

CLAA Registry On-line - Tips

There is a guide in the program under Help in the menu bar, but here are some very basic tips to get you started:

1. You must be the “owner at birth” in order to submit an application to register an alpaca or llama on-line. This means the dam must have been in your ownership when the animal to be registered was born. It has nothing to do with who had possession of the dam when the cria was born.

If you were not the owner of the dam at birth, but still want to submit the application, it will have to be mailed or emailed to the CLAA office.

2. You can enter an animal by selecting Animal Entry/Register in the drop down menu under Application in the menu bar. Or by clicking ADD in the My Animals window.
3. If you enter a PE In date for breeding, you must also enter a PE Out date, even if it is the same day.
4. At the bottom before you click SAVE you have the option to request the “paper” or certificate of registration not to be printed. This will allow you to complete a transfer on-line if you have already sold the animal being registered.

If a certificate of registration has been printed, it must be returned to the CLAA office in order to complete a transfer of ownership.

5. **Once saved, you can find the animal in your herd inventory in the My Animals section.** Just make sure that you select unregistered in the status section. This UNR number is used to track the animal until it is registered and you will need it before printing your DNA Submission Form.

You can sort the list by clicking on the word in the headers for the column you want to use for the sort.

6. DNA samples or copies of foreign DNA reports with a copy of the ARI certificate must be submitted to the CLAA office in Calgary in order to meet parent verification requirements. **All DNA sent to the office, either paper or sample must include a DNA Submission Form for each alpaca.**

Under Forms in the menu bar you select DNA Submission Form, enter the UNR number and print the form to send to the office with the DNA sample or the foreign documents. Foreign DNA and certificates can be emailed, however the DNA submission form must be included. Faxing is not recommended because it distorts the numbers on the foreign reports.

7. To make adjustments to your account details (make herd inventory public, don't publish email etc) select Details/Options in the drop down menu under the Account header.

Payment should be made promptly upon submitting a transaction. You may call with credit information, or ask to have credit card information kept on file, or carry a credit in your account or mail in a cheque.

To check the balance in your account, select Billing in the drop down menu under Account. The latest work order will have your current balance. A negative number (-22.05) indicates a credit on your account. A positive amount (22.05) indicates a balance owing on your account.

If you have any questions, please contact the office.