



**If you can login to the ADGA Next Generation Software (NG) and see your goats, you can disregard this information.**

### ⇒ NEVER LOGGED IN OR CANNOT GET LOGGED IN?

If you have never logged in or cannot get logged in, you need to create a login and follow the instructions below for associating your membership with your login.

### ⇒ CAN LOGIN, BUT CANNOT SEE YOUR GOATS?

If you have a login and you are not seeing your goats, the most common reason is that your login is not connected to your membership. You need to create a NEW login and follow the instructions below for associating your membership with your login.

### ⇒ NEED TO RESET YOUR PASSWORD

If you have forgotten your password, click on the “Forgot Password” option on the Login page. (<https://app.adga.org>) A screen will appear, requesting your LOGIN ID. Enter your LOGIN ID and click “Reset Password.”

An email will be sent with a link to create a new password. **If you do not receive an email** wait for 5 minutes for delivery and be sure to check any Junk, Spam, Promotions, or other folders where incoming email may be filtered.

You will need to click on the link in the email to create a new password.

# ADGA LOGIN INSTRUCTIONS

## ADGA NEXT GENERATION SOFTWARE LOGIN INSTRUCTIONS

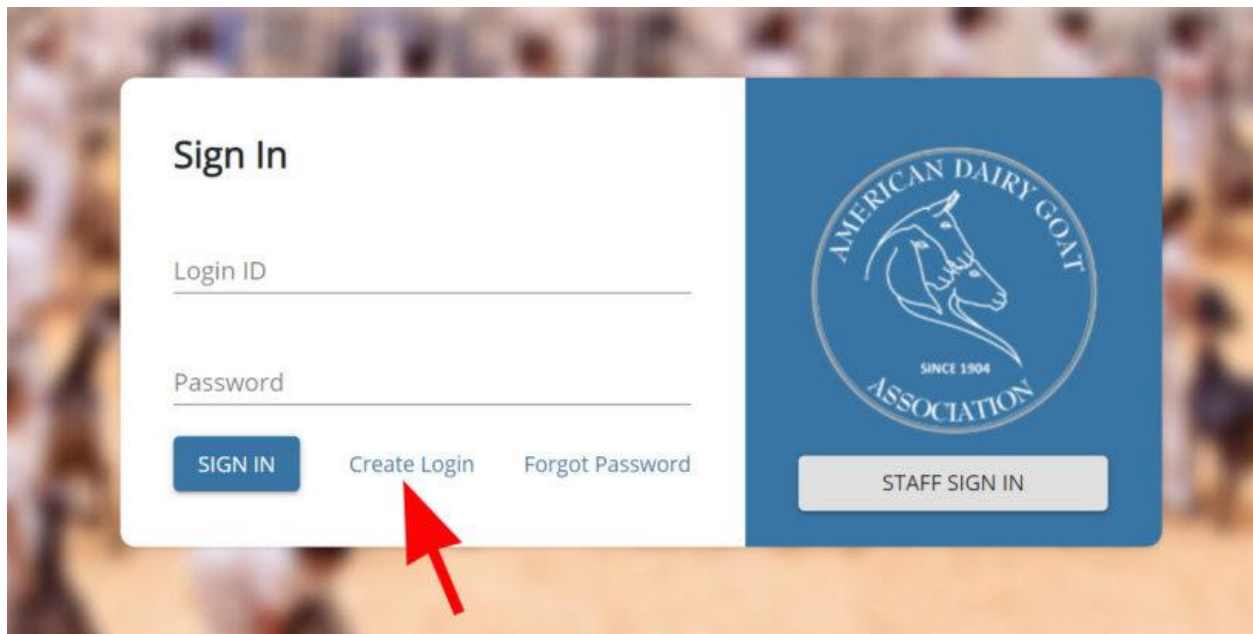
Please use the following instructions to create an online account. You will have a better experience on a laptop or desktop computer, and while our application is compatible with every browser, we recommend using Google's Chrome browser.

### CREATE MEMBERSHIP LOGIN

Next Generation Software Login page: <https://app.adga.org>

#### STEP 1

To create your online account, please go to the Next Generation Software login page at <https://app.adga.org>, click on the Create Login link to get started.



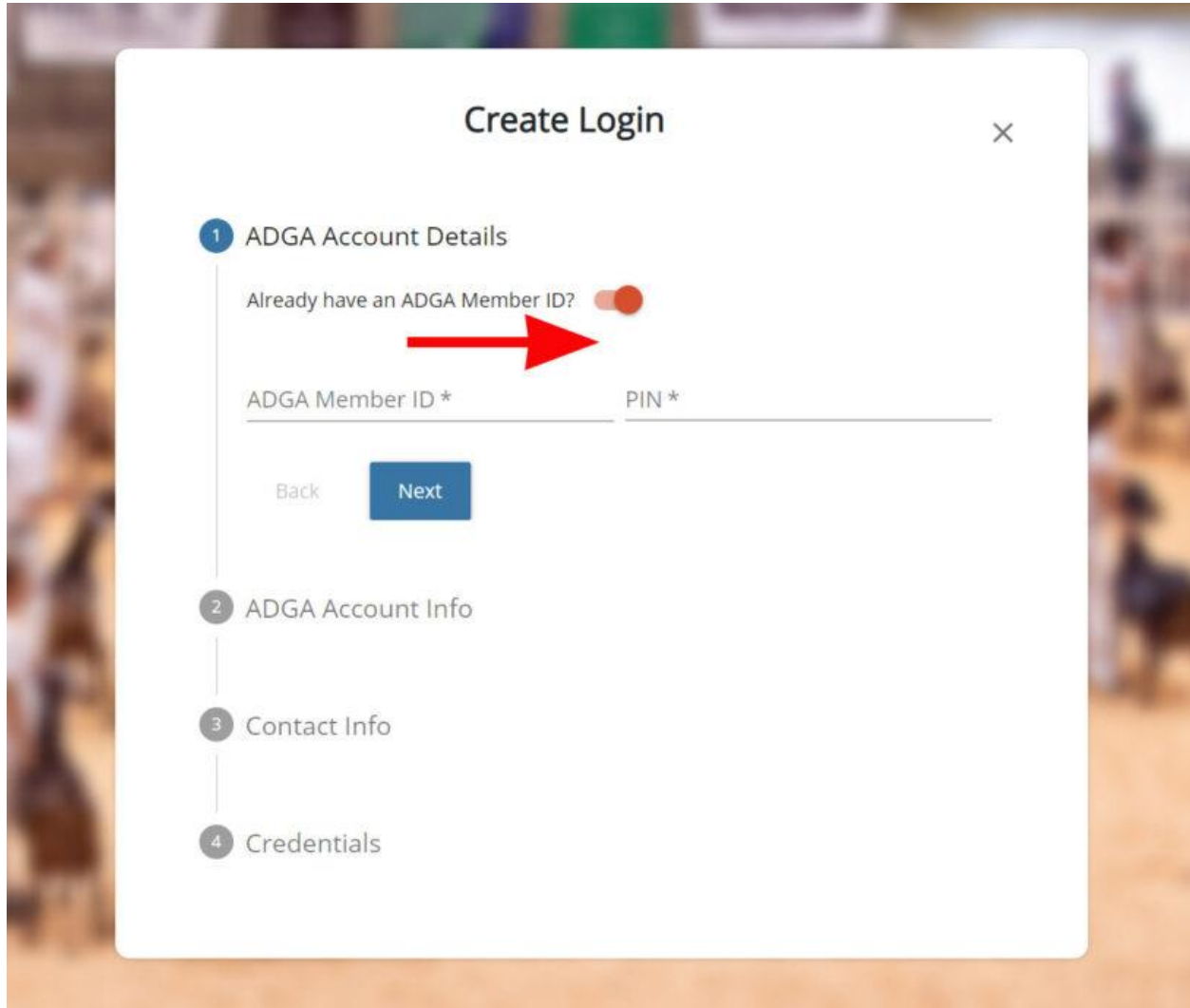
#### STEP 2

Were you a member prior to March 1, 2021?

- If YES, proceed to STEP 3.
- If NO, skip to STEP 4.

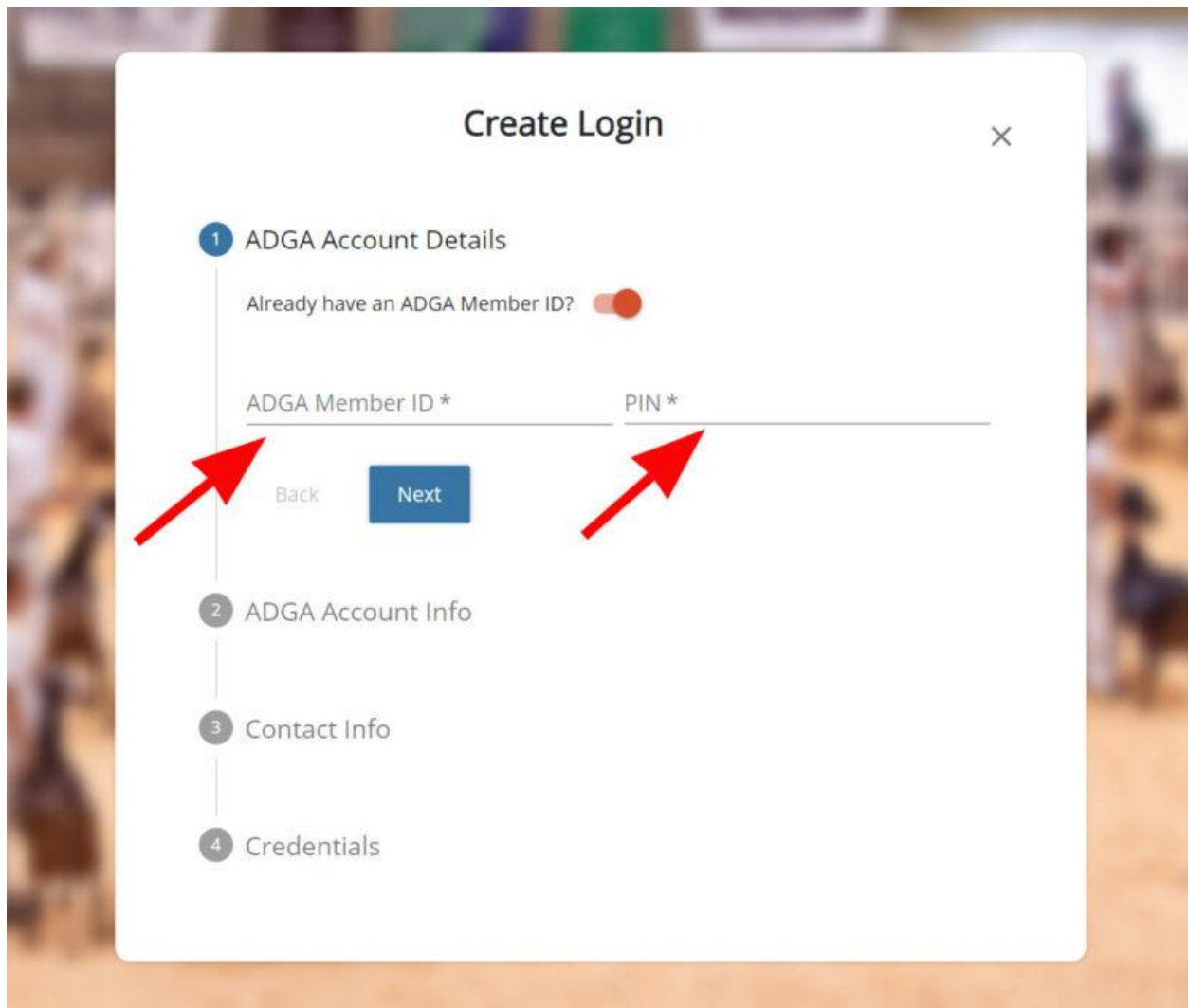
**STEP 3**

If you were an ADGA member prior to March 1, 2021, please select the toggle switch beside “Already have an ADGA Member ID?” to reveal the boxes for the ADGA Member ID (number) and PIN. (Selected is Orange.)



The image shows a 'Create Login' modal window with a close button (X) in the top right corner. A progress indicator on the left shows four steps: 1. ADGA Account Details (active), 2. ADGA Account Info, 3. Contact Info, and 4. Credentials. In step 1, there is a toggle switch for 'Already have an ADGA Member ID?' which is currently turned on (orange). A red arrow points to this toggle. Below the toggle are two input fields: 'ADGA Member ID \*' and 'PIN \*'. At the bottom of the form are 'Back' and 'Next' buttons.

Enter your ADGA Member ID and 8-digit PIN.



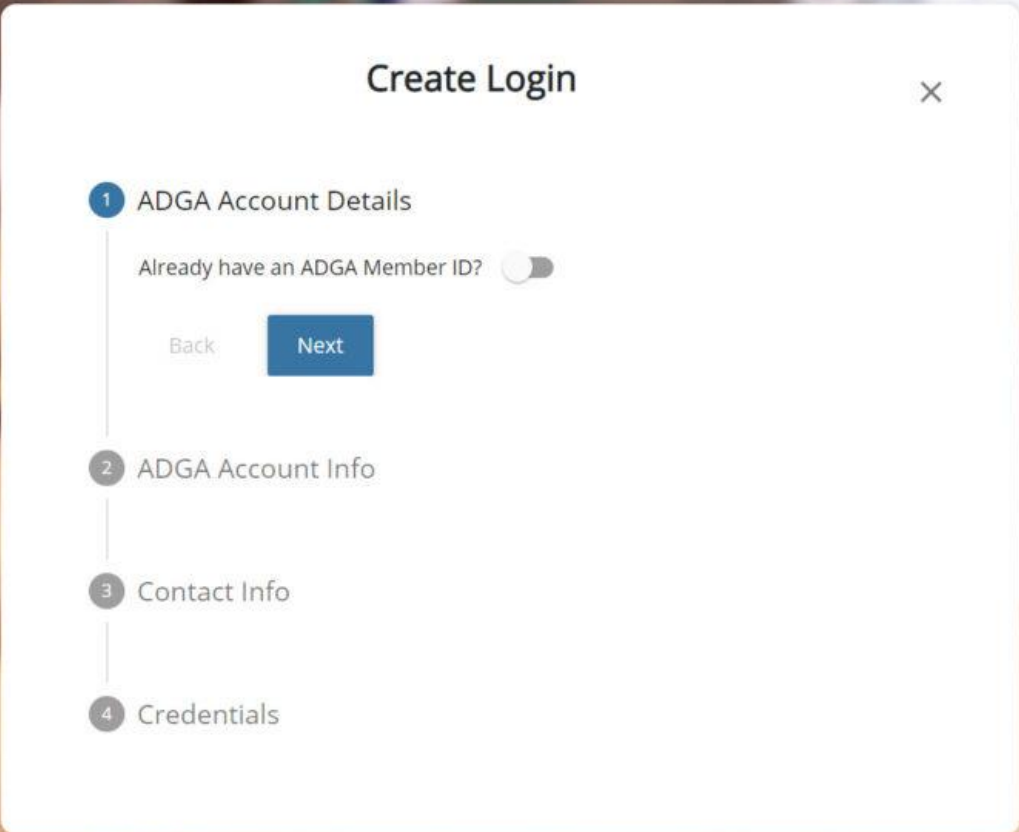
The image shows a mobile application screen titled "Create Login" with a close button (X) in the top right corner. The screen is divided into four steps, with the first step, "ADGA Account Details", currently active. Below the step title, there is a toggle switch for "Already have an ADGA Member ID?". Underneath, there are two input fields: "ADGA Member ID \*" and "PIN \*". Two red arrows point to these input fields. Below the input fields are "Back" and "Next" buttons. The remaining steps are "ADGA Account Info", "Contact Info", and "Credentials".

Once entered click Next.

Continue to STEP 5.

STEP 4

If you were an NOT an ADGA member prior to March 1, 2021, select Next.



The image shows a 'Create Login' dialog box with a close button (X) in the top right corner. It features a vertical progress indicator on the left with four steps: 1. ADGA Account Details (highlighted), 2. ADGA Account Info, 3. Contact Info, and 4. Credentials. Under step 1, there is a toggle switch for 'Already have an ADGA Member ID?' which is currently turned off. Below the toggle are 'Back' and 'Next' buttons.

**Create Login** ×

1 ADGA Account Details

Already have an ADGA Member ID?

Back **Next**

2 ADGA Account Info

3 Contact Info

4 Credentials

STEP 5

If your goats are owned by an individual, enter your name in the ADGA Account Info.

If not, continue to STEP 6.

The image shows a 'Create Login' modal window with a progress indicator on the left. The first step, 'ADGA Account Details', is completed. The second step, 'ADGA Account Info', is active and contains a toggle for 'Is this a business, family or an organization?' (currently off) and two required text input fields: 'First Name \*' and 'Last Name \*'. Red arrows point to these two fields. Below the fields are 'Back' and 'Next' buttons. The remaining steps in the progress indicator are 'Contact Info' and 'Credentials'.

STEP 6

If your goats are owned by a business, family or an organization, select the toggle switch beside “Is this a business, family or organization?” Enter your Membership Name and click Next.

The screenshot shows a 'Create Login' modal window with a progress indicator on the left. The first step, 'ADGA Account Details', is completed. The second step, 'ADGA Account Info', is active and contains the question 'Is this a business, family or an organization?' with a toggle switch that is turned on. Below this is a text input field labeled 'Membership Name \*'. At the bottom of the form are 'Back' and 'Next' buttons. The third step, 'Contact Info', and the fourth step, 'Credentials', are listed below but are not yet active. Red arrows highlight the toggle switch and the 'Next' button.

STEP 7

Enter your Contact Information.

The screenshot shows a 'Create Login' modal window with a progress indicator on the left. The progress indicator shows four steps: 'ADGA Account Details' (checked), 'ADGA Account Info' (checked), 'Contact Info' (active, highlighted with a blue circle and the number 3), and 'Credentials' (greyed out, with the number 4). The 'Contact Info' step contains the following fields:

- 'Address Line 1 \*' with a red arrow pointing to the input field.
- 'Address Line 2' with a red arrow pointing to the input field.
- 'Zip Code \*', 'City \*', 'State Code \*', and 'Country Code \*' with a red arrow pointing to the 'Zip Code \*' input field.

Below the input fields are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted in blue.

Once entered click Next.



## STEP 8

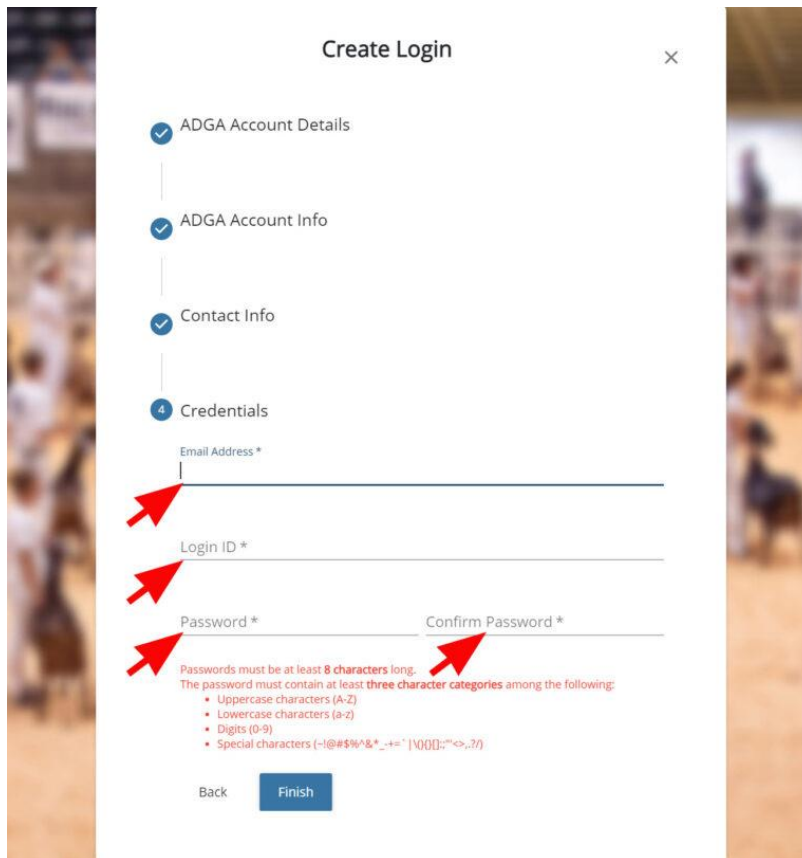
Enter your Email Address, Login ID (User Name) and a Password.

**Email Address** - Your Email Address will receive important information regarding your ADGA account and the work you submit.

**Login ID** - Your Login ID (User Name) cannot include spaces or your email address.

**Password** - Your Password must be at least 8 characters long and include three of the four character categories listed below.

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



**Create Login** ×

ADGA Account Details ✓

ADGA Account Info ✓

Contact Info ✓

4 Credentials

Email Address \*

Login ID \*

Password \* Confirm Password \*

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 (-!@#\$%^&\* \_+= ' | \ ( ) { } [ ] ; : " ' < > , . ? /)

Back Finish

Once entered, click Finish. **(There is still more required, so scroll down to view login verification details.)** Please record your Login ID and Password in a secure place.

**STEP 9**

**Response to Email Verification.** After clicking “Finish” in STEP 8, you will receive an email from **no-reply@adga.org** with a PIN number and a link to confirm you have received the email.

**(If you do not receive an email** wait for 5 minutes for delivery and be sure to check any Junk, Spam, Promotions, or other folders where incoming email may be filtered.)

You will need to click the link “Verify ADGA Account” in the email. Clicking The “Verify ADGA Account” link in the email will open your default browser.

Hello \_\_\_\_\_,

**Your PIN \_\_\_\_\_, keep this Secure and available for verification.**

Please click on the button below to confirm your ADGA Account:

**Verify ADGA Account**

**Click here**

Regards,

ADGA Team

Please enter the PIN from the email you received and click “Verification.”



A popup message will confirm you have successfully verified your email address.

After verification is successful, you will be able to login with the credentials you just created.

Next Generation Software Login page: <https://app.adga.org>