



4-H Online 2.0 Animal Entry Guide

Horse Project

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

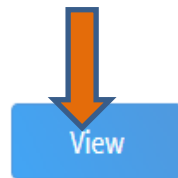
NOTE: Miniature Horse IDs must be entered before May 1.

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

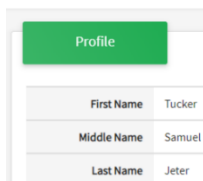
Animals

Awards

Clubs



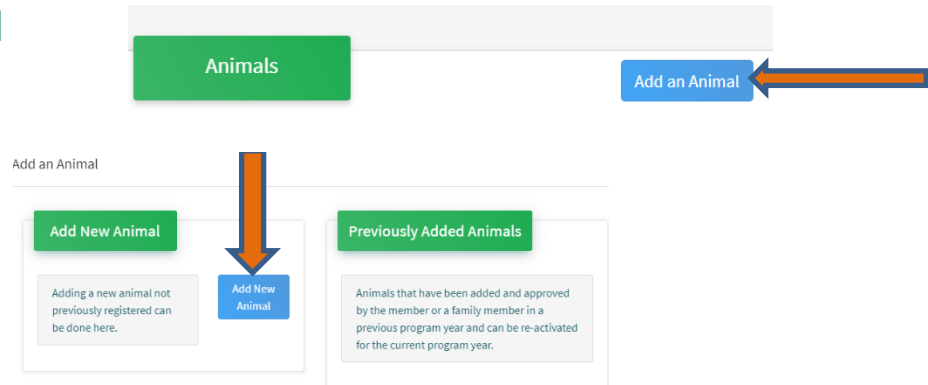
- **Smart Phone or Tablet**, click on the 3 bars in the top left corner



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

4. Adding an Animal

- Click "Add an Animal"



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

The screenshot shows the 'Add an Animal' form. The 'Animal Type' dropdown menu is set to 'Horse'. The 'name' field contains 'Titan'. At the bottom right, there are 'Cancel' and 'Save' buttons. An orange arrow points to the 'Save' button.

5. Next, click "Show Questions"

- Next, click "Show Questions"



- The animal's name will be carried over from the previous screen. This would be the Animal Common Name or Barn Name

The screenshot shows two text input fields. The first field is labeled 'Animal Name required' and contains 'Titan'. The second field is labeled 'Animal Common Name or Barn Name' and is currently empty.

- REQUIRED:** Enter the animal's birth date.

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

- REQUIRED:** Choose the breed from the drop-down box. Choose "other breed" or "mixed breed" if breed isn't listed. ONLY select one breed.

The screenshot shows a dropdown menu labeled 'Breed required'. The selected option is 'Labrador Retriever'.

- NOT REQUIRED:** Fill in a description of the horses' colors and markings.

Colors And Markings

Provide any specific animal colors and/or markings.

- **REQUIRED:** Enter the miniature horses' height in inches as measured from the ground to withers (highest point of the horses' shoulders).

Height

Enter the horse's height in hands as measured from the ground to the withers (highest point of the horse's shoulders) Example: 4 inches = 1 hand

- **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 horse.

Owned Or Leased

OwnedOrLeased

- **NOT REQUIRED:** Enter the registered name if your horse is registered.

Registered Name

Registered Horse's Name (Use Common Name if not registered)

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

Animal Gender

Sex

- **NOT REQUIRED:** Enter Tattoo or Brand, if applicable

Tattoo

Tattoo or Brand, if applicable.

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

- **REQUIRED IMAGES:** Miniature Horse (Front/Face View), Horse (Left Side), Horse (Right Side),
 - If applicable, **Miniature Horse (Lease Agreement)**
 - All other upload sections are not required

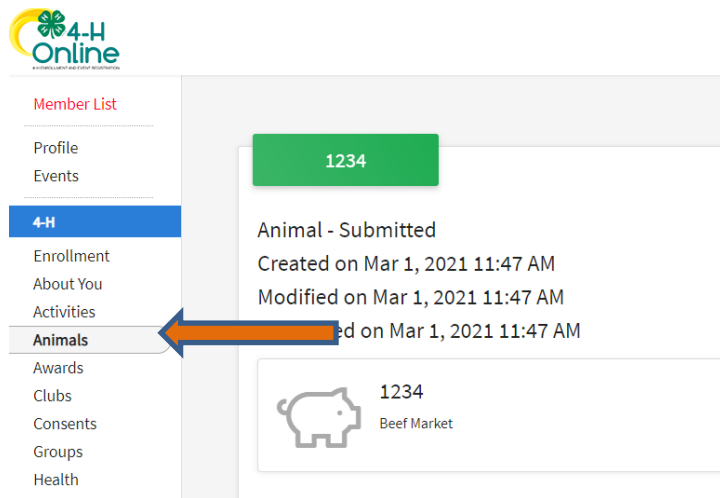
The screenshot shows a web interface for uploading files. It features several upload sections, each with a title, a placeholder image, and an 'Upload' button. The first row contains five sections: 'Horse (Front/Face View)', 'Horse (Left Side)', 'Horse (Right Side)', 'Horse - Additional Photo Upload', and 'County Use Form (Horse)'. The first three sections have circular placeholders with 'No Image Selected' text. The fourth has a circular placeholder with 'No Image Selected' text. The fifth has a square placeholder with 'PDF No File Uploaded' text. The second row contains three sections: 'Horse (Lease Agreement), if used in your county', 'Horse (Bill of Sale), if used in your county', and 'Horse (Brand Inspection), if used in your county'. Each of these has a square placeholder with 'PDF No File Uploaded' text. A yellow box highlights the first three sections of the first row and the first section of the second row. At the bottom, there are two buttons: 'Back' and 'Next'. The 'Next' button is blue and has a large orange arrow pointing to it from the right.

7. Confirm all information, then click ‘submit’

The screenshot shows two buttons: 'Back' and 'Submit'. The 'Submit' button is green and has a large orange arrow pointing to it from the right.

8. To add an additional animal

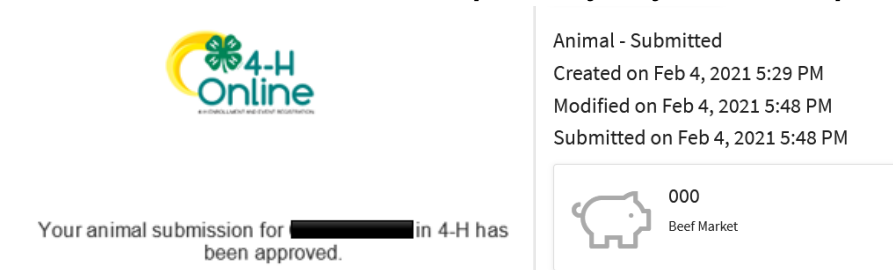
- From the submission confirmation screen, select the Animals tab on left side of the screen



- 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 1st, no exceptions.***



Questions, please contact Emily.Tobler@colostate.edu