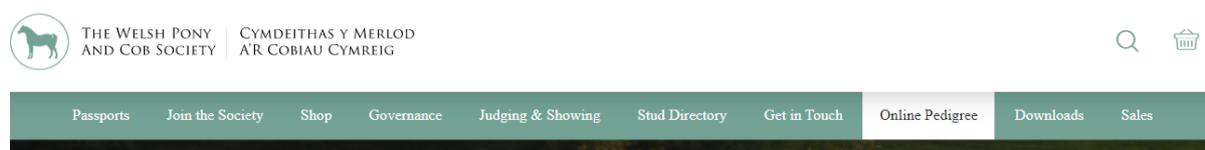


How to Enter the WPCS Official Sale

1. Visit the Society website www.wpcs.uk.com

2. Select the Online pedigree tab



3. Login using your membership number and password. If you do not know this, please email enquiries@wpcs.uk.com your email must include your membership number, full name and address. The office will then supply you with your password.

Welsh Pony and Cob Society

 A screenshot of the login page. The page is split into two main sections. On the left is a white login form titled 'Please Login'. It contains two input fields: 'Member No' and 'Password'. Below these fields is a 'Remember Me' checkbox. In the center of the form, it says 'To sign in as Guest please use GUEST and Welcome99'. At the bottom left of the form is a link for 'Forgot Password' and at the bottom right is a red 'Login' button. On the right side of the page is a red vertical banner. At the top of the banner is a white logo consisting of three stacked circles. Below the logo, the text 'Online System' is written in white, with 'Grassroots Systems Ltd' in smaller white text underneath.

4. This will bring you the dashboard for you animals

Grassroots Welsh Pony and Cob Society 🔍 🏠 ☰ ➔

Home

My Animals

Total Animals: 2

Females: 0
Males: 1
Castrates: 1

[View](#)

My Membership

Member Number: 237186
Type: Annual Member
Prefix:

[Manage](#)

News

To search for animals owned by one person
[Read More...](#)

NEWS

Welcome to Grassroots Online
[Read More...](#)

Help

Use the three buttons top right on each screen to navigate the registry:

🔍 Search Menu
🏠 Transaction Tally
☰ Manage My Animals' Menu

Home Top left to bring you back to this page

Society Details

Contact
Telephone: 01570 471754
E-mail: enquiries@wpccs.uk.com

Address
Bronaeron
Felinfach
Llanpetter
Ceredigion
SA48 8AG

Website
www.wpccs.uk.com

5. Select the following icon from the top right-hand corner



6. Select from the dropdown options sales entries

🔍 🏠 ☰ ➔

My Animals

My Show Results

Deaths

DNA / Parentage Test

Sale Fees

Sale Entries

Check Mate

Society Details

7. This will bring up a list of available sales for you to pick from. Select this year's sale by clicking on the once called WPCS Official Sale 2022 this will allow you to start the entry process.

Grassroots Welsh Pony and Cob Society 🔍 🏠 ☰ ➔

Home / Sale Entries

Sale Entries

Select a sale to enter your animals

Society Instructions

Notify the Breed Society of Sale Entries.

Use the ⏪ to collapse this help panel

Showing 1 of 1 record

Name	Sale Date	Opening Date	Closing Date
Practice demo sale	15 Oct 2022	27 Jun 2022	27 Jun 2022

8. This will then bring up a list of all the animals that you own that are eligible to be entered for the sale. If there are animals missing that you own as part of a joint ownership, that you are also entering for the sale and you cannot see them present in the list please contact enquiries@wpcs.uk.com with the animals full name and the person that you own these with. We can then also give you access to these animals providing you are detailed as an owner.

Practice demo sale | Sale Date: 15 Oct 2022 | Closing Date: 27 Jun 2022

Showing 2 of 2 records

Order	Class	Reg No	Ear Tag	Status	Name	Gender	DoB	Comment(s)
0		WS106527	441031	Registered	Tyngedwn Night Owl	Castrate	05 May 2018	Comment(s)
0		PS15328		Registered	Murrayhall Nividi	Male	23 Apr 2021	Comment(s)

9. Find the animal that you wish to enter the sale and click on the black arrows to show the drop down for the class. Then select the section of the animal.

Grassroots Welsh Pony and Cob Society

Practice demo sale | Sale Date: 15 Oct 2022 | Closing Date: 27 Jun 2022

Showing 2 of 2 records

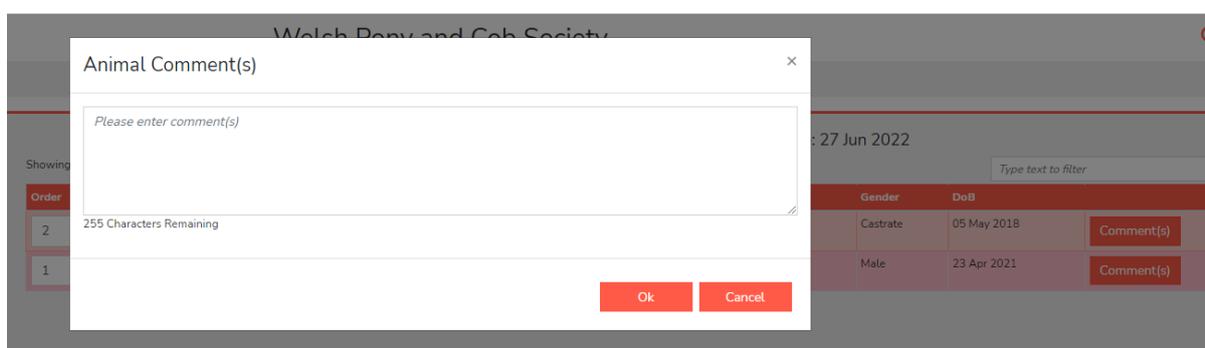
Order	Class	Reg No	Ear Tag	Status	Name	Gender	DoB	Comment(s)
0		WS106527	441031	Registered	Tyngedwn Night Owl	Castrate	05 May 2018	Comment(s)
0	<ul style="list-style-type: none"> Section A Section B Section C Section D Part Bred 	PS15328		Registered	Murrayhall Nividi	Male	23 Apr 2021	Comment(s)

10. Continue this process for all animals you wish to enter selecting the class drop down and then the relevant section for them.
11. Once you have chosen all animal you can specify the order you would like them catalogued within your section (this is optional) if you would like to specify this, please just add number 1, 2, 3 etc in the order box for each animal in your preferred order.

Order	Class
2	Section A
1	Part Bred

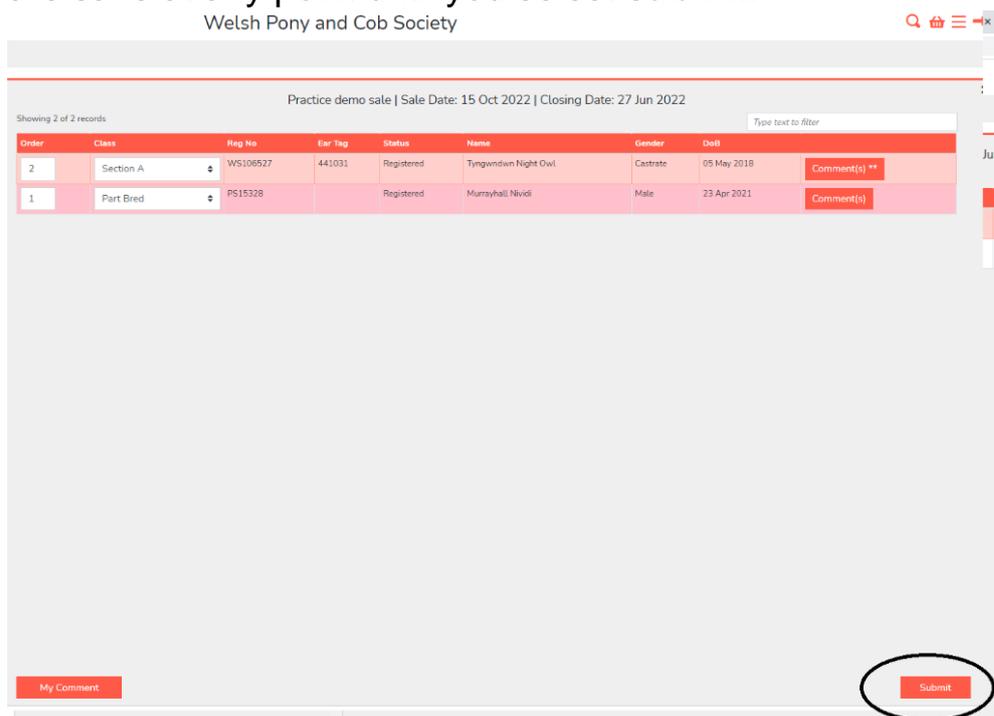
12. At the end of each animal's record line is a Comments box please then select this for each animal in turn and complete the text box with the description as you would like it to appear in the catalogue. Select Ok once you are happy with the content. In this comment box you should:

- First Confirm if you are VAT registered or not. If you do not confirm then VAT will be charged on your animal.
- Then write the description as you wish it to appear in the catalogue
- Finally note your reserve price (this can be amended on the day of sale)



13. All animals with comments will appear with ** after the comments box.

14. Once all animals' comments have been made, please select the submit button in the bottom right corner. PLEASE NOTE no details are save at any point until you select **submit**.



15. If you remember that you have not included something within the comments that you should have then you can re visit step 1 to 8 and you will then see all your entered animals and you can amend the comment and re submit up to the closing date. Please remember to click re submit of the Society will not receive your amendments.
16. Once you have submitted you sales entry please visit the WPCS website www.wpcs.uk.com under the shop section <https://wpcs.uk.com/product-category/stock/> to **make payment** for your entry. Entries are only complete once payment has been made. Please ensure when making the payment that you pay the correct amount for your entry. Foals entries are a separate product in the Online Shop.
17. If you are having difficulty please email enquiries@wpcs.uk.com and a WPCS staff member will contact you to help.
18. Reminder note = all entry queries are to be directed to the WPCS . All other queries regarding the sale, caravans, electric hook ups, trade stands, stabling etc please contact the McCartneys Brecon Office.

We look forward to receiving your entries

Thank you

Diolch



Company Secretary

ENDS