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

NOTE: Pygmy Goat IDs must be entered before May 1.

1. Login to 4Honline.com
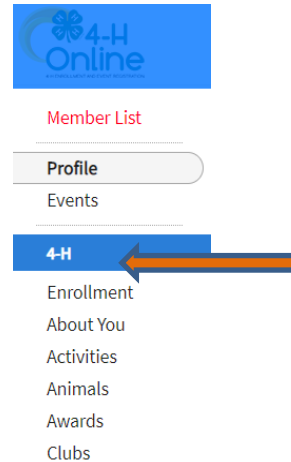
- Using your family email and password to log in

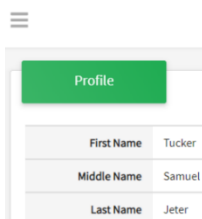2. Click "View", next to Member's Name

Tucker Jeter #221671
Sep 18, 2010

View

3. Locating 'Animals'

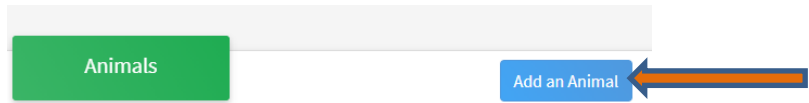- **Desktop**, select "Animals" from the left side navigation

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

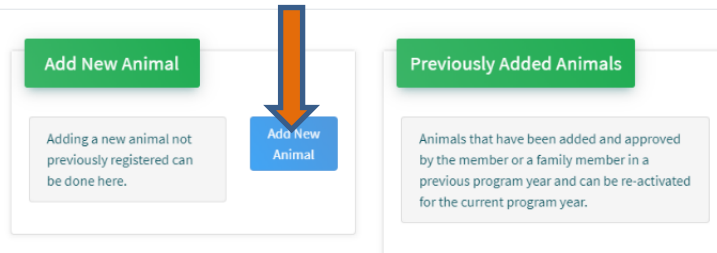| First Name | Tucker |
| Middle Name | Samuel |
| Last Name | Jeter |

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 *Pygmy & Miniature Goats from the drop down. **REQUIRED:** tattoo # or microchip #. Click "*Save*"

Add an Animal

New Animal

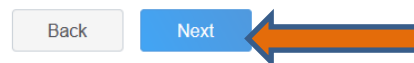Animal Type *required*

*Pygmy & Minature Goats

tattoo *required*

5. Next, click "Show Questions"

Show Questions

Back   Next

- **REQUIRED:** Animal Name

Animal Name

Enter Unique Identifier (Example: Name of Animal)

- **REQUIRED:** Birthdate

Animal Birthdate

Choose a date

- **NOT REQUIRED**: Breed

Breed

Enter the Breed Information. If Breed not listed select "Mixed E

- **REQUIRED**: Colors and Markings

Colors And Markings

Provide any specific animal colors and/or markings.

- **NOT REQUIRED:** Premise ID

NAIS Premises ID

Premises/Location ID, if applicable in your county.

- **REQUIRED:** Scrapie Flock ID *(if the animal is not registered, they must have a scrapie tag)*

Scrapie Flock ID

- **REQUIRED:** Gender

Animal Gender

- **NOT REQUIRED:** Tag

Tag

Enter County Tag Number, if no tag number enter 0 (Or Tattoo if used by your County)

- **REQUIRED:** Tattoo # or microchip #

Tattoo *required*

Enter County Tattoo or Tag Number, if no tag number enter 0 or unique identifier

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

- **REQUIRED**: *Pygmy Goat (image 1): Please upload a photo with any distinguishing marks

*Pygmy Goat (image 1)

No Image
Selected

Upload

- **REQUIRED:** *Pygmy Goat (image 2) Please upload an image of your registration papers or photo of scrapie tag
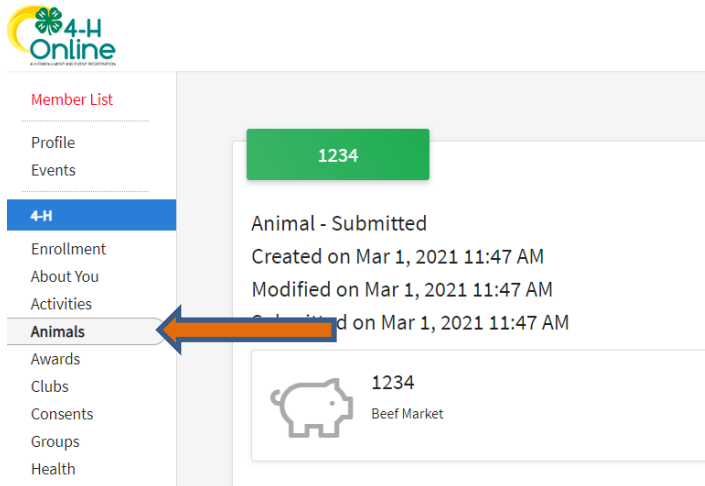
*Pygmy Goat (image 2)

No Image
Selected

Upload

- **NOT REQUIRED**: County Use form (*Pygmy Goat)

- **NOT REQUIRED:** Pygmy Goat (image 3)

- **NOT REQUIRED:** Pygmy Goat (image 4)

- Click next

7. Confirm all information, then click 'submit'
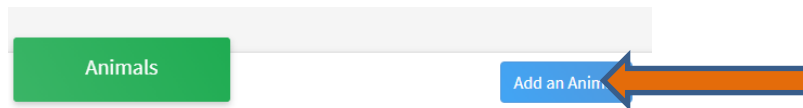
Back   Submit

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