

Entering Animals in 4-H Online v2.4Honline.com

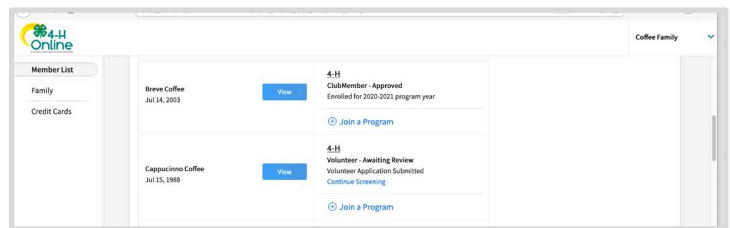
Before You Start

Please note that you must add all information correctly into this system. You will not be able to make corrections after you submit the animal entry. If you find that you entered incorrect information, please contact Laura Rohlf, Extension Educator, 4-H by e-mail at rohlf.2@osu.edu

Please refer to the **“Adding Animals to 4HOnline Help Chart”** for information you will need to gather before adding the animal/s into the data base. This process will make completing your Fair Entry entries much easier and efficient for fair management.

Steps

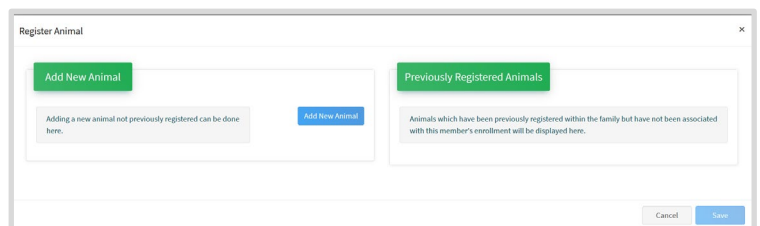
1. Log in to your family account.
2. Click to View the Member’s record for whom you would like to add an animal.



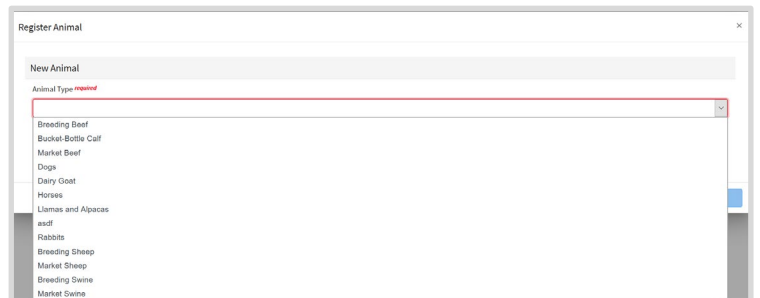
3. Click on the navigation pane button. This is the button with the 3 lines on the top left of the screen.
4. Click on Animals.
5. Click the blue Register Animal button.

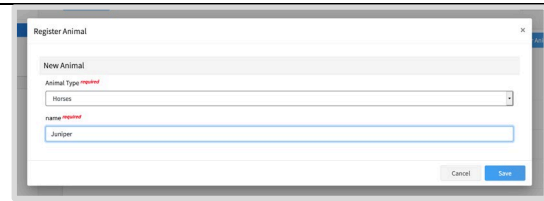


6. Click Add New Animal to start adding a new animal.

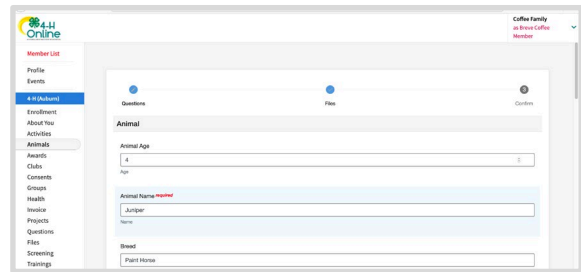


7. Select the appropriate animal type from the drop-down menu.
8. Enter the required Tag, Tattoo, or Animal Name as directed.
9. Click Save.

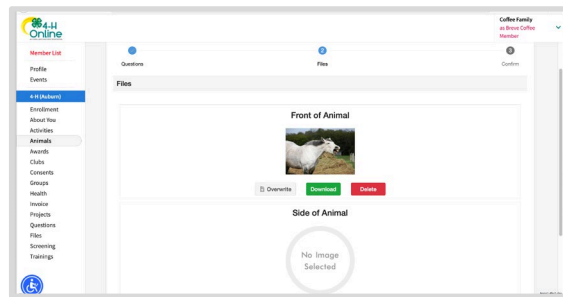




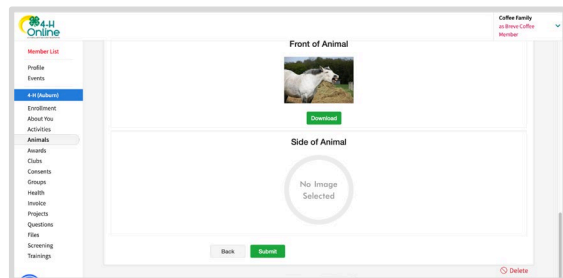
10. Complete each of the required fields and optional fields as needed.
 ** Please note that the fields may vary by animal type.
 11. Click the Next button at the bottom of the form.



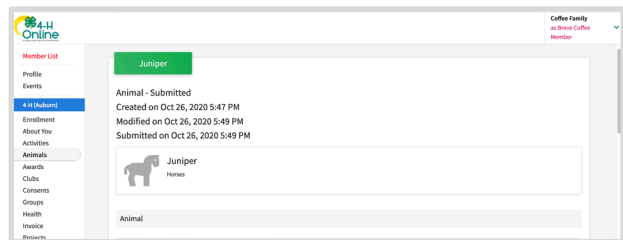
12. Upload the requested pictures. This will be a picture of the front of the animal, the right side of the animal, the left side of the animal, and the animal identifier which will be a tag. For animals without an identifying tag, please upload a picture of the back of the animal in place of animal identifier.
 13. Click the Next button



14. Review the entered information. Use the Back button at the bottom of the page to return to the previous screen to make corrections.
 15. Once the entered information is correct and reviewed, click the Submit button.



16. The animal information will display on the screen with the status, created, modified, and submitted date and time stamp (local time).
 You will receive an email when your County manager has approved the animal record.



To add animals for a second (or more) youth in your family, click on the red Member List link at the top right of your screen and select the next youth.

Click on the Animals tab from your account at any time to view the status for all of the animals for a member in the family.

