

MEMBER SERVICES

HOW TO SUBMIT A “RESERVATION REQUEST” FOR DATA PROCESSING

- Submit “Reservation Request” in writing, either via email, mail or fax.
- Provide an explanation of what is to be submitted: Registrations, Transfers, Weaning or Yearling Updates. Include the approximate number of head and an approximate date the data will be complete and submitted. Reservations are only taken up to six weeks in advance. Do not request a reservation for work that will be submitted more than six weeks later.
- Send request to appropriate email address.
Registrations, Weaning or Yearling Updates: web.rrts@redangus.org
Transfers: web.transfer@redangus.org
- Once a reservation request has been received, a confirmation and “reservation job number” will be returned to you. Do not lose this number, as it is required to submit remaining data. If the reservation number is not included with the subsequent submission, a new job will be created and processed separately in date-received order. The reservation number is critical.
- Once you have completed your animals’ updated information, return it to the correct email, (listed above) and in the subject line include “Reservation job #000000.” The submitted data will then be placed into the initial reservation file to be pulled in date-received order for processing.

If you have any questions about what will be accepted for reservations, please contact the National office for clarification.