How To: Update Contact Information

One of the first things American Gelbvieh Association members should do when initially logging into the AGA Registry Service is update contact information including names, addresses, and phone numbers associated with your membership.

The initial screen of the AGA Registry Service member login is the General Profile Information. To update contact information, use the Addresses, Phones, and Contacts tabs.

Accessing the member login

The member login can be accessed from the Gelbvieh home page by clicking on the banner that says AGA Registry Service Login.

- Go to www.Gelbvieh.org using any Internet browser.
- Click on AGA Registry Service Login in the upper right hand corner of the Gelbvieh home page.
- Do not use the Login and Register links on the Gelbvieh home page. This login is for AGA's Exchange Listing Service and can be used to post bulls, females and feeder cattle for sale. To access the AGA Registry Service member login, you must click on the AGA Registry Service Login button.
- The member login is located in the upper left hand side of the Registry Service screen. Enter your User name and Password.

Quick tip: To make the screen bigger or smaller, use keyboard shortcuts. If you are using a PC, Control + makes it bigger, Control – makes it smaller. If you are using a Mac, use Command + or Command -.

Updating addresses

AGA Registry Service has the ability to store multiple addresses, phone numbers and contact names for each membership.

Click on the Addresses tab. All the addresses associated with the membership are listed. The registry system can display multiple addresses under one membership. Add as many addresses as needed for your farm or ranch and distinguish them by giving each address a location nickname. You can also designate

which address you prefer certain correspondence from the AGA to be sent.

When another AGA member is logged into the AGA Registry Service and searches for your farm or ranch, they will see all the addresses under your account. However, the Primary address is the only address that will be displayed to the public on the Ranch Search.

Members do not have the ability to make changes to the Primary address. Please submit those changes to the AGA office by calling 303-465-2333 or emailing info@gelbvieh.org. If there is only one address associated with the membership, please make sure there is a correct email address for that primary address. The AGA sends a lot of member correspondence and updates via email so it is important to have a correct email address on file for your membership to make sure you get the most up-to-date news and information. Contact the AGA office to add or update the primary email address.

- To edit an address, click on the Edit icon ![icon] under the Options column. The Edit Address Form window will open. Use the edit address form to change address and email information, and to give Location Nicknames for each address (i.e. ranch manager, business manager, ranch office, etc.) The Location Nickname tells others who that address is for.

- Click the Run or Re-Run Standardization button. This checks the address against the official United States Postal Service listing and will insure proper mail delivery to that address. Click the Use This One button to update the address information to the standardized address.

- To add an address, click on the red Add Address text located on the last line in the middle of the screeen. A New Address Entry Form pops up. Complete the information on this form, including the Location Nickname. As with changing an address, click the Run Standardization button to get the proper Postal Service address, click the Use This One button, and the address will be added to your membership information.

- To close either of these pop-up windows – the New Address Entry Form or the Edit Address Form – with out making any changes, simply click the X in the top right hand corner of the window to close that window.

- Addresses can also be easily deleted by clicking on the delete icon. ![icon] The Address Deletion Form pops up. From here, click on Continue with Deletion to delete the address or Cancel to close this window.

*This is the Addresses tab screen. Using this screen, members can add or change addresses, provide mapping coordinates for the Breeder Map, and set correspondence preferences.*

Providing Mapping Coordinates for Breeder Map

One of the neat tools of the AGA Registry Service is the Breeder Map. This map displays all members who have provided mapping coordinates for their address and is a great tool to help customers locate breeders.

To make sure your location is displayed on the map, you will need to validate your mapping coordinates. To do so, navigate to the General Profile Information screen by using the menu navigation to the left of the Registry Screen – under My Account, Click View. Then click on the Addresses tab.

Simply click on the world globe icon 🌐 to the far right of the address under the Options
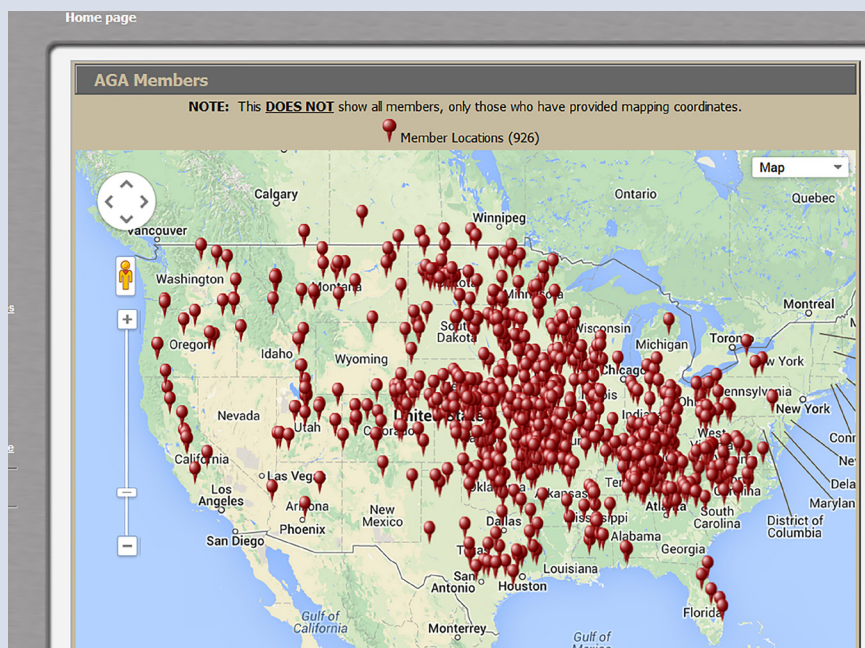
header. This will automatically generate longitude and latitude coordinates for this address. Click on the Edit icon 📝 to view those

coordinates. Now your address will appear on the Breeder Map.

Setting Member Directory Address Preference

To the left of the Primary Address there is a Book icon. This indicates the address that will be printed in the member directory for the membership. The default is the Primary address.

To change which address prints in the Member Directory, simply click again on the Edit icon. 📝 The Edit Address Form will open up. At the top of the form, check the box next to Print in Membership Directory? Then click Update Address. The Book icon will now appear to the left of the updated address.

To change the Book icon, and member directory address back to the Primary address, please contact the AGA office at info@gelbvieh.org or 303-465-2333.

Setting AGA Correspondence Preferences

Once multiple addresses have been added to the membership, you can differentiate to which address the different types of AGA correspondence should be sent.

There are three general classifications of correspondence sent from the AGA office:

- General Correspondence includes: general membership updates, letters informing

membership of new programs, letters from the Board of Directors, and other correspondence that is more membership focused rather than animal focused.

- Registry Correspondence refers to all paperwork that is related to animals, such as registration certificates, transferred papers, member herd reports, etc.

- Accounting Correspondence includes: dues notices, monthly statements on accounts, and annual herd assessments. If there is an email address associated with the address designated for the accounting correspondence, dues notices will be emailed directly to that email address.

Designate what information is sent to which address by clicking on the appropriate radio button.

Updating Phone Numbers

As with addresses, the AGA registry service can also store multiple phone numbers associated with each membership. Members can identify those numbers with a phone nickname.

- To change an existing number, click on the Edit icon. The Phone Edit Form opens ups.

- The form asks if you want this number printed in the Membership Directory and if you want to allow others to see this number? Check or uncheck the boxes to designate desired preferences.

- Giving the number a Phone Nickname will help others identify whose phone number it is. Update the number by entering the Area Code, Prefix and Suffix. Then click Update Phone Number.

- To exit this form without making changes, click the X in the top right of the window to close the window.

- To add a phone number, click on the red Add Phone # in the center of the last line of the screen. A New Phone # Entry Form opens up.

- Enter the Phone Nickname, decide if you want to allow others to see this number, key in the number, and then click Add Phone Number.

- Phone numbers can be deleted by clicking on the red X to the right of the contact to delete.

This is the Phones tab screen. Using this screen, members can add or change phone numbers for their membership and designate Phone Nicknames.

Updating Contacts

The Contacts tab is similar to the phones tab, and allows you to add multiple names to this membership.

- Click on the Edit icon to bring up the Contact Edit Form. Fill in the fields, including indicating the Default Address using the pull-down menu. Then click Update Contact.

- Clicking on Add Contact allows you to add contact names to this membership. Complete the New Contact Form, and then click Create Contact to add this contact to your membership.

- Contacts can be deleted by clicking on the red X to the right of the contact to delete.
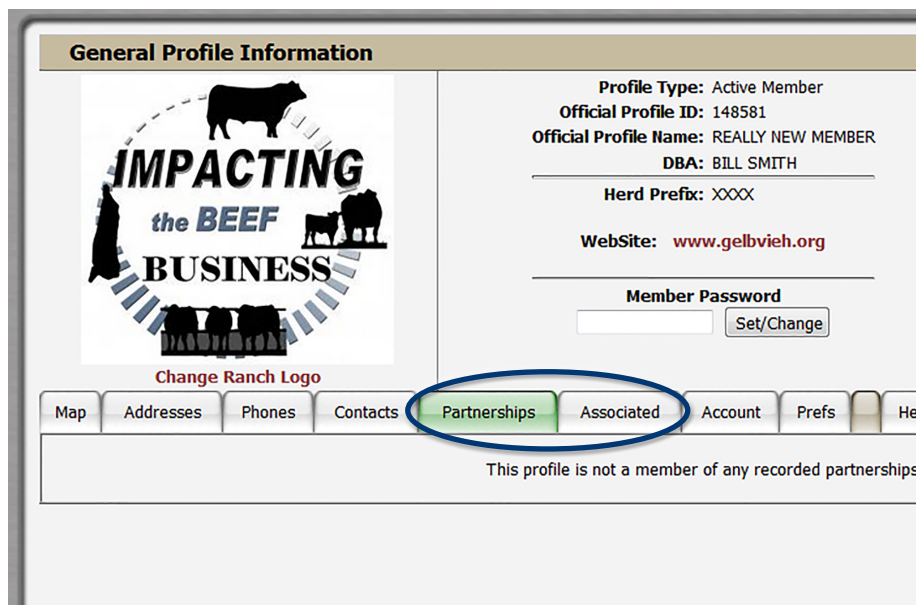

This is the Contacts tab screen. Using this screen, members can add or change contact names for their membership.

Partnerships and Associated herds

The Partnerships tab displays all the partnerships that your membership is a part of. Similarly, the Associated tab lists all the herds that are associated with your membership.

Information on the Partnerships, Associated, Account and Prefs tabs does not display to other members or to the public in the Ranch Search.

For more tutorials and information on the AGA Registry Service, visit the Registry Service Tutorials page under the Education Center tab at Gelbvieh.org.

The Partnerships and Associated tabs list all the partnerships and associated memberships that your membership is a part of.