

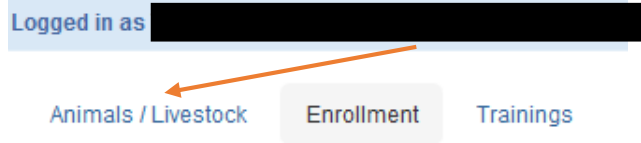
Animal Editing Existing Animal Online instructions for Members

Note: All Dog and Horse Animal information is “required” in 4HOnline. Please note the deadline dates to enter project information into the system. Also, if you had an “Active” Dog or Horse entered and approved last 4-H Year, your animal will be in the system, so you can “reactivate” the animal

Dogs = Check with County deadlines, State deadline is May 1st @ Midnight (current 4-H year)

Horses = Check with County deadlines, State deadline is May 1st @ Midnight (current 4-H year)

Under 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” - IF a “Non-Market” animal in the system last year, it will be listed. To “Update” the animal, click “Select” and “Activate”. This will then provide you with an “Edit/View” selection to update for the current 4-H year.



There will be a list of 1 or more animals associated with the member – check the box to the left and “Activate”

2014-2015 Animal List				
Select	Species	Type	Animal	Years
<input type="checkbox"/>	Horses	Horse	Sadie	1

Members can then update any of the information for the current year. If given the option to “verify” the information about the animal, check the box and “Save” the record.

All Animal reports are located at the top of the Animal page.

Animals / Livestock Enrollment Trainings

Animal Reports - exports as a pdf document

Animal:

Report:

Animal Lists - exports as an excel document

Animal Type:

Export: