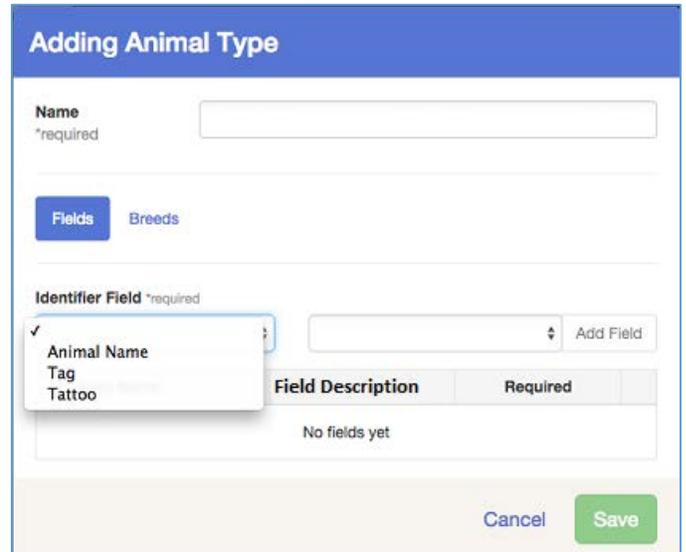# Creating Animal Types

Before You Start

This setup step is not necessary if your fair is integrated with 4HOnline, and you are using Animal ID in 4HOnline. If that is not true, you will need to set up animal types, either to capture animal information during the registration (entry) process, or during check-in at the fair.

Steps

1. Select the Setup menu, and the Animal Types tab.
2. *Click on the Add an Animal Type button.*
3. Enter a name for the animal type. The animal types will alphabetize on screen, so consider if you want to name it "Breeding Beef" (which will alphabetize above "Breeding Swine") or "Beef, Breeding" (which will alphabetize above "Beef, Market").
4. An identifier field is required. For some animals, this is easy, and fits the 3 choices listed. For others, it may not be as simple. Since it is a required field, it should be something that can be filled in about every animal of that type. If the choices listed do not fit exactly for you, you can use the Field Description to add more clarification on screen for users.

5. Add additional fields for this animal type, using the Field Description where necessary to make the on-screen instructions clear for your participants. Adjust the order of the fields using the arrows left of the field name.
   - Date fields (Birthdate, Beg. Weight date, etc.) automatically create a date-format field.
   - The "Sex" field automatically creates a radio-button Male/Female input option.
   - The "Owned or Leased" field automatically creates a radio-button Owned/Leased input option.
   - The "Breed" field can be used either as a drop-down or a text-entry field. If you create a breed list (below), it's a drop-down. If you don't, it's a text field.
   - Yes/No fields include Health Inspection, Height Certificate, Home Raised, Spayed or Neutered, and Vet-Client-Patient Relationship.
   - All other fields are text—alphanumeric.
6. When you are finished, click Save.

Breeds:
7. If you selected Breed as one of your fields, you may wish to set up a list of breeds. Click Edit beside the animal type, then click on the Breeds tab at the top to the right of Fields.
8. Click "Add a Breed" and enter the first breed name. If you need to remove a breed, use the red button to do that. Continue by clicking that button and adding more breeds until the list is complete. At that time, click Save.

If you don't use a breed list, you will still be able to break classes by breed, but it's a literal match. So, if an exhibitor spells Charolais in an alternate way, it's not going to group with the correctly-spelled Charolais animals.

To view your animal form, click on the name of the animal type in the list (it's a blue link). In the example below, the left side "Animal Form" is a preview of how the information will be presented to participants when they register for the fair. The right side "Animal Card" is how the information will be presented to managers when viewing entries.

Tips

Before you begin to create your animal types, you should define exactly what kind of information will be necessary for each animal type. Think in terms of "nice to know" and "need to know". If the information is necessary in order for the animal to be entered and show in a correct class, include it. If not, you may wish to leave it out.
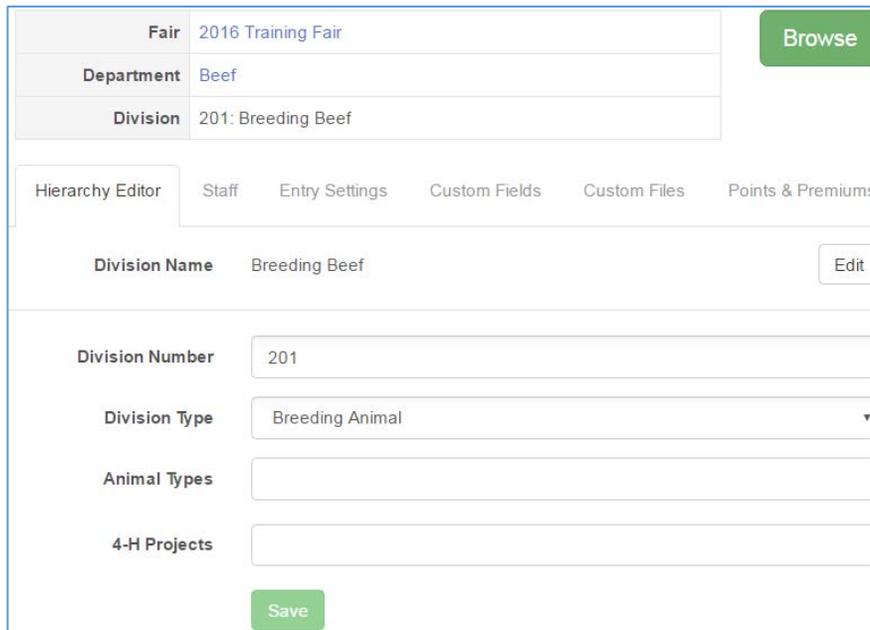
Attaching Animal Types to Divisions

Before You Start

Regardless of whether you created your own animal types, or imported them from 4HOnline, you must indicate which animal type(s) will be used with each division.

Steps

1. Select the Hierarchy menu, and then select your first animal division.
2. Click on the Hierarchy Editor tab.
3. Click on the box (it's a pull-down menu) beside Animal Types, and select the correct animal type. You can add more than one animal type to a division.
4. Click Save when finished.
5. Click Browse, and continue through your hierarchy, until you have attached all the animal types to all the animal divisions.