



BSS Breeder Registration Toolkit

Ready-to-use tools to help more Boykin puppies complete individual BSS registration

PURPOSE

This toolkit is designed to make registration follow-up simple for breeders. Review your recent litters, identify owners whose puppies may not yet be individually registered, personalize the ready-made messages, and follow up in a friendly, helpful way.

How to Use This Toolkit

1. Review your recent litters in the BSS portal and note any puppies that may still need individual registration.
2. Choose email, text, or both based on how you normally communicate with each owner.
3. Customize every bracketed field before sending. The highlighted placeholders are there to make this quick.
4. Send the first reminder, then follow up once if needed. Use the optional final reminder only when it feels appropriate.
5. Track the outcome so you do not continue contacting owners who have already completed registration. The portal will show when a puppy has been registered.

Tips for Success

- Keep the tone personal. These messages should feel like a helpful note from the breeder.
- Lead with why registration matters, not only with the task the owner still needs to complete.
- Make it easy. If an owner has lost paperwork or is unsure what to do, direct them to BSS for help rather than guessing at the process.
- Remember that companion-only Boykins matter too. Registration helps create a more complete official breed record even when the dog will never breed, compete, or participate in field events.
- Thank owners who have already registered and update your records immediately.

RECOMMENDED TOOLKIT FLOW

1) Review litter status | 2) Send first email or text | 3) Share the Why Register My Puppy handout | 4) Follow up if needed | 5) Record the result

Quick Registration Talking Points

THE SIMPLE MESSAGE

Registering a Boykin is about more than paperwork. It places the dog in the Official Breed Registry, preserves the connection to the puppy's litter, breeder, pedigree, and owner, and helps keep the breed record complete for future generations.

YOUR BOYKIN

Registration gives your puppy an individual place in the Official Breed Registry and preserves the documented connection to the litter, breeder, pedigree, and owner.

THE BREED

Every registered Boykin helps create a more complete record of the breed across generations.

COMPANION DOGS COUNT

A Boykin still belongs in the official record even if the owner never plans to breed, compete, show, or participate in field events.

THE FUTURE

Registration is one small step owners can take to support the continued preservation and protection of the Boykin Spaniel.

Review Your Litters in the BSS Portal

- Review each recent litter and identify puppy owners who may not yet have completed individual registration.
- If the registration status is unclear, confirm before sending a reminder.
- Use the communication templates in this toolkit if you like, so every owner receives a positive explanation of why registration matters.
- Keep a simple follow-up record using the tracker included near the end of this toolkit.

BSS Portal Tutorial Videos

Use these quick video guides when you need help reviewing litter records, transferring a puppy to a new owner, or registering a new litter in the BSS portal.

TIP: Scan the QR code with your phone camera to open the tutorial on YouTube. You can also share the relevant page directly with another breeder who needs help.

How to View Your Dogs & Litters in the BSS Portal | Member Details Explained



This video covers:

- Where to find your membership info
- How to view your registered dogs
 - How to locate your litters
- How to sort and navigate your records

This is where most of your day-to-day portal activity happens.

How to Transfer a Puppy to a New Owner in the BSS Portal



This video covers:

- How to locate the correct litter
- How to select the correct puppy
- How to initiate transfer to a new owner
 - What happens after submission

Tip:

Make sure you select the correct puppy—this cannot be undone..

How to Register a Litter in the Boykin Spaniel Society Portal (Step-by-Step)



This video covers:

- How to start a litter application
- How to enter sire and dam information
- What health testing info is required
- How to submit and finalize your application
- What happens after submission

Note:

If the sire is owned by someone else, they must also be on the portal. After submission, the sire owner must sign before payment is completed.

When an Owner Responds

"I already registered."

Thank them, congratulate them on completing it, and mark your tracker so no more reminders are sent.

"I lost the paperwork."

Encourage them to contact BSS for help with the appropriate next step or replacement information.

"My dog is just a pet."

Remind them that companion-only Boykins still matter to the official breed record.

"I have not gotten around to it."

Keep it positive: it is still worth completing, and BSS can help if they have questions about the process.

Ready-to-Use Communications

Customize the highlighted fields before sending.

1A. BREEDER TO OWNER: FIRST EMAIL

SUBJECT: A quick reminder about your Boykin's BSS registration

PREVIEW: It's not too late to make your Boykin part of the official breed record.

Hi [OWNER FIRST NAME],

I was checking the BSS registration status for my litter and noticed that [DOG NAME / PUPPY] may not be individually registered with the Boykin Spaniel Society yet.

If you haven't gotten around to it, it's not too late. BSS registration creates your Boykin's official record with the Official Breed Registry and helps preserve their place in the breed's history and lineage.

I'd love to see every puppy from this litter represented in the BSS record. When you have a chance, please complete the registration using the paperwork you received or contact the Boykin Spaniel Society if you need help with the process.

Thank you for taking this extra step for your Boykin and for the breed we all love.

[BREEDER NAME / KENNEL]

1B. BREEDER TO OWNER: FIRST TEXT

Hi [FIRST NAME]! I was checking my BSS litter records and noticed [DOG NAME] may not be individually registered yet. It's not too late. BSS registration preserves your Boykin's place in the official breed record and helps protect the history of the breed. When you get a chance, please complete the registration from your puppy paperwork, or contact BSS if you need help. Thank you! - [BREEDER NAME]

OPTIONAL ATTACHMENT

Attach or include the standalone "Why Register My Puppy?" page from the end of this toolkit when you send the first communication. It gives owners a simple explanation they can save or print.

Follow-Up Communications

2A. BREEDER TO OWNER: FOLLOW-UP EMAIL

SUBJECT: Just checking back on [DOG NAME]'s BSS registration

PREVIEW: A friendly follow-up from [BREEDER / KENNEL].

Hi [OWNER FIRST NAME],

Just following up on my note about [DOG NAME]'s BSS registration. If you've already completed it, thank you and please disregard this reminder.

If not, there is still time to register. It's a simple but meaningful way to make sure your Boykin is represented in the official record of the breed.

If you've misplaced your paperwork or aren't sure what to do next, please contact the Boykin Spaniel Society, and they can help point you in the right direction.

Thanks again for helping us keep the record of this litter as complete as possible.

[BREEDER NAME / KENNEL]

2B. BREEDER TO OWNER: FOLLOW-UP TEXT

Hi [FIRST NAME], just a quick follow-up on [DOG NAME]'s BSS registration. If you already completed it, thank you! If not, it's still not too late. Registering helps preserve your Boykin's place in the official breed record. If you need help or replacement information, please contact BSS. - [BREEDER NAME]

3. OPTIONAL FINAL FRIENDLY REMINDER

Hi [FIRST NAME], one last friendly reminder from me about [DOG NAME]'s BSS registration. I'd love to see every puppy from this litter represented in the official Boykin Spaniel record. If you still need to register, BSS can help with questions or next steps. Thanks for being part of this litter family! - [BREEDER NAME]

Breeder Registration Follow-Up Tracker

Use one line per puppy owner. Keep this simple so follow-up stays manageable.

BEST PRACTICE

Stop reminders as soon as the owner confirms registration is complete. If the owner needs help, note the question and direct them to BSS rather than trying to troubleshoot an uncertain registry issue yourself.

Owner	Dog	Litter / DOB	1st Contact	Follow-Up	Final Reminder	Outcome / Notes

Suggested outcome notes: Registered | Already registered | Needs BSS help | No response | Follow up later

Optional Notes for This Litter



Why Register My Puppy?

REGISTER YOUR BOYKIN

Preserve their place in the breed's story. Your new Boykin is part of a breed with a unique history. Registering your puppy with the Boykin Spaniel Society, the Official Breed Registry, helps preserve your dog's documented connection to that history and keeps the breed record complete for generations to come.

YOUR BOYKIN

Registration places your dog in the Official Breed Registry and preserves the connection to your puppy's litter, breeder, pedigree, and owner.

THE BREED

Every registered Boykin helps create a more complete record of the breed across generations. Your dog matters even if you never plan to breed, compete, or participate in field events.

THE FUTURE

Registration is one small step you can take to support the continued preservation and protection of the Boykin Spaniel and stay connected to the organization responsible for the breed registry.

HOW TO REGISTER

1. Complete the official registration paperwork provided by your breeder.
2. Mail the completed paperwork and payment to the Boykin Spaniel Society.
3. Alternatively, your breeder can transfer your puppy's registration to you electronically through the BSS member portal.
4. Watch for a confirmation email that your registration has been processed, followed by a welcome packet in the U.S. mail. Be sure to check your spam or junk folder, as emails from the system sometimes are filtered out by email programs.

Breeder / Kennel: [CUSTOMIZE HERE]

Questions / Contact: [CUSTOMIZE HERE]