



I have a profile
 I need to setup a profile
 I forgot my password
 Email: celeste.smith@sdstate.edu
 Password: ●●●●●●
 Role: Family
 Login

1. Go to <http://sd.4honline.com> and login to your 4HOnline account.

South Dakota 4-H Youth Development Logout
 Logged in as Smith Change Password
 Welcome to South Dakota 4-H
 Announcements & Newsletters
 Sample Monthly Newsletter Aug 30, 2012 Denis Coates
 Continue to Family

2. Click on "Continue to Family"

2)	Iszz Anderson	Youth	415042	Active	2012-2013	Edit
3)	Aiesha Smith	Youth	471883	Short-Term	2012-2013	Edit
Event Registrations 10-01-2012-09-30-2013 10747) 05/01/2013, 2013 South Dakota 4-H Rodeo Approved View / Print						
4)	celeste Smith	Youth	410321	Active	2012-2013	Edit
Event Registrations 10-01-2011-09-30-2012						

3. Click "Edit" next to the member for whom you would like to add Animal information.

South Dakota 4-H Youth Development Logout
 Logged in as Smith: Celeste Home | My Member List
 Animals / Livestock Enrollment
 Personal Information Additional Information Health Forms Participation
 Additional Information
 Youth Personal Information

4. Click on the "Animals/Livestock" page.

Add an Animal
 Animal Type: Dairy, Cattle
 Add Animal

5. Use drop down box to select the "Animal Type" you would like to add.

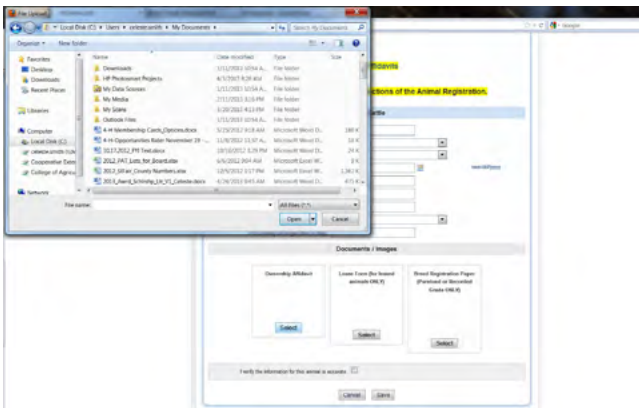
6. Click "Add Animal."

7. Enter the requested Animal Information.

NOTE: Items in BOLD are required.

8. Click "Select" under the document name to upload the original "Lease Form" and/or "Breed Registration Papers" from your computer.

NOTE: In order to upload these forms, you will need to scan and save the completed documents to your computer.



9. Locate the saved file on your computer and click "Open."

NOTE: Only PDF documents will upload. Be sure your file is saved as a PDF.

download forms at the links below.

- [General 4-H Animal Information](#)
- [South Dakota 4-H Livestock Ownership Affidavits](#)
- [South Dakota 4-H Livestock Lease Form](#)

Upload completed forms to the appropriate sections of the Animal Registration.

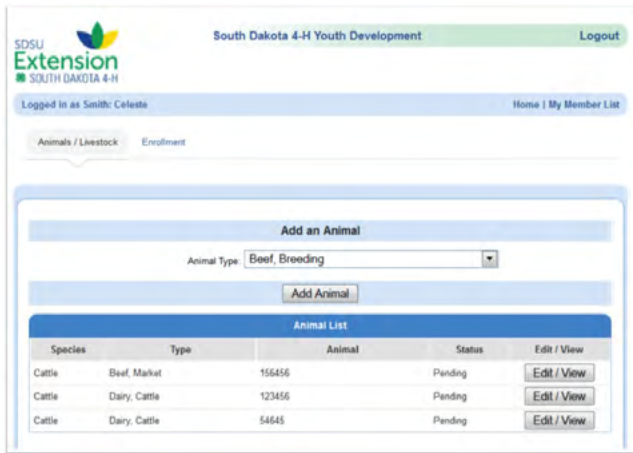
10. The uploaded document will appear in the appropriate box.

11. If all of the information is complete and correct, check "I verify the information for this animal is accurate."

12. If there is a chance that any of the information will change or if it is not yet complete, do not check the verification box.

13. Click "Save."

14. Once the animal is verified and saved, the information will be locked.



15. The Animal will appear on the member’s “Animal List.”

16. Repeat steps 5 – 14 for each animal the member will use for the current 4-H Program year.

17. If at any time before June 1, you need to change or edit the Animal Information, click “Edit/View.” After June 1, all animal information is locked for editing for the remainder of the 4-H program year.

18. To add animals for another family member, click “My Member List” and repeat steps 4 – 14.

NOTE: If family members are sharing an animal, choose a member to list it under and only enter it one time in the system. Members will have the option to show any animals listed under any of their family members.