


# 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](http://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.

Please Login

CFB Member No

Password

Remember Me ☐

[Forgot Password](#)

Login

**Online System**

Grassroots Systems Ltd

### The screen opens on a landing page

**My Animals**

Total Animals: 42

Females: 32

Males: 6

Castrates: 4

[View](#)

**My Membership**

Member Number: 00085

Type: Full Members

Prefix: Harford

Status: ACTIVE

Renewal Date: 01 Jan 2100

Payment Method: Subscription paid Manually

[Manage](#)

**Survey**

Complete the Society survey to keep your herd record up to date

Survey active from 01 Jan 2022 to 31 Dec 2022

[Do Now](#)

**News**

Welcome to the latest iteration of the Grassroots Online Registry.

Read More...

Libby finally moves into her house next week

Read More...

**Help**

Use the three buttons top right on each screen to navigate the registry:

- [Search Menu](#)
- [Transaction Tally](#)
- [Manage My Animals' Menu](#)

[Home](#) Top left to bring you back to this page

**Society Details**

Contact

Telephone: 0345 017 1027

E-mail: testing@grassroots.co.uk

Address

East Lodge

Stoneleigh Park

Stoneleigh

Warwickshire

CV8 2LH

Website

<https://www.longhorncattlesociety.com>

[View GDPR](#)

**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

**Animal List**

This is a list of all the animals in your registered ownership

Use the **filter box** (top right) to reduce the list by typing one or more filters.

Eg 'male 2018' for males born in 2018 or with 2018 in their ID numbers

Click on the **column headings** to sort the list ^, click again to reverse sort, click a third time to remove the sort

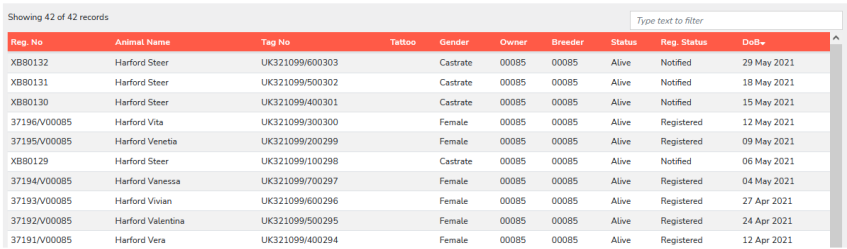

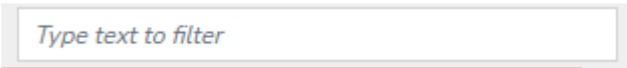
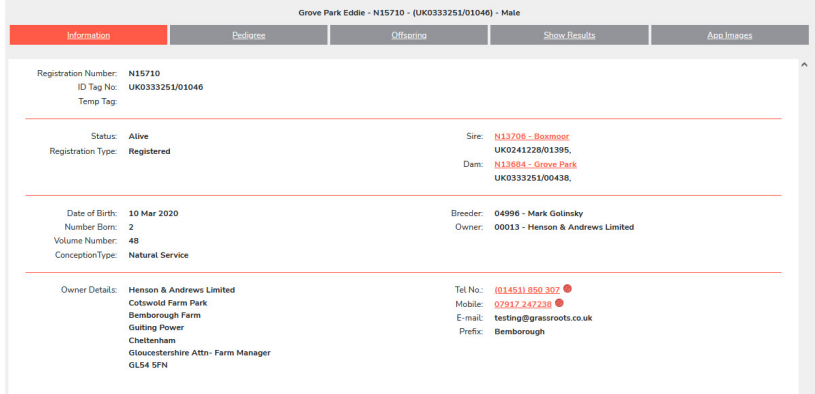
Click on an animal to see its details

Use the **menu icon** (top right) to make changes

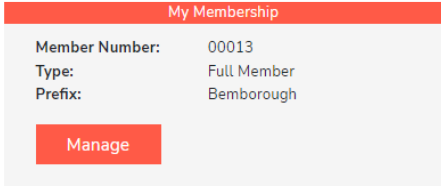
Use the **magnifying glass** (top right) to search the whole database

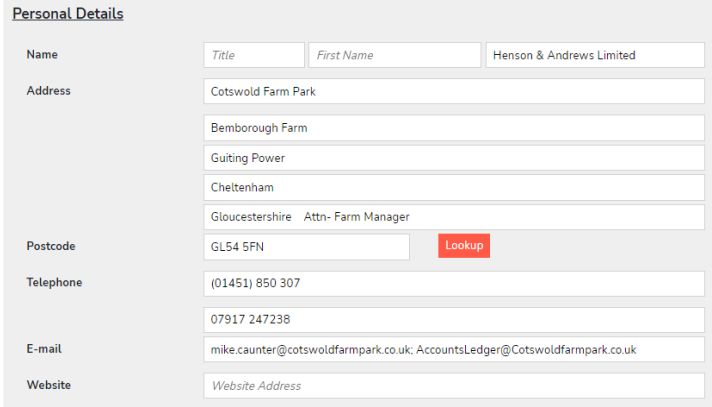
Use the **collapse button** to collapse this help panel

## From the Landing Page – Your Own Animals


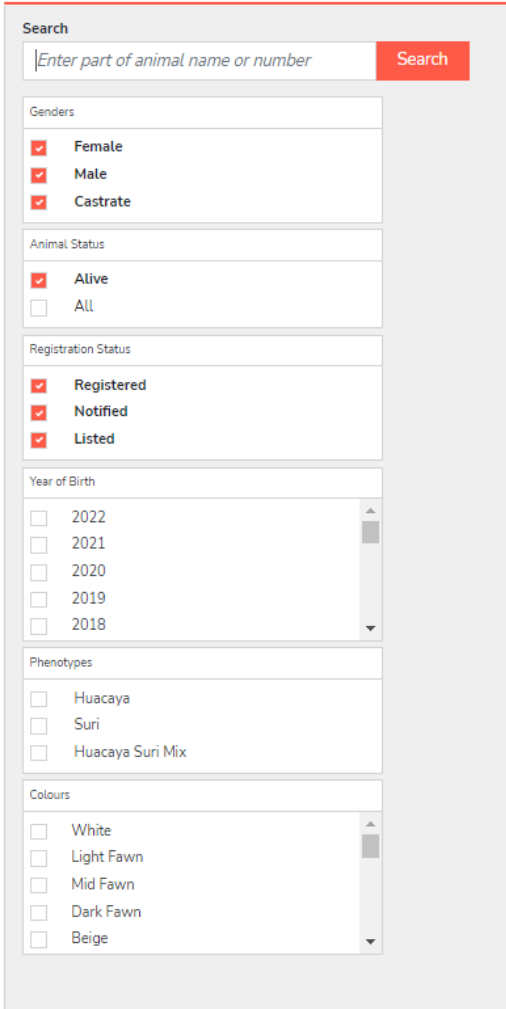
<p>Click on the 'View' button on the landing page to see the list of animals in your ownership</p> <p>The list is initially displayed in date of birth order (youngest at the top)</p>	
<p>Top left tells you how many animals in the list</p> <p>Click on any of the column headings to re-sort the order</p>	
<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"> <li>• Pedigree</li> <li>• Offspring</li> <li>• Show Results</li> <li>• Images (these can only be uploaded from within the Grassroots Mobile App) not available for equines</li> </ul>	

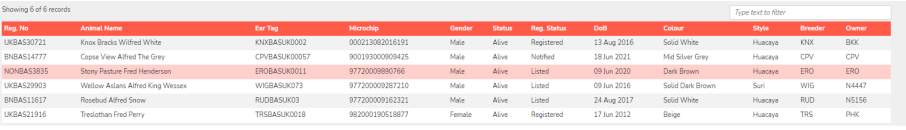
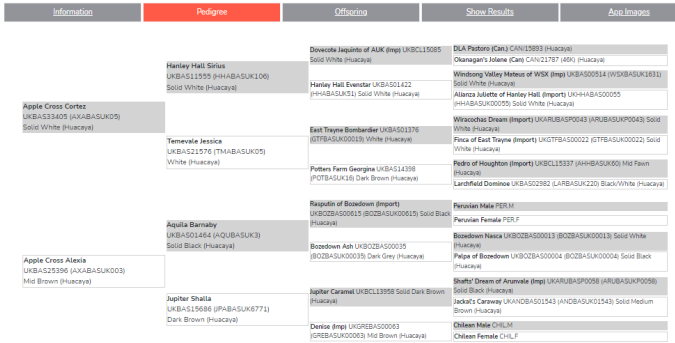
## From the Landing Page – Your Membership

<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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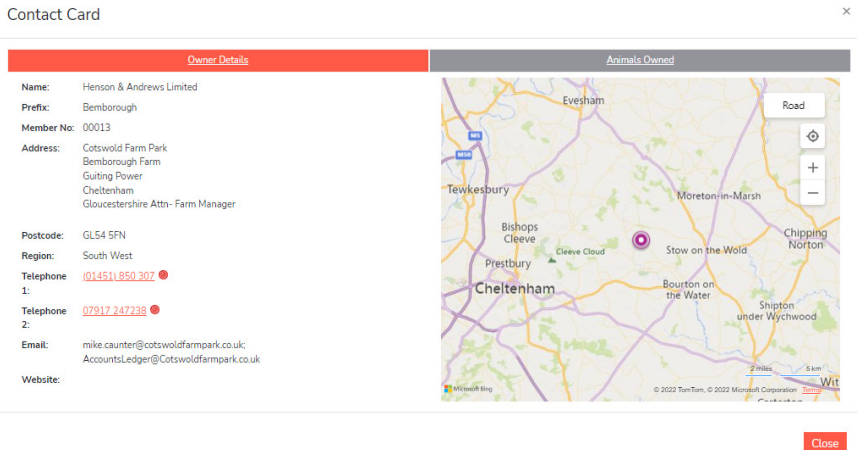

<p>Type in any changes to your address or contact details.</p> <p>These will be submitted to the Breed Society for processing.</p>	
<p>Use the data protection options to determine how much of your contact information will be visible to other visitors to the site.</p>	<ul style="list-style-type: none"> <li>• Include Everything</li> <li>• Name, Region, Prefix</li> <li>• Name, Region, Prefix, Address</li> <li>• Name, Region, Prefix, Address, Email</li> <li>• Name, Region, Prefix, Telephone, Email</li> <li>• Name, Region, Prefix, Email</li> <li>• All but Mobile</li> <li>• Name, Region, Prefix, Telephone</li> <li>• Exclude Everything</li> </ul>

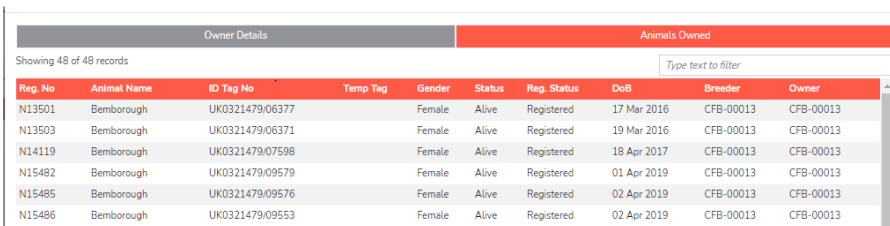
## To search the whole database for Animals

<p>Click on the magnifying glass </p> <p>and select <b>Animal Search</b></p> <p>Type part of the animal name or number into the box at the top</p> <p>And/or use the filters to create a list.</p> <p>The more things you search on the fewer animals you will find.</p> <p>For data security reasons there is a limit on the number of records that can be displayed.</p> <p>All data is copyright of the Breed Society</p> <p>To search for animals bred by a person, type their prefix</p>	
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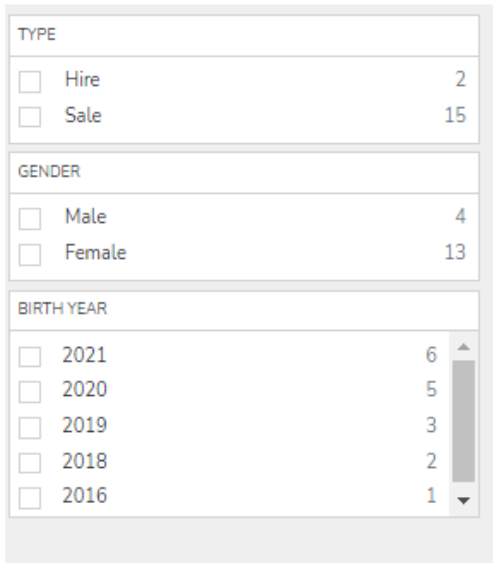


<p>To search for animals owned by a person go to People Search</p>	
<p>A list will be displayed</p> <p>Click on an animal in the list to see its details.</p> <p>When you close that record you will come back to this list with the last animal viewed highlighted.</p>	
<p>From an animal's record you can view its pedigree or offspring.</p> <p>Click on an animal in that pedigree or list to see its details and so on.</p>	

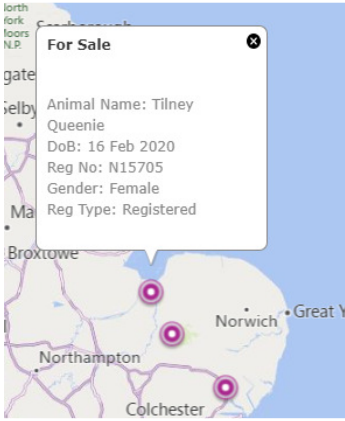
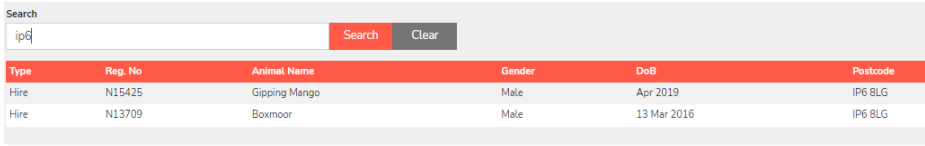
## To search for people

<p>Click on the magnifying glass</p> <p>and select <b>Member Search</b></p>	<p>Filter by region and by health or production scheme if your breed runs one.</p> <p>Type part of the name, prefix, or address into the search box.</p> <p>The more things you search on the fewer people you will find.</p>
<p>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.</p> <p>Use the plus and minus sign to zoom in and out on the map.</p>	
<p>Click on Animals Owned for a list of animals owned by this person</p>	


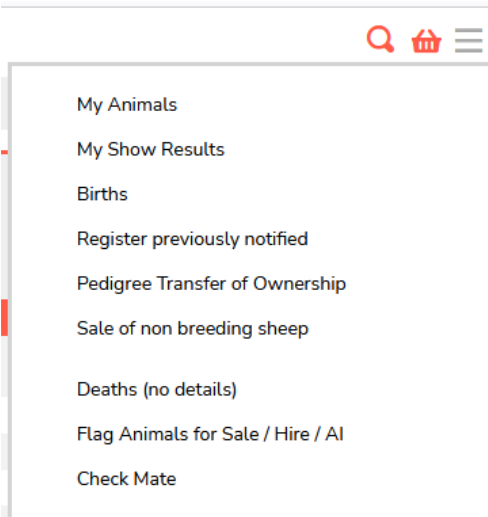
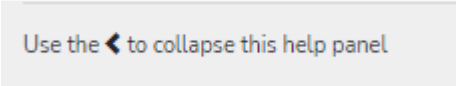
Sort by column heading, filter, click on an animal to view details as described previously	
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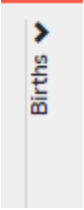
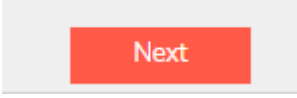


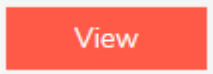
## To search for Animals For Sale or Hire

<p>Click on the magnifying glass </p> <p>and select</p> <p><b>For Sale, Hire or AI Search</b></p>	 <p>Filter by Sale / Hire or AI (frozen semen for artificial insemination) Sex or age. Phenotype or colour if you breed records them.</p> <p>The more things you search on the fewer people you will find.</p>
<p>Filter the list by typing into the search box.</p> <p>Click on an animal in the list offered to see details linked to pedigree, offspring etc.</p>	
<p>Use the buttons on the right to view the animals in a list, on a map or split between map and list.</p>	

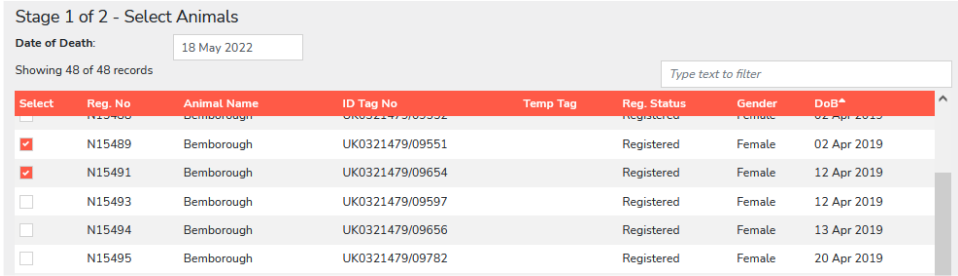
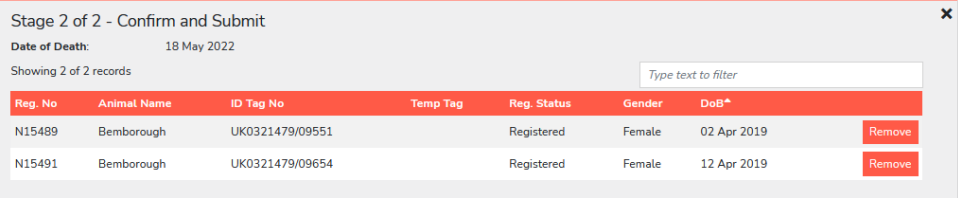
<p>Zoom in on the map to find location</p> <p>Click on a spot on the map for details of the animal or the member number and postcode if there are multiple animals at that location.</p>	
<p>Then go back to the list and filter on that postcode.</p> <p>Click on an animal to see details linked to pedigree, 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</p> <p>Some breeds offer the full list Grassroots options available including :</p> <ul style="list-style-type: none"> <li>• Births</li> <li>• Register Previously Notified</li> <li>• Transfers</li> <li>• Deaths</li> <li>• Flag Animals for Sale</li> <li>• Check Mate</li> <li>• Show and / or Sale entries</li> <li>• Apply for DNA test</li> <li>• Log Matings</li> </ul>	
<p>All the Manage my Animal screens have a <b>Grassroots instructions panel</b> on the left which may also have <b>breed specific instructions in red</b>.</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 <b>confirmation screen</b> where you can <b>remove transactions</b> if you have made a mistake.	
<b>To get back to your own animal list</b>	<p>Click on the menu  and then 'My Animals'</p> <p>OR</p> <p>Click on , and then </p>

## Manage my Animal – Report Deaths

<p><b>Deaths</b> – 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>Check the confirmation list. Click submit bottom right</p> <p>This information will be passed to the registry for processing.</p>	



## Manage my Animal – ‘Flag for Sale’

The list will be displayed with the animals you have already flagged as available for sale or hire. Use the column sort, or the ‘filter’ to reduce the list.

Use the buttons to add animals you wish to appear as available for sale in the Online Registry.

Stage 1 of 2 - Select Animals

Showing 24 of 24 records

Type text to filter

Sale	Hire	AI	Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*
<input type="checkbox"/>			N15489	Bemborough	UK0321479/09551		Registered	Female	02 Apr 2019
<input 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 checked="" type="checkbox"/>			N15495	Bemborough	UK0321479/09782		Registered	Female	20 Apr 2019
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N15710	Grove Park Eddie	UK0333251/01046		Registered	Male	10 Mar 2020
<input type="checkbox"/>			N15925	Bemborough	UK0321479/10984		Registered	Female	24 Mar 2020

Check the list  
Use ‘Remove’ to remove animals from the list.

Click submit

This information will appear in the ‘For sale / Hire / AI’ List’ under the magnifying glass.

Stage 2 of 2 - Confirm and Submit

Showing 2 of 2 records

Type text to filter

Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	Status
N15495	Bemborough	UK0321479/09782		Registered	Female	20 Apr 2019	For Sale <a href="#">Remove</a>
N15710	Grove Park Eddie	UK0333251/01046		Registered	Male	10 Mar 2020	For Hire <a href="#">Remove</a>

## Manage my Animal – Transfer of Ownership

**Transfers** – you may be offered up to three transfer options with different fees often used for : pedigree, commercial or export transfers

Enter the date sold

Use the column sort, or the ‘filter’ to reduce the list.

Tick the animals you have sold to a single person.

Click ‘Next.

Stage 1 of 3 - Select Date and Animals for Transfer

Date Sold: 18 May 2022

Showing 24 of 24 records

Type text to filter

Select	Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	Fee
<input type="checkbox"/>	N13501	Bemborough	UK0321479/06377		Registered	Female	17 Mar 2016	£0.00
<input checked="" type="checkbox"/>	N13503	Bemborough	UK0321479/06371		Registered	Female	19 Mar 2016	£0.00
<input checked="" type="checkbox"/>	N14119	Bemborough	UK0321479/07598		Registered	Female	18 Apr 2017	£0.00
<input type="checkbox"/>	N15482	Bemborough	UK0321479/09579		Registered	Female	01 Apr 2019	£0.00
<input type="checkbox"/>	N15485	Bemborough	UK0321479/09576		Registered	Female	02 Apr 2019	£0.00

Check the list

Click on one of the buttons to get or add the details of the new owner

Search Members

Will search the Breed Society database for the correct person

Click on them to confirm them as the new owner

Add Manually

Will allow you to type in the details

If you do not know the new owner, because it was sold at a market

I do not know the Buyer

Check the details and click in submit – bottom right

This information will be passed to the registry for processing.

Stage 2 of 3 - New Owner Details

Search Members

Add Manually

I do not know the Buyer

Showing 2 of 2 records

Type text to filter

Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	Fee	
N13503	Bemborough	UK0321479/06371		Registered	Female	19 Mar 2016	£0.00	Remove
N14119	Bemborough	UK0321479/07598		Registered	Female	18 Apr 2017	£0.00	Remove

Stage 2 of 3 - New Owner Details

nsor|

16 records found

Member No	Name	Prefix	Telephone	Email	Region	Health Scheme
00013	Henson & Andrews Limited	Bemborough	(01451) 850 307 07917 247238	testing@grassroots.co.uk	South West	
01192	Mr P & Mrs S C Tomlinson	Conachair	*****	*****	Scotland	
01924	Madders & Johnson	Blackheath	*****	*****	West Midlands	
02827	Miss H A Hanson	Sheldon	*****	*****	South West Peninsula	

Stage 2 of 3 - New Owner Details

Name

Title

First Name

Last Name\*

Address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

Postcode

Postcode

Lookup

Telephone

Telephone Number

E-mail

E-mail Address

I do not know the Buyer

Stage 3 of 3 - Confirm and Submit

Date Sold: 18 May 2022

New Owner: Chris Wilkinson, \*\*\*\*\*, \*\*\*\*\*, \*\*\*\*\*, \*\*\*\*\*, \*\*\*\*\*, \*\*\*\*\*, \*\*\*\*\*

Showing 2 of 2 records

Type text to filter

Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	Fee	
N13503	Bemborough	UK0321479/06371		Registered	Female	19 Mar 2016	£0.00	Remove
N14119	Bemborough	UK0321479/07598		Registered	Female	18 Apr 2017	£0.00	Remove

## Manage my Animal – Register Previously Notified / Castration / Apply for DNA test

All these screens work in the same way. You are offered a list of the relevant animals in your ownership .

Use the column sort, or the 'filter' to reduce the list.

Tick the animals

Click Submit.

This information will be passed to the registry for processing.

Select	Reg. No	Animal Name	ID Tag No	Temp Tag	Reg. Status	Gender	DoB*	Fee
<input type="checkbox"/>	N13501	Bemborough	UK0321479/06377		Registered	Female	17 Mar 2016	£0.00
<input checked="" type="checkbox"/>	N13503	Bemborough	UK0321479/06371		Registered	Female	19 Mar 2016	£0.00
<input checked="" type="checkbox"/>	N14119	Bemborough	UK0321479/07598		Registered	Female	18 Apr 2017	£0.00
<input type="checkbox"/>	N15482	Bemborough	UK0321479/09579		Registered	Female	01 Apr 2019	£0.00
<input type="checkbox"/>	N15485	Bemborough	UK0321479/09576		Registered	Female	02 Apr 2019	£0.00

## Manage My Animals - Report Births

Click on the menu top right  
Select Births

Some breeds have different or additional questions but the principal is the same for all of them.

Select or type in the date of birth

### Stage 1 of 3 - Birth Details

Date of Birth:

Conception Type:

Notes:

Sire:

Dam:

Number Born:

### Conception Type

The system defaults to Natural Service.

Provide the date for Artificial Insemination or Embryo Transfer and the recipient details for Embryo Transfer.

Conception Type:

AI Date:

### Sire

Click the 'Select a Male' for a list of fully registered males, alive and in your registered ownership.

Click on the correct one  
OR  
Click on All Males

Select A Male

Showing 1 of 1 record

☐ Include Dead Males

Reg. No	Animal Name	ID Tag No	Temp Tag	DoB*	Status	Owner
N15710	Grove Park Eddie	UK0333251/01046		10 Mar 2020	Alive	CFB-00013

To search the whole database for the correct sire.

Select A Male

☐ Include Dead Males

Enter search here

Minimum of 3 characters required to perform search.

Dam

Click in My Females for a list of fully registered alive females in your registered ownership – click on the correct one

Some breeds allow members to register out of females which have not been transfer into their ownership. In this case there will be an additional 'Search all females' button.

Select A Female

Showing 23 of 23 records

Type text to filter

Reg. No	Animal Name	ID Tag No	Temp Tag	DoB
N13501	Bemborough	UK0321479/06377		17 Mar 2016
N13503	Bemborough	UK0321479/06371		19 Mar 2016
N14119	Bemborough	UK0321479/07598		18 Apr 2017
N15482	Bemborough	UK0321479/09579		01 Apr 2019

Select the number born

Number Born:

2

And then you will be asked how many you wish to log today

Log Now:

1

The number you log cannot be more than the number born but it can be less. In this example you may have 2 born and only want to log one now

Click on Next (bottom right)

For BPA, additional information is required.

Date Weaned:

Number Born Alive: 7

Number Born Dead: 1

Number Alive at 3 Weeks: 5

Number Notified: Males: 3

Females: 2

First Ear Number: HAN / 1234

The top of the screen shows you the information you have already keyed in.

At the bottom is space to fill in the details for the offspring you wish to log today

The boxes to fill in, will vary between species and breeds

Breed specific instructions on identification and naming will appear in red in the instruction panel

For Sheep, Goats and pigs (not BPA)

Stage 2 of 3 - Offspring Details

Date of Birth: 18 May 2022

Conception Type: Natural Service

Sire: Grove Park Eddie UK0333251/01046

Dam: Bemborough UK0321479/09579

Number Born: 2

Number to Log Now: 2

Gender	ID Tag No	Temp Tag	Prefix	Individual Name	Reg. Type
	UK0321479/		Bemborough		
	UK0321479/		Bemborough		

The system knows the first part of your tag number and prefix. Simply type in the individual number and name, if your breed uses names

For BPA

Gender	Ear No	Prefix	Teats	Weight Kg	Reg. Type
Male	HAN/ 1234	Bemborough		0	Notify male
Male	HAN/ 1235	Bemborough		0	Notify male
Male	HAN/ 1236	Bemborough		0	Notify male
Female	HAN/ 1237	Bemborough		0	Norify Female
Female	HAN/ 1238	Bemborough		0	Norify Female

	<div><div>For Cattle, Equines and Alpacas</div><div><div><div>Gender:</div><div></div></div><div><div>Ear Tag:</div><div>INCBASUK</div><div></div></div><div><div>Microchip:</div><div></div></div><div><div>Individual Name:</div><div>Inca</div><div></div></div><div><div>Style:</div><div></div></div><div><div>Primary Colour:</div><div></div></div><div><div>Sec. Colour:</div><div></div></div><div><div>Solid ?:</div><div></div></div><div><div>Eye Colour:</div><div></div></div></div></div> <div>The system knows the first part of your tag number and prefix. Simply type in the individual number and name, if your breed uses names</div>																											
Finally, the system will offer the application types and fees available for each animal, dependent upon its gender, age, the date and your Society rules (Not applicable to BPA)	<div><div>Reg. Type</div><div><div></div><div>Birth Notify - £0.00</div><div>Registration - £5.00</div></div></div>																											
Click on Add to list (bottom right)	<div>Add to List</div>																											
<div>The system will take you back to the birth screen ready to log the next birth</div> <div>A new 'Display List to Submit' Button will be displayed.</div> <div>Click on that button when you are ready to submit the batch. The final list will be displayed</div>	<div>Display List to Submit</div>																											
<div>Check the final list, removing any not required.</div> <div>Tick the Society declaration and click on Submit.</div> <div>Your application will be submitted to your breed Society for processing.</div>	<div><div>Stage 3 of 3 - Submit Births</div><table><tr><th>Animal Name</th><th>Eid Tag</th><th>Management Tag</th><th>Gender</th><th>DoB</th><th>Reg Code</th><th>Reg Description</th><th>Reg Fee</th><th></th></tr><tr><td>Bemborough Fred</td><td>UK0321479/98765</td><td></td><td>Male</td><td>21 May 22</td><td>RM1</td><td>Registration</td><td>£10.70</td><td>Remove</td></tr><tr><td>Bemborough Amy</td><td>UK0321479/98766</td><td></td><td>Female</td><td>21 May 22</td><td>RF1</td><td>Registration</td><td>£5.00</td><td>Remove</td></tr></table></div>	Animal Name	Eid Tag	Management Tag	Gender	DoB	Reg Code	Reg Description	Reg Fee		Bemborough Fred	UK0321479/98765		Male	21 May 22	RM1	Registration	£10.70	Remove	Bemborough Amy	UK0321479/98766		Female	21 May 22	RF1	Registration	£5.00	Remove
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Bemborough Amy	UK0321479/98766		Female	21 May 22	RF1	Registration	£5.00	Remove																				

## Shopping Basket / Transaction Tally

The shopping basket is a tally of transactions submitted.

**It is not linked to your Society accounts.**

**and**

**It does not affect the transactions submitted.**

If there are items listed which have already been paid, tick the 'paid' option and they will disappear

The tally will total the items to be paid now.

The payment options are those offered by your breed society.

Showing 4 of 4 records

Type text to filter

Date	Qty	Description	Cost Each	Total	Pay Now	Paid
16 May 2022	1	Renew Membership	£ 105.00	£ 105.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15 May 2022	1	Birth - Registration	£ 60.00	£ 60.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15 May 2022	1	Birth - Registration	£ 24.00	£ 24.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13 May 2022	1	Transfer - As breeding male - UKBAS37065	£ 21.60	£ 21.60	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Amount £ 210.60

Please choose payment method.

PayPal

Cheque

Bacs

## Check Mate

Use Check Mate to find common ancestors in a potential mating

Check Mate

Select any male in the database, and a female you own

Check for common ancestors in the first 4 generations of pedigree

Society Instructions

Check for common ancestors in potential matings.

Search for a Male

Select a Female

Click on Search for male and type in part of the name or number. Select the animal from the list offered

Select a Male

123

7 records found

Reg No	Name	EID Tag	Management Tag	Gender	Dob	Registration Status	Owner
XN10155	Bemborough	UK0321479/12349		Male	15 Feb 2021	Notified	00013
XN10555	Belsar	UK0222890/01230		Male	13 Mar 2022	Notified	02618
XN10583	Belsar	UK0222890/01233		Male	14 Mar 2022	Notified	02618
XN10584	Belsar	UK0222890/01232		Male	14 Mar 2022	Notified	02618
XN10585	Belsar	UK0222890/01237		Male	15 Mar 2022	Notified	02618
XN10586	Belsar	UK0222890/01235		Male	15 Mar 2022	Notified	02618
N12322	Sandons Flint	UK0243753/00170		Male	19 Feb 2015	Registered	04298

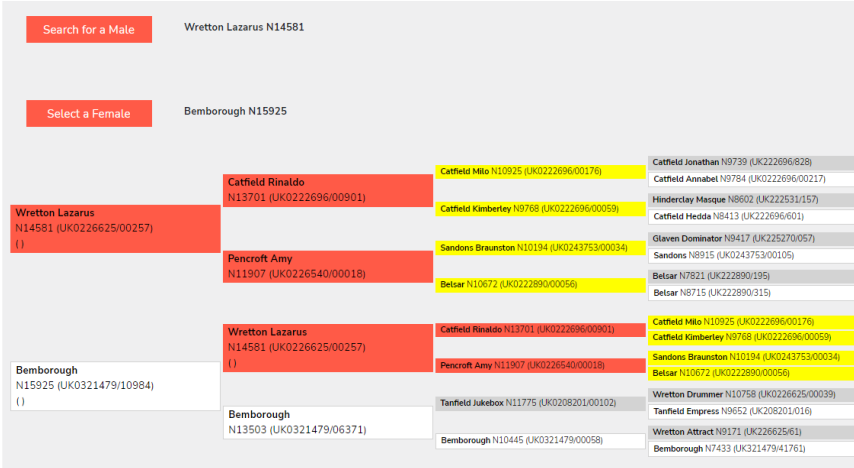
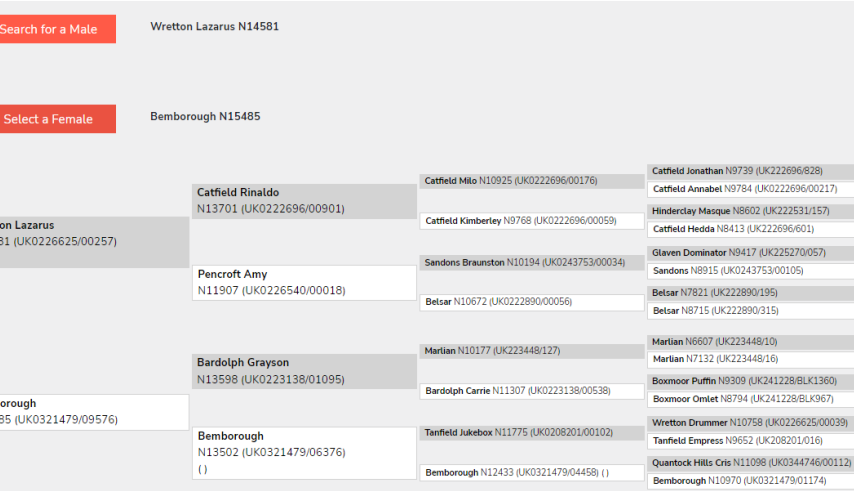
Click on Search for female for a list of alive females in your registered ownership

Select a Female

Showing 32 of 32 records

Type text to filter

Reg. No	Animal Name	ID Tag No	Temp Tag	Gender	Owner	Breeder	Status	Reg. Status	DoB
N13501	Bemborough	UK0321479/06377		Female	00013	00013	Alive	Registered	17 Mar 2016
N13503	Bemborough	UK0321479/06371		Female	00013	00013	Alive	Registered	19 Mar 2016
N14119	Bemborough	UK0321479/07598		Female	00013	00013	Alive	Registered	18 Apr 2017
N15482	Bemborough	UK0321479/09579		Female	00013	00013	Alive	Registered	01 Apr 2019

<p>The 'What if' pedigree will be displayed with common ancestors in colour.</p> <p>Red – indicates a common ancestor first appear as a parent or grandparent.</p> <p>Yellow - indicates a common ancestor first appear as a great grandparent</p> <p>Green - indicates a common ancestor first appear as a great great grandparent</p>	
<p>No colour indicates no common ancestors for four generation.</p>	

We very much hope you find the Grassroots Online Registry helpful and easy to use.

[home.grassroots.co.uk](http://home.grassroots.co.uk)