REGISTERING YOUR LITTER ONLINE

Primary owner/lessee of the dam must initiate the application
ALL sire and dam owners and co-owners MUST have a valid email address on file with ASCA
ALL dam owners/lessees MUST have online accounts and current memberships.

****Each individual dam owner/co-owner must have their own online account, even if they are on a dual membership, or a minor (Junior member).**

Primary owner/lessee of dam:

- Log into your online account
- Locate the dam of the litter under "My Dogs" tab.
- Click the "New Litter" button under that female.
- Complete all fields and be sure to double check for accuracy in your puppy listing (sexes/colors).
  - You will need the Registration ID# of the sire, which can only be obtained from the sire owner.
- Simply type your name into the signature field, enter credit card information, and submit.

Once the application is submitted, the system sends emails to all other owners and co-owners of the sire and dam. Those emails contain links specific to each individual person that they will need to use to sign.
Dam co-owners cannot log into their account directly to sign, as they must use the link provided via email.

Sire owner links will simply direct them to a signature page since sire owners do not need to have current memberships or online accounts, as they are not considered litter owners.

Once we have obtained all signatures, the litter will come through to the Business Office for approval.

If we are awaiting DNA results on the sire and/or dam, the litter application will be pending until those results are received and recorded by the office.

REGISTERING & RELEASING PUPPIES ONLINE

This option is not available for puppies out of litters that were not registered online. The litter must have been registered online in order to register the puppies online.

****NOTICE: We will still send out paper applications; however, please be sure to destroy the corresponding paper application for any puppies registered online so that you do not try to register the same puppy twice.**

After the litter is approved by the Business Office, the primary owner of the dam/litter will be able to register or release puppies to buyers online.

- Log into your online account
- Click the "My Litters" tab.
- Click on the correct Litter ID#
- Scroll down to the puppy listing, where you will see Register and Release buttons next to each.
- The "Register" button will register a puppy back to the breeder(s) (owners of the dam).
- The "Release" button will allow you to release a puppy to a buyer.
  - ALL other litter and associated kennel owners must also electronically sign off to release a puppy to a buyer, so those co-owners will receive emails again, just as they did to sign off on the litter, this time to sign for each puppy release.

****Unfortunately, at this time, the Business Office is unable to correct or re-release online puppy registrations. If an incorrect email address was entered for the buyer, incorrect sex/color puppy was released, buyer never received the email to complete the application, etc., you must provide that buyer with the paper application. We hope to have this issue resolved in the near future.**

Since any given litter/kennel owner may receive several emails for signatures, be sure that everyone knows to check their spam/junk folders and to add news@asca.org to their safe senders list.