Reactive Breeding Animals & Horses in 4H Online

1. Login to your family account with your username and password.	
2. Click on the "Continue to Family" button.	
3. Choose the member you would like to reactive the animals for in your "Member/Volunteer List" by clicking on the "Edit" button.	

4. At the top there are various categories. Click on the words "Animals/Livestock".	
5. At the bottom, a list of animals that have been entered from previous years will appear in a box (i.e. 2013-2014). Click on the boxes of the animals you want to activate. Click the "Activate Animal(s)" button to complete the process.	
6. If you need to add an animal that is not on the following list, follow the directions below.	

How to Add Animals

1. Login to a family account.
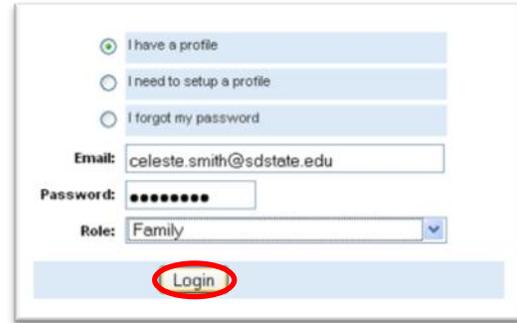
2. Click "Continue to Family"

3. Click "Edit" next to a member add Animal information.

4. Click on the "Animals/Livestock" page.
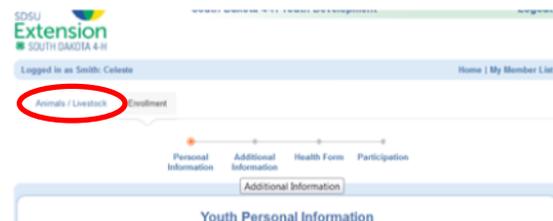
5. Select the "Animal Type."
6. Click "Add Animal."

7. Enter the requested Animal Information. NOTE: Items in BOLD are required.
8. Click "Select" under the document name to upload the appropriate forms.

NOTE: Uploading documents may require that the family scan and save the documents to their computer. If a family does not have access to a scanner, send required forms to the County 4-H Office and County 4-H Staff will scan and upload the forms to 4HOnline.

9. If all of the information is complete and accurate, check "I verify the information for this animal is accurate."
10. Click "Save."

11. The Animal will appear on the member's "Animal List."
12. Repeat steps 5 – 10 for each animal the member plans to use for the current 4-H Program year.
13. To edit animal information prior to the Livestock Identification deadline, click "Edit/View" next to the animal entry. Animal information is locked after the identification deadline.
14. To add animals for another family member, click "My Member List" and repeat steps 4 – 10.