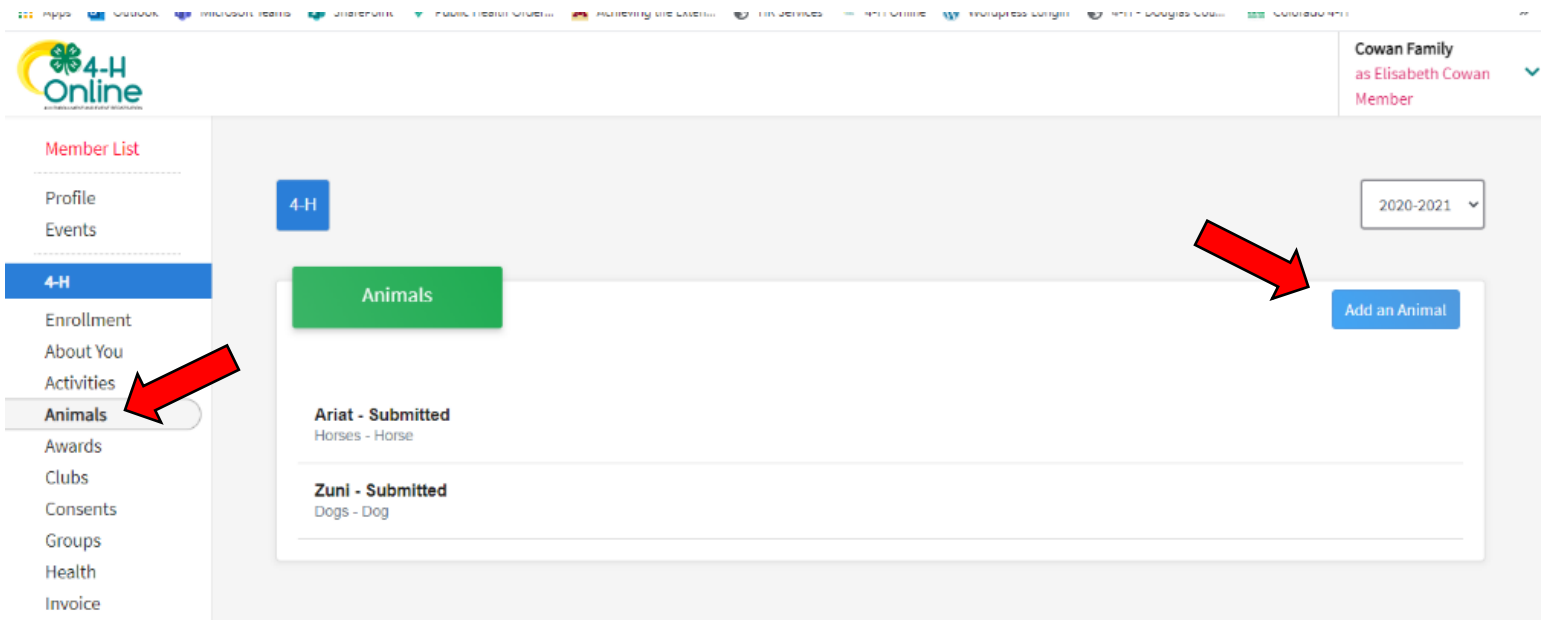
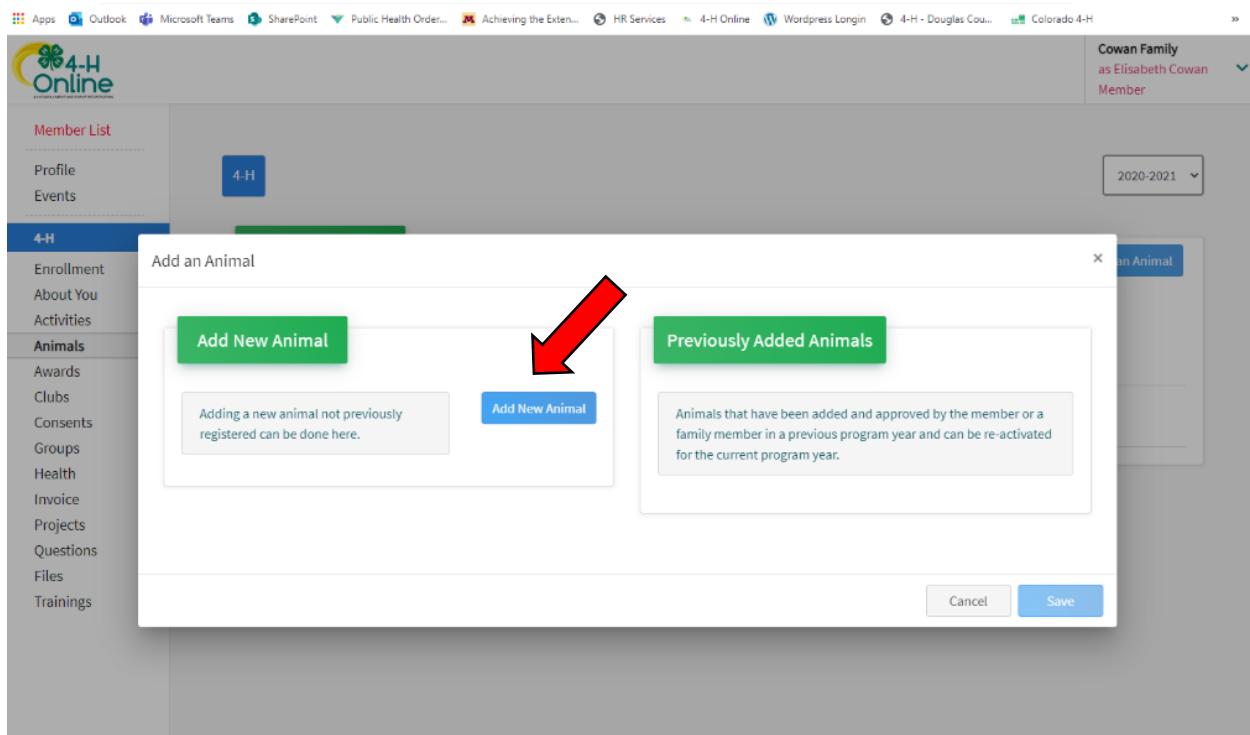


# 2020-2021 4-H Horse ID Guide

- 1) Youth should log into their 4Honline account
- 2) On the left select Animals
- 3) Then Click “Add an Animal”



- 4) Select “Add New Animal”



5) Animal Type: Horse

6) Name: Horse's Name

4-H Online

Cowen Family  
as Elisabeth Cowan  
Member

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Trainings

2020-2021

Animal

Add an Animal

New Animal

Animal Type

Horse

name *required*

Aria

Cancel Save

RIX - Submitted  
Dogs - Dog

Zuni Bear - Submitted  
Dogs - Dog

Shadow - Submitted  
Dogs - Dog

4-H-1

© 2021 4-H

7) Click "Show Questions"

4-H Online

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as Elisabeth Cowan  
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Questions

Files

Confirm

Questions

Animal Entry is open for the current enrollment year. - Is all information complete? Check all county animal entry deadlines.  
READ All County instructions for each animal species as county requirements vary.

Show Questions

Back Next

## 8) Fill out questions

- a. **Animal Name:** Animal Name
- b. **Animal Birthday:** Animal's Birthday – If you do not know the exact date, I generally do January 1<sup>st</sup> of the year you believe they are born.
- c. **Breed:** Breed – If a mixed breed, enter the breed it most closely resembles.
- d. **Color & Markings:** Any colors & markings
- e. **Height:** Height of your horse in hands high (hh)- 4" = 1 Hand
- f. **NAIS Premises ID** – Premises ID if you have one; not required in Douglas County for horse
- g. **Owned or Leased:** Please do not put owned if you do not actually own the horse and have a brand inspection, bill of sale, coggins, etc. to show this.
- h. **Registered Name:** Can put registered name if the horse has one, if not, just enter their regular name
- i. **Animal gender:** the gender of the horse
- j. **Tattoo:** Add tattoo or brand if they have one, if not you can leave blank or put NA



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1 Questions

2 Files

3 Confirm

Animal

Animal Name *required*

Ariat

Animal Common Name or Barn Name

Animal Birthdate *required*

1/1/2001

Birth Date

Breed *required*

Percheron

Select Breed from drop-down list. Choose "Other Breed" or "Mixed Breed" if breed isn't listed. ONLY select one breed.

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**9) Click Next and you will see a page to upload pictures and documents**

- a. **Horse (Front/Face View):** Picture of your horse from the front
- b. **Horse (Left Side):** Picture of your horse from the left
- c. **Horse (Right Side):** Picture of your horse from the right
- d. **Horse - Additional Photo Upload:** Skip
- e. **County Use Form (Horse):** This is where your show ring rules & ethics will go once that is approved and posted – Kirsten will let you know ASAP, it is OKAY to submit an ID without this form.
- f. **Horse (Lease Agreement), if used in your county:** If horse is leased a lease agreement MUST be uploaded here. It must include: date signed, lease period (start date and end date), and 3 signatures (horse owner, leasing youth, and leasing youth's parent).
- g. **Horse (Bill of Sale), if used in your county:** Please upload either a bill of sale, coggins, or below, brand inspection
- h. **Horse (Brand Inspection), if used in your county:** If you have uploaded a bill of sale or coggins above, you can skip this one
- i. **Next!**

The screenshot shows the 4-H Online member profile page for Elisabeth Cowan. The page is divided into a left sidebar and a main content area. The sidebar contains a navigation menu with options like Member List, Profile, Events, 4-H, Enrollment, About You, Activities, Animals, Awards, Clubs, Consents, Groups, Health, Invoice, Projects, Questions, Files, and Trainings. The main content area has a progress bar at the top with three steps: Questions, Files (current), and Confirm. Below the progress bar, there is a 'Files' section with two photo upload slots. The first slot is titled 'Horse (Front/Face View)' and contains a photo of a brown horse standing in a field. Below the photo are three buttons: 'Overwrite', 'Download', and 'Delete'. The second slot is titled 'Horse (Left Side)' and contains a photo of a brown horse standing in a stable.

# 10) Review Summary Page & Hit Submit



Cowan Family  
as Elisabeth Cowan  
Member

Member List

Profile  
Events

4-H

Enrollment  
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Progress: Questions (●) | Files (●) | Confirm (●)

### Animal

Animal Name	Ariat
Animal Birthdate	1/1/2001
Breed	Percheron
Colors And Markings	
Height	
NAIS Premises ID	
Owned Or Leased	Owned
Registered Name	
Animal Gender	Female
Tattoo	

Horse (Front/Face View)



Cowan Family  
as Elisabeth Cowan  
Member

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Download

Horse (Bill of Sale), if used in your county

PDF

Download

Horse (Brand Inspection), if used in your county

PDF

Download

Back Submit

Delete



## 11) See Final ID

The screenshot shows the 4-H Online interface. In the top right corner, it says "Cowan Family as Elisabeth Cowan Member". On the left sidebar, the "Animals" menu item is highlighted. The main content area shows a green header for "Ariat". Below this, it says "Animal - Submitted", "Created on Mar 16, 2021 9:07 AM", "Modified on Mar 16, 2021 9:23 AM", and "Submitted on Mar 16, 2021 9:23 AM". There is a small pig icon next to the name "Ariat" with "Horse" written below it. Below this is a table with the following data:

Animal	
Animal Name	Ariat
Animal Birthdate	1/1/2001
Breed	Percheron

12) Check! On the left side of your screen click on “Animals” again to bring you back to the Animal page for the youth. This will show you all animals ID’d for that youth! Here you see the 3 examples I have been working on! 2 dog’s (Zuni & Shadow Bear) and 1 horse (Ariat)

The screenshot shows the 4-H Online interface. In the top right corner, it says "Cowan Family as Elisabeth Cowan Member". On the left sidebar, the "Animals" menu item is highlighted, and a red arrow points to it. The main content area shows a blue header for "4-H" and a green header for "Animals". In the top right of the main area, there is a dropdown menu showing "2020-2021" and a blue button labeled "Add an Animal". Below the "Animals" header, there are three entries:

- Ariat - Submitted**  
Horses - Horse
- Zuni - Submitted**  
Dogs - Dog
- Shadow Bear - Submitted**  
Dogs - Dog

### 13) Frequently Asked Questions

- **4Honline is not working for me-** Keep trying and if it continues to not work please email Kirsten ASAP. The county ID deadline is April 1<sup>st</sup> and Kirsten needs a completed 4Honline ID or an email with necessary information by that deadline.

Video Tutorial: <https://youtu.be/TVvzd4RPc9A>

**DO NOT WAIT UNTIL**  
**THE LAST MINUTE TO**  
**ID YOUR ANIMALS!**