

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

4-H'ers who verified a market lamb(s) during the county sheep weigh-in need to confirm data entered by county extension staff prior to May 15<sup>th</sup> 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)*

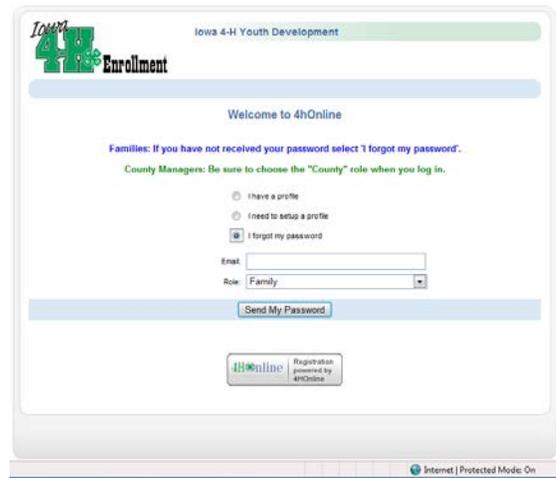
**\* Please note: If this is your first time logging in, contact your Extension office to verify your log-in information!**

**1<sup>st</sup> Time Log-in:** [if you have signed in before, log-in and follow the instructions starting 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.*

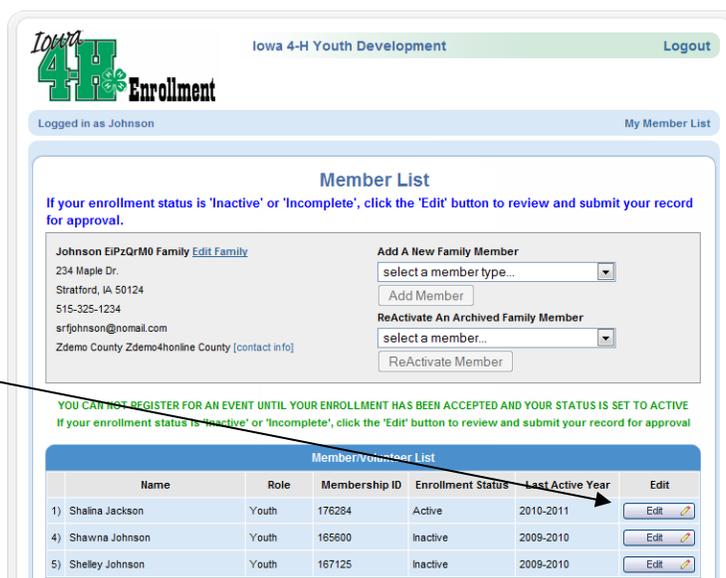
- Return to 4H online. Click "I have a Profile." **(This is where you will begin if you know your password.)**
- Paste or type your password exactly as sent by 4H online. It is CASE SENSITIVE.
- The email box should still have your family email in it. You should still have "Family" chosen as your Role.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



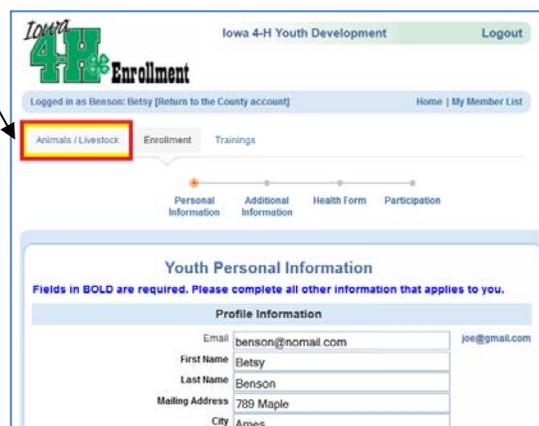
***\*You will be able to skip these steps if you know/memorize your password for re-entry into the program.***

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.



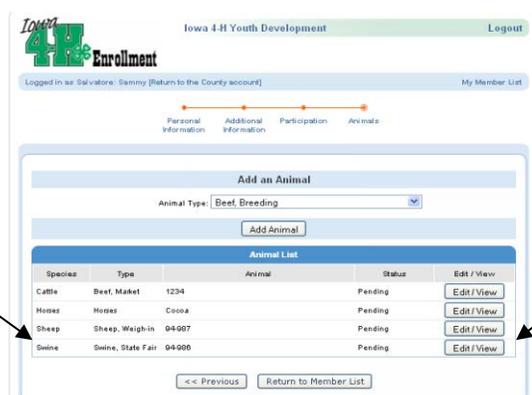
Locate and click on the Animals/Livestock link in the upper left.



All animals will be listed:

Look for Sheep, Weigh-In

Click the edit 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".

\* **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!**

**Animal Information**

Sheep, Weigh-in

Weigh-In Date: 05/07/2011  
 AKC No:  
 ISF No:  
 Tag (include county no.): 94-124  
 Tag Color: Green  
 Ear: Left  
 Scrapie Tag: 456  
 Beg. Wt. (req. wethers): 50.00  
 Sex: Male  
 Birthdate (ewes):  
 Breed Type: Commercial

I verify the information for this animal is accurate:

Cancel Save

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