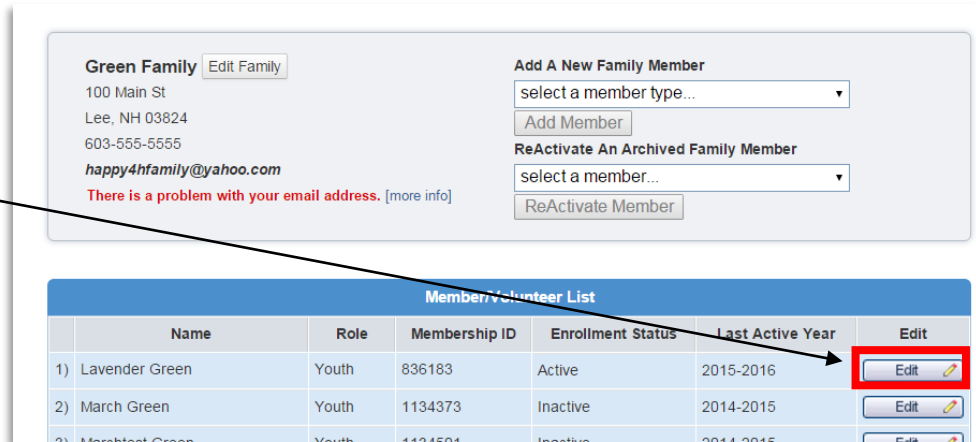




Submitting “Intent to Show” through 4hOnline

(How to enroll an animal in 4hOnline)

1. Log-In and select “Edit” to the right of your record



Green Family [Edit Family](#)

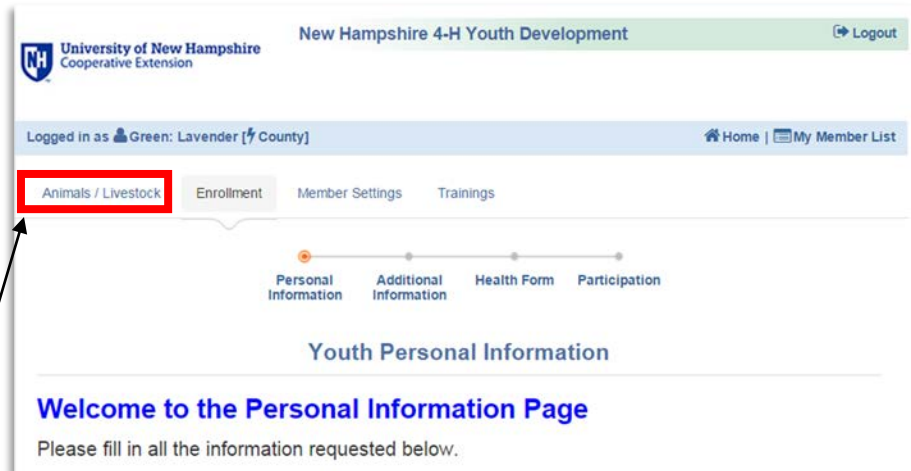
100 Main St
Lee, NH 03824
603-555-5555
happy4hfamily@yahoo.com
There is a problem with your email address. [\[more info\]](#)

Add A New Family Member
select a member type...
[Add Member](#)

ReActivate An Archived Family Member
select a member...
[ReActivate Member](#)

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Lavender Green	Youth	836183	Active	2015-2016	Edit
2)	March Green	Youth	1134373	Inactive	2014-2015	Edit
3)	Marchest Green	Youth	1134501	Inactive	2014-2015	Edit

2. You will then be on the Personal Information page



University of New Hampshire Cooperative Extension

New Hampshire 4-H Youth Development [Logout](#)

Logged in as Green: Lavender [County]

[Animals / Livestock](#) [Enrollment](#) [Member Settings](#) [Trainings](#)

Personal Information Additional Information Health Form Participation

Youth Personal Information

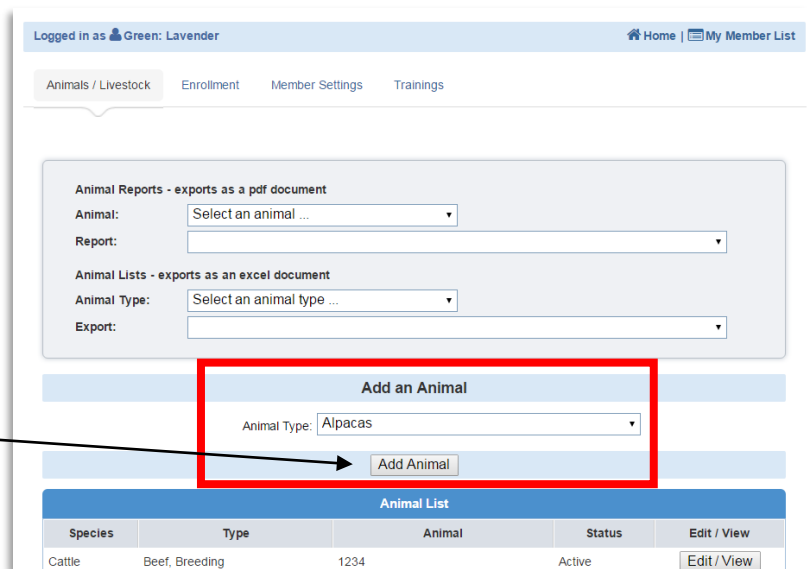
Welcome to the Personal Information Page
Please fill in all the information requested below.

3. Click on **Animals/Livestock** at the top of the page

Now you can enroll your animals!

4. In the dropdown menu under “Add an Animal” select the type of animal you wish to add.

Once you have selected the animal species and click on **Add Animal**, it will open a new page.



Logged in as Green: Lavender [Home](#) [My Member List](#)

[Animals / Livestock](#) [Enrollment](#) [Member Settings](#) [Trainings](#)

Animal Reports - exports as a pdf document
Animal:
Report:

Animal Lists - exports as an excel document
Animal Type:
Export:

Add an Animal
Animal Type:
[Add Animal](#)

Animal List					
Species	Type	Animal	Status	Edit / View	
Cattle	Beef, Breeding	1234	Active	Edit / View	

5. Fill in the information for the animal.
 - I. **NOTE:** If you are waiting for information like an ear tag, tattoo, or leg band number, write "Pending" in the appropriate box and wait until you have that information to verify the animal.
6. Upload any required photos or documents for the animal. These requirements are different for each species. It is important to know what documents or photos you need to include for your animal (see below).
 - I. Photos will indicate whether they are optional or required.

NOTE: The form below is for identification and eligibility only, NOT a fair entry. Actual fair entries are done separately for each fair or show.

Horses/Other Equines

Date Record entered/updated:

Breed Type:

Breed:

Animal Name:

Birth Year:

Colors And Markings:

Height (In Hands): #.00-#.99

Tattoo:

Sex:

Owned Or Leased:

Date Owned or Leased:

Proposed Division:

Additional Information:

List any physical and/or educational accommodations needed in order for youth to participate fully:

Animal Uploads

Animal Front Photo (Required)
(Image/PDF files)

Animal Left Side Photo (Required)
(Image/PDF files)

7. Be sure to read all of the information at the top of the page to ensure that you have completed all required documents.

This information includes:

- Deadlines
- Links to required documents like the Lease form & Helmet Release
- Age Divisions

Animal Information

Are you enrolled in the Horse project? To find out, go to the Participation link, then the Projects tab. If you're identifying a horse you should be enrolled in the Horse project so that you can receive all the information you need from your county office.

- **Complete Intent to show** for Horses must be completed by:
 - April 1 for Horses eligible for Eastern States Exposition
 - May 1 for all others
- If you are leasing an animal you must submit the **Record of 4-H Lease form**.
 - See page 2 of lease form for number of leased animals allowed and age restrictions on certain animals

Helmet Release is required, please upload a signed copy of the **helmet release form** in the allotted space below.

Age Divisions -H age is based on member's age on Jan 1 of the current program year)

- Novice members; 4-H age 8 to 13 and in their first year of showing
- Junior members; 4-H age 9 to 12 and in their second year or beyond
- Intermediate members; 4-H age 12-13 and in their second year or beyond
 - Intermediates and Juniors may be combined at some shows
 - Senior member; 4-H age 14 to 18 regardless of years of experience

Complete 4-H Animal Requirements and deadlines can be found [here](#)

NOTE: The form below is for identification and eligibility only, NOT a fair entry. Actual fair entries are done separately for each fair or show.

[Complete 4-H Animal Requirements and deadlines can be found here](#)

Please note: this is for Animal Identification ONLY – it is **not a fair entry**. Fair entries must be done with each fair individually.

8. When you have filled in all the information and hit *save*, it will bring you back to the Animal List page.

Now that you have completed the animal record there are a couple more things you need to do.

- Verify the record and
- Print the Intent to Show Form

9. To do both these things you need to go back into the Animals record.

- I. select *Edit/View*
- II. IF the record is **complete**, scroll to the bottom of the page and click on the box verifying that the information is accurate.
- III. Then hit **SAVE** – you will see this message:

Species	Type	Animal	Status	Edit / View
Horses	Horses/Other Equines	Cardiff Sweetie	Active	Edit / View
Horses	Horses/Other Equines	Figure me out	Active	Edit / View
Horses	Horses/Other Equines	Nickel	Pending	Edit / View
Horses	Horses/Other Equines	Old Bessy	Active	Edit / View
Horses	Horses/Other Equines	spot	Active	Edit / View

I verify the information for this animal is accurate:

[Cancel](#) [Save](#) [Delete](#)

Animal is Verified by Member

[Cancel](#)

University of New Hampshire Cooperative Extension

Logged in as Green: Lavender

Home | My Member List

Animals / Livestock | Enrollment | Member Settings | Trainings

Animal Information

Animal information is available to [print](#) [Print Animal Information](#)

Are you enrolled in the Horse project? To find out, go to the Participation link, then the Projects tab. If you're identifying a horse you

If you are registering Horses, complete Step 10.
For all other animals skip to step 11.

10. **NEXT**, Print the Animal Information sheet (what we call "intent to show form"). The Print button is located at the top of the page.

It will look like this:

Animal - Information
4hOnline





Green, Lavender



4-H Year: 2015-2016

Training District happy4hfamily@yahoo.com

Name	County	District	Family Email
First Name Lavender	Last Name Green		
Mailing Address 100 Main St	City Lee		
State NH	Zip Code 03824		
Primary Phone 603-555-5555	Email happy4hfamily@yahoo.com		

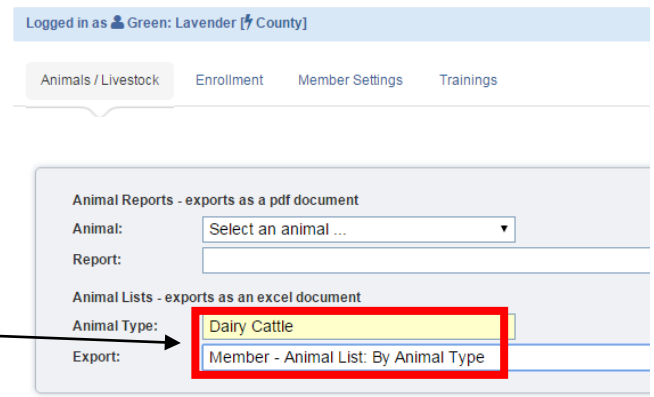
Animal Identifier	Animal Type
Date Record entered/updated 1/13/16	Breed Designation Registered
Breed Quarter Horse	Animal Name Nickel
Birth Year 2001	Colors And Markings Bay
Height (In Hands) 15.20	Tattoo 12345
Sex Female	Owned Or Leased Leased
Date Owned or Leased 06/15/2015	Proposed Division
Additional Information	List any physical and/or educational accommodations needed in order for youth to participate fully: Large Print Text for vision impairment

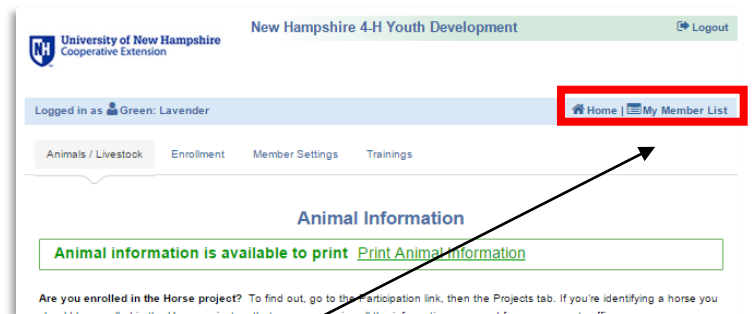
11. For all other animals (beef, dairy, sheep, poultry, dog, etc) you have two choices:

- I. If you are registering a **single animal** of that species, you may follow the instructions in step 10.
- II. If you are registering **multiple animals** of the same species, you may print an Excel spreadsheet that contains all the information for all of the animals of that species. To do that you will:
 - i. Go back to the Animal List page and select the animal type for which you want to print the list.
 - ii. Then select what report you wish to print. It will automatically download that report into your computer. You may save this document and print it



What Next?

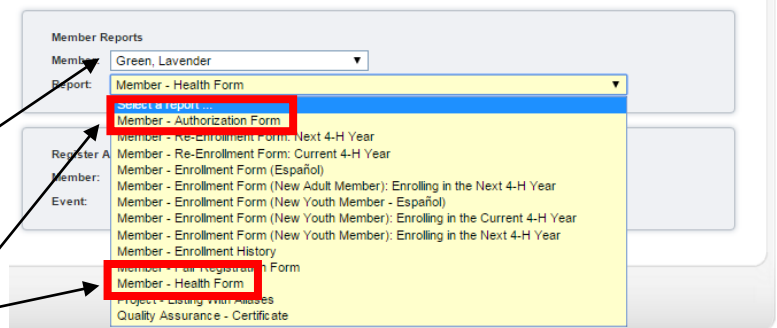
- You **DO NOT have to mail anything to the county office**, however you will be required to bring all of your important documents on your animal(s) to the fair when you show.
 - It is suggested that each 4-H member have a folder or binder with all the paperwork for their animal(s). You will only need to make **one copy** of each document but *you must bring it to each fair that you attend*.
- These document are:
 - Intent to Show form
 - Lease Document or Ownership Certificate
 - Helmet Release (horses only)
 - Animal Health Certificates (as required by species)
 - 4-H Member Health Form
 - 4-H Member Authorization form (Permission/Release and Code of Conduct, etc)



The last two forms (above) can be printed from 4hOnline.

- To print these forms you will go to the Member List Page.
 - You can get there from any page by clicking "My Member List" in the top right corner.
- Under Member Reports, select the person for whom you want to print the forms and choose the form you wish to download.
 - In this case you will choose the Member Authorization form and
 - Member Health Form

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Lavender Green	Youth	836183	Active	2015-2016	Edit
2)	Marcia Green	Youth	1134373	Inactive	2014-2015	Edit
3)	Marchtest Green	Youth	1134501	Inactive	2014-2015	Edit
4)	Marcia Green	Adult	852851	Pending	2015-2016	Edit



As of spring 2016, when you **register** for a fair, you will not have to include the intent to show form, or any other documents in the list above. *The only forms required will be the fair entry form and any other forms specific to that fair, ie. County Fair Code of Conduct.*