WHOLE HERD & CALVING DATA ENTRY INSTRUCTIONS:

1. Login to our website

2. Click **MY HERD**, then **MY INVENTORY,** enter the current year in the **INVENTORY YEAR BOX** and

    click **CHANGE**

    > If the box below the word **HOLD** is blank, then that female is enrolled.

3. If you would like to change the enrollment status, click **EDIT**, then click **WHE HOLD FOR YEAR**,

    then **SAVE.**

4. Click **POST INVENTORY**, located at the bottom of the page.

5. At the end of each female is calving. Click their **CALVING** and enter your calves on this screen.

    > Always have the display year in the year the calves were born

    > Enter breeding dates for each calf

6. To enter a twin, remember to put a 2 in the **#BORN** tab.

7. The second twin must be entered in **MY PERFORMANCE, MY CALVING** and then put the same

    information again remembering to put a 2 in the **#BORN** tab.

Embryo calves: to enter an embryo calf go to **MY PERFORMANCE, MY CALVING.** Remember to click **YES**

for embryo and enter **FLUSH DATE.**

<ins>** To get weights into the EPD evaluation have values entered **May 15th** or **October 15th**.</ins>
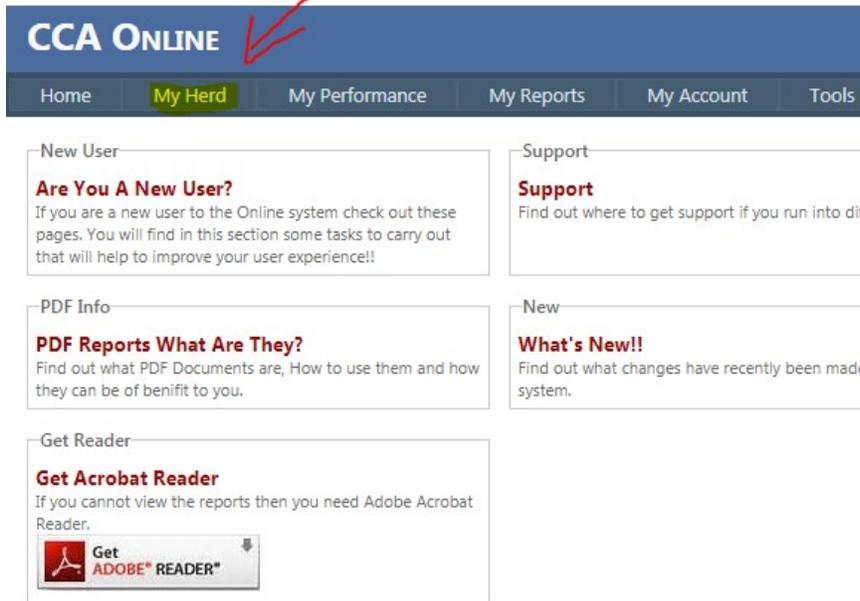
WHOLE HERD ENROLMENT

Login to your CCA online account: http://bmmi.cgenregistry.ca/cca/onlinelogin.aspx

Go to **MY HERD** and choose **MY INVENTORY**.

A complete list of your females will populate. Be sure that the **INVENTORY YEAR** is the correct year for entry. Before you **POST INVENTORY**, it will be displayed as **PRE POST**.

Review all your females. For any females that you need to place on **HOLD** (you don't expect to register progeny for the inventory year) or need to change the **Breeding SEASON**, click on the blue hyperlink **EDIT**

My Inventory - Pre Post

Inventory Year
2018 [Change]

Quick Search
[_____] [View] [Edit]
(Regnum or ID)

Animals

Herd	Regnum	ID	Name	Birth Date	CCIA #	Bcode	Season	Hold		
84123	FC708486	JHR 25D	JHR BLANCHE 25D	1/7/2016			S	Y	View	Edit
84123	FC708484	JHR 2C	JHR GLORY 2C	10/1/2015			F		View	Edit

To change the **SEASON** pick from the dropdown menu. To place on **HOLD**, click on the **WHE HOLD For Year** box (there needs to be a checkmark for held females).

CCA ONLINE

Home | My Herd | My Performance | My Reports

Animal Inventory Edit\Disposal

Animal

Animal #:
FC708486 JHR   25D JHR BLANCHE 25D

Enrol\Disposal

Prev Breeding Code(Last Year):
[____▼]

Breeding Code(This Year):
[____▼]

CCIA #:
[____]

Disposal Code:
[____▼]

Disposal Date:
[____]

Season:
[S-Spring ▼]

☑ WHE Hold For Year

After any changes, you **MUST** then click on **SAVE**.

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Held females will have a **Y** in the **HOLD column** on the inventory list. **S or F** will be displayed in the **SEASON column**. **Enrolled females will have a BLANK in the HOLD column**.

When all changes have been done, ONLY then click on **POST INVENTORY**.

First update your disposals, Calving Season and WHE Hold status. (Click Edit)
Once complete you must Click the post button to submit your inventory to the office.
You MUST submit your inventory prior to the WHE deadline to avoid incurring late fees.