



# 4-H Online 2.0 Animal Entry Guide

## Dog Project

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

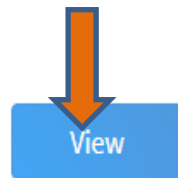
**NOTE: Dog IDs must be entered before May 1.**

### 1. Login to [4Honline.com](http://4Honline.com)

- Using your family email and password to log in

### 2. Click "View", next to Member's Name

Tucker Jeter #221671  
Sep 18, 2010



### 3. Locating 'Animals'

- Desktop**, select "Animals" from the left side navigation



Member List

Profile

Events

4-H

Enrollment

About You

Activities

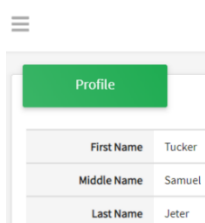
Animals

Awards

Clubs



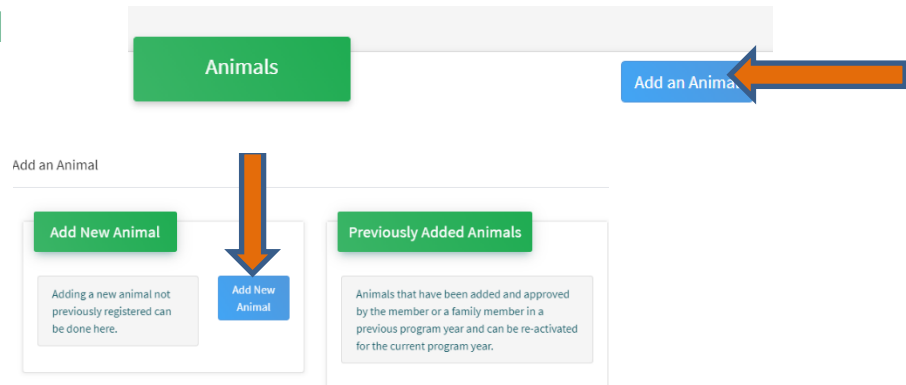
- Smart Phone or Tablet**, click on the 3 bars in the top left corner



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

## 4. Adding an Animal

- Click "Add an Animal"



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

The screenshot shows the 'Add an Animal' form. It has a title bar 'Add an Animal' with a close button 'x'. Below the title bar is a section 'New Animal' with a label 'Animal Type *required*' and a dropdown menu showing 'Dog'. Below that is a label 'name *required*' and a text input field containing 'Muffy'. At the bottom right are 'Cancel' and 'Save' buttons, with an orange arrow pointing to the 'Save' button.

## 5. Next, click "Show Questions"



- REQUIRED:** The animal's name will be carried over from the previous screen.

The screenshot shows a text input field labeled 'Animal Name *required*' with the name 'Muffy' entered. Below the field is the label 'Name'.

- NOT REQUIRED:** The Enter the **CURRENT** weight of the animal. This is for determining size of the animal.

The screenshot shows two text input fields. The first is labeled 'Beginning Weight' and is empty. The second is labeled 'Enter Current Weight of Animal' and is also empty.

- NOT REQUIRED:** The Enter the animal's birth date.

The screenshot shows a date picker field labeled 'Animal Birthdate' with the text 'Choose a date' and a calendar icon on the right. Below the field is the label 'Birth Date'.

- **REQUIRED:** 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*

- **NOT REQUIRED:** Fill in a description of the dog’s colors and markings.

Colors And Markings

Provide any specific animal colors and/or markings.

- **NOT REQUIRED:** Enter the dog’s height in inches as measured from the ground to withers (highest point of the dog’s shoulders).

Height

- **NOT REQUIRED:** Leasing a dog is not allowed in El Paso County.

Owned Or Leased

OwnedOrLeased

- **NOT REQUIRED:** Enter all vaccination information (Vaccination records will be uploaded on the following page)

Bordetella Vaccination Date	Distemper VaccinationDate		
<input type="text" value="Choose a date"/>	<input type="text" value="Choose a date"/>		
Bordetella Vaccination Date	Enter Expiration Date vaccination was given (Could also be included in a combo shot called DHPP or DHLPP)		
Parvo Expiration Date	Rabies Expiration Date	Rabies Tag Number	Rabies Vaccination Date
<input type="text" value="Choose a date"/>	<input type="text" value="Choose a date"/>	<input type="text"/>	<input type="text" value="Choose a date"/>
Parvo Expiration Date - Enter Expiration Date of Vaccine	Enter Rabies Expiration Date	Enter Rabies Tag Number	Enter Rabies Vaccination Date

- **REQUIRED:** Enter the registration information if your dog is registered with a breed or event organization. If not applicable, enter N/A

Registered Name

RegisteredName

Registration Number *required*

RegistrationNumber

- **NOT REQUIRED:** Enter the Animal Gender – male or female.

Animal Gender

Sex

- **NOT REQUIRED:** Enter a Tag or Tattoo, if applicable.

If applicable, Enter Tag number

Tag

If applicable, Enter Tattoo information or Optional Microchip Number

Tattoo

## 6. Click “Next” to continue to the file uploads section

- **REQUIRED IMAGES:** Dog (Photo 1), Dog – Veterinarian Immunization and Health Record, Dog – Veterinarian Rabies Record.
- All other upload sections are not required

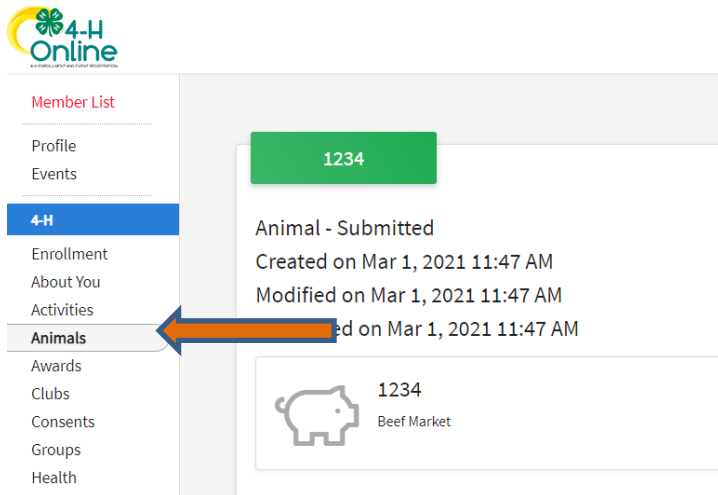
The screenshot displays a series of upload sections on a web form. At the top, there are two photo upload areas: 'Dog (Photo 1)' and 'Dog (Photo 2)'. Both are marked as 'required' and currently show 'No Image Selected' with a circular placeholder and an 'Upload' button. Below these are two PDF upload sections: 'Dog - Veterinarian Immunization and Health Record (pdf only)' and 'Dog - Veterinarian Rabies Record (pdf only)'. Both are also marked as 'required' and show 'No File Uploaded' with a rectangular placeholder and an 'Upload' button. At the bottom is a 'County Use Form (Dog ID)' section, which is a PDF upload area showing 'No File Uploaded' with a rectangular placeholder and an 'Upload' button. A vertical line is present to the right of the bottom 'Upload' button.

## 7. Confirm all information, then click 'submit'

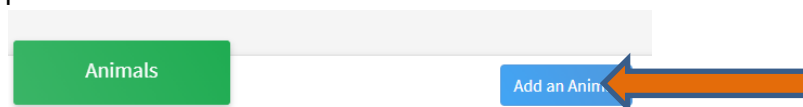


## 8. To add an additional animal

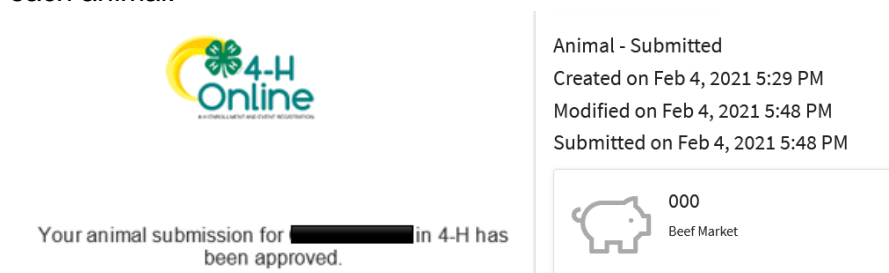
- From the submission confirmation screen, select the Animals tab on left side of the screen



- You should then see the option to 'Add an Animal':



El Paso County Extension staff, will review all information. If more is needed, members can edit. Once “Approved” an email will be sent to your family account (example below) with a time and date stamp for each animal.



Questions, please contact [Karla.Wiesner@colostate.edu](mailto:Karla.Wiesner@colostate.edu).