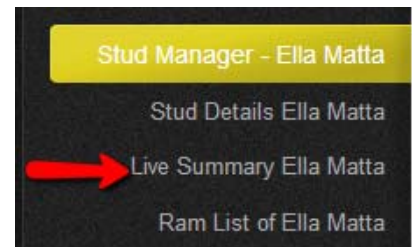


AWSA WebManager QUICK GUIDE – ANNUAL RETURN

Sometime in March each year, when you login to WebManager you will notice an extra button in blue, on the menu.



It is also very helpful for you to have a copy of your Stud's LIVE SUMMARY that was emailed to you and can also be downloaded from Web Manager.



Step One

- Click on this button to begin the process
- Go to [Show Contact Details](#) and make sure all your contact details are correct. Then click **Confirm Changes**.

Step Two

- Click on **Edit Stud Details**
- Make sure all is correct and make any changes required. Then click **Confirm Changes**

Step Three

- 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 **ADD** to add this group to the table below it
- Also add the number of rams (flock and stud rams) you have sold last year and then click the **Add number of Rams Sold Numbers** button
- When the correct numbers and total appear in the top table click on **SUBMIT**
- The total here will influence the Annual Membership Fee that is added to your Shopping Cart

Step Four

- 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. **SUBMIT**

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 **Finish Annual Return**
- Once this button has been clicked, the Annual Return button will disappear from your menu.

Step Six

- Complete the process by going to the **SHOPPING CART** button and printing your Tax Invoice for Annual Stud Membership
- Payment Due by April 30th to avoid a late fee.