



How to Add Animals in 4HOnline

I have a profile
 I need to setup a profile
 I forgot my password
 Email: celeste.smith@sdsstate.edu
 Password: *****
 Role: Family

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 Demo County

2. Click on "Continue to Family"

2)	Tazz Anderson	Youth	415042	Active	2012-2013	<input type="button" value="Edit"/>
3)	Alesha Smith	Youth	471863	Short-Term	2012-2013	<input type="button" value="Edit"/>
Event Registrations 10/01/2012-09/30/2013						
10747) 05/01/2013: 2013 South Dakota 4-H Rodeo Approved <input type="button" value="View / Print"/>						
4)	celeste Smith	Youth	410321	Active	2012-2013	<input type="button" value="Edit"/>
Event Registrations 10/01/2011-09/30/2012						
5)	Ces Smith	Youth	427163	Incomplete	2011-2012	<input type="button" value="Edit"/>

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

EXTENSION SOUTH DAKOTA 4-H
 Logged in as Smith: celeste Home | My Member List
 Personal Information Additional Information Health Form Participation **Animals**

Youth Personal Information

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4. Click on the "Animals" page.

Logged in as Smith: celeste Home | My Member List
 Personal Information Additional Information Health Form Participation Animals
Add an Animal
 Animal Type: Dairy, Cattle

Animal List

Species	Type	Animal	Status	Edit / View
<input type="button" value="Return to Member List"/>				

5. 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: Ayrshire

Birthdate: mm/dd/yyyy

Ear Tattoo Number:

Herd Tag Number:

Animal Name:

Registration Number:

Owned Or Leased: Owned

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:

[Member/Enrollment/logout](#)

7. Enter the requested Animal Information.

NOTE: Items in BOLD are required.

8. Click "Select" under the document name to upload the original "Ownership Affidavit," "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. If you do not have access to a scanner, send the documents to your County office and the County will add them to your account.

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

10. Click "Save."

Add an Animal

Animal Type: Dairy, Cattle

Species	Type	Animal	Status	Edit / View
Cattle	Dairy, Cattle	12345	Active	<input type="button" value="Edit / View"/>

11. The Animal will appear on the member's "Animal List."

12. Repeat steps 5 – 10 for each animal (except market animals) the member will use for the current 4-H Program year.

13. 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.

14. To add animals for another family member, click "Return to Member List" and repeat steps 4 – 10.

15. Send all 4-H Market Animal information to your county office. Due to updated requirements, the county office will add Market Animals to family accounts.