Online Litter Notifications

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Over the last 18 months, the head office team has been working towards automating the registration process to allow members to process and pay for their litters electronically.

The first step was the litter notification (LN). An LN is made up of multifaceted data: litters from frozen semen; split litters; dual matings; LRL and ABS mandatory health tests; endorsements; our Code of Conduct; kennel ownership; and membership status. All information submitted had to align with registry and regulation requirements and pass our coding checks for the LN to proceed to the payment and submission stage.

A major consideration was the ability to replicate the mandatory signature (consent) requirement electronically. How do you get permission from another party who is not completing or involved in the actual litter submission process? Previously, we used email for authority. This was not always reliable, due to email addresses sometimes being incorrect or being tagged as spam or junk.

> We are currently near the end of the beta testing with online registrations and have had over 1,000 dog registrations submitted to date (July 2020). We will update you on this shortly. Feel free to try this out with your next litter from your Dogs New Zealand home page, under 'My Litters'.

We looked at our website for a better option. Because a member needs to log on with a secure password personal to them, we deemed this to be the equivalent of a signature.

So with the solution found, we built the consent process here. This allowed our members to give other members the permission to use dams and sires for litters. It also allows owners to keep track of their consents, modify or add new ones at any stage. We also created a way to allow breeders to get the consent of non-member sire owners.

Once we had that all sorted, we moved to our health testing and frozen semen requirements, this involved integration with our current health testing and frozen semen database. This, and much more done, we were ready to go live.

We had a great response from our members, and we are now receiving more and more online litter submissions. Along the way we had to make adjustments, address issues and make tweaks here and there and this will continue as we add more features and link this with the new online registration process. I would like to thank all our members for their patience and understanding as we worked through this process of automation.

Following is a step-by-step guide and some important information for members to help them understand and use the electronic Online Litter notification process. 🐾

Step by Step

First, click on Litter Notifications from the quick links on your Dogs New Zealand home page. Note that if the sire owner is a non-member you can apply for consent from them on this page.

Dates: On the first screen (see pic) you enter the service(s) dates. Second service date is optional if there was only one date just add this in only. Add whelp date and click submit.

Dam details: Next screen is for the dam details, remember if there is more than one owner the owner (not submitting the litter online must give their consent (refer help notes further on). If the bitch has been leased click leased dam box. If there has been a breach and you have dispensation, click the appropriate breach box and upload documentation.

Otherwise enter dams registration number, if all details are correct you will be able to click submit and proceed.

Online Litter Notification 1 - Dates

Experiencing problems? - we need to know about it - please click here to email us ▓▓▓▓▓▓▓▓▓▓ & **NOT** an Accredited Breeder

Please note : If you are not the sole owner of both the sire and the dam you must obtain all other owners consent **prior** to completing this litter notification.

- All other owners of the dam must logon to the website and complete the consent as owner form
- All other owners of the sire who are dogs nz members must logon to the website and complete the consent as owner form
- You can email owners of the sire who are not dogs nz members to obtain their consent here

Form Navigation   Form Help

Service and Whelped Dates

1st Service Date	YYYY-MM-DD
2nd Service Date	YYYY-MM-DD
Litter Whelped On	YYYY-MM-DD
Click 'Submit' to check dates	Submit

Online Litter Notification 2 - Dam Details

Experiencing problems? - we need to know about it - please click here to email us. Form Navigation   Form Help

Dam Details

☐ I have leased the dam (registered lease of bitch)

☐ The dam is older than 8 years as at whelping date and I have dispensation from the Canine Health and Welfare Committee.

☐ I have breed more than 2 litters from this dam within 18 months and have dispensation from the Canine Health and Welfare Committee.

☐ The dam has had more than 3 caesarean sections and I have dispensation from the Canine Health and Welfare Committee.

☐ The Sire and dam are close relatives and I have dispensation from the Canine Health and Welfare Committee.

- Please enter at least 2 digits of the dam's Dogs NZ registration number in the input feild below
- A drop down list of bitch's you own, part own, or lease (if you ticked the lease option above) will appear
- Click on the dams name in the drop down list

Dams Registration Number

Note : If the dams name does not appear you will need to contact the Dogs NZ office to resolve the issue

Sire details: This screen is for the sire details. Consent from owner or owner if different from breeder need to be done first (refer information)

If leased click leased the sire. If this is a dual mating you will need to upload the DNA proof of parentage to proceed. If from frozen or chilled semen you will need to upload Vets Artificial Insemination form. Otherwise enter Sire's registration number. If all details are correct you will be able to click submit and proceed.

Online Litter Notification 3 - Sire Details

Experiencing problems? - we need to know about it - please click here to email us. Form Navigation   Form Help

Sire Details

☐ I have leased the sire (registered lease of sire)
☐ Dual mating.
☐ Artificial Insemination using fresh semen.
☐ Artificial Insemination using frozen semen.

Dam Registration Number

- Please enter at least 4 digits of the sires's Dogs NZ registration number in the input field below
- A drop down list of dogs will appear
- Click on the sires name in the drop down list

Sires Registration Number   [   ]

Note : If the sire's name does not appear you will need to contact the Dogs NZ office to resolve the issue

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Health tests: The next screen is for LRL or Accredited Breeders. If you have don't have a breed that requires health tests, you can click 'here' to continue.

If you do have a breed that requires health tests, the screen will show you the health tests we have on file and will also show you any that are missing. Missing tests will have to be uploaded before you can complete this litter.

Otherwise click 'here' to continue.

Health Tests

There are no health tests applicable for this litter

Please click here to continue

General information: The next screen will ask you to select a kennel if you have more than one, plus the number of dogs and bitches and advertising information.

Once you have completed this, click 'submit'.

You will then be navigated to the review data and payment page.

Litter Notification - General

Experiencing problems? - we need to know about it - please click here to email us.

General

Select Kennels	☑ ▬▬▬▬
	☐ ▬▬▬▬
Dogs Whelped	[▾]
Bitches Whelped	[▾]
Tick to allow contact details to be given to persons seeking breeders/puppies	☐
Tick to list litter on website	☐
Tick to list litter in NZ Dog World ($20 cost)	☐
Click 'Submit' to check details	[Submit]

Review and payments: This screen lets you review information. If you are happy you can complete the payment process. Once you click 'go' you will be navigated to our DPS page and you can make a payment.

When the payment is processed the litter notification information will be sent to the office for checking and importing into the registry.

Review Litter Notification Data

Fees for Litter Notifications

| Litter Notification | $40.00 |
| Litter Notification Magazine Listing | $20.00 |

Declaration

☑ I hereby certify that the information entered on these forms and any associated uploaded files is true and correct. I present this notification of birth of litter on the understanding that I hereby become bound by the Rules and Regulations of Dogs New Zealand, for the time being in force and any amendments from time to time made thereto.

Fee for this Litter Notification

Litter Notification Fee	$40.00
Litter Notification Magazine Listing	$0.00
Total Payable	$40.00

Please select a payment type and click 'Pay':

○ Pay by bank-to-bank transfer   ● Pay by credit card - $2.00 surcharge   [GO]
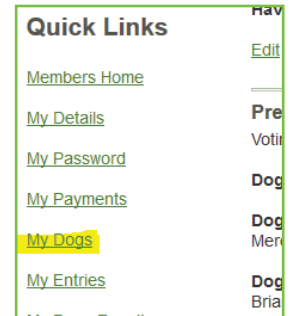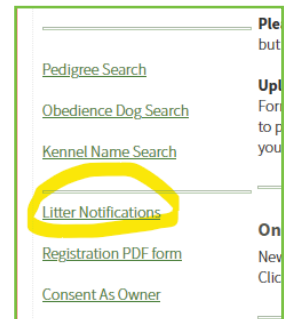
The processes explained

A breeder must be financial and have a current kennel name to use the Online Litter Notification (OLN) application. Log on to the Dogs New Zealand website and then on to your member home page under Quick Links.

Before you start remember:

- Minimum of 55 days from first service to whelped date not exceeded
- Maximum of 69 days from second service to whelped date not exceeded
- All other owners of the sire and dam must have already given their consent via this consent form.
- Any Accredited Breeder Scheme or Litter Registration Limitation Scheme health tests must have been scanned and uploaded and checked by Dogs NZ staff prior to using this form
- If frozen semen is used it must have been registered in the Dogs NZ frozen semen database.
- Dual mating – where one sire is proven to be correct sire, DNA proof must be uploaded.

Note: As from 1 May 2019 you have six months to notify and register the whole litter. All notified puppies must be registered.

Dam Owner

If a dam has more than one owner, all owner(s) must give consent to the owner submitting the litter online. To do this the other owner(s) log on to the Dogs New Zealand website, and from the member home screen go to 'My Dogs' under 'Quick Links' and click 'consent as owner'. Select dam name and then add the membership number of other owner who is submitting the litter as well as service dates click ok. It is important that the consent service dates are accurate, as when the breeder enters the service date, if they do not match with the consent dates, the litter cannot proceed. Please note consent is required in all circumstances, even husband and wife owners, the other owner must give consent.

Member Sire Owner

Dogs New Zealand member sire owner(s) need to give consent from our website. The sire owner logs on; from their home page, under 'Quick Links', they go to 'My Dogs' and at the top of their dogs is a link to consent as owner.

From here they add the breeder's membership number, the dam's registration number (if they know it) and the first (mandatory) and second (optional) service dates. Service dates must match exactly with information the breeder adds when doing OLN. If second service date is left blank by the sire owner the consent is permanent. Click 'Confirm'.

The breeder will then be able to go online and complete the litter notification process.

Non-member Sire Owner

This needs to be done on the first screen that comes up.

The member clicks on 'non-member consent' and enters dam and sire, then on the next screen adds the email address. This automatically sends an email.

The non-member clicks the link in the email and this navigates to a consent screen similar to that accessed by a member sire owner. The non-member fills this in and submits it.

When this is done, the system sends an email to the breeder to let them know they can log on and complete the litter registration.

Breeders Code of Conduct (BCOC)

If your litter breaches any entry in the BCOC, you will need to apply for dispensation from the Canine Health and Welfare Committee (CHWC) and/or provide a vet's letter.

The Full Code of Conduct criteria is available on our website under Dogs NZ/Official forms. See Breech summary below. Code of Conduct (after 1 May 2019).

Dispensations from BCOC when applied for in advance

Bitch over 8 years	Vet letter no concerns	Dispensation granted	Litter registered	
More than 2 litters in 18 months	Vet letter no concerns	Dispensation granted	Litter registered	
Previously had 3 caesareans	Vet letter no concerns	Dispensation granted	Litter registered	
More than four (maximum six litters)	Vet letter no concerns	Dispensation granted	Litter registered	
Bitch over 8 years	No vet letter or concerns about breeding	CHCW for consideration	Member notified of outcome	Can appeal to EC within 28 days of notification
More than 2 litters in 18 months	No vet letter or concerns about breeding	CHCW for consideration	Member notified of outcome	Can appeal to EC within 28 days of notification
Previously had 3 caesareans	No vet letter or concerns about breeding	CHCW for consideration	Member notified of outcome	Can appeal to EC within 28 days of notification
Bitch less than 12 mths	Vet letter provided with supporting documentation	CHCW for consideration	Member notified of outcome	Can appeal to EC within 28 days of notification

BCOC breaches when NOT applied for in advance

Breach detected. Information sent to CHCW. Email sent to member for opportunity to respond within 28 days with more information.	If supporting documentation resolves breech. *Litter processed.*	First Breach • Less than 12 months • Over 8 years • More than 2 in 18 months *$500 fine/Any Register* • More than 4 litters *$100 fine/Register II/Kennel Name suspended* • Father/daughter *$500 fine / Register II*	Subsequent breaches • Second Breach *$1000* • Third Breach *$1500/Litter Register II* Refer EC	Member disputes decision. Matter referred to CHCW for decision. Member has right to appeal to EC within 28 days of final CHCW decision

Health Tests

If the litter is an LRL litter or the breeder is an Accredited Breeder, certain tests must be completed before proceeding. Labrador, Rottweiler and AB litters must have had health tests submitted prior to going on to load the litter.

Health tests can be uploaded against the dog by logging on to the Dogs NZ website, going to 'My Dogs', clicking on the Health Tests and following upload instructions. Tests must be in PDF format.

Please note that tests are NOT directly loaded against the dog. They are checked and results added by Dogs NZ. You can see when your tests have been loaded by checking the dog/bitch under 'My Dogs'. Click the health test button and view tests loaded. Once the tests are loaded you can continue with your OLN.