Online Declaration of Service User Guide

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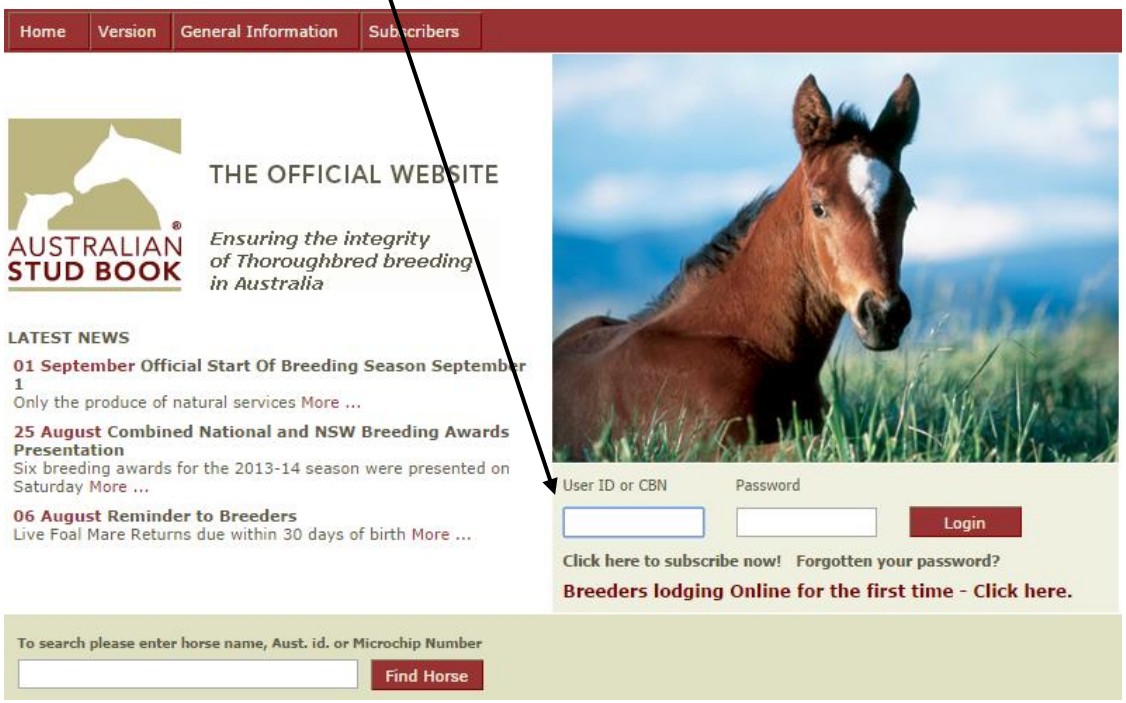
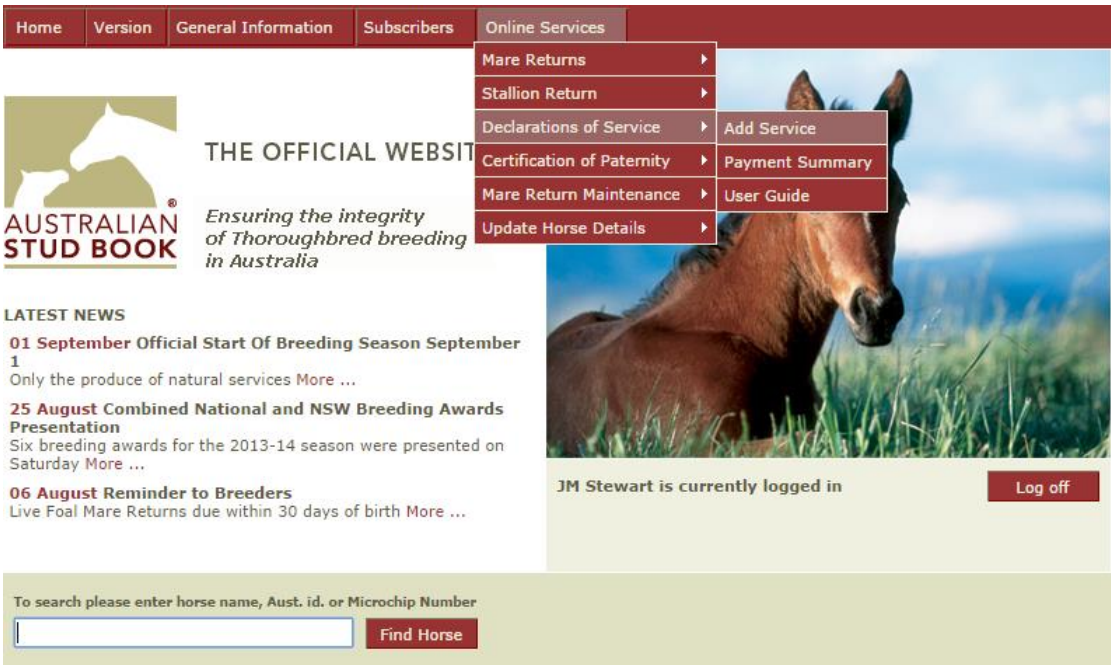
This is a guide to completing your Stallion Declaration of Service Online. To start the process, go to www.studbook.org.au

Logging In

Enter your User ID (or CBN) and password on the Australian Stud Book home page, and select Login

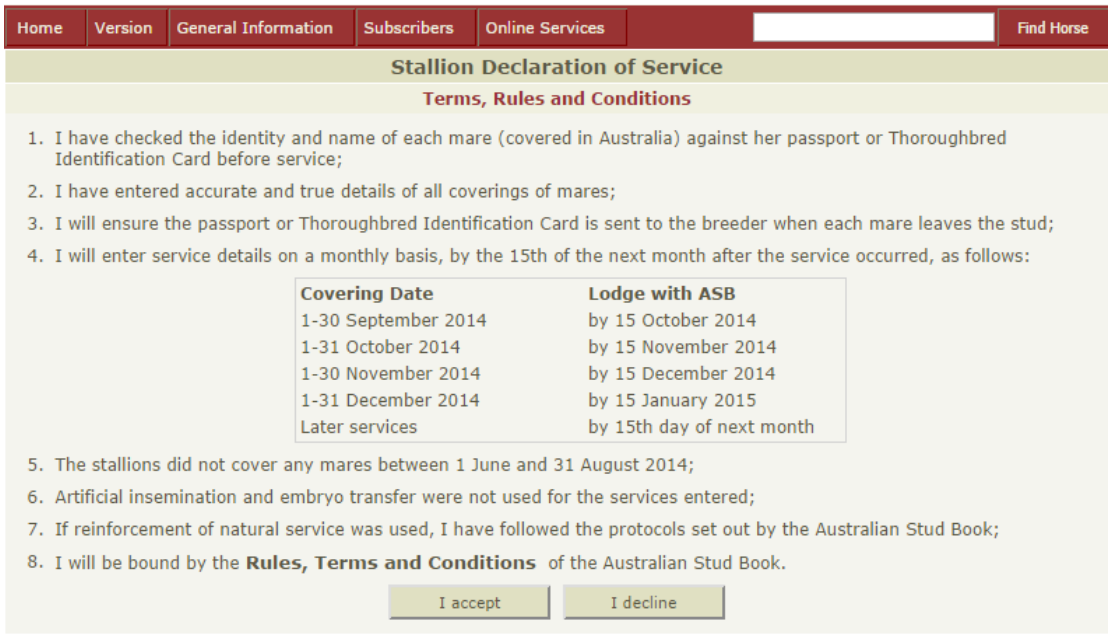


When you have successfully logged in, select the 'Online Services' heading followed by the 'Declarations of Service' ► 'Add Service' option in the drop down menu:



Terms and Conditions

Read and accept the Terms, Rules and Conditions of a Stallion Proprietor prior to submitting a Declaration of Service.

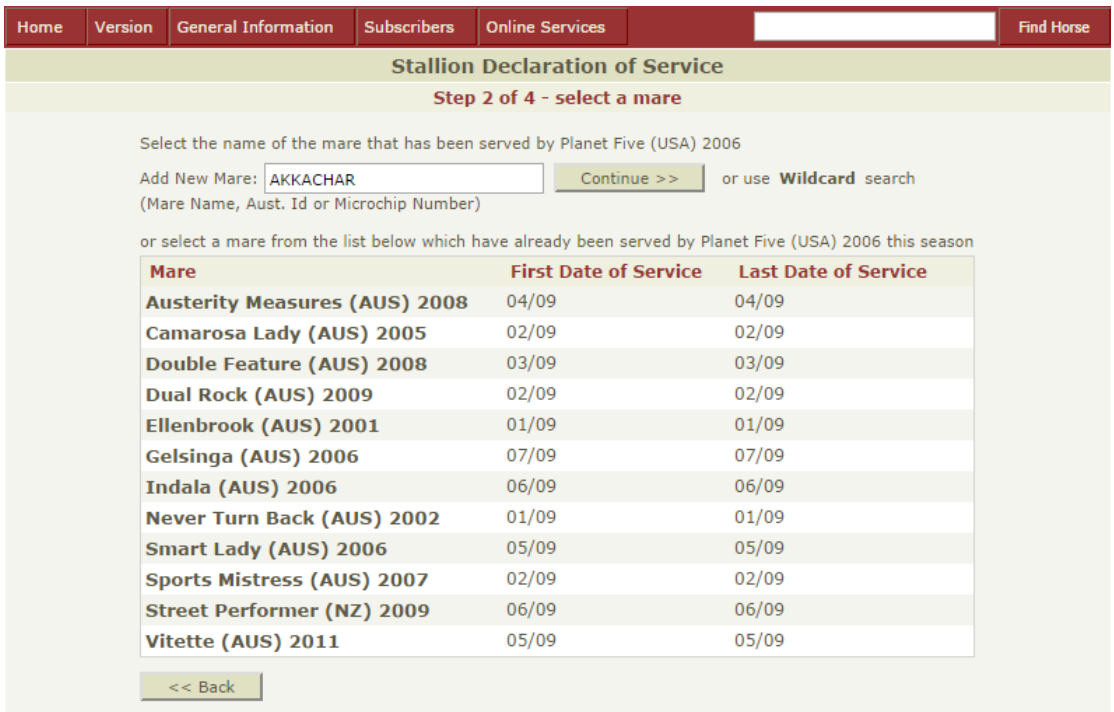


Step One – Select a stallion

Select the stallion's name from the drop down menu and select Continue > >

Step Two – Select a mare

Select a mare from services previously entered, or for a new mare, enter the mare's name, including suffix for mares other than (AUS), and select Continue > >



Step Three – Select date of service

Select date/s of service, and select Continue > >

Step Four – Summary of Declarations of Service

A daily summary of the service date/s you have entered will be displayed. Please check the details are correct.

If you have made an error, select Cancel and repeat steps from page 2 of this document.

To enter more services for this stallion, select Add Another Service and complete Steps 2 and 3.

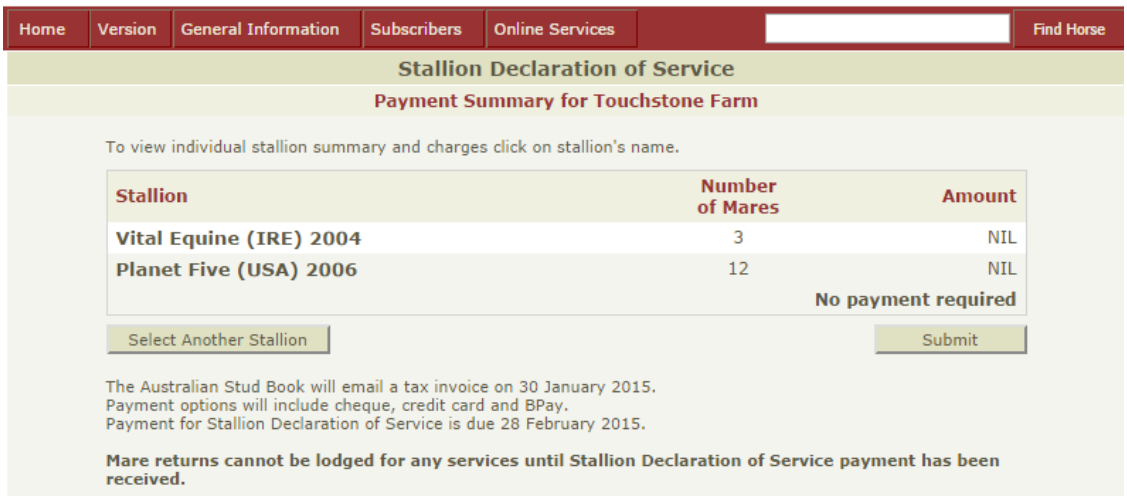
To enter services for another stallion, select Select Another Stallion and complete Steps 1 to 3.

If you have completed entering all stallion service dates, select Finished

Step Five– Payment Summary

A summary of the stallions and number of mares will be displayed. Select Submit to return to the home page.

To view individual stallion summary of mares entered and service dates, click on the stallion's name.



A detailed tax invoice including a list of all mares and service dates will be emailed on 30 January.

Payment for Declarations of Service is due 28 February.

For further information contact the Australian Stud Book on 02-8072 1900 or email studbook@studbook.org.au

Note – the screen shots in this user guide are strictly for display purposes and are not a reflection of actual information submitted in the Australian Stud Book records.