



Adding Animal Information Into 4hOnline

Step 1: Login to your 4hOnline account (<http://co.4honline.com>)

Step 3: Under the Participation/Projects section click on the tab for “Animals/Livestock”

Step 2: In the family section, select the child that will be connected to the project animal by clicking the edit button.

The County office will approve your record once all necessary paperwork and payments have been received. If you have specific questions, please contact your local extension office.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Taylor Uhing	Youth	305805	Incomplete	2011-2012	Edit

Step 4: Use the drop down list to select your animal type, then click “Add Animal”

Tips for Adding Adams County 4-H Animals

- Dog ID's are due by **May 1st (before 10:59pm)**
- Horse ID's are due by **May 1st (before 10:59pm)**
- Be sure pictures are clear with enough light to tell colors or markings
- Pictures can be JPEG, GIF, PNG, TIFF or PDF files
- Dog Immunization Records must be PDF files

If you do not have a scanner your smartphone will work too. There are several apps for both Android & iOS devices that will scan images as a PDF. Check the App Store or Android Market to find the app that works best for you.

If you have any questions please call the 4-H Office - 303-637-8100

Step 5 (Dogs):

Fill in all of the information about your dog. At the bottom of the page there are two files that will need to be uploaded:

- 1) a picture
- 2) immunization record (pdf)

Once all of the information is entered verify that there are no errors and click save. Add additional animals as needed.

Step 5 (Horses):

Fill in all of the information about your horse. At the bottom of the page there are three files that will need to be uploaded:

- 1) a picture - right side
- 2) a picture - left side
- 3) a picture - front/face

Once all of the information is entered verify that there are no errors and click save. Add additional animals as needed.