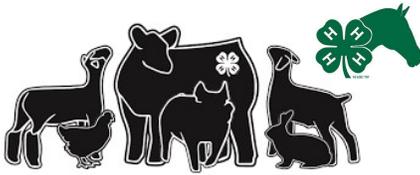




4-H ONLINE Achievement Days & Horse Show



Entering your Livestock & Horse Animal Info

Are you participating in this year's 4-H Achievement Days or Horse Show? If yes, entering your animals is a TWO step process. Complete both steps by the set deadlines to exhibit at this year's shows! You can start Part #1 now to get a jump start!

Part #1: Enter Animal Info into 4-H Online

Opens: NOW

Closes: May 8

Once you are registered for the current 4-H year, you can start entering your animals as you get them! Enter each animal you may show under each youth member. Make sure you have the species chosen under the 'Projects' section in 4-H Online too!

Part # 2: Choose Your Horse Exhibit Class

Opens: May 20

Closes: June 17

Part # 2: Choose Your Livestock Exhibit Class

Opens: May 20

Closes: June 21

This is where you choose the show class your animal will be entered in. Classes are chosen from the ND State Fair 4-H Exhibitor Book. More info coming in May 2024 for Part 2!

A Step-by-Step Helper Guide for Part #1 starts on the next page or is located online at:

<https://tinyurl.com/4-HOnlineAnimals>

General Livestock Ownership Dates

To show at Achievement Days or the ND State Fair, you are required to have your livestock in your possession and be a registered 4-H member by the following dates:

March 1 – Market Beef

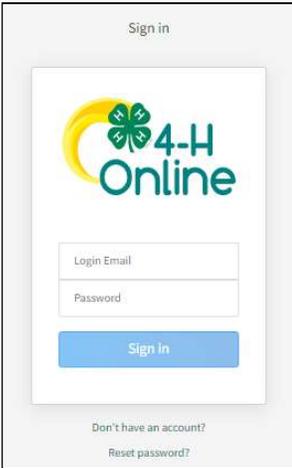
May 1 – All Other Species (including Horse)

Need to Make Changes?

May 8 or Earlier - You are welcomed to sign into your 4-H Online profile and make changes to the animals you entered up until the Part #1 deadline!

After May 8 - We understand that sometimes animal replacements happen due to health issues and such. So, you are able to reach out to us if any issues arise and you need to do a replacement. As long as you had a similar animal entered into 4-H Online, we will make the necessary changes. It is the exhibitor's responsibility to ensure the Mountrail County 4-H Office knows about any changes that need to be made prior to the event.

Need Assistance? Please reach out to us if you have any questions at (701) 628-2835 Ext. 1 or heather.tomlinson@ndsu.edu.



Log into your 4-H Online account at:

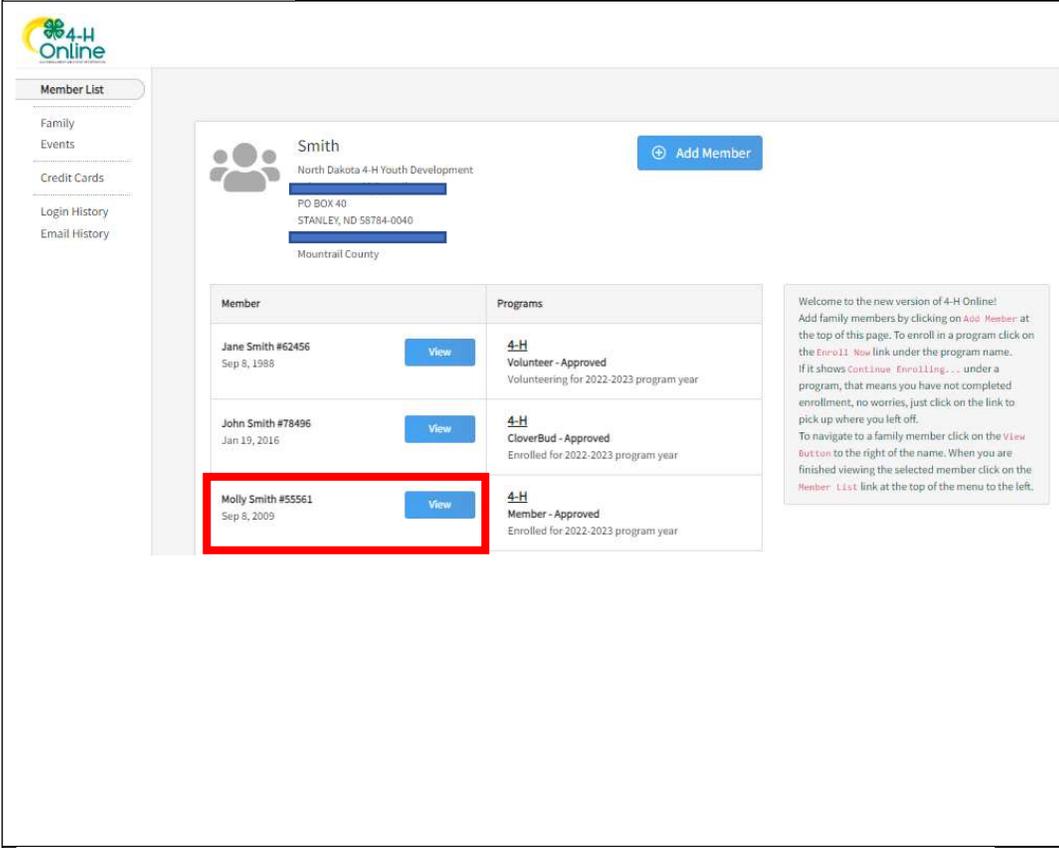
<https://v2.4honline.com/>

Use your family account that you enrolled on 4-H Online with – if you have yet to enroll...this is the time to do so!

*

(If you forgot your password, you may click on "I forgot my password to have a new one sent to you. If you are unsure of your email that was used, please contact the Mountrail County Extension Office.)

Step #1:

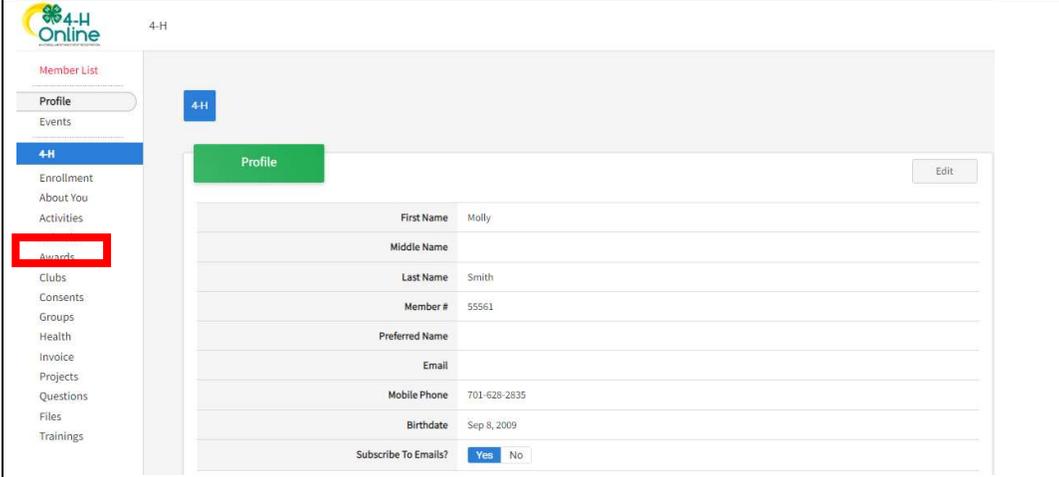


Step #2:

Select the **youth family member** that you want to register an animal to.

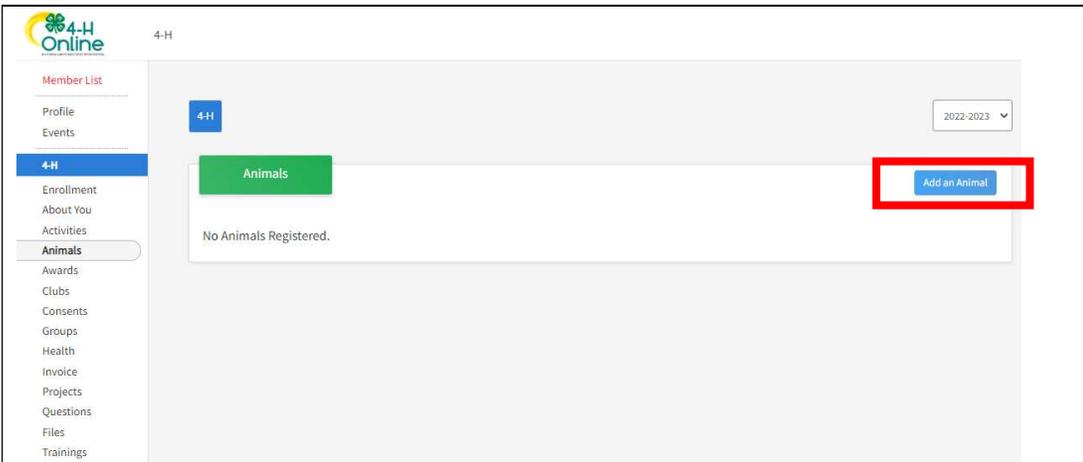
NOTE: You must click on a youth here of the option to add an animal will not be visible on the left side bar.

Important: New for 2024 - When entering animals in 4-H Online, families only need to enter each animal ONCE in one of the members profiles. Family members are connected in 4-H Online, which means when you register for the fair in FairEntry, ALL animals that were entered in 4-H Online will be available for any sibling to choose from, regardless of whom they were entered under.



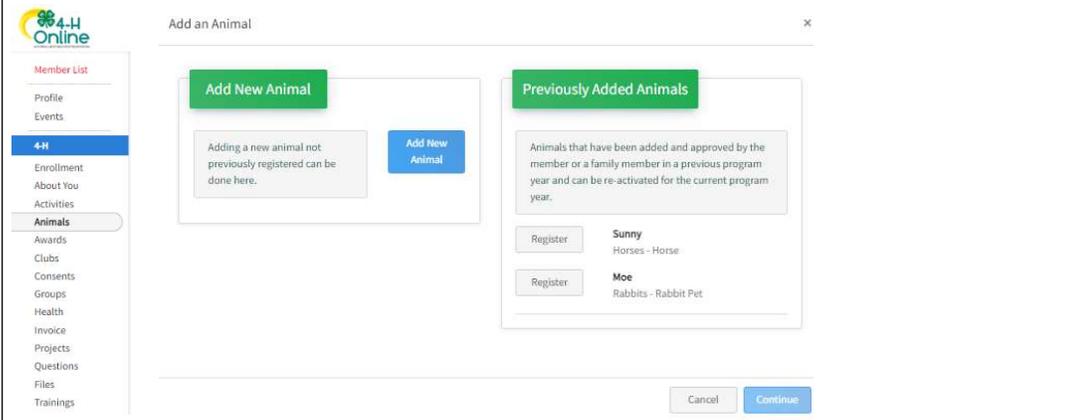
Step #3:

Choose "Animal" from the left menu bar.

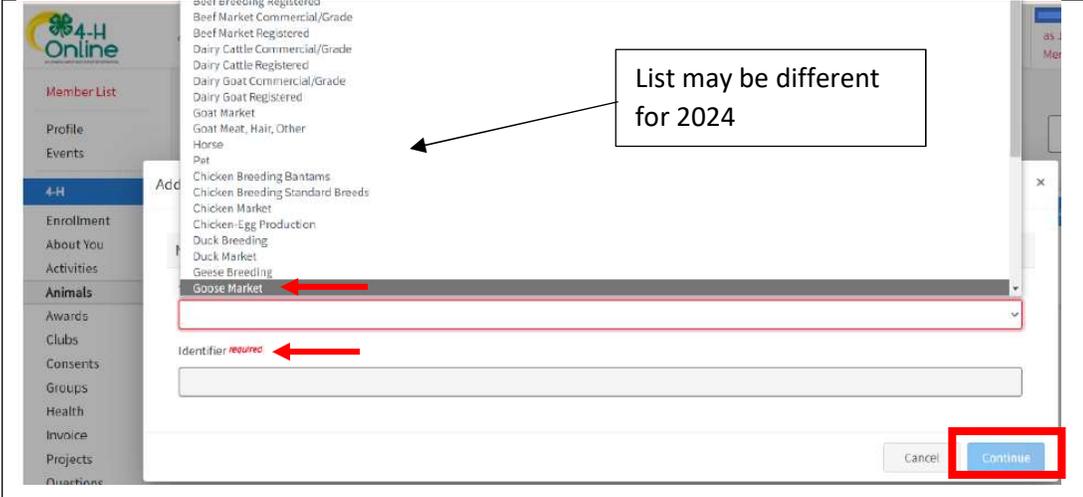


Step #4:
Select "Add Animal"

Reminder:
Please add ALL animals you may be showing for each species.



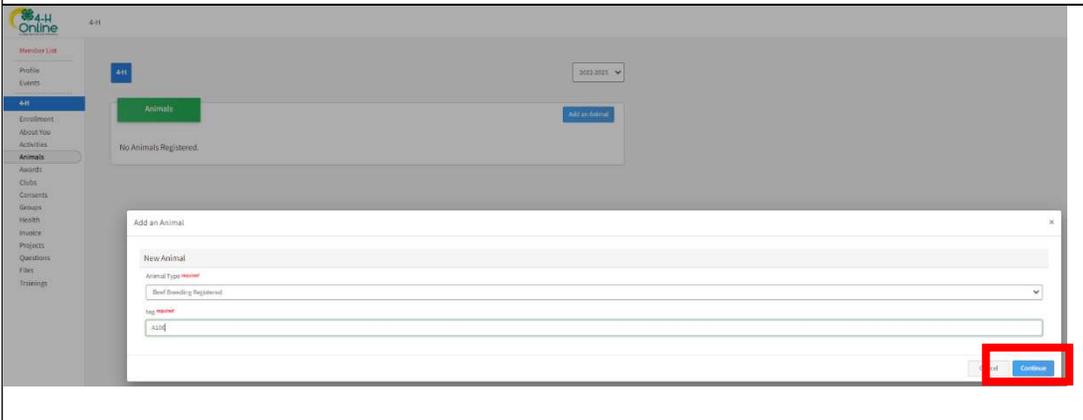
Step #5:
Choose "Add New Animal" from the pop-up window
OR
Choose "Add Animal from Previous Year"



Step #6:
If you chose "Add New Animal"

Choose the Animal Type from the drop-down menu and fill in your animal identifier info for each species.

ONLY animal species with 4-H classes offered in the ND State Fair book will be entered in 4-H Online



Step #6 Continued...

Confirm your entries and select "Continue"

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Questions Files Confirm

Animal

Animal Name required

Name

Animal Birthdate required

Birth Date

Breed required

Dam Birthdate

DamBirthdate

Dam Registration Number

DamRegistrationNumber

Dam Tag

DamTag

Dam Tattoo

DamTattoo

Owned Or Leased required

OwnedOrLeased

Owner Name

OwnerName

Owner Relationship To Member

OwnerRelationshipToMember

Registration Number required

RegistrationNumber

Animal Gender required

Sex

Tag required

Tattoo

Step #7:

ENTER INFORMATION

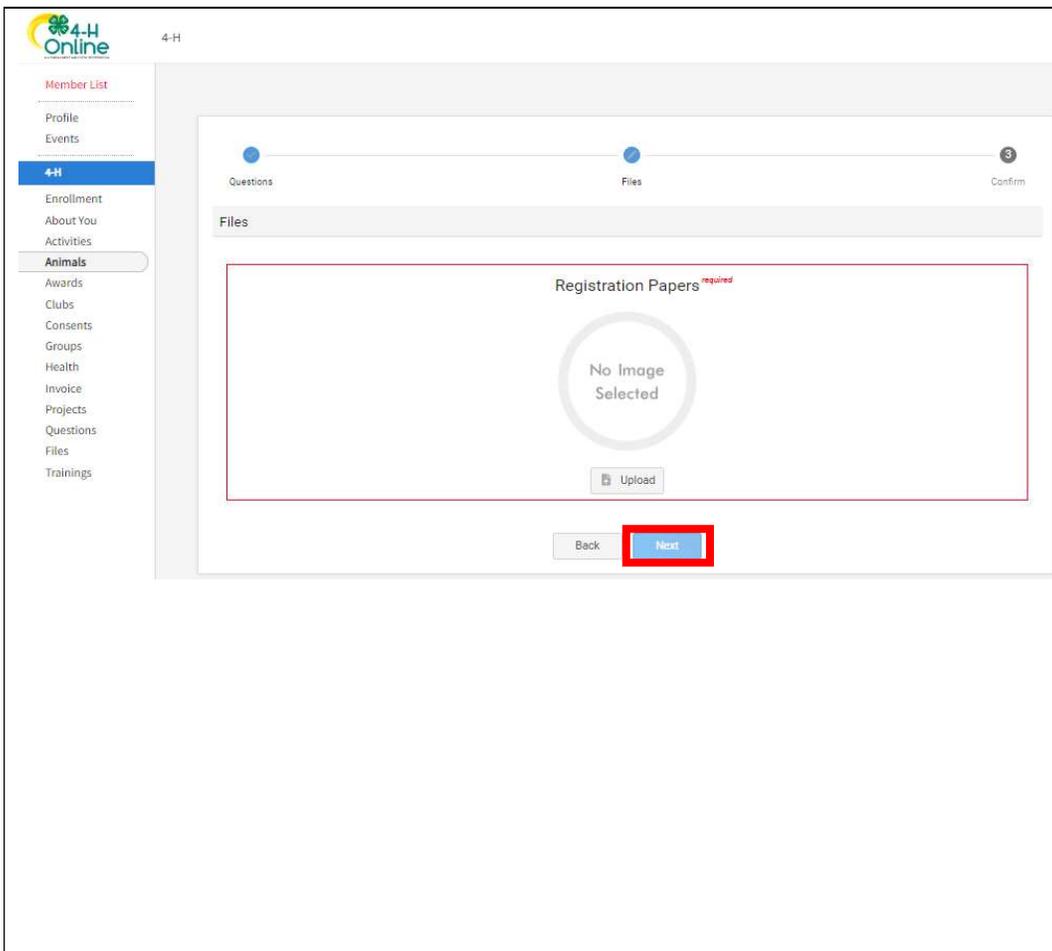
Fill in all required fields.

Please take a moment to acquire the correct info and enter it properly.

Do not make up info if you can enter accurate responses.

The sections listed as **REQUIRED** must have information in them before you will be allowed to submit your animal info. This info is very important for the county & state level fairs.

If you enter information that you know is incorrect, you are required to contact the Mountrail County 4-H office prior to the county fair to make changes.



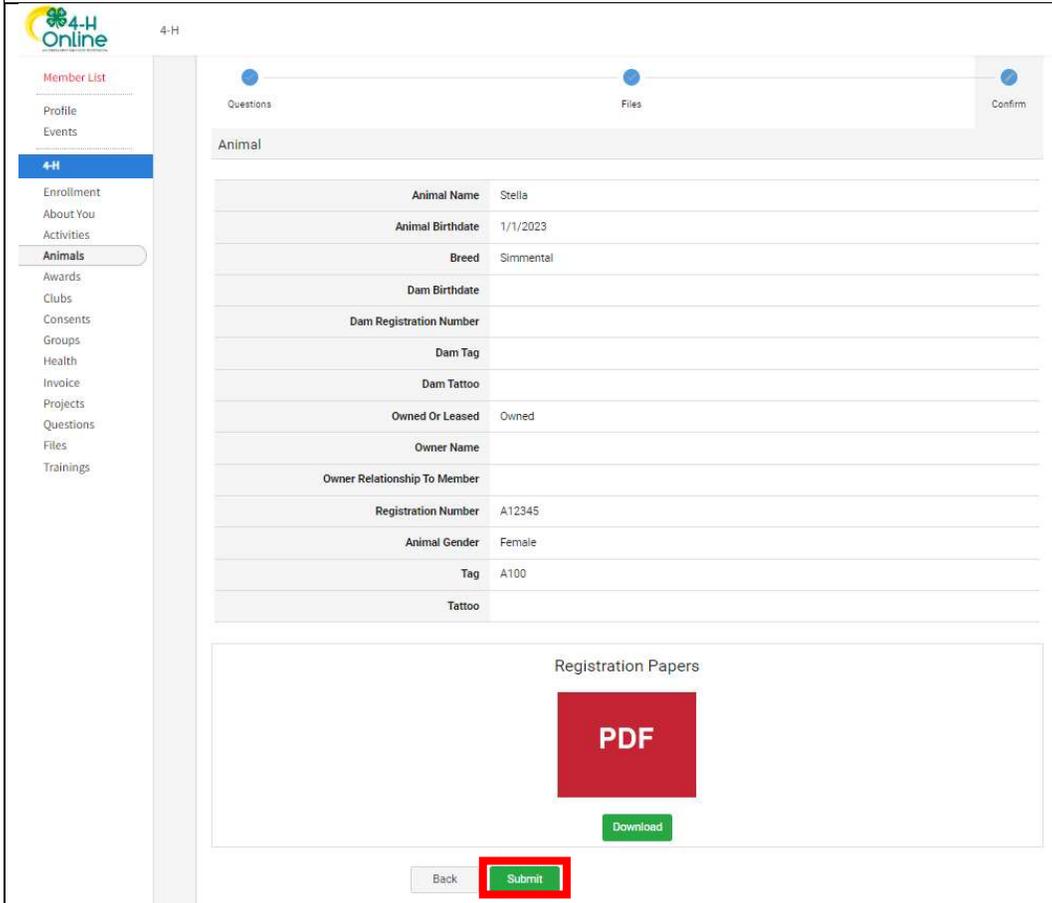
Step #8:
Upload FILES

This portion allows you to upload required or optional files for the animal.

- Registration Docs.
- Lease Docs.
- Coggins & Health Certificate (for out of state Horses)
- Photos

Registered animals: A copy of the registration papers must be uploaded when they are available.

If registration papers are not provided prior to the show, the animal can only show in the Commercial/Market divisions.



Step #9:
REVIEW INFORMATION

Please review all of the info you have entered.

Important: Click **“Submit”** after you have confirmed everything is correct. If you neglect to hit submit, your entry will not be accepted.

Your 4-H animal submission has been approved Inbox



4

4-H Online 12:18 PM
to me



Your animal submission for A100 in 4-H has been approved.

Sign in at any time to manage your account.

Sign in

This email was sent to [redacted] by 4-H Online.
RegistrationMax LLC - 4301 W. William Cannon Drive
Austin, TX 78749

Step #10:
CONFIRMATION

You will receive an email notification for **each animal** you enter.

Didn't receive one? Check your 4-H Online profile to confirm your submission was entered. If you did not click the SUBMIT button, your entry was not complete.

Reach out to our office for questions at (701) 628-2835 Ext. 1 or heather.tomlinson@ndsu.edu



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Add an Animal

A100 - Active
Cattle - Beef Breeding Registered

To **VIEW** current registered or **ADD** additional animals...

Step #11:

Choose "Animal" from the left menu bar once again to see each animal you have entered.

Need to make a change?

You can make changes to each animal on 4-H Online until the following deadlines:

March 8 – Market Beef

May 8 – All Other Species

Any change/additions past these deadlines must be submitted and approved by the Mountrail County 4-H Office.