



# Show Manager

## Register A Litter

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[www.showmanager.com.au](http://www.showmanager.com.au)

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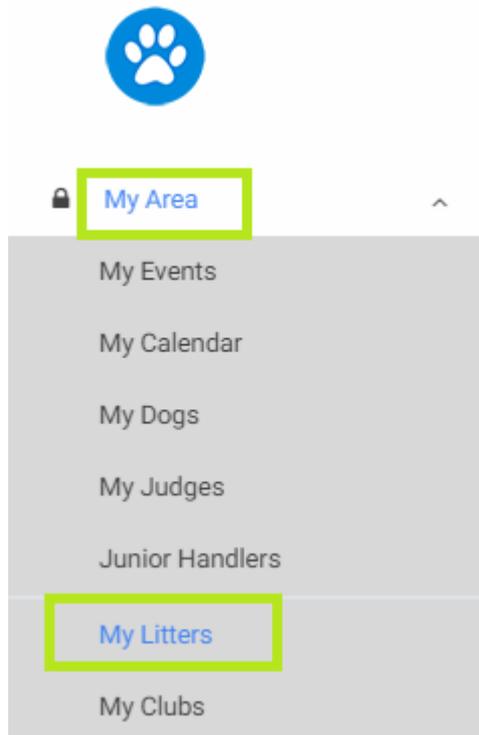
## 1 Introduction

The litter registration process will allow you to create a litter registration and send it off to your state body (if supported). Part of the litter registration will also allow you to upload additional supporting documents you may need to include with the litter registration.

Before you are able to register a new litter you must be a registered user of the [showmanager.com.au](https://showmanager.com.au) website and also be logged in. There is no cost to be a member of the Show Manager website for the litter registrations, while entering your dogs into the system will make the process easier it is not a requirement to do so. If you don't have an account you can register an account from here, <https://showmanager.com.au/account/register>

## 2 Add A Litter

From the menu click on 'My Area' and select 'My Litters'.



'My litters' will list any litter registration that you have created. Each litter will have a 'Friendly Name' that you can enter so that you can more easily remember the litter, for example this might be 'The S Litter' or 'Ted & Selma'. The litter registration will also have a status that will change as you progress through the application and submission process.

### My Litters

ADD NEW LITTER +

Status	Name	State Registrar	Reference	Breed	Date Whelped	Sire	Dam
In Progress	Ted & Selma	Dogs QLD	sdf2	Beagle	Tue 01-Nov-2016	CH My Sire Name	Dam Name

Click on the 'Add New Litter' button to start the new litter registration process.

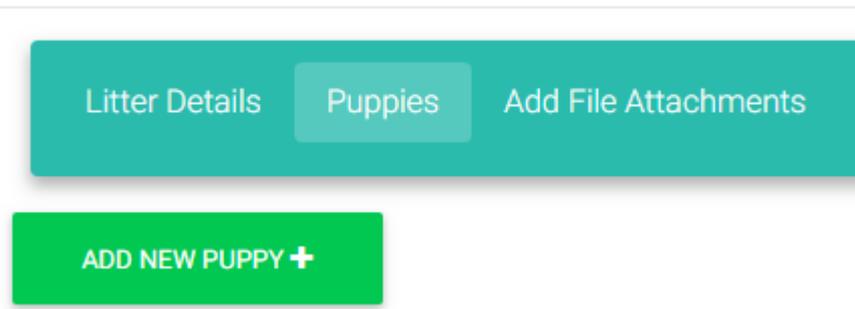
Enter in all the details required to register the litter. When you select a breed from the list of breeds this will update the page and bring in any of your dogs that have the same breed. When you select one of your dogs for the Sire and Dam this will automatically fill in the Sire or Dam details.

Complete all the required information and click on the 'Save and Add Puppies' button at the bottom of the page.



## 3 Add Puppies

Click on the 'Add New Puppy' button to add a new puppy.



Enter all the required information and click on the 'Save' button at the bottom of the page.

## 4 Add Attachments

You are able to upload any attachment that you need to include with the litter registration. For example you can upload Artificial Insemination forms, Export Pedigree Forms, Limited Register Forms etc.

NOTE: IF the exact ownership details of the Sire are different to the ownership details of the Dam/Prefix you MUST print the litter registration form by clicking on the 'Print Litter Registration' button at the bottom of the page and have it signed where applicable by ALL the owners of the Sire and the Dam, then from the 'Add File Attachments' tab there is a section where you can upload the signed litter registration.

The screenshot shows a navigation bar with three tabs: 'Litter Details', 'Puppies', and 'Add File Attachments'. Below the navigation bar is an orange instruction box: 'Attach any extra documents that you need to send, these might include Pedigree Imports, Artificial Insemination Forms etc...'. Underneath are two columns of upload options. The left column is titled 'Signed Litter Registration Form (Required if you are not the sole owner)' and contains a button labeled 'Upload Signed Litter Registration...'. The right column is titled 'Additional Files to be sent. (e.g. Limited Register agreements etc...)' and contains a button labeled 'Select Additional Files to Upload...'.

## 5 Send Litter Registration

Once all the puppies have been added to the system and the attachments have all been uploaded you can now send the application to your state body. From the menu click on the 'Prepare to Send Litter Registration' button.

Litter Status: In Progress



The system will calculate the payment amount and you can select a payment method, either Credit Card or Direct Deposit. When selecting Credit Card there are no additional fee's added to the litter registration.

Please Select a Payment Method

Payment Method \*

Credit Card ▾

- 2 Puppies x \$89.00 = \$178.00
- 1 Export Certificate x \$68.00 = \$68.00

Payment Amount

\$246.00

Payment by Credit Card: After the payment has been processed successfully the application will be sent to Dogs QLD. There are no extra fee's added to pay online.



## 6 Registration Process

Now the litter registration has been sent to your state body will review and process your application. When the office staff receive your application the system will send you an email to let you know it has been received. As with all Litters, the processing will occur strictly on a 'date received' basis. In chronological order.

As your litter progress through each stage you will receive email updates to let you know when the litter is complete and the puppy registration numbers are available.

For more information about your litter registration or litter registrations in general contact your State Body;

Dogs QLD:

P: 07 3252 2661

E: [info@dogsqueensland.org.au](mailto:info@dogsqueensland.org.au)

For more help with the litter registration process please email [help@showmanager.com.au](mailto:help@showmanager.com.au)