

Randolph Fair – Jr Fair Help Sheet

2024 Dairy Animal ID Help Sheet

Listing of Required and Optional Fields / Information by Animal Species

Dairy	
	Dairy Cow/Heifer
Tag (Identifier)	Required
Animal Age	Optional
Animal Name	Required
Animal Birthdate	Required
Breed	Required
Breeder Name	Optional
Colors & Markings	Optional
County Raised	Optional
EID/RFID	Required if present
Animal Gender	Optional
Tattoo	Optional
Files/Photos of Animal	
Front of Animal	Required
Left Side of Animal	Optional
Right Side of Animal	Optional
Tag/Identifier Photo:	Required
Lease Form	Required if Leased
Breed Registration	Required if Purebred

Steps

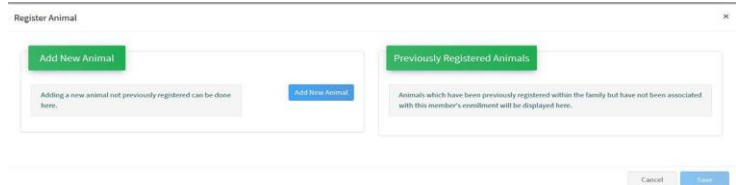
1. Log in to your family account.
2. Click to View the Member's record for whom you would like to add an animal.



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.

The screenshot shows the 'Register Animal' form with the 'Animal Type' dropdown menu open. The 'Animal Name' field is filled with 'Juniper'. The 'Save' button is visible at the bottom right.

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.

The screenshot shows the 'Register Animal' form with the 'Animal Name' field filled with 'Juniper'. The 'Next' button is visible at the bottom right.

11. Upload any required or optional files for this animal.
12. Click the Next button

The screenshot shows the 'Register Animal' form with the 'Files' section visible. It displays a preview of the 'Front of Animal' image and a 'No Image Selected' message for the 'Side of Animal' image. The 'Next' button is visible at the bottom right.

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.

The screenshot shows the 'Register Animal' form with the 'Files' section visible. It displays a preview of the 'Front of Animal' image and a 'No Image Selected' message for the 'Side of Animal' image. The 'Back' and 'Submit' buttons are visible at the bottom.

15. The animal information will display on the screen with the status, created, modified, and submitted date and time stamp (local time).

The screenshot shows the 'Register Animal' form with the 'Animal' section visible. It displays the name 'Juniper', the status 'Animal - Submitted', and the created, modified, and submitted dates and times.

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.

The screenshot displays the '4-H Online' web application interface. At the top left is the logo, and at the top right, the user is identified as 'Coffee Family' with the role of 'Member'. A navigation menu on the left includes options like 'Member List', 'Profile', 'Events', '4-H (Members)', 'Enrollment', 'About You', 'Activities', 'Animals', 'Awards', 'Clubs', 'Consents', 'Groups', and 'Health'. The 'Animals' tab is selected and highlighted in green. The main content area shows a list of animals with the following details:

- 111 - Submitted**
Swine - Market Swine
- 343 - Active**
Sheep - Market Sheep
- Seabiscuit - Incomplete**
Horses - Horses
- 82 - Active**
Sheep - Market Sheep
- Georgy - Active**

A 'Register Animal' button is visible in the top right corner of the main content area.