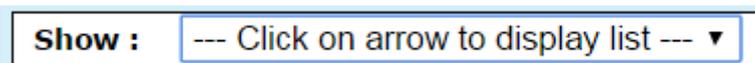


Instructions on how to register for Newark Show using Grassroots

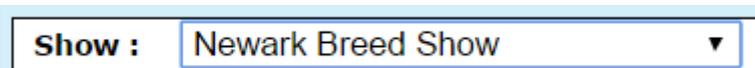
(if you encounter any problems please e mail lbarnett@btinternet.com or registrations@britishboergoatsociety.co.uk)

1. Go to BBGS Website (www.britishboergoatsociety.co.uk)
2. Click on 'Online Registration'
3. Enter Membership No and Password (if you have forgotten it then contact Tiff Hall registrations@britishboergoatsociety.co.uk)
4. Click on 'Log on'
5. Click on 'Manage your flock'
6. Enter your e mail address as requested and click on 'continue'
7. Scroll down the page until penultimate entry 'Show Entries'
8. Click on arrow to choose show



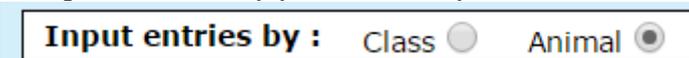
The screenshot shows a dropdown menu with the text "Show : --- Click on arrow to display list ---" and a downward-pointing arrow on the right side.

9. Select



The screenshot shows a dropdown menu with the text "Show : Newark Breed Show" and a downward-pointing arrow on the right side.

10. Click on 'Next'
11. Choose option to identify your entries by either class or animals



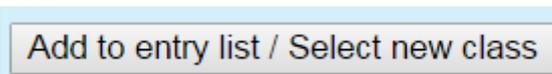
The screenshot shows a form with the text "Input entries by :". There are two radio buttons: "Class" (unselected) and "Animal" (selected).

12. If you choose **Class** you will be presented with a list of class options. Once the class is identified click on 'Select animals' and you will be presented with a list of goats which fit the criteria for that class. Click on the box on the left hand side to accept the goats you wish to show.



The screenshot shows a dropdown menu for class selection. The text "Show : NBS - Newark Breed Show" is visible at the top. Below it, the text "Class :" is followed by a dropdown menu with the following options: "MK - Male Kid" (selected), "FK - Female Kid", "MB - Male Bucking", "FG - Female Goatling", "AB - Adult Buck", "AF - Adult Does", "DK - Doe with kid at foot", and "3X - 3 progeny from same Buck".

13. Click on



The screenshot shows a button with the text "Add to entry list / Select new class".

14. If you choose 'Add to entry list' these will be added to your entry, you may then select a new class for further entries.
15. Once you have entered all classes required click in the box to confirm information provided is correct and then click on submit entries to Breed Society

I confirm the information provided is correct, I will abide by the Society Show Rules and accept the Conditions of Entry of this show. I declare that I am the owner/agent and will be responsible for these animals at all times. I confirm that all animals are in good health and condition.

Submit entries to Breed Society Return to 'Manage your Flock' Menu

OR

16. If you choose **Animal** you will be presented with a list of goats which may be entered and the classes they can enter. Click on boxes on left hand side to choose appropriate classes and goats.

17. Click in the box to confirm information provided is correct and then click on submit entries to Breed Society

I confirm the information provided is correct, I will abide by the Society Show Rules and accept the Conditions of Entry of this show. I declare that I am the owner/agent and will be responsible for these animals at all times. I confirm that all animals are in good health and condition.

Submit entries to Breed Society Return to 'Manage your Flock' Menu

18. The next screen you see will be :

British Boer Goat Society

Please do not use the Browser BACK button

Show / Sale Entries - Other Fees

Show : NBS - Newark Breed Show

Description	Amount
Straw Bales @ £2 each	2.00
Pens	0.01

Please click on the button below to complete your entries and print your list of entries

Continue

Enter number of straw bales required and the number of pens.
 (Please Note : the figure of 0.01 is only to allow an option of number of pens.)
 Click on continue and wait for this screen to appear, it will also include details of you and the classes you have entered. **Do not** click more than once.

Please DO NOT click on the BACK button from this page, otherwise you may be charged twice for your entries

**If you wish to enter more animals,
 please print this list and then click on "Return to 'Manage your Flock' Menu"**

Print list of Entries Return to 'Manage your Flock' Menu

British Boer Goat Society
 Entries for NBS - Newark Breed Show
 Date Submitted : 25/04/2017
 Acceptance of these entries into the NBS - Newark Breed Show Show /Sale is dependent on payment of the entry fees.

19. Print a list of entries for your records

20. Click on Return to 'Manage your Flock' Menu

21. Click on Proceed to Checkout

Select your Payment method

- On-line using paypal
- [By Cheque \(Payable to: 'British Boer Goat Society'\)](#)
- [By Bank transfer](#)



Shopping Basket
Please click on 'Proceed to Checkout', even if you are paying by cheque

No		Fee	Amount Due
1	Show / Sale entry	5.00	5.00
2	Straw Bales @ £2 each	2.00	4.00
1	Pens	0.01	0.01
2	Straw Bales @ £2 each	2.00	4.00
1	Pens	0.01	0.01
Total Amount Due			13.02

This Shopping basket is just a tally of the transactions processed on the web
It is not linked to the Society main accounting system.

22. Choose which option you wish to pay by – please make the payment detailed on the statement provided less the charge for the any pens.

23. If you choose PayPal it will take you to the PayPal login page.

24. If you choose to pay by cheque you will be presented with a remittance slip to print and send with your cheque to :

Registration Secretary – Tiff Hall
The Old Grange Farm, Mill Road, West Walton, Wisbech, PE14 7EU

25. If you choose to pay by Bank Transfer you will be presented with a slip providing bank details, requesting that you send an e mail to registrations@britishboergoatsociety.co.uk notifying that a payment has been made.