




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

Email: celeste.smith@sdstate.edu
Password: ●●●●●●
Role: Family

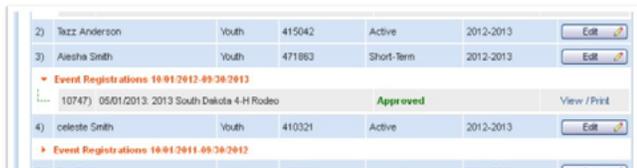
Login

1. Go to <http://sd.4honline.com> and login to your 4HOnline account.



SDSU Extension SOUTH DAKOTA 4-H
 South Dakota 4-H Youth Development Logout
 Logged in as Smith Change Password
 Welcome to South Dakota 4-H
 Announcements & Newsletters
 Sample Monthly Newsletter Aug 30, 2012 Debra County
Continue to Family

2. Click on “Continue to Family”



| | | | | | | |
|---|---------------|-------|--------|------------|-----------|----------------------|
| 2) | Iazz Anderson | Youth | 415042 | Active | 2012-2013 | Edit |
| 3) | Aiesha Smith | Youth | 471883 | Short-Term | 2012-2013 | Edit |
| Event Registrations 10-01-2012-09-28-2013 10747) 05/01/2013, 2013 South Dakota 4-H Rodeo Approved View / Print | | | | | | |
| 4) | celeste Smith | Youth | 410321 | Active | 2012-2013 | Edit |
| Event Registrations 10-01-2011-09-28-2012 | | | | | | |

3. Click “Edit” next to the member for whom you would like to add Animal information.



SDSU Extension SOUTH DAKOTA 4-H
 South Dakota 4-H Youth Development Logout
 Logged in as Smith: Celeste Home | My Member List
 Animals / Livestock Enrolment
 Personal Information Additional Information Health Form Participation
Additional Information
 Youth Personal Information

4. Click on the “Animals/Livestock” page.



Add an Animal
 Animal Type: Dairy, Cattle
Add Animal

5. Use drop down box to select the “Animal Type” you would like to add.

6. Click “Add Animal.”

Animal Information

Dairy, Cattle

Class Description (Refer to State Fair Book):

Breed Type:

Breed:

Birthdate: mm/dd/yyyy

Ear Tattoo Number:

Herd Tag Number:

Animal Name:

Registration Number:

Owned Or Leased:

US Country of Origin (Yes or No):

Documents / Images

Ownership Affidavit

Lease Form (for leased animals ONLY)

Breed Registration Paper (Purebred or Recorded Grade ONLY)

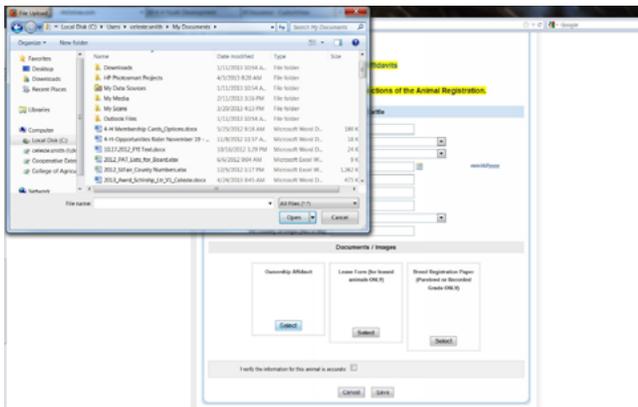
I verify the information for this animal is accurate:

7. Enter the requested Animal Information.

NOTE: Items in BOLD are required.

8. Click "Select" under the document name to upload the original "Lease Form" and/or "Breed Registration Papers" from your computer.

NOTE: In order to upload these forms, you will need to scan and save the completed documents to your computer.



9. Locate the saved file on your computer and click "Open."

NOTE: Only PDF documents will upload. Be sure your file is saved as a PDF.

download forms at the links below.

- [General 4-H Animal Information](#)
- [South Dakota 4-H Livestock Ownership Affidavits](#)
- [South Dakota 4-H Livestock Lease Form](#)

Upload completed forms to the appropriate sections of the Animal Registration.

Animal Information

Dairy, Cattle

Class Description (Refer to State Fair Book):

Breed Type:

Breed:

Birthdate: mm/dd/yyyy

Animal ID (Herd Tag/Tattoo):

Animal Name:

Registration Number:

Owned Or Leased:

US Country of Origin (Yes or No):

Documents / Images

Ownership Affidavit

Lease Form (for leased animals ONLY)

Breed Registration Paper (Purebred or Recorded Grade ONLY)

I verify the information for this animal is accurate:

10. The uploaded document will appear in the appropriate box.

11. If all of the information is complete and correct, check "I verify the information for this animal is accurate."

12. If there is a chance that any of the information will change or if it is not yet complete, do not check the verification box.

13. Click "Save."

14. Once the animal is verified and saved, the information will be locked.

The screenshot shows the 'Add an Animal' form with a dropdown menu for 'Animal Type' set to 'Beef, Breeding' and an 'Add Animal' button. Below the form is an 'Animal List' table with the following data:

| Species | Type | Animal | Status | Edit / View |
|---------|---------------|--------|---------|-------------|
| Cattle | Beef, Market | 156456 | Pending | Edit / View |
| Cattle | Dairy, Cattle | 123456 | Pending | Edit / View |
| Cattle | Dairy, Cattle | 54645 | Pending | Edit / View |

15. The Animal will appear on the member’s “Animal List.”

16. Repeat steps 5 – 14 for each animal the member will use for the current 4-H Program year.

17. If at any time before June 1, you need to change or edit the Animal Information, click “Edit/View.” After June 1, all animal information is locked for editing for the remainder of the 4-H program year.

18. To add animals for another family member, click “My Member List” and repeat steps 4 – 14.

NOTE: If family members are sharing an animal, choose a member to list it under and only enter it one time in the system. Members will have the option to show any animals listed under any of their family members.