



Show Manager

Register A Litter

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www.showmanager.com.au

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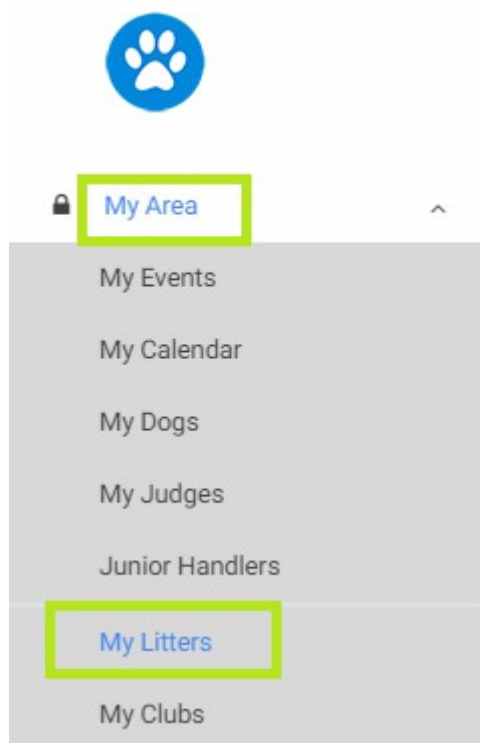
1 Introduction

The litter registration process will allow you to create a litter registration and send it off to Dogs Victoria. Part of the litter registration will also allow you to upload additional supporting documents you must include with the litter registration.

Before you are able to register a new litter you must be a registered user of the showmanager.com.au website and also be logged in. There is no cost to be a member of the Show Manager website for the litter registrations, while entering your dogs into the system will make the process easier it is not a requirement to do so. If you don't have an account, you can register an account from here, <https://showmanager.com.au/account/register>

2 Add A Litter

From the menu click on 'My Area' and select 'My Litters'.



'My litters' will list any litter registration that you have created. Each litter will have a 'Friendly Name' that you can enter so that you can more easily remember the litter, for example this might be 'The S Litter' or 'Ted & Selma'. The litter registration will also have a status that will change as you progress through the application and submission process.

My Litters

[ADD NEW LITTER +](#)

Status	Name	State Registrar	Reference	Breed	Date Whelped	Sire	Dam
In Progress	Ted & Selma	Dogs QLD	sdf2	Beagle	Tue 01-Nov-2016	CH My Sire Name	Dam Name

Click on the 'Add New Litter' button to start the new litter registration process.

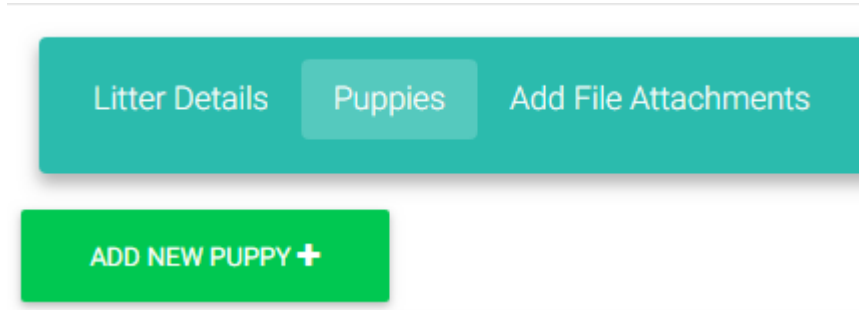
Enter in all the details required to register the litter. When you select a breed from the list of breeds this will update the page and bring in any of your dogs that have the same breed. When you select one of your dogs for the Sire and Dam this will automatically fill in the Sire or Dam details.

Complete all the required information and click on the **'Save and Add Puppies'** button at the bottom of the page.



3 Add Puppies

Click on the '**Add New Puppy**' button to add a new puppy.



Enter all the required information and click on the 'Save' button at the bottom of the page.

4 Add Attachments

You are able to upload any attachment that you need to include with the litter registration. For example, you can upload Veterinarian Microchipping Certification forms, Artificial Insemination forms, Export Pedigree Forms, Natural Bob Tail Letter etc

NOTE: IF the exact ownership details of the Sire are different to the ownership details of the Dam/Prefix you **MUST** either print the litter registration form by clicking on the 'Print Litter Registration' button at the bottom of the page or access the Dogs Victoria website and download the 'Sire Certification' form and complete. [sire-certification-form-160824.pdf](#)

The form must be signed where applicable by ALL the owners of the Sire and the Dam, then from the 'Add File Attachments' tab there is a section where you can upload the signed litter registration.

NOTE: To record the microchip numbers, you can access the Dogs Victoria website and download the 'Veterinarian Microchipping Certification Form' [veterinarian-microchipping-certification-form.pdf](#)

The form **MUST** be signed where applicable by the Veterinary Surgeon and the original microchip stickers **MUST** be attached, then from the 'Add File Attachments' tab there is a section where you can upload the signed certificate.

Litter Details
Puppies
Add File Attachments

Attach any extra documents that you need to send, these might include Pedigree Imports, Artificial Insemination Forms etc...

Signed Litter Registration Form (Required if you are not the sole owner)

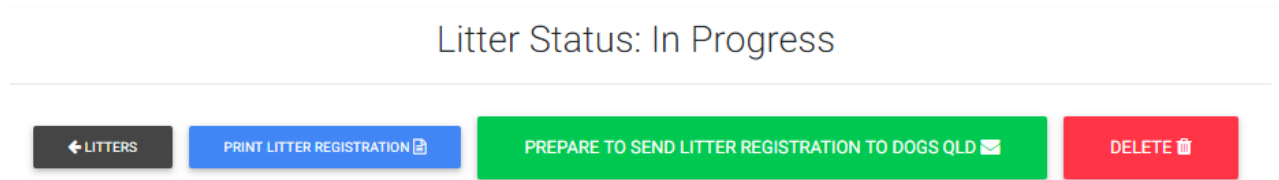
Upload Signed Litter Registration...

Additional Files to be sent. (e.g. Limited Register agreements etc...)

Select Additional Files to Upload...

5 Send Litter Registration

Once all the puppies have been added to the system and the attachments have all been uploaded you can now send the application to Dogs Victoria. From the menu click on the 'Prepare to Send Litter Registration' button.



Please note: 'Prepare to Send Litter Registration' will state Dogs Vic

The system will calculate the payment amount, and you can select a payment method, either Credit Card or Direct Deposit. When selecting Credit Card there are no additional fees added to the litter registration.

Please Select a Payment Method

Payment Method *

Credit Card ▾

- 2 Puppies x \$89.00 = \$178.00
- 1 Export Certificate x \$68.00 = \$68.00

Payment Amount

\$246.00

Please Note: Fees stated are examples only

Payment by Credit Card: After the payment has been processed successfully the application will be sent to Dogs QLD. There are no extra fee's added to pay online.



6 Registration Process

Now the litter registration has been sent to Dogs Victoria who will review and process your application. When the office staff receive your application, the system will send you an email to let you know it has been received. As with all Litters, the processing will occur strictly on a 'date received' basis. i.e. chronological order.

As your litter progresses through each stage you will receive email updates to let you know when the litter is complete, and the puppy registration numbers are available.

For more information about your litter registration or litter registrations in general contact

Dogs Victoria:

P: 03 9788 2500

E: office@dogsvictoria.org.au

For more help with the litter registration process please email help@showmanager.com.au