



March 10, 2022 4-H Update



Entering Animals in 4HOnline

4-H families will be able to start entering animals into 4HOnline on **Friday, March 11, 2022** (tomorrow) and will close for families to enter the animals on **Wednesday, June 1st at 11:59 pm CST**.

A help sheet is attached for families adding in animals. This help sheet can also be found on the SDSU Extension Website at: <https://extension.sdstate.edu/sites/default/files/2021-01/02-07-01-02.pdf>

Number of Times To Enter Individual Animals

Due to the ability of family sharing of animals in Fair Entry, the suggestion is that families only enter each animal one time and under one member in the family. In Fair Entry, the animal will show up to be selected by all members of the family. Please note that family sharing is only for members in the family in 4-H Online, the system does not recognize if they are cousins and apart of another family in 4-H Online. If families know specific animals are being shown by specific members of their families, they can add them under the correct member.

It is suggested that if an animal persists from year to year in the system, that the animal is entered under the youngest member. Entering under the youngest member will have the animal continue from year to year. If it is entered under the oldest member in the family, they would need to enter the animal once again under a younger member due to the oldest member completing their 4-H career and not having an enrollment.

Animals That Persist From Year to Year

Last year with the system being new and the animals not transferring from the prior system, all animals needed to be entered again. Last year while setting up the animals in 4-H Online, the committee identified if they wanted the ability of the animals to persist from year to year. This allows for an animal to stay in 4-H Online from year to year, as long as it was active in 4-H Online the previous year. Animals that were selected to persist from year to year in the new system include:

- Companion Animal
- Dairy Cattle
- Dairy Goat
- Dog
- Registered Breeding Meat Goat
- Horse
- Poultry
- Rabbit
- Breeding Sheep

If families are not sure if they will be using that animal this year, but may in future years, they need to make the animal active in order for it to show up on the list next year. For example, if a family has a horse named Pete and they know they will not be using Pete this year but will more than likely use Pete the following year, they need to make Pete active this year. If he is not made active this year, he will not show up on the list for the next year animal list to select to be active and the family will need to re-enter

the information. I suggest that you make all animals active as long as you still have the animals. That way you do not have to worry about entering the information again in the future.

File Upload

The ability to upload different file types (PDF or Image) has been made a possibility this year. 4-H Online updated the file field to allow more than one type of file to be uploaded. Families are able to upload a PDF of the file or they can upload images.

Registration Papers and YQCA Certificates

Registration Papers and YQCA certificates have until **July 1st at 11:59 p.m. CST** to be uploaded under the animal in 4-H Online. On June 2nd, the animals will open back upon 4-H Online to make edits to the animal. **Families will not be able to add an animal, they will only have the ability to edit the information and add the files.**

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