

Wayne County Jr. Fair 2025 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.

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

Steps

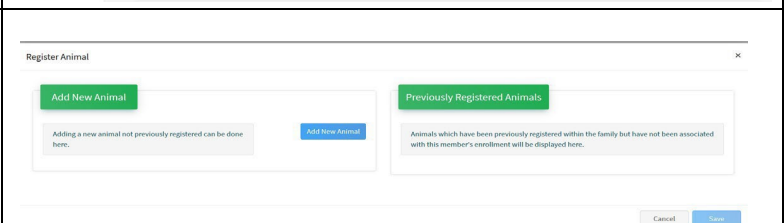
1. Log in to your family account.
2. Click to View the Member's record for whom you would like to add an animal.



3. Click Animals in the navigation pane.
4. Click the blue Register Animal button.



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



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.

The screenshot shows the 'Register Animal' form with the 'Animal Type' dropdown menu open. The 'name' field is filled with 'Juniper'. The 'Save' button is visible at the bottom right.

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.

The screenshot shows the 'Register Animal' form with 'Horses' selected for 'Animal Type' and 'Juniper' in the 'name' field. The 'Breed' dropdown menu is open, showing 'Paint Horse'.

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

The screenshot shows the 'Files' section of the 'Register Animal' form. The 'Front of Animal' image is uploaded. The 'Side of Animal' area shows 'No Image Selected'.

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.

The screenshot shows the 'Files' section of the 'Register Animal' form. The 'Front of Animal' image is uploaded. The 'Side of Animal' area shows 'No Image Selected'. The 'Back' and 'Submit' buttons are visible at the bottom.

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

The screenshot shows the 'Juniper' animal information displayed on the screen. The status is 'Submitted', created on Oct 26, 2020 5:47 PM, modified on Oct 26, 2020 5:49 PM, and submitted on Oct 26, 2020 5:49 PM.

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

The screenshot shows the 'Animals' tab in the account. It displays a list of animals with their status, including 'Submitted', 'Active', and 'Incomplete'.