
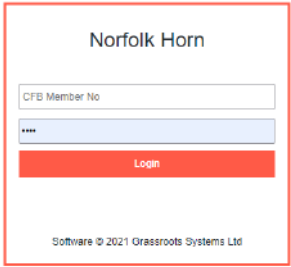

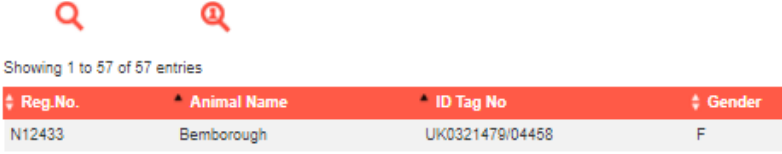



# Step by Step Guide to using the Grassroots Online Registry

The Grassroots Online Registry gives access to the whole Society pedigree database. It also has a 'Manage my Animals' function to enable you to report births and other changes direct to the Registry.


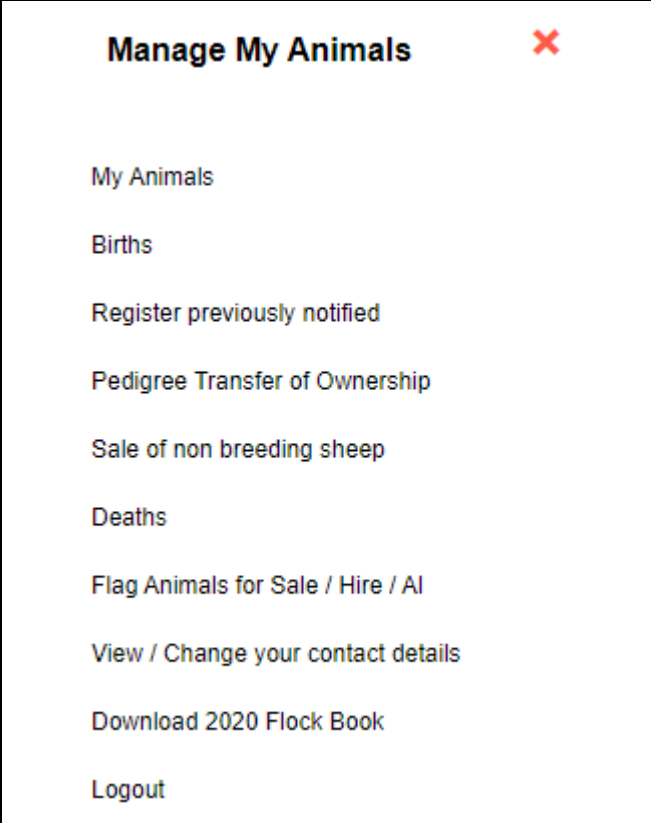

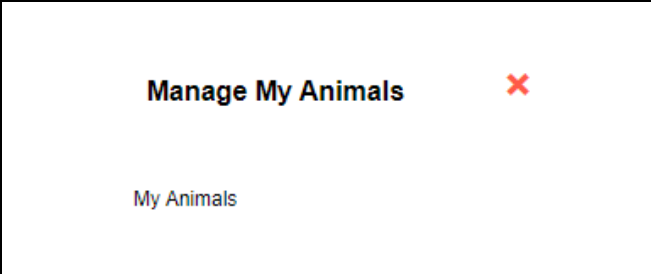

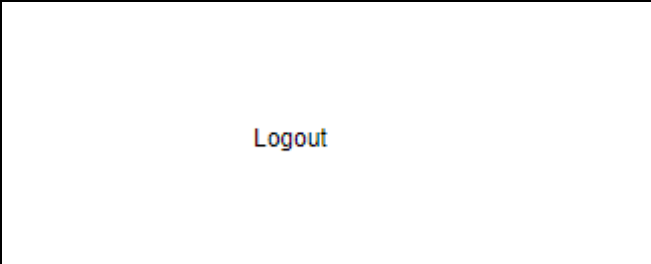
## Finding the Grassroots Online Registry for your breed

- There will be a link on your Breeds Society web site or
- Go to the Grassroots website [home.grassroots.co.uk](http://home.grassroots.co.uk)  
Click on For Farmers / Grassroots Breeds
- Find your breed
- Click on the Grassroots Online link 

	<p><b>Logging In</b></p> <p>If your Breed Society has 'public access' anyone can log into the site</p> <p>If your breed is 'member only' access you will log in using your member number or herd letters and password provided by the Society.</p>																																																																																																												
<p>The screen opens with all the animals in your registered ownership</p> <p>They are initially sorted by name and then tag number</p>	 <table border="1"> <thead> <tr> <th>Reg.No.</th> <th>Animal Name</th> <th>ID Tag No.</th> <th>Gender</th> <th>Omen</th> <th>Breed</th> <th>Status</th> <th>R. Status</th> <th>DOB</th> </tr> </thead> <tbody> <tr> <td>N12433</td> <td>Bemborough</td> <td>UK0321479/04458</td> <td>F</td> <td>0013</td> <td>0013</td> <td>Alive</td> <td>Registered</td> <td>13 Mar 2014</td> </tr> <tr> <td>N13092</td> <td>Bemborough</td> <td>UK0321479/05288</td> <td>F</td> <td>0013</td> <td>0013</td> <td>Alive</td> <td>Registered</td> <td>13 Mar 2016</td> </tr> <tr> <td>N13097</td> <td>Bemborough</td> <td>UK0321479/05048</td> <td>F</td> <td>0013</td> <td>0013</td> <td>Alive</td> <td>Registered</td> <td>24 Mar 2016</td> </tr> <tr> <td>N13503</td> <td>Bemborough</td> <td>UK0321479/05071</td> <td>F</td> <td>0013</td> <td>0013</td> <td>Alive</td> <td>Registered</td> <td>16 Mar 2016</td> </tr> <tr> <td>N13502</td> <td>Bemborough</td> <td>UK0321479/05078</td> <td>F</td> <td>0013</td> <td>0013</td> <td>Alive</td> <td>Registered</td> <td>17 Mar 2016</td> </tr> <tr> <td>N13501</td> <td>Bemborough</td> <td>UK0321479/05077</td> <td>F</td> <td>0013</td> <td>0013</td> <td>Alive</td> <td>Registered</td> <td>17 Mar 2016</td> </tr> <tr> <td>N13505</td> <td>Bemborough</td> <td>UK0321479/05093</td> <td>F</td> <td>0013</td> <td>0013</td> <td>Alive</td> <td>Registered</td> <td>23 Mar 2016</td> </tr> <tr> <td>N14118</td> <td>Bemborough</td> <td>UK0321479/07507</td> <td>F</td> <td>0013</td> <td>0013</td> <td>Alive</td> <td>Registered</td> <td>18 Apr 2017</td> </tr> <tr> <td>N14119</td> <td>Bemborough</td> <td>UK0321479/07508</td> <td>F</td> <td>0013</td> <td>0013</td> <td>Alive</td> <td>Registered</td> <td>18 Apr 2017</td> </tr> <tr> <td>N14587</td> <td>Bemborough</td> <td>UK0321479/05448</td> <td>F</td> <td>0013</td> <td>0013</td> <td>Alive</td> <td>Registered</td> <td>17 Mar 2016</td> </tr> <tr> <td>N14591</td> <td>Bemborough</td> <td>UK0321479/05477</td> <td>F</td> <td>0013</td> <td>0013</td> <td>Alive</td> <td>Registered</td> <td>28 Mar 2016</td> </tr> </tbody> </table>	Reg.No.	Animal Name	ID Tag No.	Gender	Omen	Breed	Status	R. Status	DOB	N12433	Bemborough	UK0321479/04458	F	0013	0013	Alive	Registered	13 Mar 2014	N13092	Bemborough	UK0321479/05288	F	0013	0013	Alive	Registered	13 Mar 2016	N13097	Bemborough	UK0321479/05048	F	0013	0013	Alive	Registered	24 Mar 2016	N13503	Bemborough	UK0321479/05071	F	0013	0013	Alive	Registered	16 Mar 2016	N13502	Bemborough	UK0321479/05078	F	0013	0013	Alive	Registered	17 Mar 2016	N13501	Bemborough	UK0321479/05077	F	0013	0013	Alive	Registered	17 Mar 2016	N13505	Bemborough	UK0321479/05093	F	0013	0013	Alive	Registered	23 Mar 2016	N14118	Bemborough	UK0321479/07507	F	0013	0013	Alive	Registered	18 Apr 2017	N14119	Bemborough	UK0321479/07508	F	0013	0013	Alive	Registered	18 Apr 2017	N14587	Bemborough	UK0321479/05448	F	0013	0013	Alive	Registered	17 Mar 2016	N14591	Bemborough	UK0321479/05477	F	0013	0013	Alive	Registered	28 Mar 2016
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<p><b>To search the whole database</b></p> <p>Click on the magnifying glass</p> 	<div style="text-align: center;"> <p><b>Search Database</b> <span style="color: red;">✖</span></p> </div> <p>Sale/Hire/All: <input checked="" type="radio"/> None <input type="radio"/> Sale <input type="radio"/> Hire <input type="radio"/> All</p> <p>Gender: <input type="text"/></p> <p>Status: <input checked="" type="radio"/> Alive Only <input type="radio"/> All Animals</p> <p>Born: <input type="text"/></p> <p>Reg. Status: <input type="text"/></p> <p>Name: <input type="text" value="Part of Name"/></p> <p>ID: <input type="text" value="Part of Registration or ID Numbers"/></p> <p>Owner: <input type="text" value="Owner CFB Member No"/></p> <p style="text-align: center;"><input type="button" value="Search"/></p>
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## Manage My Animals

<p>Click on the Menu (Top Right)</p> <p>Click on the X To close the menu</p>	
<p>Select the correct menu option</p> <p>Some breeds will have additional menu options.</p> <p><b>Transfers</b> – you may be offered up to three options with different fees : pedigree, commercial or export</p> <p><b>Deaths</b> – you may be offered a detailed one animal at a time death screen, or a batch ‘sold for meat’ death screen.</p> <p>Show and / or Sale entries</p> <p>Apply for DNA</p>	 <p><b>Manage My Animals</b> <span style="color: red;">✕</span></p> <p>My Animals</p> <p>Births</p> <p>Register previously notified</p> <p>Pedigree Transfer of Ownership</p> <p>Sale of non breeding sheep</p> <p>Deaths</p> <p>Flag Animals for Sale / Hire / AI</p> <p>View / Change your contact details</p> <p>Download 2020 Flock Book</p> <p>Logout</p>
<p><b>To get back to your own animal list</b></p> <p>Click on the menu </p> <p>Click on - My Animals</p>	 <p><b>Manage My Animals</b> <span style="color: red;">✕</span></p> <p>My Animals</p>
<p><b>To Log out</b></p> <p>It is always good practice to Log Out</p> <p>Click on the menu </p> <p>Click on - Log Out</p>	 <p>Logout</p>

# Manage My Animals


<p><b>Report Deaths</b></p> <p>Use the column sort, or the 'search this list' to reduce the list.</p> <p>Tick the animals that have died</p>	<p>Showing 1 to 57 of 57 entries <span style="float: right;">Search this list: <input type="text"/></span></p> <table border="1"> <thead> <tr> <th>Tick</th> <th>Reg. No</th> <th>Name</th> <th>ID Tag No</th> <th>Gender</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>N14581</td><td>Wretton Lazarus</td><td>UK03226625/00257</td><td>M</td><td>05 Feb 2018</td></tr> <tr><td><input type="checkbox"/></td><td>XN1479</td><td>Bemborough</td><td>UK0321479/11734</td><td>M</td><td>07 Apr 2020</td></tr> <tr><td><input type="checkbox"/></td><td>XN1474</td><td>Bemborough</td><td>UK0321479/11895</td><td>M</td><td>05 Apr 2020</td></tr> <tr><td><input type="checkbox"/></td><td>XN1411</td><td>Bemborough</td><td>UK0321479/11650</td><td>M</td><td>01 Apr 2020</td></tr> <tr><td><input type="checkbox"/></td><td>XN1472</td><td>Bemborough</td><td>UK0321479/11374</td><td>F</td><td>05 Apr 2020</td></tr> <tr><td><input type="checkbox"/></td><td>XN1475</td><td>Bemborough</td><td>UK0321479/11287</td><td>F</td><td>07 Apr 2020</td></tr> </tbody> </table>	Tick	Reg. No	Name	ID Tag No	Gender	Date of Birth	<input type="checkbox"/>	N14581	Wretton Lazarus	UK03226625/00257	M	05 Feb 2018	<input type="checkbox"/>	XN1479	Bemborough	UK0321479/11734	M	07 Apr 2020	<input type="checkbox"/>	XN1474	Bemborough	UK0321479/11895	M	05 Apr 2020	<input type="checkbox"/>	XN1411	Bemborough	UK0321479/11650	M	01 Apr 2020	<input type="checkbox"/>	XN1472	Bemborough	UK0321479/11374	F	05 Apr 2020	<input type="checkbox"/>	XN1475	Bemborough	UK0321479/11287	F	07 Apr 2020																														
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<p>Check the list and select the date sold</p> <p>Either click on Find a member</p> <p>Or</p> <p>Add a buyer</p>	<p style="text-align: center;"><b>Manage My Animals - Pedigree Transfer of Ownership - Confirmation</b></p> <p style="text-align: center;">If this list is not correct, please click the back button.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f28b82; color: white;"> <th>Reg. No</th> <th>Name</th> <th>ID Tag No</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>N15490</td> <td>Bemborough</td> <td>UK0321479/09672</td> <td>£0.00</td> </tr> <tr> <td>N15491</td> <td>Bemborough</td> <td>UK0321479/09654</td> <td>£0.00</td> </tr> <tr> <td>N15492</td> <td>Bemborough</td> <td>UK0321479/09598</td> <td>£0.00</td> </tr> </tbody> </table> <p>* Date Sold : <input type="text" value="dd/mm/yyyy"/> </p> <p>New Owner : <span style="background-color: #f28b82; color: white; padding: 2px 5px;">Find a Member</span> or <span style="background-color: #f28b82; color: white; padding: 2px 5px;">Add a Buyer</span></p>	Reg. No	Name	ID Tag No	Fee	N15490	Bemborough	UK0321479/09672	£0.00	N15491	Bemborough	UK0321479/09654	£0.00	N15492	Bemborough	UK0321479/09598	£0.00											
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<p><b>Find a member</b></p> <p>Will search the Breed Society database for the correct person</p> <p>Click on them to confirm them as the new owner</p>	<p>Find a Member Search</p> <p>Part of Name / Address : <input type="text" value="smith"/></p> <p style="text-align: center;">OR</p> <p>CFB Member No : <input type="text"/></p> <p style="text-align: center;"><span style="background-color: #f28b82; color: white; padding: 2px 10px;">Search</span></p> <p style="text-align: center;">Showing 1 to 11 of 11 entries</p> <p>Search: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f28b82; color: white;"> <th>♻ Memb.No.</th> <th>▲ Name</th> <th>♻ Prefix</th> </tr> </thead> <tbody> <tr><td>02463</td><td>Mrs Lyn Arrowsmith</td><td>Sunbeck</td></tr> <tr><td>05226</td><td>Pat Ashton-Smith</td><td>Churchlands</td></tr> <tr><td>05398</td><td>Mr David Bartles-Smith</td><td>Hedleyhope</td></tr> <tr><td>04848</td><td>Mr &amp; Mrs Vaughan &amp; Pranvera Smith</td><td>Ellingham Hall</td></tr> <tr><td>04506</td><td>Miss Fiona J S Smith</td><td>Willeymoor</td></tr> <tr><td>05152</td><td>Mr &amp; Mrs G S Smith</td><td>Buxton</td></tr> <tr><td>05300</td><td>Mr Harry Smith</td><td>Fambridge</td></tr> <tr><td>04845</td><td>Judith Smith</td><td>HinchSmith</td></tr> </tbody> </table>	♻ Memb.No.	▲ Name	♻ Prefix	02463	Mrs Lyn Arrowsmith	Sunbeck	05226	Pat Ashton-Smith	Churchlands	05398	Mr David Bartles-Smith	Hedleyhope	04848	Mr & Mrs Vaughan & Pranvera Smith	Ellingham Hall	04506	Miss Fiona J S Smith	Willeymoor	05152	Mr & Mrs G S Smith	Buxton	05300	Mr Harry Smith	Fambridge	04845	Judith Smith	HinchSmith
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<p><b>Add a Buyer</b></p> <p>Will allow you to type in the details</p>	<p style="text-align: center;"><b>Enter Buyer Details</b></p> <p style="text-align: center;">If you do not have the buyer details type in 'Unknown'</p> <p>Name : <input type="text"/></p> <p>Address : <input type="text"/>  <input type="text"/>  <input type="text"/>  <input type="text"/>  <input type="text"/></p> <p>Post Code : <input type="text"/></p> <p>Phone No: <input type="text"/></p> <p>Email Address : <input type="text"/></p> <p style="text-align: center;"><span style="background-color: #f28b82; color: white; padding: 5px 15px;">Add Buyer</span></p>																											
<p>Check the details and click in submit – bottom right</p>	<p style="text-align: center;"><b>Manage My Animals - Pedigree Transfer of Ownership - Confirmation</b></p> <p style="text-align: center;">If this list is not correct, please click the back button.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f28b82; color: white;"> <th>Reg. No</th> <th>Name</th> <th>ID Tag No</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>N15491</td> <td>Bemborough</td> <td>UK0321479/09654</td> <td>£0.00</td> </tr> <tr> <td>N15492</td> <td>Bemborough</td> <td>UK0321479/09598</td> <td>£0.00</td> </tr> </tbody> </table> <p>* Date Sold : <input type="text" value="06/01/2021"/> </p> <p>New Owner : <span style="background-color: #f28b82; color: white; padding: 2px 5px;">Find a Member</span> or <span style="background-color: #f28b82; color: white; padding: 2px 5px;">Add a Buyer</span></p> <p style="margin-left: 40px;">Mr Bloggs  Blogg Farm  Blogsville</p>	Reg. No	Name	ID Tag No	Fee	N15491	Bemborough	UK0321479/09654	£0.00	N15492	Bemborough	UK0321479/09598	£0.00															
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## Report Births

<p>Click on the menu top right Select Births</p> <p>Some breeds have different or additional questions but the principal is the same for all of them.</p> <p>Select or type in the date of birth</p>	<div style="text-align: center;"> <h3>Manage My Animals - Births</h3> </div> <p>* Date of Birth : <input type="text" value="dd/mm/yyyy"/> </p> <p>Sire : <input type="button" value="My Males"/> <input type="button" value="All Males"/></p> <p>Dam : <input type="button" value="My Females"/></p> <p>Conception Type : <input type="text" value="Natural Service"/> </p> <p>AI / ET Date : <input type="text" value="dd/mm/yyyy"/> </p> <p>ET Recipient : <input type="text"/></p> <p>Notes : <input type="text"/></p> <p>LitterSize : <input type="text" value="1"/></p> <p>Log now : Male: <input type="text" value="0"/> Female: <input type="text" value="0"/> Castrate: <input type="text" value="0"/></p>																											
<p><b>Sire</b></p> <p>Click in My Males for a list of fully registered males, alive and in your registered ownership – click on the correct one</p> <p>Or Click on All Males To search the whole database for the correct sire.</p>	<p>Showing 1 to 1 of 1 entries</p> <table border="1"> <thead> <tr> <th>Reg.No.</th> <th>Animal Name</th> <th>ID Tag No</th> </tr> </thead> <tbody> <tr> <td>N14581</td> <td>Wretton Lazarus</td> <td>UK0226625/00257</td> </tr> </tbody> </table> <p>Name : <input type="text" value="Part of Name"/></p> <p>and / or ID : <input type="text" value="Part of Registration or ID Number"/></p> <p>Status : <input checked="" type="radio"/> Alive Only <input type="radio"/> All Animals</p> <p style="text-align: center;"><input type="button" value="Search"/></p>	Reg.No.	Animal Name	ID Tag No	N14581	Wretton Lazarus	UK0226625/00257																					
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<p><b>Dam</b></p> <p>Click in My Females for a list of fully registered alive females in your registered ownership – click on the correct one</p> <p>Some breeds allow members to register without transfer. In this case there will be an additional 'Search all females' button.</p>	<p>Showing 1 to 27 of 27 entries</p> <table border="1"> <thead> <tr> <th>Reg.No.</th> <th>Animal Name</th> <th>ID Tag No</th> </tr> </thead> <tbody> <tr><td>N12433</td><td>Bemborough</td><td>UK0321479/04458</td></tr> <tr><td>N13002</td><td>Bemborough</td><td>UK0321479/05385</td></tr> <tr><td>N13007</td><td>Bemborough</td><td>UK0321479/05546</td></tr> <tr><td>N13503</td><td>Bemborough</td><td>UK0321479/06371</td></tr> <tr><td>N13502</td><td>Bemborough</td><td>UK0321479/06376</td></tr> <tr><td>N13501</td><td>Bemborough</td><td>UK0321479/06377</td></tr> <tr><td>N13505</td><td>Bemborough</td><td>UK0321479/06503</td></tr> <tr><td>N14118</td><td>Bemborough</td><td>UK0321479/07597</td></tr> </tbody> </table>	Reg.No.	Animal Name	ID Tag No	N12433	Bemborough	UK0321479/04458	N13002	Bemborough	UK0321479/05385	N13007	Bemborough	UK0321479/05546	N13503	Bemborough	UK0321479/06371	N13502	Bemborough	UK0321479/06376	N13501	Bemborough	UK0321479/06377	N13505	Bemborough	UK0321479/06503	N14118	Bemborough	UK0321479/07597
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<p>Conception Type</p> <p>The system defaults to Natural Service. Provide the date for Artificial insemination or Embryo transfer</p>	<p><b>Conception Type :</b> <input type="text" value="Natural Service"/></p> <p><b>AI / ET Date :</b> <input type="text" value="dd/mm/yyyy"/> </p> <p><b>ET Recipient :</b> <input type="text"/></p>															
<p>Type in the number born in the litter Then how many of each sex you wish to log today.</p> <p>Click on Next (bottom right)</p>	<p><b>LitterSize :</b> <input type="text" value="3"/></p> <p><b>Log now :</b> Male: <input type="text" value="1"/> Female: <input type="text" value="1"/> Castrate: <input type="text" value="0"/></p> <p>The number you log today cannot be more than the litter size, but in this example you may have 3 born and only want to log one male and one female today.</p>															
<p>The top of the screen shows you the information you keyed in about the 'litter.'</p> <p>At the bottom is space to fill in the details for the two offspring in the litter you wish to log today</p> <p>The boxes to fill in, will vary between species and breeds</p>	<p style="text-align: center;"><b>Manage My Animals - Births - Offspring</b></p> <p>Date of Birth : 06 Jan 2021 Sire : N14581 - Wretton Lazarus Dam : N13501 - Bemborough Conception Type : NS LitterSize : 3 No to Log now : Males 1 Females 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f28b82; color: white;"> <th>Gender</th> <th>Individual ID Tag No</th> <th>Prefix</th> <th>Individual Name</th> <th>Reg Type</th> </tr> </thead> <tbody> <tr> <td>Male</td> <td>UK0321479/ <input type="text"/></td> <td>Bemborough</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Female</td> <td>UK0321479/ <input type="text"/></td> <td>Bemborough</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>The system knows the first part of your tag number and prefix. Simply type in the individual number and name if your breed uses names</p>	Gender	Individual ID Tag No	Prefix	Individual Name	Reg Type	Male	UK0321479/ <input type="text"/>	Bemborough	<input type="text"/>	<input type="text"/>	Female	UK0321479/ <input type="text"/>	Bemborough	<input type="text"/>	<input type="text"/>
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Female	UK0321479/ <input type="text"/>	Bemborough	<input type="text"/>	<input type="text"/>												
<p>Finally, the system will offer the registration types and fees available for each animal dependent upon its gender, age, the date and your Society rules.</p>	<p style="text-align: center;"><b>Reg Type</b></p> <p><input type="text" value="Birth Notify : £0.00"/></p> <p><input type="text" value="Registration : £5.00"/></p>															
<p>Click on Add to list (bottom right)</p>	<p style="text-align: center;"><input type="button" value="Add to List"/></p>															

<p>The system will take you back to the birth screen ready to log the next 'litter'</p> <p>A new 'Display List to Submit' Button will be displayed.</p>	<div style="text-align: center;">  </div>																					
<p>Check the final list, Tick the Society declaration and click on Submit</p> <p>Your application will be submitted to your breed Society for processing.</p>	<div style="text-align: center;"> <p><b>Manage My Animals -</b></p> <table border="1" data-bbox="552 658 1353 743"> <thead> <tr> <th>Date of Birth</th> <th>Sire</th> <th>Dam</th> <th>Gender</th> <th>Name</th> <th>ID Tag No</th> <th>Reg Type.</th> </tr> </thead> <tbody> <tr> <td>06 Jan 2021</td> <td>N14581</td> <td>N13501</td> <td>Male</td> <td>Bemborough libby test</td> <td>UK0321479/12345</td> <td>Birth Notify</td> </tr> <tr> <td>06 Jan 2021</td> <td>N14581</td> <td>N13501</td> <td>Female</td> <td>Bemborough libby testing</td> <td>UK0321479/54321</td> <td>Registration</td> </tr> </tbody> </table> <p><input type="checkbox"/> I confirm that these animals conform to the breed standard set out in the Combined Flock Book and certify that the information supplied above is correct.</p> </div>	Date of Birth	Sire	Dam	Gender	Name	ID Tag No	Reg Type.	06 Jan 2021	N14581	N13501	Male	Bemborough libby test	UK0321479/12345	Birth Notify	06 Jan 2021	N14581	N13501	Female	Bemborough libby testing	UK0321479/54321	Registration
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## Shopping Basket

<p><b>The shopping basket is just a tally of transactions – it is not linked to your Society accounts package.</b></p>	<table border="1" data-bbox="689 1070 1331 1285"> <thead> <tr> <th>No.</th> <th>Description</th> <th>Fee</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Registration - UK0321479/54321</td> <td>£5.00</td> <td>£5.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total</b></td> <td><b>£5.00</b></td> </tr> </tbody> </table>	No.	Description	Fee	Amount Due	1	Registration - UK0321479/54321	£5.00	£5.00	<b>Total</b>			<b>£5.00</b>
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1	Registration - UK0321479/54321	£5.00	£5.00										
<b>Total</b>			<b>£5.00</b>										
<p>The payment options here will show the ones offered by your Society.</p> <p>To clear your shopping basket click on Pay By Cheque</p> <p><b>There are plans to link the shopping basket to some society Xero accounts packages but this is not yet available.</b></p>	<p style="text-align: center;">Click on one of the options below to pay, and clear your Shopping basket</p> <div style="text-align: center;">   </div> <p>* Online using Paypal :</p> <p>* By Cheque (Payable to: XXXXXXXXXXXXXXXX)</p> <p>* By Bank Transfer</p>												

We very much hope you find the Grassroots Online Registry helpful and easy to use.

[Home.grassroots.co.uk](http://Home.grassroots.co.uk)