

4-H Online- Upload Paperwork

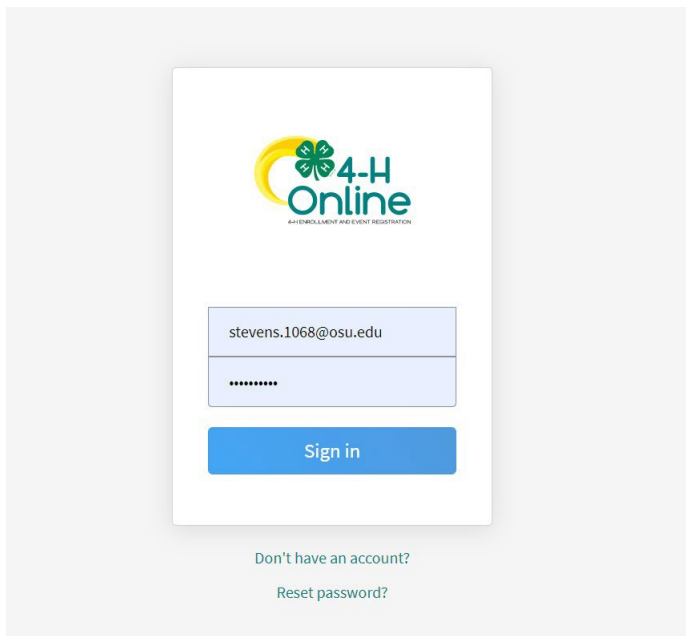
Please use this packet to help you upload paperwork. Follow the instructions, if you have any questions, please contact Taylor Stevens stevens.1068@osu.edu.

Use Google Chrome or Mozilla Firefox as your internet browser for optimal performance. Do not use Internet Explorer.

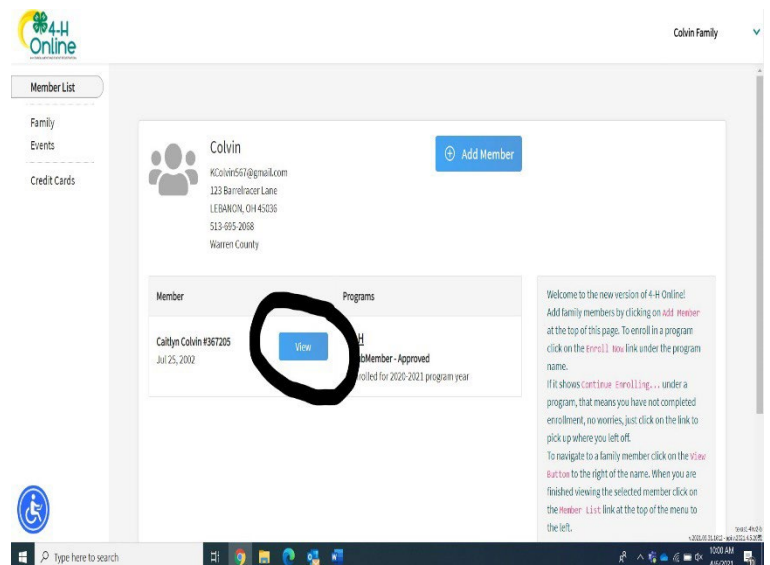
To enter your entries, please go to:
v2.4honline.com

4-H Members:

1. Using your 4-H Online family email and password (the same email and password that you used to complete 4-H enrollment), log back into your profile. Go to v2.4honline.com. All 4-H exhibitors have a profile. Click “Sign In”



2. Click “view” by the member’s name you would like to add an animal for.



3. Click “Animals” on the left hand panel.

The screenshot shows the 4-H Online interface. In the top right corner, the user is identified as 'Colvin Family as Caitlyn Colvin Member'. The left sidebar contains a 'Member List' section with links to Profile, Events, 4-H, Enrollment, About You, Activities, Animals (circled in black), Awards, Clubs, Consents, Groups, Health, Invoice, Projects, Questions, Files, and Settings. The main content area has a 'Profile' tab selected, displaying a form with the following information:

First Name	Caitlyn
Middle Name	
Last Name	Colvin
Member #	367205
Preferred Name	Caitlyn
Email	
Mobile Phone	513-593-1088
Birthdate	Jul 25, 2002

Buttons for 'Subscribe To Emails' and 'Edit' are visible. At the bottom, a 'Contacts' tab is partially visible.

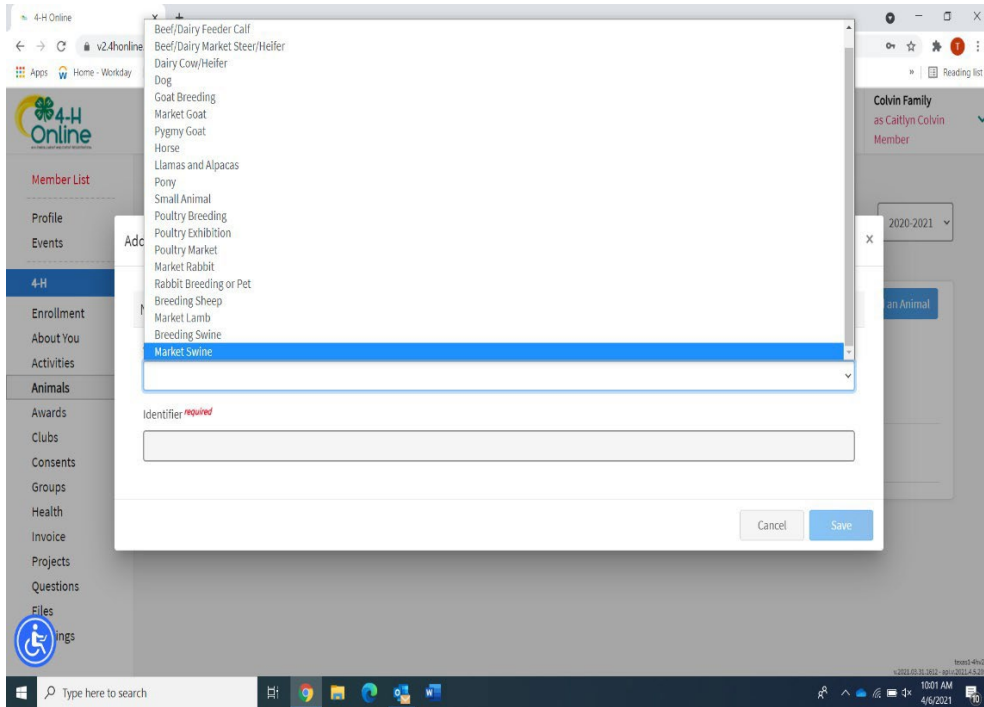
4. Click “Add Animal” in the top right corner

The screenshot shows the 4-H Online interface with the 'Animals' section selected in the left sidebar. The main content area has an 'Animals' tab selected, displaying a list of animals:

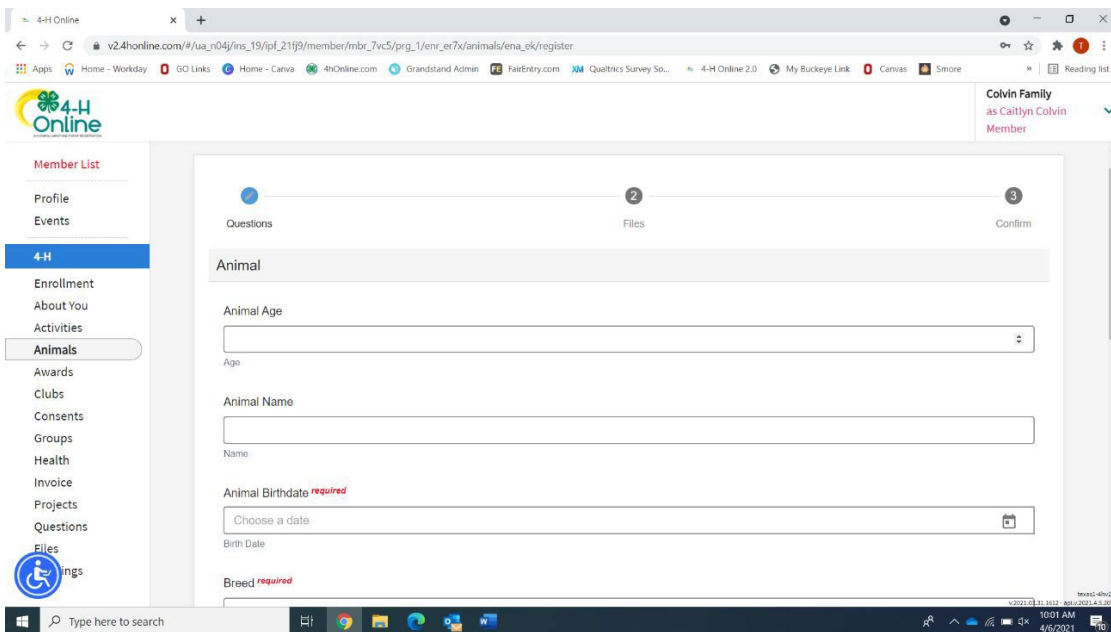
- Dodge A Bullett - Submitted
Horses - Horse
- 12345 - Submitted
Goats - Market Goat

In the top right corner of the main content area, there is a dropdown menu set to '2020-2021' and a blue button labeled 'Add an Animal' (circled in black). The bottom of the screen shows the Windows taskbar with the time 10:00 AM on 4/6/2021.

5. Select the “type of animal” you are enrolling from the list. Under “Name” put the name you want to show them under not a barn name if you don’t want to show them under that. NOTE: If you brought this horse to the fair last year you can click "Register" under "Previously Added Animals" to register this year.



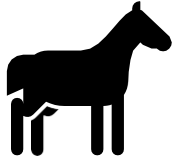
6. Fill in the blanks with animal information. The last page of this help sheet explains which sections are required and what to include for each section.



7. You will upload a front, left side, right side image of your animal. Under “Animal Photo- Identifier” you will upload head view. Under “Coggins Documentation” upload coggins. Under “Vaccination Record” upload vaccination record.

The screenshot shows a web browser window with the URL `v2.4honline.com/#/ua_n04j/ins_19/ipf_21fj9/member/mbr_7vc5/prg_1/enr_7x/animals/ena_ek/register`. The page is titled "4-H Online" and features a sidebar menu on the left with options: Member List, Profile, Events, 4-H (selected), Enrollment, About You, Activities, Animals (highlighted), Awards, Clubs, Consents, Groups, Health, Invoice, Projects, Questions, Files, and Settings. The main content area is titled "Animal Photo - Identifier" and contains a large white box for uploading photos. Below this box are two green "Download" buttons. At the bottom of the page, there are two buttons: "Back" and "Submit". The "Submit" button is circled in black. In the top right corner, the user is identified as "Colvin Family as Caitlyn Colvin Member". The bottom of the screen shows a Windows taskbar with the search bar and various application icons. The system clock in the bottom right corner indicates the date and time as "10:03 AM 4/6/2021".

8. When everything is completed you will click “submit”



How to fill out the animal information page on 4-H Online

Horses

Horse

- Enter one form for each horse.
- A maximum of **two** horses may be entered per exhibitor.

Animal Age: Not required

Animal Name: Required. Use the name you want them to show under at the Warren County Fair. Do not use their barn name if you do not want to show under that. You will not be able to change this later.

Animal Birthdate: Required

Breed: Required.

Breeder Name: Required. If not known put N/A

Coggins Test Date: Not required.

Colors and Markings: Required. Provide color, markings will be shown in the uploaded photos.

County Raised: Not Required

Height: Not required

Member Intends to Show at State (Fair): Required. Check yes or no.

Owned or Leased: Required.

Owner Name: Required

Animal Sex: Required

Type of Pet: Required. Indicate if the animal is a horse, pony or small equine

Three pictures of your horse must be attached to this animal information form. One must be a front view, left-side view, and right-side view. A copy of Coggins will be uploaded under ⁵“Coggins Documentation.” A copy of vaccination record/receipts will be uploaded under “Vaccination Record”