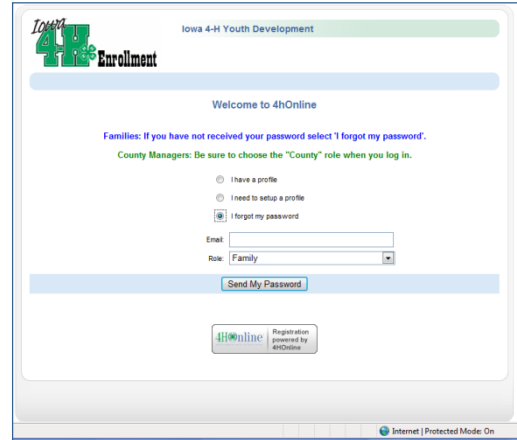


Log in to 4HOnline:

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

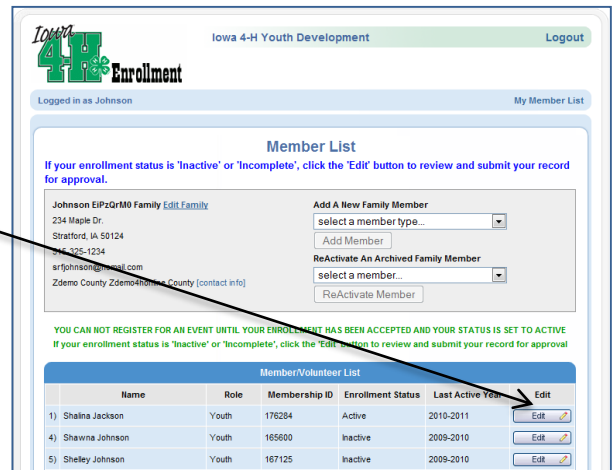
On the Iowa 4-H Youth Development Log In page:

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.

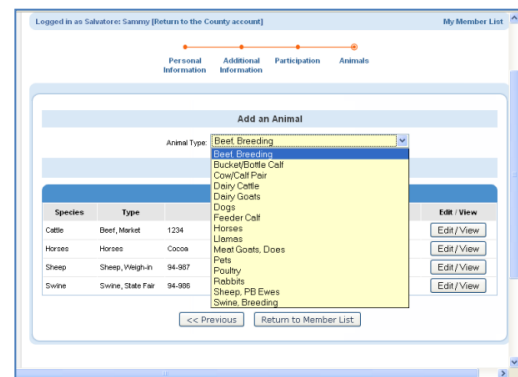


Locate and click on the Animals/Livestock link in the upper left.



The screenshot shows the Iowa 4H Enrollment website interface. At the top, there is a navigation bar with 'Animals / Livestock' highlighted in a red box. Below this, there are tabs for 'Personal Information', 'Additional Information', 'Health Form', and 'Participation'. The main content area is titled 'Youth Personal Information' and contains a form with fields for 'Email' and 'First Name'.

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. It features a table of existing animals and a list of animal types. The table has columns for 'Species', 'Type', and a numerical value. The list of animal types includes 'Beef Breeding', 'Beef Crossbred', 'Buck/Buffe Calf', 'Cow/Calf Pair', 'Daily Cattle', 'Daily Goats', 'Dogs', 'Foster Calf', 'Horses', 'Llamas', 'Meat Goats, Does', 'Pigs', 'Poultry', 'Rabbits', 'Sheep, PB Ewes', and 'Swine, Breeding'.

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

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:
 - 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 and llamas, you'll export twice. This is for family info only—will not be accepted anywhere as a valid identification because it's editable.
 - 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, Feeder/Prospect Calf

Bucket/Bottle Animal

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.

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 Goats

- 🕒 *If you identified dairy goats last year, those animals will be listed at the bottom of the animal list screen and can be reactivated.*

Meat Goats (not weighed in)

- 🕒 *If you identified (breeding) meat goats last year, those animals will be listed at the bottom of the animal list screen and can be reactivated. Each doe MUST have an official 4-H tag for State Fair eligibility. Scrapies tag is not sufficient. **State Fair meat goat does must be entered by county staff on the Goats, Meat (Weigh-in) animal type screen, not on this screen.*

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 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.**

Llamas

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

Pets

- ☛ 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):

Date Hatched/Purchased:

Number of Birds:

Leg band(s):

Variety:

Addl. Information:

Rabbits

Rabbits

Breed:

Variety/Color:

Sex:

Birthdate:

Animal Name:

Tattoo (required state fair and Clay Co. fair) ← Notice

Addl. Information:

Sheep, (NOT weighed in)

Sheep (NOT weighed in)

Tag:

Ear:

Scrapie Tag:

Birthdate:

Breed Type:

Breed:

Sex:

Addl. Information:

Swine, (NOT weighed in)

Swine (NOT weighed in)

Ear notch (23-4 for example):

(County) tag:

(County) Tag Color:

(State Fair) DNA tag:

Color Description:

Breed Type:

Sex:

Birthdate:

Addl. Information: