



# 4-H Online 2.0 Animal Entry Guide

## Dairy Cow Projects

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

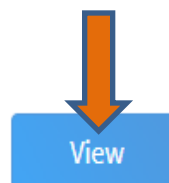
**NOTE: Dairy Cow IDs must be entered before May 1.**

### 1. Login to 4Honline.com

- Using your family email and password to log in

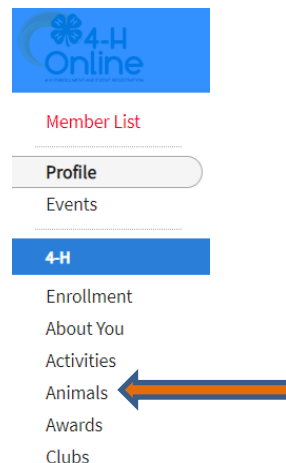
### 2. Click “View”, next to Member’s Name

Tucker Jeter #221671  
Sep 18, 2010

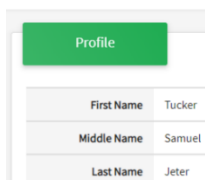


### 3. Locating ‘Animals’

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



- **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"

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.

- Select Dairy Cow

**REQUIRED:** Enter Tag number (*the animal must be tagged, no exceptions*)

Click "Save"

Add an Animal

New Animal

Animal Type required

Beef Breeding

tag required

Cancel Save

## 5. 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



- **REQUIRED:**

Animal Name

Enter Unique Identifier (Example: Name of Animal or Smaller Hereford)

- **REQUIRED:**

Animal Birthdate

Birth Date

- **NOT REQUIRED:**

Birth Weight

Initial weight at birth or purchase

- **REQUIRED:** Choose the breed from the drop-down box. Choose \*Other/Cross Breed or Mixed Breed. You can only choose **one** breed

Breed

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

- **REQUIRED:**

Colors And Markings

Provide any specific animal colors and/or markings.

- **NOT REQUIRED:**

NAIS Premises ID

Premises/Location ID, if applicable in your county.

- **REQUIRED:** Select the animal gender from the drop-down box. Steers will need to be put under male.

Animal Gender



- The tag number entered on the first screen will carry over to this screen. Please verify that they tag number is correct for the animal entered above.

Tag *required*


Enter County Tag Number, if no tag number enter 0

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

- REQUIRED:** Please upload a photo showing any distinguishing markings or full body profile photo

Beef Breeding (Photo 1)



 Upload

- REQUIRED:** Please upload a photo of the ear tag

Beef Breeding (Photo 2)



 Upload

- OPTIONAL:** Use this if needed for additional distinguishing marks

Beef Breeding (Photo 3)



 Upload




**\*\*REQUIRED\*\*:**

Upload **ONE** of the following papers in the appropriate PDF box:

- Bill of Sale OR Breed Registration papers OR Brand Papers OR Youth Livestock Affidavit OR Lease Agreement

- **OPTION 1 OR OPTION 2:** Please upload brand or registration paper



 Upload

- **OPTIONAL:** Use this if needed for additional distinguishing marks



 Upload

- **OPTIONAL:** Use this if needed for additional distinguishing marks



 Upload



- **OPTION 3:** Please upload Bill of Sale



 Upload

- **OPTION 4 OR OPTION 5:** Please the Youth Ownership Affidavit or Lease Agreement (whichever is applicable)



 Upload

Back

Next

- Click next

Back

Next

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

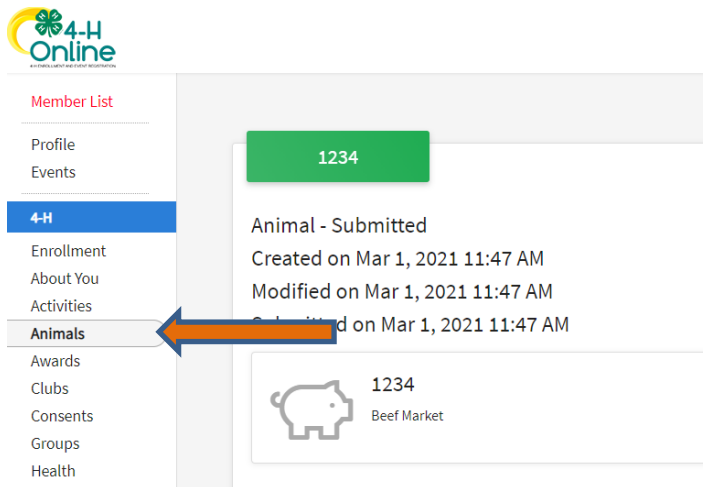
Back

Submit

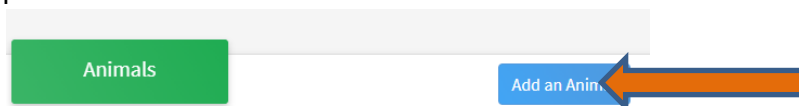


## 8. To add an additional animal

- 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':



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



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Beef Market

Questions, please contact [Emily.Tobler@colostate.edu](mailto:Emily.Tobler@colostate.edu)