

Enter Livestock IDs Online is EASY as 1-2-3! Here's how!

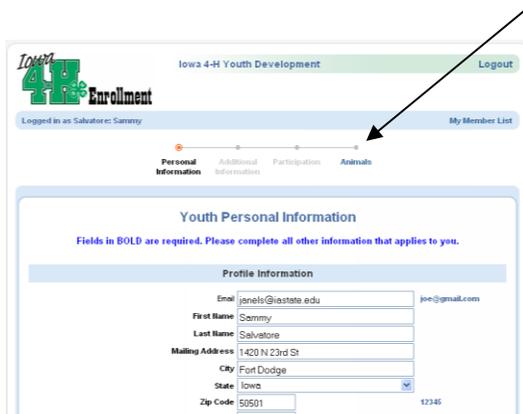
* Please note: If you have problems logging into your 4hOnline family account, please contact the Howard County Extension Office for assistance in logging in.

Log onto 4hOnline on your web browser at <https://iowa.4honline.com>:

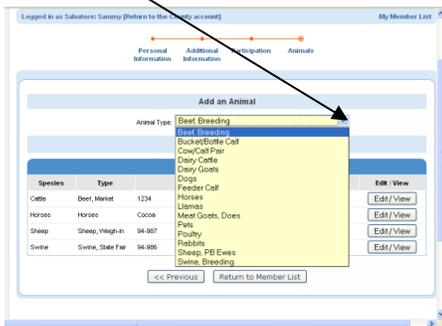
You will now see the Iowa 4-H Youth Development Log In Page.

Enter your family email address and password. This will take you to the **Member List** which includes all of your family members enrolled in 4-H: members, leaders, volunteers.

- ✿ Click "Edit" to the right of the member listed. You will then be sent to that member's Personal Information Screen.
- ✿ On this screen, there will be a 4th dot that will say Animals. Click on the word Animals to go to your Animal ID screen.



- ✿ You will then see a drop down box and any previously entered animals listed in a manner similar to the picture. Select the animal type you want to enter and click the add button (hidden in photo by drop down).



Note: Youth will not be able to enter Market weigh-in animals (beef, sheep, & swine). Please refer to the Livestock Verification Help sheet for more information on this process.

- ✿ This will take you to the corresponding entry screen for your animal. Note that in some selections will activate extra entry fields [Example: selecting *Registered* will in some cases show a *Breed* drop down box.] Please fill out all possible information about your animal, the same as you did in the past with the paper form.
- ✿ Enter information requested and **click the save button.**

**ALL animal IDs must be submitted no later than May 15th 2013, 11:59 p.m.
Don't wait – ID TODAY!**

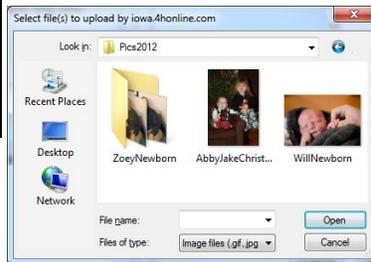
See New Horse ID Photo Feature below!

** Please note: If you have already have entered an ID for your horse, please go back and add photos using the new JPEG upload feature. If you can't do this on your computer or your internet is too slow, please bring electronic or hard copies of your photos to the Extension Office by May 15.*

Horses (New JPEG upload feature):

At the bottom of the horse entry screen, you will see four boxes, one for each view of the horse. Clicking on the Select button will allow you to browse for the JPG image that you wish to upload. Locate it (and click Open), the file will upload fairly quickly and you will see a thumbnail at the bottom of the screen. If it is not the correct image, click Clear to remove it.

TRY TO KEEP YOUR IMAGES TO 3MB each.



JPG ~2-

Animal Information

Are you enrolled in the Horse & Pony project? To find out, go to the Participation link, then the Projects tab. If you're identifying a horse, you should be enrolled in the Horse & Pony project so that you can receive all the information you need from your county office.

If you are identifying a leased horse, be sure to send a copy of the signed [lease agreement](#) to your county office before May 15.

Horses

Type of Animal: Horse
Registered Name: _____
Nickname/Barn Name: _____
Breed Type: Registered
Breed: Appaloosa
Registration Number: _____
Birthdate: _____ mmm/dd/yyyy #.00-#.99
Height (In Hands): 14.50
Colors/Markings: Bay
Sex: Male
Owned Or Leased: Owned
Owner (if leased): _____

Documents / Images

Front View [Select] [Clear] Rear View [Select] Left Side View [Select] Right Side View [Select]

[Cancel] [Save]

Market Animal Verification:

- ☛ You will find your animal tab the same way as you would enter non-weigh-in animals
- ☛ Click the edit button to view the information for the appropriate animal
- ☛ 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!**
- ☛ **Deadline for completing this process for swine & sheep market animals is May 15th, 11:59PM.**

If you have any problems or questions at any point while working on your Livestock ID, please contact the Extension Office and we'd be glad to help. If you would like to use our computers, please call and make an appointment today!

The online Livestock ID feature is very easy to use, just DON'T WAIT until 10:00 p.m. on May 15th to complete! The sooner you complete, the more able we are to help you with any questions that you have!