

Reactive Breeding Animals & Horses in 4H Online

1. Login to your family account with your username and password.

Family Help Sheets and Enrollment Resources:

- How to Register Members for Events
- How to Add Animals to Member Accounts
- How to Re-enroll an Existing Member (Youth or Adult Volunteer)
- How to Enroll a New Youth Member
- How to Enroll a New Adult Volunteer
- Volunteer Work Agreement (required for NEW Adult Volunteers ONLY)

Important note:

If you were enrolled in 4-H for the 2013-2014 program year, DO NOT create a new profile! Contact your County 4-H Office to obtain your login information. If you attempt to create a profile, and 4HOnline indicates that your email address is already on file, please DO NOT create a new profile for your family with a different email address. Instead, use the "Forgot my password" option below or contact your County 4-H Office.

Please contact your County 4-H Office for assistance using 4HOnline to enroll in South Dakota 4-H.

For more information about the South Dakota 4-H Youth Development program, visit us online at:

- www.iGrow.org
- South Dakota 4-H on Facebook

I have a profile

I need to setup a profile

I forgot my password

Email:

Password:

Role:

Login

2. Click on the "Continue to Family" button.



South Dakota 4-H Youth Development

Logout

Logged in as Koepke

Change Password

Welcome to South Dakota 4-H!

My Meetings

Announcements & Newsletters

March 2015 Clover Patch

Feb 27, 2015 Grant County

2015 Grant County Calendar of Events

Feb 18, 2015 Grant County

4-H Camp Bob Marshall Registration Information

Feb 18, 2015 Grant County

February 2015 Clover Patch

Feb 02, 2015 Grant County

January 2015 Clover Patch

Jan 05, 2015 Grant County

December 2014 Clover Patch

Dec 01, 2014 Grant County

November 2014 Clover Patch

Nov 03, 2014 Grant County

October 2014 Clover Patch

Oct 01, 2014 Grant County

Continue to Family

Contact Us | Privacy Policy | Refund Policy

3. Choose the member you would like to reactive the animals for in your "Member/Volunteer List" by clicking on the "Edit" button.

Member List

Please review the list below to see the members/adult volunteers associated with your family record. Click "Edit" to re-enroll for the current year or to change information on the individual record.

Do not add a record for a member who is already listed.

Also, do not add an individual record for an adult (parent) who is NOT a volunteer/leader.

If your enrollment status is "Inactive" or "Incomplete," click the "Edit" button to review and submit your record for approval.

If your enrollment status is "Pending," your record is complete and waiting for county office approval.

How to Add Animals to Member Accounts

Koepke Family Edit Family

210 E 5th Ave

Milbank, SD 57252-2433

605-432-9221

grant.county@sdsstate.edu

4-H Program Advisor (Gra) County [contact info]

Add A New Family Member

select a member type...

Add Member

Reactivate An Archived Family Member

select a member...

ReActivate 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)	Raj Kothrappali Koepke	Youth		Pending		Edit
2)	Sara Koepke	Adult		Pending		Edit

✓ Volunteer Screening Approved (2014-2015): No Restrictions View

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4. At the top there are various categories. Click on the words “Animals/Livestock”.

The screenshot shows the user interface for South Dakota 4-H Youth Development. At the top, there is a navigation bar with the logo and 'South Dakota 4-H Youth Development' text. Below this, a user is logged in as 'Koepeke: Raj Koothrappali'. A menu bar contains several options: 'Animals / Livestock' (circled in red), 'Enrollment', 'Member Settings', and 'Trainings'. Below the menu, there is a progress indicator for 'Personal Information', 'Additional Information', 'Health Form', and 'Participation'. The main content area is titled 'Youth Personal Information' and contains a form for profile information. The form includes fields for Email, First Name, Middle Name, Last Name, Preferred Name, and Mailing Address. The 'Animals / Livestock' menu item is circled in red.

5. At the bottom, a list of animals that have been entered from previous years will appear in a box (i.e. 2013-2014). Click on the boxes of the animals you want to activate. Click the “Activate Animal(s)” button to complete the process.

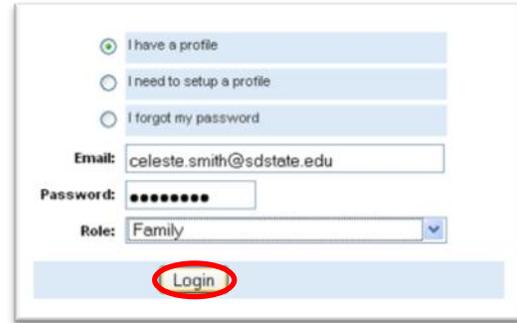
The screenshot shows the 'Add an Animal' section of the website. It features a dropdown menu for 'Animal Type' set to 'Beef, Breeding' and an 'Add Animal' button. Below this is an 'Animal List' table with columns for Species, Type, Animal, Status, and Edit / View. A sub-section titled '2013-2014 Animal List' contains a table with columns for Select, Species, Type, Animal, and Years. The table lists four entries for Cattle, all of which are 'Beef, Breeding' and have a 'Years' value of 1. At the bottom of this section, the 'Activate Animal(s)' button is circled in red.

Select	Species	Type	Animal	Years
<input type="checkbox"/>	Cattle	Beef, Breeding	304	1
<input type="checkbox"/>	Cattle	Beef, Breeding	3117	1
<input type="checkbox"/>	Cattle	Beef, Breeding	3142	1
<input type="checkbox"/>	Cattle	Beef, Breeding	362	1

6. If you need to add an animal that is not on the following list, follow the directions below.

How to Add Animals

1. Login to a family account.



The login form includes three radio buttons: "I have a profile" (selected), "I need to setup a profile", and "I forgot my password". Below these are input fields for "Email" (celeste.smith@sdsstate.edu), "Password" (masked with dots), and a "Role" dropdown menu set to "Family". A "Login" button is circled in red at the bottom.

2. Click "Continue to Family"

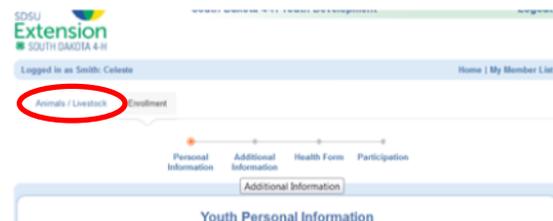


3. Click "Edit" next to a member add Animal information.



2)	Tazz Anderson	Youth	415042	Active	2012-2013	Edit
3)	Aiesha Smith	Youth	471663	Short-Term	2012-2013	Edit
Event Registrations 10/01/2012-09/30/2013						
10747) 05/01/2013 2013 South Dakota 4-H Rodeo Approved View / Print						
4)	celeste Smith	Youth	410321	Active	2012-2013	Edit
Event Registrations 10/01/2011-09/30/2012						

4. Click on the "Animals/Livestock" page.



5. Select the "Animal Type."
6. Click "Add Animal."



The "Add an Animal" form has a dropdown menu for "Animal Type" set to "Dairy, Cattle" and an "Add Animal" button, both circled in red.

7. Enter the requested Animal Information.
NOTE: Items in BOLD are required.
8. Click “Select” under the document name to upload the appropriate forms.

NOTE: Uploading documents may require that the family scan and save the documents to their computer. If a family does not have access to a scanner, send required forms to the County 4-H Office and County 4-H Staff will scan and upload the forms to 4HOnline.

9. If all of the information is complete and accurate, check “I verify the information for this animal is accurate.”
10. Click “Save.”

11. The Animal will appear on the member’s “Animal List.”
12. Repeat steps 5 – 10 for each animal the member plans to use for the current 4-H Program year.
13. To edit animal information prior to the Livestock Identification deadline, click “Edit/View” next to the animal entry. Animal information is locked after the identification deadline.
14. To add animals for another family member, click “My Member List” and repeat steps 4 – 10.

Species	Type	Animal	Status	Edit / View
Cattle	Beef, Market	156456	Pending	Edit / View
Cattle	Dairy, Cattle	123456	Pending	Edit / View
Cattle	Dairy, Cattle	54545	Pending	Edit / View