COLORADO STATE UNIVERSITY
EXTENSION

4-H Online 2.0 Animal Entry Guide
Horse/Mini Horse Project
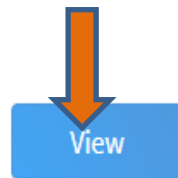*Note: For 4-H Members 8 and above*

NOTE: Horse/Mini Horse IDs must be entered before May 1.

1. Login to 4Honline.com

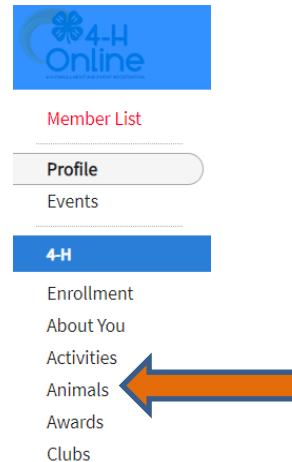● Using your family email and password to log in

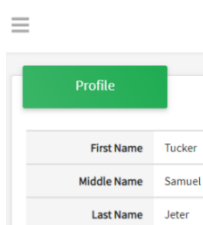2. Click "View", next to Member's Name

Tucker Jeter #221671

Sep 18, 2010

View

3. Locating 'Animals'

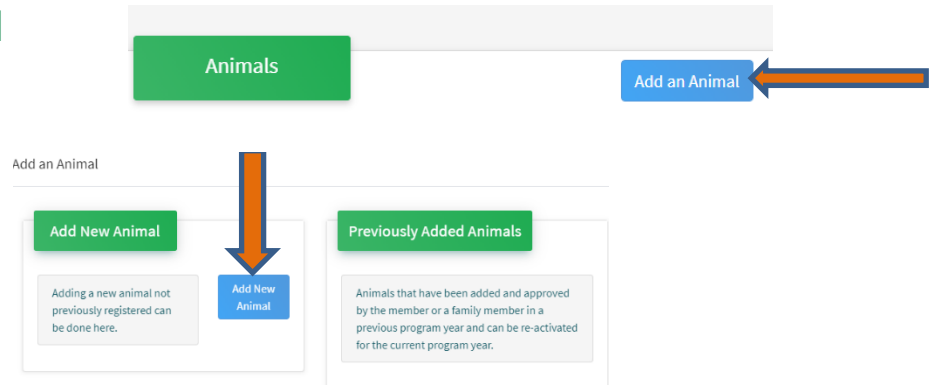● **Desktop**, select "Animals" from the left side navigation

4-H Online

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

Profile

First Name   Tucker
Middle Name Samuel
Last Name   Jeter

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

4. Adding an Animal

● Click "Add an Animal"

Animals

Add an Animal

Add an Animal

Add New Animal

Adding a new animal not previously registered can be done here.

Add New Animal

Previously Added Animals

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

Add an Animal   ✕

New Animal

Animal Type *required*

| Horse | ⌄ |

name *required*

| Titan |

Cancel   Save

5. Next, click "Show Questions"

● Next, click "Show Questions"

Show Questions

Back   Next

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

Animal Name *required*

| Titan |

Animal Common Name or Barn Name

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

Animal Birthdate

| Choose a date | 📅 |

Birth Date

● **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*

| Labrador Retriever | ⌄ |

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

February 1, 2024

Colors And Markings

Provide any specific animal colors and/or markings.

- **NOT REQUIRED:** Enter the 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

Male

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

Horse (Front/Face View)	Horse (Left Side)	Horse (Right Side)	Horse - Additional Photo Upload	County Use Form (Horse)
No Image Selected	No Image Selected	No Image Selected	No Image Selected	PDF No File Uploaded
Upload	Upload	Upload	Upload	Upload

Horse (Lease Agreement), if used in your county	Horse (Bill of Sale), if used in your county	Horse (Brand Inspection), if used in your county
PDF No File Uploaded	PDF No File Uploaded	PDF No File Uploaded
Upload	Upload	Upload

Back   Next

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
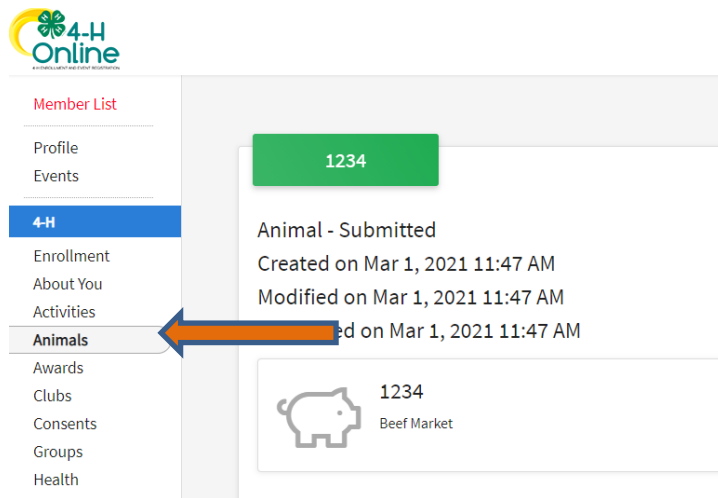
- You should then see the option to 'Add an Animal':
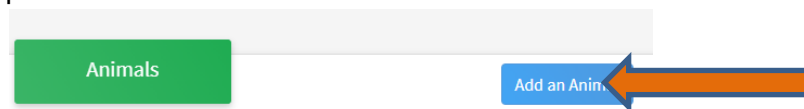
9. EL Paso County Extention staff, will review all information. *If the information is not complete the extension staff will send it back to be completed and the email will address the errors.* Once "Approved", an email will be sent to your family account (example below) with a time and date stamp for each animal. *This must all be completed by May 1st, no exceptions.*
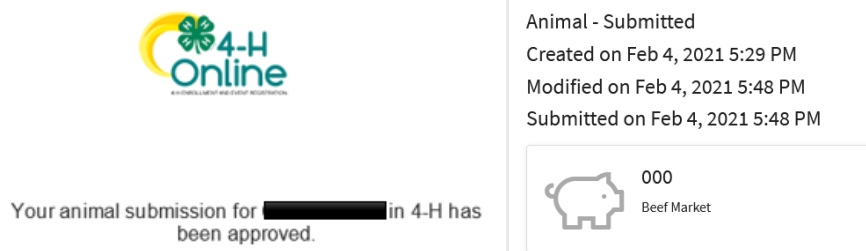
Questions, please contact Shawna.Lamothe@colostate.edu

February 1, 2024