



## **INSTRUCTIONS for CALF REGISTRATION and DNA SUBMISSION Form**

Follow these instructions to submit your information to us electronically

Tip: Download the latest version of Adobe Reader at [www.adobe.com](http://www.adobe.com).

Having trouble with Internet Explorer? Try a different web browser such as Firefox or Google Chrome.

### **Filling out the form**

Position the hand pointer inside a form field, and click. The I-beam pointer allows you to type text. Press Tab to accept the form field change and to move onto the next form field or click corresponding box to enter info.

#### Ordering Tests

Check the corresponding box to order a test and a check mark will appear. If no test is needed leave the box blank.

### **Specific fields**

Dates - Unless otherwise specified, all dates must be entered in the format mm/dd/yy or mm-dd-yy

Telephone No. - Standard area code and telephone number

Signatures - This fillable form will simulate a signature in which you give authorization of the forms completeness once the form is submitted to the AWA office.

Note: Required fields are marked with red boxes

### **Guide to completing form**

#### Step - 1

Find the form you are looking for on our website, [www.WAGYU.org](http://www.WAGYU.org). This form is located under the "Membership | Calf Registration | DNA Tests" tab under "Member Services / Forms". Click on the appropriate form to open the link.

#### Step - 2

Save a copy. With the file open click the word "file" on the upper left, then "save as" and save the file to your computer. The file name should reflect the date and your ranch name (ex. 03-04-15\_RanchName). If the form fields are not working properly your file could be corrupted try and add the extension \_distributed to the end of the name or the file (ex. 03-04-15\_RanchName\_distributed) if this doesn't fix the problem redo step 2.

#### Step - 3

Complete the form.

#### Step - 4

Next is to send in the form. There are two ways to accomplish this step.

- 1) Click on the submit button on the top right, there you'll be prompted to email the form and then follow the computer instructions accordingly.
- 2) Send an email to the AWA office with the re-named pdf file attached.

## INSTRUCTIONS for CALF REGISTRATION and DNA SUBMISSION Form

- 1) **Version R1.0** - Be sure you have downloaded the latest version of this form from the AWA website. Do not use old forms saved on your computer. Enter information on the "Order Form" page. Totals will be automatically transferred to the "Totals" Page with the exception of Registration Fees.
- 2) **Receiving your DNA cards** - Contact the AWA office to order your DNA sample cards. They are \$2.00 each and minimum order is 10 cards. When you have received your hair cards place the hair follicles in the card and trim off excess hair (see the card for illustration). When you have received blood cards, fill the circle on the blotting paper with blood and follow the card instructions for drying and shipping of sample. Be sure to clearly and thoroughly label the cards. Record the barcode from the card on the form. Print 2 copies of the "Order Form" and "Totals" pages. Keep one set for your records, send one set with your samples to the AWA office. Address shown on the "Totals" page.
- 3) **Payment** - Payment needs to be made directly to the AWA either by check, call with credit card information at the time of ordering the tests and DNA sample cards, or paid online after an invoice is sent.
- 4) **Results** - Please allow at least three weeks, **from the date the lab receives your samples**, for receipt of results. Please include an email address on the order form to receive a copy of the results electronically.
- 5) **AWA Reg #'s** - For Genetic Defect testing only samples with AWA Registration number will have results transferred to the AWA database. When animals are registered **after** testing, please send the results page with new registration numbers to the AWA so that your results can be transferred to the AWA database. Registration numbers are not required for Parent Verification testing.

### Parentage Information - VERY IMPORTANT

If you wish to have an animal verified to either the sire, dam or both parents you must include the registration numbers of those animals on this form. If SNP parentage is not available because one or more parents only have STR data and no new sample can be obtained, then the offspring will need to be parent verified using STR parentage and the charge is \$35.00. If you are unsure of whether a parent has a parentage profile previously completed or available, contact the AWA.

Version R1.0

Note : Required fields are marked with red boxes



## AWA DNA TESTING ORDER FORM

Name _____	Contact Name _____
Address _____	AWA Member No. _____
City _____	
State _____	Phone _____
Zip code _____	Email _____

	Test Requested	Cost per Test	Total
<b>GENOMICS OPTIONS</b>	<b>Option 1 - Wagyu Panel</b>	\$150	
	* F11, F13, CHS, Band 3, CL16		
	* SNP Parentage		
	* SCD Fat / Tenderness		
<b>STAND ALONE</b>	<b>Option 2 - Wagyu Meat Panel</b>	\$95	
	* SNP Parentage		
	* SCD Fat / Tenderness		
<b>STAND ALONE</b>	Horned/Polled	\$45	
	Coat Color	\$15	
	SNP Parentage	\$25	
	BVD-PI	\$4	
	JCP - Japanese Cattle Panel (F11, F13, CHS, B3)	\$40	
	CL16 Test	\$40	
	SCD Fat / Tenderness Marker	\$70	
	STR MARKERS (For Export Use)	\$15	
	SNP MARKERS	\$15	
			<b>TOTAL =</b>
Additional SNP Parent/s for PV		\$10	
(Please send payment to AWA with your test request order)		<b>TOTAL BILLED =</b>	

### Mail Forms, and Samples to:

American Wagyu Association  
P.O. Box 1115 Post Falls, ID 83877  
Email - office@wagyu.org  
Phone - 208-262-8100  
Website - www.wagyu.org

**Reminder: Payment** can be sent via mail, phone, or paid online after invoice sent.

**Reminder:** Registration fees (per animal) are **IN ADDITION** to the TOTAL BILLED.

Fullblood - \$40 Pureblood - \$25 Percentage - \$10 see the fee schedule on Wagyu.org for further information.

### SAMPLE SUBMISSION INSTRUCTIONS

Be sure to protect semen samples in either a empty pen tube or semen cane for shipment and mail in a padded envelope or small box. See instructions tab for complete instructions on emailing this form and sample submission.

