

4HOnline Dairy Cattle Identification for 4-H Families



All dairy cattle must be entered into 4HOnline no later than June 1st, unless your County 4-H Program has established an earlier deadline.

Please be aware of these Dairy Cattle Animal ID requirements:


- Youth members must have an active status within 4HOnline. If the member's status is not active, the member must be reenrolled for the current program year. Instructions for enrolling and reenrolling members in 4HOnline can be found at <https://extension.psu.edu/programs/4-h/membership/4honline-resources>.
- Members who entered dairy cattle into 4HOnline in prior years do not need to re-enter the information for the same animals. Instead, the animals should be reactivated. Instructions outlining how to reactivate an animal are found in **Step 3** below.
- Dairy cattle may be transferred from one member to another within the same family (instructions below).
- New for 2018-2019, families may upload lease paperwork and registration certificates directly into 4HOnline.**

Family profile and member information should be entered by a parent/guardian unless the member is 18 years or older.

Ready? Let's go!

Step 1: Log into 4HOnline

- Navigate to <https://pa.4honline.com>. Notice that there is no "www" in the address.
- Select the "I have a profile" button.
- Enter your email address and password.
- The Role should be "Family."
- Click Login.

- Once logged in, you will see your family home screen. Click 



If you cannot remember your password, **please do not create a new family profile**. Instead, select the "I forgot my password" option to have a temporary password sent to you (instructions below).

If you cannot remember which email address is associated with your account, contact your local county extension office.


Did you forget your password?

- Select the "I forgot my password" button.
- Enter your email address.
- The Role should be "Family."
- Click **Send My Password** to send a temporary password to your email address.



Once you receive the temporary password email, return to the 4HOnline login page and follow the login instructions above. You will be prompted to create a new password once you have successfully logged in.

Step 2: Select the Member

- Locate the member in the Member/Volunteer List and then **click Edit** to open the member's profile.
- Click the **Animals / Livestock** link, located in the upper-left corner of the screen under the  logo.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Bennie Bear	Youth	2114684	Active	2017-2018	
2)	Billy Bear	Youth	2008521	Active	2017-2018	

Step 3: Enter a New Animal or Reactivate a Prior Year's Animal

Add a New Animal

- Only one animal may be added to a member's record at a time.
- Select **Dairy Cattle** from the Animal Type dropdown and then click
 - Please review the Animal ID requirements at the top of the screen and then record the animal's information below in the Animal Information section.
Important: Required information is in bold.
 - Click . The animal will now appear in the Animal List. If needed, repeat steps 1 and 2 to add another animal to the selected member's record.



If the animal was mistakenly added, click to open the animal's information, scroll to the bottom and then click . Click **Ok** in the confirmation box.

Reactivate a Prior Year's Animal

- A member who wishes to re-identify an animal from a prior year should reactivate the animal, not create a new animal.
- In the prior year's Animal List, **click the box/circle in the leftmost column** to select the animal you wish to activate and then click
 - Review and update the animal's information, if necessary, and then click** . If needed, repeat steps 1 and 2 to reactivate other animals for the selected member.





If the animal was mistakenly reactivated, click to open the animal's information, scroll to the bottom and then click . Click **Ok** in the confirmation box. The animal will move back to the prior year's Animal List.
Important: Please be sure you have selected an animal identified in prior years – clicking Delete for a newly identified animal will remove it from the member's record.

Optional: Upload Lease Paperwork and/or Registration Certificate

Important: Files must be in PDF format before you may upload them into 4HOnline.

To upload a PDF copy of an animal's lease paperwork (if applicable) and/or registration certificate, **repeat Step 2 and Step 3 above to select the animal's record, but do not yet click** . Instead, click for the appropriate file upload. **Navigate to the location where the PDF file is saved and click Open** to begin the upload process. Click once the file has been uploaded.



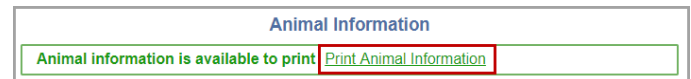
If a file is present, the  image will appear in the upload box. **To download your uploaded file, click the  icon.** Repeat this process to replace an existing PDF file with another PDF.

Once you are finished adding new or reactivating prior year animals for the selected member, click in the upper right corner to return to the Member List screen.

Optional: Print Animal Information



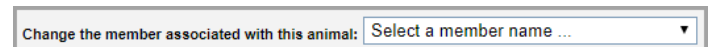
When the animal's information has been updated and saved, click to open the animal's record and then **click Print Animal Information** to download a copy of the animal's information to save and/or print for your records.



The animal's information must first be saved before the Print Animal Information link appears.

Change the Member Associated with the Animal

- Select the member whose record currently contains the animal and then **click the Animals / Livestock link**.
- Click to open the animal's information.
- Scroll to the bottom of the screen.
- Select a member to move the animal to from the **Change the Member dropdown box**.
- Click



Animals may only be moved to active members within the same family.



Please reach out to your local county extension office for assistance! We are here to help make sure your 4HOnline experience is smooth and successful!

extension.psu.edu/4h

Penn State College of Agricultural Sciences research and extension programs are funded in part by Pennsylvania counties, the Commonwealth of Pennsylvania, and the U.S. Department of Agriculture. This publication is made possible through Pennsylvania 4-H educational materials fees. **This publication is available in alternative media on request.**

Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

© The Pennsylvania State University 2018