Virginia Cooperative Extension
Virginia Tech • Virginia State University

How to Add a Horse/Pony to a Member Profile

*Version 2. Updated by Katherine E. Carter, Extension Youth Animal
Science Specialist 050123, Virginia Cooperative Extension and State 4-H
Online 2.0 Training Team*

Information needed prior to adding a horse or pony

The 4-H Online Horse/Pony declaration system mirrors the paper declaration form previously used ([Publication 406-125](#)). Most all questions are required and the system will not allow a member to move forward without providing the required information.

The first step to adding a horse or pony to a member profile is to ensure that you have all of your documentation ready. Before entering the system, please make sure you have the following:

- Photo Images (need to be in a .jpg format) *Photos are required, so have them ready to upload.*
    - Left Side View
        - This is a .jpg photo of the left side view with all four legs and the front of the face visible.
    - Right Side View
        - This is a .jpg photo of the right-side view with all four legs and the front of the face visible
    - Front view of the Horse's Face
        - This is a .jpg photo of the front view of the horse's face.
- Green Measurement Card
    - You will be asked to provide the official height classification. Refer to your Green Measurement Card for this information. If you do not have a measurement card yet, please enter your best approximate height. Your Extension Agent has until July 10 to update/change this information as it becomes available. ***An accurate measurement is very important as these are tied to "Animal Type" which are subsequently linked to classes in the FairEntry System.
- Coggins Paper *(REQUIRED IN 2023)*
    - This is a **REQUIRED** file upload, if you must upload your most recent Coggins Paper into the system. This file has to be a .pdf file for upload.

Once you have this information gathered, you can enter the system. Once the information on the horse/pony has been submitted, members cannot make any changes to that information. Please contact your [local Extension Agent](#), for help on updating the information.

Members must add all of their declared project horse(s) by July 1, of the current 4-H year, as one of the requirements to show at the State 4-H Championship Horse and Pony Show. The system will not allow for additional entries after this time.
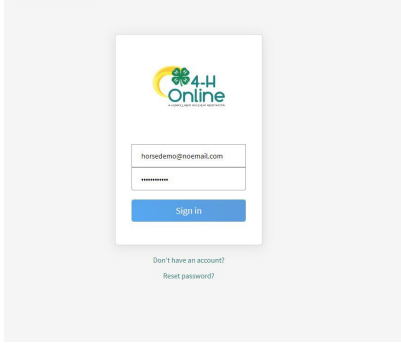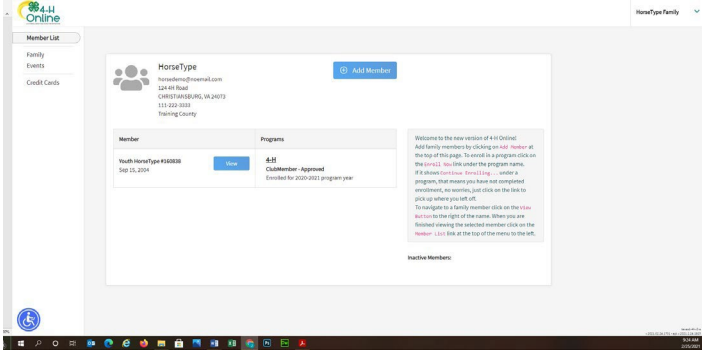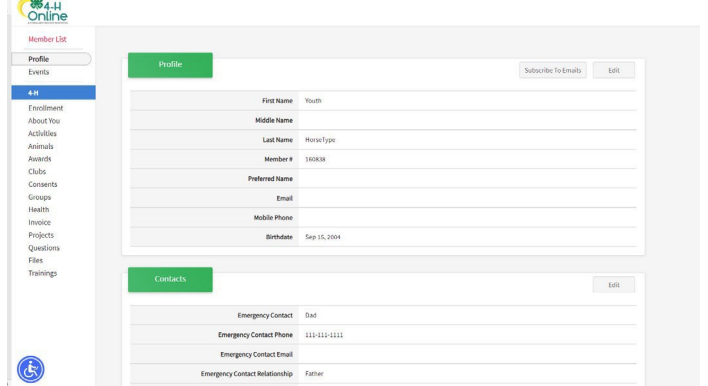
Once the horse/pony has been approved, members will be able to see the approved horse/pony in their member profile under Animals.

Before beginning this process, please remember the following:

1) As you use the 4-H Online system, you may have a need to navigate "back" to a previous page. Do NOT use your browser's back button as this will cause you to lose the information you just entered. Instead, please USE THE BACK BUTTON at the BOTTOM of the system page.

2) If you do not see the updated information, please use the "Refresh" Button at the top of the screen (near your browser address) to refresh the screen. In most instances, the information you entered is there, but the system does not automatically refresh the screen view.
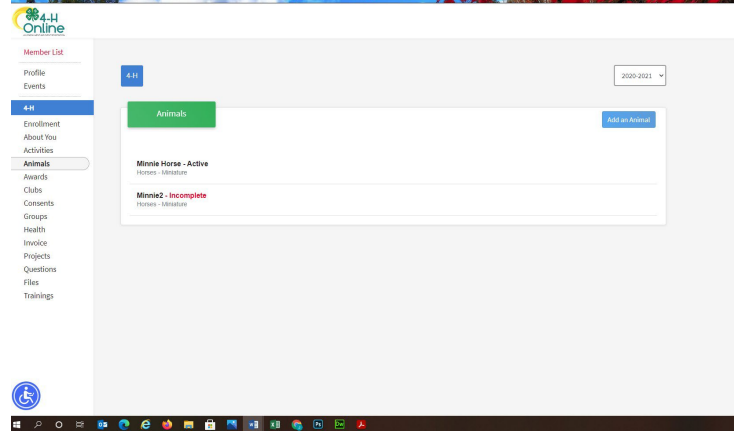
Adding a Horse/Pony

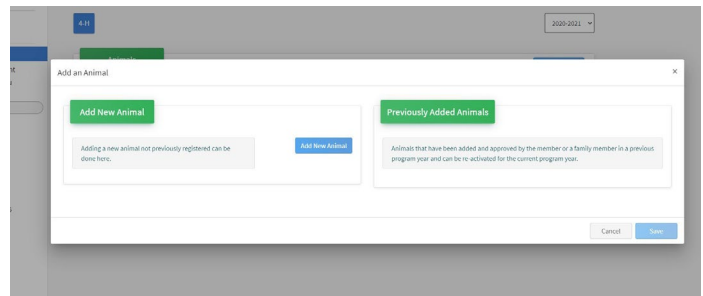| Instruction	Images
Log in to 4-H Online 2.0 at https://v2.4honline.com 1. Use your Family Email Address 2. Enter your Password. *If you do not remember your family email address, please contact your local Virginia Cooperative Extension office for assistance.* *If you do not remember your family password, click "Reset password."*	
Select the Youth's profile and Click "View"	
On the left side of the page, click "Animals"	

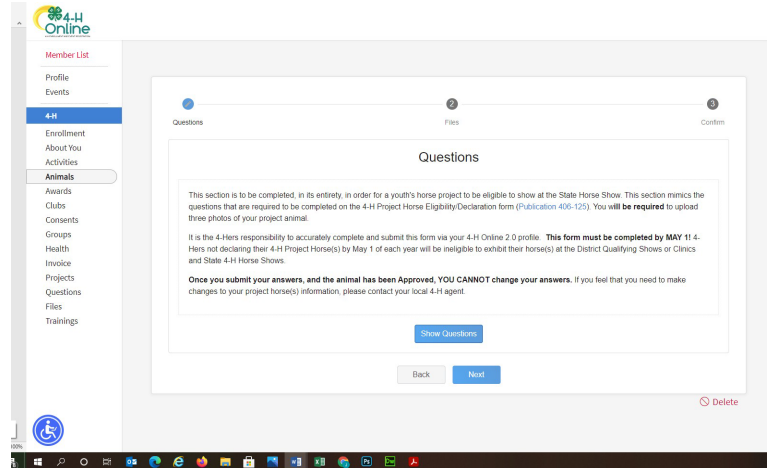|	
This will bring up the animals that are associated with this youth member. Click on "Add Animal" to begin the declaration process.	
A pop-up window will appear, click "Add New Animal" to add a horse/pony for the current 4-H Year.	
1. Select the Animal Type: The animal type is the Height Reference Category for your horse or pony. Please choose the appropriate height category. ***Carefully review the Animal Types, making sure you correctly select Horse vs Pony, and the appropriate category that matches the height of your animal. 2. Identifier is how the horse/pony will be recognized in the system. Once you choose the Animal Type, the field will change to "name". Enter the nickname of the horse/pony that you will use to enter the State Show. 3. Click Save.	

The next section will begin the questions for the horse/pony that youth are declaring. Click "Show Questions" to begin this process.
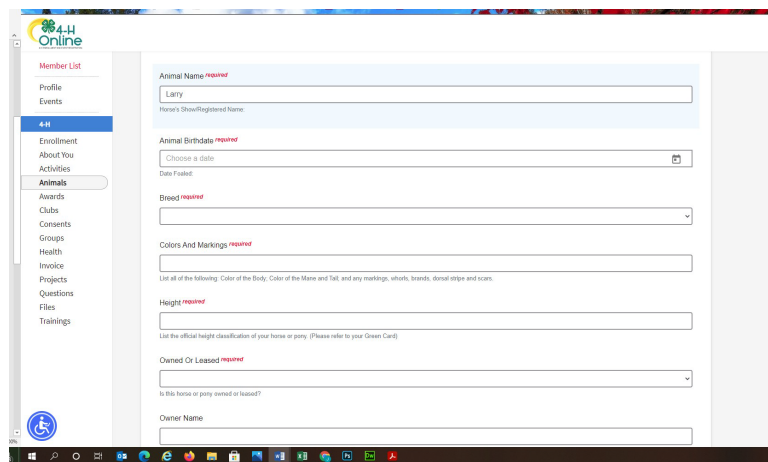
All required fields will need to be completed prior to moving forward.

Enter the following information:
1. Horse's Nickname (required) – *This is the horse/pony name/nickname that you will use to easily identify.*
2. Date Foaled (required)
3. Breed (required)
4. Coggins Test Date (required) New Field
5. Colors and Markings (required)
6. Height (required)
7. Owned or Leased (required)
8. Owner Name (list only if horse/pony is leased)
9. Registered/Show Name (required) – *This is the horse or pony's show or registered name.*
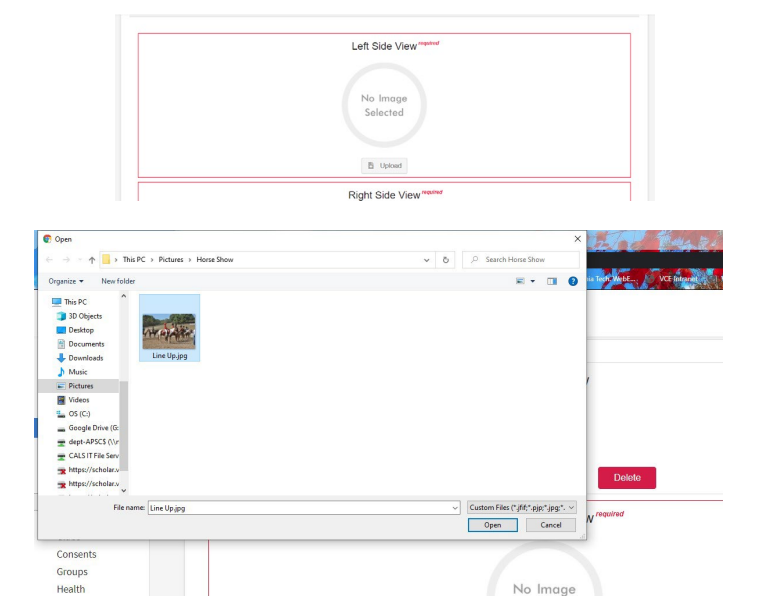
Click "Next" when complete.

Upload the required photos of the horse/pony.
1. Click the upload button under the circle to bring up a dialogue box to locate your photos
2. Select the correct photo that is being required
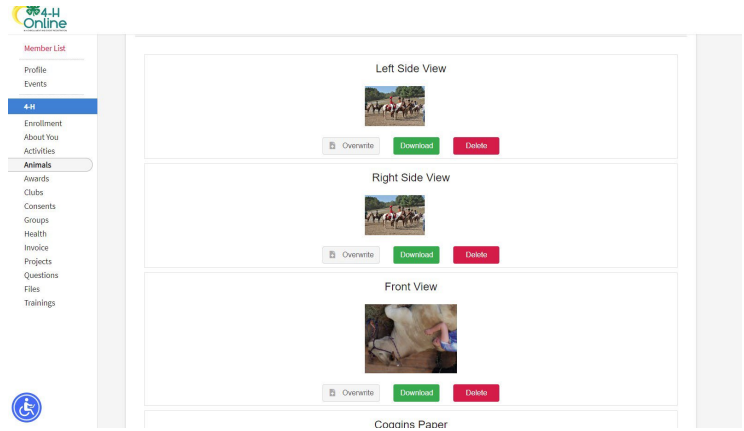3. Click Open to add the photo to file.

Required images are:
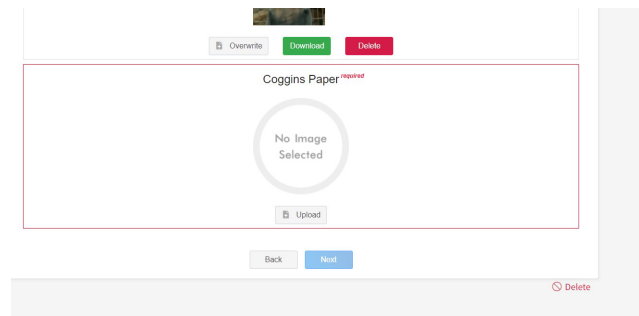- Left Side View
- Right Side View
- Front View

If you need to change the photo, you can click "Overwrite" to select a new photo or "Delete" to remove the photo and start again.
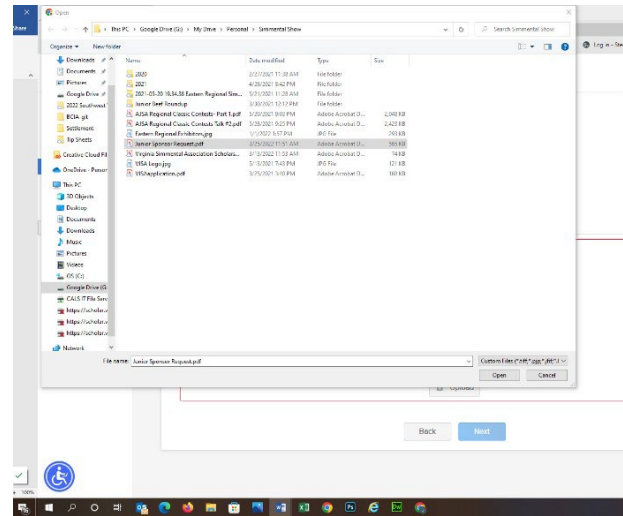

The Coggins Paper is NOW REQUIRED within the system.

1. Click the upload button under the circle to bring up a dialogue box to locate your photos

2. Select the correct file that is being required\
   a. *Only PDF Files can be uploaded.*
3. Click Open to add the photo to file.
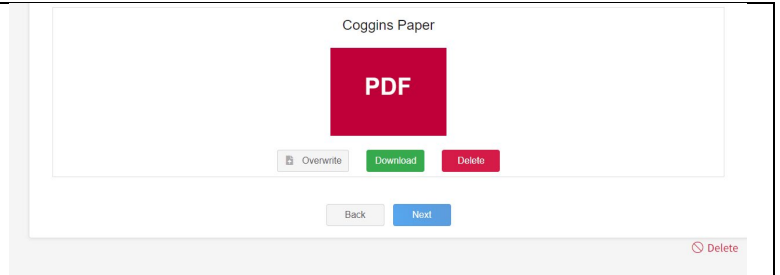
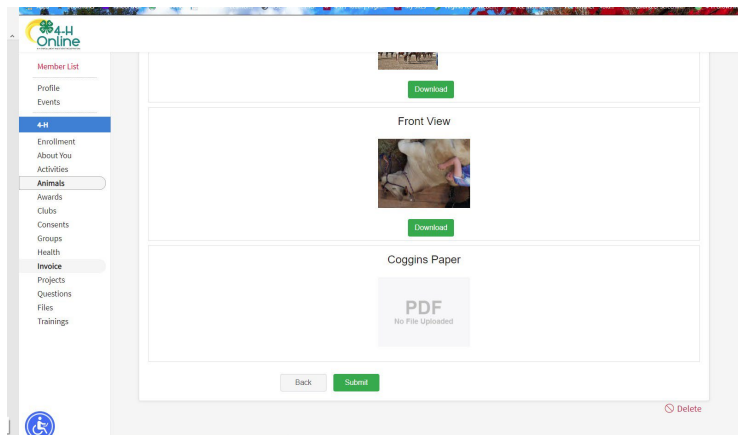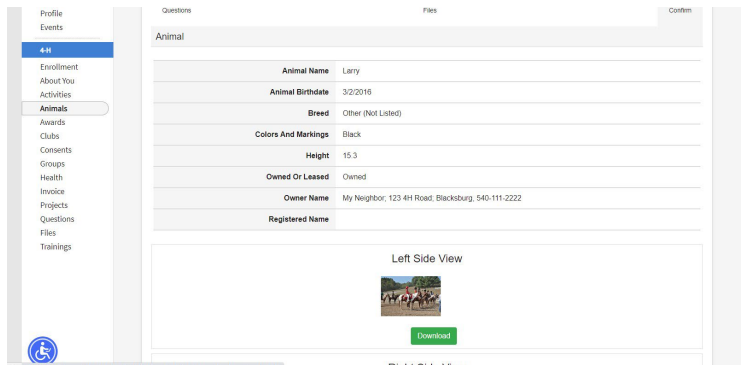|	
4. Verify that the file has been uploaded. Click "Next" when complete. *If you need to change the file, you can click "Overwrite" to select a new photo or "Delete" to remove the file and start again.*	**Coggins Paper** **PDF** Overwrite Download Delete Back Next ⊘ Delete
Confirm all of the information is correct to the best of your knowledge and ensure that all the correct photos have been uploaded. **CLICK SUBMIT** to send your horse/pony declaration for review.	Animal Animal Name: Larry Animal Birthdate: 3/2/2016 Breed: Other (Not Listed) Colors And Markings: Black Height: 15.3 Owned Or Leased: Owned Owner Name: My Neighbor; 123 4H Road, Blacksburg, 540-111-2222 Registered Name: Left Side View Download Front View Download Coggins Paper PDF No File Uploaded Back Submit ⊘ Delete

This screen shows confirmation that the horse/pony was submitted, along with the date/time of submission.	
Click on "Animals" under the left side navigation to go back to your animal home page. You can add additional horses or ponies using the same process. You can also see which animals have been approved, incomplete, or submitted. If you have an animal that is incomplete, click on the horse/pony and it will take you back through the declaration process to enter the information and submit.	