How to Add Animals in 4HOnline

1. Go to http://sd.4honline.com and login to your 4HOnline account.

2. Click on "Continue to Family"

3. Click "Edit" next to the member for whom you would like to add Animal information.

4. Click on the "Animals" page.

5. Select the "Animal Type" you would like to add.

6. Click "Add Animal."

Animal Information
Dairy, Cattle

Class Description (Refer to State Fair Book):
Breed Type:
Breed: Ayrshire
Birthdate: mm/dd/yyyy
Ear Tattoo Number:
Herd Tag Number:
Animal Name:
Registration Number:
Owned Or Leased: Owned
US Country of Origin (Yes or No):

Documents / Images

Ownership Affidavit   Lease Form (for leased animals ONLY)   Breed Registration Paper (Purebred or Recorded Grade ONLY)

Select   Select   Select

I verify the information for this animal is accurate: ☐

Cancel   Save

7. Enter the requested Animal Information.

NOTE: Items in BOLD are required.

8. Click "Select" under the document name to upload the original "Ownership Affidavit", "Lease Form" and/or "Breed Registration Papers" from your computer.

NOTE: In order to upload these forms, you will need to scan and save the completed documents to your computer. If you do not have access to a scanner, send the documents to your County office and the County will add them to your account.

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

10. Click "Save."

Add an Animal

Animal Type: Dairy, Cattle

Add Animal

Animal List

Species	Type	Animal	Status	Edit / View
Cattle	Dairy, Cattle	12345	Active	Edit / View

<< Previous   Return to Member List

11. The Animal will appear on the member's "Animal List."

12. Repeat steps 5 – 10 for each animal (except market animals) the member will use for the current 4-H Program year.

13. If at any time before June 1, you need to change or edit the Animal Information, click "Edit/ View." After June 1, all animal information is locked for editing for the remainder of the 4-H program year.

14. To add animals for another family member, click "Return to Member List" and repeat steps 4 – 10.

15. Send all 4-H Market Animal information to your county office. Due to updated requirements, the county office will add Market Animals to family accounts.