2016 Horse ID Information - May 15 Deadline

DATE: January 4, 2016
TO: Minnesota 4-H Animal Science Project Members – Horse
FROM: Joe Rand, 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**.

For the third year, Minnesota 4-H is using its online enrollment system, 4HOnline, to record all animal identifications. 4HOnline has the capability to track animal ownership and identification data and has been used successfully in other states. 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 *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.”

**The process that will be followed in 2016 is as follows:**

1. 4-H Family completes the ID worksheet ([www.4-H.umn.edu/animal-ID](http://www.4-H.umn.edu/animal-ID)) for NEW project horses.

2. Existing project animals that are being carried over to this new 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](http://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](http://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. The lease form is available at [www.4-H.umn.edu/animal-ID](http://www.4-H.umn.edu/animal-ID).
   - Photos (.jpg format) are a required part of the ID and should be uploaded into 4HOnline.
   - 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 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.
NOTE: Data entry must be completed by 11:59 pm, May 15, 2016; you will not be able complete identification after that point. If you are not able to scan in documents, please contact the office at mnnext-sherburne@umn.edu to schedule an appointment for assistance in this matter. You must have an appointment in order to have documents scanned.

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

- A user guide is available at www.4-H.umn.edu/animal-ID.
- In addition, an ID helpline will be available May 13-15:
  Contact information will be available as the date gets closer

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If you have any questions about the change to online animal identification or anything else in this letter, please contact Joe Rand, 4-H Program Coordinator at 763-765-3077 or joerand@umn.edu.