Setting up your company

Step one

Go to the Sheep Genetics search site at the Search dashboard. On the homepage, select 'Login / Register' (Figure 1). Then log in using your myMLA account credentials on the myMLA sign-in page (Figure 2).
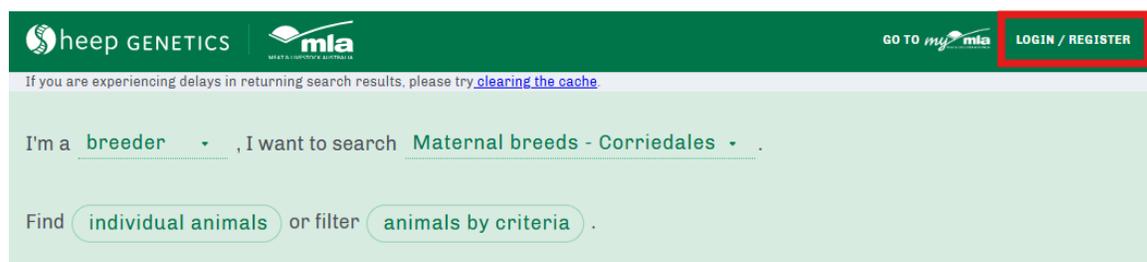

Figure 1. The Sheep Genetics search site showing the Login / Register button.

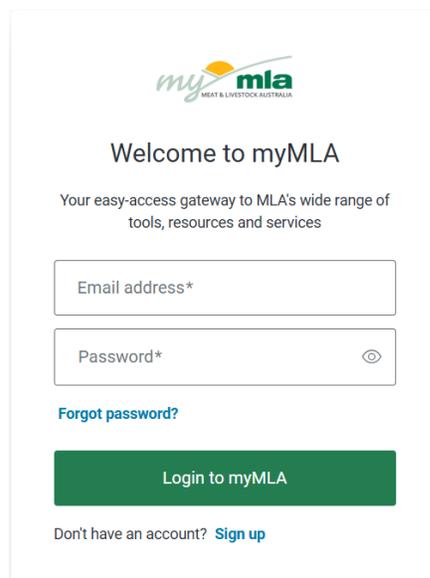If you do not have a Sheep Genetics account, please select the 'Sign Up' option (Figure 2).

Figure 2. The myMLA login interface.

Step two

After logging in, open the account menu by selecting your 'name' in the top-right corner, then choose 'Manage Sheep' (Figure 3).
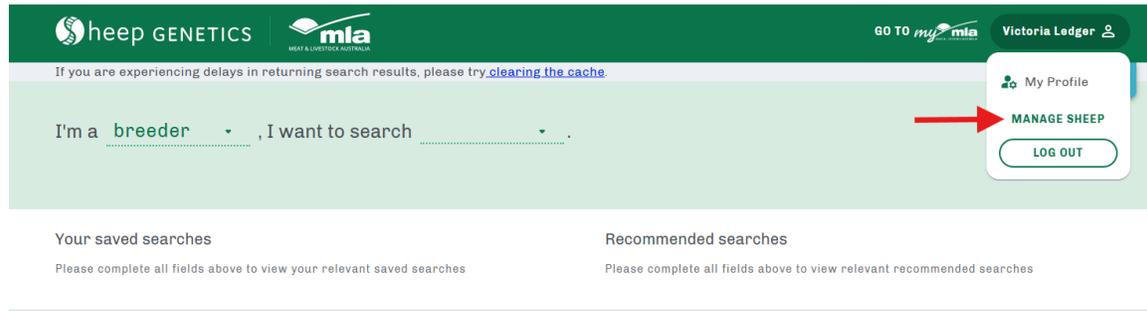

Figure 3. Select the manage sheep option to create or manage flocks.

Step three

When prompted, select 'Yes, I want to manage sheep' to enable flock-management features (Figure 4).
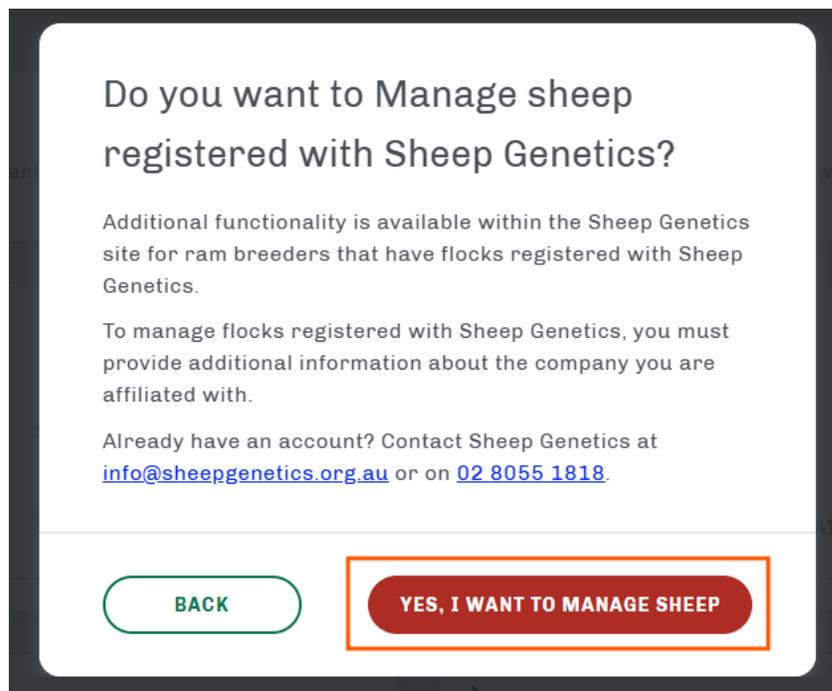

Figure 4. Confirmation message explaining additional functionality.

Step four

Complete the 'Company details' form with your organisation's information and select 'Submit' (Figure 5).

Figure 5. The company details form.

Step five

A confirmation message appears to confirm your submission. Sheep Genetics will review the information and notify you by email. Please select the 'Access Sheep Genetics Search' button (Figure 6) to take you to the Sheep Genetics website.

Once approved, you will receive a confirmation email with next steps (Figure 7). The message outlines four key steps for the payment portal as well as useful links to return to the Sheep Genetics dashboard.
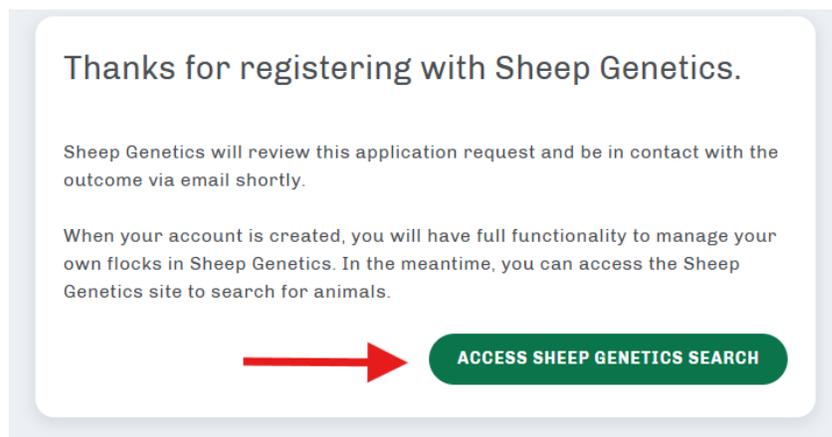

Figure 6. Confirmation screen displayed after submitting the company details form.

Thank you for creating a company with Sheep Genetics.

Your company has now been approved and is ready to add flocks and users. Please complete the following steps:

1. **Log in to your account.**
2. **Create your flocks** – set up your flock details to begin managing your data.
3. **Pay for your flocks** – you will be directed to a secure credit card payment portal.
4. **Add your users** – ensure all relevant team members and service providers have access.

When you are ready to make your first flock data submission, please contact Sheep Genetics if you intend to submit data for multiple year drops.

We strongly recommend including historical pedigree and measurement records, as these will improve the accuracy and value of your current animals. Submitting these records through the Sheep Genetics team will ensure that historical data does not incur any billing charges.

To get started, click the following link to return to Sheep Genetics:
https://search.sheepgenetics.org.au/search/dashboard

If you have any questions or require assistance, please visit the following link How to: Company and flock registrations, for any issues please contact Sheep Genetics on 02 8055 1818 or email info@sheepgenetics.org.au.

Regards
Sheep Genetics

Figure 7. Confirmation email sent after a company registration has been approved.

Step six

Log back in. Open the account menu, select 'My Company' then select 'Company Details' to access your company profile (Figure 8).
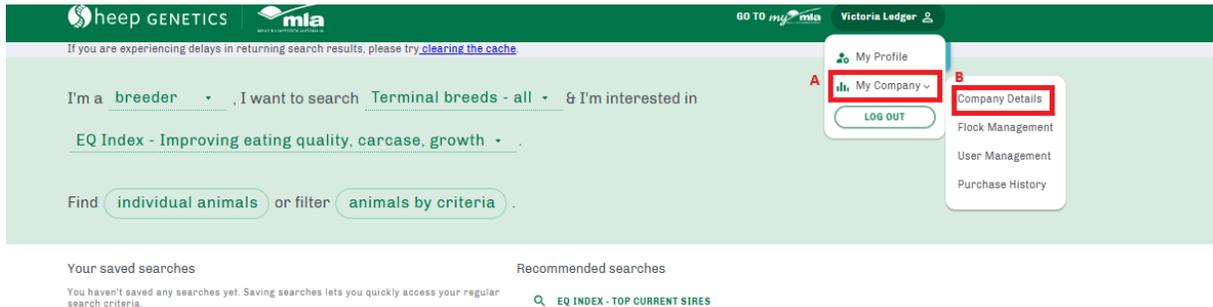

Figure 8. The Sheep Genetics search page after a company has been approved.

Step seven

Please select 'Add New Flock' button and begin adding details for each unique flock (Figure 9).
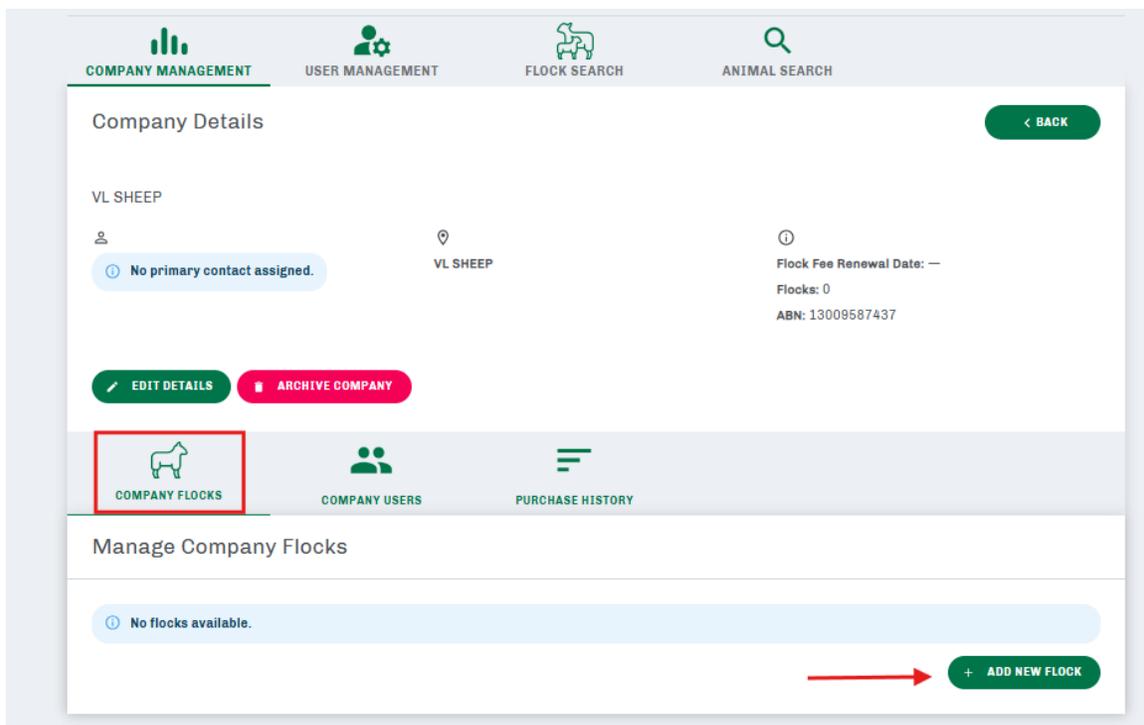

Figure 9. The company details page within the Sheep Genetics system.

Step eight

If you already have a flock code registered with Sheep Genetics, please select 'Yes, I know my flock code' (Figure 10). If you do not, then please contact Sheep Genetics.

Figure 10. Dialog box to confirm whether the user already has a flock code or not.

Step nine

Enter your flock details and select 'Check Flock' to validate the code (Figure 11). If the flock code already exists, you will see a notification (Figure 12). Please contact Sheep Genetics for assistance if you need to edit/update the flock code.
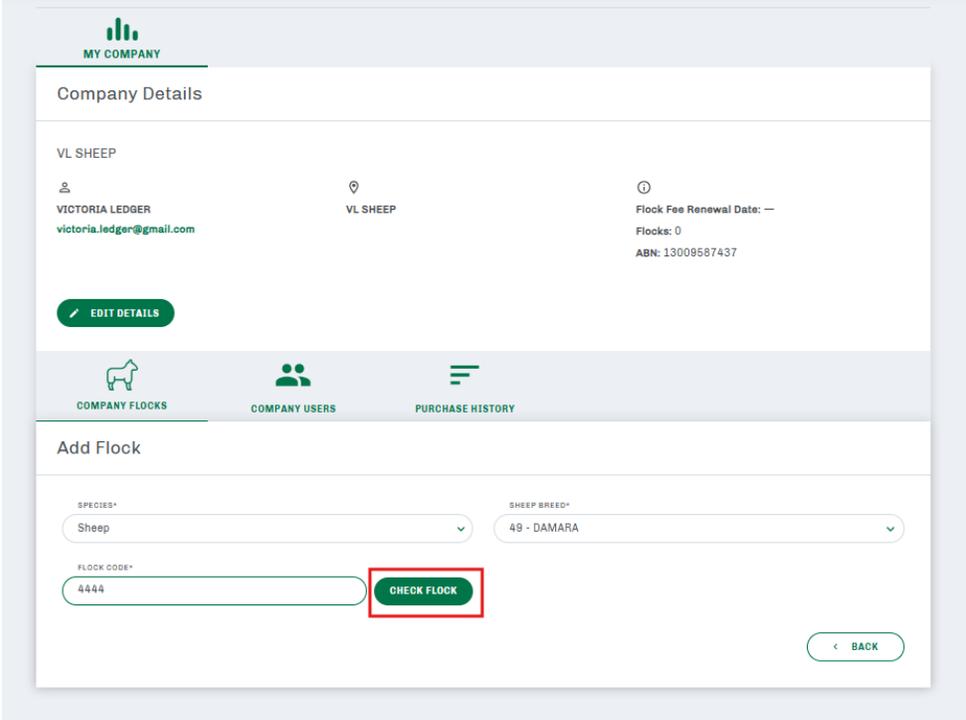

Figure 11. Enter and validate your flock's details to link flock.

Figure 12. Pop up indicating the flock code is registered with Sheep Genetics.

Step ten

If the flock code is valid and not already registered in Sheep Genetics, complete the additional details in the form and then select 'Add Flock' (Figure 13). Then confirm the flock code and breed in the popup by selecting 'Confirm' (Figure 14).

A success message confirms your flock has been created. Before submitting data, you will need to pay the subscription fee.
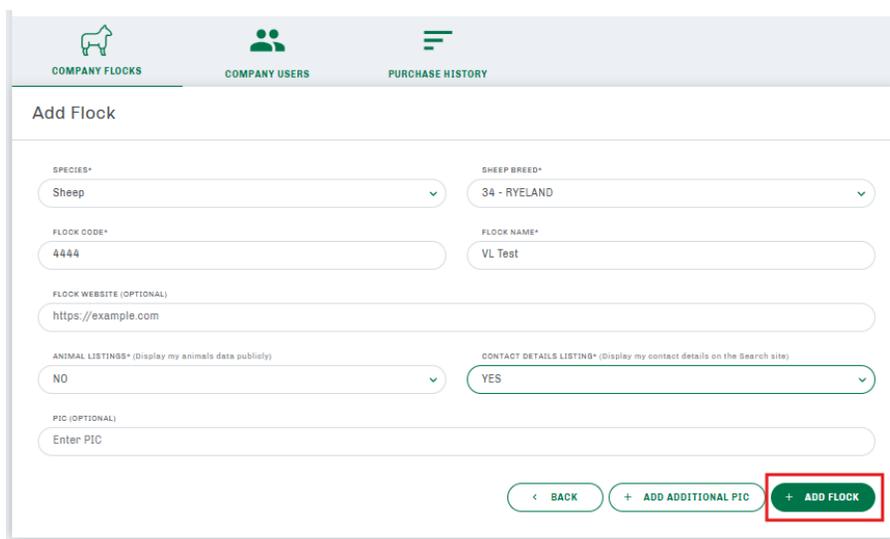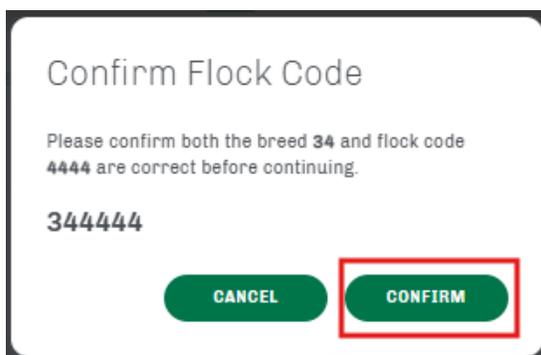

Figure 13. Expanded add flock tab to link flock code to company.

Figure 14. Confirmation dialog displaying the flock code.