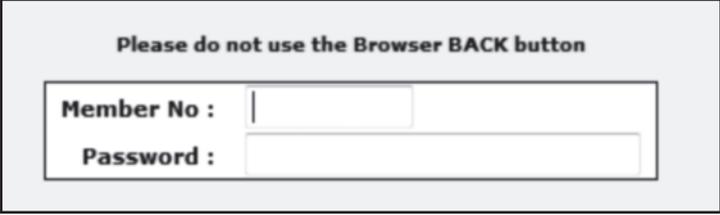# HOW TO.....
Register your Sheep Online

Step 1- Access Pedeweb: Go to the RFBS website www.ryelandfbs.com and click the link for the online flock book.

Type in your member number and **password. I**f you have mislaid this or would like to change it please email the Society.

Step 2 - The next screen is the animal search screen. Click on the link to 'Manage your flock' and confirm your email address.

Step 3: A list of menu options (listed below) will be displayed
The menu options are;
1. Births
2. Deaths/slaughters
3. Transfers
4. Identification of Animals for Sale/Hire/AI
5. View / Change contact details

Click on the link for Births
The birth registration screen will be displayed.

Step 4:
Complete the fields for Tag no, date of birth and name if registering a male animal.
To find the sire click on the drop down arrow to find the right ram. If he does not appear on the list, click on the link to the right of the sire field "search for sire".

A full list of registered males can be found at the bottom of the screen. To narrow the list down, enter the sire's details in the search fields at the top of the window and then click "search for animals". Once you have identified the correct sire of the animal you want to register, click on his details and it will automatically be entered in the birth registration screen.

Follow exactly the same procedure to select the details of the dam. The system will only list ewes that are recorded as being in your flock, so make sure that your flock details are up to date before you begin. If you find any discrepancies or omissions from your list of ewes, please email the office for advice.
Complete the remaining information - litter size, colour and registration type.

Step 5:
Click the link "add to list of applications". Animal details entered will appear at below the birth registration box.
Step 6:

Repeat Steps 4 & 5 until you have entered the information required for all the lambs you wish to register. Then tick the declaration box and click on the button "submit to breed society"

Step 7:
The next screen will also show a list of the animals you have applied to register. Click on the button to "print the application form" - this way you have a hard copy of the information submitted online. Then return to the "manage your flock screen".

Step 8: At the top of the screen you will now see a "checkout". Follow the link "proceed to checkout". Two payment options will appear. If you wish to pay using Paypal, click on the Paypal logo and you will automatically be taken through the payment process. Alternatively, you can send a cheque for the amount owing to the office in the usual way. If choose to send a cheque, please enclose a copy of the registration summary printed off under Step 7.