ADGA NEXT GENERATION SOFTWARE INSTRUCTIONS

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How do I get access to the Next Generation Software if I had a web account already?
Once you reach the login page, click on the Forgot Password link to request an email with a link to set a new password.

You will be asked for your Login ID/Username from your previous Member Services Account. Depending on when you created an online account in our previous Online Member Services, your previous account may have transferred to our new Next Generation Software. **You will need to know the Login ID/Username you used when creating your old online account. In most cases your Login ID/Username is not an email address.** Your old Login ID was used in all emails sent to you with the following subject lines as “Dear [Login ID/Username]”:

1. ADGA - Confirmation email / set a password
2. ADGA - Password reset requested
3. ADGA - Password change notification

Once your login ID is entered, click on the RESET PASSWORD button to continue. If you are unsure what your Login ID/Username was or receive an error that your Login ID is not found or active, you will need to contact ADGA Customer Support for login assistance: [https://adga.org/contact](https://adga.org/contact)

**Forgot Password?**

Please enter your Login ID below.

Login ID*

[RESET PASSWORD] [Cancel]
You will receive confirmation that your password reset link was sent to the email address associated with your online account. If you are unable to locate the information needed to reset your password, please contact ADGA Customer Support specifying the information you are missing and request help logging in: https://adga.org/contact

How do I get access to the Next Generation Software if I never set up a Member Services account previously?

With our new Next Generation Software, we have expanded online account access to members and non-members! If you already have an ADGA ID, you may need to contact ADGA Customer Support (https://adga.org/contact) for a new PIN if you receive an error when using your previously assigned PIN.

When you have reached the login page at https://app.adga.org, click on the Create Login link to get started.
A new form will appear that you will need to complete to create your online account. Completing this form without listing an ADGA ID and PIN will create a new non-member account with a new ID that is separate from any of your previous ADGA member data. This form offers toggle switches for some questions to allow those with and without an ADGA ID to set up an account and allow for a business or organization name instead of a first and last name.

How do I register my goats online?

Once you log into the Next Generation Software, you will see the Member Landing Page that combines the most requested information such as your list of goats, transaction history, and all memberships linked to your account. There are multiple ways to start new registration application from here.

- You may use the REGISTER GOAT button above your listed goats to start an application.
• The three vertical dots to the right of the goat’s information in your currently owned list or ever owned list contains a drop-down menu. Click on the dots, then select “Register Kids from this Sire/Dam” to continue to the online application with this goat’s information already added.

• The black menu on the left contains a Goats menu option which contains a drop-down menu with several options including Register Goat. Clicking on Register Goat will open the registration application.

(continued on the next page)
Once you have opened the Register Goat menu, you will be required to fill out the information necessary for registration for the following areas:

1. **Birth Information**

   - **Goat Name**: ADGA
   - **Sire ID**: [Input field]
   - **Dam ID**: [Input field]
   - **Date of Birth**: 02/24/2021
   - **Goat Sex**: [Input field]
   - **Number Bucks**: [Input field]
   - **Number Does**: [Input field]
   - **Is Registration Paperless**: [Checkbox]
   - **Is Rush**: [Checkbox]

Back  Next
2. Appearance

3. Identification
4. Transfer and documentation

Once you have completed the full application, you will have the opportunity to use the buttons below the application to:

A. **Back** to edit details of the current application.

B. **Register Another Goat From Same Litter** to start another application using the same sire and dam.

C. **Register Another Goat From Same Sire** to start a new application using the sire from your completed application.

D. **Register Another Goat** to start a new application without a prefilled sire or dam. Use this button to start an application for a goat from a different litter.

E. **Finish** to add your application to the cart and leave the goat application form.
How do I obtain a Stamped Duplicate online?

After an animal’s registration has been approved, it will appear in your Currently Owned list. Go to the Animal Page for the animal and select Reports from the menu on the left. (Refer to screen capture below.) Near the bottom of the detail page is a button labeled Stamped Duplicate. Clicking on this button will generate a stamped duplicate in a separate window for you to print, save, email, etc.

How do I transfer my goats online?

To submit a transfer request for a goat online, you must be the currently registered owner. There are multiple ways to start the transfer request and you will still be required to mail the goat’s original Certificate of Registry to the office before the transfer is processed.

- The **TRANSFER GOAT** button above your listed goats to start a transfer request.
• The three vertical dots to the right of the goat’s information in your currently owned list or ever owned list contains a drop-down menu. Click on the dots, then select “Transfer this animal” to continue to the online transfer form with this goat’s information already added.

<table>
<thead>
<tr>
<th>Registration Number</th>
<th>Goat Name</th>
<th>Sex</th>
<th>Member Tattoo Location</th>
<th>Member Tattoo</th>
<th>Birth Tattoo Location</th>
<th>Birth Tattoo</th>
<th>Breed</th>
</tr>
</thead>
<tbody>
<tr>
<td>G2191266</td>
<td>AOGA AOGA TEST GOAT #444</td>
<td>F</td>
<td>RE</td>
<td>SPA</td>
<td>LE</td>
<td>A.GQ</td>
<td>EXPERIMENTAL</td>
</tr>
</tbody>
</table>

• The black menu on the left contains a Goats menu option which reveals a drop-down menu with several options including Transfer Goat. Clicking on Transfer Goat will open the online transfer form.

How will I know there is a problem with one of my submitted applications?
When an application has been rejected by Staff, a new action item appears in the navigation bar at the top. Click on the icon to view a list items which need your attention to complete the work you have requested to be done.

How to I process a lease for a goat online?
Submitting a lease request for a goat can only be completed by the registered owner of the goat. To submit a lease request, use the Transfer Goat option. A lease provides a limited temporary transfer of ownership to another member.
The Transfer Goat form contains the option to select **Lease**. This option will reveal additional items allowing you to select the effective lease dates or make the lease “Open” with no end date. You may search for anyone who already has an ADGA ID or select **Add New Account To Animal Lease** to provide information for anyone without an ADGA ID and an ID account will be generated for them once the form is submitted.

**Can I transfer a goat online that I recently purchased?**

The online transfer is limited to allow owners to transfer their goats to other members and non-members. The registered owner of the goat can, however, process an online transfer for you. You may also use the transfer ownership instructions online to submit your transfer request by mail. ([https://adga.org/how-to-transfer-a-dairy-goat](https://adga.org/how-to-transfer-a-dairy-goat))

**Can I register a goat online if I did not own the parents?**

The online application is limited to the registration of goats of your own breeding. If you are the registered owner of the dam before she gave birth, you may request that the owner of the buck submit a service memo online for a natural breeding. You can submit an AI memo online for a breeding that is the result of artificial insemination.
Where can I create a Service Memo?
We offer three places to create a service memo online.

- Use the **SUBMIT SERVICE MEMO** button above your listed goats to start a new service memo.

- Selecting **Goats** from the black menu will reveal several options including **Submit Service Memo**. Use this option to complete the form.

- Using the **Goats** option in the black left menu will also reveal link option when also clicking the **SERVICE MEMOS** tab in the bottom table.

Where can I create an Artificial Insemination (AI) Memo?
We offer multiple places to start an AI Memo online.
• Use the black menu on the left to select **Goats** which will reveal several options including **Submit AI Memo**. Clicking on **Submit AI Memo** will open the online form.

• Using the **Goats** option in the black left menu will also reveal the link for **Submit AI Memo** above the bottom table.
What happens to my online account if my membership expires?

If your membership expires before it is renewed, your online account will still be accessible and though your herd name and assigned tattoo may be removed per the ADGA Guidelines. Use the Account option in the black menu on the left and click on RENEW or APPLY MEMBERSHIP in the top right corner of your membership card.

How do I reset my password if I cannot login?

Use the Forgot Password link on the login page to start a request to change your password. You will be asked for your Login ID to request an email with a link to reset your password.

Once you have entered your Login ID and selected the RESET PASSWORD button, you will receive confirmation that an email has been sent with the requested link. Passwords must be at least 8 characters long. The password must contain at least three character categories among the following:

- Uppercase characters (A-Z)
- Lowercase characters (a-z)
- Digits (0-9)
- Special characters (\~\@#$%^&*_-+=`|(){}\[\]:;"'<>,.?/)

If the email does not arrive in 15 minutes, please check your email’s spam/junk folder. If you continue to have issues resetting your password, ADGA Customer Support for further assistance: https://adga.org/contact
How do I reset my password if I am able to login?

Once you are logged in, use the Account option in the black left menu to reveal additional options, including Login And Security. Selecting Login And Security will show your current username and provide the CHANGE PASSWORD button.

Using the CHANGE PASSWORD button will bring up a short form asking for your existing password and the new password you would like to set. Passwords must be at least 8 characters long. The password must contain at least three character categories among the following:

- Uppercase characters (A-Z)
- Lowercase characters (a-z)
- Digits (0-9)
- Special characters (~!@#$%^&*_-+=`\|(){},;":"'<>,.?/)

Where can I see a history of my ADGA transactions?

Once you are logged into your account, you will have a table at the bottom of the page that will offer two tabs to view either your Last 5 Transactions or your full Account History.
Another way to view is the **Account** option in the black menu to reveal the option for **Transaction History**. Clicking on **Transaction History** will provide a new table with tabs to view All Transactions, Registrations Only, Transfers Only, and Performance Programs Only.

**Where can I check on my membership status, assigned tattoo, or herd name?**  
Use the Account link in the black menu to view your digital membership card. Here you will find your membership type, herd name, tattoo, years of continuous membership and when your current membership expires.

![Digital Membership Card](image)

**ADGA TEST FARM (This Account)**

1539550

- Membership Type: [Protected]
- Herd Name: ADGA
- Tattoo: SPIN
- Years of Membership: 4
- Expires: 3/1/2022
I am stuck on an application; how can I find the problem with my application?

Anytime you are completing an application, you will be notified of any incorrect or missing information before moving forward with the next section or submitting an application. These areas will be highlighted in red with a message indicating what is needed to resolve the issue.

My application disappeared, where did it go?

In the event of a communication error when trying to move to the next section of an application, you may receive a blank white screen. Refreshing the page will bring you back to the last page you were viewing. The information on the application will need to be reentered to move forward with your application.
How do I mark my goat as Dead or Sold?

To mark your goat as dead, you will need to locate the goat in your currently owned list from the Member Landing page or by using the Goats link in the black menu. Use the symbol for menu options including Animal has Died.

Using the Animal has died option will create a pop-up form where you can provide the date of death.

Select Date Of Death

Date of death *

Your goat’s status should be updated immediately, and your goat may no longer appear in your Currently Owned List.

How to I add money to my account?

Use the Add Money symbol in the Navigation Bar at the top to add money to your account. Your current balance/credit is also available above this.
Where can I view my currently owned goats list, ever owned list, or all goats registered with ADGA?

Immediately after you login, you will reach the Member Landing page which will allow you to view your Currently Owned List, Ever Owned List, and All ADGA registered goats by selecting the tab you wish to view at the top. Your lists can also be filtered using the tabs on the left to view these lists for each linked membership as well as a combined list including all linked memberships. To view an expanded version of these lists, use the Goats link in the black menu.

Where can I find information for other members?

Using the People link in the black menu to see a list of all ADGA members. You may search for members by ADGA ID and Name.