Recently, the American Maine-Anjou Association (AMAA) made the decision to switch from our current data entry system to a new system, Digital Beef, Inc. Here is a list of instructions to better help you, the membership, navigate and utilize this new system.

**How do I login?**

1. To login into the Maine-Anjou Digital Beef registry system you will start by clicking on “SEARCH TAB” This will bring you to maine-anjou.digitalbeef.com.

2. Under the word LOGIN you will notice two white boxes, (one for user name, one for password) your user name (breeder number) and password will remain the same as the old system. If you do not have a member number, please e-mail Marcena at Marcena@AMAAPC.com to set up an account or call the AMAA office at (816) 431-9950.
How do I register an animal?

1

Once logged in, you will click on HERD MGMT and choose the tab labeled CALVES.

2

After you have clicked on the CALVES option, you will be redirected to the following screen and will be able to enter the animal’s information. Once all required fields are completed, you will click the VALIDATE button to check for errors. If there are no errors, you will choose COMMIT TO REGISTRY and will receive your registration number.

WHAT ARE THE REQUIRED FIELDS?

- Herd Prefix
- Tattoo
- Birthday
- Sex
- Service Type
- Flush Date
- Dam
- Sire
- H/P/S
- Color
- CE (Calving Ease)
- Twin Code
- Name
- Purchaser
- Date of Purchase

**NOTE: If the animal you are registering is out of a commercial cow you will need to register the dam first.**
How do I add other breed Pedigrees?

1

Other breed pedigrees can be added to the registration of an animal for either the sire or the dam. The fee to add a bull pedigree is $40 and to add a female pedigree is $25. Please send along a copy of the registration paper for each particular animal and include the proper fee. When requesting a pedigree to be added, please use the original registration number for that breed and add the appropriate prefix to that number. **Example AN17145326**

Angus – AN
Red Angus – AR
Belted Galloway – BG
Brahman – BR
Chianina – CA
Charolais – CH
Galloway - GA
Gelbvieh – GV
Hereford – HH
Polled Hereford – HP
Shorthorn – IS
Limousin – LM
Lowline – LL
Canadian Maine – MA
Red Brangus – RB
Salers – SA
Simmental – SM
Polled Shorthorn – SP
Scottish Shorthorn – SS

Once the pedigree has been added the calf registration will then be completed.
How do I register a cow and then a calf?

1.

Once logged in, you will click on HERD MGMT and choose the tab labeled CALVES. 

NOTE: The cow's dam or sire may read unregistered, if the animal you are registering was born before Jan. 1, 2014. When registering an animal under these guidelines, please leave the dam field blank.

Once you validate and commit to registry and obtain a number on the cow, you may then go back into register calves and enter the calf registration. The dam you just registered should show in your inventory.

Steers may read commercial on the sire's side, but must be out of a 50% or higher dam to register offspring. The dam must always be accounted as a commercial dam or Maine dam to obtain papers. The required percentage to register a steer is 25%.

How do you save your work and come back to it?

If you have entered your information and wish to come back to it later be sure to do the following steps:

1. Validate your work to save the entry.

2. If you log out and come back later your previous work can be found by selecting WORK QUEUES and BIRTH RECORDING.
How do I register a commercial dam or sire?

1. To register a commercial dam or sire in your inventory, you will again start at HERD MGMT. You will select the tab for COMMERCIAL.
   **NOTE: If the animal you’re registering is out of a commercial dam.**

2. You will be redirected to the following screen. You will need to enter the following information in the appropriate boxes:
   - PHN/TATTOO
     (Identification number you use for the commercial cow/bull)
   - NAME
     (Can be the same as Tattoo)
   - Sex
   - Birth Date
   - Percentages of breeds that make up the dam/sire.
     (i.e. 50% Simmental 50% Angus)

After this information is complete, you will click on CREATE. This animal will now be included in your inventory and can be used when registering.
How do I transfer an animal online?

1. To transfer an animal that has already been registered you will need to do the following steps. Located under WORK QUEUES, select TRANSFER.

2. The following screen will pop up. Your first step will be to select BUYER.
Next you will enter the zip code of the buyer you're transferring the animal to and select **FIND PROFILE**. This will prompt a screen that will pull up a listing of everyone with that zip code. You will scroll until you find the name you're looking for and select.

If the buyer does not already have an account you will choose the **CLICK TO CREATE A NEW PROFILE** and enter their information. After your transfer information is entered, you will select **VALIDATE**. If there are no errors, an invoice will be created and once that invoice is paid the animal will be transferred.

**To pay your invoice you will select the VIEW ACCOUNT tab on the left of your screen. Once you have clicked on the VIEW ACCOUNT tab you will select ACCOUNT to find your invoice. You will click on the invoice and be prompted to a payment screen. NOTE: All transfers must be paid before the transfer information will be released.**

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**How do I pay for my registration(s)?**

To pay for your invoice you will select the **VIEW ACCOUNT** tab or click on the **PAY ONLINE NOW** button. After clicking the VIEW ACCOUNT tab you will select ACCOUNT. Here you will click on your most current invoice and be prompted to a payment screen. NOTE: All registrations must be paid before the registration paper will be released.
How do I enroll my MAPP inventory?

1. To enroll and update your MAPP inventory you will use the following steps. Located on the left of your screen, underneath HERD MGMT you will see a tab labeled MAPP Inventory. Once this is selected the following screen will be produced.

2. To enroll females in MAPP, you will click on the ASSIGNMENT AGE tab. A screen will pull up with all breedable females in your inventory. Here you can add or cancel females in your inventory.

PE - Stands for PASTURE EXPOSED. AI - Stands for Artificial Insemination. The TRASH CAN icon is used for disposing of the animal. If you select the trash can it does not get rid of the animal from your inventory, but simply makes her inactive. If you choose to enroll a female for 2016 you will select the year located to the left of the PREFIX/TATTOO. **Optional females are any female that is bred prior to being 13 months of age.

3. Once you have selected the animals you wish to be enrolled for the current year an invoice is created and once that invoice is paid in full your information will be updated to your account.

**To pay your invoice you will select on the VIEW ACCOUNT tab on the left of your screen. Once you have clicked on the VIEW ACCOUNT tab you will select the ACCOUNT tab to find your invoice. You will click on the invoice and be prompted to a payment screen.