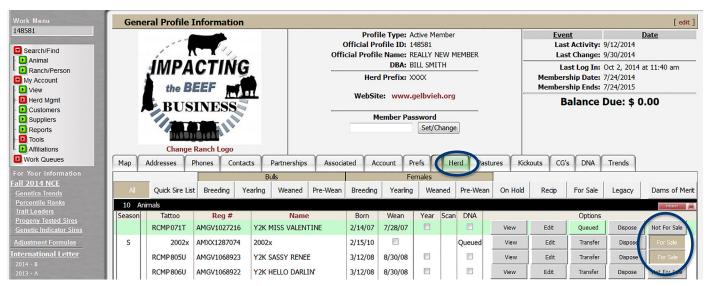# AGA REGISTRY SERVICE

How To: List Animals for Sale Private Treaty and Create a Sale Catalog

The AGA Registry Service allows members to list animals in their herd for sale Private Treaty as well as create a sale catalog sheet for all animals listed for sale.

To list animals for sale, click the Not for Sale button on the Herd tab of the General Profile Information screen.

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.

Listing animals for sale

Search for the animals you wish to list for sale using the Herd tab on the general profile information screen.
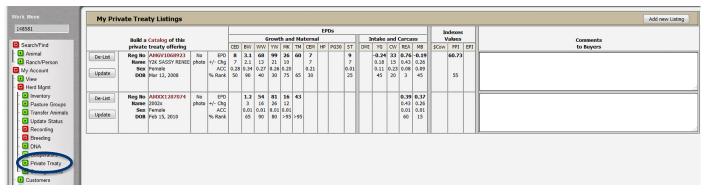
Next, click on the appropriate box in the middle of the screen where the animal would be located that you want to list for sale. For example, if you are looking for a breeding female, click the breeding box under the Female section. If you are unsure which box the animal would be located, click on the box labeled "All" to pull up a list of your entire inventory.

Click on the Not For Sale button on the far right of the animal under the options section, changing the button to For Sale. Click the button again to remove the animal from being listed for sale.

Once all of the sale animals have been listed, view the listing under My Account > Herd Mgmt > Private Treaty. This brings up the My Private Treat Listings screen.

Add an animal's photo by going to the animal's detail screen by clicking on the red registration number. For a step by step tutorial on how to add animal photos watch the How To: Add Animal Photo video tutorial. Photos appear both on the list of your private treaty sale offerings as well as in the catalog that can be created from this screen.

Comments for the animals may also be added in

Once all of the sale animals have been listed, view the listing under My Account > Herd Mgmt > Private Treaty.

the white box on the right side of the screen. Key in the comment and click the Update button on the left side of the screen to save the comments. Once you click this button, a dialog box will appear saying "Comment has been added". Again, these comments will also show up in the sale catalog sheet. If you want to delete a comment, simply delete the text in the box and click the Update button.

Create sale catalog

To create a sale catalog sheet, click the red Catalog where it says "Build a Catalog of this private treaty offering". Click the Catalog link one more time once it says "Download Catalog of this private treaty offering".

The catalog will then pull in a new Internet window. The first page of the catalog will have the member name, logo, if one was added, and contact information. Note, you will want to be sure all contact information is up to date. For assistance updating contacting information or adding a ranch logo watch the How To: Update Contact Information and the How To: Add Ranch Logo and Website Address video tutorials.

Each animal in your herd that is listed for private treaty sale will be listed in the catalog. The listing is complete with basic information. This catalog can be saved on your computer and printed. To print this catalog, click the printer icon in the upper right hand side of the screen, or go to file on the bar at the very top of the screen and then click print.

Marketplace

A neat feature of the new AGA Registry Service is the Marketplace tool. This can be accessed by clicking Marketplace located on the grey bar at the top of the registry service screen. Click on a pin in the pap to show the members contact information.

Below the map, is a list of all the members with sale offerings separated by state and the number of offerings they have for sale. If you click View to the left of the member name, this will show where they are located on the map, as well as their contact information. Below the map are the offerings that are listed for sale under that member along with the animal's EPDs. If you click the blue registration number for an animal, it will take you to that animal's detail screen to view more information. A catalog may also be downloaded from this screen by clicking the catalog button on the left side above the listed animals.