COLORADO STATE UNIVERSITY
EXTENSION

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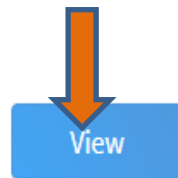*Note: For 4-H Members 8 and above*

NOTE: Camelid 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
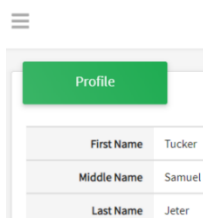Events

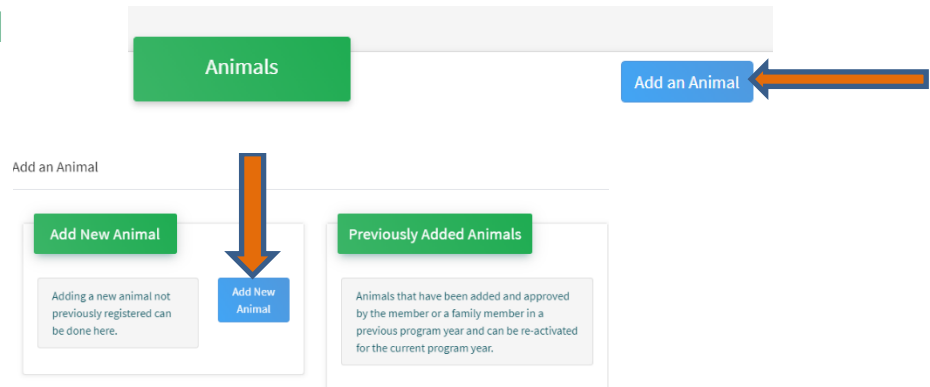4-H
Enrollment
About You
Activities
Animals
Awards
Clubs

- **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.

Profile

First Name   Tucker
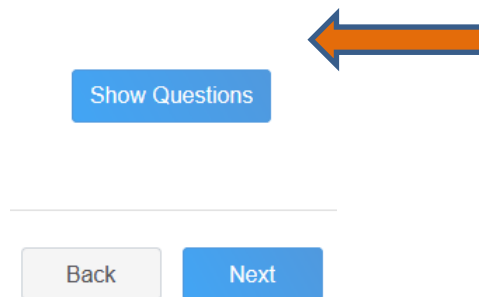Middle Name   Samuel
Last Name   Jeter

4. Adding an Animal

- Click "Add an Animal"

- Select Llama/Alpaca, from the drop down. **REQUIRED:** Enter Animal Tattoo or *"000", if unknown, click "Continue"*

5. Next, click "Show Questions"

- **REQUIRED:** Enter the animal's name. This would be the Animal Common Name or Barn Name

Animal Name

Enter Animal Name or Barn Name

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

Colors And Markings

Provide any specific animal colors and/or markings.

- **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 animal.

Owned Or Leased
-
OwnedOrLeased

- **NOT REQUIRED:** Enter the purchase or lease date.

Purchased Or Leased Date

Choose a date

Enter the Date when the animal was purchased or leased

- **REQUIRED:** Enter the Animal Gender – male or female.

Animal Gender

Male

Sex

- **REQUIRED:** The Tattoo or Brand will be brought over from the first screen, as this is required. This field can be updated to reflect the correct tattoo of the animal.

Tattoo *required*

000

Enter Tattoo or Brand, if applicable or enter "000"

6. Click "Next" to continue to the file uploads section

- **REQUIRED IMAGES:** Llama/Alpaca (Photo 1), Llama/Alpaca (Photo2)
 - *If applicable Llama/Alpaca (Lease Agreement)*

Llama/Alpaca (Photo 1)   Llama/Alpaca (Photo 2)   County Use Form (Llama/Alpaca)   Llama/Alpaca (Lease Agreement), if used in your county

No Image Selected

No Image Selected

PDF
No File Uploaded

PDF
No File Uploaded
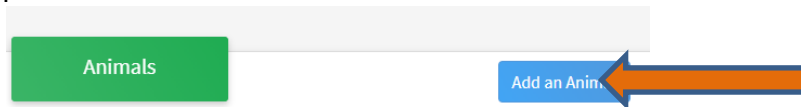
Upload   Upload   Upload   Upload

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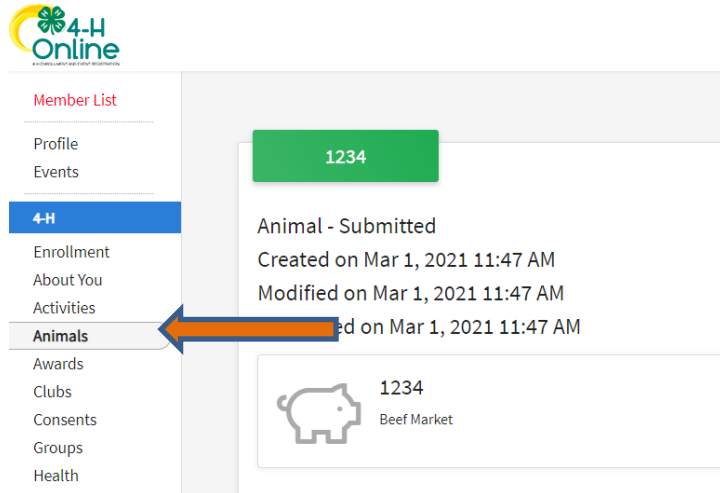
- You should then see the option to 'Add an Animal':

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.***
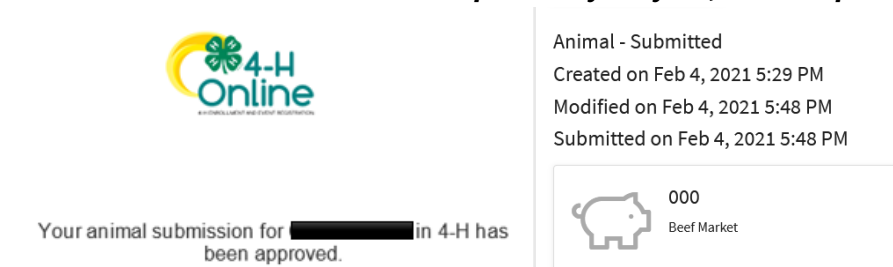
Questions, please contact Shawna.Lamothe@colostate.edu