

# Wayne County Jr. Fair 2024 Horse Animal ID Help Sheet

Listing of Required and Optional Fields / Information by Animal Species

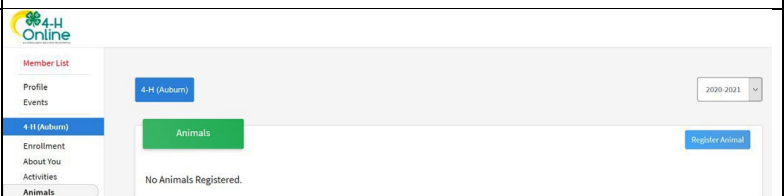
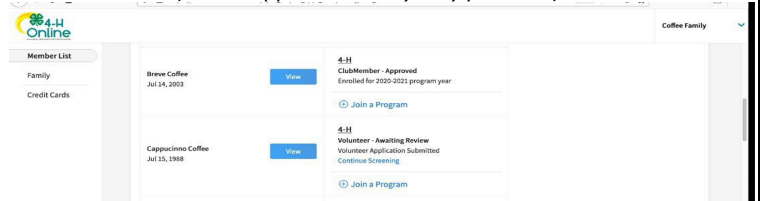
Note: **Required – N/A** means that you must enter something in that field, but there is no particular information we need, so you can just enter N/A.

<b>Horse</b>	
Animal Name	<b>Required</b>
Animal Age	Optional
Animal Birthdate	<b>Required</b>
Breed	<b>Required</b>
Breeder Name	<b>Required – n/a if unknown</b>
Colors & Markings	<b>Required</b>
County Raised	Optional
Height	Optional
Owned or Leased	<b>Required</b>
Owner Name	<b>Required</b>
Animal Gender	<b>Required</b>
Type of Pet	<b>Required (indicate type of animal: horse, pony, donkey, mule or small equine)</b>
<b>Files/Photos of Animal</b>	
Front of Animal	<b>Required</b>
Left Side of Animal	<b>Required</b>
Right Side of Animal	<b>Required</b>
Tag/Identifier Photo:	<b>Required – Horse ID Form</b>
equiSTEP Virtual Certificate of Completion (required by July 1 for showing at State Fair)	<b>Required</b>
Out-of-County PAS Form 2 (required by July 1 for showing at State Fair)	Optional
Out-of-County PAS Form 1 (required by July 1 for showing at State Fair)	Optional
County Document	Optional
Lease	<b>Optional – required if leasing</b>
Coggins Documentation	Optional (required if showing at Ohio State Fair)
Vaccination Record	Optional

## 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.

(Screen appearance may vary per state)



5. Click Add New Animal to start adding a new animal.

Register Animal ✕

**Add New Animal**

Adding a new animal not previously registered can be done here.

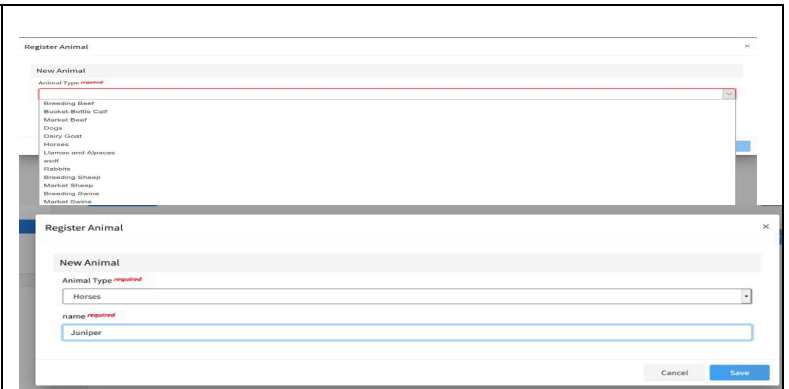
[Add New Animal](#)

**Previously Registered Animals**

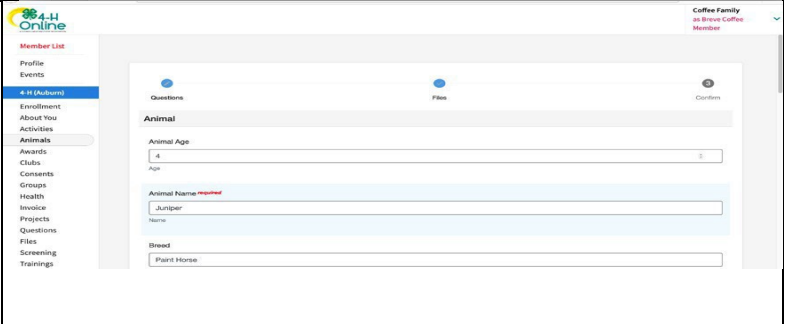
Animals which have been previously registered within the family but have not been associated with this member's enrollment will be displayed here.

[Cancel](#) [Save](#)

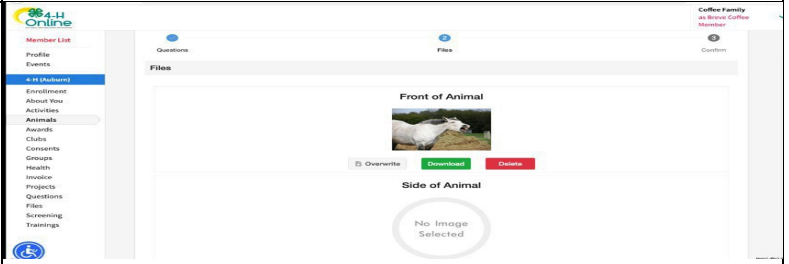
6. Select the appropriate animal type from the drop-down menu.
7. Enter the required Tag, Tattoo, or Animal Name as directed.
8. Click Save.



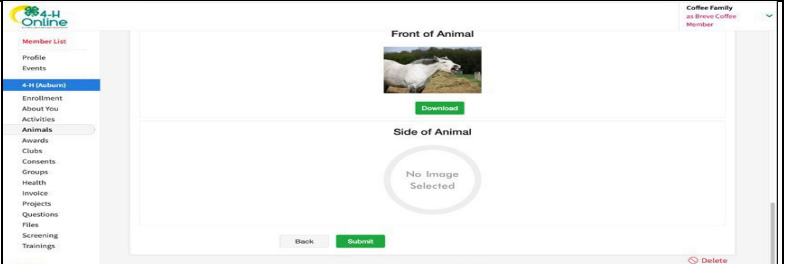
9. Complete each of the required fields and optional fields as needed.
- \*\* Please note that the fields may vary by state and animal type.
10. Click the Next button at the bottom of the form.



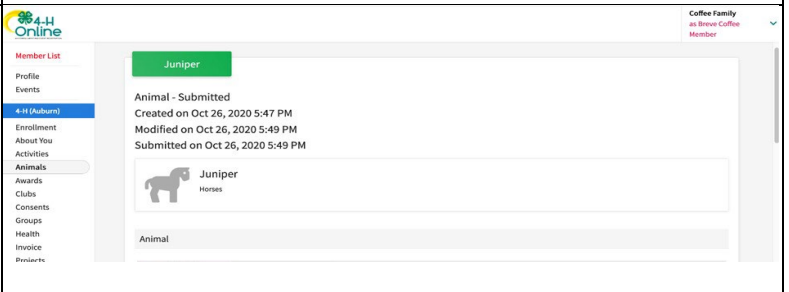
11. Upload any required or optional files for this animal.
12. Click the Next button



13. Review the entered information. Use the Back button at the bottom of the page to return to the previous screen to make corrections.
14. Once the entered information is correct and reviewed, click the Submit button.



15. The animal information will display on the screen with the status, created, modified, and submitted date and time stamp (local time).



Click on the Animals tab from your account at any time to view the status for all of the animals for a member in the family.

