

# 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.



## CLICK THE BLUE ANNUAL RETURN BUTTON TO BEGIN

### Step One

- Click on [Show Contact Details](#) and make sure all your contact details are correct. Then click **Confirm Changes** button at the bottom of the page

### Step Two

- Click on **Edit Stud Details**
- Re Brucellosis Accreditation which is now mandatory you also have the option to upload a copy of your certificate. Click anywhere in the box to then search for it on your computer.
- Make sure all other information is correct and make any changes required.
- Then click **Save Changes** button at the bottom of the page

### 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.**
- **SUBMIT**

### Step Four

- Click on **Enter Ewe Information**
- Use the top form to record the number of ewes in your breeding flock. You may add a number of ewe types here eg Non appendix, then appendix ewes. Only include the ewes numbers that have been mated to produce your White Suffolk lambs this year. Click the button to add each group of ewes to the tally table below the form. >
- When the correct numbers and total appear in the bottom table click on **FINISH!**
- The total ewes here will influence the Annual Membership Fee that is added to your Invoice

Add/Update Ewe Numbers

### Step Five

- If you live in WA or NSW, your state levy details will come up, so they can be added to the Annual Return invoice.
- Also add the number of rams (flock and stud rams) you have sold last year and then click the button >
- Click the **SUBMIT** button

Advise number of Rams Sold Numbers

### Step Six

- Click on **Flockbook Preview** to preview what will appear in the Flock Book  
Then click Back to Annual Return

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**IF YOU ARE STILL CHASING UP INFORMATION - [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.
- IF GETTING CLOSE TO DEADLINE FINISH YOUR ANNUAL RETURN** even if information is missing.. Let the Secretary know details missing info in case it comes in after the deadline
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**You will then be taken to the Shopping cart to Proceed to checkout to get your Tax Invoice for payment. Payment due by April 30th to avoid the late fee.**