

ARC – New Member Registration Instructions

Accessing ARC and becoming a member of a breed society

The login pages, link and instructions are located on the RA&HS Society Website.

1. Go to www.rahs.com.au
2. Access the “about the society” tab in the menu and click on “Rural Services”
3. Click on “Australian Rural Connect” on the right hand side of the page. This will take you to the ARC page and link to the database.

The screenshot shows the RA&HS Society website. The header features the text 'THE SOCIETY' in large white letters on a dark red background, with a coat of arms to the right. Below the header is a navigation bar with three tabs: 'about the society', 'the showground', and 'contact us'. The 'about the society' tab is circled in blue. A vertical menu on the left lists various sections: RA&HS, 175th Celebrations, Membership, Constitution, Foundations, Rural Services, and Wine Show. An arrow points from the 'Rural Services' link in this menu to the 'Rural Services' page content. The 'Rural Services' page has a sub-header 'Rural Services' and a link 'Australian Rural Connect' circled in blue. The page contains several paragraphs of text describing the department's role and activities.

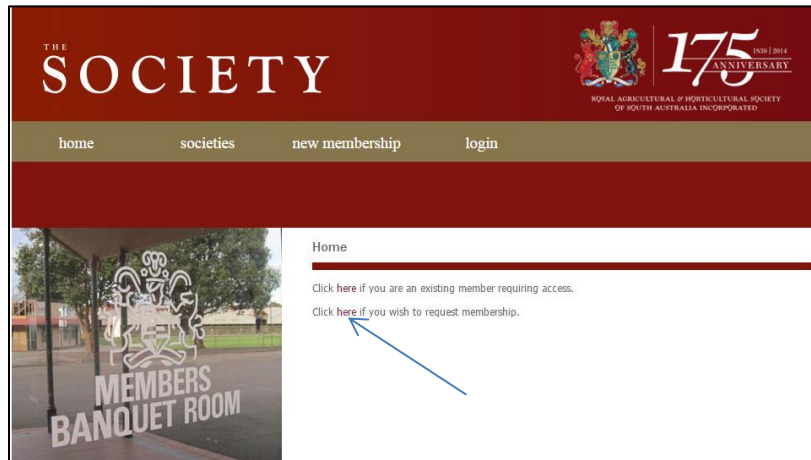
4. Click the “Australian Rural Connect Login and Registration” link to take you to the database

The screenshot shows the Australian Rural Connect page. The header is identical to the previous screenshot. The main content area has a sub-header 'Australian Rural Connect' and two columns of text. The left column is titled 'ARC' and contains a welcome message and instructions for members and new members. The right column is titled 'ARC Instructions'. A link 'Australian Rural Connect Login and Registration' is circled in blue. Below the text are several links: 'Instructions for use', 'Contact Us', 'Privacy Policy', 'Collection Notice', and 'Refund Policy'. The page also features two images: a close-up of a white horse's head and a wide shot of a livestock show arena.

How to become a member of a breed society:

If you are joining a breed society for the first time

1. Select "Click here if you wish to request membership". This will allow you to select the Society you wish to register as a new member of.



Navigation Panel

The navigation panel for your new member registration will be shown on the right hand side of each page. This displays the steps you are required to complete and will help guide you through the process. Once you have inputted the data required click next at the bottom of each step to progress to the next page.

If you wish to go back to a previous step/page at any time you may use the *back button* or *click on the menu item to jump back*. You will be given the option to review all details at the end. Any fields with 'red lines' are mandatory and must be filled in. A green tick will show next to the step in the list for all successful page submissions.



STEP 1: Society

Select the Society you wish to become a member of and click next at the bottom of the page (you will need to scroll down)

Please note: the list of Societies includes all those Societies that Rural Services administers. Once you have selected the Society you wish to become a member of you will then only have access to the steps and information required to become a member of the Society you have selected.

STEP 2: Membership Type

Select the membership type required and click Next to proceed to the next step.

New Member Registration

Dohne - Ordinary Membership
Subscribed, Full, Annual
Engaged in breeding Dohne sheep, for Registered Stud Flock, full voting member

Dohne - Special Membership
Subscribed, Associate, Annual
Not engaged directly or indirectly in breeding Dohne sheep, non-voting member

Dohne - Commercial Membership
Subscribed, Commercial, Annual
Required for Registered Foundation Flock, non voting member

Dohne - Junior Membership Fee
Subscribed, Junior, Annual
Under 18, non voting member

Society ✓

Membership Type

Membership Fee

Personal Details

Stud Details

Animal Details

Review

Payment Details

STEP 3: Membership Fee

Select the membership fee from the list of fees and click Next to proceed to the next step.

New Member Registration

Ordinary Membership Fee 14/15
\$363.00
Ordinary Membership Fee 14/15
1/07/2014 - 30/06/2015

Society ✓

Membership Type ✓

Membership Fee

Personal Details

Stud Details

Animal Details

Review

Payment Details

STEP 4: Personal Details

Fill in your details by typing in each field. Note that fields highlighted with a red line are mandatory and must be completed to proceed to the next step.

New Member Registration

Personal Details

Trading / Company Name

Title

Initials

First Name

Last Name

Position

Gender

Phone

Mobile

Email

Other Phone

Fax

Website

Address Information

Mailing Address

Mailing Suburb

Mailing State

Mailing Postcode

Mailing Country

Other Street

Other Suburb

Other State

Other Postcode

Other Country

Society ✓

Membership Type ✓

Membership Fee ✓

Personal Details

Stud Details

Animal Details

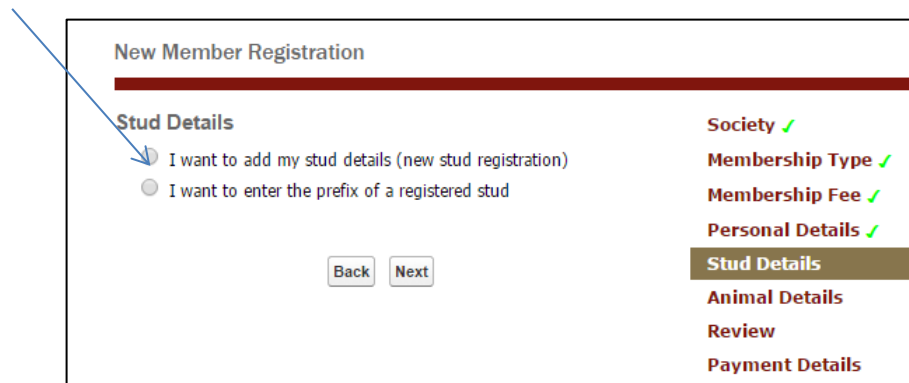
Review

Payment Details

STEP 5: Stud Details

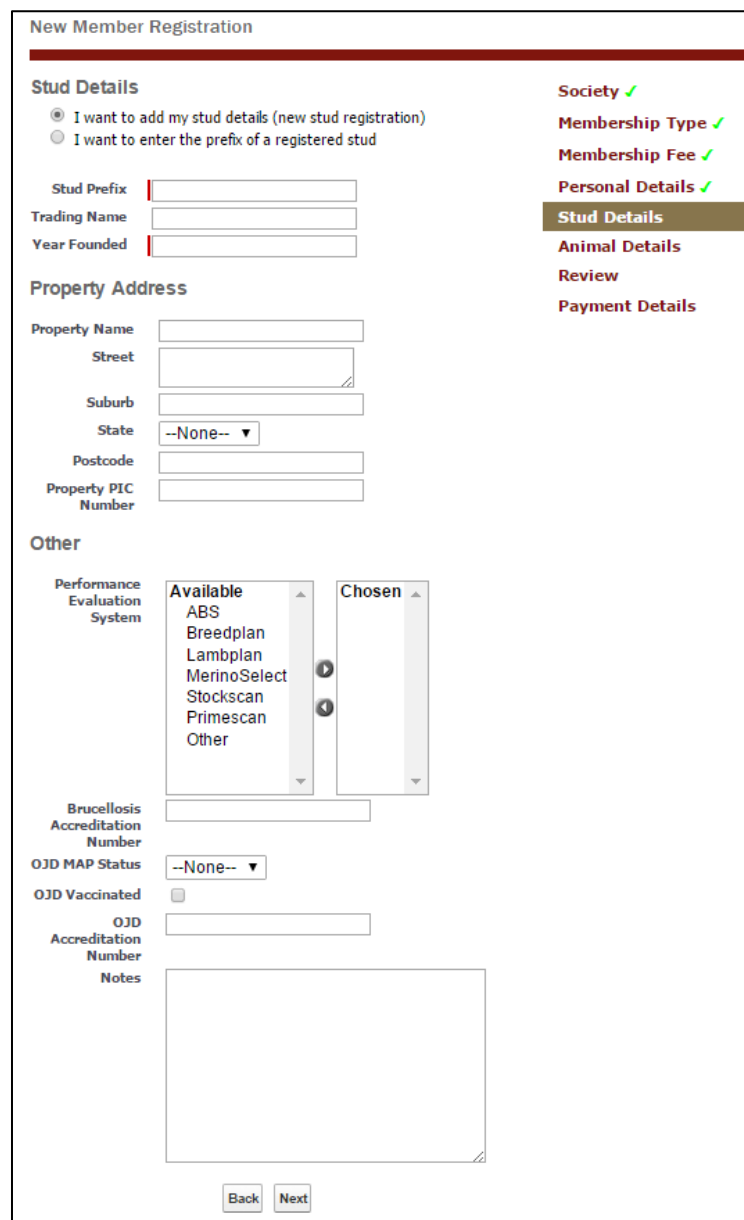
If the membership type you have selected requires you to own a stud you will need to select one of the two options below.

1. "I want to add my stud details (new stud registration)" is selected when you are registering a new stud with the society. This is the most common scenario.



The screenshot shows the 'New Member Registration' form at the 'Stud Details' step. The title 'New Member Registration' is at the top. Below it, the 'Stud Details' section has two radio button options: 'I want to add my stud details (new stud registration)' (selected) and 'I want to enter the prefix of a registered stud'. To the right, a progress bar shows 'Society', 'Membership Type', 'Membership Fee', and 'Personal Details' as completed with green checkmarks. 'Stud Details' is the current step, highlighted in a dark brown bar. Below it are 'Animal Details', 'Review', and 'Payment Details'. At the bottom are 'Back' and 'Next' buttons. A blue arrow points to the selected radio button.

Once selected, click Next and complete your new stud registration details making sure you have complete all the red mandatory fields.



The screenshot shows the 'New Member Registration' form at the 'Stud Details' step. The title 'New Member Registration' is at the top. Below it, the 'Stud Details' section has two radio button options: 'I want to add my stud details (new stud registration)' (selected) and 'I want to enter the prefix of a registered stud'. To the right, a progress bar shows 'Society', 'Membership Type', 'Membership Fee', and 'Personal Details' as completed with green checkmarks. 'Stud Details' is the current step, highlighted in a dark brown bar. Below it are 'Animal Details', 'Review', and 'Payment Details'. The form contains several input fields: 'Stud Prefix', 'Trading Name', 'Year Founded', 'Property Name', 'Street', 'Suburb', 'State' (dropdown menu with '--None--'), 'Postcode', 'Property PIC Number', 'Performance Evaluation System' (with 'Available' and 'Chosen' lists), 'Brucellosis Accreditation Number', 'OJD MAP Status' (dropdown menu with '--None--'), 'OJD Vaccinated' (checkbox), 'OJD Accreditation Number', and 'Notes' (text area). At the bottom are 'Back' and 'Next' buttons.

2. “I want to enter the prefix of a registered stud” is selected when the stud your membership applies to is already registered with the Society. This would be selected if you have purchased an entire stud from a member of the Society, or if you are becoming a partner member of a stud that is already registered. You must input the exact stud prefix (name) as it has been registered with the Society so that the system can check the existing details.

The screenshot shows the 'New Member Registration' form at the 'Stud Details' step. On the left, under 'Stud Details', there are two radio button options: 'I want to add my stud details (new stud registration)' and 'I want to enter the prefix of a registered stud', with the second option selected. Below these is a text input field for 'Stud Prefix' and 'Back' and 'Next' buttons. On the right, a vertical navigation menu shows 'Society ✓', 'Membership Type ✓', 'Membership Fee ✓', 'Personal Details ✓', 'Stud Details' (highlighted), 'Animal Details', 'Review', and 'Payment Details'.

If the Society or membership type you have selected does not require you to input Stud Details you will see the below screen. Simply click Next to proceed to the next Step.

This screenshot shows the 'New Member Registration' form at the 'Stud Details' step. A blue arrow points to a message box that reads: 'The selected membership type does not allow stud details to be entered.' Below the message are 'Back' and 'Next' buttons. The right-hand navigation menu is identical to the previous screenshot, with 'Stud Details' highlighted.

STEP 6: Animal Details

If you have purchased any animals as foundation stock for your new stud you can type in the information in the fields at this step. This information is useful for Admin to advise the members you have purchased the stock from that you are now a member of the Society, and also to monitor the transfers to your stud. Enter your information and click Next.

If you do not have any information to enter you can skip over this step by clicking Next.

The screenshot shows the 'New Member Registration' form at the 'Animal Details' step. On the left, there are two text areas: 'Ram Details' and 'Ewe Details'. On the right, the navigation menu shows 'Society ✓', 'Membership Type ✓', 'Membership Fee ✓', 'Personal Details ✓', 'Stud Details ✓', 'Animal Details' (highlighted), 'Review', and 'Payment Details'. 'Back' and 'Next' buttons are at the bottom.

STEP 7: Review

This step provides you with a summary of the information you have supplied.

If you wish to edit any of the information, simply click on the appropriate step in the navigation panel and update, then click back to the review step.

It is important to make sure all the information you are submitting is correct (in particular your email address) so Admin is able to confirm your membership and contact you if required.

Once you are happy with your details, click Next to proceed to payment.

| | | |
|---------------------------------------|---|---------------------------|
| Society and Membership Details | | Society ✓ |
| Society | Australian Dohne Breeders Association Inc | Membership Type ✓ |
| Membership Type | Dohne - Ordinary Membership | Membership Fee ✓ |
| Membership Fee | Ordinary Membership Fee 14/15 \$363.00 | Personal Details ✓ |
| Personal Details | | Stud Details ✓ |
| Name | hjhjhjhj jhkhkhkhkhkj | Animal Details ✓ |
| Phone | 8 | Review |
| Email | cbayliss@adelaideshowground.com.au | Payment Details |
| Mailing Address | lkjhlkjhkhjl kjhkhkhkh SA 5000 | |
| Stud Details | | |
| Stud Prefix | 567 | |
| Year Founded | 1957 | |
| OJD Vaccinated | false | |
| Animal Details | | |
| Ram Details | | |
| Ewe Details | | |

STEP 8: Payment Details

A summary of the fees due for your new member registration will be displayed at this screen.

| | | |
|---|---------------------------------------|-----------------|
| New Member Registration | | |
| Fees Due | | |
| Description | Fee (ex GST) | GST |
| Membership Fee: Ordinary Membership Fee 14/15 | \$330.00 | \$33.00 |
| Subtotal | | \$330.00 |
| GST | | \$33.00 |
| Total | | \$363.00 |
| Payment Method | | |
| <input type="radio"/> | Credit Card | |
| <input type="radio"/> | EFT / Direct Debit | |
| <input type="radio"/> | Cheque / Cash | |
| <input type="button" value="Back"/> | <input type="button" value="Submit"/> | |

Please select your payment method to proceed with payment.

Credit Card – please complete your credit card details and click Submit. Once submitted your credit card payment will be processed through 'SecurePay' and you will be emailed a tax invoice/receipt and a summary of the details submitted for your records.

Payment Method

Credit Card

EFT / Direct Debit

Cheque / Cash

Credit Card Details

Name on Card

Card Number

CVV

Card Expiry (MM/YY)

For **EFT / Direct Debit** or **Cheque/Cash** payment – select the appropriate method and click Submit. You will be emailed a tax invoice which includes the bank account details for your payment and details of where to forward your cheque/cash payment. If you elect to pay by EFT/Direct Debit or Cheque/Cash your transaction will not be approved until payment is received.

Once you have completed Step 8 – Payment Details, your new member registration is complete.

The Breed Society you have selected to become a member of will be in touch with you if they require any additional information, and contact you once your new member registration has been approved.

Need Assistance?

If you need any assistance at all with the submission please contact us on the below details:

Australian Rural Connect

Phone: 8210 5232

Email: arc@adelaideshowround.com.au