Some important things to remember BEFORE you enter Animal Identifications:

- You must be enrolled and “active” in the 4HOnline System. If you are not active in the system, please contact the Extension Office.
- ID’s are due May 15th. Because there will be heavy traffic in the 4HOnline system from across the entire State of Iowa, we STRONGLY encourage you to start your process early. Please do not wait until the 15th to enter in 4HOnline. If there are problems, the earlier deadline will allow some time to make corrections and fixes. All animal ID’s must be submitted online no later than May 15th, 11:59 p.m. After that time the system will be locked down and you will not be able to enter. Remember, if an animal is not ID’d, it CANNOT be shown in any 4-H show during 2012!
- If you do not have computer access – ID’s can be submitted on paper. However, the absolute deadline for the paper ID’s to be into the Cherokee Extension Office is no later than 4:30PM on May 10th! This will allow the Extension Office some time to enter on the computer.

1. Open a web browser and type in: https://iowa.4honline.com
   You should see the Iowa 4-H Youth Development Log In page.

2. Select “I have a profile” and enter the family email address provided during the enrollment process. If you aren’t sure which email address you provided, please contact the Extension Office.

3. At this point you will be asked for your password. If you cannot remember your password, click the box “I forgot my password”. The system will reset your password and send you an email. Retrieve your temporary password from your email and return to 4HOnline and log in with the temporary password. You will be able to change that password once you log into the system.

4. 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. You will then be sent to that member’s Personal Information Screen.

5. 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.
6. You will then see a drop down box and any previously entered animals listed in a manner similar to the picture. Select the animal 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 as depicted below and on the following page. Note that in some selections will activate extra entry fields [Example: selecting Registered will in some cases show a Breed drop down box.]

Enter the information requested and click the save button. *All animal ID’s must be submitted no later than May 15th, 11:59 p.m.*
**Horses (New JPG 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.

**KEEP YOUR JPG IMAGES TO ~2-3MB each.**

**IF YOU ARE SHOWING POULTRY AT THE IOWA STATE FAIR OR CLAY COUNTY FAIR, YOU NEED TO IDENTIFY THOSE ANIMALS IN 4HONLINE. ALL POULTRY NEEDS TO BE HATCHED OR PURCHASED BY MAY 15TH IN ORDER TO BE IDENTIFIED.**

**IF YOU ARE SHOWING POULTRY ONLY AT THE CHEROKEE COUNTY FAIR, FILL OUT AND RETURN THE “INTENT TO PARTICIPATE” BY MAY 15TH.**