

(Required for those submitting Retinal Images for the State Fair)

4-H'ers who identified meat goats (both market and breeding) during the county meat goat weigh-in need to confirm data entered by county extension staff prior to May 15th in order for it to be accepted by the State 4-H office. Please read and follow these directions. *(Data will be input by county staff following the weigh-in)*

- **Remember:** ALL meat goats eligible for state fair entry MUST have retinal images collected at the county weigh-in – this includes both market AND breeding meat goats
- Market meat goats for State Fair can be either a wether or doe
- Breeding meat goat does must have either a 4-H tag OR official tattoo (Tattoo Left Ear = individual animal identifier; Tattoo Right Ear = herd prefix)
- **Breeding Meat Goat Does – Must have a birth date recorded in 4hOnline**

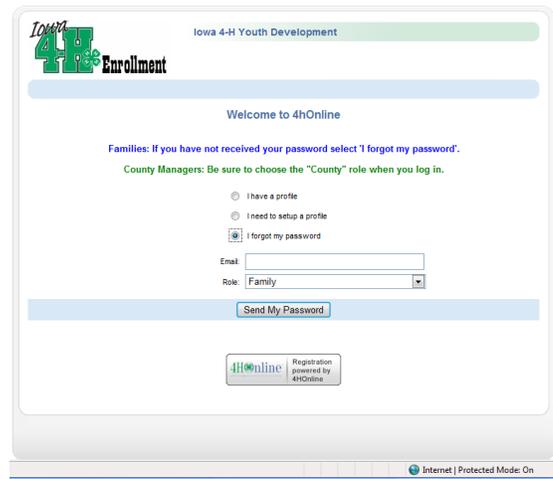
*** Please note: If this is your first time logging in, contact your Extension office to verify your log-in information!**

1st Time Log-in: [if you have signed in before, log-in and follow the instructions on page 2]

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

You will now see the Iowa 4-H Log In Page.

- Enter family email address provided to Extension Office.
- Choose "Family" from the "Role" drop-down box.
- **For first time re-enrollment, or 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. You may have to look in your Junk Mail folder. If you do not receive an email, call the county office to reset your password.*

- Return to 4H online. Click "I have a Profile." **(This is where you will begin if you know your password.)**
- Paste or type your password exactly as sent by 4H online. It is CASE SENSITIVE.
- The email box should still have your family email in it. You should still have "Family" chosen as your Role.
- Click "Log In."



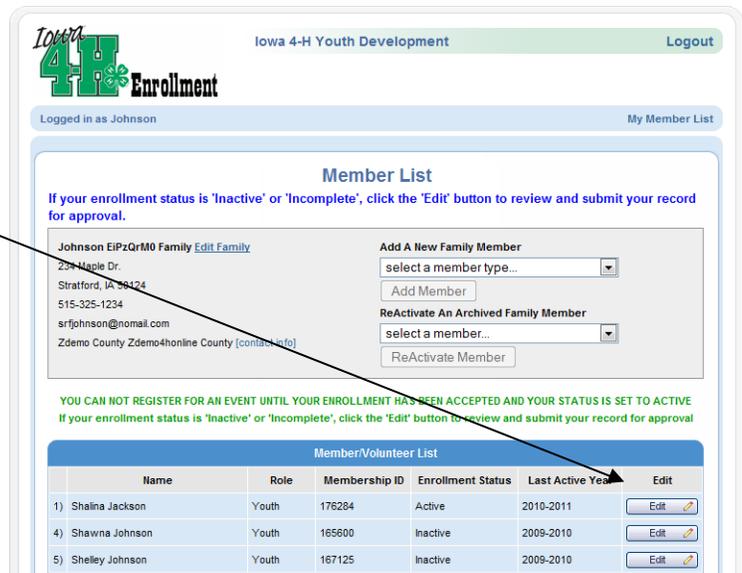
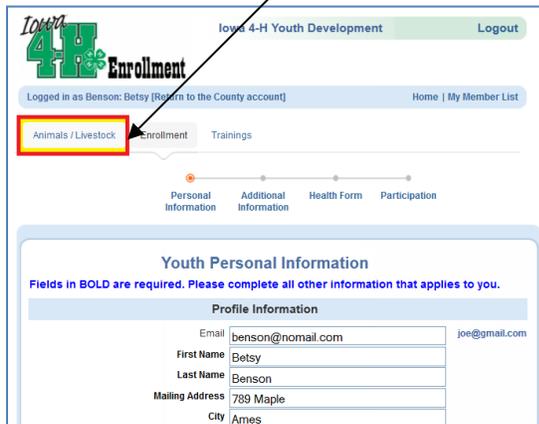
- *Re-enter current password as sent by 4H Online. Even though the screen looks like it's been entered, you have to type it into the "Current Password" box.
- *Enter (twice) a new family password. Click 'Continue.' **Your passwords must be a minimum of 8 characters, and must contain 2 of the 3: letters, numbers, symbols.**

****If you have logged into 4hOnline before, just go to, <https://iowa.4honline.com>, select "I have a profile" and type in your 4hOnline email and password; then the "Family" role and "Log In."

This will take you to the **Member List** which 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.



All animals will be listed:

Species	Type	Animal	Status	Edit / View
Cattle	Beef, Breeding		Active	Edit / View
Cattle	Beef, Breeding		Active	Edit / View
Cattle	Beef, Breeding		Active	Edit / View
Cattle	Beef, Market	85-123	Active	Edit / View
Cattle	Beef, Market	85-234	Pending	Edit / View
Cattle	Beef, Market	85-548	Active	Edit / View
Cattle	Beef, Market	85-67	Pending	Edit / View
Dogs	Dogs	Baylee	Active	Edit / View
Dogs	Dogs	Susie	Active	Edit / View
Goats	Goats, Meat (Weigh-in)	85-101	Pending	Edit / View

Look for Goats, Meat (Weigh-In)

Click the Edit/View button to view the information for this animal.

Your animal's information will be displayed in a manner similar to this:

*Review all information that has been entered by Extension Staff. Compare to your hard copy ID Sheet.

* Please contact your Extension office if anything is listed incorrectly.

* If everything looks correct, click on the box next to the statement "I verify the information above is accurate".

The screenshot shows a web form titled "Goats, Meat (Weigh-in)". The form contains the following information:

- Animal Record First Created: 04/21/2014
- DNA (Ak-Sar-Ben): No
- Retinal Images: Yes
- Tag: 85-101
- Tag Color: Green
- Or tattoo (does only):
- Birthdate (does only):
- Ear: Left
- Sex: Male
- Beginning Weight: 50.00
- Beginning Weight Date: 04/28/2014
- Scrapie (does only):
- Addl. Information:

At the bottom of the form, there is a checkbox next to the text "I verify the information for this animal is accurate". Below the checkbox are two buttons: "Cancel" and "Save".

* **Be very certain you are approving the correct information!**

* Click on the "Save" button to submit your approval. Clicking this button confirms to the Extension Office and the State 4-H Office that you verified the data entered by the county office. **If you have "verified" your information and hit save, this information can no longer be edited by your county office. Contact them immediately if you have verified wrong information!**

Deadline for completing this process for your State Fair market animals is May 15th, 11:59PM.

State Fair entry is open from June 1 – July 1: Don't forget!!