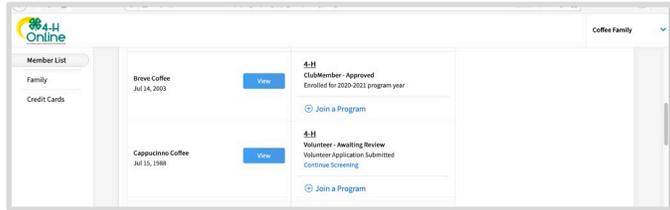# Entering Animals in 4-H Online: Ashland

Market Beef animals must be entered by January 19. Horses & Dogs by May 1. Market Rabbits by August 26,2024. All other animals (except poultry) need to be entered by June 1, INCLUDING BREEDING ANIMALS
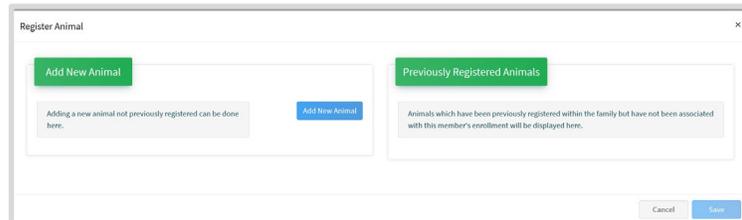
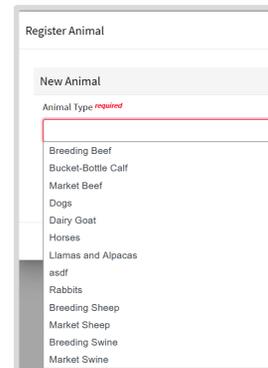| Steps	
1. Log in to your family account. 2. Click to View the Member's record for whom you would like to add an animal.	
3. Click Animals in the navigation pane. 4. Click the blue Register Animal button.	
5. Click Add New Animal to start adding a new animal.	
6. Select the appropriate animal type from the drop-down menu. 7. Enter the required Tag, Tattoo, or Animal Name as directed. IF YOUR ANIMAL HAS A round, **ELECTRONIC 840 EID TAG, PLEASE ENTER THE ENTIRE 15 DIGIT NUMBER IN THE RFID TAG LOCATION.** 8. **Sheep/Goats: Enter Scrapies tag/tattoo number in the Scrapies ID field.**	***RFID Tag Number is your 840 EID tag- ENTER ALL 15 DIGITS!!**
9. Complete each of the required fields and optional fields as required for your species. Refer to the project requirements. DOGS: Vaccination Record required HORSES: Picture required	
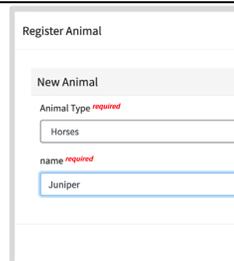
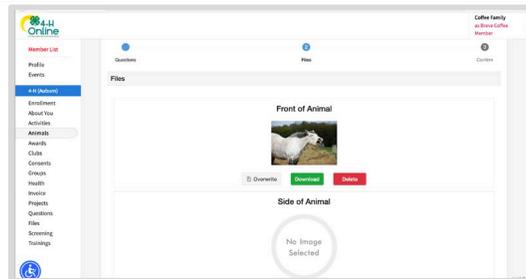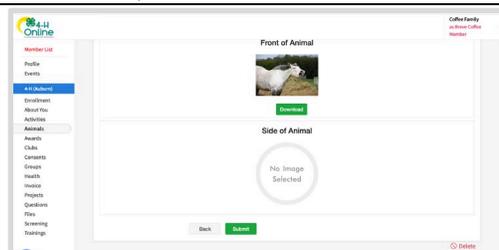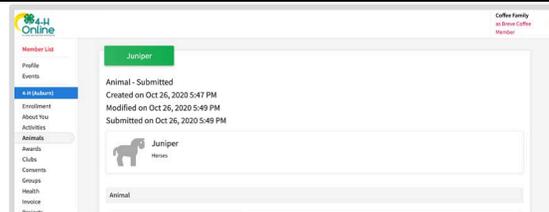|	
10. Click the Next button at the bottom of the form.	
11. Upload any required or optional files for this animal. ****Hogs: Upload Born & Raised form if applicable** ****Horses: Upload lease agreement, if applicable** Pictures needed: Left side of animal Right side of animal Front view **Front: Identifier **MAKE SURE YOU CAN CLEARLY SEE THE TAG/TATTOO NUMBER IN THIS PICTURE**** **SHEEP/GOATS: MUST BE ABLE TO READ THE SCRAPIES NUMBER IN A PICTURE.** All pictures must be clear and show that the animal has a EID or Scrapies tag in. 12. Click the Next button	*Figure 2 Left* *Figure 3:Right* *Figure 1: Front* *Figure 4 Identifier: Make sure we can read the entire Scrapies tag number on Sheep/Goats OH-1234, 5678*
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. 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). **You will receive an email when your County manager has approved the animal record.** 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.	