

User Guides



THE MANAGEMENT AGENCY
NATIONAL AMERICAN FOULBROOD
PEST MANAGEMENT PLAN



How do I complete an Annual Disease Return?

Hi, welcome to HiveHub!

This user guide provides an overview of how to complete an Annual Disease Return (ADR) on HiveHub.

Make sure you're logged in and we'll get started.

To complete an ADR, you can click on the **Submit ADR** button on your HiveHub home screen OR click on the **More** dropdown and select **My Requests**. Then click the **File an ADR** button at the top.

It's important to note that this button is only visible between the 1st of April and 31st of July each year. And the button will disappear again once you have submitted your return for the year.

The Annual Disease Return Form will open. Review your details to ensure that the form is an accurate reflection of your beekeeping operation. This form is broken down into sections:

Beekeeper Info. This section shows your details. You can update your information here if it is incorrect.



User Guides



THE MANAGEMENT AGENCY
NATIONAL AMERICAN FOULBROOD
PEST MANAGEMENT PLAN



Beekeeper Info

From Submission Date	Beekeeper Registration Number
30/3/2021	S0022
Beekeeper Name	Company Name
Beekeeper	Beekeeper Demos
Email	Home Phone
demo@beekeeper.demo	
Work Phone	Cell Phone
Street(Postal)	Street(Residential)
001 Bee Street	001 Bee Street
City(Postal)	City(Residential)
Demo City	Demo City

Registered Apiaries. This section shows a list of your registered apiaries. You can update the number of colonies by hovering over the colony number and clicking on the pencil icon. You can also edit your apiaries by clicking the **Edit Apiary** button.

Registered Apiaries

Q Search this list:

BK ID	Site Name	MAI ID	Apiary Type	Apiary Address	No of Colonies	Owner Occupier	AFB 20-21	Edit	Notify
1	0000	Lavender Field	1	Permanent	4	Demo	0	Edit Apiary	Notify AFB
2	0000	River North	2	Permanent	2	Demo	0	Edit Apiary	Notify AFB

Total Number of Apiaries: 2

Total Number of Beehives: 6

Add New Apiary

Register any new apiaries here

+ Add

You can also notify AFB from here if your AFB numbers are inaccurate by clicking on **Notify AFB** button at the end of each apiary row. Complete the AFB details and click **Save**. Once you have saved the AFB report you will be returned the Annual Disease Return form.

Add New Apiary. Use this section to register missing apiaries. Click on the **Add** button and follow the steps. If you need help, follow our **How to register an apiary** user guide.





User Guides



THE MANAGEMENT AGENCY
NATIONAL AMERICAN FOULBROOD
PEST MANAGEMENT PLAN



Home My Apiaries My Map My Account Sales and Purchases My COI More ▾

Add New Apiary
Register any new apiaries here
+ Add

De-Register Apiary
De-register un-used apiaries here
+ Add

Sales & Purchases
No existing sales and purchase transactions found.

Beehive Purchases
Add details of missing purchases here
+ Add

De-Register Apiary. Use this section to deregister apiaries. Click on the **Add** button and follow the steps. If you need help, follow our **How to deregister an apiary** user guide.

Sales & Purchases. This section shows a list of sales and purchases declared by you for this year.

Beehive Purchases. If you need to declare any further purchases, click on the **Add** button and fill in the details and click **Save**.

Beehive Sales. If you need to declare any further sales, click on the **Add** button and fill in the details and click **Save**.

Beekeeper's ADR Statement

☒ I certify that my Annual Disease Return statement is complete and correct and complies with the requirements of Clause 27 of the Biosecurity (National American Foulbrood Pest Management Plan) Order 1998.

Submit Cancel

Declarations. Once checked, click Submit to complete your return.

Watch the demo video for this user guide at <https://afb.org.nz/hivehub/video-and-user-guides/#video>

If you have any questions, we're here to help. Visit <https://afb.org.nz/hivehub/> for more information.

