Randolph Fair – Jr Fair Help Sheet

2023 Dog Animal ID Help Sheet

Listing of Required and Optional Fields / Information by Animal Species

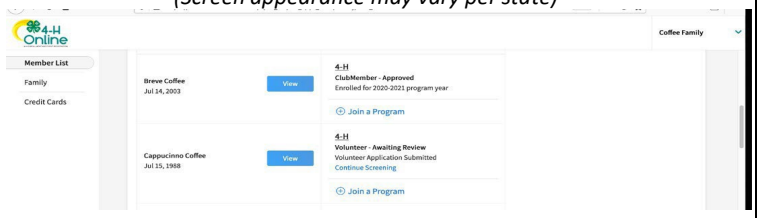
Note: ***Required – N/A*** means that you must enter something in that field, but there is no particular information we need – so you can just enter N/A.

Dogs	
Animal Name	***Required***
Animal Age	Optional
Animal Birthdate	***Required***
Bordetella Vaccination Date	***Required***
Breed	***Required***
Breeder Name	***Required – n/a if unknown***
Colors & Markings	***Required***
County Raised	Optional
Microchip Number	Optional
Rabies Expiration Date	***Required***
Rabies Vaccination Date	***Required***
Animal Gender	***Required***
Files/Photos of Animal	
Front of Animal	***Required***
Left Side of Animal	***Required***
Right Side of Animal	***Required***
Tag/Identifier Photo:	***Required – License/Tag***
County Document	**Required – Temperament Test if applicable**
Vaccination Record	***Required***

Steps

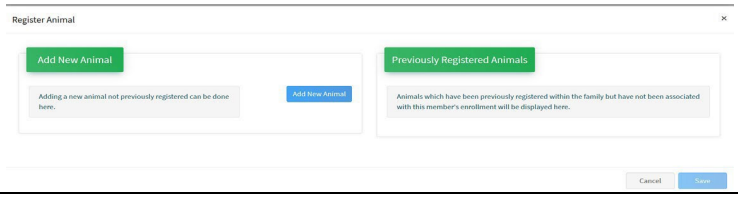
1. Log in to your family account.
2. Click to View the Member's record for whom you would like to add an animal.

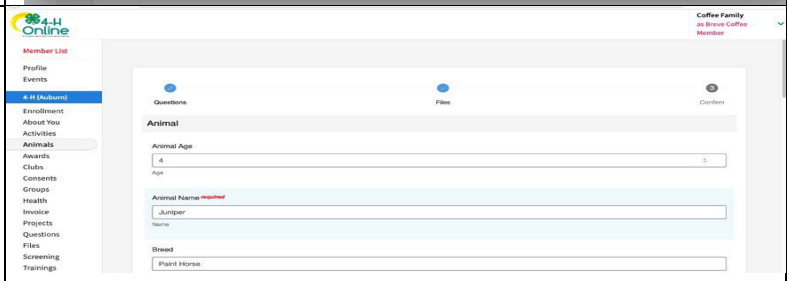
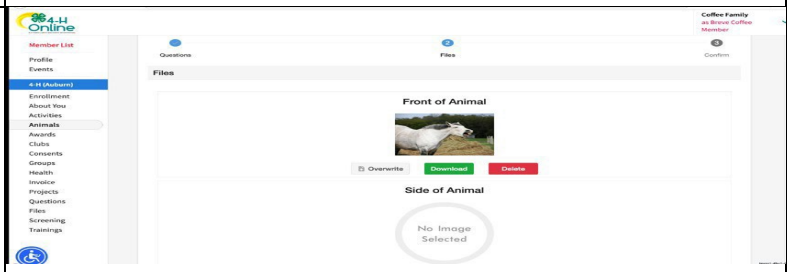
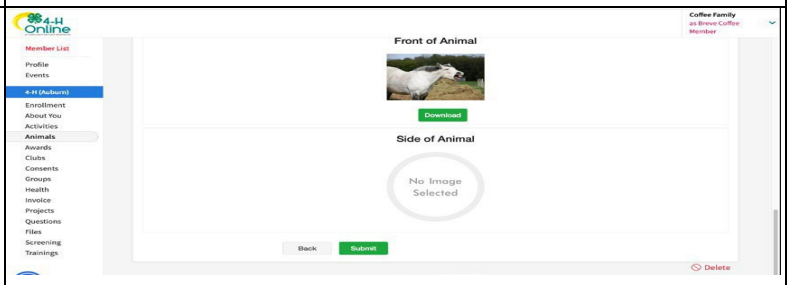
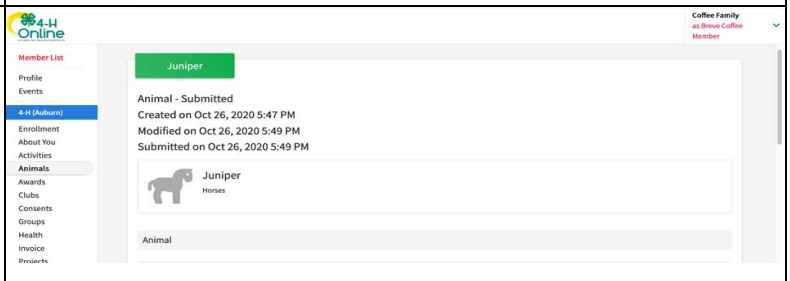
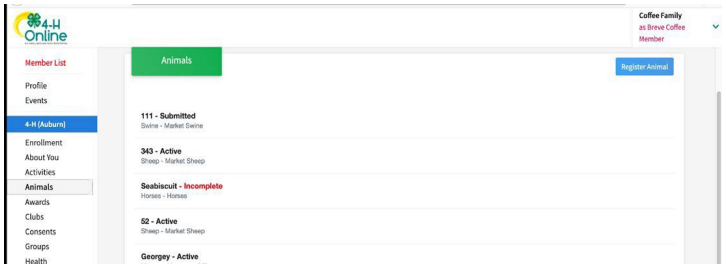
(Screen appearance may vary per state)



3. Click Animals in the navigation pane.
4. Click the blue Register Animal button.

5. Click Add New Animal to start adding a new animal.



6. Select the appropriate animal type from the drop-down menu. 7. Enter the required Tag, Tattoo, or Animal Name as directed. 8. Click Save.	
9. Complete each of the required fields and optional fields as needed. ** Please note that the fields may vary by state and animal type. 10. Click the Next button at the bottom of the form.	
11. Upload any required or optional files for this animal. 12. Click the Next button	
13. Review the entered information. Use the Back button at the bottom of the page to return to the previous screen to make corrections. 14. Once the entered information is correct and reviewed, click the Submit button.	
15. The animal information will display on the screen with the status, created, modified, and submitted date and time stamp (local time).	
Click on the Animals tab from your account at any time to view the status for all of the animals for a member in the family.