

## Horse ID Entry Online instructions for Members

All horses you want to use this current year must be entered through 4-H Online, co.4honline.com. This includes any horse ID's from previous years. The Weld County deadline for the **Horse ID Form is May 1<sup>st</sup> of each year**. 4-H Online will remember all of the Horse ID's you have entered. You will need to edit the age of the horse every year.

From the Family "Member/Volunteer List", locate the member to add animal information to and select "Edit". From the top of the screen, click on "Animals/Livestock"



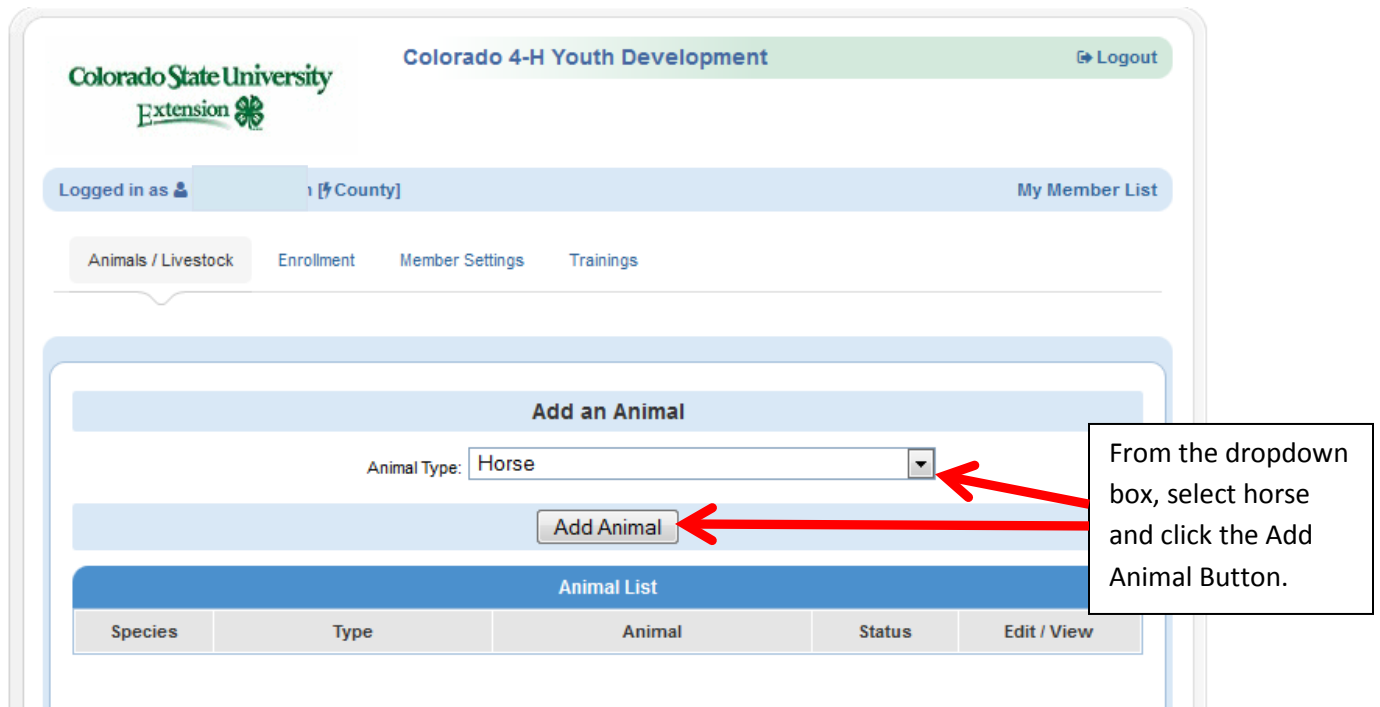
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Animals / Livestock Enrollment Member Settings Trainings

Personal Information Additional Information Health Form Participation

Click on the Animals/Livestock tab.



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**Add an Animal**

Animal Type: Horse

Add Animal

**Animal List**

Species	Type	Animal	Status	Edit / View
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From the dropdown box, select horse and click the Add Animal Button.

In this section you can Add Animals and Print reports (PDF or Excel once animals have been entered). Fill out the information in as much detail as possible. You also have the opportunity to upload pictures of most your animals as well. Once complete, SAVE all information!

## Animal Information

Animal Entry will begin January 2, 2015.

### Horse

Name of Horse:	<input type="text"/>	
Registered or Grade:	<input type="text"/>	
Horse Or Pony:	<input type="text" value="Horse"/>	
Tattoo:	<input type="text"/>	
Sex:	<input type="text" value="Male"/>	
Height of Horse:	<input type="text"/>	#.00-#.99
Breed:	<input type="text" value="Akhal-Teke"/>	
Other Breed:	<input type="text"/>	
Color:	<input type="text"/>	
Describe Color and Markings and other identifiable characteristics:	<input type="text"/>	
Birthdate:	<input type="text"/>	mm/dd/yyyy
Owned Or Leased:	<input type="text" value="Owned"/>	
Premise ID/Location ID:	<input type="text"/>	
State Fair Selection (office use only):	<input type="checkbox"/>	

### Documents / Images

Horse (Right Side) PHOTO <input type="button" value="Select"/>	Horse (Left Side) PHOTO <input type="button" value="Select"/>	Horse (Front/Face View) PHOTO <input type="button" value="Select"/>	County Use Form ID DOC One of following Reg Paper Brand Insp or Lease agreement <input type="button" value="Select"/>
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Fill in all information. Please upload the individual pictures in each of their designated places. Please upload bill of sale, brand paper, registration papers or lease agreement in the County Use Form box.

If you are designating a horse as a BACK UP, please type BACK UP after the name in the Name of Horse box. Example: Spirit – Back Up Horse.

Once you have completed the Horse ID Form, please click the Save Button at the bottom of the page. If you do not click on the Save Button, the Horse ID Form will not be saved.