



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



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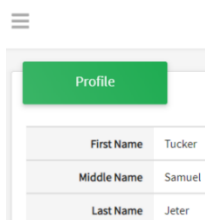
Animals

Awards

Clubs



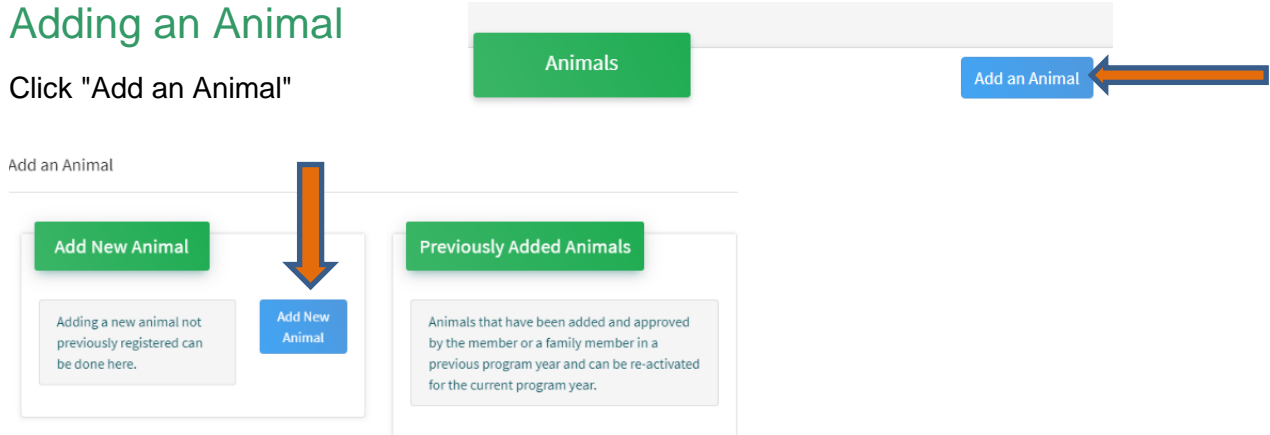
- **Smart Phone or Tablet**, click on the 3 bars in the top left corner



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' with two columns. The left column has a green 'Add New Animal' header and a blue 'Add New Animal' button. An orange arrow points to this button. Below the button is a text box: 'Adding a new animal not previously registered can be done here.' The right column has a green 'Previously Added Animals' header and 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 form is partially obscured by a 'Cancel' and 'Save' button at the bottom right.



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

5. Next, click "Show Questions"

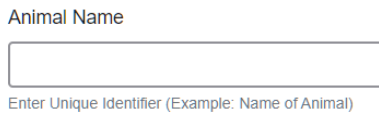


The screenshot shows a blue 'Show Questions' button. An orange arrow points to the button.



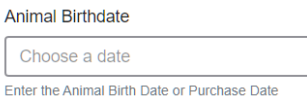
The screenshot shows two buttons: a grey 'Back' button and a blue 'Next' button.

- NOT REQUIRED:** Animal's name

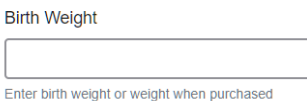


The screenshot shows a form for 'Animal Name' with a text input field. Below the field is the text: 'Enter Unique Identifier (Example: Name of Animal)'

- REQUIRED:** Animal's birthdate, birth weight is not required



The screenshot shows a form for 'Animal Birthdate' with a date picker. Below the field is the text: 'Enter the Animal Birth Date or Purchase Date'



The screenshot shows a form for 'Birth Weight' with a text input field. Below the field is the 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:** Please upload a photo with any distinguishing marks, or a 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

- **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



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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 Extention 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.***



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

000
Beef Market

Questions, please contact Shawna.Lamothe@colostate.edu