Horse – Self Identify
April 1, 2018

TO: Minnesota 4-H Animal Science Project Members – Horse
FROM: David Foley, Interim 4-H Program Coordinator
RE: **IMPORTANT** - Animal Identification Process

Thank you for enrolling in a 4-H animal science project. We hope you find this project both challenging and rewarding. This letter outlines the **online animal identification process**.
Minnesota 4-H uses its online enrollment system, 4HOnline, to record all animal identifications and ownership data. Online animal identification reduces inaccuracies and inefficiencies that were a part of our past paper system. More information and a 4HOnline user guide can be found at www.4-H.umn.edu/animal-ID.

The process that will be followed in 2018 is as follows:
1. 4-H Family completes the ID worksheet for NEW project horses.

2. Existing project animals that are being carried over to this project year must be re-activated by May 15. Instructions can be found in the document *Animal ID Data Entry by Families*, page 5, at www.4-H.umn.edu/animal-ID.

3. 4-H Family self-enters information for ALL project horses into 4HOnline and **prints entry report for personal record**.

- One horse can be ID'd by multiple family members. In those cases, the same animal should be entered under EACH member ID'ing that animal. Families should refer to the Minnesota 4-H Horse Rule Book at www.4-H.umn.edu/horse for details and limitations.

- If an animal is leased, the lease agreement must be scanned and uploaded into 4HOnline (bring a hard copy to County Extension Office by May 15 if unable to scan). The lease form is available at www.4-H.umn.edu/animal-ID.

- Photos (.jpg format) are a required part of the ID and should be uploaded into 4HOnline. If assistance with uploading photos is needed, contact your county Extension office.

- The Coggins form is another part of the ID process and they can be uploaded in 4HOnline. However, note that families can complete the online ID process (meet all requirements to ID) without having a Coggins form, but they must have submitted or uploaded a valid Coggins form BEFORE the horse can participate in any 4-H event (the Coggins can be turned in at the first 4-H horse event). But again, if the family does not have the Coggins uploaded into 4HOnline, submitted to the Extension office, or in hand, the horse will go home without being unloaded. Like the lease form and photo, if a family doesn't have the ability to scan and upload the Coggins form, do the rest of the ID process online, and then submit the Coggins form to the office in hard copy.

NOTE: Animals need to be identified May 15. Data entry must be completed by 11:59 pm, May 15, 2018; you will not be able complete identification after that point.

If your family cannot self-enter the ID information: 4-H Family brings in or mails completed ID worksheet and other required items, including signature(s), to County Extension office, on or before close of business May 15.

- Within one week, staff or designated volunteer enters info online into your family's 4HOnline account. After that, your family may view the information in 4HOnline to check for accuracy. The user guide, *Reviewing and Printing Animal ID Data,* is available at www.4-H.umn.edu/animal-ID to walk you through the process. .

NOTE: Hard copy submissions to the county Extension office must be received by 5:00 PM on May 15, or if mailed, be postmarked NO LATER than May 15.

Online ID'ing (4HOnline) user assistance and support

- A user guide is available at www.4-H.umn.edu/animal-ID.
- For assistance with the online ID process, contact David Foley at: djfoley@umn.edu OR (507) 328-6217
- In addition, an ID helpline will be available on the following days:
  - Sunday, May 13, 3:00 - 7 pm, 507-438-6898
  - Monday, May 14, 4:30 - 8 pm, 218-232-5174
  - Tuesday, May 15, 4:30 –12 midnight, 218-232-4975

The *Minnesota 4-H Horse Program Rule Book* contains IMPORTANT information about the Horse project and every family should have a copy. This Rule Book can be found online and downloaded at www.4-H.umn.edu/horse under "Important Project Information." If you can't go online, contact your County Extension Office for a copy.

Cloverbud Animal Science Specifics

- Cloverbuds may show their own animal or another 4-H'ers animal.
- Cloverbud animal should not be identified in 4HOnline (unless it is to be shown by another 4-H member).
- The Minnesota Board of Animal Health requires all animals at exhibitions to have official ID (tag or tattoo) this includes Cloverbuds, however this information should not be included in 4HOnline.
- Cloverbud entries may be included in county fair pre-registration for stalling/penning purposes.

If you have any questions about online animal identification or anything else in this letter, please contact David Foley at: djfoley@umn.edu OR (507) 328-6217