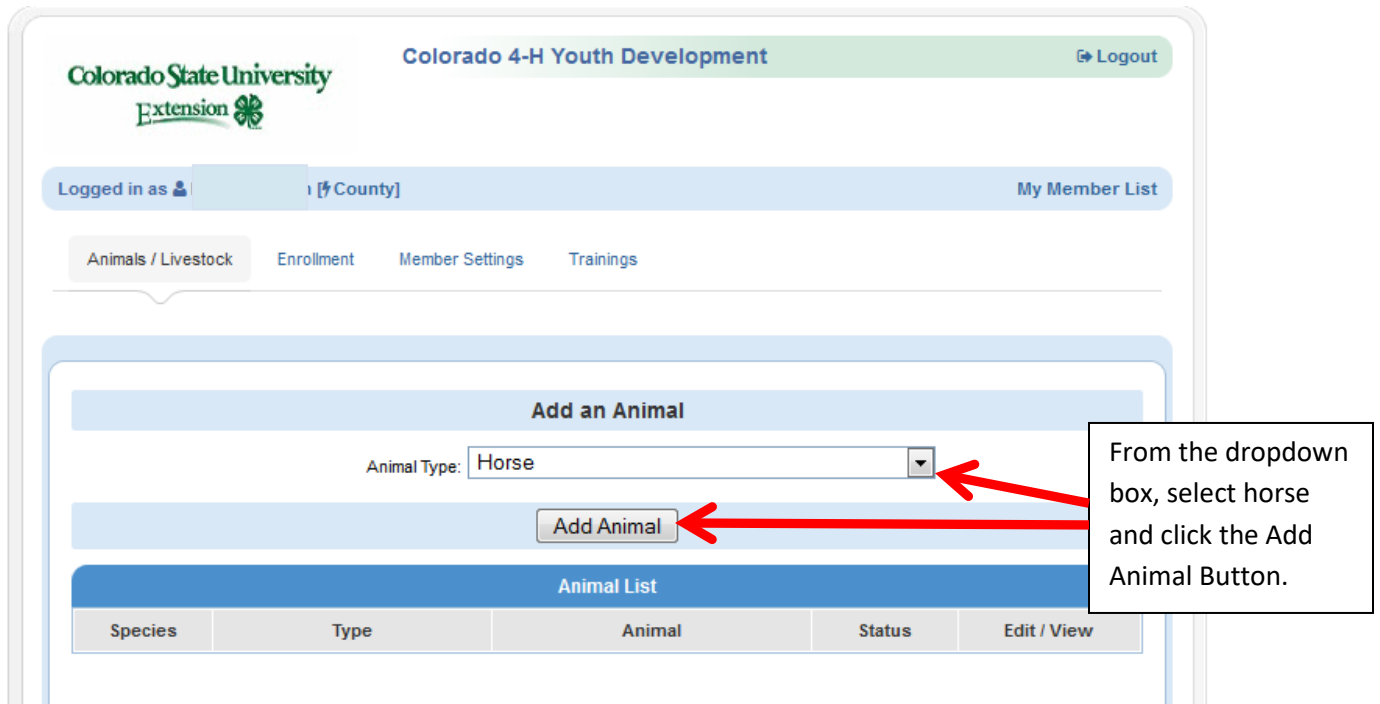


Horse ID Entry Online instructions for Members

All horses you want to use this current year must be entered through 4-H Online, co.4honline.com. This includes any horse ID's from previous years. The Weld County deadline for the **Horse ID Form is May 1st of each year**. 4-H Online will remember all of the Horse ID's you have entered. You will need to activate the horse ID every year.

From the Family "Member/Volunteer List", locate the member to add animal information to and select "Edit". From the top of the screen, click on "Animals/Livestock"



In this section you can Add Animals and Print reports (PDF or Excel once animals have been entered). Fill out the information in as much detail as possible. You also have the opportunity to upload pictures of most your animals as well. Once complete, SAVE all information! If you are activating a horse you used last year, please find the horse below the "Animal List", check the box next to the horse name and click the Activate Animal button at the bottom of the page. You can edit any information that you need to.

*****When entering the Name of Horse for a registered horse, please list the registered horse name and then the name that you call the horse in parenthesis.*****

Animal Uploads

Horse (Right Side)
(image/PDF files)

COLOR PHOTO

Select Clear

Horse (Left Side)
(image/PDF files)

COLOR PHOTO

Select Clear

Horse (Front/Face View)
(image/PDF files)

COLOR PHOTO

Select Clear

County Use Form (Horse)
(image/PDF files)

**One of the following:
Registration Paper
Brand Inspection
Bill of Sale**

Select Clear

Horse Lease Agreement (Documents)
(image/PDF files)

Lease Agreement

Select Clear

County Use Forms Required
(image/PDF files)

Negative Coggins Test

Select Clear

Cancel Save

Fill in all information. Please upload the individual pictures in each of their designated places. Please upload bill of sale, brand paper or registration papers in the County Use Form box. Please upload the Horse Lease Agreement in the Horse Lease Agreement box. Please upload your Negative Coggins Test in the County Use Forms Required box.

If you are designating a horse as a BACK UP, please type BACK UP after the name in the Name of Horse box. Example: Spirit – Back Up Horse.

Once you have completed the Horse ID Form, please click the Save Button at the bottom of the page. If you do not click on the Save Button, the Horse ID Form will not be saved.