



Animal Registration Instructions for Families

Created: April 11, 2013



BEFORE YOU BEGIN YOUR REGISTRATION PROCESS, YOU MUST:

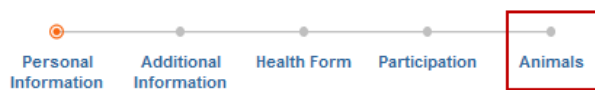
- Have a family and youth member profile established on 4HOnline.
- Be a paid/active youth member of Arizona 4-H for the current year.
- Have a digital photo of your animal(s) (3/4 front view of right side with member showing markings). These photos must be accessible for upload during the registration process.

VALIDATION STEPS

1. Access 4HOnline through the Arizona 4HOnline website <http://az.4honline.com>
2. Log into 4HOnline using your family email address and password.
3. Once logged into 4HOnline, continue to your family.
4. Once at your family profile, select the **ACTIVE** 4-H youth that you would like to validate animal(s) under. Select the 4-H member by clicking the "Edit" button beside the name.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Henry Avery	Youth	452304	Active	2012-2013	<input type="button" value="Edit"/>

5. At the 4-H member profile, you will click on the "ANIMALS" section at the top of the screen.



6. You will now be at the screen to enter your animal(s) information. At this screen, select the animal type you want to add, then click the "Add Animal" button under the Animal Type pull down list.

Personal Information Additional Information Health Form Participation **Animals**

Add an Animal

Animal Type: Steers

Animal List				
Species	Type	Animal	Status	Edit / View
<input type="button" value="Previous"/> <input type="button" value="Return to Member List"/>				

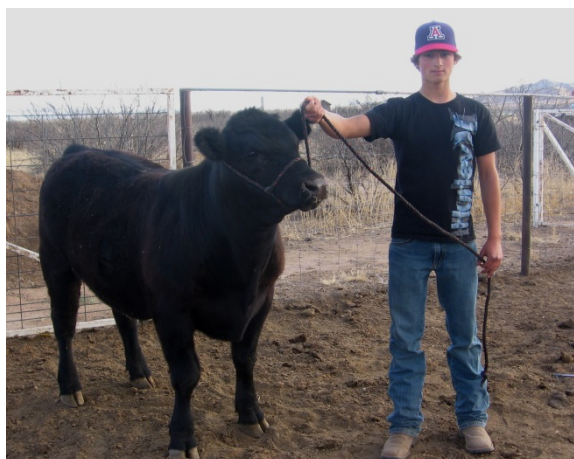
7. Read all your county 4-H program instructions/rules pertaining to the registration of an animal.

- Complete information for the animal you are validating. In addition, depending on your county rules you may also need to upload photos/registration papers for each animal. When required the entire animal MUST be in the photograph. Photos should be as close as possible and markings should be clearly visible.

To upload a photograph/paper, click on the "Select" button in the appropriate upload box, a box will appear - locate the correct photograph/document based on where it is located on your computer/drive. Once selected, click on the "Open" button in the bottom right corner.

- The photo or a pdf logo should now appear in upload box. After all information is complete and photos/documents uploaded, select the member name associated with this animal, then you will click the "SAVE" button at the bottom of the screen.

SAMPLE PHOTO



- You will be returned back to the "Animals" section in 4HOnline. The animal you just entered will show the status as pending until approved at the county level.

At this point, you have two options: Enter another animal for validation or return to the member list.