

# Horse Project

## Animal Identification Requirements

Animal Name (identifier): Required

Breed: Required

Height In Hands: *Optional*

Birthdate: Required

Colors And Markings: Required – For description enter color and any markings

Sex: Required

Owned Or Leased: Required

Owner Name: *Optional*

Purchased Or Leased Date: *Optional*

Years Training - Member : Required

Years Training - Animal: Required

### *Photos/Files:*

Front of animal: Photo Required – Picture of front head view

Lease: Required if leasing animal

Left Side of Animal: Photo Required

Permission to Participate: Required

Horse ID Form: Required

County P.A.S. Show Entry Form: Required only for PAS participants

Right Side of Animal: *Optional*

Rear of Animal: *Optional*

**\*\* Special Request forms must be turned into the Extension Office by May 1<sup>st</sup> \*\***

Every animal that may be taken to the fair, now must be entered into Oh.4honline.com.

This process can be completed through the 4-HOnline system. The steps to add your project information follows:

Step 1: Login to Oh.4honline.com (Make sure to click, I have a profile!)

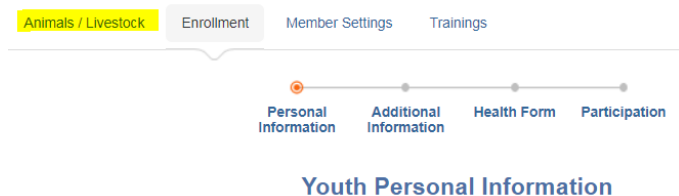
Step 2: Click



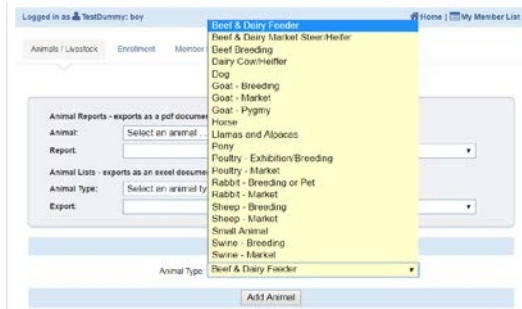
Step 3: Click on the "Edit" button on the right hand side of your name



Step 4: At the top of the click on the Animal / Livestock tab



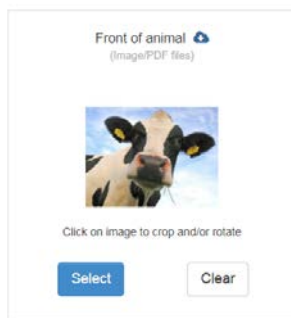
Step 5: Select the animal type you want to submit and then click the “Add Animal” button



Step 6: Fill in the information – You must at least fill out all bolded fields

A screenshot of the "Animal Information" form for a "Dairy Cow/Heifer". The form contains the following fields: "Tag:" (bolded) with the value "6810"; "Animal Name:" with the value "Elsie"; "Birthdate:" (bolded) with the value "02/15/2015"; "Breed:" (bolded) with the value "Holstein"; "Colors And Markings:" with the value "Black and White"; "Owned Or Leased:" (bolded) with a dropdown menu set to "Leased"; and "Owner Name:" with the value "Mister Neighbor".

Step 7: Add documents and photos of your animal. Click the Select button and find the file or photo on your phone or computer.



Step 8: MAKE SURE ALL INFORMATION IS COMPLETE AND ACCURATE. Once you hit the save button you cannot edit the animal.



Step 9: Click the save button

Step 10: Adding animals – Start at step 5 and repeat!

If you find a mistake on an animal you have already submitted, it cannot be edited by members. You will either need to go into the system and create a new animal with the correct information or you may contact the Extension Office and they can make the change, but only if before the deadline. The only exemption of this is if an animal tag is lost and replaced.