

## Animal Entry Online instructions for Members

**Note: All Dog and Horse Animal information is “required” in 4HOnline. Please note the deadline dates to enter project information into the system.**

Dogs = May 1 (current 4-H year @ midnight)

Horses = May 1 (current 4-H year @ midnight)

Under the Family “Member/Volunteer List”, locate the member to add animal information to and select “Edit”. From the top of the screen, click on “Animals/Livestock” - IF a “Non-Market” animal in the system last year, it will be listed. To “Update” the animal, click “Select” and “Activate”. This will then provide you with an “Edit/View” selection to update for the current 4-H year.

Logged in as [REDACTED]

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In this section you can Add Animals and Print reports (PDF or Excel once animals have been entered).

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Animal Reports - exports as a pdf document

Animal:

Report:

Animal Lists - exports as an excel document

Animal Type:

Export:

### Add an Animal

Animal Type:

### Animal List

Species	Type	Animal	Status	Edit / View
Dogs	Dog	Sparky	Pending	<input type="button" value="Edit / View"/>

Select from the drop down arrow under “Animal Type” and select the animal to enter. Fill out the information in as much detail as possible. Upload all necessary documents that are listed near the bottom of the page. Be sure to SAVE all of the information.