4-H Online 2.0 Animal Entry Guide  
Swine Projects (Breeding and Market)  
*\*Note: For 4-H Members 8 and above*

# Log into 4-H Online

* Use your family email and password [co.4honline.com](http://v2.4honline.com/)

## Click “View”, next to Member’s Name

## Locating ‘Animals’

* **Desktop**, select “Animals” from the left side navigation
* **Smart Phone or Tablet**, click on the 3 bars in the top left corner



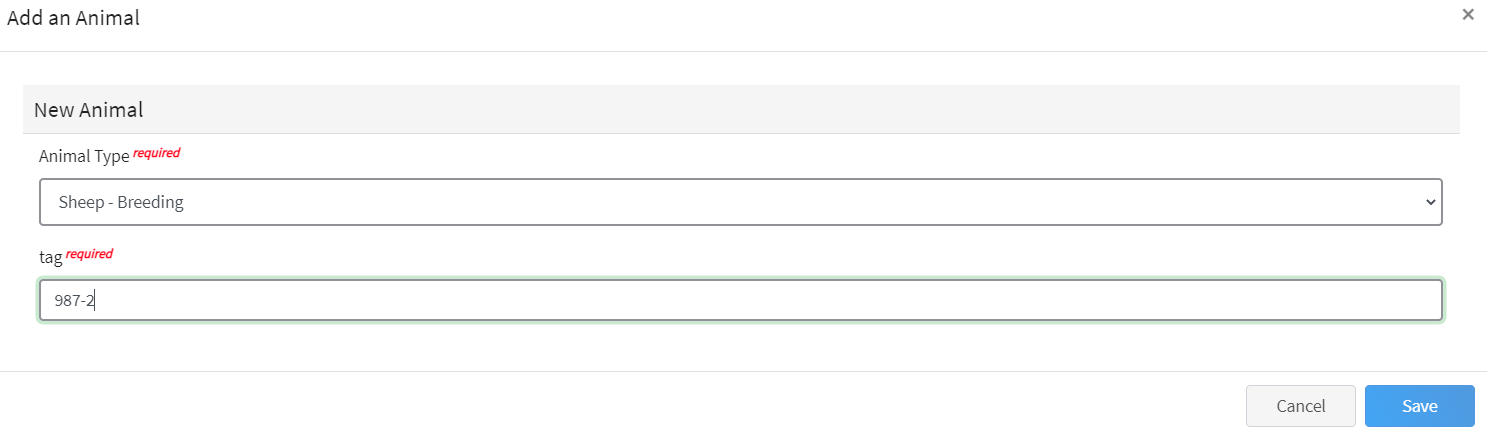
With either option, this will bring up a drop down list to begin adding Animals.

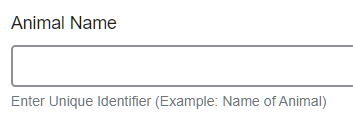
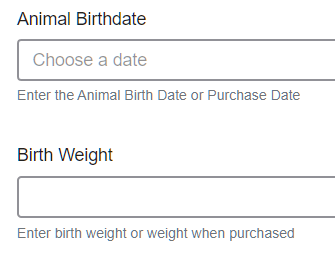
## Adding an Animal

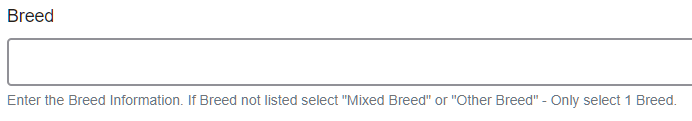
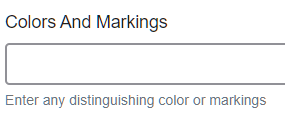
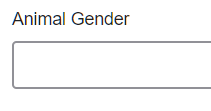
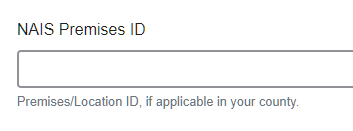
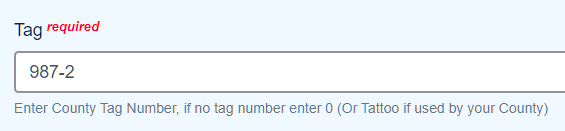
* Click "Add an Animal" 

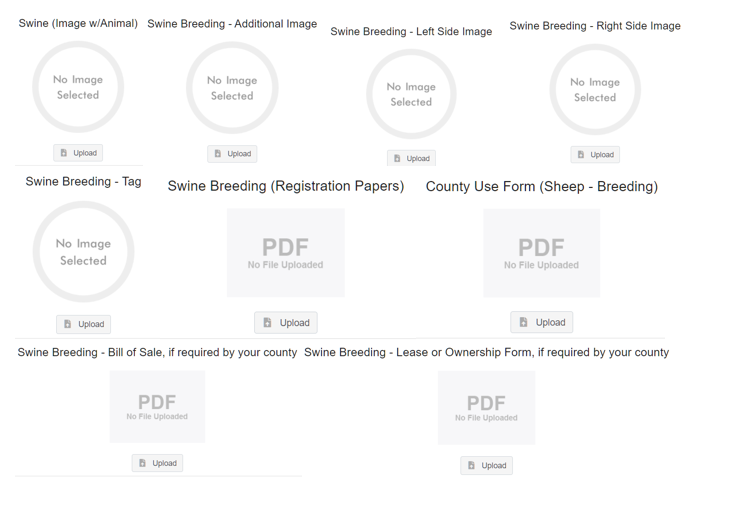
Then select “Add New Animal”

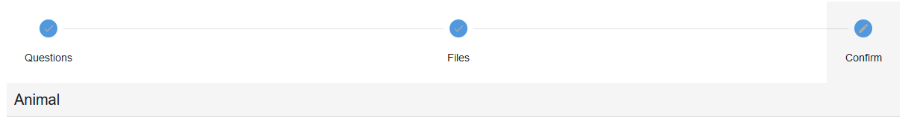
* Select the specific swine type, from the drop down. **REQUIRED:** Enter Animal Tag or “000”, if unknown, click “Save”



* Next, click “Show Questions”  
  **Animal Entry is open for the current enrollment year. -**Is all information complete? Check all county animal entry deadlines.   
  **READ All County instructions for each animal species as county requirements vary.**   
   
* Enter the animal’s name. This would be the unique name to identify the animal.  
   
* Enter the date of animal’s birth or purchase date and weight, if applicable.  
  

* Enter the Breed information. If Breed is not listed select “Mixed Breed” or “Other Breed” – Only select 1 Breed.  
  
* Enter the distinguishing colors or markings.  
  
* Enter Earnotch information for both Right and Left ear. Example: Right Ear 10 Left Ear = 10-6)  
  
* Enter Animal Gender, male or female  
  
* Enter Premises or Location ID, if applicable in your county.  
  
* The Tag number be brought over from the first screen, as this is required. This field can be updated to reflect the correct tag of the animal.  
  
*  Click “Next”, continue with the “File Uploads” that are required by your local county extension office. These will vary by county and species. **Please follow all your county guidelines.**



* Confirm all information, click ‘submit’
* **County Extention staff**, will review all information. If more is needed, members can edit. Once “Approved” by your local county extension office an email will be sent to your family account (example below) A time and date stamp for each animal.  
    
  Questions, please contact your [local extension staff](https://extension.colostate.edu/staff-directory/?cn-s=&cn-cat=113).