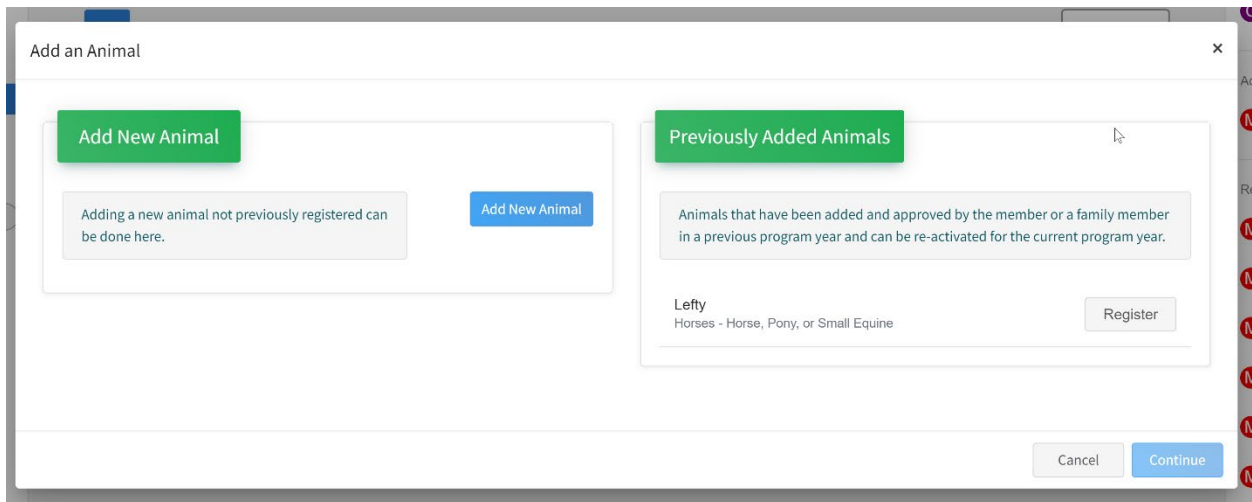


Helpful Hints for uploading Ohio State Fair Junior Horse Show Requirements

Each participant must enter using their 4-HOnline account. Go to 4honline.com to begin.

DO NOT CREATE A NEW ACCOUNT. USE THE FAMILY EMAIL AND PASSWORD USED FOR ENROLLING IN 4-H. If you do not remember your family email, contact Teresa at the Extension Office, 937.548.5215 or rusler-heiss.1@osu.edu.

Once you have logged into your account, you will need to add an animal to the account for the current year.

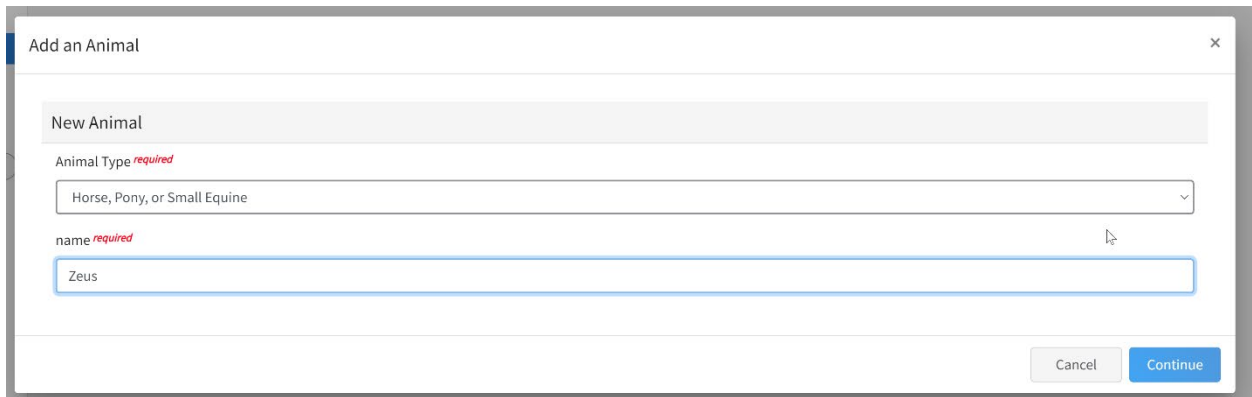


The screenshot shows a dialog box titled "Add an Animal" with a close button (X) in the top right corner. It is divided into two main sections:

- Add New Animal:** A green header box. Below it, a grey box contains the text "Adding a new animal not previously registered can be done here." To the right of this text is a blue button labeled "Add New Animal".
- Previously Added Animals:** A green header box. Below it, a grey box contains the text "Animals that have been added and approved by the member or a family member in a previous program year and can be re-activated for the current program year." Below this text, there is a list item: "Lefty" with "Horses - Horse, Pony, or Small Equine" underneath it. To the right of this list item is a grey button labeled "Register".

At the bottom right of the dialog box, there are two buttons: "Cancel" and "Continue".

Select "Add New Animal" and select "Horse, Pony or Small Equine" for Animal Type. After entering that information, select "Continue" at the bottom of the screen to move to the next page.



The screenshot shows the "Add an Animal" dialog box with the following details:

- The "New Animal" section is highlighted with a grey background.
- The "Animal Type" dropdown menu is set to "Horse, Pony, or Small Equine". Above the dropdown is the text "Animal Type *required*".
- The "name" text input field contains the text "Zeus". Above the input field is the text "name *required*".

At the bottom right of the dialog box, there are two buttons: "Cancel" and "Continue".

Next, fill out the animal information. If information is unknown in the required fields, please put N/A or Unknown in those fields.

1 Questions 2 Files 3 Confirm

Animal

Animal Age
7
Age

Animal Name *required*
Frosty
Name

Animal Birthdate *required*
4/29/2015
Birth Date

Breed *required*
Quarter Horse

Breeder Name *required*
N/A

Coggins Test Date
4/13/2022

Colors And Markings *required*
Bay Roan, No Markings

County Raised
 Yes
 No

Height
15.1
Height (in Hands)

Member Intends To Show At State *required*
 Yes
 No

Owned Or Leased *required*
Owned
Owned or Leased

Owner Name *required*
D. Seltner
OwnerName

Animal Gender *required*
Female
Sex

Type of Pet *required*
Horse
Horse, Pony, or Small Equine

Back Next

Once this information is complete, click "Next" to upload files. Please note that 4HOnline requires photos of the animal. This is also the section where the Out-of-County PAS Approval Form (if applicable), Coggins test results, and State Fair Stall Receipt will be uploaded. Currently, JPEG or PDF files can be uploaded for horse identification, but a PDF file must be used for the Coggins Documentation.

Out-of-County PAS Form

No Image Selected

Upload

Coggins Documentation


No Image Selected

Upload

Once files are uploaded, they will appear as pictured below.


Files

Animal Photo - Front




Overwrite Download Delete

Animal Photo - Left



Overwrite Download Delete

Out-of-County PAS Form



Overwrite Download Delete

Once all forms have been uploaded, click "Next" to review your entry. If all information is correct, click "Submit" to upload all your forms to 4HOnline.