



4HOnline

4HOnline – Animal ID data entry by families

Created: December 4, 2013

Updated: December 31, 2015

WWW.4-H.UMN.EDU/ANIMAL-ID

- See detailed information about the ID process and requirements
- Watch videos about the ID process
- Download printable worksheets, lease forms and more

PROCESS OVERVIEW

In some cases, families are able to enter animal ID data directly into their 4HOnline account by following these steps:

- Become familiar with the ID process and requirements for all of your animal types
You are responsible for knowing this information or asking for assistance.
- Collect the ID data on the appropriate (paper) worksheet – available at:
www.4-H.umn.edu/animal-ID
- Enter the ID data into 4HOnline (instructions below).
- Review and/or print out the animal ID data (instructions on page 7)

GETTING STARTED – LOGGING INTO 4HONLINE

To enter animal ID data online:

- Animal project members must be enrolled or re-enrolled in the current 4-H year.
- You will need to know the family email address used to enroll in 4HOnline and your 4HOnline family login password.

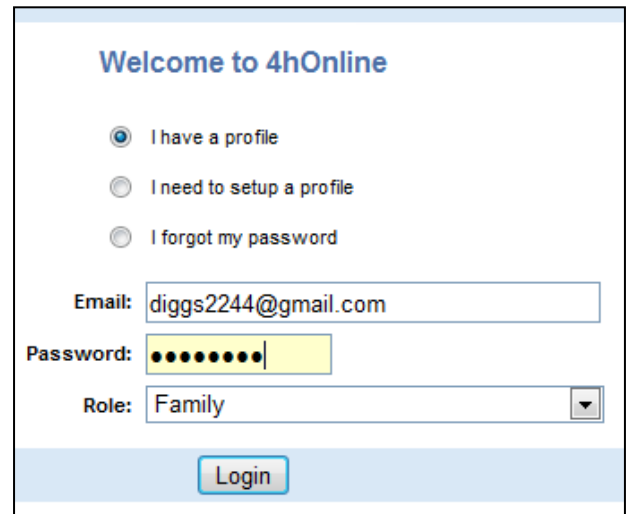
If you do not know your password, you can self-request it from the 4HOnline login page.

If you do not know your email address, or are having problems logging in, contact your county Extension office: www.4-H.umn.edu/county

To log on:

1. Go to <http://mn.4honline.com> (notice that there is no “www” in that address).
2. Enter your email address and password

All members ID'ing an animal should have an “Active” (or at least Pending) enrollment status. If a member is not yet enrolled or re-enrolled in 4HOnline, instructions are available at www.4-H.umn.edu/4honline.

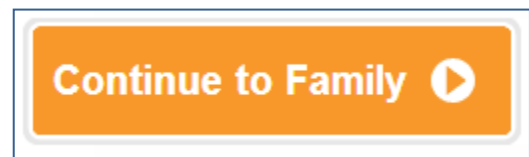


ACCESSING THE ANIMAL SCREEN OF A MEMBER PROFILE

Animals are added under the profile of an individual member. However, if an animal type allows transferring of animals between family members, this can be done at any time up until the animal is entered at the County Fair. In other words, all animals could be entered under one member, and later transferred to other family members as needed.

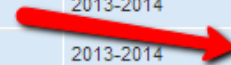
3. Once you are logged in, click on [Continue to Family].

This will take you to the [Member List] page. Scroll down to see all enrolled youth and volunteers in your family.

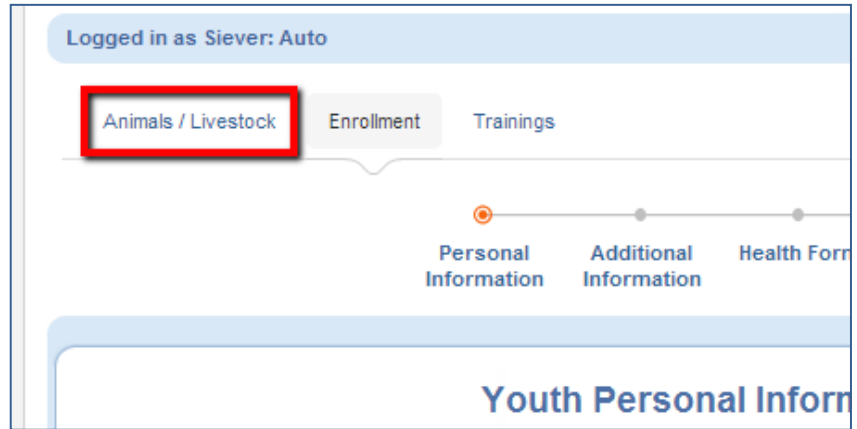


4. Click the [Edit] button to access a member's Profile page.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Julesie aaaSiever	Adult	473613	Active	2013-2014	Edit 
2)	Auto Siever	Youth	364389	Active	2013-2014	Edit 



- Once you are on the member's Profile page, click on the [Animals/Livestock] icon near the top of the page which will take you to the [Add an Animal] page.



ADDING NEW ANIMALS (SEE BELOW FOR RE-ACTIVATING “CARRYOVER” ANIMALS)

- Click on the [Animal Type] drop-down and click on the desired selection. (If your desired animal type is not listed, then entry is now allowed).
- Click on [Add Animal].



This will take you to the data entry screen for one animal in that Animal Type. Enter the requested data, noting that fields which are **bolded** are required fields.

- Enter the correct data.
 - Click on [Save].
- NOTE – if you don't click [Save] for EVERY animal, the animal will NOT be stored nor considered ID'd.**
- Repeat steps as needed.

UPLOADING ATTACHED FILES AND PHOTOS

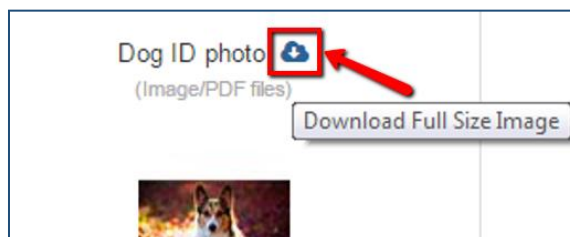
Some species either require or have optional photos or files as part of the ID process. If that is true for the species you're working on, you will see a "file upload" tile in the [Animal Uploads] section.

- To upload a file, click on [Select]
- Navigate to the location where the desired file is currently saved (your hard drive, USB flash drive, etc.)
- Click on [Open] to begin the upload process.

A few notes about the files:

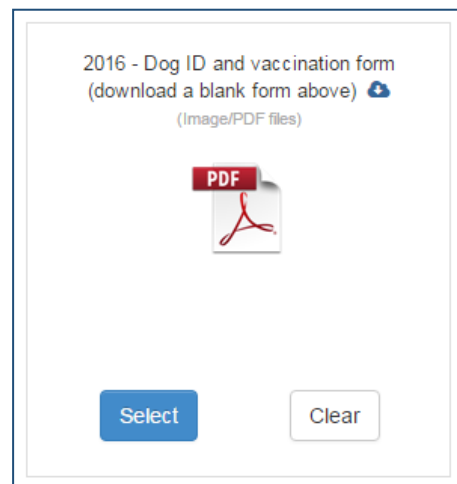
- The lease form (required if an animal will be leased) is available online at www.4-H.umn.edu/animal-ID. You can fill out the form online, print it out, and then scan it for uploading. If you are unable to scan a document, you can get it to your local Extension Office and they will scan and upload it for you.
- If you are uploading a photo, it must be in a .jpg, .png or .pdf format. Like the lease form, if you are unable to upload a photo due to technical or bandwidth limitations, just get your photo(s) to your local Extension Office.
- An animal's ID will NOT be considered complete without the required lease form and/or photos (if they are required for that animal or situation). If you are mailing them in, they MUST be postmarked with a May 15th date or earlier.

To download your uploaded file, click on the little "download" cloud icon.



To view your uploaded lease form or photo, simply click in the middle of the tile (right on the photo or on the PDF "logo").

If you want to upload a new/revised photo or document, click on [Select] and repeat the process – however, NOTE that if you do this, the replaced photo or document will be gone completely from 4HOnline. Likewise, if you click on [Clear], and confirm the warning message, that photo or document will be gone completely from 4HOnline.



RE-ACTIVATING “CARRYOVER” ANIMALS THAT WERE ID’d LAST YEAR

The following animal types can potentially be carried over and re-activated for another 4-H year.

- Breeding Heifers (Spring and Fall calves only)
- Cow/calf (calf data must be updated when the animal is renewed)
- Dairy (special rules regarding first freshening apply – see dairy informational sheet)
- Dog
- Goat – Dairy
- Horse
- Lama
- Rabbit

NOTE that re-activated animals must meet all DOB and other requirements. Just because an animal is on the list as being available to carry over does not guarantee eligibility in the new year - refer to Animal Information Sheets posted at www.4-H.umn.edu/animal-ID.

- Begin by accessing the member’s animal screen (see steps 1 – 5 above).

If this member has animals potentially eligible for re-activation, the animals will be listed near the bottom of the screen.

Add an Animal

Animal Type: Beef-Breeding Heifer

Add Animal

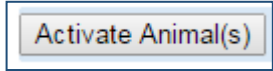
Animal List

Species	Type	Animal	Status	Edit / View
Cattle	Dairy	Bessy	Active	Edit / View
Cattle	Dairy	Clara	Active	Edit / View
Dogs	Dog	Bear	Active	Edit / View
Sheep	Sheep	45678	Active	Edit / View

2013-2014 Animal List

Select	Species	Type	Animal	Years
<input type="checkbox"/>	Cattle	Beef-Cow/Calf	654654KJ/654654;lkj	1
<input type="checkbox"/>	Cattle	Dairy	Diamond Star Light	1
<input type="checkbox"/>	Horses	Horse	Mucho	1
<input type="checkbox"/>	Horses	Horse	Tuckr	1

- To re-activate one or more animals, click on the check-box in the left-most column.
- Click on [Activate Animal(s)] at the bottom of the screen.



Activated animals will then move to the current [Animal List] where the following can happen by clicking on the [Edit/View] button for each animal:

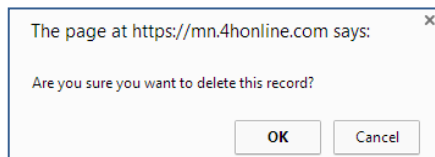
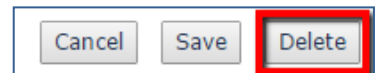
- ID data updated
- New/updated documents and/or photos can be uploaded.
 - **note: new or updated lease forms ARE REQUIRED EACH YEAR!**
- Change the family member associated with an animal (*which can be changed again, up until the time the animal is entered at the county fair*).

NOTE: Dairy animals can be viewed but not edited because of the “first freshening” rule.

- **If the dairy animal is leased, a renewed lease form must be submitted – see the Dairy Information Sheet for details, posted at www.4-H.umn.edu/animal-id**
- **If changes are needed to a dairy animal (including changes to the associated exhibitor/member) contact your local Extension Office.**

If an animal is activated that should not have been activated (other than dairy), the animal can be put back into the previous year’s list as follows:

- Click on [Edit/View] to review the animal’s data.
- Scroll to the bottom of the animal data and click on [Delete].
- Confirm the message box.



The animal will now return to the lower list box and (if desired) can again be activated.

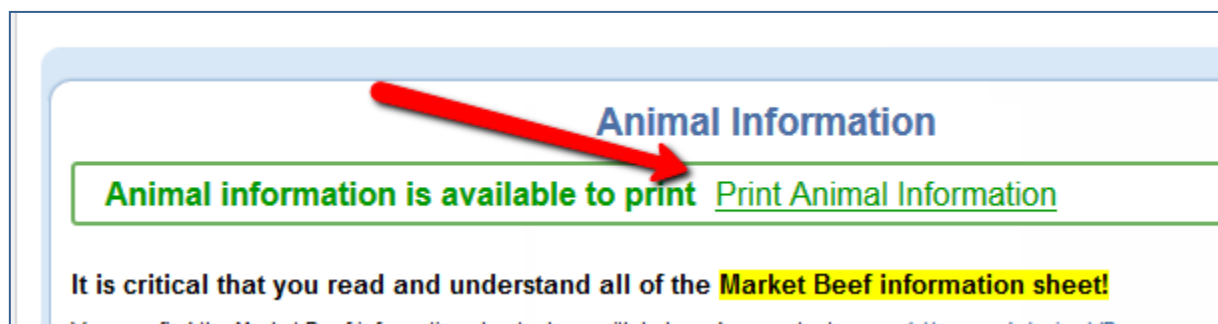
CONFIRMING YOUR DATA ENTRY

Clicking on [Edit/View] next to each animal will allow you to view previously entered livestock data (and if this is prior to the Animal ID Deadline you can also edit previously entered livestock data).



Animal List				
Species	Type	Animal	Status	Edit / View
Cattle	Beef-Dairy Steer	1234	Active	Edit / View
Cattle	Beef-Dairy Steer	27123	Active	Edit / View
Cattle	Beef-Dairy Steer	4575757	Active	Edit / View
Cattle	Beef-Dairy Steer	54687	Active	Edit / View

After an animal has been entered AND saved (this won't work during the initial data entry step) you can revisit the individual animal (using the [Edit/View] button) and click on the [Print Animal Information] link to print a page with this animal's data.

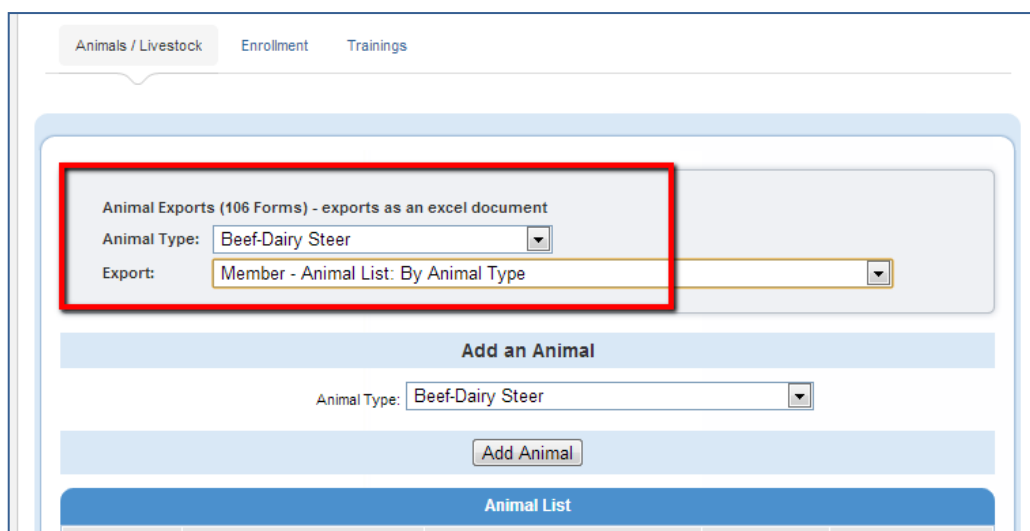


Animal Information

Animal information is available to print [Print Animal Information](#)

It is critical that you read and understand all of the **Market Beef information sheet!**

In order to create an Excel file of all data for all animals, use the [Animal Exports...] section.



Animals / Livestock Enrollment Trainings

Animal Exports (106 Forms) - exports as an excel document

Animal Type:

Export:

Add an Animal

Animal Type:

Animal List