



4-H Online 2.0 Animal Entry Guide

Horse Project

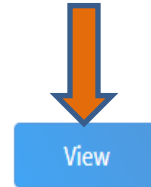
**Note: For 4-H Members 8 and above*

Log into 4-H Online

- Use your family email and password co.4honline.com

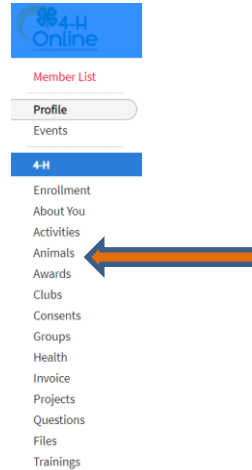
Click “View”, next to Member’s Name

Tucker Jeter #221671
Sep 18, 2010

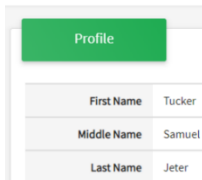


Locating ‘Animals’

- **Desktop**, select “Animals” from the left side navigation



- **Smart Phone or Tablet**, click on the 3 bars in the top left corner



With either option, this will bring up a drop down list to begin adding Animals.



Adding an Animal

- Click "Add an Animal"

Add an Animal

Add New Animal

Adding a new animal not previously registered can be done here.

Add New Animal

Previously Added Animals

Animals that have been added and approved by the member or a family member in a previous program year and can be re-activated for the current program year.

Then select "Add New Animal"

- Select Horse, from the drop down. **REQUIRED:** Enter Animal's name, click "Save"

Add an Animal

New Animal

Animal Type *required*

Horse

name *required*

Titan

Cancel Save

- Next, click "Show Questions"

Animal Entry is open for the current enrollment year. - Is all information complete? Check all county animal entry deadlines.

READ All County instructions for each animal species as county requirements vary.

Show Questions

Back Next

- The animal's name will be carried over from the previous screen. This would be the Animal Common Name or Barn Name

Animal Name *required*

Titan

Animal Common Name or Barn Name

- Enter the animal's birth date.

Animal Birthdate

Choose a date

Birth Date

- Choose the breed from the drop-down box. Choose "other breed" or "mixed breed" if breed isn't listed. **ONLY** select one breed.

Breed *required*

Labrador Retriever



- Fill in a description of the horses' colors and markings.

Colors And Markings

Provide any specific animal colors and/or markings.

- Enter the horses' height in inches as measured from the ground to withers (highest point of the horses' shoulders).

Height

Enter the horse's height in hands as measured from the ground to the withers (highest point of the horse's shoulders) Example: 4 inches = 1 hand

- Enter Premises or Location ID, if applicable in your county.

NAIS Premises ID

Premises/Location ID, if applicable in your county.

- Enter whether you own or lease the horse.

Owned Or Leased

OwnedOrLeased

- Enter the registered name if your horse is registered.

Registered Name

Registered Horse's Name (Use Common Name if not registered)

- Enter the Animal Gender – male or female.

Animal Gender

Sex

- Enter Tattoo or Brand, if applicable

Tattoo

Tattoo or Brand, if applicable.



- Click “Next”, continue with the “File Uploads” that are required by your local county extension office. These will vary by county and species. **Please follow all your county guidelines.**

Horse (Front/Face View) Horse (Left Side) Horse (Right Side) Horse - Additional Photo Upload County Use Form (Horse)

No Image Selected No Image Selected No Image Selected No Image Selected PDF No File Uploaded

Upload Upload Upload Upload Upload

Horse (Lease Agreement), if used in your county Horse (Bill of Sale), if used in your county Horse (Brand Inspection), if used in your county

PDF No File Uploaded PDF No File Uploaded PDF No File Uploaded

Upload Upload Upload

Back **Next** ←

- Confirm all information, click ‘submit’

Questions Files Confirm

Animal

Back **Submit** ←

- County Extension staff, will review all information. If more is needed, members can edit. Once “Approved” by your local county extension office an email will be sent to your family account (example below) A time and date stamp for each animal.



Your animal submission for ██████████ in 4-H has been approved.

Animal - Submitted
 Created on Feb 4, 2021 5:29 PM
 Modified on Feb 4, 2021 5:48 PM
 Submitted on Feb 4, 2021 5:48 PM



Questions, please contact your [local extension staff](#).