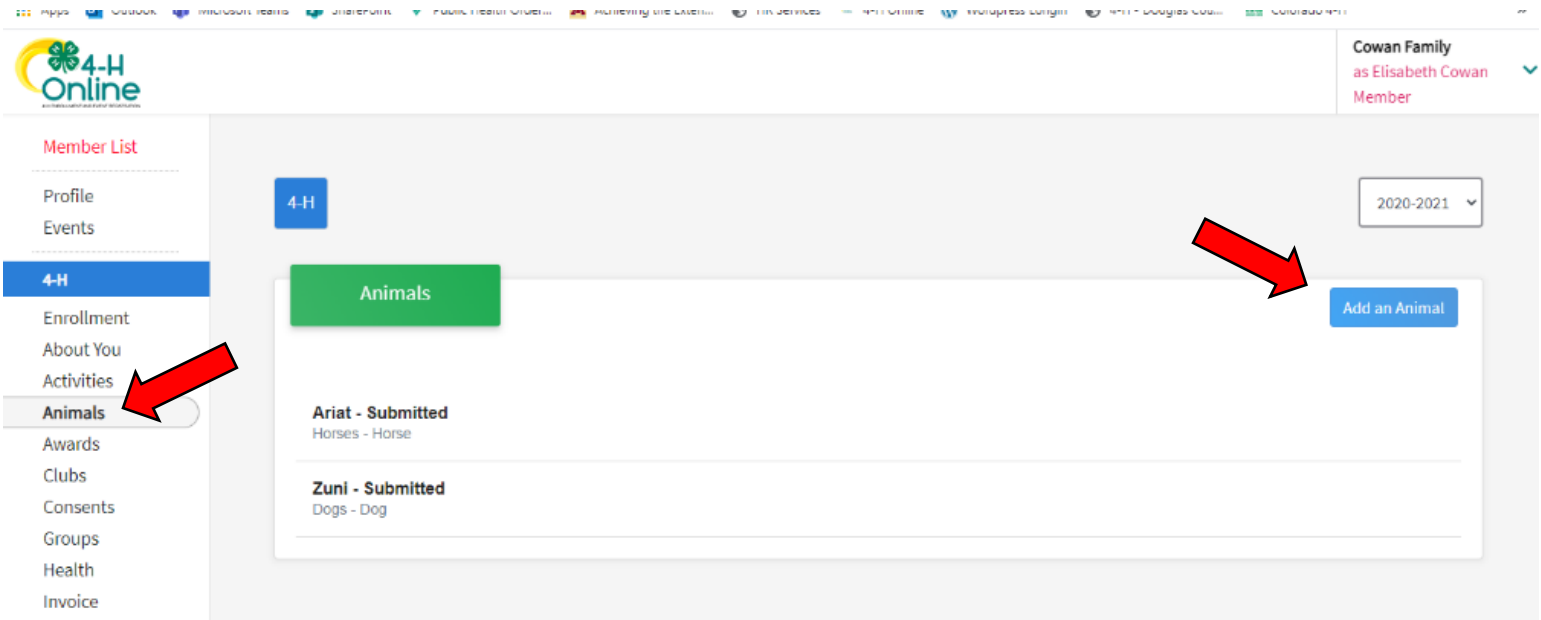
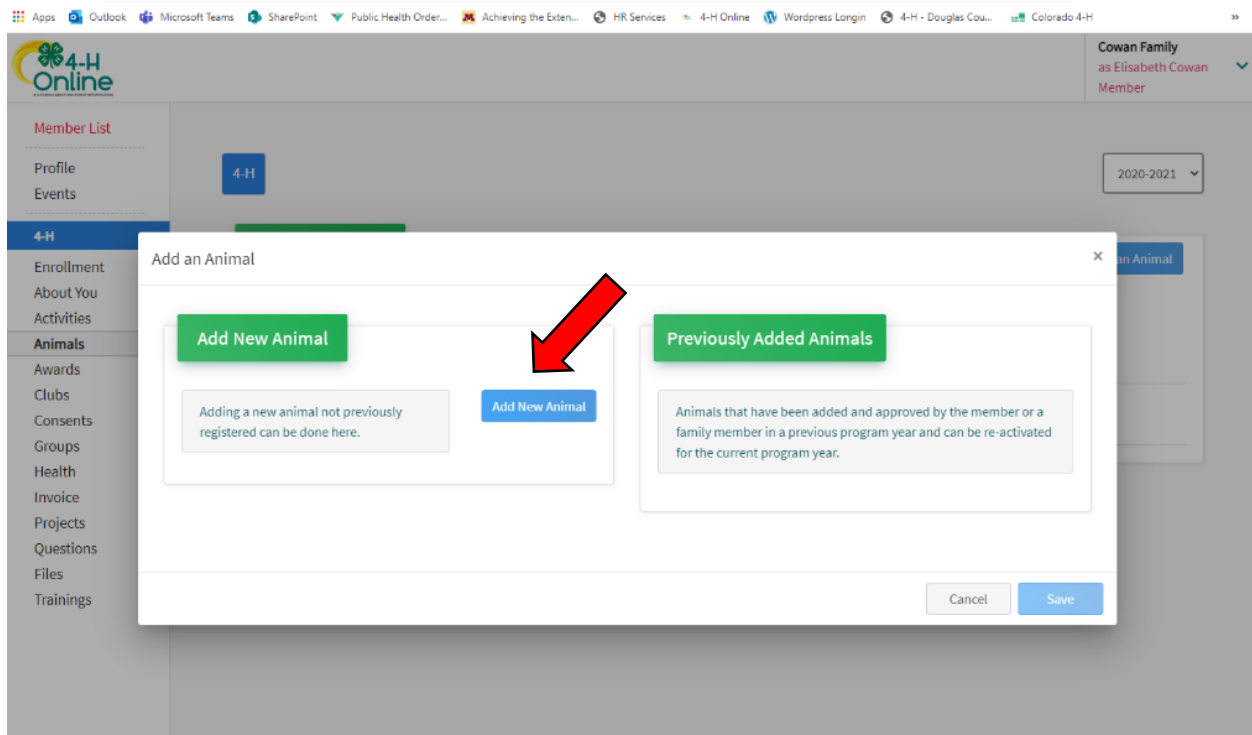


# 4-H Horse ID Guide

- 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

Member List

Profile

Events

4-H

Enrollment

About You

Activities

Animals

Awards

Clubs

Consents

Groups

Health

Invoice

Projects

Questions

Files

Trainings

Cowan Family as Elisabeth C Member

2020-2021

4-H

Add an Animal

New Animal

Animal Type *required*

Horse

name *required*

Ariat

Cancel Save

Zuni Bear - Submitted  
Dogs - Dog

Shadow - Submitted

### 7) Click "Show Questions"

4-H Online

Member List

Profile

Events

4-H

Enrollment

About You

Activities

Animals

Awards

Clubs

Consents

Groups

Health

Invoice

Projects

Questions

Files

Trainings

Cowan Family as Elisabeth Cowan Member

1 2 3

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 of Animal
- d. **Color & Markings:** Any colors & markings
- e. **Height:** Animal Height
- f. **Owner or Leased:** Please put owned or leased – do NOT put owned if it is not owned.
- g. **Registered Name:** Can put registered name if the horse has one, if not, just enter their regular name
- h. **Animal gender:** the gender of the horse
- i. **Tattoo:** If your horse does not have one can leave blank or put NA

The screenshot shows a web application interface for managing animal records. On the left is a sidebar with navigation links: Events, 4-H (highlighted), Enrollment, About You, Activities, Animals (highlighted), Awards, Clubs, Consents, Groups, Health, Invoice, Projects, Questions, Files, and Trainings. The main content area is titled 'Animal' and contains the following fields:

- Animal Name *required***: A text input field containing 'Ariat'.
- Animal Common Name or Barn Name**: A text input field.
- Animal Birthdate *required***: A date picker field showing '1/1/2011'.
- Birth Date**: A label for the date field.
- Breed *required***: A dropdown menu showing 'Percheron'.
- Colors And Markings**: A text input field containing 'star'.

Below the 'Colors And Markings' field, there is a note: 'Fill in a description of the horse's colors and markings. Note if Pony or Miniature.' In the top right corner of the form area, there is a 'Confirm' button.

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

- 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. County Use form (Horse):** Skip for now – TYPICALLY the Show Ring Code of Ethics would go here – waiting final approval of the form – Mercedes will email out ASAP.
- e. Horse (Lease Agreement):** If your horse is a lease horse you must upload a lease agreement. Lease agreement must include: date signed, length of lease (start date and end date), and 3 signatures (animal owner, youth, and parents/legal guardian of youth).
- f. Horse (Bill of Sale):** If horse is owned, I need bill of sale, brand inspection, or coggins – something to show the horse is owned by the youth- please upload bill of sale or coggins here (if you would like to remove sensitive information such as cost, etc. I am totally okay with that).
- g. Horse (Brand Inspection):** If horse is owned and you did not upload a bill of sale or coggins in the above section, please upload brand inspection here.
- h. Next!**

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains a menu with the following items: Member List, Profile, Events, 4-H (highlighted), Enrollment, About You, Activities, Animals (highlighted), Awards, Clubs, Consents, Groups, Health, Invoice, Projects, Questions, Files, and Trainings. At the bottom of the sidebar is a blue accessibility icon. The main content area is titled 'Files' and displays 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' (grey), 'Download' (green), and 'Delete' (red). The second slot is titled 'Horse (Left Side)' and contains a photo of a brown horse standing in a stable. At the bottom of the main content area, there are three horizontal lines: a blue line, a green line, and a red line.


## 10) Review Summary Page & Hit Submit

Animal	
Animal Name	Ariat
Animal Birthdate	1/1/2011
Breed	Percheron
Colors And Markings	star
Height	
NAIS Premises ID	
Owned Or Leased	Owned
Registered Name	
Animal Gender	Female
Tattoo	

## 11) See Final ID

**Ariat**

Animal - Submitted  
 Created on Mar 17, 2021 9:56 PM  
 Modified on Mar 17, 2021 10:13 PM  
 Submitted on Mar 17, 2021 10:13 PM

 Ariat  
Horse

Animal	
Animal Name	Ariat
Animal Birthdate	1/1/2011
Breed	Percheron
Colors And Markings	star
Height	

**Success**  
Animal Submitted

- 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 member portal interface. In the top right corner, the user is identified as 'Cowan Family as Elisabeth Cowan Member'. The left sidebar contains a 'Member List' section with various menu items: Profile, Events, 4-H (highlighted with a red arrow), Enrollment, About You, Activities, Animals (highlighted with a grey bar), Awards, Clubs, Consents, Groups, Health, Invoice, Projects, Questions, Files, and Trainings. The main content area is titled 'Animals' and features a green header bar. Below the header, there is a list of submitted animals: 'Ariat - Submitted' (Horses - Horse), 'Zuni - Submitted' (Dogs - Dog), and 'Shadow Bear - Submitted' (Dogs - Dog). An 'Add an Animal' button is visible in the top right of the main content area.

### 13) Frequently Asked Questions

- **4Honline is not working for me-** Keep trying and if it continues to not work please email Mercedes ASAP. The county ID deadline is April 1<sup>st</sup> and Mercedes 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!**