



4-H Online 2.0 Animal Entry Guide

Cat Project

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

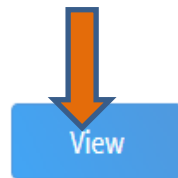
NOTE: Cat IDs must be entered before May 1.

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

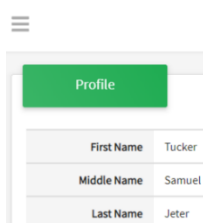
Animals

Awards

Clubs



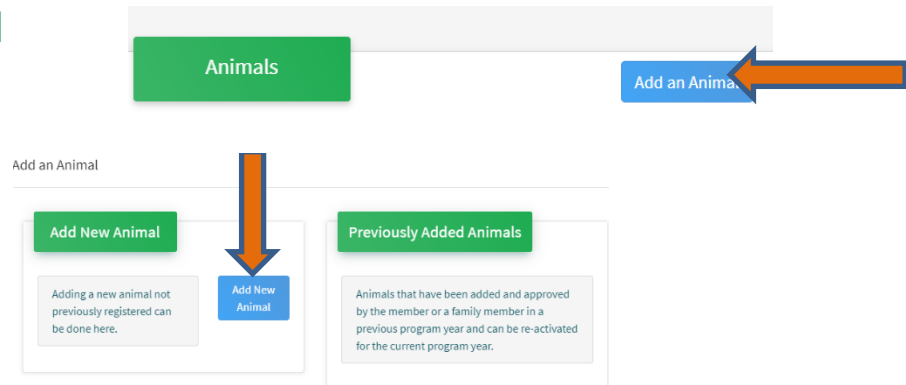
- Smart Phone or Tablet**, click on the 3 bars in the top left corner



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

4. Adding an Animal

- Click "Add an Animal"



- REQUIRED:** Select Cat, from the drop down. Enter Animal's tag (if unknown/not applicable, type '0'), click "Continue"

The screenshot shows the 'Add an Animal' form. It has a title bar 'Add an Animal' with a close button. Below the title bar is a section 'New Animal' with a sub-section 'Animal Type' containing a dropdown menu with 'Cats' selected. Below that is a 'tag' field with 'Lewis' entered. At the bottom are 'Cancel' and 'Continue' buttons. An orange arrow points to the 'Continue' button.

5. Next, click "Show Questions"



- REQUIRED:** Enter the Animal's Name:

The screenshot shows an input field labeled 'Animal Name' with the placeholder text 'Enter Unique Identifier (Example: Name of Animal)'. The field is empty.

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

The screenshot shows a dropdown menu labeled 'Breed' with the placeholder text 'Enter the Breed Information. If Breed not listed or is Mixed Breed or Other Breed - Only select 1 Breed.' The dropdown is currently empty.

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

The screenshot shows an input field labeled 'Colors And Markings' with the placeholder text 'Provide any specific animal colors and/or markings.' The field is empty.

- **NOT REQUIRED:** Leasing a cat is not allowed in El Paso County. Enter the approximate beginning date of ownership.

Owned Or Leased

OwnedOrLeased

- **NOT REQUIRED:** Enter all vaccination information including:
 - FVRCP Vaccination Date
 - Rabies Tag Number and Vaccination Date
 - Vaccination records will be uploaded on the following page

FVRCP Vaccination Date

Rabies Tag Number

Enter Rabies Tag Number

Rabies Vaccination Date

Enter Rabies Vaccination Date

- **NOT REQUIRED:** Enter the registration information if your cat is registered with a breed or event organization. If not applicable, enter N/A

Registration Number

- **NOT REQUIRED:** Enter the Animal Gender – male or female. Select whether the Cat has been spayed or neutered.

Animal Gender

Sex

- **REQUIRED:** Enter a Tag, if applicable, if not, enter '0'

Tag *required*

Enter County Tag Number, if no tag number enter 0

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

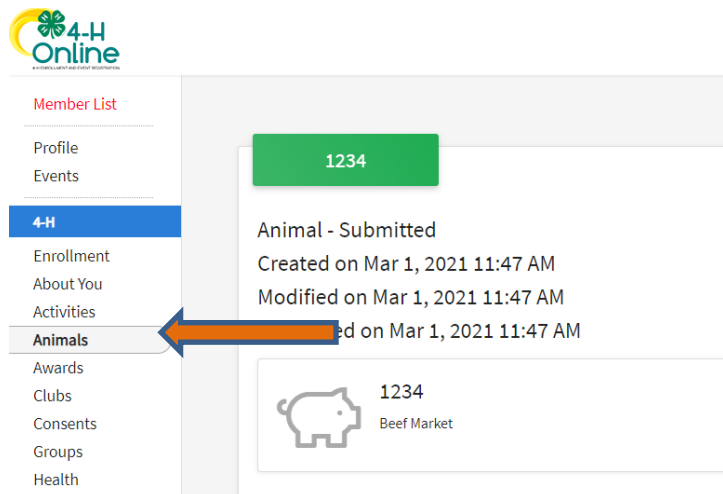
- **REQUIRED IMAGES:**
- Cat – Vaccination Record
 - enter Rabies AND FVRCP vaccine records here

7. Click “Next”, then confirm all information, then click ‘submit’

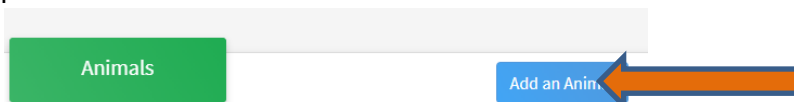


8. To add an additional animal

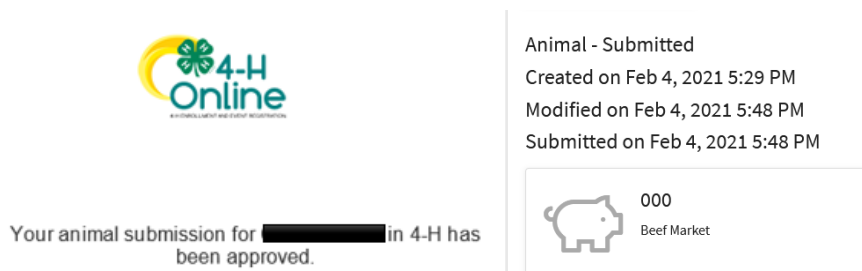
- From the submission confirmation screen, select the Animals tab on left side of the screen



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



- 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 Shawna.Lamothe@colostate.edu

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<https://col.st/OWMJA>

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February 1, 2024