

# How to Upload an Animal on 4honline.com

- 1) Enter 4honline.com into your browser
- 2) Choose "I have a profile", enter your email address and password for your 4honline account, Role is "Family" and press the "Login" button.

4honline.com/

W Tab Mail - Alice.Smith@co... Garfield County 4-H: 2... Completed Fair Entries... 4HOnline

Welcome to 4-H Online

Welcome to Colorado 4-H Youth Development  
4HOnline Enrollment/Event Data Management System  
4-H Year 2018-19

Using this online site, families/members can enroll in 4-H, register for events (county/state), keep animal information up to date and more!

4HOnline no longer supports Internet Explorer due to security concerns. For best results use: [Mozilla Firefox \(preferred\)](#) or [Google Chrome](#).

**2018-2019 Enrollment/Re-enrollment is OPEN!**

New to Colorado 4-H? Contact your county extension office for specific county information.

Re-Enrollment is quick with these reminders!

- 1) Enter the email address you have on file with your local county extension office.  
NOTE: If you remember your email and password, skip to step #4, if not contact your county extension office.
- 2) Select "Forgot Password."
- 3) Check your email for temporary password (look in spam if you don't see it right away!)
- 4) Select "I Have a Profile."
- 5) Copy and paste the temporary password and click "Login", update password.
- 6) Update family/member enrollment, club/project information and "Submit Enrollment."

More information will be posted to <http://colorado4h.org/> soon!

☒ I have a profile  
☐ I need to setup a profile  
☐ I forgot my password

Email:

Password:

Role: Family

Login

- 3) Press the "Continue to Family" button.

Colorado State University  
extension

Colorado 4-H Youth Development Logout

Logged in as Smith Change Password

General 4-H member/volunteer, project or record book information, visit the Colorado 4-H website.

My Meetings

Announcements & Newsletters

Continue to Family

4) Press the “Edit” button next to the name of the youth that is uploading an animal.

Colorado State University extension Colorado 4-H Youth Development Logout

Logged in as Smith Home | My Member List

### Member List

NEW FAMILIES	RETURNING FAMILIES
Adding a New Family Member? Use the drop down arrow. <b>ONLY</b> add an “Adult” if interested in becoming a Volunteer. Parent information is recorded under the member profile.	Under the “Member/Volunteer List”, locate the name of the member and/or volunteer. Click “Edit” to begin re-enrollment for the current 4-H Year. <b>DO NOT DUPLICATE A MEMBER/VOLUNTEER</b> If a Youth Member has aged out “Archive” Youth account and create a NEW “Adult” account to proceed in becoming a Colorado 4-H Volunteer.

**NOTE: ALL Animal Entry for Members is now available! Check with your local County Extension office for specific animal deadlines.**

Your enrollment status will be “Pending” once you have “Submitted” your enrollment.  
The County office will “Activate” your record when all necessary paperwork and payments have been received.  
If you have specific questions, please contact your local extension office.

**Smith Family** Edit Family  
33 Wintergreen Way  
Parachute, CO 81635-9541  
970-285-9453  
rodz4god@aol.com  
Garfield County [contact info]

Add A New Family Member  
select a member type...  
Add Member Add Short-Term 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)	Alice Smith	Adult	227792	Active	2018-2019	Edit
	» Event Registrations 10/01/2011-09/30/2012					
	» Event Registrations 10/01/2013-09/30/2014					
	» Event Registrations 10/01/2014-09/30/2015					
	» Event Registrations 10/01/2015-09/30/2016					
	» Event Registrations 10/01/2017-09/30/2018					
2)	Benjamin Smith	Youth	227798	Active	2018-2019	Edit
	» Event Registrations 10/01/2012-09/30/2013					
	» Event Registrations 10/01/2013-09/30/2014					
	» Event Registrations 10/01/2014-09/30/2015					
	» Event Registrations 10/01/2015-09/30/2016					

6) Press the “Animal/Livestock” button.

Colorado State University extension Colorado 4-H Youth Development Logout

Logged in as Smith: Benjamin Home | My Member List

**Animals / Livestock** Enrollment Member Settings Trainings

Personal Information Additional Information Health Form Participation

### Youth Personal Information

Fields in **BOLD** are required.  
Complete all other information relevant to your member profile.

Copy parent information from another youth record Select a member name ...

**Profile Information** Required Fields

Email: bkool650@gmail.com joe@4honline.com  
First Name: Benjamin  
Middle Name: M  
Last Name: Smith  
Mailing Address: 33 Wintergreen Way  
Mailing Address 2:  
City: Parachute  
State: Colorado  
Zip Code: 81635

12345

7) Use the drop down menu to choose the "Animal Type" that will be uploaded. Press the "Add Animal" button.

Colorado State University Extension

Colorado 4-H Youth Development

Logout

Logged in as Smith: Benjamin

Home | My Member List

Animals / Livestock | Enrollment | Member Settings | Trainings

### Add an Animal

Animal Type: Rabbit - Breeding

Add Animal

Species	Type	Animal	Status	Edit / View
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8) Fill in the general information about the animal.

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Colorado 4-H Youth Development

Logout

Logged in as Smith: Benjamin

Home | My Member List

Animals / Livestock | Enrollment | Member Settings | Trainings

### Animal Information

Animal Entry is open for the current enrollment year.

- Add/Update all information about the animal
- Is all information complete? **If Yes**, select "Verify" (near the bottom of the page). This is "Activate" the animal for the current 4-H Year.
- **If No**, click "Save" so you can edit information at a later time.

**County Fairs using FairEntry**

- Does your county use FairEntry for your local county fair?
- If yes, good news! Your animal information can be transferred directly into the FairEntry program from 4HOnline!

For more details connect with your local county extension office.

Thank you!

#### Rabbit - Breeding

Tag:

Tattoo:

Sex: Male

Breed: X

Colors And Markings:

Birthdate:

Birth Weight:

Dam Name:

Dam Tattoo:

Sire Name:

Animal Name:

Animal Uploads

Rabbit - Breeding (Photo 1)

(Image:PDF file)

Select Clear

Rabbit - Breeding (Photo 2)

(Image:PDF file)

Select Clear

9) Upload the pictures and documents that are required by your Extension Office into the boxes that they have designated for each item by:

A) Press the “Select” button in the box you are uploading to.

B) Go to the file on your computer or phone and press the “Open” button.

- If yes, good news! Your animal information can be transferred directly into the FairEntry program from 4HOnline!  
For more details connect with your local county extension office.  
Thank you!

### Rabbit - Breeding

Animal Record First Created: 01/24/2019

Tag: BB1  
Animal Tag ID: BB1

Tattoo: BB1

Sex: Female

Breed: Rex

Colors And Markings: Blue and White  
Variety OR Colors/Markings OR list Other Breed

Birthdate: 01/15/2017

Birth Weight: 0.00

Dam Name: Blue

Dam Tattoo: WC1

Sire Name: Sammy

Animal Name: Winter  
(optional)

### Animal Uploads

Rabbit - Breeding (Photo 1)  
(Image/PDF files)

Select Clear

Rabbit - Breeding (Photo 2)  
(Image/PDF files)

Select Clear

Rabbit - Breeding (Photo 3)  
(Image/PDF files)

Select Clear

County Use Form (Rabbit - Breeding)  
(Image/PDF files)

Select Clear

10) Picture or PDF symbol will appear in the box if upload was successful.

Dam Name: Blue


Dam Tattoo: WC1

Sire Name: Sammy

Animal Name: Winter  
(optional)

### Animal Uploads

Rabbit - Breeding (Photo 1)  
(Image/PDF files)




Click on image to crop and/or rotate

Select Clear

Rabbit - Breeding (Photo 2)  
(Image/PDF files)

Select Clear

Rabbit - Breeding (Photo 3)  
(Image/PDF files)



Select Clear

County Use Form (Rabbit - Breeding)  
(Image/PDF files)

Select Clear

I verify the information for this animal is accurate: ☐

Cancel Save Delete

11) The following pages are where Garfield County Extension chooses to upload required pictures and documents. Each Extension Office will decide for their youth what is required in these boxes.

# Placement of uploaded items

For most species (Show birds, ducks, geese, dairy goat, fiber goat, breeding goat, utility goat, market goat, Breeding Rabbit, Market Rabbit, Pet Rabbit, Breeding Sheep, Market Sheep) :

On the Slot 1 – upload a photo

On the Slot 2 – upload a photo preferably with the animal and exhibitor

On the Slot 3 – upload your ownership papers (purchase receipt, registration papers, breeding supplement page from last year's record book, etc) If you are the Producer of the current animal, make sure the ownership papers include your ownership of the mother at the time of birth of the animal that you are entering in a Producer class.

On the Slot 4 – County Use Form – upload your "Producer Declaration Form". If you're not entering a Producer class, this space will be left blank.

**Slot 1**

Goat - Market Breeding (Photo 1)  
(Image/PDF files)

Select Clear

**Slot 2**

Goat - Market Breeding (Photo 2)  
(Image/PDF files)

Select Clear

**Slot 3**

Goat - Market Breeding (Photo 3)  
(Image/PDF files)

Select Clear

**Slot 4**

County Use Form (Goat - Market Breeding)  
(Image/PDF files)

Select Clear

Horse exhibitors will enter 3 pictures (right side, left side, face view), their horse lease agreement if applicable, and leave the County Use Form spot empty.

Horse (Right Side) (Image/PDF files)	Horse (Left Side) (Image/PDF files)
Select Clear	Select Clear
Horse (Front/Face View) (Image/PDF files)	County Use Form (Horse) (Image/PDF files)
Select Clear	<b>Empty</b> Select Clear
Horse Lease Agreement (Documents) (Image/PDF files)	
Select Clear	

Extension Programs are available to all without discrimination.

Colorado State University, U.S. Department of Agriculture, and Garfield County cooperating.

# Placement of uploaded items

For these species: Pigeons & Game birds, Breeding Chicken, Market Chicken, Breeding Turkey, Market Turkey:

On the Slot 1 - County Use Form – upload your “Producer Declaration Form”. If you’re not entering a Producer class, this space will be left blank.

On the Slot 2 – upload a photo

On the Slot 3 – upload a photo preferably with the animal and exhibitor

On the Slot 4 – upload your ownership papers (purchase receipt, registration papers, breeding supplement page from last year’s record book, etc) If you are the Producer of the current animal, make sure the ownership papers include your ownership of the mother at the time of birth of the animal that you are entering in a Producer class.

**Slot 1**

County Use Form (Fowl - Pigeons & Game Birds)  
(Image/PDF files)

Select Clear

**Slot 2**

Fowl - Pigeons & Games Birds (Photo 1)  
(Image/PDF files)

Select Clear

**Slot 3**

Fowl - Pigeons & Games Birds (Photo 2)  
(Image/PDF files)

Select Clear

**Slot 4**

Fowl - Pigeons & Games Birds (Photo 3)  
(Image/PDF files)

Select Clear

Dog exhibitors will enter 2 pictures, their immunization record, and leave the County Use Form spot empty.

Dog Picture Identification  
(Image/PDF files)

Select Clear

Veterinarian Immunization Record (pdf only)  
(Image/PDF files)

Select Clear

Dog (Additional Picture Identification)  
(Image/PDF files)

Select Clear

County Use Form (Dog ID)  
(Image/PDF files)

**Empty**

Select Clear

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# Placement of uploaded items

For Breeding Swine:

On the Slot 1 – upload your registration papers if your animal is a purebred

On the Slot 2 - upload a photo of the left side

On the Slot 3 – upload a photo of the right side

On the Slot 4 - upload a photo of the tag if applicable

On the Slot 5 – upload your ownership papers (purchase receipt, breeding supplement page from last year’s record book, etc) If you are the Producer of the current animal, make sure the ownership papers include your ownership of the mother at the time of birth of the animal that you are entering in a Producer class.

On the Slot 6 – County Use Form - upload your “Producer Declaration Form”. If you’re not entering a Producer class, this space will be left blank.

**Slot 1**  
2104 1

Swine Breeding (Registration Papers)  
(Image/PDF files)

Select Clear

**Slot 2**  
2104 2

Swine Breeding - Left Side Image  
(Image/PDF files)

Select Clear

**Slot 3**  
2104 3

Swine Breeding - Right Side Image  
(Image/PDF files)

Select Clear

**Slot 4**  
2104 4

Swine Breeding - Tag Image  
(Image/PDF files)

Select Clear

**Slot 5**  
2104 5

Swine (Image w/Animal)  
(Image/PDF files)

Select Clear

**Slot 6**  
2104 6

County Use Form (Swine Breeding)  
(Image/PDF files)

Select Clear

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# Placement of uploaded items

For Market Swine:

On the Slot 1 – upload a photo of the left side

On the Slot 2 - upload a photo of the right side

On the Slot 3 – upload a photo of the face showing ear notches

On the Slot 4 - upload your registration papers if your animal is a purebred

On the Slot 5 – upload your ownership papers (purchase receipt, breeding supplement page from last year’s record book, etc) If you are the Producer of the current animal, make sure the ownership papers include your ownership of the mother at the time of birth of the animal that you are entering in a Producer class.

On the Slot 6 – County Use Form - upload your “Producer Declaration Form”. If you’re not entering a Producer class, this space will be left blank.

**Slot 1**  
2104 1

Swine Market - Left Side Image  
(Image/PDF files)

Select Clear

**Slot 2**  
2104 2

Swine Market - Right Side Image  
(Image/PDF files)

Select Clear

**Slot 3**  
2104 3

Swine Market - Tag Image  
(Image/PDF files)

Select Clear

**Slot 4**  
2104 4

Swine Market (Registration Papers)  
(Image/PDF files)

Select Clear

**Slot 5**  
2104 5

Swine (Image w/Animal)  
(Image/PDF files)

Select Clear

**Slot 6**  
2104 6

County Use Form (Swine - Market)  
(Image/PDF files)

Select Clear

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