



# 4-H Online 2.0 Animal Entry Guide

## Breeding Swine Project

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

**NOTE: Breeding Swine IDs must be entered before May 1.**

### 1. Login to 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

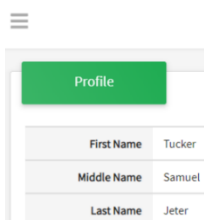
Animals

Awards

Clubs



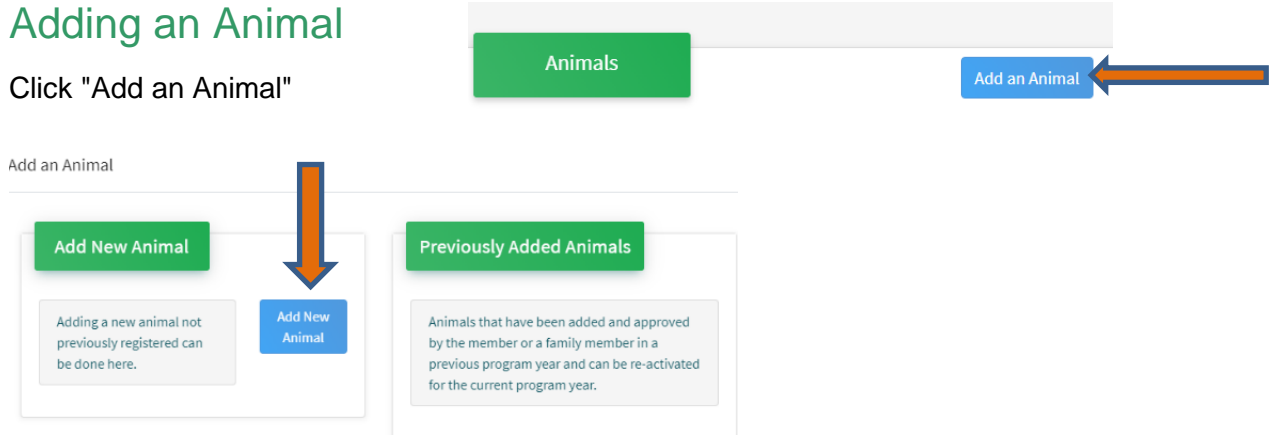
- **Smart Phone or Tablet**, click on the 3 bars in the top left corner



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

## 4. Adding an Animal

- Click "Add an Animal"



The screenshot shows a navigation bar with a green 'Animals' button and a blue 'Add an Animal' button. An orange arrow points to the 'Add an Animal' button. Below the navigation bar is a section titled 'Add an Animal' containing two panels. The left panel is titled 'Add New Animal' and contains a blue 'Add New Animal' button with an orange arrow pointing to it. Below the button is a text box: 'Adding a new animal not previously registered can be done here.' The right panel is titled 'Previously Added Animals' and contains a text box: '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.'

- Select Swine - Breeding, from the drop down. **REQUIRED:** Enter Animal Tag *or if the animal does not have a tag type "000"*



The screenshot shows a form titled 'New Animal'. It has a dropdown menu for 'Animal Type' with 'Swine - Breeding' selected. Below it is a text input field for 'tag'. The 'Animal Type' field is marked as 'required'.



The screenshot shows two buttons: a grey 'Cancel' button and a blue 'Save' button. An orange arrow points to the 'Save' button.

## 5. Next, click "Show Questions"

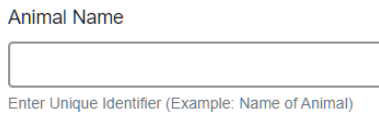


The screenshot shows a blue 'Show Questions' button with an orange arrow pointing to it.



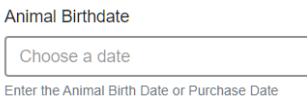
The screenshot shows two buttons: a grey 'Back' button and a blue 'Next' button.

- NOT REQUIRED:** Animal's name

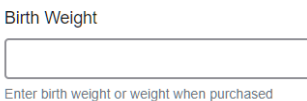


The screenshot shows an input field for 'Animal Name' with a text box below it containing the placeholder text: 'Enter Unique Identifier (Example: Name of Animal)'.

- NOT REQUIRED:** Date of animal's birth or Birth Weight



The screenshot shows an input field for 'Animal Birthdate' with a text box below it containing the placeholder text: 'Enter the Animal Birth Date or Purchase Date'.



The screenshot shows an input field for 'Birth Weight' with a text box below it containing the placeholder text: 'Enter birth weight or weight when purchased'.

- **NOT REQUIRED:** Enter the Breed information. If Breed is not listed select “Mixed Breed” or “Other Breed” – Only select 1 Breed.

Breed

Enter the Breed Information. If Breed not listed select "Mixed Breed" or "Other Breed" - Only select 1 Breed.

- **NOT REQUIRED:** Enter the distinguishing colors or markings.

Colors And Markings

Enter any distinguishing color or markings

- **REQUIRED:** Enter ear notch for both Right and Left ear. (Example: Right Ear 10 Left Ear 6 = 10-6)

Earnotch

Ear Notch Right/Left (Example - Right Ear 10 - Left Ear 6 = 10-6)

- **NOT REQUIRED:** Enter Premises or Location ID

NAIS Premises ID

Premises/Location ID, if applicable in your county.

- **REQUIRED:** Enter Animal Gender, male or female

Animal Gender

- **NOT REQUIRED:** Sire Name

Sire Name

- **REQUIRED:** The Tag number be brought over from the first screen, as this is required. This field can be updated to reflect the correct tag of the animal.

Tag *required*

Enter County Tag Number, if no tag number enter 0 (Or Tattoo if used by your County)

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

- **REQUIRED:** Swine (Image w/Animal) Please upload a photo with any distinguishing marks or full body profile photo

Swine (Image w/Animal)



 Upload

- **REQUIRED:** Swine Breeding (Left side image) – Please upload photo of left ear notches
- **REQUIRED:** Swine Breeding (Right Side Image)- Please upload photo of right ear notches
- **NOT REQUIRED:** Swine Breeding – Additional Image
- **NOT REQUIRED:** Swine Breeding (Registration Papers)
- **NOT REQUIRED:** County Use Form (Swine –Breeding)

County Use Form (Swine - Breeding)




 Upload

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- **REQUIRED:**  
**Please upload ONE of the following:**  
Youth Livestock Ownership Affidavit **OR** Lease Agreement **OR** Bill of Sale (whichever is applicable)

Swine Breeding - Lease or Ownership Form, if required by your county



 Upload

- Click next



## 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



Member List

Profile

Events

**4-H**

Enrollment

About You

Activities

**Animals**

Awards

Clubs

Consents

Groups

Health

1234

Animal - Submitted

Created on Mar 1, 2021 11:47 AM

Modified on Mar 1, 2021 11:47 AM

Submitted on Mar 1, 2021 11:47 AM

1234

Beef Market

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

Animals

Add an Animal

9. EL Paso County Extension staff, will review all information. ***If the information is not complete the extension staff will send it back to be completed and the email will address the errors.*** Once "Approved", an email will be sent to your family account (example below) with a time and date stamp for each animal. ***This must all be completed by May 1<sup>st</sup>, no exceptions.***



Your animal submission for [REDACTED] 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 [Emily.Tobler@colostate.edu](mailto:Emily.Tobler@colostate.edu)