



# 4-H Online 2.0 Animal Entry Guide

## Llama/Alpaca Project

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

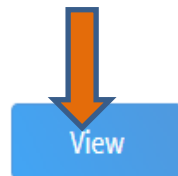
**NOTE: Llama/Alpaca IDs must be entered before May 1.**

### 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

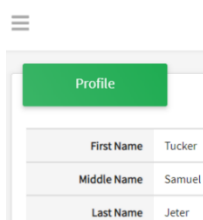
Animals

Awards

Clubs



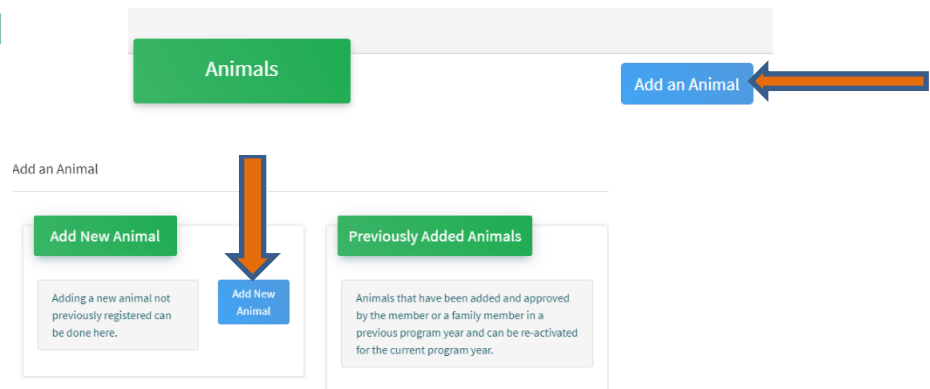
- Smart Phone or Tablet**, click on the 3 bars in the top left corner



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

## 4. Adding an Animal

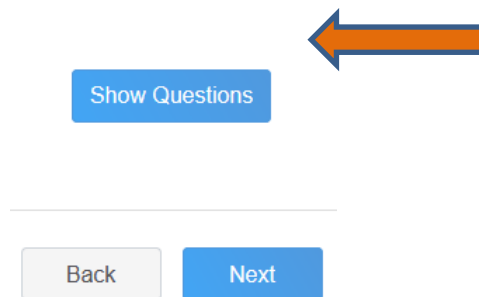
- Click "Add an Animal"



- Select Llama/Alpaca, from the drop down. **REQUIRED:** Enter Animal Tattoo or "000", *if unknown*, click "Save"

The screenshot shows the 'Add an Animal' form. It has a 'New Animal' section with a dropdown menu for 'Animal Type' (set to 'Llama/Alpaca') and a text input for 'tattoo' (containing '1234'). At the bottom right, there are 'Cancel' and 'Save' buttons. An orange arrow points to the 'Save' button.

## 5. Next, click "Show Questions"



- REQUIRED:** Enter the animal's name. This would be the Animal Common Name or Barn Name

Animal Name  
  
Enter Animal Name or Barn Name

- REQUIRED:** Fill in a description of the animal's colors and markings.

Colors And Markings  
  
Provide any specific animal colors and/or markings.

- **NOT REQUIRED:** Enter Premises or Location ID, if applicable in your county.

NAIS Premises ID

Premises/Location ID, if applicable in your county.

- **REQUIRED:** Enter whether you own or lease the animal.

Owned Or Leased

OwnedOrLeased

- **NOT REQUIRED:** Enter the purchase or lease date.

Purchased Or Leased Date

Enter the Date when the animal was purchased or leased

- **REQUIRED:** Enter the Animal Gender – male or female.

Animal Gender

Sex

- **REQUIRED:** The Tattoo or Brand will be brought over from the first screen, as this is required. This field can be updated to reflect the correct tattoo of the animal.

Tattoo *required*

Enter Tattoo or Brand, if applicable or enter "000"

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

- **REQUIRED IMAGES:** Llama/Alpaca (Photo 1), Llama/Alpaca (Photo2)
  - *If applicable Llama/Alpaca (Lease Agreement)*

The screenshot shows four upload sections, each with a yellow border:

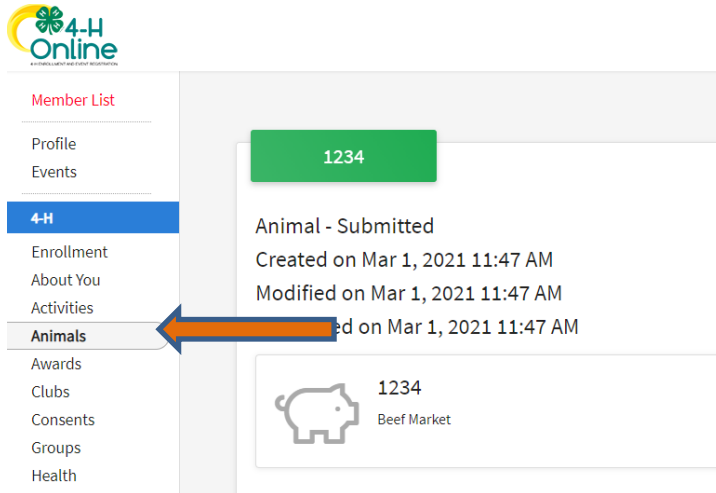
- Llama/Alpaca (Photo 1):** A circular area with "No Image Selected" and an "Upload" button.
- Llama/Alpaca (Photo 2):** A circular area with "No Image Selected" and an "Upload" button.
- County Use Form (Llama/Alpaca):** A rectangular area with "PDF No File Uploaded" and an "Upload" button.
- Llama/Alpaca (Lease Agreement), if used in your county:** A rectangular area with "PDF No File Uploaded" and an "Upload" button.

## 7. Confirm all information, then click ‘submit’

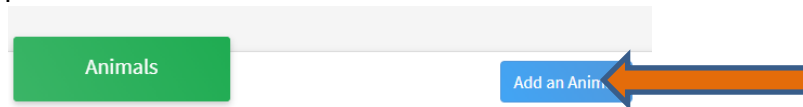
Back

## 8. To add an additional animal

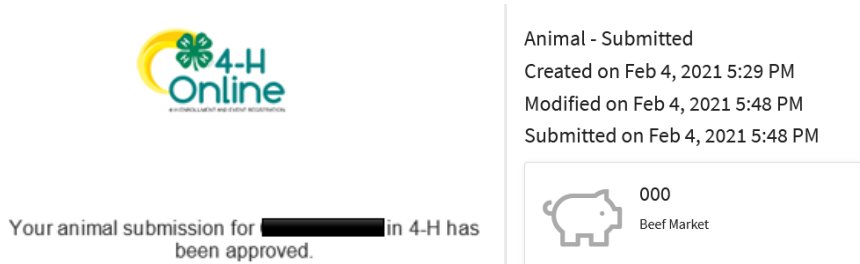
- From the submission confirmation screen, select the Animals tab on left side of the screen



- 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.***



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