



# 4-H Online 2.0 Animal Entry Guide

## Horse Project

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

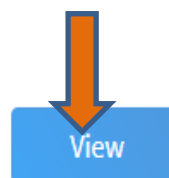
**NOTE: Horse IDs must be entered before May 1.**

### 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



Member List

Profile

Events

4-H

Enrollment

About You

Activities

Animals

Awards

Clubs



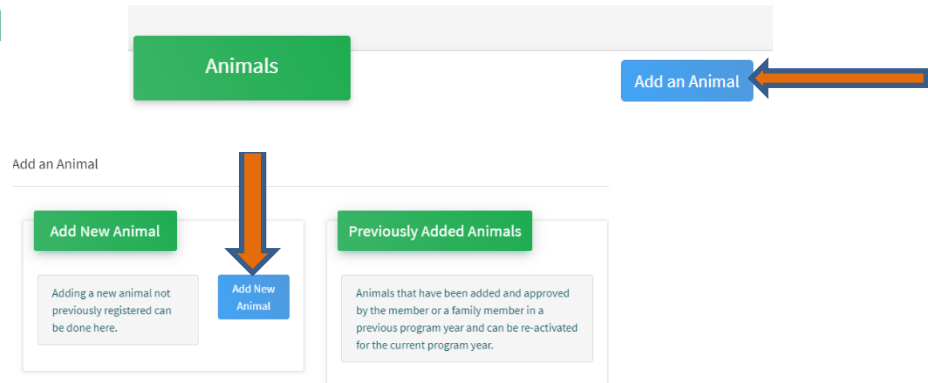
- Smart Phone or Tablet**, click on the 3 bars in the top left corner



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

## 4. Adding an Animal

- Click "Add an Animal"



- Select 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

An orange arrow points to the 'Save' button.

## 5. Next, click "Show Questions"

- Next, click "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.

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

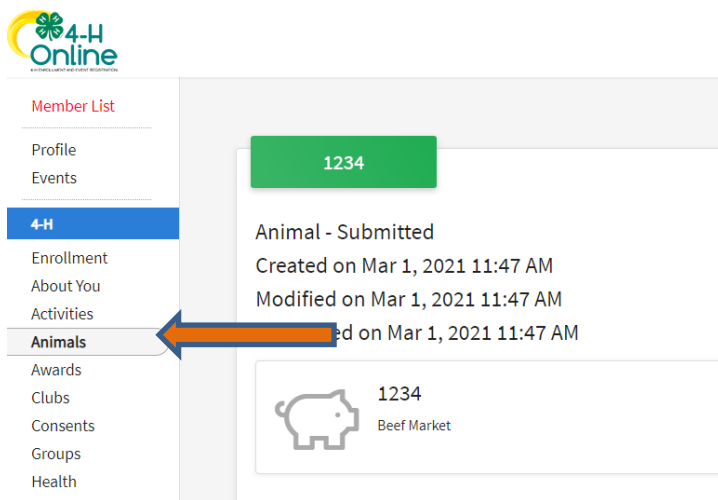
The screenshot displays a series of upload sections for a horse-related form. The first row contains five sections: 'Horse (Front/Face View)', 'Horse (Left Side)', 'Horse (Right Side)', 'Horse - Additional Photo Upload', and 'County Use Form (Horse)'. The first three sections are highlighted with a yellow box and each shows 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 shows a 'PDF' placeholder with 'No File Uploaded' 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 shows a 'PDF' placeholder with 'No File Uploaded' and an 'Upload' button. The other two sections also show 'PDF' placeholders with 'No File Uploaded' and 'Upload' buttons. At the bottom, there are 'Back' and 'Next' buttons. A large orange arrow points to the 'Next' button.

## 7. Confirm all information, then click ‘submit’

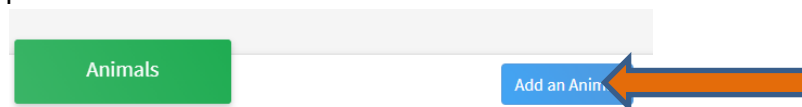
The screenshot shows the final step of the process with two buttons: 'Back' and 'Submit'. The 'Submit' button is green and is highlighted with a large orange arrow pointing to it.

## 8. To add an additional animal

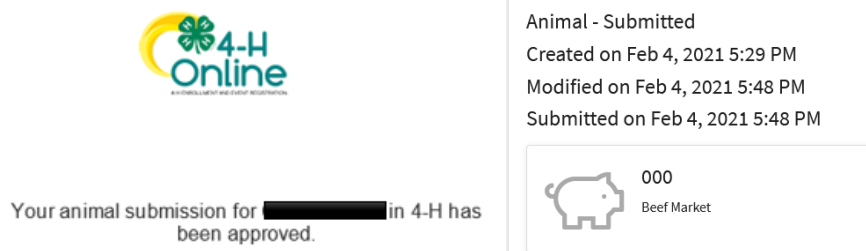
- From the submission confirmation screen, select the Animals tab on left side of the screen



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



9. Arapahoe 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 1<sup>st</sup>, no exceptions.***



Questions, please contact Jean Walton [jwalton@arapahoegov.com](mailto:jwalton@arapahoegov.com)