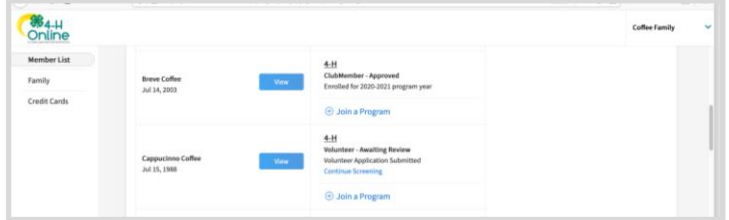*4-H Families will enter ALL animal data this year into 4-H Online*

- ALL animal data MUST be entered by families by May 15 (Mkt. Beef - Feb.1; Rabbit - July 1)
- County 4-H Staff will review the weigh-in data for accuracy
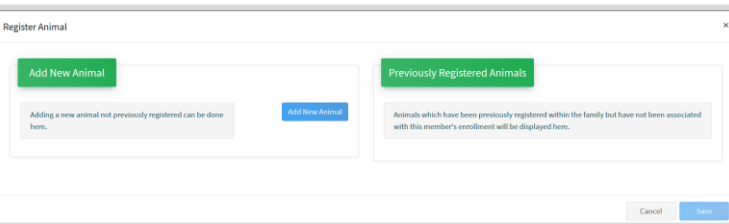- Ultimate animal data accuracy rests with each 4-H Family

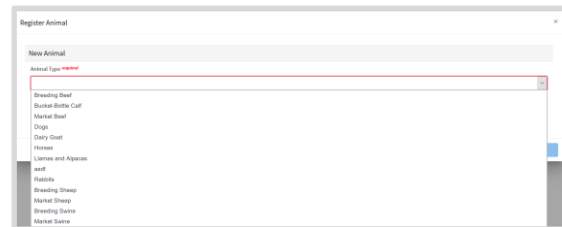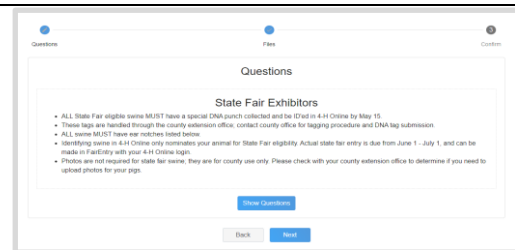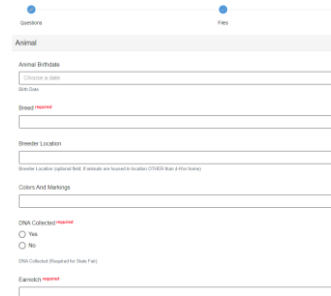| Steps	
Steps 1. Log in to your family account. 2. Click to View the Member's record for whom you would like to add an animal.	
3. Click Animals in the navigation pane. 4. Click the blue Register Animal button.	
5. Click Add New Animal to start adding a new animal.	

6. Select the appropriate animal type from the drop-down menu.
7. For swine, select the "Swine (NON weigh-in)" animal type, etc.
8. Enter the required information like Tag, Tattoo, or Animal Name as directed.
9. **Be sure to CORRECTLY enter the Ear Tag #:**
  • i.e. JJS4040
  • Do NOT put the "42" or the county number in front
  • Simply the 3 letters and 4 numbers (i.e. JJS4040)
10. If you have State Fair tags enter that in Tag field as well.
11. Click Save.	

11. You will notice some IMPORTANT details and rules regarding the ID process – READ THESE CAREFULLY!! 12. Click on "Show Questions" to complete each of the required fields and optional fields as needed. • Be sure the information is accurate especially:	

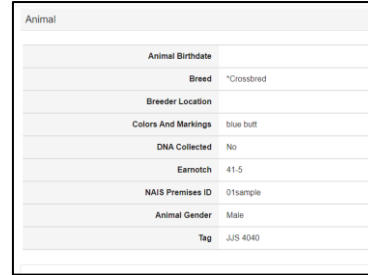|	
○ Breed ○ DNA Collected ○ Earnotch ○ Animal Gender ○ Tag ○ NAIS Premises ID ○ Breeder Location (IF housed in location other than 4-hers house). 13. Click the Next button at the bottom of the form.	
14. Review the entered information. Use the Back button at the bottom of the page to return to the previous screen to make corrections. 15. Once the entered information is correct and reviewed, click the Submit button. 16. **IMPORTANT** – If you notice an animal whose status is "Incomplete", this means you didn't click through all the screens and hit the "Submit" button at the end. Once "Submit" is selected, the animal is "Active".	
17. The animal information will display on the screen with the status, created, modified, and submitted date and time stamp (local time). **Once submitted the animal will automatically be active.**	
Click on the Animals tab from your account at any time to view the status for all the animals for a member in the family.	