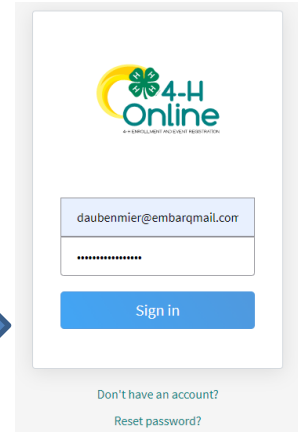


Adding Animals to your 4-HOnline Profile

Jackie Wasilewski, Extension Educator, 4-H Youth Development, OSU Extension – Ashland County

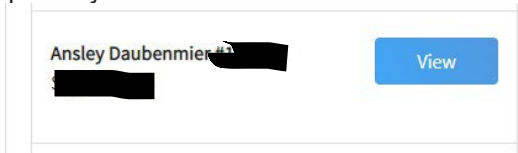
Step 1:

- Log onto <http://v2.4honline.com>.
- Type in your email address and password in the appropriate boxes.
- Select Sign in.



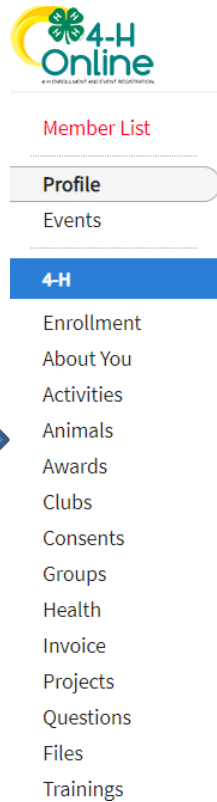
Step 2:

- Click View on the member profile you would like to add an animal to:



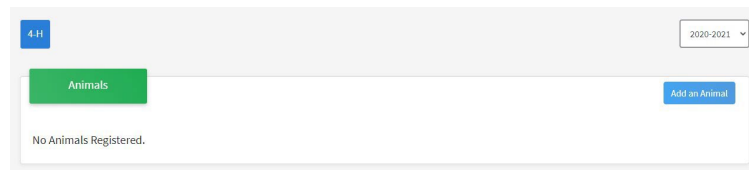
Step 3:

- On the left-hand side click on Animals:



Step 4:

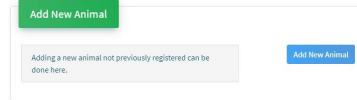
- Click on Add an Animal:



Adding Animals to your 4-HOnline Profile

Step 5:

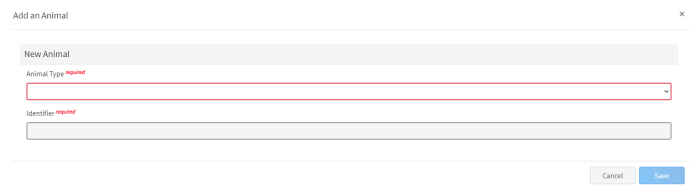
- Click on Add New Animal



A screenshot of a web interface. At the top left is a green button labeled 'Add New Animal'. Below it is a grey message box that says 'Adding a new animal not previously registered can be done here.' To the right of the message box is a blue button labeled 'Add New Animal'. A large blue arrow points from the top right towards the blue button.

Step 6:

- From the Animal Type Drop Down box, select your species you are adding and insert your tag number into the Tag/Identifier Box (County Tag Number, Scrapie Tag or Tattoo, Tattoo. Click Save.



A screenshot of a web form titled 'Add an Animal'. It has a close button (X) in the top right corner. The form contains a 'New Animal' text field, an 'Animal Type' dropdown menu with a red asterisk indicating it is required, and an 'Identifier' text field with a red asterisk indicating it is required. At the bottom right, there are 'Cancel' and 'Save' buttons.

Step 7:

- Fill in the required fields. Refer to your specie charts listed on the following pages to assist with entering information on this page. Then click Next.

Step 8:

- Now you will upload your pictures. You will need a front, left, right, and a picture of the tag(s) in the ears. Make sure we can read the all of tag numbers in the picture!
- The pictures that you submit are your proof of possession for your animal. They can be used for identification and possession disputes
- Click Next.

Step 9:

- The next page will be the answers to the questions and your photos. If everything is correct hit Submit. If you need to make corrections, please click Back and fixt the needed information.

ONCE YOU SUBMIT YOUR ANIMAL: You will receive an immediate email that your animal has been submitted. The second email will state if your animal has been approved or sent back. If sent back, please note the comment in the message of what needs corrected. Log into 4H online, make the correction, and resubmit by the deadline. If you have questions, call the office.16.Click on the Animals tab from your account at any time to view the status for all of the animals for a member in the family.

Beef/Dairy Beef Animals			
	<u>Beef Feeder & Dairy Feeder</u>	<u>Beef & Dairy Market Steer/Heifer</u>	<u>Breeding Beef</u>
Animal Age	Optional	Optional	Optional
Animal Name	Required: Insert Beef Feeder or Dairy Feeder depending on your project	Required: Insert Market Steer/Heifer OR Baby Beef depending on your project	Required
Beginning Weight	Optional	Optional	N/A
Animal Birthdate	4Honline requires this. If unknown, may put 1/1/11	4Honline requires this. If unknown, may put 1/1/11	Required
Breed	Required: Choose from the drop-down box	Required: Choose from the drop-down box	Required
Breeder Name	Optional	Only required if Born/Bred Class	Optional
County Raised	Optional	Required if showing in Market Steer Born/Bred class	Optional
Owned or Leased: NO Leasing of Market Animals	Owned or Leased	Owned	N/A
RFID Number	Required: This is the round, EID tag --15 digits, no dashes/spaces	Required: This is the round EID tag--15 digits no dashes/spaces	This is the round, EID Tag—15 digits, no dashes or spaces
Animal Gender	Required: Choose from the drop-down box	Required: Choose from the drop-down box	Required: Choose from the drop Down box.
Tag	Entire 15 digit EID tag number	Entire 15 digit EID tag number	Required: EID tag number OR Farm tag, but animal MUST Arrive at fair with the same tag.
Tattoo	Leave blank	Leave blank	Registered tattoo, if applicable

Goat	Market	Breeding
	<u>Market Goats</u>	Breeding/Pack/Pygmy/Fiber
Animal Age	Optional	Optional
Animal Name	Optional	Required
Animal Birthdate	Optional	Required
Breed	Required: Choose from drop-down box	Required: Choose from drop down
Breeder Name	Only Required if Born & Raised class	Optional
Color and Markings	Optional	Optional
County Raised	Required: Ashland County born and raised? If yes, make sure to upload born & raised form and list breeder above	Required by 4Honline
RFID Number	Leave blank	Leave Blank
Animal Gender	Required: Choose from drop down box	Required: Choose from drop down
Tag: (May use official 840 Microchip and put that in the Microchip location as well)	Scrapie Tag or Microchip number. List ALL digits of BOTH lines! EX: OH123 1234	Scrapie Tag or Microchip number List ALL digits of BOTH lines! EX: OH123 1234
Tattoo	May use official USDA Scrapies ID tattoo for identification	May use official USDA Scrapies ID tattoo for identification

Rabbits – Breeding Animals ONLY

	<u>Breeding Rabbits</u>
Animal Age	Optional
Animal Name	Required
Animal Birthdate	Required
Breed	Required
Breeder Name	Optional
County Raised	Optional
Animal Gender	Required: Choose from the drop-down box
Tattoo	Required: The tattoo number in your rabbit's ear.

Sheep	Market Animals	Breeding Sheep
	<u>Market Lambs</u>	
Animal Age	Optional	Optional
Animal Name	Optional	Optional
Animal Birthdate	Required	Required
Breed	Optional	Required
Breeder Name	Optional	Optional
County Raised	Required	Required by 4Honline
RFID Number	Leave blank	Leave Blank
Animal Gender	Required: Choose from drop-down box	Required: Choose from Drop down box
Tag	Scrapie Tag number. List all digits on BOTH lines! EX: OH123 1234	Scrapie Tag number. List all digits on BOTH lines! EX: OH123 1234
Tattoo	Leave blank	Leave Blank

Swine - Market Animals

Animal Age	Optional
Animal Name	Optional
Animal Birthdate	4Honline requires this. May use 1/1/11
Breed	Required: Choose from the drop-down box
Breeder Name	Required: Insert N/A if needed
County Raised	Ashland County born and raised? If yes, upload your Born & Bred form
Ear Notch	Optional
RFID Number	Required: This is the round EID tag number. List all 15 digits without dashes or spaces.
Animal Gender	Required: Choose from the drop-down box
Tag	Required: Your EID number, all 15 digits without dashes or spaces
Tattoo	Leave blank

Listing of Required and Optional Fields/Information by Animal Species

Horse/Pony Animals		
	<u>Horse</u>	
Animal Age	Optional	
Animal Name	Required	
Animal Birthdate	Optional	
Breed	Required	
Breeder Name	Required: Insert N/A if needed	
Colors and Markings	Required	
Type of Pet	Horse, pony, small equine	
Height	Required	
Owned or Leased	Required: If leased, must upload current year lease agreement	
Owner Name	Required: Insert your name or the owner's name of who you lease your animal	
Animal Gender	Required: Choose from drop down box	

Under Lease– Upload your Lease Agreement if your animal is leased.
REQUIRED IF HORSE/PONY IS LEASED

Under Equistep -- Upload your Equistep completion certificate. **REQUIRED**

Dairy

Animal Age	Optional	
Animal Name	Required	
Animal Birthdate	Required	
Breed	Required: Choose from drop down box	
Breeder Name	Optional	
Color & Markings	Optional	
County Raised	Optional	
Owned or Leased	Required: If leased, must upload lease agreement	
RFID Number	Leave Blank	
	EID number, all 15 digits OR Farm Tag. Animal must come to fair check in With the same tag in place.	
Tag	Required	EID number, all 15 digits OR Farm Tag. Animal must come to fair check in with the same tag in place.
Tattoo	Registered tattoo, if applicable	