

SHEAR REPORT INSTRUCTIONS

Overview: The ARI Shear Report and fleece data entry process is meant to help ARI members prepare for, collect, and report fleece data for inclusion in the ARI EPD program. Additionally, the process provides an easily printed order form with all necessary information required to order your fiber testing. This process can be used for any alpaca in any ARI account that you have, in addition to any alpacas that have been set up in your contracted alpacas list.

Step 1—Preparing for Shearing

Overview: This step should be completed prior to shearing in order to print off a list of your alpacas. This list will be used to track the necessary information during the shearing process and to complete Step 2.

1. Log in to the member section of the ARI website (<http://www.alpacaregistry.com/member>) and on the left hand menu go to 'I want to...Print Shear/Testing Report'.
2. Select the alpacas that you wish to include in your Shear Report from the window on the left and click 'Add'. If you wish to print the Shear Report for you entire account, check the box for 'Select All' and then click 'Add'.
3. Once the desired alpacas have been copied from the left window to the right window, click on 'Shear Report' at the bottom of the screen. This will generate a printable PDF that you can use to easily track your fleece information as you complete the shearing of each alpaca. You may also save this PDF for future access.

NOTE: The Shear Report will include any microchip, tattoo, or ear tag information that is stored in the ARI database in order to help you identify your alpacas while shearing. Additionally, if there is a Last Shear Date stored in the ARI system, it will automatically show as well. If this date is not filled in, you must enter it manually along with the current shear date and fleece weight.

NOTE: Read the Reminder pop-up window and click 'OK'.

4. Fill in the required data on the printed Shear Report as you complete the shearing of each alpaca. **Note: Weigh each animal before and after shearing to accurately report the total weight of shorn fleece.**

Step 2—Preparing to Send Data for Fiber Testing

Overview: This step needs to be completed after shearing. Fleece data is entered into the ARI system and the pre-filled fiber testing order forms are printed for inclusion with the samples you send to Yocom-McColl.

1. Log in to the member section of the ARI website (<http://www.alpacaregistry.com/member>) and on the left hand menu go to 'I want to...Print Shear/Testing Report'.
2. By default, your selected list (on the right) will already include any alpacas that you chose in Step 1 above. If these alpacas are not included, please select the additional alpacas on the left and click 'Add'.
3. Once all alpacas you wish to report data for have been copied from the left window to the right window, click on 'Enter Data' at the bottom of the screen.
4. Enter Last Shear Date, Shear Date, and Fleece Weight for each alpaca, then click 'Download' to generate a printable PDF of the fiber testing orders. This PDF will contain a one-page order form for each alpaca. Print these forms and include them with the fiber samples that are being sent to Yocom-McColl.
5. Submit a **mid-side 4" x 4" square fiber sample** retained in the staple configuration in a sealed gallon-sized freezer bag. Place the printed order form from above into the freezer bag. Include the fee, payable to Yocom-McColl, and ship to the address provided on the form.

NOTE: By completing this process, the system will save your fleece weight data so that you will not have to enter it again.