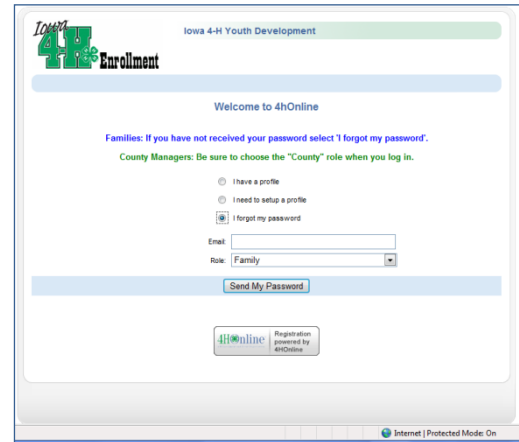


Log in to 4HOnline:

Open a web browser and type in: <https://iowa.4honline.com>

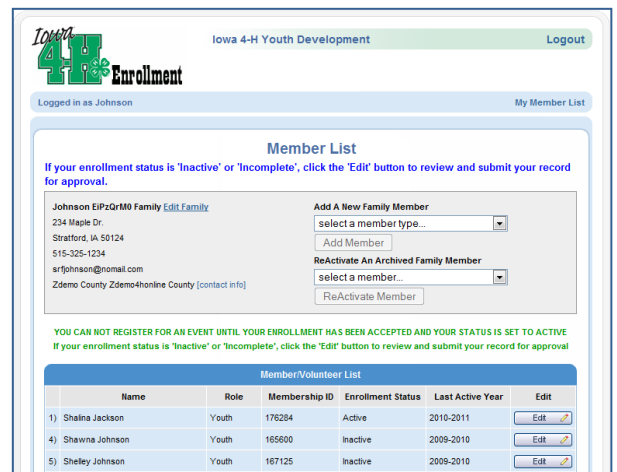
On the Iowa 4-H Youth Development Log In page:

1. Click "I have a Profile."
2. Enter family email address provided to Extension Office.
3. Enter your password.
 - If you have forgotten your password, mark "I forgot my Password."
 - Click "Send my Password." Do not close the internet window.
 - Open your email browser and find the email from 4HOnline. Locate your temporary password.
 - Return to 4HOnline and paste/type the temporary password.
4. Choose "Family" from the "Role" drop-down box.
5. Click "Log In."
 - If you had to have your password re-set, you will need to create a new password before going on. Your passwords must be a minimum of 8 characters, and must contain 2 of the 3: letters, numbers, symbols.



The **Member List** screen includes all of your family members enrolled in 4H: members, leaders, volunteers.

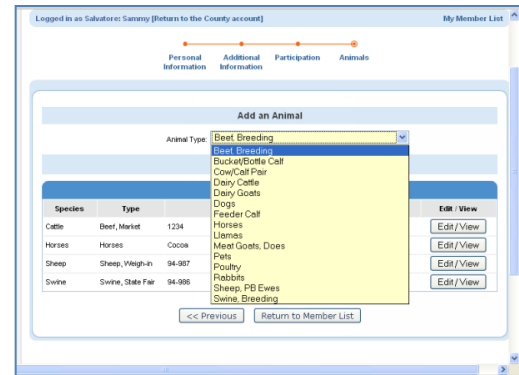
Click "Edit" to the right of the member listed to go to that member's Personal Information Screen.



Locate and click on the Animals/Livestock link in the upper left.



There is a drop-down box and a list of any animals that have already been entered (there may not be any yet). Select the animal type that you want to enter and click the add button below the drop-down box.



The next screen will be a data entry screen for the species you selected (see below for examples). Note that in some species, certain selections will activate extra entry fields [Example: selecting *Registered* will in some cases show a *Breed* drop down box.]

Read the information at the top of each screen, particularly if you are considering exhibiting at the state fair. Some fields that are NOT required (bold) are actually necessary for state fair animals. For each animal entered, enter all the information requested and click the save button. **All fields in bold are required.**

NOTICE, you have options to print the information that you entered on screen.

- It is not necessary for you to print paper copies unless you need that information for a show that is outside of Iowa. The information that you enter in 4hOnline is available to Iowa 4-H staff, just as it is available to you.
- If you WISH to print the information on screen, you have two options:
 1. **Animal Exports (to Excel)** – Option is located on the Animal List screen, and returns all information in an Excel spreadsheet, one line per animal. Each animal type uses different fields, so if you have identified dogs and horses and llamas, you’ll export twice. This is for family info only—will not be accepted anywhere as a valid identification because it’s editable.
 2. **Print Animal Information** – This option is located at the top of each individual animal screen, and prints a paper copy of the information that is on the screen for that specific animal. If you want one for each animal, you have to open each animal’s info screen and print the form for each. This is the equivalent of the old paper ID forms, but in Iowa 4-H shows, we will always use the online data, not any paper, as identification.

REMINDERS:

- 🔔 **Families are not able to enter information for any weighed-in animals (mkt. beef, sheep, meat goats & swine). Those animals are entered by county staff. Refer to the Livestock Verification Help sheet for more information.**
- 🔔 **All animal ID’s must be submitted no later than May 15, 11:59 p.m.**

Breeding Beef

Beef, Breeding

Breed: id

Tattoo: (Left Ear: Right Ear; Ex. ABCD; 11C)

Registration Number: (required if showing in breed classes)

Tag:

Birthdate: m

County Raised:

Home Raised:

Bucket/Bottle Animal

Bucket/Bottle Calf

Breed: identifier

Tag:

Animal Name:

Ear:

Birthdate: mm/dd/yyyy

Sex:

Animal Uploads

Right Side View
(Image/PDF files)

Left Side View
(Image/PDF files)

Cow/Calf Pair

Special Cases:

- ☹️ *The calf is not born as of May 15.*
 - *Leave the calf fields blank, and use the Addl. Information fields to indicate that the calf has not been born yet.*
- ☹️ *The cow had twins*
 - *Create two records, one for each calf, using the same cow information on each.*

Cow/Calf Pair

Tattoo: identifier

Cow Tattoo or Tag:

Dam Birthdate: mm/dd

Breed: Dam Breed

Birthdate: mm/dd

Birth Weight: #.00-#.1

Tag: Calf Tag or Tattoo

Sex: Calf Sex

Dairy Cattle

- ☹️ *If you identified dairy cows last year, those animals will be listed at the bottom of the animal list screen and can be reactivated.*
- ☹️ *You have the option to upload photos of your dairy cows. If your registry requires these and you have the digital images, you should do that.*
 - *Click on the Select button in one of the Documents/Images boxes.*
 - *Browse to locate the picture of your cow—it needs to be GIF, JPG, PNG, TIFF or PDF format.*
 - *Double-click on the file, or highlight and click Open.*
 - *If you make a mistake, use the Clear button to remove the picture.*

Dairy Cattle

Tag or Tattoo:

Registration No.:

Animal Name:

Birthdate: mm/dd/yyyy

Breed Type:

Breed:

Addl. Information:

Documents / Images

Front View

Right Side View

Left Side View

Dairy Goats

If you identified dairy goats last year, those animals will be listed at the bottom of the animal list screen and can be reactivated.

Goats, Dairy

Animal Name: identifier

Tattoo: mm/dd/yyyy
Right Ear: Left Ear Tattoo (ex. RE: TGF, LE:321)

Registration Number:

Birthdate: mm/dd/yyyy

Breed:

Meat Goats (not weighed in)

If you identified (breeding) meat goats last year, those animals will be listed at the bottom of the animal list screen and can be reactivated. Each doe **MUST** have an official 4-H tag for State Fair eligibility. Scrapies tag is not sufficient. **All State Fair goats must have retinal images collected (breeding and market)**

Goats, Meat (NOT weighed in)

Sex: identifier

Tattoo: mm/dd/yyyy
(Ear Tag OR Tattoo- Left Ear, Right Ear)

Scrapie Flock ID:

Birthdate: mm/dd/yyyy

Dogs

- You have the option to upload photos of your dog.
 - Click on the Select button in the Documents/Images box.
 - Browse to locate the picture of your dog—it needs to be GIF, JPG, PNG, TIFF or PDF format.
 - Double-click on the file, or highlight and click Open.
 - If you make a mistake, use the Clear button to remove the picture.
- You can upload a scan of your rabies certificate—again, it needs to be GIF, JPG, PNG, TIFF or PDF.

Dogs

Colors And Markings: identifier

Animal Name:

Rabies Product Serial Number: mm/dd/yyyy
Rabies Vaccination Number

Rabies Vaccination Date: mm/dd/yyyy

Rabies Expiration Date: #

Years Training - Member: #
(include county or state level shows)

Years Training - Animal: #
(include county or state level shows)

Breed:

Sex:

Birthdate: mm/dd/yyyy

Animal Uploads

Photo
(Image/PDF files)

Rabies Certificate
(Image/PDF files)

Horses

- If you identified any horses last year, those animals will be listed at the bottom of the animal list screen and can be reactivated.
- You have the option to upload photos and lease agreements.
 - Click on the Select button in the Documents/Images box.
 - Browse to locate the picture of your horse—it needs to be GIF, JPG, PNG, TIFF or PDF format.
 - Double-click on the file, or highlight and click Open.
 - If you make a mistake, use the Clear button to remove the picture.
 - **State Fair horses are REQUIRED to have photos uploaded BEFORE MAY 15.**

Horses

Breed:

Animal Name: identifier
Registered or Baro Name

Registration Number:

Birthdate: mm/dd/yyyy

Height: #.00-#.99
(in Hands)

Colors And Markings:

Sex:

Owned Or Leased:

Owner Name: (if leased)

Animal Uploads

Front View
(Image/PDF files)

Rear View
(Image/PDF files)

Left Side View
(Image/PDF files)

Right Side View
(Image/PDF files)

Lease Agreement (PDF)
(Image/PDF files)

Poultry-

Type of Poultry: choose from chicken, goose, duck, other or turkey

Breed: Enter breed or variety of poultry

Birthdate: Date Hatched/Purchased Enter Date, if animal is not hatched/purchased as of May 15. Let the Extension Office know of date by June 15, so we may correct it in our fair program.

Tag: Leg Bands or wing band number, Enter information, if no tag enter none

Click Save—Without doing so, your animal will not be ID'd in 4-H online

For Market Poultry the Extension office will need your hatchery certificate (pullorum) by June 15.

For Exhibition & Production Poultry the Extension office will need photos by June 15. You will also need to bring us a current pullorum certificate by June 15. There will be **NO** pullorum testing done on entry day.

Rabbits-

Breed: choose from commercial or fancy

Colors and Markings: variety color. example white & black

Tattoo: Enter tattoo

Birthdate: Enter date

Sex: Enter sex

Animal Name: Name of your rabbit ex: Dutch

Click Save—Without doing so, your animal will not be ID'd in 4-H online.

Enter as much Information as you can, if animal is not born/purchased as of May 15. Let the Extension Office know of changes by June 15, so we may correct it in our fair program.

You will choose which class your animals are in on your entry forms, due June 15. Be looking for them in the mail.

Poultry

Type of Poultry:
Chicken, Duck, Goose, Turkey or Other

Breed:
Or Variety

Birthdate: mm/dd/yyyy
Date Hatched/Purchased

Sex: identifier

Tag: Leg or wing band #

You will choose which class your animals are in on your entry forms, due June 15. Be looking for them in the mail.

Rabbits

Breed:

Colors And Markings:
Variety/Color

Tattoo: identifier

Birthdate: mm/dd/yyyy

Sex:

Animal Name:

Sheep, (NOT weighed in)

Sheep (NOT weighed in)

Tag:

Ear:

Scrapie Flock ID:
Scrapie Tag (does only)

Birthdate: mm/dd/yyyy

Breed:

Sex:

Home Raised:

Swine, (NOT weighed in) (upload photos of animal ears & body)

Swine (NOT weighed in)

DNA Collected: State Fair DNA

Breed:

Sex:

Earnotch:
Earnotch: i.e. 23-4; (Enter N/A only if ear tag has official US Shield symbol)

Tag: identifier
(County and/or State Fair DNA)i.e. 1321; DNA 5432

Tag Color:

Ear:
Ear Tagged

Birthdate: mm/dd/yyyy
Birthdate: (Breeding Gilts)

Colors And Markings:

Home Raised: