

Log into your Registry on-Line account using the codes provided

The first screen to appear is My Animals – you can view each animal’s information and make edits if the animal is not yet registered. Once the animal is registered all you may change is its status – Sold without papers or deceased.

To add an animal

- click Add at the bottom of the page
- most of the fields will have drop down menu options, just click on the arrow for the options
- if you don’t know the registration number for the dam or sire you can use the arrow at the left to do a search
- if you enter a breeding PE In date, please enter a PE Out date as well, even if it is the same day
- your breeder ID number and name should already be on the screen. You can not change this. The CLAA bylaws state only the owner of cria when it was born may apply to register it. If you have purchased an alpaca that is to be registered and then transferred to your ownership, you may enter the alpaca to start the process, but it will have to be completed at the CLAA office.
- check the boxes below the applicant information:
  1. If the animal conforms to minimum breed requirements
  2. If you can apply to Register Now - Only llama breeders will be able to complete a registration at the same time they enter a llama on-line. All alpacas must be DNA tested and parent verified through the Association or provide a foreign DNA report and certificate of registration as proof of parent verification.
  3. If you do not want the certificate of registration printed and would like to transfer the animal on-line. The animal is still registered and you may print a pdf copy of its certificate. If this button is not clicked a certificate will be printed and you will not be able to do a transfer on-line.

Click Save – the program will assign a number beginning with UNR. To find this number and to check that the application was indeed completed, go the Application header and then back to the My Animals screen.

Once on the My Animals screen selected “Un Registered” in the Status drop down menu. You will get a list of all your unregistered animals. Make a note of each animal’s UNR number so you can use it to print off a DNA submission form.

Once you have the animal’s UNR number go to the Forms header and select DNA Submission Form – enter the UNR number and click print. Print the form and send it to the CLAA office with either a DNA sample for testing or a copy of the foreign DNA report and certificate of registration for each alpaca. This Submission form is used to identify the alpaca being registered and is used to enter DNA data. IT IS IMPORTANT. The work order generated when you enter an animal does not include its UNR number.

Payment – mail a cheque, send a note asking to be contacted for credit card information or make arrangements to have credit information kept on file.

