

April 25, 2022

Dear Jr. Fair Horse Exhibitors,

Thank you for working with the Fairfield County 4-H Office as we transition to adding animals in 4-HOnline. The goal of this change is to make it easier for members to submit their information and streamline the junior fair entry and record keeping process.

This is the first time we have asked members to add their livestock in the 4-HOnline portal. The attached directions should explain and show you how to add your horse(s) to your profile in 4-H online. This is the first species to implement this, so if you notice something is not working, please let our office know.

Before you begin the process, you should have the following ready to upload:

- **General Information** about your horse including name, birthdate, breed, colors & markings, height, owned or leased, owner's name, and animal gender
- **Photo** – Only one photo is required – It should be a side photo of the horse that must show youth, horse's face and any leg markings.
 - If you have pictures of the horse from the front and sides, you can use them too, but it is not required
 - You can upload the same 1 photo for all 3 spots (Front of Animal, Left Side of Animal, Right Side of Animal) required in 4-HOnline
- **Horse ID Form** - completed and scanned or photographed so it is legible – this will be uploaded under the tag/identifier photo
- **Lease** (if applicable) – completed and scanned or photographed so it is legible – This will be uploaded in its own section
- **Coggins** – Negative coggins test scanned or photographed so it is legible – This will be uploaded in its own section

Forms to add later if applicable:

- **PAS Out of County Form** – Completed and scanned or photographed so it is legible – This will be uploaded in its own section

All of these items are required for both your Primary and Back-Up horses. Please identify which horse is primary or backup in the naming section of 4-HOnline. For example, *Horse's Name – Primary* or *Horse's Name – Back Up*. Remember, it is **your** responsibility to complete these documents/forms and upload them 4-HOnline by June 1st.

If you have any questions or experience problems using 4HOnline: Call the Fairfield County Extension Office at 740-654-5419 or email Missy Koenig (koenig.398@osu.edu) or Aubry Fowler at (fowler.443@osu.edu).

Sincerely,



Aubry Fowler
Extension Educator, 4-H Youth Development



Leslie Cooksey
Extension Educator, 4-H Youth Development

Fairfield County Jr. Fair 2022 Horse Animal ID Help Sheet

Listing of Required and Optional Fields / Information by Animal Species

Note: Required – N/A means that you must enter something in that field, but there is no particular information we need, so you can just enter N/A.

Horse	
Animal Name	<i>Required - add Primary or Back Up notation here</i>
Animal Age	Optional
Animal Birthdate	<i>Required</i>
Breed	<i>Required</i>
Breeder Name	<i>Required – n/a if unknown</i>
Colors & Markings	<i>Required</i>
County Raised	Optional
Height	<i>Required</i>
Owned or Leased	<i>Required</i>
Owner Name	<i>Required</i>
Animal Gender	<i>Required</i>
Files/Photos of Animal	
Front of Animal	<i>One side required; must show youth, horses head and any leg markings</i>
Left Side of Animal	<i>One side required; must show youth, horses head and any leg markings</i>
Right Side of Animal	<i>One side required; must show youth, horses head and any leg markings</i>
Tag/Identifier Photo:	<i>Required – Add Horse ID Form Here</i>
County Document	Optional
Lease	<i>Optional – required if leasing</i>
Coggins Documentation	<i>Required</i>
Vaccination Record	Optional



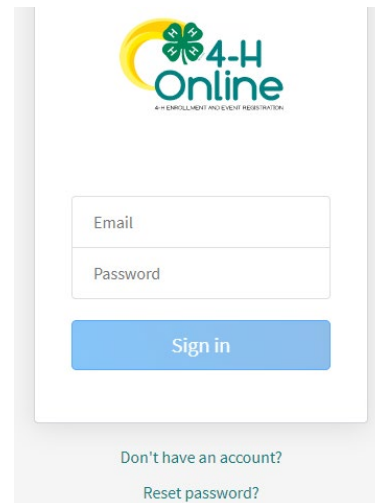
Entering your horse in 4-H Online

4-H members who intend to show at the Ohio State Fair Junior Horse Show must upload a copy of their equine's current negative Coggins test (dated on or after January 1, 2022) to their 4-H Online account by July 1st.

Members who participate at an Out-of-County PAS show must also upload their completed Out-of-County PAS form.

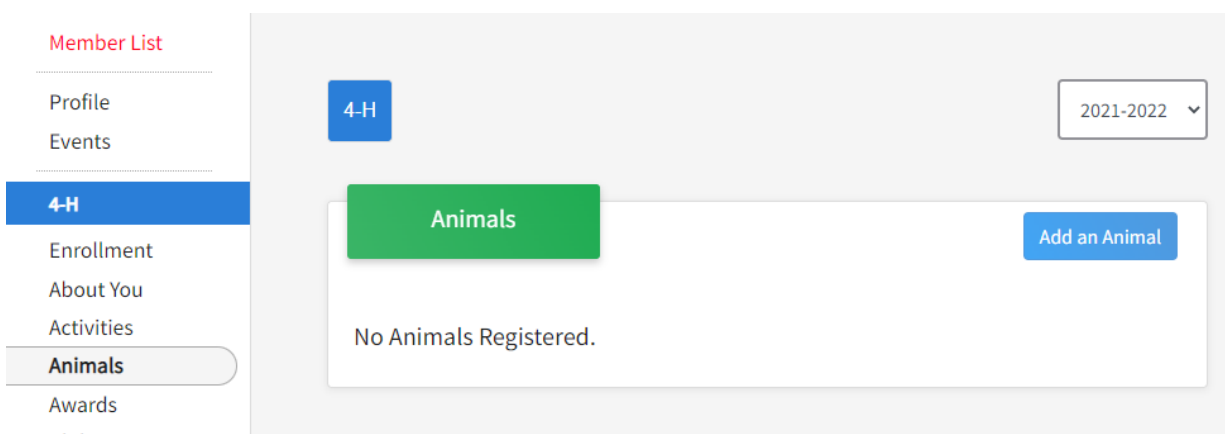
Step 1: Visit: oh.4honline.com

- **Do not set up a new profile.**
You must log into your existing profile.
- Your username is the email address where you receive messages from Fairfield County 4-H
- Have you forgotten the password? If so, select the **"Reset Password?"** option. Then check your email for a password reset link.



Step 2: Click "View" button next to the Member's record for whom you would like to add an animal.

- Click "Animals" in the navigation pane on the left side of the screen
- Then click the blue Add an Animal button.



Step 3: Click “Add New Animal”

Step 4: Select the animal type Horse, Pony or Small Equine from the drop-down menu, enter the animal's name, then continue.

- Enter the required animal information.

Animal Birthdate *required*

3/10/2018

Birth Date

Breed *required*

Quarter Horse

Breeder Name *required*

Jennifer Clover

Coggins Test Date

4/15/2022

Colors And Markings *required*

Sorrel, white strip on face, white on left hind leg



Step 5: Upload required files for the animal

- Photos of the horse. Since we require one photo, you can upload the same photo each time.
- Coggins documentation. Coggins form should be uploaded as PDF file.
- Out-of-County PAS form (if you participated in an out of county PAS)

Questions Files Confirm

Files

Animal Photo - Front

Overwrite Download Delete

Coggins Documentation

No Image Selected

Upload

Out-of-County PAS Form

No Image Selected

Upload

Step 6: Review the entered information and click the submit button.

- The animal information will now display on the screen with the status “submitted”

Goldie

Animal - Submitted

Created on Apr 1, 2022 2:53 PM

Modified on Apr 1, 2022 3:13 PM

Submitted on Apr 1, 2022 3:13 PM

Goldie

Horse, Pony, or Small Equine

Animal

Animal Age	4
Animal Name	Goldie

- You will receive an email when the Fairfield County Extension Office has approved your animal record.

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Call the Fairfield County Extension Office at 740-654-5419 or email Missy Koenig koenig.398@osu.edu or Aubry Fowler at fowler.443@osu.edu

