



I have a profile  
 I need to setup a profile  
 I forgot my password  
 Email: celeste.smith@sdstate.edu  
 Password: ●●●●●●  
 Role: Family

1. Go to <http://sd.4honline.com> and login to your 4HOnline account.

South Dakota 4-H Youth Development  
 Logged in as Smith  
 Continue to Family

2. Click on "Continue to Family"

2)	Iazz Anderson	Youth	415042	Active	2012-2013	Edit
3)	Aiesha Smith	Youth	471883	Short-Term	2012-2013	Edit
<b>Event Registrations 10-01-2012-09-30-2013</b> 10747) 05/01/2013, 2013 South Dakota 4-H Rodeo Approved View / Print						
4)	celeste Smith	Youth	410321	Active	2012-2013	Edit

3. Click "Edit" next to the member for whom you would like to add Animal information.

South Dakota 4-H Youth Development  
 Logged in as Smith: Celeste  
 Home | My Member List  
 Animals / Livestock: Enrolment  
 Personal Information | Additional Information | Health Form | Participation  
 Additional Information  
 Youth Personal Information

4. Click on the "Animals/Livestock" page.

Add an Animal  
 Animal Type: Dairy, Cattle  
 Add Animal

5. Use drop down box to select the "Animal Type" you would like to add.

6. Click "Add Animal."

**Animal Information**

**Dairy, Cattle**

Class Description (Refer to State Fair Book):

Breed Type:

Breed:

Birthdate:  mm/dd/yyyy

Ear Tattoo Number:

Herd Tag Number:

Animal Name:

Registration Number:

Owned Or Leased:

US Country of Origin (Yes or No):

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**Documents / Images**

Ownership Affidavit

Lease Form (for leased animals ONLY)

Breed Registration Paper (Purebred or Recorded Grade ONLY)

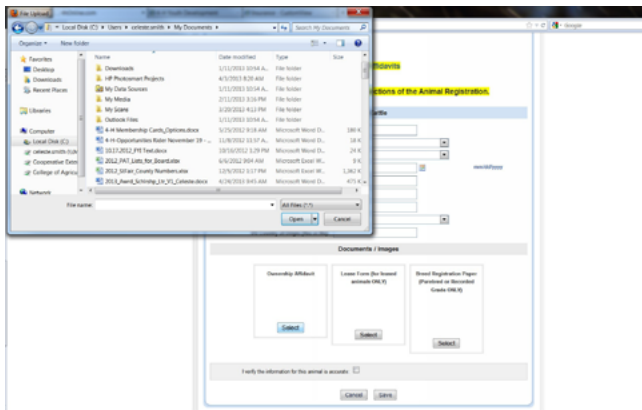
I verify the information for this animal is accurate:

7. Enter the requested Animal Information.

**NOTE:** Items in BOLD are required.

8. Click "Select" under the document name to upload the original "Lease Form" and/or "Breed Registration Papers" from your computer.

**NOTE:** In order to upload these forms, you will need to scan and save the completed documents to your computer.



9. Locate the saved file on your computer and click "Open."

**NOTE:** Only PDF documents will upload. Be sure your file is saved as a PDF.

**download forms at the links below.**

- [General 4-H Animal Information](#)
- [South Dakota 4-H Livestock Ownership Affidavits](#)
- [South Dakota 4-H Livestock Lease Form](#)

**Upload completed forms to the appropriate sections of the Animal Registration.**

**Dairy, Cattle**

Class Description (Refer to State Fair Book):

Breed Type:

Breed:

Birthdate:  mm/dd/yyyy

Animal ID (Herd Tag/Tattoo):

Animal Name:

Registration Number:

Owned Or Leased:

US Country of Origin (Yes or No):

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**Documents / Images**

Ownership Affidavit

Lease Form (for leased animals ONLY)

Breed Registration Paper (Purebred or Recorded Grade ONLY)

I verify the information for this animal is accurate:

10. The uploaded document will appear in the appropriate box.

11. If all of the information is complete and correct, check "I verify the information for this animal is accurate."

12. If there is a chance that any of the information will change or if it is not yet complete, do not check the verification box.

13. Click "Save."

14. Once the animal is verified and saved, the information will be locked.

The screenshot shows the 'Add an Animal' form with a dropdown menu for 'Animal Type' set to 'Beef, Breeding' and an 'Add Animal' button. Below the form is an 'Animal List' table with the following data:

Species	Type	Animal	Status	Edit / View
Cattle	Beef, Market	156456	Pending	Edit / View
Cattle	Dairy, Cattle	123456	Pending	Edit / View
Cattle	Dairy, Cattle	54645	Pending	Edit / View

15. The Animal will appear on the member’s “Animal List.”

16. Repeat steps 5 – 14 for each animal the member will use for the current 4-H Program year.

17. If at any time before June 1, you need to change or edit the Animal Information, click “Edit/View.” After June 1, all animal information is locked for editing for the remainder of the 4-H program year.

18. To add animals for another family member, click “My Member List” and repeat steps 4 – 14.

**NOTE:** If family members are sharing an animal, choose a member to list it under and only enter it one time in the system. Members will have the option to show any animals listed under any of their family members.