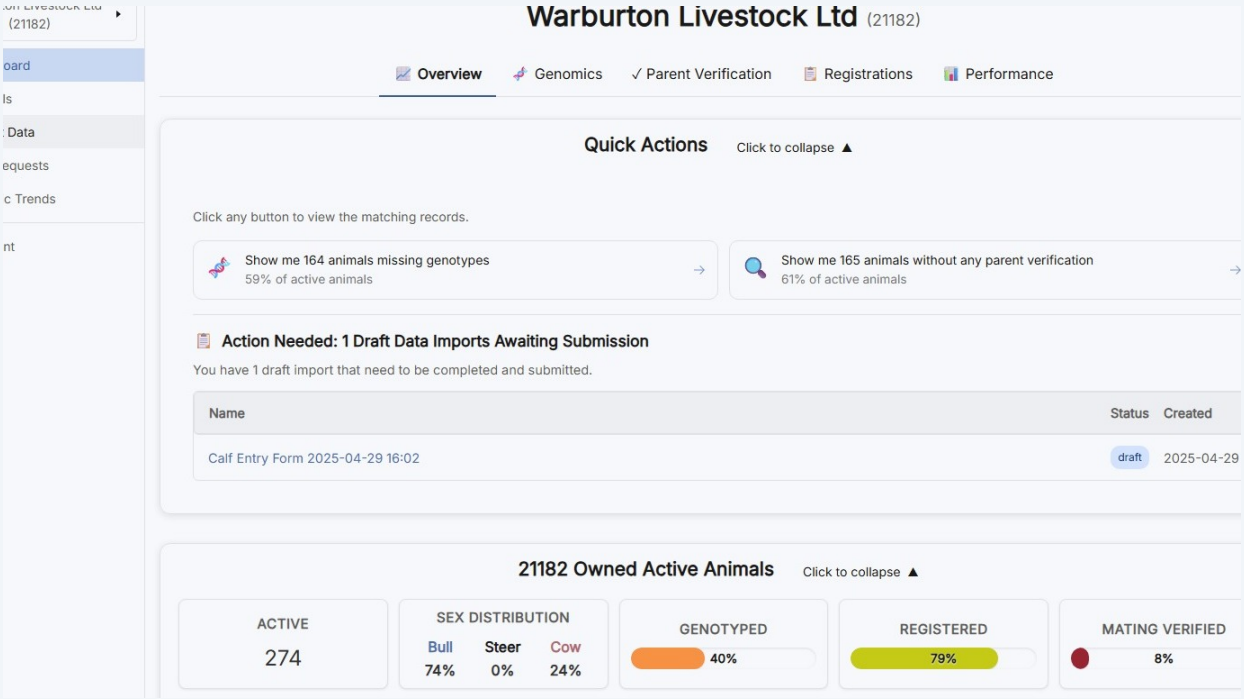
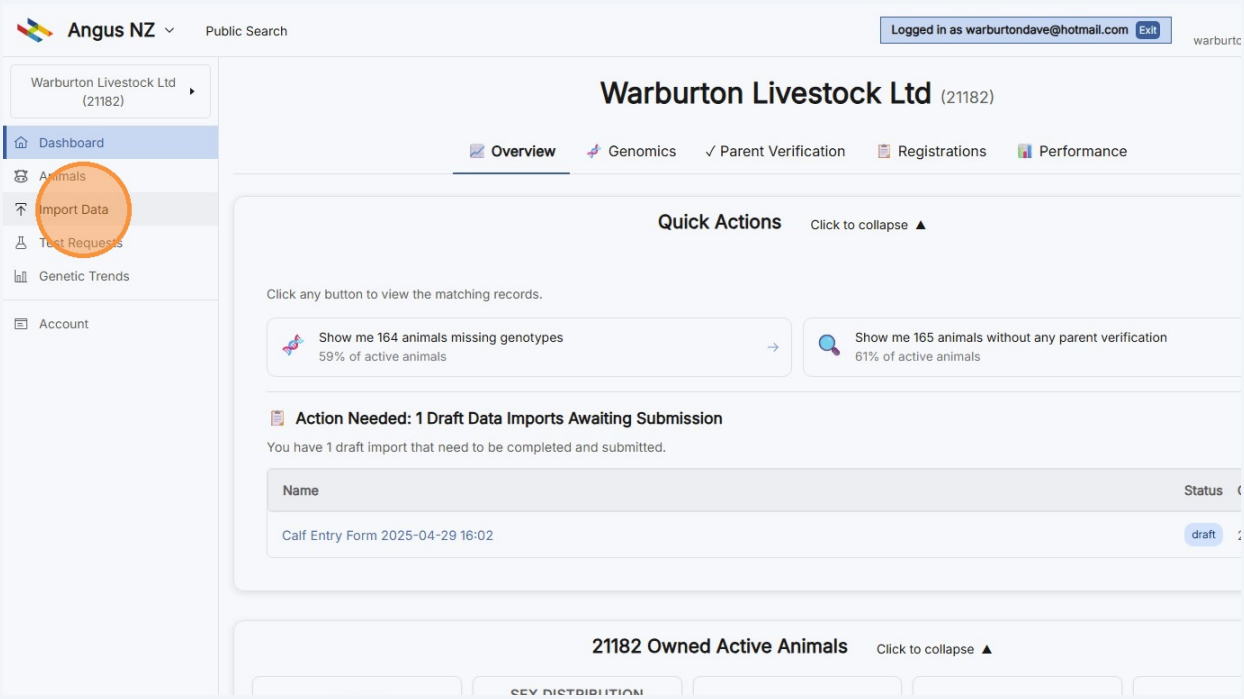
How to Submit Weights

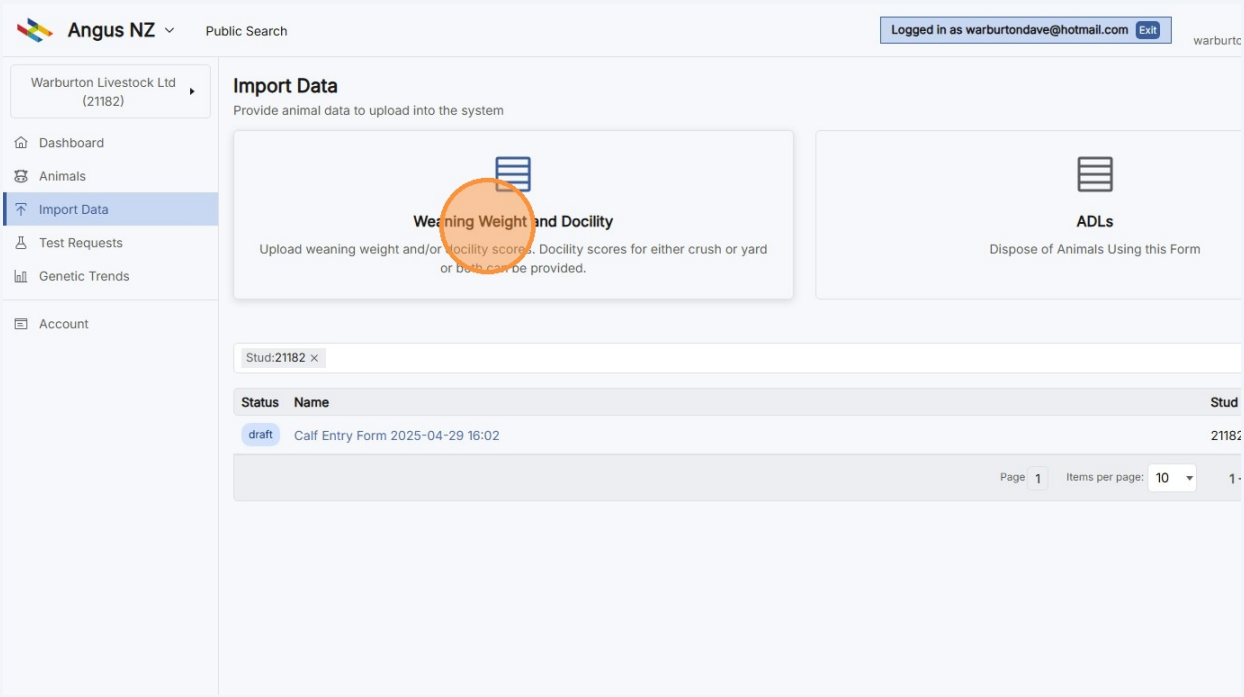
1 Log into Helical



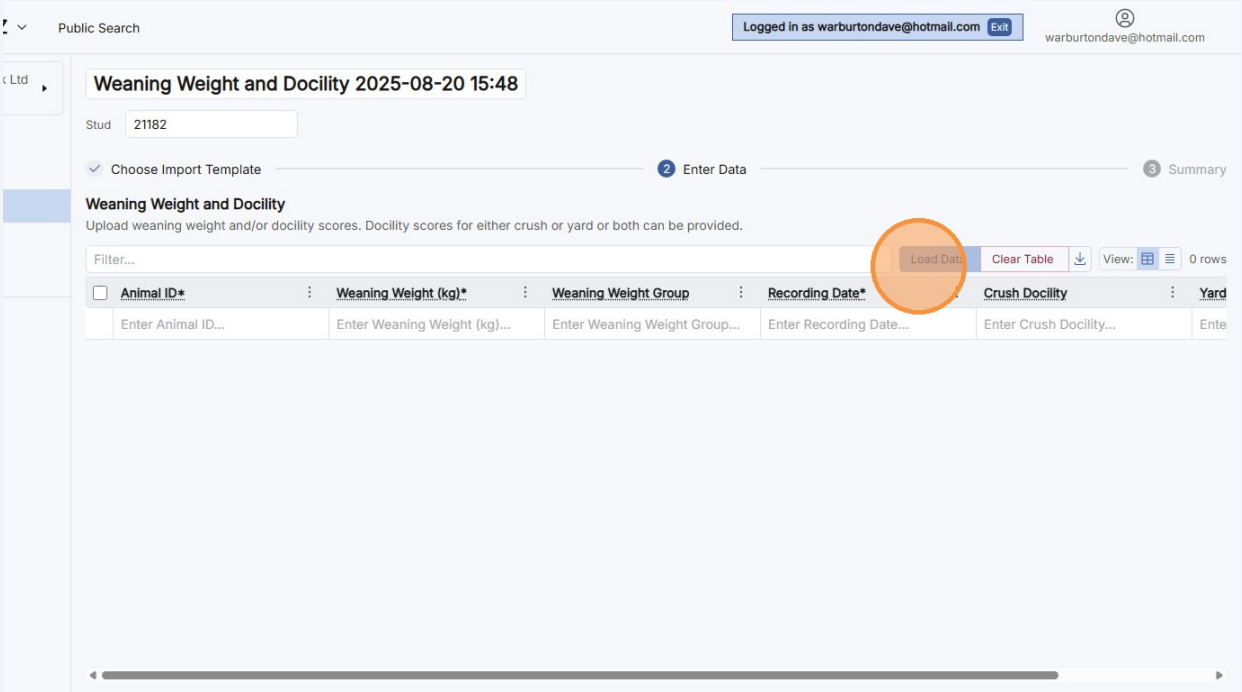
2 Click "Import Data"



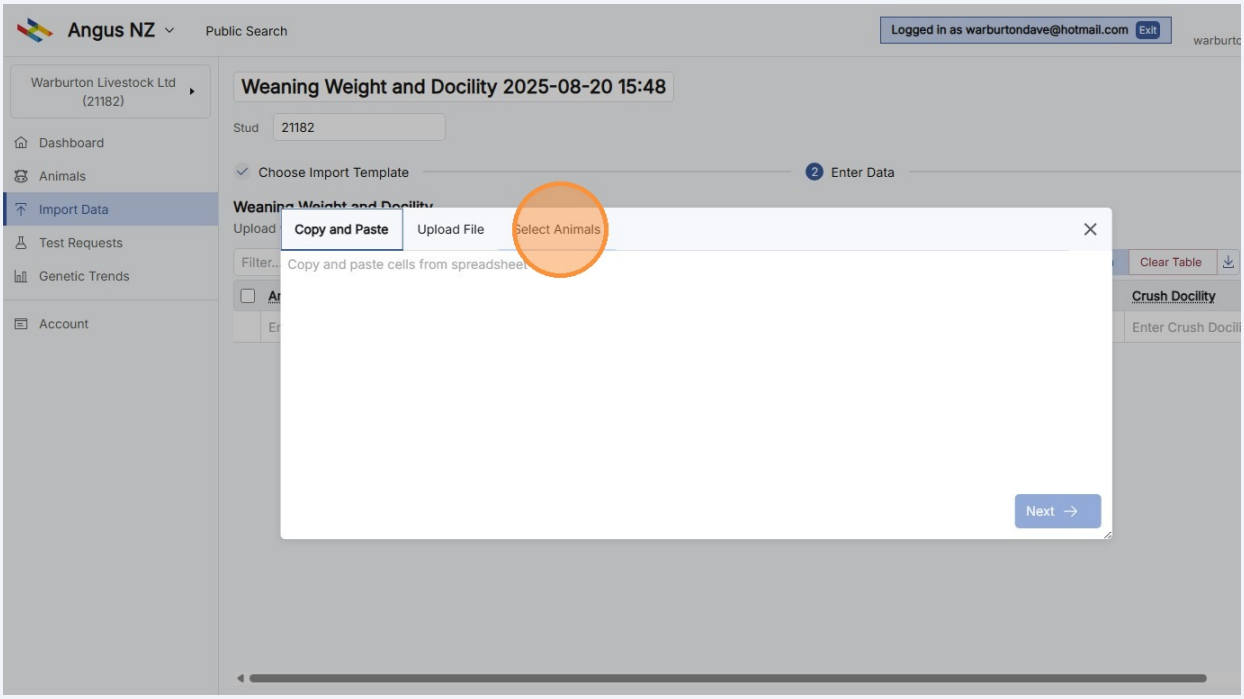
3 Select the weights template you are submitting data for



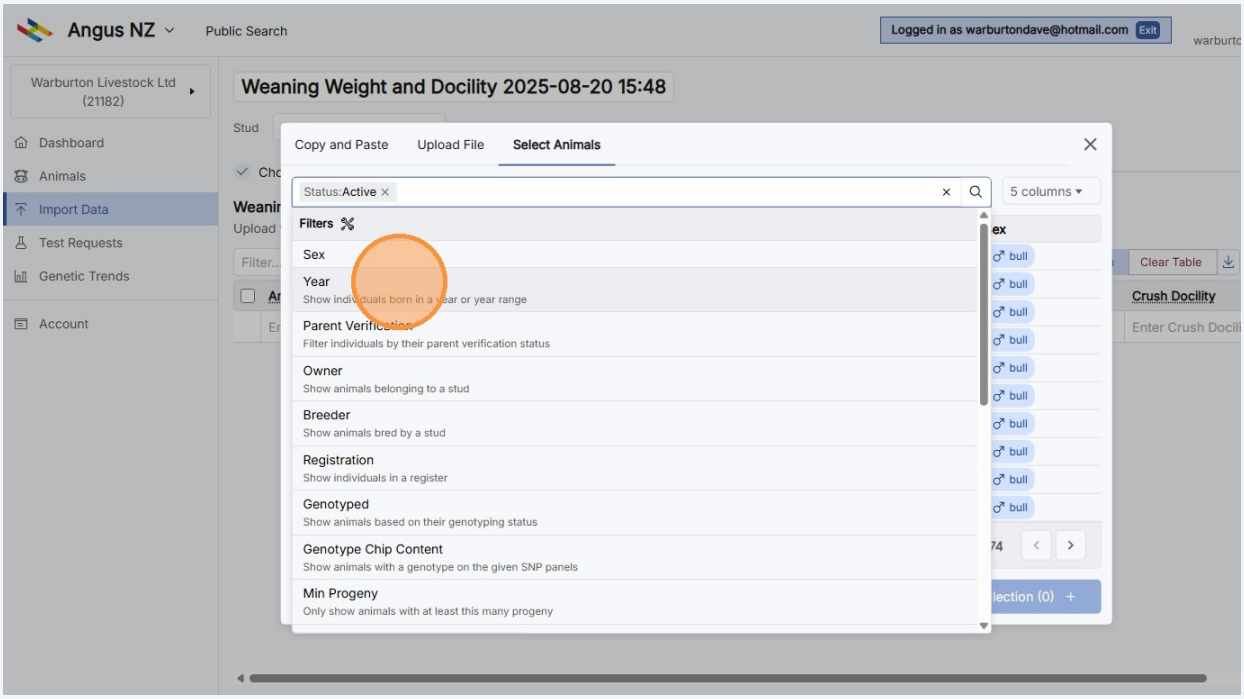
4 Click "Load Data"



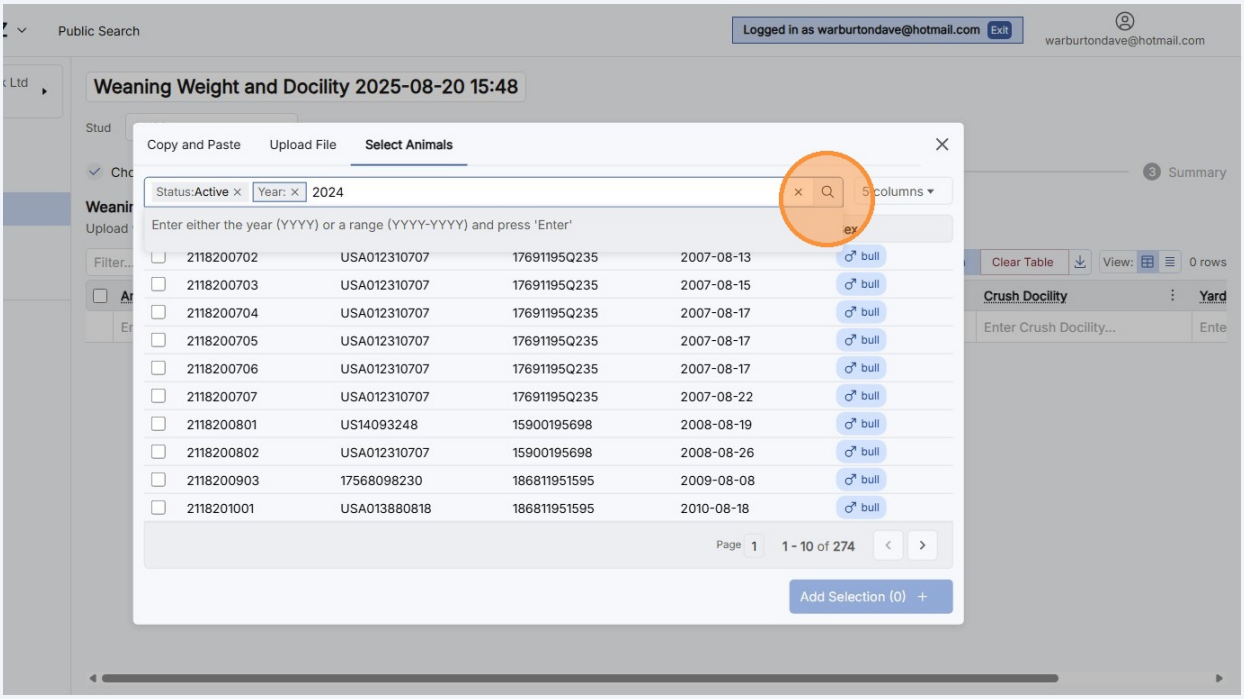
5 Click "Select Animals" to add animals you wish to submit data on. Alternatively you can copy and paste your data from a spreadsheet.



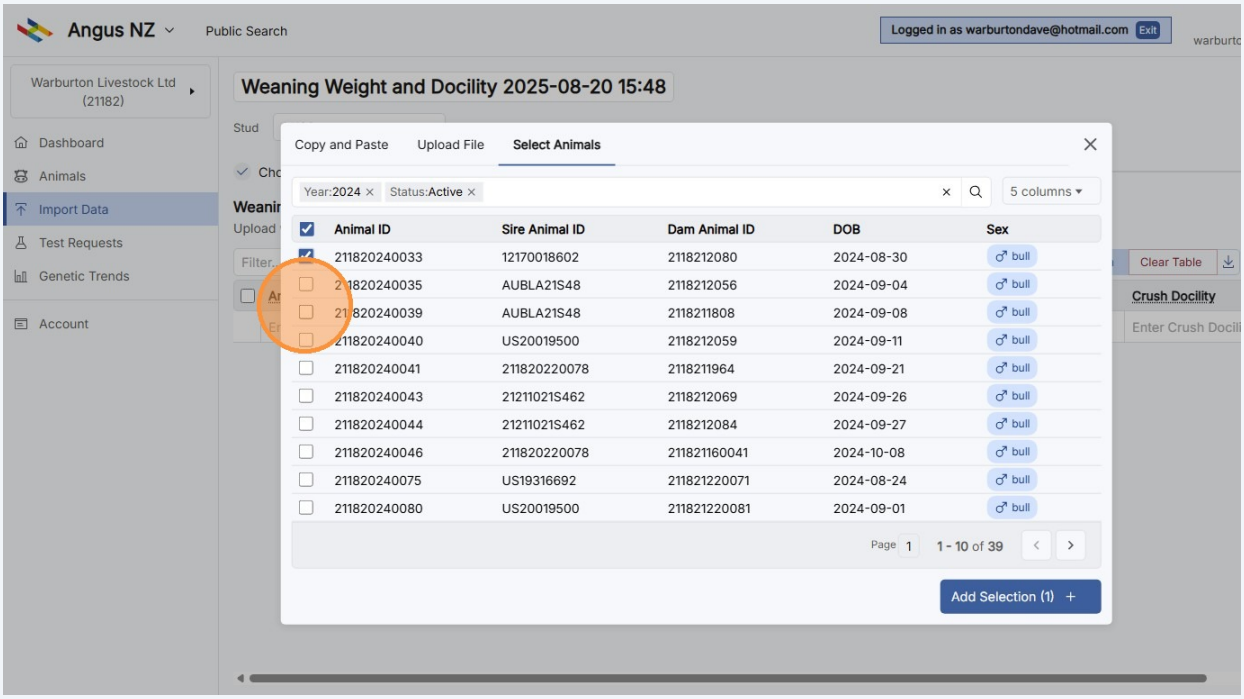
6 Here you can use the filter bar to narrow the search on your owned animals



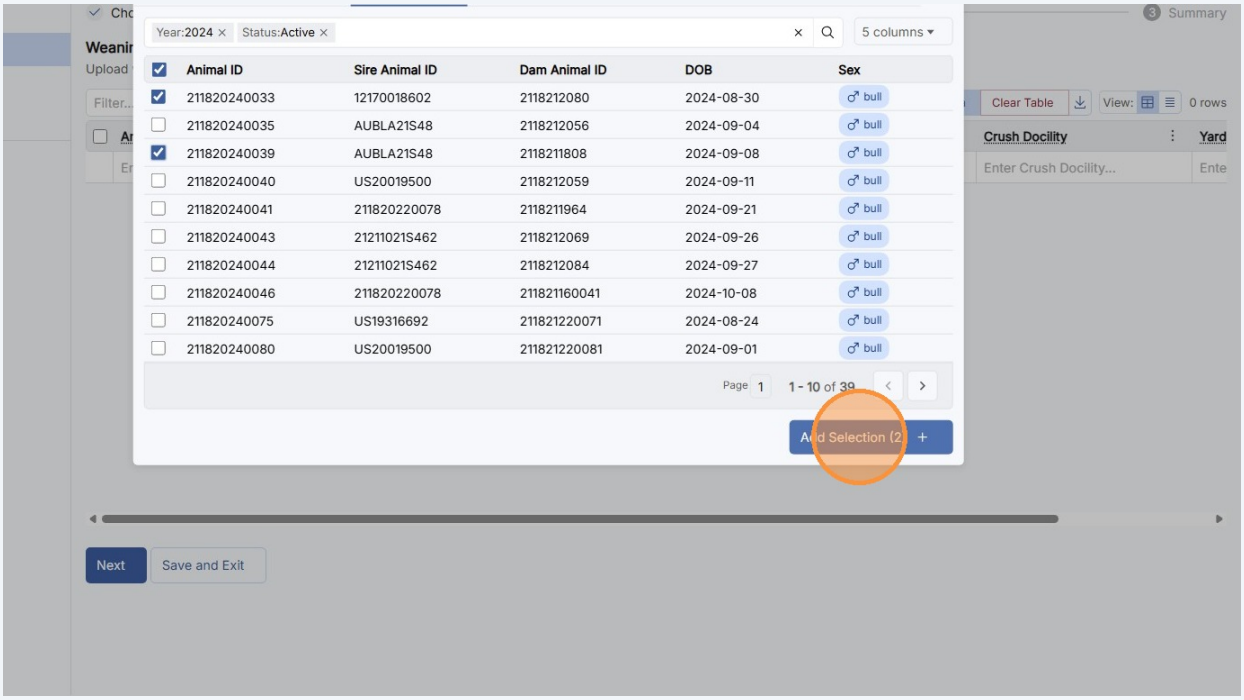
7 Once you have selected your search filters, click the search icon.



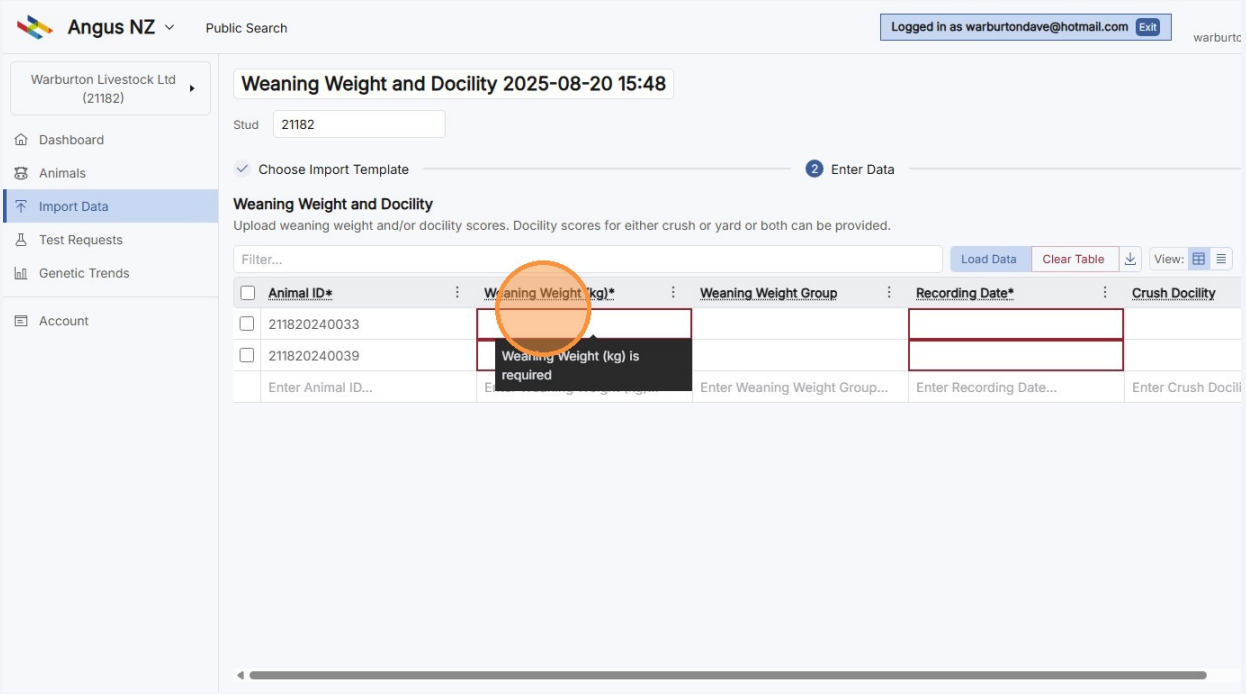
8 Tick the box next to the animal ID to select that animal. To select all animals you have searched on, select the tick box next to the 'Animal ID' box



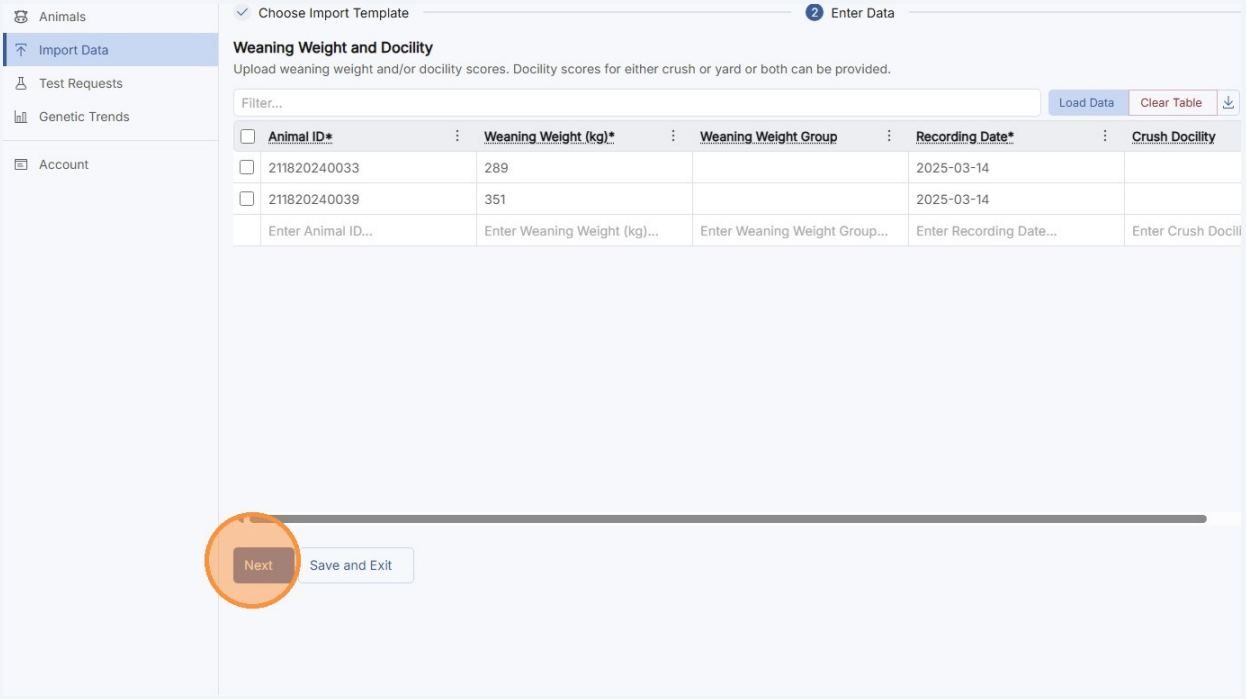
9 To add your selected animals to your weights template, click "Add Selection"



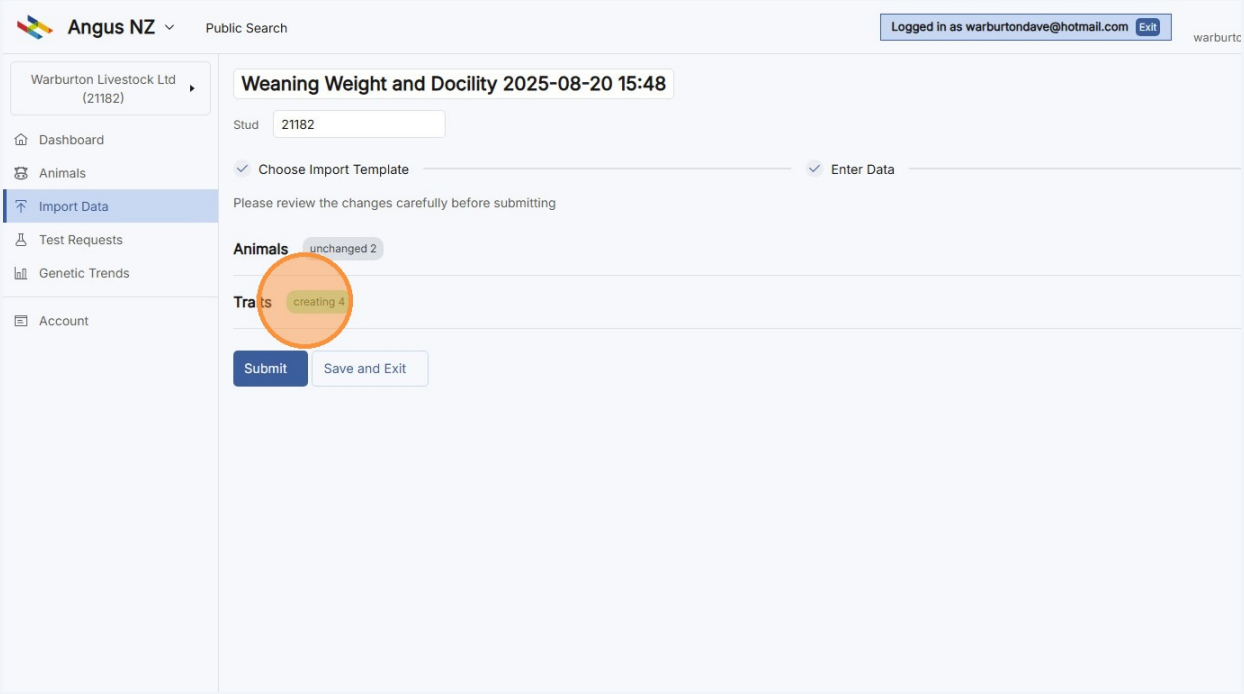
10 Fill in all required fields on your template for each animal. The required field boxes are outlined in red.



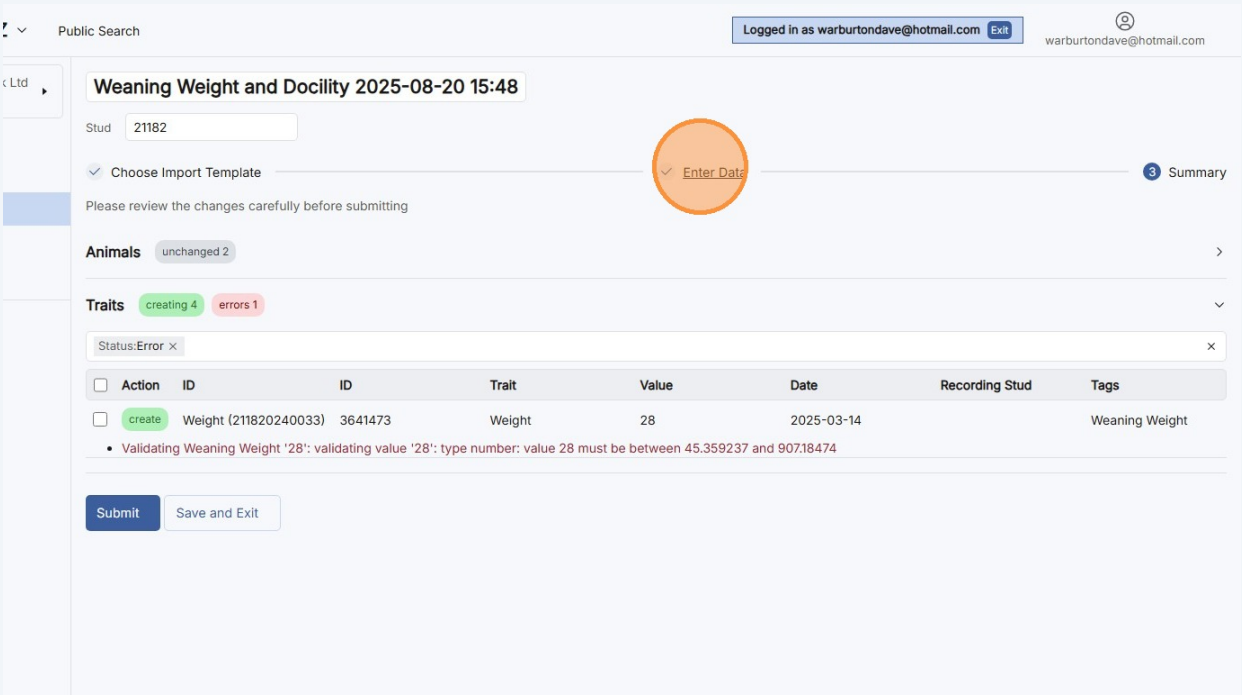
11 Once you have filled out the weights template, click "Next" to review the information.



12 Click "creating" for an overview of your submission



13 Any errors will show in red. These need to be corrected before you can submit your template.



14 Once the errors have been corrected and you are ready to submit, click the "Submit" button. The PBB registry team will then process your submission and confirm this via email.

