**How To Submit Calf Entries in Helical**

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Description automatically generatedLogin, and click on **“Import Data”**.

Select the **‘Calf Entry Form’**

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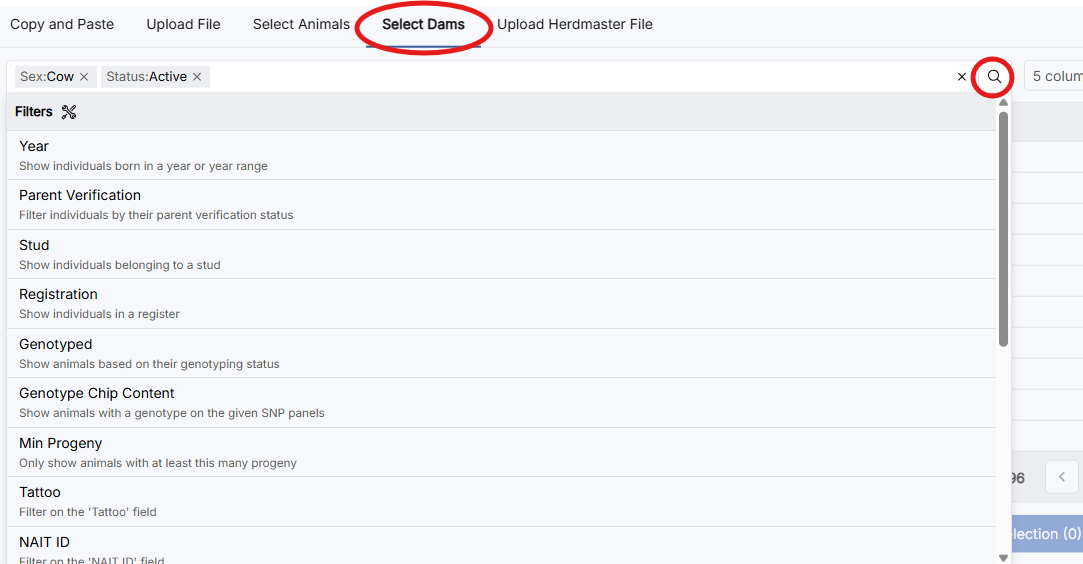
Description automatically generated

To pre-fill the list with your dams, select **‘Load Data’.**

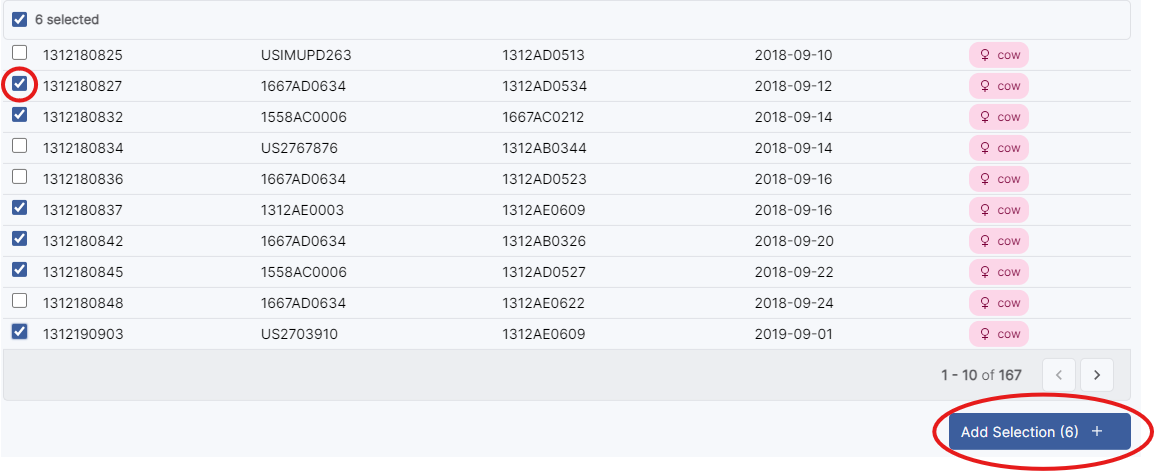
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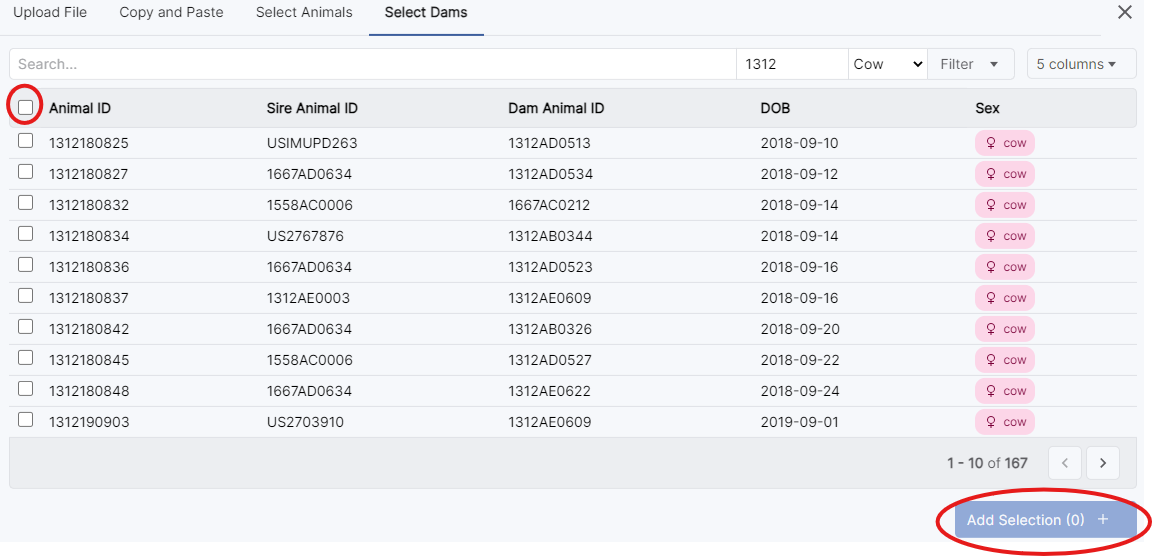
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Click **‘select dam’**, then filter on status **‘active’** or any other fields you wish to filter on, and hit **the search icon.**

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This will bring up a list of your active dams to choose from. Tick the dams you want.



**OR** select the tick box next to the ‘Animal ID’ to select all the dams you filtered on. Remember to click **‘Add selection’** after you have finished selecting your dams.

Once you have pre-filled the sheet with your dams, select the vertical lines icon in the right hand corner for a table view to enter calf details. To open the record, click the red exclamation point next to the dam ID.

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Enter the details for each calf. All required fields are in red. Click **‘Next Row’** to move to the next record.

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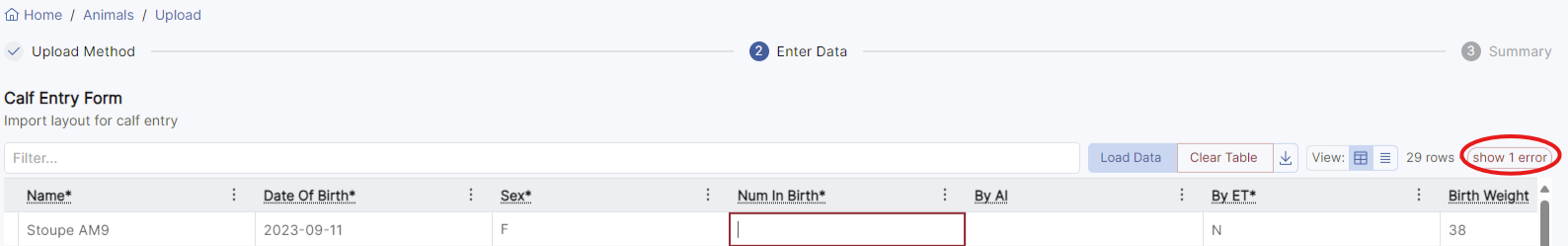
* Please note your stud prefix will automatically add to your animals’ names in the next step

Once you have recorded the calves, select ‘**Next’.**

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Any errors will then show in a red box, with the number of errors indicated in the top corner. The errors need to be corrected before you can submit your calf entries.



Click the green **‘creating’** button to review your entries. Then click **‘Submit’**. This will create a pending registration file for the PBB registry team to approve.

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AI-generated content may be incorrect.

* A screenshot of a computer

  Description automatically generatedThroughout the registration stage, you can click the **‘save and exit’** button to return to the entries later.