

Stallion Owner Instructions for the New SBS Stallion Guide

Website and Login

Once you are at www.selectbreeders.com you need to *Log In*, link upper right hand corner (by flags).

Your Username/Login is your email address.

If you are logging in for the first time you need to set your password, to do this click on the *Forgot Password* link. Follow the prompts and an email will be sent to your email account. You can then follow the link within this email to create your password and log in to the website.

Once logged in you can access your Profile, by clicking on *Your Account*.

Your Account

User Profile

The User Profile has the following options:

Profile - this link is visible to other users and will display your contact information.

Edit Profile - here you can change your password, upload a profile photo and edit your contact information.

Transaction History - this will display a list of your frozen semen shipments and allow direct tracking through FedEx.

Inbox - here you can view and respond to email messages sent through the SBS website.

Send Message - when viewing another users profile you will have the option of sending them a message.

If you are a Stallion Owner or Agent, the User Profile page will display a thumbnail for each of the stallions assigned to your profile.

Missing a stallion? It maybe the stallion is assigned to another profile, e.g. the agent, if you are the owner or vice versa. Please contact info@selectbreeders.com to resolve this issue.

Stallion Profile

Here the Stallion Owner/Agent has the option of:

View Details - this displays the stallion's profile information. The owner/agent can also view a list of shipments for the stallion.

Note: To view the public display of your stallion's profile, *Log Out*, then search for him through the Stallion Guide.

Edit Details - here the stallion owner/agent can edit the information posted for their stallion; this includes Name, Stud Fee, Breed, Registry information and Discipline. The owner/agent can also enter text under the following headings, Pedigree, Overview, Performance and Offspring, in addition to uploading photos, video or documents (e.g. breeding contracts). See below for further information on entering text and photos.

The stallion owner also has the option of selecting Yes or No under *Include in Stallion Guide (Owner Approval)*. See the section below for further information on posting stallions to the stallion guide.

Posting of Stallions to the Stallion Guide

For the new Stallion Guide there are two levels of approval in order to post your stallion to the Stallion Guide:

- Owner approval
- Affiliate Approval

Owner Approval

A stallion will not be posted to the Stallion Guide unless SBS has approval from the owner/agent.

If you would like to post your stallion to the Stallion Guide, please select YES next to: Include in Stallion Guide (Owner Approval) *.

To decline posting select no.

Please note: The stallion is not posted to the Stallion Guide unless the affiliate approval is also completed.

* If your stallion was posted on the Sire Directory of the old SBS website your stallion was automatically posted to the new Stallion Guide. In this case there is no display for *Include in Stallion Guide (Owner Approval)*.

Affiliate Approval

The Stallion Guide is a complimentary service provided by SBS for owner/agents of stallions with SBS frozen semen that is currently in storage with an SBS affiliate lab and meets our recommended minimum thresholds for commercial distribution.

The affiliate approval is displayed as:

Approved for Stallion Guide: Yes, No or Not Entered.

If the affiliate approval is listed as *Not Entered*, contact your SBS affiliate lab (or info@selectbreeders.com) to update the entry.

Entering Text, Photos and Video

Entering Pedigree Names

When entering names into the pedigree, watch the auto-complete drop down menu that appears as you type, since the name may have been previously entered into the system. If this is the case, selecting the previously entered name in the drop down menu will ensure the sire or dam is connected appropriately to all pedigrees. You will notice that if you click on a sire or dam name in another stallion's pedigree, it will display other profiles that share these ancestors.

Entering Text into Overview, Performance and Offspring

You can either type into the text box or copy and paste text in from Microsoft Word. When pasting from Word, don't forget to proof after submitting as some formatting

elements do not transfer from Word. Bold, italics, underline, bullets and numbered lists can be created using the formatting buttons at the bottom of the text box.

Photo Gallery

Photo file types supported by the SBS website are jpegs and pngs.

There are three places to upload photos to the Stallion profile:

- Profile Photo

This is the main photo that displays in the stallion's profile. Enter this photo under the *Photo* link at the top of the edit stallion profile page.

- Thumbnail Photo

This photo thumbnail displays as the link to the stallion's profile within your user profile and in the search results of the Stallion Guide. Enter this photo under the *Small Photo* link at the top of the edit stallion profile page. Some cropping occurs with the thumbnail photo, to correct this you may need to crop the photo before uploading.

- Gallery Photos

Here, *Add gallery entry (photo or video)*, you can upload as many additional photos as you wish to the stallion profile.

Video

Video can be uploaded under *Add gallery entry (photo or video)*. The maximum upload size is 500MB. Please note, the uploaded video is scaled to 360px high so there is little to be gained from uploading larger videos. The larger the file the longer it will take to upload to the website. Please avoid special characters (other than letters and numbers) in the file name of your video. Check your video plays after uploading and contact info@selectbreeders.com if you experience any problems.