



Introductory Beef and Sheep&Goats Course Booking Form

Date: 26 – 27 Augustus 2026

Venue: Historium Trust - Conference Venue , Paarl

Location: (Historium & Taalmuseum : 11 Pastorielaan ,PO Box 498, Paarl)

Presentation in English & Afrikaans

Course presenters: Mr.Tinus Viljoen / Mr. Erick Joosten

Please see the important notes and course programme and contents on page 2.

BenguFarm Client Details:

- BenguFarm Account Name: _____
- BenguFarm Account Number (see the top of the main screen): BPU_____
- Breed(s): Stud herd: _____ Commercial herd: _____
- Make and model (if applicable) of: Scale _____ EID reader: _____
- Name and Surname of person(s) who will attend the course: _____
- Cell Number: _____ E-mail Address: _____
- Language preference for printed course material (manual, etc.) [circle applicable]: Afrikaans / English
- Special food needs: _____

Course Fee :

Cost per person with a computer	R 3 300
Cost per additional person of the same farming <u>without</u> a computer (work during the course with the first person on the same computer)	R 2 000
The course fee includes a printed manual, other course material (for a person with a computer), lunches, coffee/tea and refreshments.	

Bank Details for Payments:

Account name: MJ Viljoen (please note, NOT BenguelaSoft)
Bank and Branch: Capitec , Branch Code: 470010
Account Number: 1385182448 savings account
Reference: BenguFarm Account Name or Number – as completed above.

Attached the proof of payment for R_____

Send the registration form and payment/proof of payment to:

Mr. Tinus Viljoen

E-mail: tinusviljoen1958@gmail.com

WhatsApp: 072 4708386

Enquiries:

Contact Mr. Tinus Viljoen at 072 4708386 or tinusviljoen1958@gmail.com
or Mr. Erick Joosten at 082 2042379 or erickjoosten@gmail.com

Signed: _____ **Date:** _____

Important Notes

- **Who should attend the course?**

- The introductory course is aimed at people who have never used the program or have used it only to a limited extent.
- **Important:** If the person who will do the data capturing on BenguFarm (e.g. administrative staff member) is not familiar with the day-to-day management of the herd, it is strongly recommended that the person responsible for the day-to-day management, selection and breeding (e.g. herd manager or owner) also attends the course.

- **What does the course entail?**

- All major/basic features, recording screens, view screens, recording lists and reports in BenguFarm are covered in the course.
- People attending the course bring their own computers to the course. At the start of the course a course database is uploaded on each computer and during the course practical exercises are done of all relevant features covered in the course (see program below) as well as calculations, recording lists and reports relating to the relevant functions.

- **Pre-installation of BenguFarm:**

- The BenguFarm software should be *pre-installed* and registered on the computer(s) brought to the course. No installation will be done at the course. If you need any help with the installation of the software, please contact your local agent in advance. Please note that BenguFarm can only be installed on a computer with a Windows operating system. If you have a computer with another operating system (e.g. Apple), please contact your local agent to discuss what to do to install BenguFarm on it.

- **What to bring along to the course:**

- Computer (with BenguFarm installed and registered), charger/electrical cord, electric extension cord, mouse (it works easier and faster than a laptop's track pad), EID reader and cable (if applicable), Scale head and cable (if applicable), Internet modem (optional), data of animals that need to be imported/entered into the programme, pen, highlighter and paper.

- **Cancellations:**

- If too few people book, the course may be cancelled by Tinus Viljoen. In such a case the course fee will be refunded in full, or it may be transferred to attend a subsequent course, or for online training.
- If a booking is cancelled by the attendee within 7 days of the course date, only 50% of the course fee will be refunded, unless otherwise agreed with Tinus Viljoen .

Course Programme

Day 1:

7:30 – 8:00

Coffee/Tea, Registration & Setup Computers

8:00 – 10:00

Session 1 – Overview of BenguFarm; Identification Methods and Number Formats; Electronic IDs, EID Readers, Scales and Integration with BenguFarm; Uploading of the Course Database; Main Window Options (*Herd & Animal View Windows*) and Functions (*Menu, Shortcuts, Filters, Sorting, Grouping, etc.*).

10:00 – 10:30

Coffee/Tea and Refreshments

10:30 – 12:30

Session 2 – Choose Animals Window; General Functions; Reports and Recording Lists; Herd (Flock) Settings; Setting up Animal Groups (*Calving/Lambing Seasons, Camps, Management Groups*); Link to and Move Animals between Camps and Groups; Create a Second Herd/Flock and Change between Herds/Flocks; Display Settings; Step-by-Step Help Function.

12:30 – 13:15	Lunch
13:15 – 14:45	Session 3 – Integration with Logix (and other systems) for Electronic Sending and Receiving of Data Import Animal data (<i>where applicable, e.g. from Logix, Breeders' Society or Excel</i>); Create Animal Records Manually; Record Purchase Data; Check if All the Animals are on Record; Edit and Delete Data; Make and Restore a Backup; Syncing of and Access to Data on various Computers.
14:45 – 15:00	Coffee/Tea
15:00 – 16:30	Session 4 – Calculate Inbreeding of Progeny for Planned Matings; Record Synchronisation of Ovulation; Record Matings; Send Matings Data; Record Pregnancy Test Data; Record New Calvings/Lambings; Send Birth Notifications; Import Computer Numbers.
16:30 – 17:00	One-on-one help where needed
Day 2:	
7:30 – 8:00	Coffee/Tea, Setup Computers & One-on-one help where needed
8:00 – 10:00	Session 5 – Parentage Verification and other DNA Services; Record Vaccinations, Dosings and Supplements; Rules for Weights for Performance Testing; Calculate Weigh Dates for Performance Testing; Record Weights or Import from a Scale; Record Wool/Mohair Data; Create a Performance Test and Calculate Indexes.
10:00 – 10:30	Coffee/Tea and Refreshments
10:30 – 12:30	Session 6 – Send Wool/Mohair Data to Wool Testing Bureau; Send Performance Weights and Wool Data to Studbook; Import Official Performance Test Results; Import Wool/Mohair Test Results Received from Wool Testing Bureau, OVK or BKB; Import Breeding Values.
12:30 – 13:15	Lunch
13:15 – 15:15	Session 7 – Print Inspection Lists; Import Inspection Data, Record Selection Reports; Record Sales, Deaths & Culls; Send Transfers and Cancellations; Move Animals to Another Herd/Flock; Record Notes and Appearance Remarks; Update BenguFarm Programme; Renew the Programme's Registration; Overview of Other Functions in BenguFarm (<i>e.g. BenguFarm-MOBILE app; Set up Management Calendar; Feedlot Manager</i>).
15:15 – 15:30	Closure