

# 4-H Online Horse ID Instructions

Go to 4-H Online at [www.co.4honline.com](http://www.co.4honline.com)

Log in

**DO THIS ALL AT ONCE.** If you need to go back and add additional information please contact the office at 641-1260.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Norman WilcoxDemo	Youth	470067	Active	2013-2014	<input type="button" value="Edit"/>

From the Member/Volunteer List click on the **Edit** button next to your name.

From the Profile Information Page click on **Animals/Livestock** in upper menu bar.

Select Horse from the Add an Animal dropdown list. Click on **Add Animal**.

Be ready to provide the following information:

- Name of Horse
- Registered or Grade
- Horse or Pony
- Sex
- Height of Horse
- Color
- Breed
- Birthdate
- Owned or Lease

**Photos:**

- Right Side
- Left Side
- Front/Face View

Fill in the required information and upload the pictures you have.

When all the information has been entered and the ID pictures uploaded click on **Save**.

**TO RENEW AN EXISTING ID:**

Check the **Select** box and click **Activate Animal(s)**. Click on **Edit/View** and update your information if needed. Click on **Save**. Do this all at once.

2014-2015 Animal List					
Select	Species	Type	Animal	Years	
<input type="checkbox"/>	Horses	Horse	Cash	2	
<input type="checkbox"/>	Horses	Horse	Snoople	2	

**TO PRINT:**

After you have hit **Save** re-enter ID by clicking on **Edit View**. Click on **Animal information is available to print** [Print Animal Information](#)