

INSTRUCTIONS FOR REGISTERING HORSE PROJECT ANIMALS THROUGH 4-H ONLINE

1. Log into 4-H Online (<https://oh.4honline.com>) with your email address and password.
2. Next to the member's name who you are adding an animal for, click the blue "View" button.
3. Once their profile is displayed, click on "Animals" in the left sidebar.
4. On the right-hand side of the screen, click on the blue button that indicates "Add an Animal."
 - a. Select "Add New Animal."
 - b. Note: for horses, project animals that have been added and approved in a previous program year and can be re-activated for the current program year. *This would only be the case if you registered this animal for the Ohio State Fair in 2022 or 2023.*
5. Use the dropdown box to select the "Animal Type" (select "Horse, Pony, or Small Equine") and in the next box enter the animal's name. Note, this will eventually be the name that appears on the showbill at the county fair.
6. You will next be asked to enter the "Animal Age." Write in the age or use the up and down arrows to the far-right side of the box to arrive at the correct age.
7. "Animal Name" will auto fill from the previous page.
8. Enter the "Animal Birthdate." You can manually enter in the format mm/dd/yyyy or use the calendar feature to identify the correct birthdate. Note: if you use the calendar feature, make sure you are in the **correct year**. The calendar feature only allows you to go back to 2016, so if the horse was born prior to 2016, you will need to use the manual entry.
9. Write in the "Animal Breed" (i.e., Paint, Quarter Horse, Arabian, Cross).
10. **In the box marked "Breeder Name," indicate if this animal is "Project Horse 1", "Project Horse 2", "Back Up Horse 1", or "Back Up Horse 2." You will need to write this in.**
11. In the box labeled "Colors and Markings" write in the horse's colors and markings.
12. Write in your horse's "Height" in hands or use the arrows at the far-right side. Note: 1 hand is 4 inches, so if your animal is 56 inches, that is 14 hands.
13. Use the dropdown box to indicate if the animal is "Owned" or "Leased." If leased, you will need to provide a copy of the lease agreement to the Extension Office by June 17, 2024.



14. In the box labeled "Owner Name," if the animal is owned by the member or someone in the member's immediate family (i.e., a parent or sibling), list the member's name. If the animal is leased, write in the name of the individual from whom it is leased.
15. Use the dropdown list to select the "Animal's Gender." Options for horses are "Male" or "Female."
16. In the box labeled "Type of Pet," write in "Horse", "Pony", "Small Equine", or "Gaited."
17. Click "Next."
18. This will take you to a page to upload pictures of your horse. You will need "Front", "Right", and "Left" sides.
19. **Note:** you do **NOT** need to upload any additional information on that page including the *Horse Identification Form* unless you are exhibiting your horse at the Ohio State Fair Junior Horse Show.
20. Click "Next."
21. You will be asked to review the information.
 - a. If the information is correct and the Front, Right, and Left views of your horse have been uploaded, click "Submit" and you are all done! You will receive notification from the Extension office that your animal registration has been approved.
 - b. If the information is not correct, use the "Back" button to make necessary changes.
22. **You MUST hit the "Submit" button for your animal registration to be complete and sent to the office for approval.**