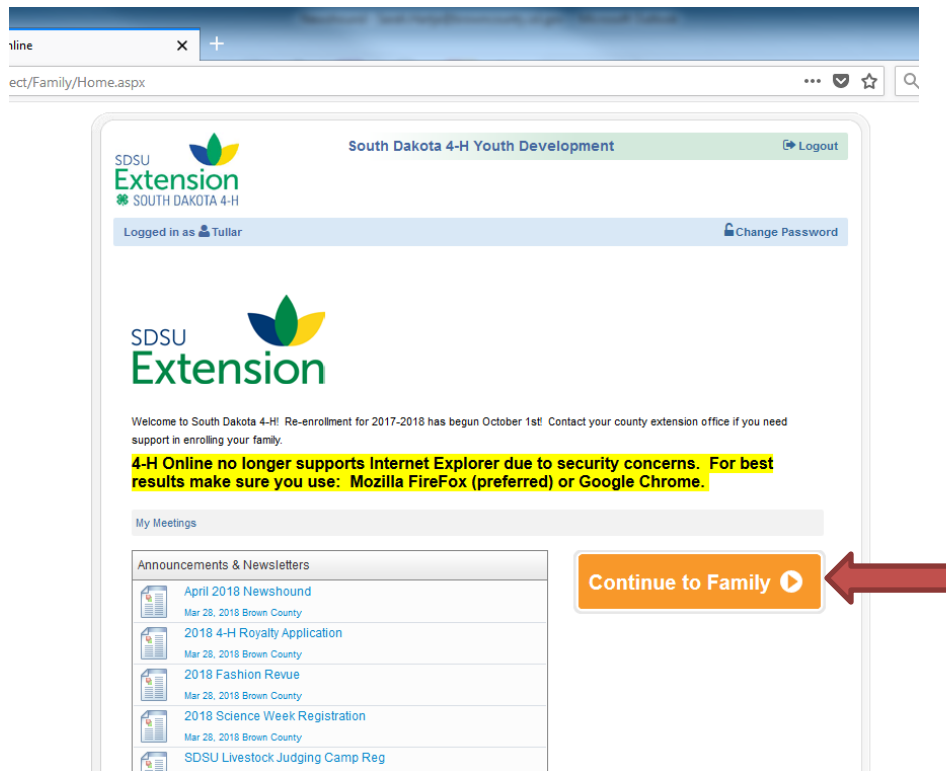


## How to add animal identification information on 4honline.com

Log on to your 4honline.com account (if you do not remember your email and password, please contact the 4-H Office)

Once logged in, click Continue to Family



The screenshot shows a web browser window displaying the 4honline.com website. The browser's address bar shows the URL 'ect/Family/Home.aspx'. The website header includes the SDSU Extension logo, the text 'South Dakota 4-H Youth Development', and a 'Logout' link. Below the header, it indicates the user is logged in as 'Tullar' and provides a 'Change Password' link. The main content area features a large SDSU Extension logo and a welcome message: 'Welcome to South Dakota 4-H! Re-enrollment for 2017-2018 has begun October 1st! Contact your county extension office if you need support in enrolling your family.' A yellow warning banner states: '4-H Online no longer supports Internet Explorer due to security concerns. For best results make sure you use: Mozilla FireFox (preferred) or Google Chrome.' Below this, there is a 'My Meetings' section and an 'Announcements & Newsletters' section with a list of items including 'April 2018 Newshound', '2018 4-H Royalty Application', '2018 Fashion Revue', '2018 Science Week Registration', and 'SDSU Livestock Judging Camp Reg'. A prominent orange button labeled 'Continue to Family' with a play icon is highlighted by a red arrow pointing to it from the right.

Next, click on the Edit button next to the family member you are adding information for (NOTE: if you do not yet know which child will be showing which animal, then add all animal information under the youngest child only. Do NOT enter the same animal info for multiple children. Once you sign up on FairEntry, you will be able to choose any animal for any child)

**Do not add a record for a member who is already listed.**  
**Also, do not add an individual record for an adult (parent) who is NOT a volunteer/leader.**

If your enrollment status is "Inactive" or "Incomplete," click the "Edit" button to review and submit your record for approval.

If your enrollment status is "Pending," your record is complete and waiting for county office approval.

[How to Add Animals to Member Accounts](#)


**Tullar Family** [Edit Family](#)

400 24th Ave Nw  
Aberdeen, SD 57401-2500  
605-626-7120  
[becca.tullar@sdsu.edu](mailto:becca.tullar@sdsu.edu)  
Secretary (Bro) County [\[contact info\]](#)

**Add A New Family Member**  
select a member type...  
[Add Member](#)

**ReActivate An Archived Family Member**  
select a member...  
[ReActivate Member](#)

**YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE**  
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Becca Tullar	Youth	1985753	Active	2017-2018	<a href="#">Edit</a> 

**Member Reports**  
Member: select a member...  
Report:

**Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register**



Next, click on Animals/Livestock at the top of the page.

SDSU Extension SOUTH DAKOTA 4-H

South Dakota 4-H Youth Development Logout

Logged in as Tullar: Becca Home | My Member List

Animals / Livestock Enrollment Member Settings Trainings

Personal Information Additional Information Health Form Participation

### Youth Personal Information

South Dakota State University is an Affirmative Action/Equal Opportunity Employer and offers all benefits, services, education and employment opportunities without regard for race, color, creed, religion, national origin, ancestry, citizenship, age, gender, marital status, pregnancy, sexual orientation or Vietnam Era Veteran status.

**NOTE: The Emergency Contact should be someone other than the member's parent/guardian. Parent contact information is already provided. In the case of an emergency, parents/guardians are contacted first. If they are unavailable, the Emergency Contact is contacted.**

#### Profile Information \* Required Fields

Email:  joe@4honline.com

First Name: Becca

Middle Name:

Last Name: Tullar

Preferred Name:

\* Mailing Address:

\* City:

\* State:

\* Zip Code:  12345

Birth Date: 10/01/2006

\* Gender:

\* Primary Phone:  555-555-1234

Correspondence Preference:

Next, choose your animal type from the drop down box and click the Add Animal button.

The screenshot shows a web browser window with the URL `nent/Animals.aspx`. The page header includes the SDSU Extension logo and the text "South Dakota 4-H Youth Development" with a "Logout" link. The user is logged in as "Tullar: Becca". The navigation menu includes "Animals / Livestock", "Enrollment", "Member Settings", and "Trainings".

The main content area features two sections for reports and lists:

- Animal Reports - exports as a pdf document**  
Animal:   
Report:
- Animal Lists - exports as an excel document**  
Animal Type:   
Export:

Below these sections is the "Add an Animal" section, which includes a dropdown menu for "Animal Type" currently set to "Beef, Breeding" and an "Add Animal" button. Two red arrows point to the dropdown menu and the button respectively.

The "Animal List" section displays a table with the following data:

Species	Type	Animal	Status	Edit / View
Cattle	Beef, Breeding	n/a	Pending	<input type="button" value="Edit / View"/>

The "2016-2017 Animal List" section displays a table with the following data:

Select	Species	Type	Animal	Years
<input type="radio"/>	Horses	Horse and Pony	Ivan	1

Fill in ALL required animal information. If registration papers will be coming at a later date, type PENDING in the Registration Number field. If you have registration papers for your animal, click the blue Select button under Breed Registration Paper and upload from where you have it saved on your computer. For any tag numbers, the ENTIRE number must be entered, not just the last four digits. Any lease forms must be signed by Becca, drop off at the 4-H Office and the office will upload lease forms for you once signed.

ment/Animal.aspx

### Beef, Breeding

Breed:

Owned Or Leased:   
Owned or Leased

Registration Number:   
Registration Number (leave blank for commercial)

Birthdate:   
Birthdate mm/dd/yyyy

Tattoo:   
Tattoo (purebred)/NUES tag (commercial) identifier

Tag:   
Bangs#/Herd Tag #/ USDA Silver Tag #

Ear:   
Tattoo Left/Right Ear

### Animal Uploads

Breed Registration Paper (Purebred Registered Animals ONLY)  
(Image/PDF files)

Lease Form (for leased animals ONLY)  
(Image/PDF files)

I verify the information for this animal is accurate:

Finally, you will click the check box verifying the animal information is correct and then click the save button.

Birthdate:  mm/dd/yyyy  
**Birthdate**

Tattoo:  identifier  
**Tattoo (purebred)/NUES tag (commercial)**

Tag:   
**Bangs#/Herd Tag #/ USDA Silver Tag #**

Ear:  Tattoo Left/Right Ear

**Animal Uploads**

Breed Registration Paper (Purebred Registered Animals ONLY)  
(Image/PDF files)

Select Clear

Lease Form (for leased animals ONLY)  
(Image/PDF files)

Select Clear

I verify the information for this animal is accurate:

Cancel Save

You can then add another animal for that child or if you want to add animal information for a different family member, click My Member List near the top right and click the Edit button for a different family member and repeat the steps.

ie x +

rollment/Profile.aspx

SDSU Extension SOUTH DAKOTA 4-H

South Dakota 4-H Youth Development Logout

Logged in as Tullar: Becca Home | My Member List

Animals / Livestock Enrollment Member Settings Trainings

Personal Information Additional Information Health Form Participation

### Youth Personal Information

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**NOTE: The Emergency Contact should be someone other than the member's parent/guardian. Parent contact information is already provided. In the case of an emergency, parents/guardians are contacted first. If they are unavailable, the Emergency Contact is contacted.**

**Profile Information** \* Required Fields

Email:  joe@4honline.com

First Name: Becca

Middle Name:

Last Name: Tullar