

Dogs Queensland members can now register new litters online at [www.showmanager.com.au](http://www.showmanager.com.au)

## How do I register a new litter?

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.

## Where do I start?

- Click here to log into the website. <https://www.showmanager.com.au/Account/Login>
- Click on '**My Area**' from the top menu.
- Click on the '**My Litters**' button from the main menu.



## 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 & Mary'. The litter registration will also have a status that will change as you progress through the application and submission process.

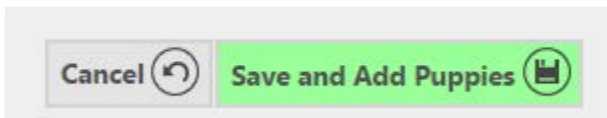
- Click on the '**Add New Litter**' button to start a new litter registration.



## Step 1 – Add New Litter.

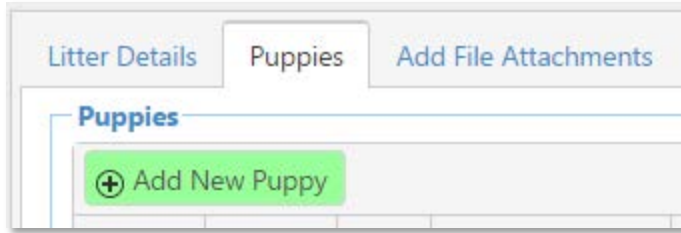
Enter in all the details required to register the litter. When you select a breed from the list of breeds this will update the page and bring in any of your dogs that have the same breed. When you select one of your dogs for the Sire and Dam this will automatically fill in the Sire or Dam details.

- Complete all the required information and click on the '**Save and Add Puppies**' button.



## Step 2 – Add Puppy

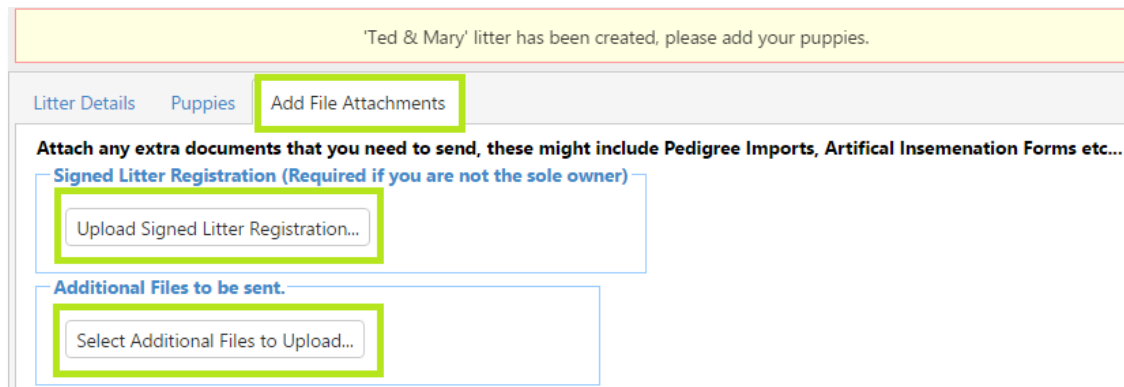
- Click on the '**Add New Puppy**' button to add a new puppy.
- Enter all the required information and click on the '**Update**' button.



## Step 3 - Add Attachments

You are able to upload any attachment that you need to include with the litter registration. For example, you can upload Artificial Insemination forms, Export Pedigree Forms, Limited Register Forms etc.

**NOTE: IF the exact ownership details of the Sire are different to the ownership details of the Dam/Prefix you MUST print the litter registration form by clicking on the 'Print Litter Registration' button at the bottom of the page and have it 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.**



## Step 4 – Email Litter Registration to Dogs Queensland

- Click on the '**Email Litter Registration to Dogs QLD**' button at the bottom of the page
- Select your payment method and check the payment amount, the system will work out the payment amount required for your litter registration, check this cost and adjust it if required.
- Click on the '**Send Email**' button at the bottom of the page.

## Registration Process

Now the litter registration has been sent to Dogs Queensland they 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.

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

Please contact Dogs Queensland:

P: 07 3252 2661 E: [info@dogsqueensland.org.au](mailto:info@dogsqueensland.org.au)

For more help with the litter registration process please email [help@showmanager.com.au](mailto:help@showmanager.com.au)

