Horse Registration
Verification Process (Staff Resource) Created: January 25, 2013

1. Log in to 4HOnline.

2. Click on the ANIMALS tab.

3. Once on the animals tab, you can select the ANIMAL TYPE and then click the SEARCH button. (You can also use the STATUS pull down option, if you just want to view a particular type of animal status.)

4. A list of all 4-H members having an animal to verify will be listed at the bottom of the screen.

5. To validate the 4-H member’s animals, click the EDIT button.

6. The information for that animal will now appear. The county office has the ability to edit the necessary information if it is incorrect (EXAMINE ALL INFORMATION VERY CAREFULLY!!!!!). If a family has had difficulty in uploading photos or registration papers the county office can upload them at this point (refer to family instructions on uploading photos and documents).
7. After reviewing all information, the county office has two action options: - **Verify the information** (all information correct and photos/documents uploaded), by clicking the box after “I verify the information for this animal on behalf of the member or - **Delete Animal** (for some reason the animal does not need to be entered into the registration process). You can also enter comments as needed.

![Image of documents and images]

9. If you select the “Verify” Animal option and then save, the animal will be moved from the pending to the active status. The county office also has the option of adding additional animals for the member.

10. Once you have completed verifying all the registrations for the 4-H member, click the REMOVE FILTER button located in the name/address box. This will return you back to your list of 4-H members.

11. Select the next 4-H member in the list and continue the verification process.