

How Do I Create an Animal Identification?

4-H Online Directions

The following is covered in these instructions.

HOW TO:

- ✓ Log-in to Family Account
- ✓ Add an Animal
- ✓ View Animal Information
- ✓ Print Animal Information

LOG-IN TO FAMILY ACCOUNT: You must do this first before you can do anything else

Go to co.4honline.com and enter your email and password, then choose log-in (if you are having problems logging in, call the office)

The login form includes three radio button options: "I have a profile" (selected), "I need to setup a profile", and "I forgot my password". Below these are input fields for "Email" (containing "nahrens@bouldercounty.org"), "Password" (masked with dots), and a "Role" dropdown menu (set to "Family"). A "Login" button is at the bottom.

Click on "Continue to Family"

[Continue to Family](#)

RE-ACTIVATE AN ANIMAL: For returning members that ID the same animal last 4-H year.

1. Log-in to your family account (see left for instructions)
2. Under Member/Volunteer List, click "Edit" next to the member's name.
3. Towards the top, click on "Animals/Livestock".

The navigation bar shows the user is logged in as a member of a county. The "Animals / Livestock" menu item is highlighted with a blue underline.

ADD A NEW ANIMAL:

1. Log-in to your family account (see left for instructions)
2. Under Member/Volunteer List, click "Edit" next to the member's name.
3. Towards the top, click on "Animals/Livestock".

The navigation bar shows the user is logged in as Wallace Morgan. The "Animals / Livestock" menu item is highlighted with a blue underline.

4. Under Add an Animal, choose the Animal Type and click "Add Animal"

The "Add an Animal" form has a dropdown menu for "Animal Type" with "Fowl - Poultry Breeding Chicken - Egg Product" selected. An "Add Animal" button is at the bottom.

5. Type in the information requested and upload images and documents required at the bottom.
6. Click on "Save"

How Do I Create an Animal Identification?

Instructions

- Under Animal List, click check box next to each animal you wish to ID for this year.

2014-2015 Animal List				
Select	Species	Type	Animal	Years
<input type="checkbox"/>	Horses	Horse	[REDACTED]	1
<input type="checkbox"/>	Horses	Horse	[REDACTED]	2
<input type="checkbox"/>	Horses	Horse	[REDACTED]	1

- Click "Activate Animal(s)".



- Click on "Edit/View" next to the animals name to view and make corrections to the ID.

Animal List				
Species	Type	Animal	Status	Edit / View
Horses	Horse	[REDACTED]	Pending	<input type="button" value="Edit / View"/>

- Click on "Save"

VIEW/PRINT ANIMAL INFORMATION:

- Complete steps 1 – 3 under "Add an Animal". The animal previously added will now appear under the "Animal List".
- Click on the "Edit/View" button next to that animal.

Animal List				
Species	Type	Animal	Status	Edit / View
Dogs	Dog	[REDACTED]	Pending	<input type="button" value="Edit / View"/>

- Click on "Print Animal Information" at the top.

