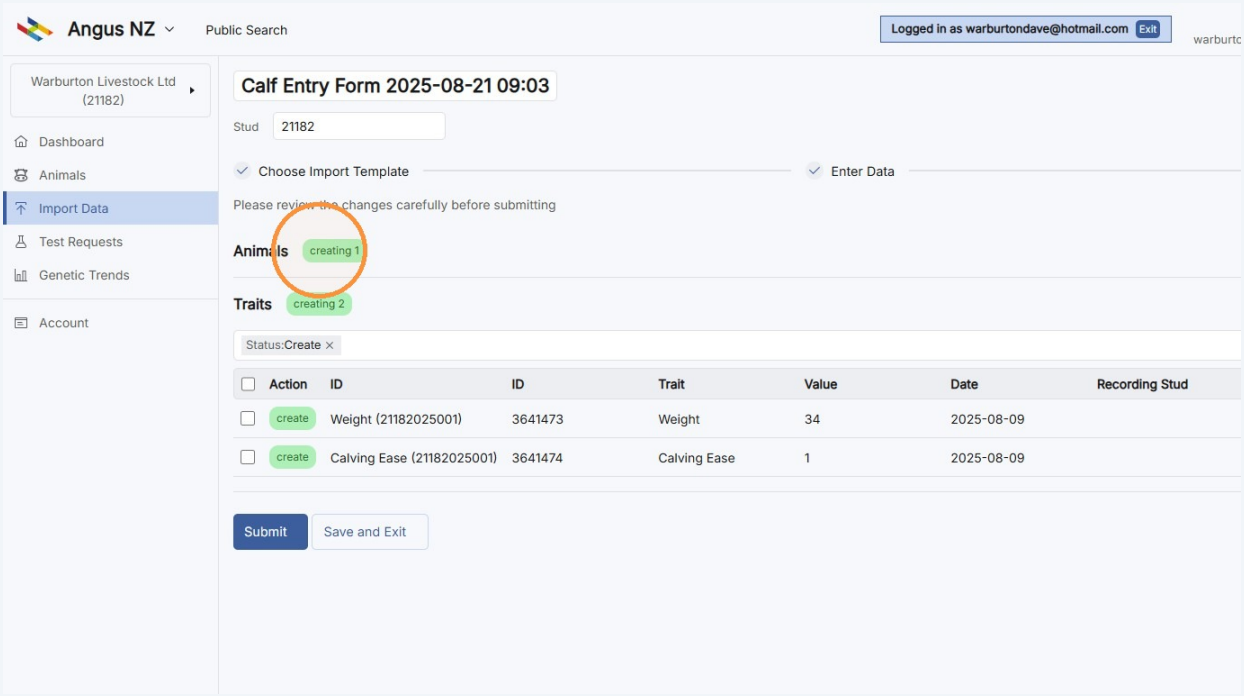
18 If the dates from your spreadsheet do not match the Helical format, the following notification will come up. Select which format you wish to convert your dates to



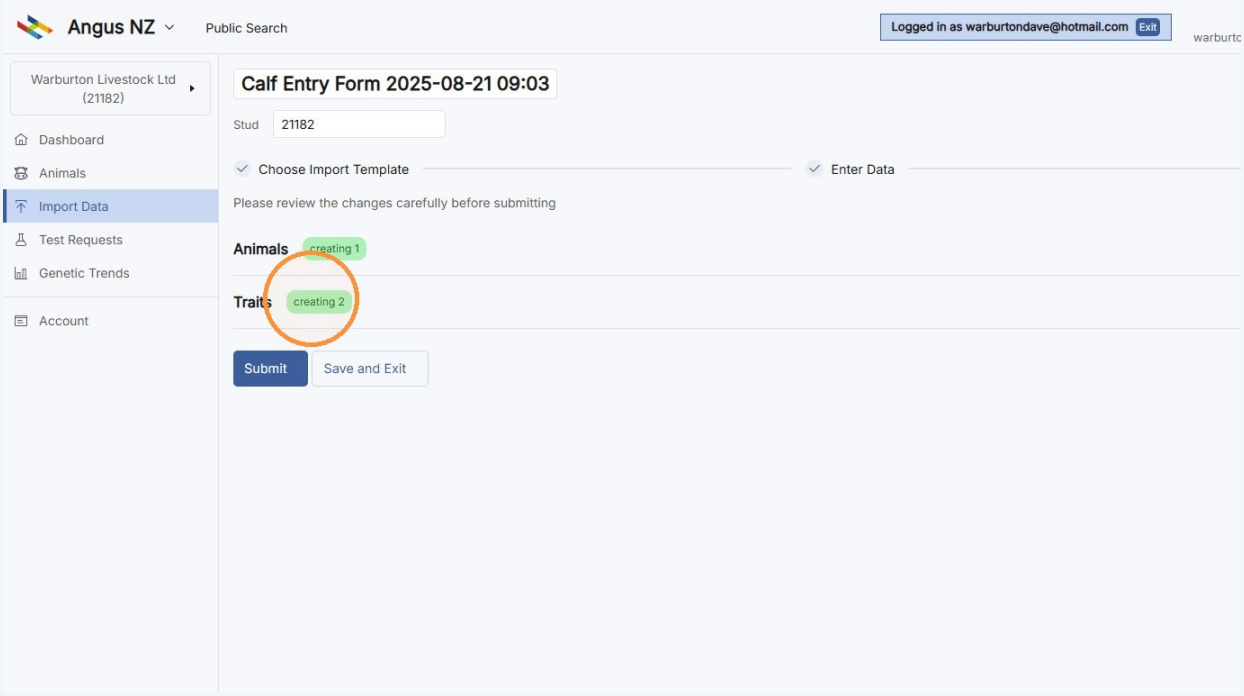
19 Ensure all required fields are filled out and then click "Next".



20 To review your calving details on each calf click the "creating" next to 'Animals'



21 To review the traits information you have assigned to each calf, click the "creating" button next to 'Traits



22 Once you have reviewed your calving details, click 'Submit'. The registry team at PBB will process your calf registrations and confirm via email.

