4-H Online 2.0 Animal Entry Guide  
Llama/Alpaca Project  
*\*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



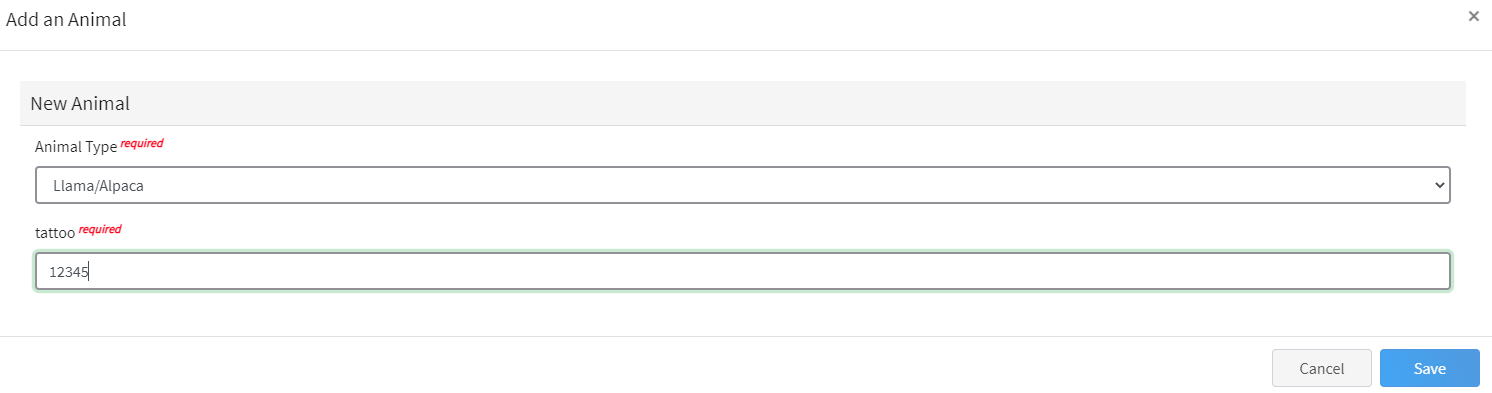
With either option, this will bring up a drop down list to begin adding Animals.

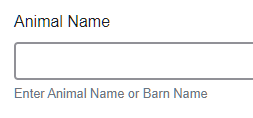
## Adding an Animal

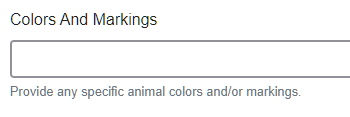
* Click "Add an Animal" 

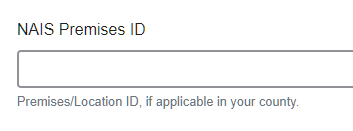
Then select “Add New Animal”

* Select Llama/Alpaca, from the drop down. **REQUIRED:** Enter Animal Tattoo or “000”, if unknown, click “Save”



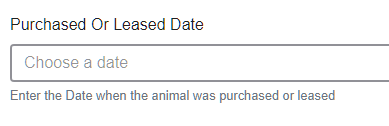
* Next, click “Show Questions”  
  **Animal Entry is open for the current enrollment year. -**Is all information complete? Check all county animal entry deadlines.   
  **READ All County instructions for each animal species as county requirements vary.**   
   
* Enter the animal’s name. This would be the Animal Common Name or Barn Name  
   
* Fill in a description of the animal’s colors and markings.



* Enter Premises or Location ID, if applicable in your county.  
  
* Enter whether you own or lease the animal.

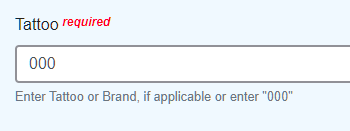


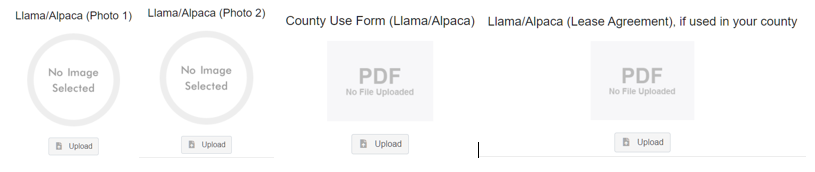
* Enter the purchase or lease date.



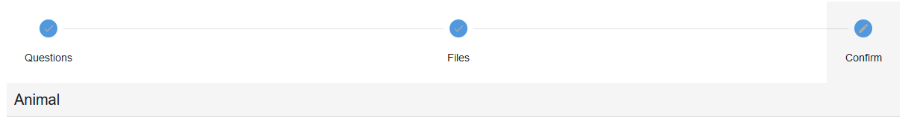
* Enter the Animal Gender – male or female.



* The Tattoo or Brand will be brought over from the first screen, as this is required. This field can be updated to reflect the correct tattoo 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).