



How to Use the BSS Member Portal: A Complete Step-by-Step Guide

The Boykin Spaniel Society (BSS) Member Portal is designed to give members easy access to their membership information, dog records, litter registrations, and more, all in one place.

Whether you're a new member setting up your account or a breeder managing litters and transfers, this guide walks you through everything you need to know to confidently use the portal.

Getting Started: Requesting Portal Access

To access the portal, visit the BSS website and click **Portal Access**.

- If you've **ever been a member**, select that option
- If you've **never been a member**, you'll be directed to join the Society

You'll create:

- A username
- Your email address
- Your member ID

Once submitted, your request is **manually reviewed by the BSS office**. After approval, you'll receive an email with a login link.

 **Important:**

- The email often goes to your **spam folder**
- The link **expires in 24 hours**

Setting Your Password and Logging In

Once you receive your email:

1. Click the link
2. Create your password
3. Log in to the portal

If your link expires, simply contact the BSS office to have a new one sent.

Understanding the Portal Dashboard

The landing page is informational only. To access your account features:

 Go to **Member Information → Details**

This is where you'll manage everything related to your membership, dogs, and litters.

Managing Your Dogs and Records

Inside **Member Details**, you can:

- View all registered dogs
- Find registration numbers
- Access health information (OFA, reimbursements)

- View litter records

✦ Click the **paper icon** next to a dog or litter to view full details.

You can also:

- Sort dogs and litters
- View red tag numbers
- Track reimbursements

Transferring Ownership

Ownership transfers must be initiated by the breeder.

To transfer a dog:

1. Go to **Member Information → Details**
2. Locate the litter
3. Click the **paper icon**
4. Select the puppy using the blue arrow
5. Enter the buyer's email

✦ Both the breeder and buyer must be on the portal.

Registering a Litter

To register a litter:

1. Go to **Forms → Litter Application**
2. Select your dam
3. Enter sire information
4. Complete breeding details
5. Submit the form

After submission:

- The sire owner must approve
- Once approved, you'll be prompted to pay
- Final documents are sent via email

Requesting a Coefficient of Inbreeding (COI)

To request a COI:

- Enter the sire's registration number
- Select the dam
- Submit the request

Results will be sent via email once processed.

Membership and Payments

Through the portal, you can:

- Renew your membership
- Manage your membership details
- Set up payments
- Request duplicate items (red tags, certificates, pedigrees)

Additional Features

You can also:

- Add non-BSS dogs for personal tracking
- Store notes (heat cycles, vet visits, etc.)
- View judge listings (for events)

Important: How the Portal Works

The portal is a **one-way system**:

 Information flows **from the BSS registry → to the portal**

This means:

- You cannot directly edit official records
- You must request changes through the BSS office

Common Issues and Fixes

Didn't receive your login email?

→ Check your spam folder

Link expired?

→ Request a new one from the office

Account exists but you can't log in?

→ You likely didn't complete password setup

Forgot your password?

→ Use the "Reset Password" option

The BSS Member Portal is a powerful tool for managing your membership, dogs, and breeding records all in one place.

Most issues are easily resolved by:

- Checking your email
- Completing setup steps
- Contacting the BSS office if needed