

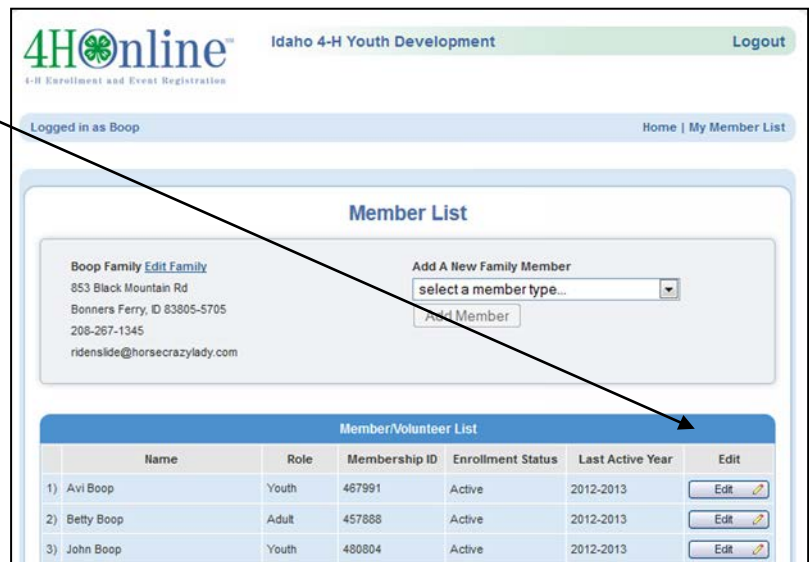
Animal Entry

August 2013

ADDING ANIMAL ENTRIES

1. Log into 4-H Online at <https://idaho.4honline.com>

2. Once logged in you will be taken to the "Member List" which includes all of your family members enrolled in 4-H (youth members or adult volunteers). Click on the "Edit" to the right of the member listed to go to that member's personal information screen.



4Honline™ Idaho 4-H Youth Development Logout

Logged in as Boop Home | My Member List

Member List

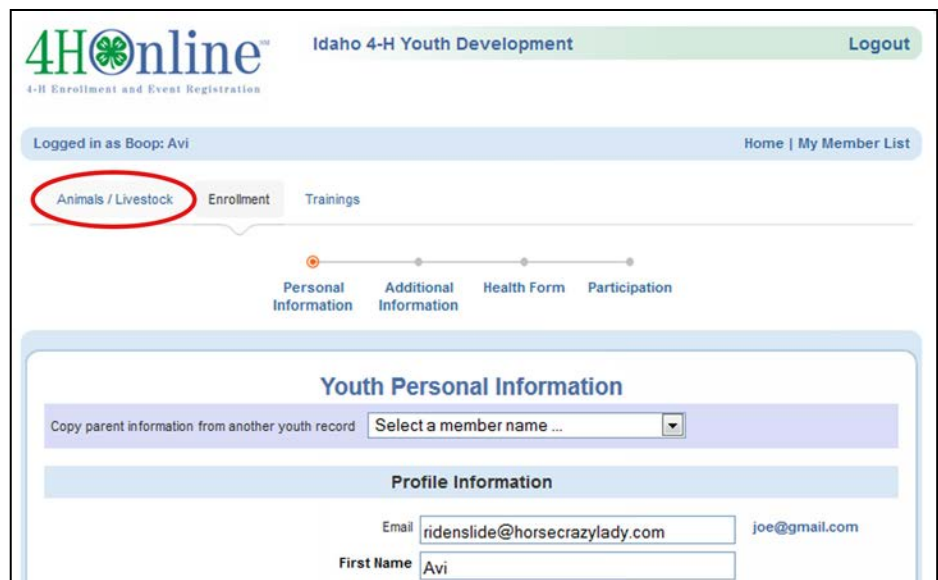
Boop Family [Edit Family](#)

853 Black Mountain Rd
Bonners Ferry, ID 83805-5705
208-267-1345
ridenslide@horsecrazylady.com

Add A New Family Member
select a member type...
[Add Member](#)

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Avi Boop	Youth	467991	Active	2012-2013	Edit
2)	Betty Boop	Adult	457888	Active	2012-2013	Edit
3)	John Boop	Youth	480804	Active	2012-2013	Edit

3. Locate and click on "Animals/Livestock"



4Honline™ Idaho 4-H Youth Development Logout

Logged in as Boop: Avi Home | My Member List

Animals / Livestock Enrollment Trainings

Personal Information Additional Information Health Form Participation

Youth Personal Information

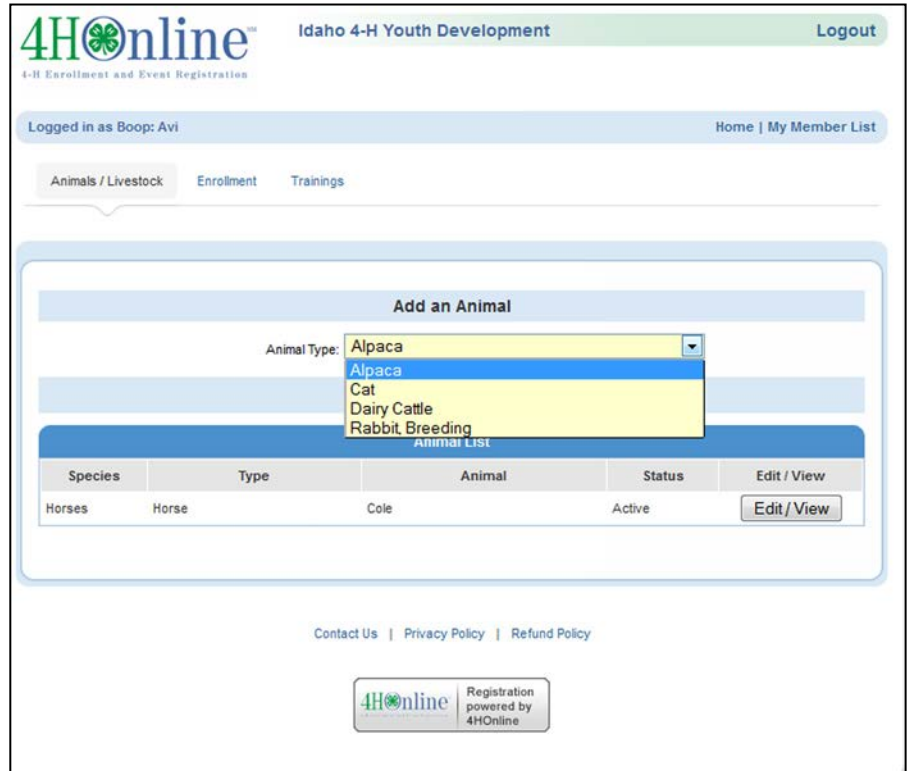
Copy parent information from another youth record Select a member name ...

Profile Information

Email ridenslide@horsecrazylady.com joe@gmail.com

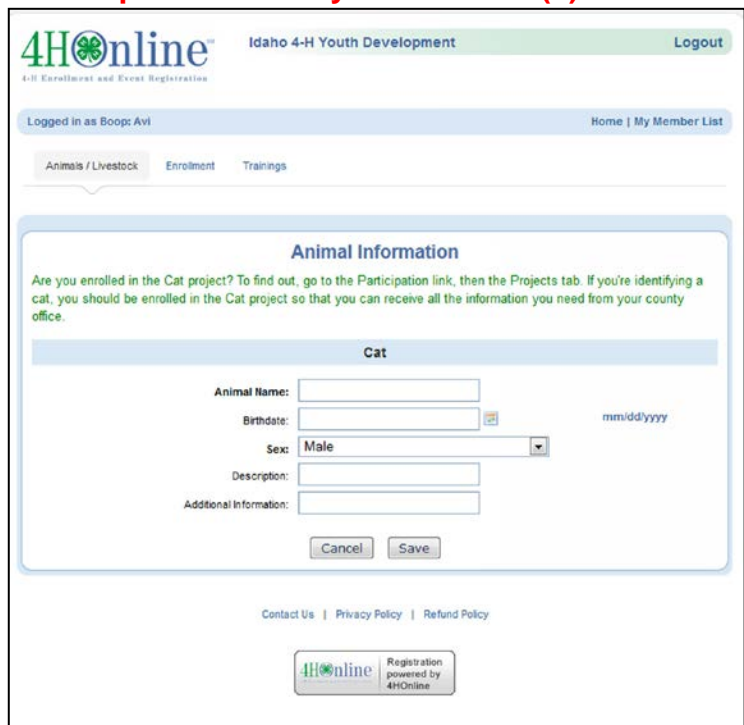
First Name Avi

4. You will see a dropdown list. Any previously entered animals will appear listed similar to the example.
5. Select the animal type that you want to enter and click “Add Animal”
6. This will take you to the corresponding entry screen for your animal. Some species require additional information or additional entry fields will be activated (example: selecting *Registered* will in some cases show a *Breed* drop down box.



NOTE: The list will populate with more options than what the member MAY or MAY NOT be enrolled in. Click on Enrollment and Participation to verify what animal(s) that need to be added.

7. Enter in the information requested and click the save button for **each animal** entered. In this example we would enter the pertinent information for the cat and click save.



SEARCHING ANIMAL RECORDS

To search animal records click on the Animals tab and click on the “Search icon”

Refine your search by selecting Animal Type from the drop down list. You can refine further through Animal Status as well as Keywords, county, club etc. then click “Search:”

The screenshot shows the Idaho 4-H Youth Development website interface. The top navigation bar includes tabs for Enrollment, Events, Animals (highlighted), Connect, Finances, Data, and Friends. Below the navigation bar is a search icon (highlighted) and various animal category icons: Beef Cattle, Dairy Cattle, Goats, Horses, Llama/Alpaca, Poultry, Rabbits, Sheep, Swine, Small Pets, Dogs, and Training. The search filters are set to 'Beef, Stocker-Feeder' for Animal Type and 'Active' for Animal Status. The search results table shows one record for 'Watson, Jesse' with a 'Files' column highlighted in red.

Name	Role	Member Status	Membership ID	Animal	Animal Status	Verification Date	Animal Type	Files	Edit
Watson, Jesse	Youth	Active	567308	009	Active		Beef, Stocker-Feeder	0	Edit

In this sample I am looking for Beef – stocker feeder projects. My search has returned 1 record. I have highlighted the Files as some projects require a file upload or a visual. If that is a requirement this would be a flag that there is missing information.

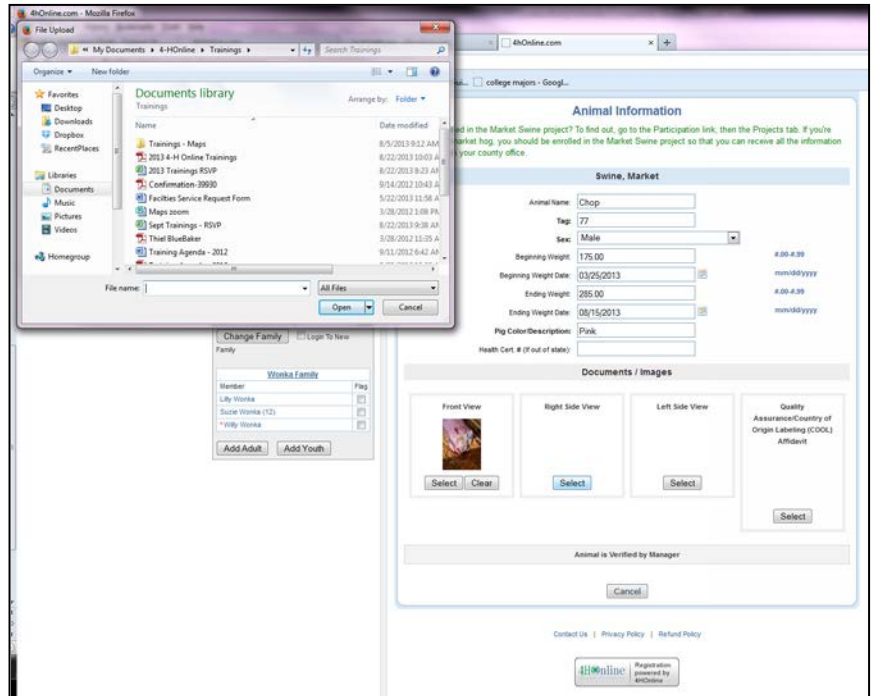
REMEMBER TO CLEAR YOUR FILTERS AFTER SEARCHES - THE SYSTEM WILL REMEMBER WHAT YOUR LAST SEARCH WAS

MARKET ANIMAL PROJECTS

Market animal projects require some additional information. You will enter in the pertinent information and you will need to upload photographs as well as the Quality Assurance/Country of Origin Labeling (COOL) Affidavit.

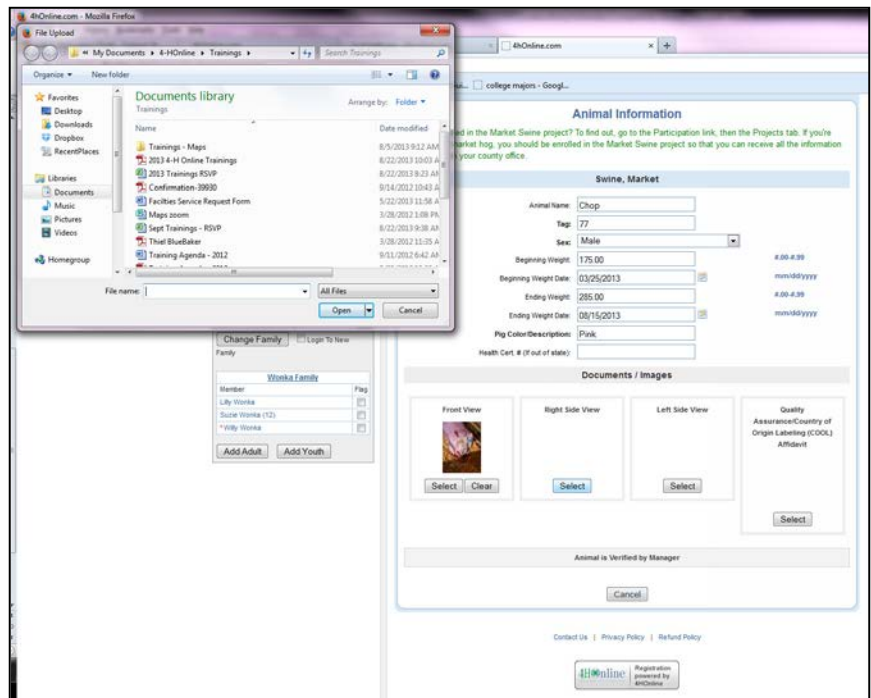
Photos

1. Enter in your animal information (similar steps as above).
2. Click “Select” on the view you want to add a picture of.
3. A popup window will appear find the file name (upload .jpg or .jpeg files only) and click “Open”
4. Repeat steps so all views of the animal are uploaded.



Documents

1. Click “Select” to upload the appropriate form – in this example the COOL form – locate the file and upload and click “Open”
2. The COOL form should be printed off and filled out completely (please print legibly) with all required signatures and scanned and saved as a .pdf file OR if you can't create a .pdf file take a clear photo of the completed COOL form and upload it as a picture (.jpg or .jpeg format)



LEASED ANIMALS

1. Click “Select” to upload the appropriate form. A popup will appear locate the file and upload and click “Open”
2. The Lease Agreement should be printed off and filled out completely (either typed or print legibly) with all required signatures and scanned and saved as a .pdf file **OR** if you can’t create a .pdf file take a clear photo of the completed lease agreement and upload it as a picture (.jpg or .jpeg format)