



Horse Registration Instructions for Families

Updated: March 1, 2016



BEFORE YOU BEGIN YOUR REGISTRATION PROCESS, YOU MUST:

- Have a family and youth member profile established on 4HOnline.
- Be a paid/active (or at least pending) youth member of Arizona 4-H for the current year.
- Have a digital photo of your horse(s) (side view with member showing markings). These photos must be accessible for upload during the registration process.
- For leased horses, you need to have a pdf copy of your horse(s) lease form for upload.

IMPORTANT

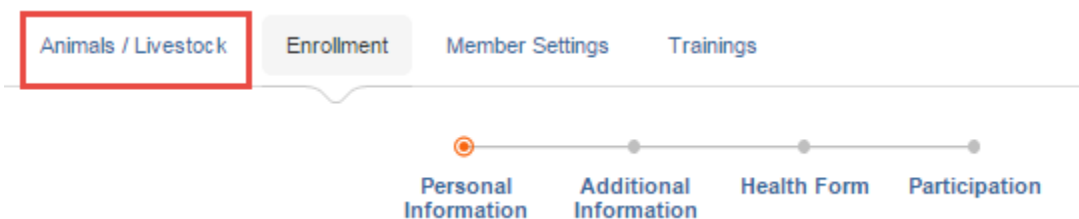
Horse Registration is completed for **EACH HORSE** and will cover all 4-H youth members in that family profile. However, when registering your horses through 4HOnline, you will select **ONLY ONE** 4-H youth member to conduct the registration under. Once a horse is registered, horse(s) can be moved to the appropriate 4-H member(s) that will be exhibiting the horse in the show as allowed by county and state rules.

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** (or at least Pending) 4-H youth member that you would like to validate a horse 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	2015-2016	<input type="button" value="Edit"/>

5. At the 4-H member profile, you will click on the “Animals/Livestock” icon at the top of the page.



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- You will now be at the screen to enter your horse(s) information. At this screen, click the “Add Animal” button under the Animal Type pull down list. This will take you to the data entry screen for one animal in that Animal Type (Horse).

Add an Animal

Animal Type: Horse

Add Animal

Animal List				
Species	Type	Animal	Status	Edit / View

- Read all your county 4-H program instructions/rules pertaining to the registration of a horse.
- Complete the requested information for the horse you are validating. In addition, depending on your county rules you may also need to upload photos/registration papers for each horse (side view with member). When required the entire horse 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.

Horse

Name of Horse:	<input type="text"/>		
Breed:	<input type="text"/>		
Birthdate:	<input type="text"/>		mm/dd/yyyy
Sex:	Male		
Height (In Hands):	<input type="text"/>		#.00-#.99
Registration # (if registered):	<input type="text"/>		
Colors And Markings:	<input type="text"/>		
Owned Or Leased:	Owned		
Owner Name:	<input type="text"/>		

Animal Uploads

<div style="text-align: center; font-size: small;">Horse - Side View with Member (Image/PDF files)</div> <div style="text-align: center; margin-top: 20px;"> Select Clear </div>	<div style="text-align: center; font-size: small;">Horse Lease Form (Required if Horse is Leased) (Image/PDF files)</div> <div style="text-align: center; margin-top: 20px;"> Select Clear </div>
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I verify the information for this animal is accurate:

Cancel
Save

9. The photo or a pdf logo should now appear in upload box. After all information is complete and photos/documents uploaded you will check the box next to “I verify the information for the animal is accurate” and then click the “SAVE” button at the bottom of the screen.

10. You will be returned back to the “Animals” section in 4HOnline.

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

Horse

Name of Horse:

Breed:

Birthdate: mm/dd/yyyy

Sex:

Height (In Hands): #.00#.99

Registration # (if registered):

Colors And Markings:


Owned Or Leased:

Owner Name:

Animal Uploads

Horse - Side View with Member


(Image/PDF files)



Click on image to crop and/or rotate

Horse Lease Form (Required if Horse is Leased)

(Image/PDF files)



I verify the information for this animal is accurate:

Note: The horse you just entered will show the status as pending if you did not check the verification box.

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

You must check the box and save in order for the animal to be active.

Animal List				
Species	Type	Animal	Status	Edit / View
Horses	Horse	Flash	Active	<input type="button" value="Edit / View"/>

Reactivating “carryover” animals

For those members that had registered a horse last year those animals can be re-activated for another year. When you are enrolling, click on the animals tab and you will see where you can add an animal or see horses registered last year. You can select and activate those animals. The image below shows where two have already been activated and one that was not.

To re-activate one or more animals, click on the check-box in the left-most column. Then click activate animal(s). Activated animals will then move to the current Animal List where the following can happen by clicking on the [Edit/View] button for each animal.

- Update ID data
- New/updated documents and/or photos can be uploaded.
- Change the family member associated with an animal.

Add an Animal

Animal Type:

Animal List

Species	Type	Animal	Status	Edit / View
Horses	Horse	Akhal Teke Penny (Tiki)	Active	<input type="button" value="Edit / View"/>
Horses	Horse	Mustang Buddy (Little Buddy)	Active	<input type="button" value="Edit / View"/>

2014-2015 Animal List

Select	Species	Type	Animal	Years
<input type="checkbox"/>	Horses	Horse	Easy Moon Roper (Alle)	1

If after activating the carryover horse it shows as “pending” you will need to edit that animal and find verification checkbox – check it and save the information and the animal should show as active.

Confirming your data entry

Clicking on [Edit/View] next to each animal will allow you to view previously entered data.

Species	Type	Animal	Status	Edit / View
Horses	Horse	CeeCee	Active	<input type="button" value="Edit / View"/>
Horses	Horse	Poco	Active	<input type="button" value="Edit / View"/>
Horses	Horse	Study	Active	<input type="button" value="Edit / View"/>



After an animal has been entered AND saved (this won't work during the initial data entry step) you can revisit the individual animal (using the Edit/View button) and click on the [Print Animal Information] link to print a page with this animal's data.

Animal Information

Animal information is available to print [Print Animal Information](#)

In order to create an Excel file of all data for all animals, use the [Animal Exports...] section.

Animals / Livestock Enrollment Member Settings Trainings

Animal Reports - exports as a pdf document
Animal:
Report:

Animal Lists - exports as an excel document
Animal Type:
Export: