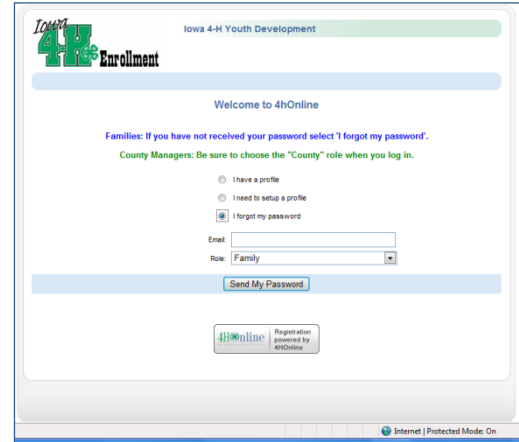


Log in to 4HOnline:

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

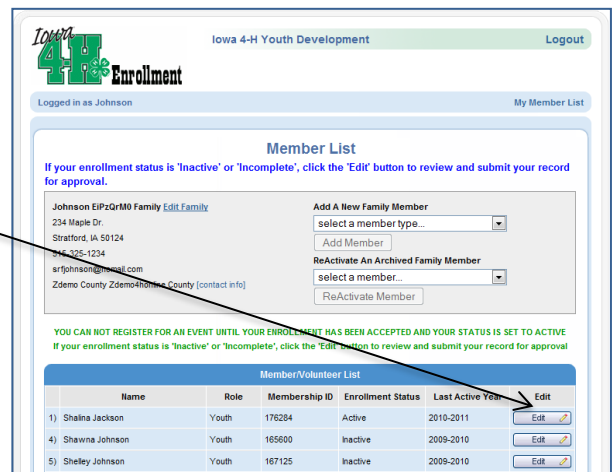
On the Iowa 4-H Youth Development Log In page:

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.

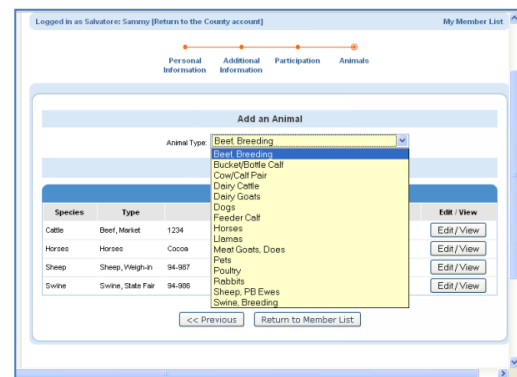


Locate and click on the Animals/Livestock link in the upper left.



The screenshot shows the Iowa 4H Enrollment website interface. At the top, there is a navigation bar with 'Animals / Livestock', 'Enrollment', and 'Trainings'. Below this is a progress indicator with 'Personal Information', 'Additional Information', 'Health Form', and 'Participation'. The main content area is titled 'Youth Personal Information' and includes a note: 'Fields in BOLD are required. Please complete all other information that applies to you.' Below this is a 'Profile Information' section with fields for 'Email' (containing 'benson@nomail.com') and 'First Name' (containing 'Betsy').

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 screenshot shows the 'Add an Animal' screen. At the top, there is a progress indicator with 'Personal Information', 'Additional Information', 'Participation', and 'Animals'. Below this is a table of existing animals:

Species	Type	
Cattle	Beef, Market	1234
Horses	Horses	Cocoon
Sheep	Sheep, Weigh-in	94-997
Swine	Swine, State Fair	94-995

Below the table is a list of animal types with a drop-down menu set to 'Beef Breeding'. The list includes: Beef Breeding, Buckeye/Buffie Calf, Cow/Calf Pair, Dairy Cattle, Dairy Goats, Dogs, Fadder Calf, Horses, Liannas, Meat Goats, Does, Pigs, Poultry, Rabbits, Sheep, PB Ewes, and Swine Breeding. There are 'Edit / View' buttons next to each animal in the table and '<< Previous' and 'Return to Member List' buttons at the bottom.

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 that 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, 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 15th, 11:59 p.m.**

Breeding Beef

Beef, Breeding

Breed: *Commercial

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

Registration No. (required if registered):

Eartag (optional):

Birthdate:

Addl. Information:

Beef, Feeder/Prospect Calf

Beef, Feeder/Prospect Calf

Tag:

Tag Color: Green

Ear: Left

Tattoo:

Birthdate: mm/dd/yyyy #.00-#.99

Birth Weight: #.00-#.99

Sex: Male

Breed Type: Crossbred

DNA (Ak-Sar-Ben):

Addl. Information:

Cancel Save

Bucket/Bottle Animal

Bucket/Bottle Animal

Is this a calf, goat, or lamb?: Calf

Tag:

Ear: Left

Animal Name:

Birthdate: mm/dd/yyyy

Sex: Male

Addl. Information:

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

Cow Tag/Tattoo (not calfhood vaccination):

Calf Tag/Tattoo:

Cow Birthdate: mm/dd/yyyy

Calf Birthdate: mm/dd/yyyy

Calf Birth Weight: #.00-#.99

Calf Sex: Male

Breed Type: Crossbred

Addl. Information:

Cancel Save

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: Registered

Breed: Ayrshire

Addl. Information:

Documents / Images

Front View Select Clear	Right Side View Select	Left Side View Select
Cancel Save		

Dairy Goats

- 🕒 *Be sure you correctly fill in the tattoo of the animal; Right Ear, Left Ear on the same line.*

Goats, Dairy

Animal Name:

Right Ear: Left Ear Tattoo (ex. RE: TGF, LE:321):

Registration Number:

Birthdate:

Breed: Alpine

Addl. Information:

Meat Goats (not weighed in)

- 🕒 *This animal type is for county fair ONLY meat goats that did not attend a county weigh-in. ****State Fair meat goat does must be entered by county staff on the Goats, Meat (Weigh-in) animal type screen, not on this screen.***

Goats, Meat (NOT weighed in)

Sex: Male

Animal Identifier: (Ear Tag OR Tattoo- Left Ear, Right Ear):

Scrapie Tag/Tattoo (Flock ID & Individual ID):

Birthdate:

Addl. Information:

Dogs

- ☛ If you identified any dogs 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 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 also have an option to upload a scan of your rabies certificate—again, it needs to be GIF, JPG, PNG, TIFF or PDF.

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 must check the box and RE-ACTIVATE the horse from the previous year, or it will be permanently deleted after May 15.**
- ☛ 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.**

Pets - CATS

- ☛ If you identified any pets last year, those animals will be listed at the bottom of the animal list screen and can be reactivated.

Poultry

Poultry	
Type of bird(s):	Chicken
Date Hatched/Purchased:	<input type="text"/> mm/dd/yyyy
Number of Birds:	<input type="text"/>
Leg band(s):	<input type="text"/>
Variety:	<input type="text"/>
Addl. Information:	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Rabbits

Rabbits	
Breed:	<input type="text"/>
Variety/Color:	<input type="text"/>
Sex:	Male
Birthdate:	<input type="text"/> mm/dd/yyyy
Animal Name:	<input type="text"/>
Tattoo (required state fair and Clay Co. fair)	<input type="text"/> Notice
Addl. Information:	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Sheep, (NOT weighed in)

Sheep (NOT weighed in)	
Tag:	<input type="text"/>
Ear:	Left
Scrapie Tag (does only):	<input type="text"/>
Birthdate:	<input type="text"/>
Breed:	*Crossbred
Sex:	Male
Addl. Information:	<input type="text"/>

Swine, (NOT weighed in)

- ☛ If using a USDA tag for county fair pigs (tag has USDA symbol on it), ear notches are not required
- ☛ Ear notches – required if using a county fair code/non-USDA tag
- ☛ Ear notches – **required for ALL State Fair pigs** since they require the special “DNA” punch tag; only exception is if the pig has both a USDA tag and DNA punch tag

Swine (NOT weighed in)	
Breed:	*Crossbred
Sex:	Male
Earnotch: i.e. 23-4; (Enter N/A only if ear tag has official US Shield symbol):	<input type="text"/>
Tag: (County and/or State Fair DNA) i.e. 1321; DNA 5432:	<input type="text"/>
Tag Color:	Green
Ear Tagged:	Left
Birthdate: (Breeding Gilts):	<input type="text"/>
Pig Color/Description:	<input type="text"/>
Addl. Information:	<input type="text"/>