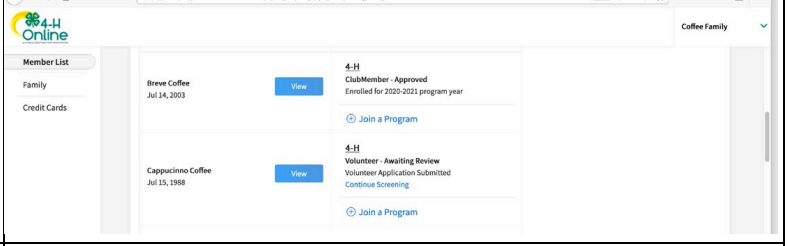

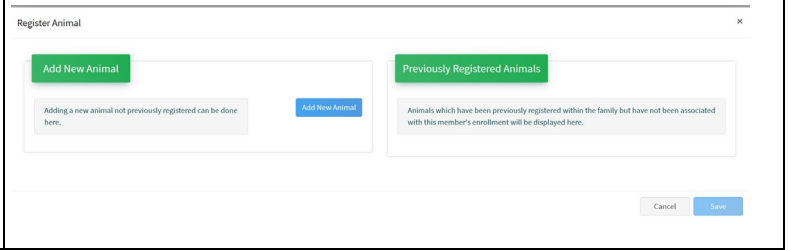
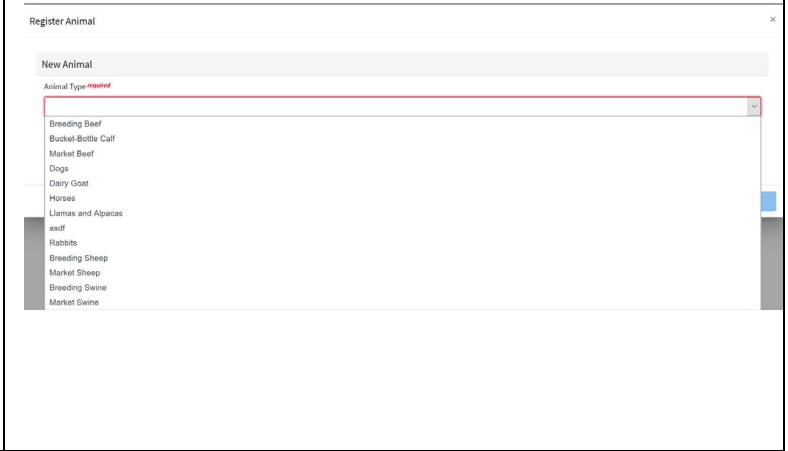
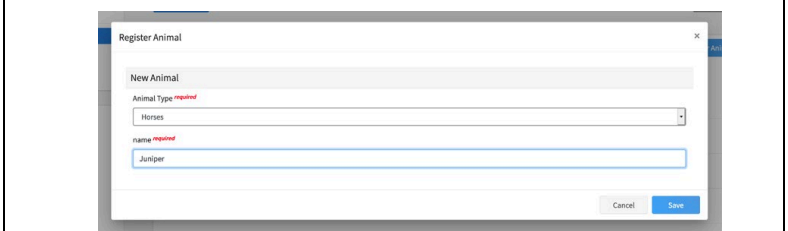
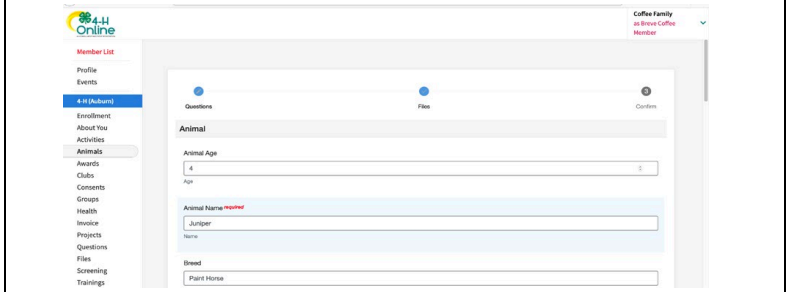


Entering Animals in 4-H Online: Ashland

U	K
<p>Steps This tutorial is for 4-H members. FFA members must upload their animal information through the survey link sent to each FFA advisor.</p> <ol style="list-style-type: none"> 1. Log in to your family account. 2. Click to View the Member's record for whom you would like to add an animal. 	<p>(Screen appearance may vary per state)</p> 
<ol style="list-style-type: none"> 3. Click Animals in the navigation pane. 4. Click the Register Animal button. 	
<ol style="list-style-type: none"> 5. Click Add New Animal to start adding a new animal. 	
<ol style="list-style-type: none"> 6. Select the appropriate animal type from the drop-down menu. 7. Enter the required Tag, Tattoo, or Animal Name as directed. --Animal Name: Horses & Dogs only. Other animals list your project name. ** For tag number, please list your Ashland County tag number. 8. Click Save. 	
<ol style="list-style-type: none"> 9. Complete each of the required fields and optional fields as needed. We realize some required fields may not apply to you. For unknown birthdate use 01/01/2022. For Breeder: May enter N/A 	

***Dogs: Bordetella vaccine not required. If not given, enter 01/01/2022.**

10. Click the Next button at the bottom of the form.



11. Upload any required or optional files for this animal.

****Hogs: Upload signed Ractopamine form**
****Horses: Upload signed parent agreement, upload signed lease agreement, if applicable**

Pictures needed:

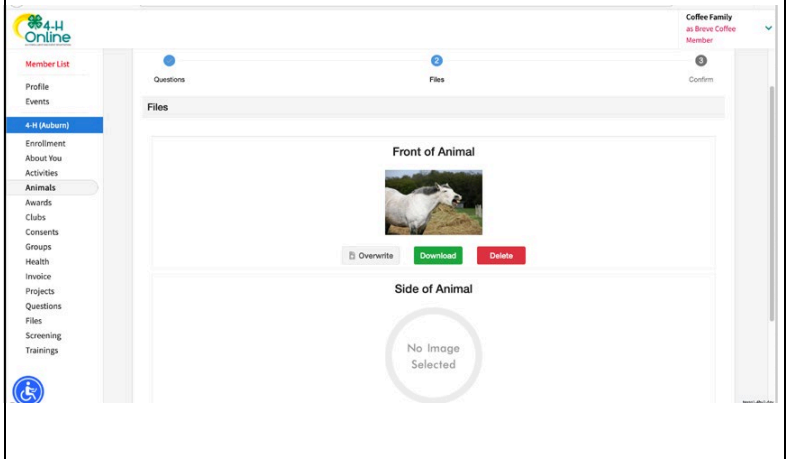
Left side of animal

Right side of animal

Front view (Face): ****MAKE SURE YOU CAN CLEARLY SEE THE TAG NUMBER IN THE PICTURE****

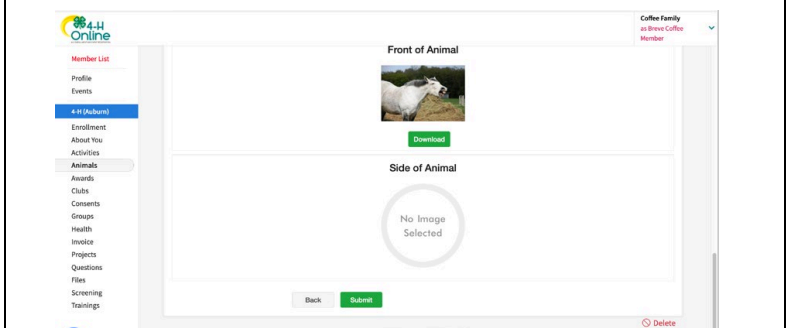
All pictures must be clear.

12. Click the Next button



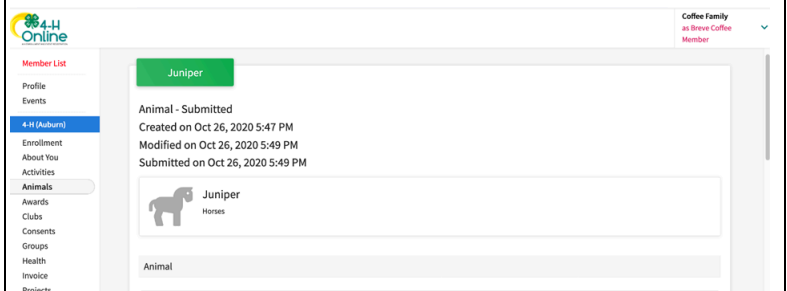
13. Review the entered information. Use the Back button at the bottom of the page to return to the previous screen to make corrections.

14. Once the entered information is correct and reviewed, click the Submit button.



15. The animal information will display on the screen with the status, created, modified, and submitted date and time stamp (local time).

If animal approval is needed, you will receive an email when your County manager has approved the animal record.



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.

