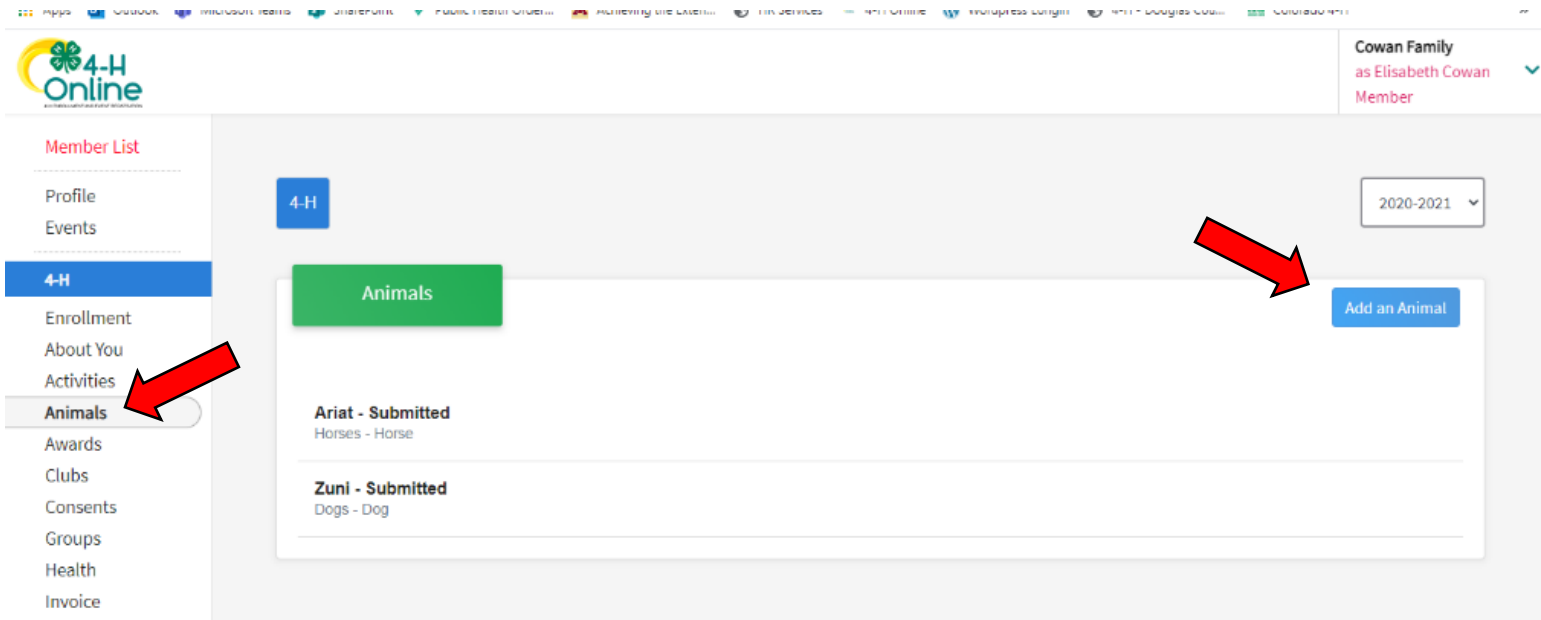
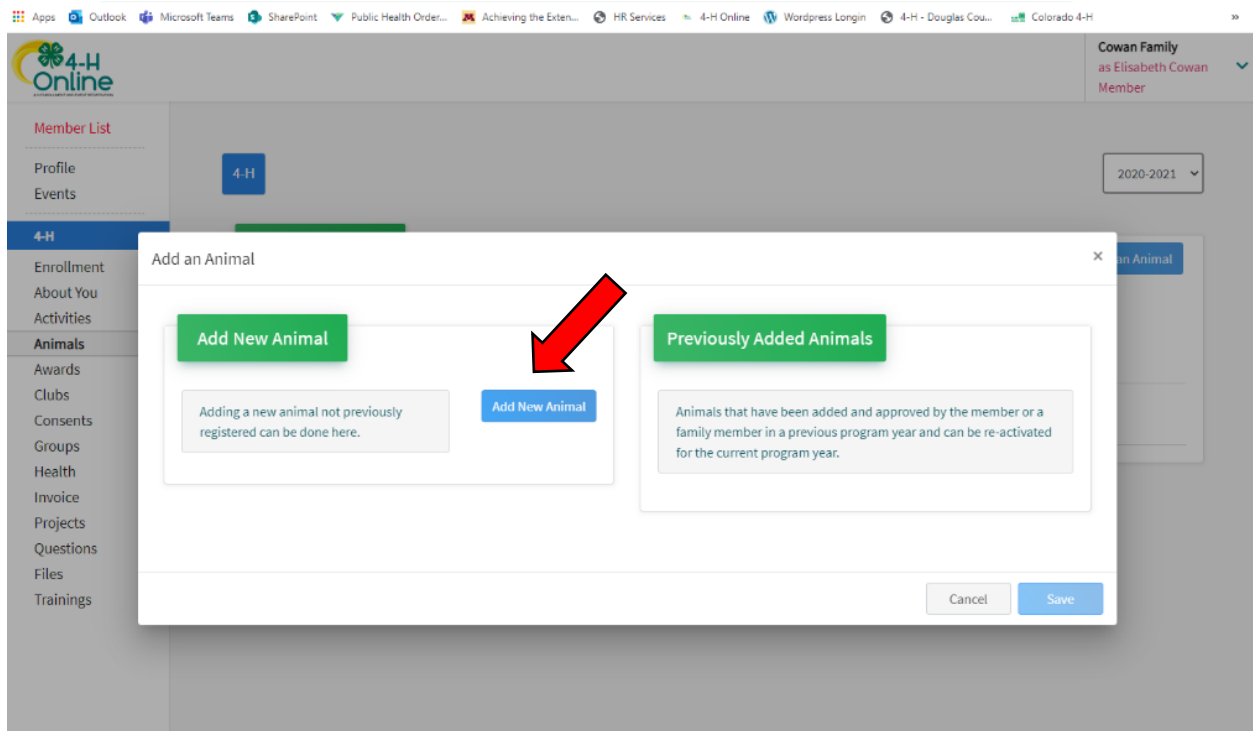


2020-2021 4-H Cavy ID Guide

- 1) Youth should log into their 4Honline account
(<https://v2.4honline.com/#/user/sign-in>)
- 2) On the left select Animals
- 3) Then Click “Add an Animal”



- 4) Select “Add New Animal”



5) Animal Type: Small Pet

6) Name: Cavy's Name

The image shows a screenshot of the 4-H Online portal. A modal window titled "Add an Animal" is open, displaying a form with the following fields:

- New Animal**: A text input field.
- Animal Type**: A dropdown menu with "Small Pet" selected. A red arrow points to this field.
- name**: A text input field with "Mae" entered. A red arrow points to this field. The label "name" is followed by "required" in red text.

At the bottom right of the modal, there are "Cancel" and "Save" buttons. The background of the portal shows a sidebar with "Animals" selected, and a user profile for "Cowan Family" with the name "as Elisabeth C" and "Member".

7) Click “Show Questions”

The screenshot shows the 4-H Online interface. In the top right corner, it says "Cowan Family as Elisabeth Cowan Member". On the left, there is a navigation menu with "Animals" selected. The main content area is titled "Questions" and contains the following text: "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." Below this text is a blue button labeled "Show Questions", which is highlighted by a red arrow. At the bottom of the main content area, there are "Back" and "Next" buttons. The interface also shows progress indicators for "Questions", "Files", and "Confirm" steps.

8) Fill out questions

- a. **Animal Name: Animal Name**
- b. **Animal Birthday: Birthdate of animal – best guess if you do not know exact birthdate**
- c. **Colors & Markings: colors and markings of animals**
- d. **Owner or Leased: Must be owned in DougCo**
- e. **Purchased or Leased Date: Date you purchased your animal**
- f. **Type of Pet: Cavy**

The screenshot shows the 4-H Online interface with the "Animal" form filled out. The form fields are as follows:

- Animal Name** (required): Mae
- Unique Identifier**: Enter Animal Name
- Animal Birthdate**: 10/14/2011
- Colors And Markings**: Brown with white spots
- Owned Or Leased**: Owned
- Purchased Or Leased Date**: 11/14/2011
- Type of Pet** (required): Cavy
- Enter Pet Classification**: (empty field)

The interface also shows the 4-H Online logo, a "Member List" link, and a navigation menu on the left with "Animals" selected. The top right corner displays "Cowan Family as Elisabeth Cowan Member".

9) Upload Files

- a. Small Pet (Photo 1)- Front Picture
- b. Small Pet (Photo 2) – Right Side Picture
- c. Small Pet (Photo 3) – Left Side Picture
- d. Small Pet (Photo 4) – N/A Leave Blank
- e. County Use Form (Small Pet) - N/A Leave Blank



Cowan Fam
as Elisabeth
Member

Member List

Profile

Events

4-H

Enrollment

About You

Activities

Animals

Awards

Clubs

Consents

Groups

Health

Invoice

Projects

Questions

Files

Trainings



Overwrite

Download

Delete

Small Pet (Photo 2)



Overwrite

Download

Delete

Small Pet (Photo 3)



Overwrite

Download

Delete

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10) Click next

11) Review ID



as Elisabeth Cowar
Member

Member List

Profile
Events

4-H

Enrollment
About You
Activities

Animals


Awards
Clubs
Consents
Groups
Health
Invoice
Projects
Questions
Files
Trainings

Progress: Questions (checked) | Files (checked) | Confirm (checked)

Animal

Animal Name	Mae
Animal Birthdate	10/14/2011
Colors And Markings	Brown with white spots
Owned Or Leased	Owned
Purchased Or Leased Date	11/14/2011
Type of Pet	Cavy

Small Pet (Photo 1)



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12) Scroll Down & Hit Submit!

County Use Form (Small Pet)

PDF
No File Uploaded

Back Submit

Delete




13) See submitted ID

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- ings

Mae

Animal - Submitted
Created on Apr 17, 2021 1:35 PM
Modified on Apr 17, 2021 1:52 PM
Submitted on Apr 17, 2021 1:52 PM



Mae
Small Pet

Animal

Animal Name	Mae
Animal Birthdate	10/14/2011
Colors And Markings	Brown with white spots
Owned Or Leased	Owned
Purchased Or Leased Date	11/14/2011
Type of Pet	Cavy

14) 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 onL 2 dog’s (Zuni & Shadow Bear) and 1 horse (Ariat)

The screenshot displays the 4-H Online member portal interface. At the top left is the 4-H Online logo. The top right corner identifies the user as "Cowan Family as Elisabeth Cowan Member". A navigation sidebar on the left includes "Member List", "Profile", "Events", "4-H", "Enrollment", "About You", "Activities", "Animals", "Awards", "Clubs", "Consents", "Groups", "Health", "Invoice", "Projects", "Questions", "Files", and "Trainings". The "Animals" menu item is highlighted with a red arrow. The main content area features a "4-H" tab, a "2020-2021" dropdown menu, and an "Add an Animal" button. Below these is a green "Animals" header and a list of submitted animals:

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

15) 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 May 1st and Kirsten needs a completed 4Honline ID or an email with necessary information by that deadline.

Video Tutorial: <https://youtu.be/6ONpvnqDhgw>

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