GENERATING A REGISTRATION REPORT & EMAIL

1. Select **Reports** | **Society Reports** | **Registration**

2. Select the animals you want to register and press the **button** to transfer them to the right hand side of the screen.

3. Click on the Finish button to produce the **Registration Report**
4. Note that 2 reports are generated. A Notification Report will list any animals that could not be registered because of missing information such as tattoo or animal name. If you are presented with any animals on the Notification Report, you should adjust and update the required details before running the report again.

5. If there are no animals listed on the Notification Report and you are happy with the information displayed on the Registration Report, you can now click on the [Email Extract] button to generate an email to your breed society.

Note: it is your responsibility to verify that all of the details printed on the Registration Report are correct before you email this information to your breed society.