**Flockbook Online Instructions**

Dear INSERT BREEDER NAME,

There are currently two options to birth notify your INSERT BREED lambs annually:

* Through your online INSERT BREED account via [www.sheep.ie](http://www.sheep.ie)

**Or**

* By paper and sending your records to INSERT YOU ADDRESS HERE AND ADDITIONAL COST IF APPLICABLE

**Birth notifying your lambs online**

All INSERT BREED breeders have a personal online INSERT BREED flock account which can be accessed through [www.sheep.ie](http://www.sheep.ie). To access this account, you simple go to this website where you will be prompted to sign into your personal account. To sign in you will need a Username and Password. To retreive you password you will need to insert your email address in the forgot password link, an email including a link will be sent to your email address where you can create your own password. You can then use this new password to log into you personal account.

**Username:** Flock designator/E-mail address/Herd Number

**Password:** Retreived via forgot password link on www.sheep.ie

**Step 1 -** The first task that you should carry out once signed into your account is to ensure that all of your flock details are correct – address, phone number etc. If your flock designator or email address is missing from your account, you need to add these details to the system. Your flock designator can be found on all of your offical sheep tag numbers - it forms the begining of all your tags, beginning with IE04 and followed by a five digit number. An email address is critical incase you lose your sign-in password – a replacement secure replacement password can only be emailed to you.

**Step 2 -** The second task that you should attend to is to check your flock inventory of animals. This inventory lists the sheep currently assigned to your flock on the Irish INSERT BREED society database. It is critical that this inventory is an accurate reflection of your flock at all times. When you buy or sell sheep, these animal movements can be recorded via your online account using the ownership tab. Similarily should any INSERT BREED sheep die in your flock, these details must be recorded by signing into your INSERT BREED flock account.

**Step 3 -** Once you complete above checks, you are ready to begin recording the matings, pregnancy scanning, lambing, weight and health information for your flock. It is important to record every INSERT BREED lamb born in your flock, including dead lambs. The birth status of your INSERT BREED lambs (single, twin, triplet, etc) will be assigned on this basis. Your INSERT BREED lambs must be birth notified to the society before the INSERT DATE in the year of birth. **You will find a ‘Help’ button at the top right-hand corner of most data recording screens and we urge you to view this information before attempting to record any lambing data.**

**Step 4 -** Pedigree registering your birth notified lambs can also be carried via your personal INSERT BREED flock account. Once lambs are birth notified before the 30th of April deadline, you can request their Pedigree Registration by simply signing into your online account and using the ‘Pedigree Management’ webscreen. Pedigree certificates will then be issued once the relevant fees have been paid to the society.

Should you have any issues signing into your INSERT BREED account, or indeed with using any of the data recording screens, please contact Sheep Ireland on 1850 601 901 during normal office hours.

Yours sincerely,

INSERT YOUR NAME HERE

Secretary,

 Irish INSERT BREED Sheep Society