

# Randolph Fair – Jr Fair Help Sheet

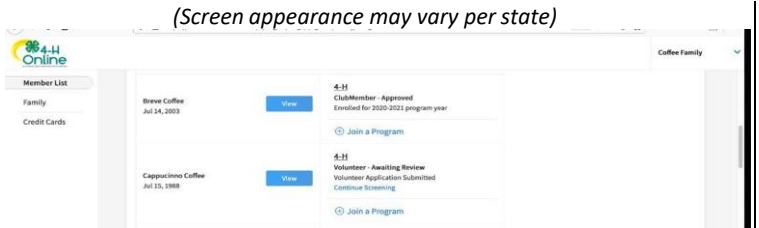
## 2024 Poultry Animal ID Help Sheet

Listing of Required and Optional Fields / Information by Animal Species

	<b>Breeding Poultry</b> Each bird must submit an animal ID	<b>Market Poultry</b> Each Pen must submit an animal ID
Pen/Animal Name	<b>Required</b>	<b>Required</b>
Animal Age	Optional	Optional
Hatch Date	<b>Required – Hatch Date</b>	<b>Required – Pick up date</b>
Breed	<b>Required</b>	
Breeder Name	<b>Required – n/a if unknown</b>	<b>Required – n/a if unknown</b>
Sex	<b>Required</b>	<b>Required</b>
County Raised	N/A	N/A
List of Species (Chicken-Duck-Goose-Turkey)	<b>Required</b>	<b>Required</b>
<b>Files/Photos of Animal</b>	<b><u>Each Bird need photo</u></b>	<b><u>Entire Pen of birds may be photographed</u></b>
Front of Animal	<b>Required</b>	<b>Required</b>
Left Side of Animal	Optional	Optional
Right Side of Animal	Optional	Optional
Tag/Identifier Photo:	<b>Add front of Animal Photo</b>	<b>Add front of Animal Photo</b>
Pullorum Document	<b>Required if applicable</b>	<b>Required if applicable</b>
County Document	Optional	Optional

### Steps

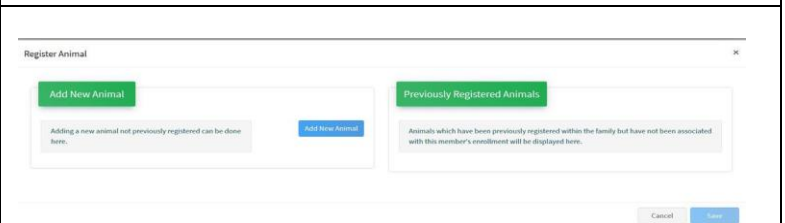
1. Log in to your family account.
2. Click to View the Member's record for whom you would like to add an animal.



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.



- Select the appropriate animal type from the drop-down menu.
- Enter the required Tag, Tattoo, or Animal Name as directed.
- Click Save.

- Complete each of the required fields and optional fields as needed.  
\*\* Please note that the fields may vary by state and animal type.
- Click the Next button at the bottom of the form.

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

- Review the entered information. Use the Back button at the bottom of the page to return to the previous screen to make corrections.
- Once the entered information is correct and reviewed, click the Submit button.

- 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.

