



# **BEFORE YOU START, GATHER YOUR INFORMATION!**

## **Alpaca/Llama**


Before you log-in to enter your tag-in information, be sure to have all of this gathered.

- Sex of the animal
- Birthdate of the animal
- Breed
- Colors and markings
- Owned or leased
- Owner's name
- Photo of animal from the front
- Photo of animal from the side
- Copy of lease agreement (if this applies to you)
- Vaccination certificate

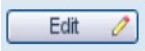

# 4-H Online Animal ID Help Sheet

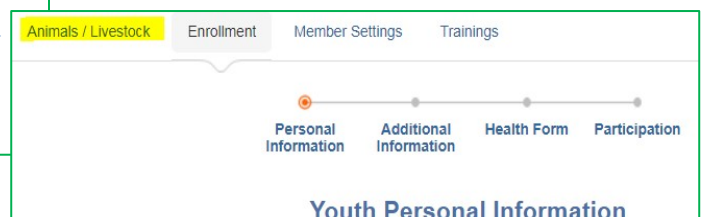
- Every animal that may be taken to the fair **MUST** be identified in [oh.4honline.com](http://oh.4honline.com) by **June 1<sup>st</sup>**.
- Please complete the following steps through 4-H Online to add EACH animal's information.

## STEP 1

1. Log into [oh.4honline.com](http://oh.4honline.com)
2. Click "I have a profile"
3. Enter your email and password from enrollment
4. Make sure your role is set to "family"
5. Hit the Login button
6. On the next screen select 

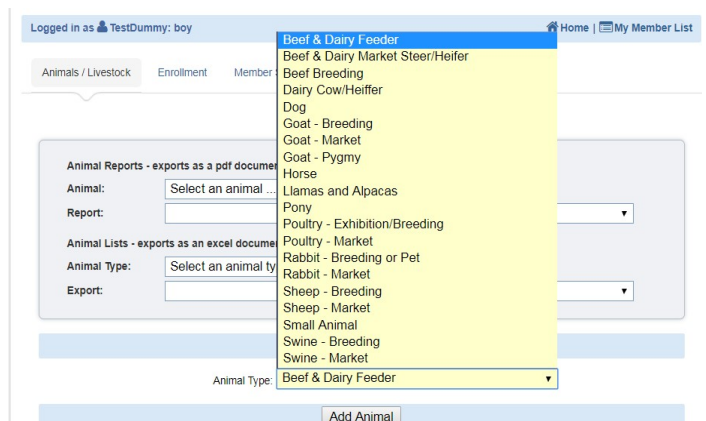
## STEP 2

1. You should see a list of family members enrolled; choose a family member by selecting 
2. Click on Animals/Livestock tab at top left  above Youth Personal Information.



## STEP 3

1. Now that you are on the "Animals/Livestock" page, you will see a heading in light blue that says "Add an Animal"
2. Click on the drop-down menu and choose the type of livestock you want to add.
3. Select the gray button "Add Animal"



## STEP 4

1. Follow the instruction on the next page of this handout.

# ALPACA/LLAMA: Entering your animal's information

- Each space with an arrow pointing to it is a required field.
  - For Breeder Name and Animal Name, enter N/A (not applicable)
  - For all other fields, enter your animal's information.
- **CAUTION: MAKE SURE ALL INFORMATION IS COMPLETE AND ACCURATE!** You cannot edit the information once you hit save. If you make a mistake and hit save – you will need to create a duplicate animal to make the correction. In the identifier or tag number field for the duplicate (correct) animal – put an asterisk \* or say “correct one.”

Llamas and Alpacas	
Tag Color:	<input type="text"/>
Tattoo:	<input type="text"/>
Breeder Name:	<input type="text"/>
Height:	<input type="text"/>
Animal Name:	<input type="text"/>
Sex:	Male
Birthdate:	<input type="text"/>
Animal Age:	<input type="text"/>
Breed:	<input type="text"/>
Colors And Markings:	<input type="text"/>
Owned Or Leased:	Owned
Owner Name:	<input type="text"/>

Type "N/A"

Type "N/A"

Choose from drop-down menu

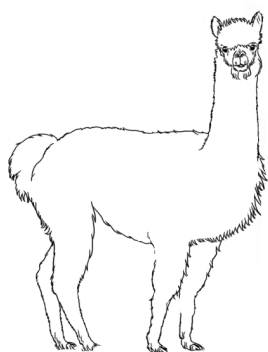
Type mm/dd/year

Type "alpaca" or "llama"

Type brief description

Choose from drop-down menu

Type owner's name



*Continue to next page of instructions...*

**NEED ADDITIONAL HELP? Call the Extension Office at 740-289-4837**

Because we are unable to view your animal at a face-to-face tag-in, you must upload pictures of your animal. These pictures will be matched to your animal when it is brought to the Pike County Fair weigh-in.

**Animal Uploads**

<p style="text-align: center;">County Form <small>(Image/PDF files)</small></p> <p style="text-align: center; color: green; font-weight: bold; font-size: 1.2em;">NOT REQUIRED</p> <p style="text-align: center;"><input type="button" value="Select"/> <input type="button" value="Clear"/></p>	<p style="text-align: center;">Front of animal <small>(Image/PDF files)</small></p> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">REQUIRED</p> <p style="text-align: center;"><input type="button" value="Select"/> <input type="button" value="Clear"/></p>
<p style="text-align: center;">Lease <small>(Image/PDF files)</small></p> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">REQUIRED</p> <p style="text-align: center;"><input type="button" value="Select"/> <input type="button" value="Clear"/></p>	<p style="text-align: center;">Side of Animal <small>(Image/PDF files)</small></p> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">REQUIRED</p> <p style="text-align: center;"><input type="button" value="Select"/> <input type="button" value="Clear"/></p>
<p style="text-align: center;">Vaccination Cert. <small>(Image/PDF files)</small></p> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">REQUIRED</p> <p style="text-align: center;"><input type="button" value="Select"/> <input type="button" value="Clear"/></p>	

**FINAL STEP:**

- Make sure all of your information is correct! Then click SAVE.
- To add additional animals, start at step 3 and repeat.
- Remember: **contact the Extension Office if your animal loses a tag prior to the fair!**