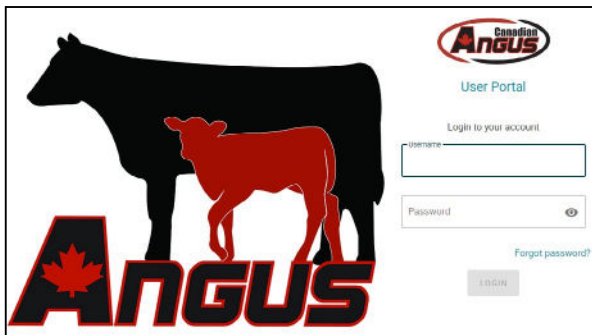


Step-by-Step INSTRUCTIONS

How to Use the Canadian Angus Association Digital Calving Book App Registration Portal

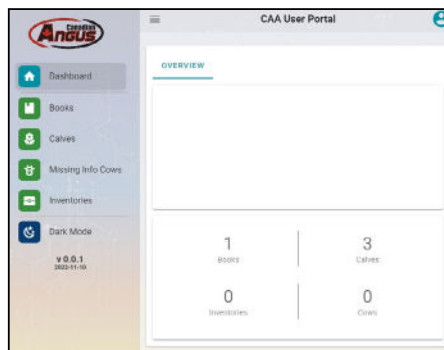
STEP 1

Access the CAA calving app registration portal by clicking on **portal** on portal.cdngangus.ca on your computer.



STEP 2


Log in to the portal using the same primary member ID and password that you use for your calving app or you will not be able to access your calving app records.



STEP 3

The **dashboard** will be used to summarize custom statistics as data is entered.

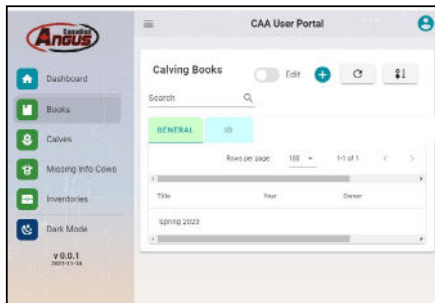
STEP 4

You can view account information by clicking on  on the top right corner of the page

(please note, if you change your password here you will need to use this new password to access your calving app).

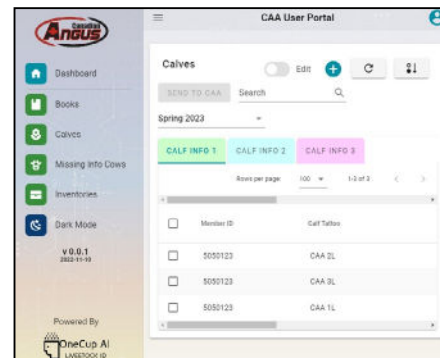
STEP 5

Click on the **Books** icon within the menu to access your calving books.



STEP 6

Calf records created within your calving app can be accessed by clicking on a specific calving book.



STEP 7

Calf information can be edited in two ways:

- i. Click on the **pen** icon to the right of each animal to initiate an edit screen for that one individual animal
- ii. Turn on the **edit toggle** at the top of the screen to edit all calves in the table

STEP 8

Please ensure the accuracy of the recorded information and complete the missing fields in the **Calf Info 1**, **Calf Info 2** and **Calf Info 3** tabs.

STEP 9

Once all fields are complete you can select animals (by placing a check mark in the box on the left) and submit the records for those selected animals to the Canadian Angus Association for recording and registration.

STEP 10

To avoid duplicate records, you will only be able to submit a calf record to the Canadian Angus Association for recording and registration once.

STEP 11

Select **Cow Status/ Disposals** under the menu to access cows that have not yet had a calf recorded.

STEP 12

Here you can sort your list of cows to verify which cows have a recorded calf and which cows do not.

STEP 13

For cows that had a calf, you can click on **Calves** in the menu, then click on the **Plus Icon** to add a calf record and record the calf.

The screenshot shows a table titled 'Cows' with columns: Owner, Name, Ident, Tatto, Year, Calf Recorded, Disposal Code, Disposal Date, and Upload Date. The table contains 7 rows of cow data. A dropdown menu is open over the 'Disposal Code' column of the first row, showing options: 'Died - Disease (1)', 'Died - Age (2)', 'Died - Other (3)', 'Culled - Physical Defect (4)', 'Culled - Fertility (5)', and 'Culled - Performance (6)'. The 'SEND TO CAA' button is visible at the top right of the table.

Owner	Name	Ident	Tatto	Year	Calf Recorded	Disposal Code	Disposal Date	Upload Date
512345	CAA MAMA 1	123456	CAA 123	2022	No			
512345	CAA MAMA 2	465432	CAA 456					
512345	CAA MAMA 3	895214	CAA 789					
512345	CAA MAMA 4	854123	CAA 321					
512345	CAA MAMA 5	687325	CAA 654					
512345	CAA MAMA 6	905421	CAA 987					
512345	CAA MAMA 7	546312	CAA 341	2022	No			

STEP 14

If a cow was disposed of or did not calve, use the drop-down menu to add a disposal code or cow status code and date. Select these cows and press submit to send the disposal codes and cow status records to the CAA.