AAA ONLINE REGISTRATION SYSTEM

Log onto the AAA website – www.alpaca.asn.au and in the Members Services section of the AAA website select IAR database & transactions from the menu. This will take you to the ‘Alpaca Members Page’

Select "Online Transactions" - second from right in the tool bar

Select “Create a New Batch”

1) Select batch type - Cria Registrations or ET Cria Registrations.

2) In the Comments section add text to define your batch. eg. 1st quarter births 2017 or name of cria, etc.

3) Select “Create” at the bottom of the screen.

INSTRUCTIONS FOR ET Cria Registrations / Cria Registrations

Click “Add”

NB: If you use the ‘Tip’ click ‘Back’ button until you return to the Cria Registration page.

Dam Details

- Enter Dam IAR No. Do NOT include the “A” before the IAR Tag No

Sire and Mating Details

- Enter the Sire IAR No. (Tip: Click Sire Ident No. to search for sire details and follow the prompts.)

- Are you the owner of this sire? Select "Yes" or "No" If no you will need to obtain a Service Certificate (A4 form) from the owners

- Enter the “Mating From Date” as dd/mm/yyyy (02/04/2014) - This date will be the last mating date for hand matings and the date Sire placed in paddock for paddock matings.

- Enter the “Mating to Date” - if paddock mating enter the date the Sire was removed from paddock. If hand mating leave blank

- FOR ET CRIA REGISTRATIONS – Enter IAR number for Recip Dam

Cria Details

- “Cria Ident No” - This consists of the year letter as defined in the Regulations eg. 2015 year letter is ”L” and the 4 digit drop number using preceding zeros eg. 0001.

- Enter the IAR tag number.

- Enter Breeders Prefix - Herd prefix attached to the herd code you signed on as.

- Enter the Animal name, ie, Cria’s name EXCLUDING breeders herd prefix.

- Enter Microchip No. (Note: If cria is not microchipped leave blank.)

- Enter the birth date as dd/mm/yyyy (02/04/2014).

- Select the sex.

- Declaration of Castration – needed if registering wethers (Note: Wethers cannot be changed to male for certification. )

- Enter Castration date

- Select colour. There are 4 selections as follows:
  a) Colour type: select "Solid" if the animal is of one colour, otherwise leave blank.
  Tip: Grey animals are not "solid"
  b) Colour 1: this is the main colour of the animal
  Note: refer to colour code chart re details on white head and legs.
  c) Colour 2: if there is a minor colour then select the next most significant colour otherwise leave blank
  d) Colour 3: if there is a third colour then select that colour otherwise leave blank

- Select fate of animal, ie, “Cria Born Alive”.

- Select type "Huacaya" or "Suri"

- Select number in birth, ie, one.

- Select “Yes” to register cria when batch submitted.

- In the ‘Update Options’ field, click ‘Go’.

  a) Error data
  If there are any errors in the data you have entered then these will be displayed on the form with explanations. Resolve errors.
  - Fatal errors (recorded in red) must be resolved before submission otherwise the submission will be rejected.
  - Warnings (recorded in green) highlighting that there maybe penalty applied for lateness.
  b) If you wish to edit any data go to the View Batch Summary and Batch Submission Screen page and then the view records in this batch and then click on the record number that you wish to edit and you will be taken to the Cria Registration screen
  c) To enter additional animals click add and repeat procedure above.
Note: at this time it is not necessary to submit the batch for registration. At this point you can log off and your data will be available in your batch the next time you log on to add additional cria registrations.

**A4 Submission**

1) From the members section of the AAA website select IAR database & transactions which will take you to the ‘Alpaca Members Page’.

2) Click ‘Submit A4’s Online’ at the bottom of the page and highlighted in blue.

3) Fill in blank fields with the information requested. If you wish the dam owner to receive an email copy of the A4, highlight the tick box next to the ‘Email to Owner’ field.

4) Click on the ‘Check and Submit A4’ box.

**Error data**

1) If there are errors in the data entered then these will be displayed on the form with explanations.

2) Fatal errors (recorded in red) must be resolved before submission otherwise the submission will be rejected. Check that the Dam name is correct after validation and matches the IAR tag No. provided.

3) You can search A4’s by going into ‘online transactions’ and then click on ‘Search Available A4’s’ and then follow the instructions.

4) Note: at this time it is not necessary to submit the batch for submission. At this point you can log off and your data will be available in your batch the next time you log on to add additional A4 data.

**Batch submission and payment**

1. Click on “View Batch Summary and Batch Submission Screen”.
2. Click on “Pay for this Batch”.
3. Select “List All My Batches” and select the batch you wish to submit. Confirm that this is the batch you wish to submit and then click “View Batch Summary and Batch Submission Screen”
4. The Batch Summary Screen will display the summary including the price.
5. Click “Pay for this Batch” to be forwarded to “The National Australia Bank” payment site.

**Payment at NAB**

1. Pay Here page
2. Enter the Cardholder name
3. Enter the Credit card number
4. Select the Card type "Visa" or "Mastercard"
5. Select the Credit card expiry date
6. Enter your Cardholder email address if you wish to receive a copy of the transaction via email.
7. To continue with payment click “Continue” otherwise “Cancel Payment”
8. Confirm payment page
9. If you wish to continue select “Confirm payment” otherwise select “Return”. If the payment was successful then a payment record page will be displayed. If the payment was not successful you will be returned to the online registration system as unsuccessful and you will then need to contact your bank to resolve the issue.

**Payment record page**

A payment record page will be displayed. If you provided an email address then a copy will be sent to that email address.

Return to Online Registration System.

You will be returned to the Online Registration System and the Summary Screen will indicate status as “Sending”. The next time you log in, you will see the status for the batch you had previously submitted as “Submitted”.

**Year and Letter Codes for Cria Registration**

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