

AWSA WebManager QUICK GUIDE - ANNUAL RETURN

From late February each year, when you login to WebManager you will notice an extra button in red, on the menu

Annual Return

Step One

- Click on this button to begin the process
- Go to **Show Contact Details** and make sure all your contact details are correct.

Step Two

- Click on **Edit Stud Details**
- Make sure all is correct and make any changes required

Step Three

- Click on **Enter Rams Used**
- Tick the boxes on the left for all rams that you have used, including semen and the service of a ram.
IF there are any rams not in your list that should be, please contact the person responsible for registering and transferring the ram or semen to you, to make sure it is done.

Step Four

- Click on **Enter Ewe Information**
- Use the top form to the number of ewes in your breeding flock – you should include appendix ewes here also.
- Click on to add this group to the bottom table
- When the correct numbers and total appear in the top table click on

Step Five

- Click on **Flockbook Preview** to preview what will appear in the Flock Book

***IF YOU ARE STILL CHASING UP YOUR RAMS USED LIST - Finish this process later

***ONLY WHEN YOU ARE COMPLETELY HAPPY WITH THE PREVIEW

click on

Once this button has been clicked, the Annual return button will disappear from your menu.
(If you remember later that there is something you have forgotten, please ring either Nikki Ward or Sue Piggott and they can update these details for you.)

Complete the process by going to the SHOPPING CART button and printing your Tax Invoice for Annual Stud Membership.

Please also check that you have no other outstanding invoices to be paid.

Payment Due by April 30th to avoid a late fee.