

## Welcome to your SPGCA Online Registry

Welcome to the South Poll Grass Cattle Association Online Registry portal! These steps introduce accessing your account.

<http://opus.cgenregistry.com/>

### Logging In

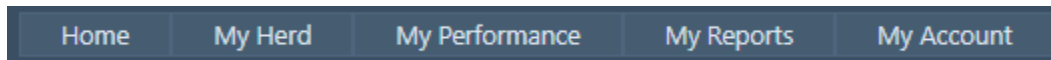
1. Click Breeder Online Login
2. Select the Tab *Breeder Online Login*
3. Enter your membership number and temporary password provided by the office (Email: registry@southpoll.com to obtain password) then click Login

### Changing your Password

*We recommend that you change your password from the temporary one to one you will remember.*

1. From the top row of tabs go to *Tools*
2. Select Change Password
3. Enter temporary password in “Old Password” Enter and confirm new password and save.

### What’s under each tab:



#### My Herd

- Your complete herd inventory broken down by Registered Males, Registered Females, Unregistered Calves and My held Papers Transfer or Print. You can view and dispose of your animals here.

#### My Performance

- My Calving – The section you will use for entering new calves and registering animals.
- My Weaning – Entry screen for entering weaning weights and data on your calves.
- My Yearling – Entry screen for entering Yearling weights and data on your calves.

#### My Reports

- This registry platform offers a variety of reports that can be generated and printed for your use.

#### My Account

- Account Details/Options – View your account information and Internet Privacy Options
- My Billing – your billing and work account history



## ATA MY CALVING ENTRY AND REGISTRATION

The following instructions will take you through first time entry of animals into the SPGCA Online Registry. Animals can also be submitted without the intention of registering. This is a great tool to keep track of yearly calves regardless of whether they are to be registered or not.

1. Go to My Performance>My Calving
2. Under Calving year, change to the year the calf was born then click *Change*
3. Check to make sure the calf has not been entered yet (both registered and unregistered (UNR) will be listed). If calf not entered, click *Add* on the bottom.
  - a. If the calf is entered, click Edit to the right.

4. Calving and Breeding
  - a. Enter Dam's Registration number
  - b. Enter Calf's Birth Date
  - c. Enter Sire's Registration number
  - d. Enter Permanent ID in Location Boxes
  - e. Enter Calf Sex. Enter Steer date if applicable
  - f. Enter Number Born (1 for single, 2 for twins, etc)
  - g. Enter Twin's sex, if applicable
  - h. Enter Body Color Code
  - i. Enter HPS (Horned, Polled, Scurred Status)
  - j. Enter Breeding Type and Date
  - k. Enter name
  - l. Disposal code if calf deceased or sold

5. Birth (Optional)
  - a. Enter Ease
  - b. Group (A, B, C, etc. Group code refers to a group of animals raised together in the same environment)
  - c. Enter Birth Weight

6. Cow at Birth (Optional)
  - a. Enter Udder Score

9. Register
  - a. Hold Paper for Online Transfer – Animal will be registered, no paper will print
  - b. Register – select if ready to register calf

\*\*Not selecting register will put the calf on record with an unregistered number.

9. Click Save at the bottom
  - a. A registration number will be presented on the screen if no errors
  - b. If errors or missing information a box will explain on your screen

For help with my calving error or questions, please contact the SPGCA registry office at 816-629-8010 or [registry@southpoll.com](mailto:registry@southpoll.com).

### Non-Registered Parents

#### Option 1 – Create record for non-registered parent

1. My Herd → My Foundation Animals (CO)
2. Click Add and fill in all available information
3. Click Save to receive COM record

#### Option 2 – Non-registered parent registered with another Breed

1. Email copy of pedigree to SPGCA office to get full pedigree imported.

#### Option 3 – Generic Entry

1. For sire or dam list parent as Dam "FNF-Breed" or Sire "FNM-Breed"
2. Example: Angus "FNF-ANAN"
3. Breeds
  - a. Angus – ANAN
  - b. Simmental – SMSM
  - c. BeefMaster – BMBM
  - d. Gelbvieh – GGVV
  - e. Hereford – HHHH
  - f. Red Angus – ARAR
  - g. Contact SPGCA for others

## Online Transfers

*Directions for submitting registered animals online through your member log in. Transfers must be submitted within 6 months of the sale date and submitted by the seller.*

1. Go to My Herd>My Held Papers for Transfer
2. Scroll to animal or do quick search
3. Click Transfer on right side of screen
4. Complete Transfer information:
  - a. Buyer Member number known
    - i. Enter member number, sale date and female breeding record and click Transfer
  - b. Buyer Member Number unknown
    - i. Type Sale Date
    - ii. Scroll to Request Buyer Number From Office
    - iii. Complete all information
    - iv. Enter any female breeding information
    - v. Click Send Request

*Contact the SPGCA office for joint ownership or questions. Please discard or markup original registration certificate if retained.*

## Submitting Weaning and Yearling Weights

*\*Birth Weight must be submitted through My Calving before Weaning and Yearling weights can be submitted.*

### **My Weaning**

According to the BIF Guidelines, Weaning Weights are to be collected between 160 and 250 days of age. They will be adjusted to the 205 day weight after submitted in the registry.

1. Go to My Performance then select My Weaning
2. Change calving year to the year you are working with (Ex. 2018 calves will be calving year 2018)
3. Find the animal for entry and select Edit on the far Right
4. Verify you have the correct animal and scroll to the bottom of the page
5. Enter weaning data
  - a. Date – Date the weight was collected
  - b. WT – Weaning Weight in Pounds
  - c. Handle Code – Refers to the management code
    - i. Non-Creep fed, Creep Fed, Irregular, ET
  - d. Management Group – a letter code given to a group of calves raised together in the same conditions
6. Set Wng Date and Groups as default – Select this box when submitting multiple calves weaned in the same group on the same date for easier entry.
7. Select Save
8. This record will now be on the calf and their dam's performance record and can be accessed any time.

### **My Yearling**

According to the BIF Guidelines, Yearling Weights are to be collected between 320 and 410 days of age. They will be adjusted to the 365 day weight after submitted in the registry.

1. Go to My Performance then select My Yearling
2. Follow Weaning Weight steps 2-4
3. Enter Yearling Data
  - a. Date – Date the weight was collected
  - b. WT – Yearling weight in pounds
  - c. Handle Code – Refers to feed management
    - i. Full Feed, Intermediate (Both), Pasture
  - d. Management Group – a letter code given to a group of calves raised together in the same conditions
  - e. Scrotal – Scrotal measurement in centimeters and date collected
4. Set Ylg Date and Groups As Default – select this box when submitting multiple calves weighed in the same group on the same date for easier entry.
5. Select Save
6. This Record will now be on the calf and their dam's performance record and can be accessed any time.