

4-H'ers who verified market swine during the county weigh-ins need to confirm data entered by county extension staff prior to May 15th in order for it to be accepted by the County 4-H office. Please read and follow these directions. *(Data will be input by county/state staff following the weigh-in)*

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

*** 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 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.

Member List

If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval.

Johnson EIPzQrM0 Family [Edit Family](#)

234 Maple Dr.
Stratford, IA 50124
515-325-1234
srfjohnson@nomail.com
Zdemo County Zdemo4honline County [contact info]

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

ReActivate An Archived Family Member
select a member...
[ReActivate Member](#)

YOU CANNOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Shalina Jackson	Youth	178284	Active	2010-2011	Edit
4) Shawna Johnson	Youth	165600	Inactive	2009-2010	Edit
5) Shelley Johnson	Youth	167125	Inactive	2009-2010	Edit

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

Animals / Livestock Enrollment Trainings

Personal Information Additional Information Health Form Participation

Youth Personal Information
Fields in BOLD are required. Please complete all other information that applies to you.

Profile Information

Email: benson@nomail.com joe@gmail.com
First Name: Betsy
Last Name: Benson
Mailing Address: 789 Maple
City: Ames

You will then see your animals listed in a manner similar to this:

Add an Animal

Animal Type: Beef Breeding

[Add Animal](#)

Species	Type	Animal	Status	Edit / View
Cattle	Beef, Market	1234	Pending	Edit / View
Horses	Horses	Coosa	Pending	Edit / View
Sheep	Sheep, Weigh-In	04007	Pending	Edit / View
Swine	Swine, State Fair	04000	Pending	Edit / View

<< Previous Return to Member List

Your animal's information will be displayed in a manner similar to the example at right:

Be very certain you are approving the correct information!

1. 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 for "Swine, Weigh-in".
 - If your animal has a State Fair DNA punch tag, be sure the "Tag" field has "DNA 3654" for example; county fair only tags can just be the tag # (i.e. 4712)
2. If everything looks correct, click on the box next to the statement "I verify the information above is accurate".
3. 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!**

Iowa 4-H Youth Development Enrollment

Logged in as Demo: Johnny Home | My Member List

Personal Information Additional Information Health Form Participation Animals

Animal Information

DO NOT verify an animal with incorrect information. Call the county office to get it corrected before verifying.

Swine, (County Weighin)

Ear notch: 07121
Breed Type: Crossbred
Sex: Male
Beginning Weight: 42.00
Beginning Weight Date: 03/01/2012
Tag or Tattoo: 012
Ear: Right
Tag Color: Orange
Color Description: White

I verify the information for this animal is accurate:

Cancel Save

Deadline for completing this process for your weigh-in animals is May 15th, 11:59PM.

State Fair entry will be open June 1 – July 1 via FairEntry: Don't Forget!!!