



4-H Online 2.0 Animal Entry Guide

Horse/Mini Horse Project

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

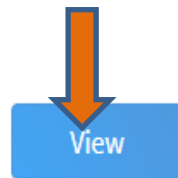
NOTE: Horse/Mini Horse IDs must be entered before May 1.

1. Login to 4Honline.com

- Using your family email and password to log in

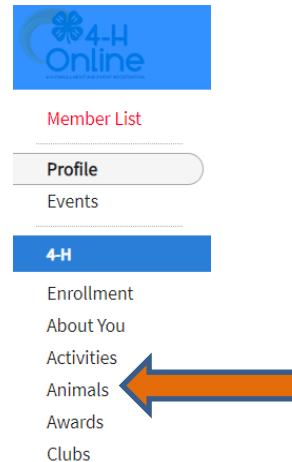
2. Click "View", next to Member's Name

Tucker Jeter #221671
Sep 18, 2010

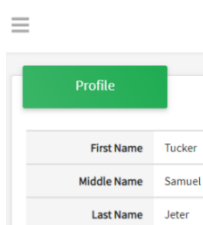


3. Locating 'Animals'

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



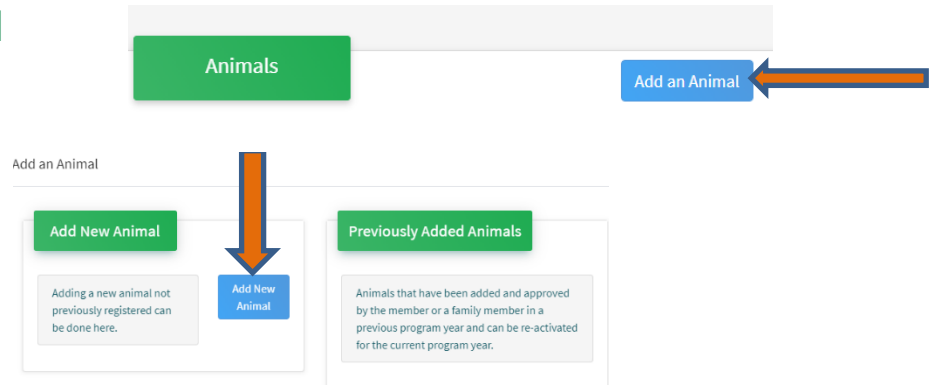
- Smart Phone or Tablet**, click on the 3 bars in the top left corner



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

4. Adding an Animal

- Click "Add an Animal"



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

The screenshot shows the 'Add an Animal' form. The 'Animal Type' dropdown 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 empty.

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

The screenshot shows the 'Animal Birthdate' field with a date picker icon. The text 'Choose a date' is visible above the input 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.

The screenshot shows the 'Breed required' dropdown menu with 'Labrador Retriever' selected.

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

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

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

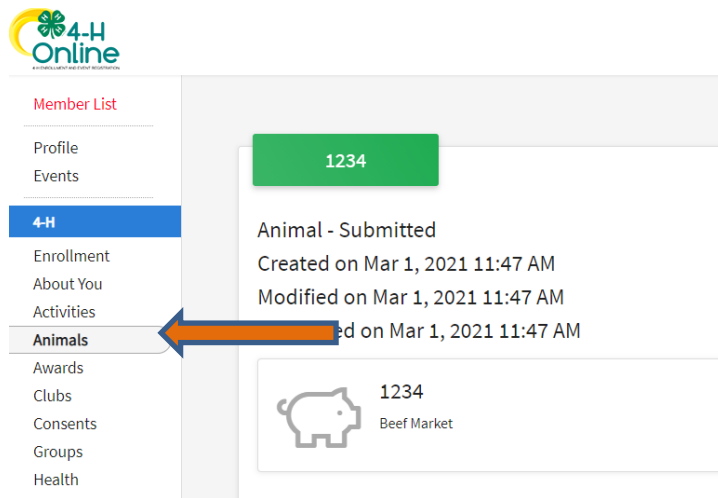
The screenshot shows a web interface with several upload sections. The first row contains five sections: 'Horse (Front/Face View)', 'Horse (Left Side)', 'Horse (Right Side)', 'Horse - Additional Photo Upload', and 'County Use Form (Horse)'. The first three sections are highlighted with a yellow box and each contains a circular placeholder with 'No Image Selected' and an 'Upload' button. The fourth section also has a 'No Image Selected' placeholder and an 'Upload' button. The fifth section has a 'PDF No File Uploaded' placeholder and an 'Upload' button. 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'. The first section in this row is highlighted with a yellow box and contains a 'PDF No File Uploaded' placeholder and an 'Upload' button. The other two sections also have 'PDF No File Uploaded' placeholders and 'Upload' buttons. At the bottom, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted in blue, and a large orange arrow points to it from the right.

7. Confirm all information, then click ‘submit’

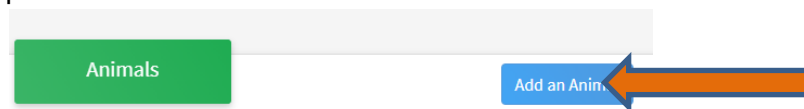
The screenshot shows two buttons: a grey 'Back' button and a green 'Submit' button. A large orange arrow points to the 'Submit' button from the right.

8. To add an additional animal

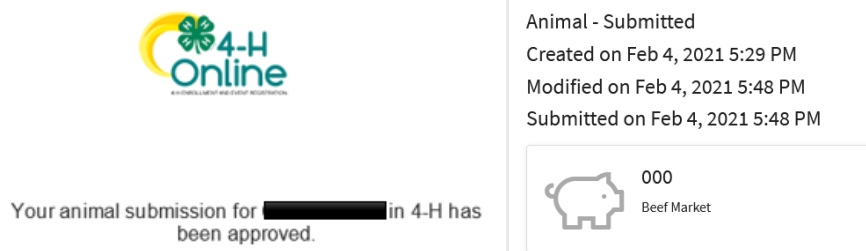
- From the submission confirmation screen, select the Animals tab on left side of the screen



- 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 Shawna.Lamothe@colostate.edu

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