



4-H Online 2.0 Animal Entry Guide

Dog Project

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

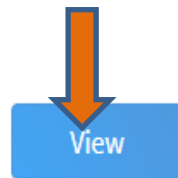
NOTE: Dog IDs must be entered before May 1.

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

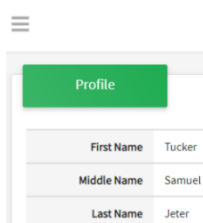
Animals

Awards

Clubs



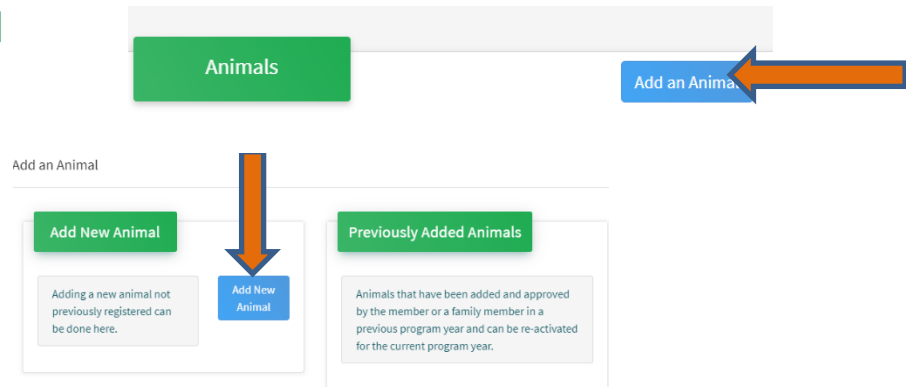
- Smart Phone or Tablet**, click on the 3 bars in the top left corner



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

4. Adding an Animal

- Click "Add an Animal"



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

The 'Add an Animal' form is shown. It has a title bar with 'Add an Animal' and a close button. Below the title bar, there is a section for 'New Animal'. The 'Animal Type' dropdown menu is set to 'Dog'. The 'name' field contains 'Muffy'. At the bottom right, there are 'Cancel' and 'Save' buttons, with an orange arrow pointing to the 'Save' button.

5. Next, click "Show Questions"



- REQUIRED:** The animal's name will be carried over from the previous screen.

The 'Animal Name' field is highlighted in light blue. It contains the text 'Muffy' and has a small 'Name' label below it.

- NOT REQUIRED:** The Enter the **CURRENT** weight of the animal. This is for determining size of the animal.

The 'Beginning Weight' field is empty. Below it is the 'Enter Current Weight of Animal' field, which is also empty.

- NOT REQUIRED:** The Enter the animal's birth date.

The 'Animal Birthdate' field is shown with a date picker icon on the right. The text 'Choose a date' is visible inside the field.

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

Breed *required*

- **NOT REQUIRED:** Fill in a description of the dog’s colors and markings.

Colors And Markings

Provide any specific animal colors and/or markings.

- **NOT REQUIRED:** Enter the dog’s height in inches as measured from the ground to withers (highest point of the dog’s shoulders).

Height

- **NOT REQUIRED:** Leasing a dog is not allowed in El Paso County.

Owned Or Leased

OwnedOrLeased

- **NOT REQUIRED:** Enter all vaccination information (Vaccination records will be uploaded on the following page)

Bordetella Vaccination Date	Distemper VaccinationDate		
<input type="text" value="Choose a date"/>	<input type="text" value="Choose a date"/>		
Bordetella Vaccination Date	Enter Expiration Date vaccination was given (Could also be included in a combo shot called DHPP or DHLPP)		
Parvo Expiration Date	Rabies Expiration Date	Rabies Tag Number	Rabies Vaccination Date
<input type="text" value="Choose a date"/>	<input type="text" value="Choose a date"/>	<input type="text"/>	<input type="text" value="Choose a date"/>
Parvo Expiration Date - Enter Expiration Date of Vaccine	Enter Rabies Expiration Date	Enter Rabies Tag Number	Enter Rabies Vaccination Date

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

Registered Name

RegisteredName

Registration Number *required*

RegistrationNumber

- **NOT REQUIRED:** Enter the Animal Gender – male or female.

Animal Gender

Sex

- **NOT REQUIRED:** Enter a Tag or Tattoo, if applicable.

If applicable, Enter Tag number

Tag

If applicable, Enter Tattoo information or Optional Microchip Number

Tattoo

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

- **REQUIRED IMAGES:** Dog (Photo 1), Canine Distemper and Parvovirus Vaccine Record, Rabies Record.
- All other upload sections are not required

Dog (Photo 1) ^{required}

No Image Selected

Upload

Dog (Photo 2)

No Image Selected

Upload

Dog - Veterinarian Immunization and Health Record (pdf only) ^{required}

Dog - Veterinarian Rabies Record (pdf only) ^{required}

PDF No File Uploaded

Upload

PDF No File Uploaded

Upload

County Use Form (Dog ID)

PDF No File Uploaded

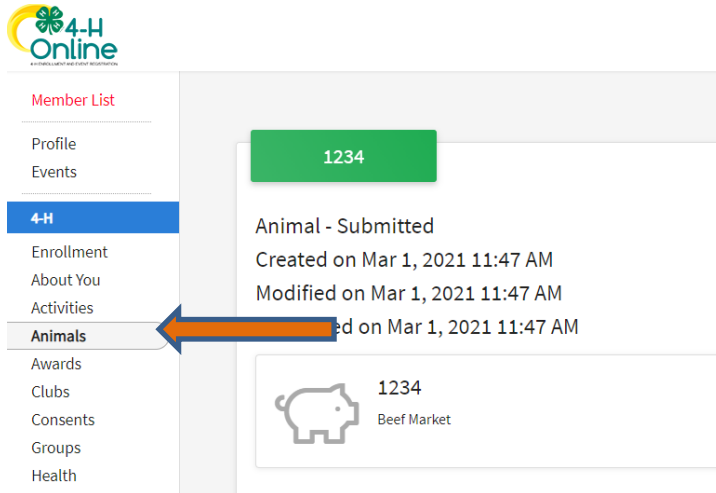
Upload

7. Confirm all information, then click ‘submit’

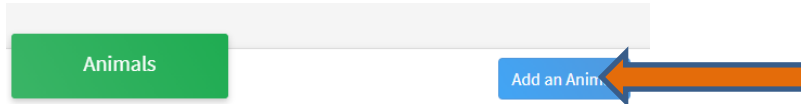
Back Submit ←

8. To add an additional animal

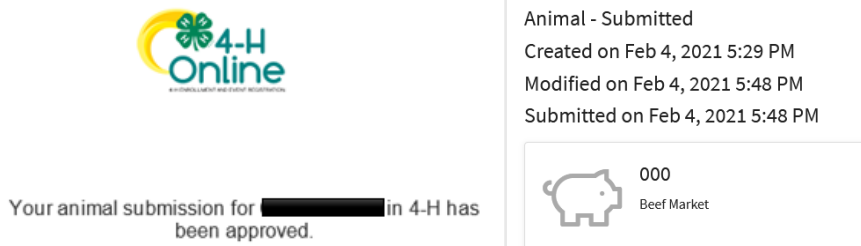
- From the submission confirmation screen, select the Animals tab on left side of the screen



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



- 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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