# **Entering your horse in 4-H Online**

4-H members who intend to show at the Ohio State Fair Junior Horse Show must upload a copy of their equine's current negative Coggins test (dated on or after January 1, 2022) to their 4-H Online account by July 1<sup>st</sup>.

Members who participate at an Out-of-County PAS show must also upload their completed Out-of-County PAS form.

### Step 1: Visit: oh.4honline.com

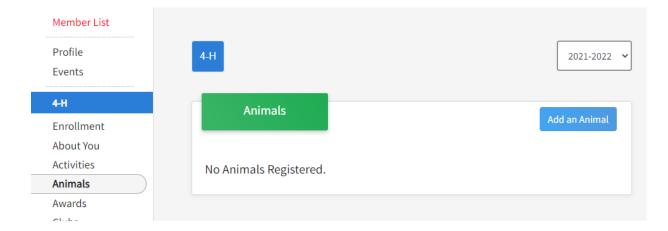
- Do not set up a new profile.

  You must log into your existing profile.
- Your username is the email address where you receive messages from Pickaway 4-H
- Have you forgotten the password? If so, select the "Reset Password?" option. Then check your email for a password reset link.



# Step 2: Click "View" button next to the Member's record for whom you would like to add an animal.

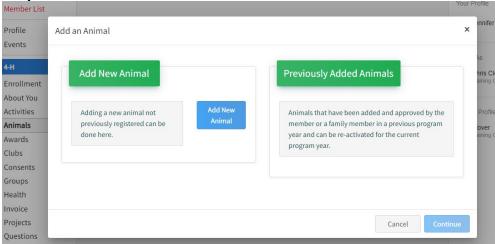
- Click "Animals" in the navigation pane on the left side of the screen
- Then click the blue Add an Animal button.



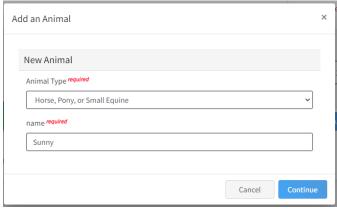




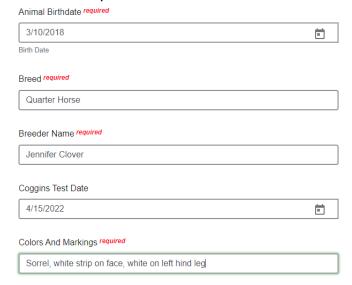
Step 3: Click "Add New Animal"



Step 4: Select the animal type Horse, Pony or Small Equine from the drop-down menu, enter the animal's name, then continue.



Enter the required animal information.



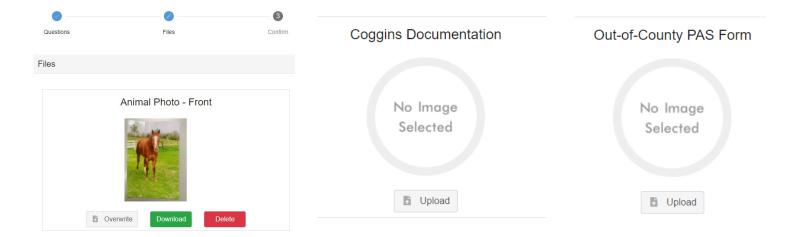






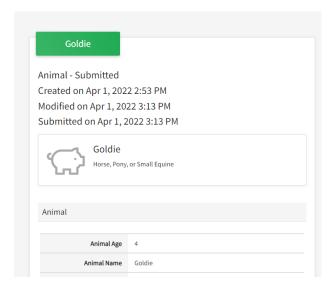
## Step 5: Upload required files for the animal

- · Photos of the horse
- Coggins documentation. Coggins form should be uploaded as PDF file.
- Out-of-County PAS form (if you participated in an out of county PAS)



### Step 6: Review the entered information and click the submit button.

• The animal information will now display on the screen with the status "submitted"



 You will receive an email when the Pickaway County Extension Office has approved your animal record.

# Any questions or if you are experiencing problems using 4HOnline:

Call the Pickaway County Extension Office at 740-474-7534 or email Jennifer Driesbach driesbach.2@osu.edu or Jamie Lemaster at lemaster.158@osu.edu



