



How to Update and Resubmit a Horse/Pony

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Information needed prior to updating and resubmitting a horse or pony

All horses must be updated and resubmitted every year to show at the current year's state show. 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 updating and resubmitting a horse or pony to a member profile is to ensure that you have all of your documentation ready. Before entering the system, please verify that animal information did not change from last year. Please make sure you have the following:

- Photo Images (need to be in a .jpg format) *Please update annually if your horse/pony has changed in appearance in any way.*
 - 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.
- Coggins Paper (**REQUIRED IN 2023**)
 - This is a **REQUIRED** file upload, you must upload your most recent Coggins Paper into the system. This file has to be a .pdf file for upload.
- Horse Measurement (Height) – **Very important, please read.**
 - Please make sure that the measurement listed is accurate. If not, then edit the height, by typing in the exact measurement listed on your Green Card. The “arrows” on the drop box only populate with whole numbers, however, the system will allow you to type in a number with a decimal and up to a hundredths measurement (example: 14.25)
 - Carefully review the “Animal Type” listed when registering an existing horse that is already in the system. Make sure that the Animal Type Listed matches both the type (Horse vs Pony) and current height of the animal you are declaring. This is extremely important as Animal Type of the Declared animal is tied directly to class choices in the FairEntry system. An incorrect Declaration can impede you from entering the classes you need/want to enter in the entry system. If the Animal Type is incorrect, you will want to “Add Animal” and enter all new information, including the correct Animal Type. There is not an option to change the Animal Type on a previously declared horse.

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.

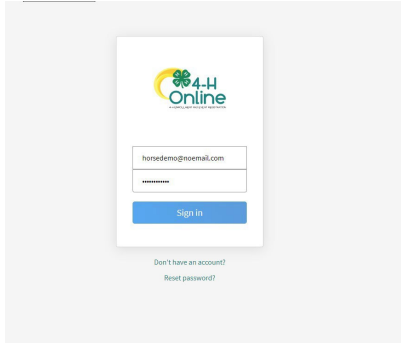
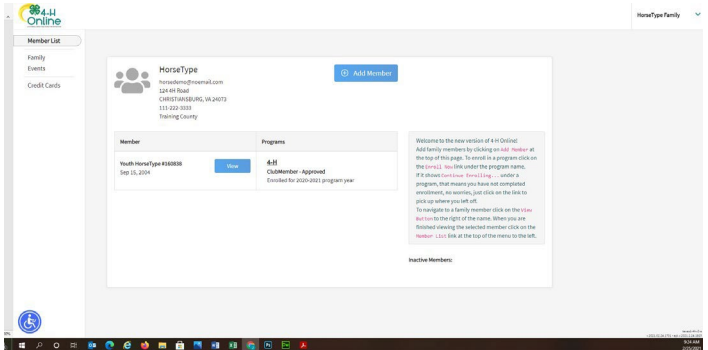
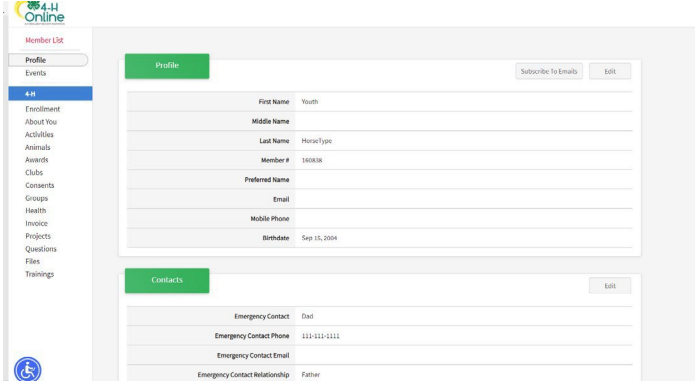
Members must add all of their declared project horse(s) by July 1 of current 4-H year, as one of the requirements to show at the State 4-H Championship Horse and Pony Show. The system will not allow for additional entries after this time.



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.

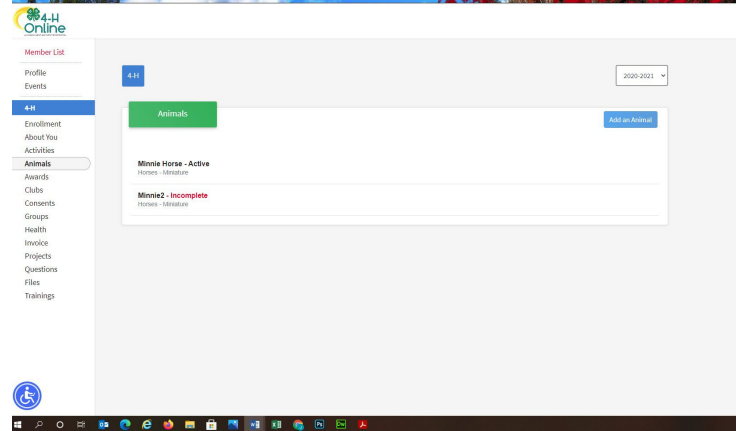
Adding a Horse/Pony that was entered in previous 4-H year.

Instruction	Images
<p>Log in to 4-H Online at https://v2.4honline.com</p> <ol style="list-style-type: none"> 1. Use your Family Email Address 2. Enter your Password. <p><i>*If you do not remember your family email address, please contact your local Virginia Cooperative Extension office for assistance.</i></p> <p><i>*If you do not remember your family password, click “Reset password.”</i></p>	
<p>Select the Youth’s profile and Click “View”</p>	
<p>On the left side of the page, click “Animals”</p>	

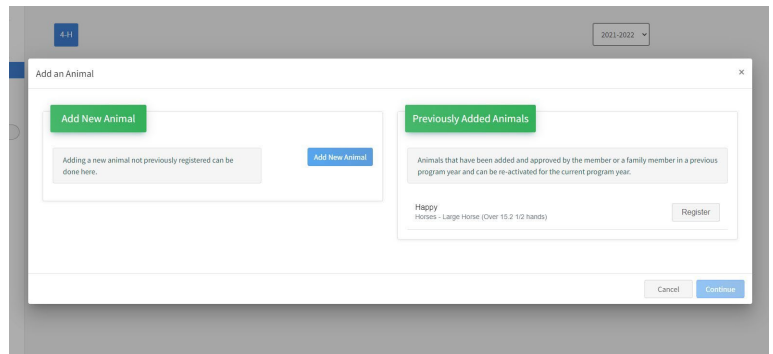


This will bring up the animals that are associated with this youth member.

Click on “Add Animal” to begin the declaration process. Even if you are Declaring an animal from the previous year, you want to click “Add Animal” to see your previously declared animals.

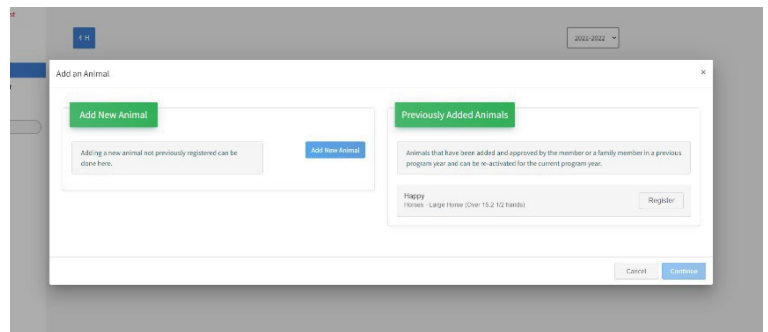


A pop-up window will appear, click “Add New Animal” to add a horse/pony for the current 4-H Year **OR** Previously Added Animals for Horses that were declared in a previous year.



Click Register beside the horse that you previously declared

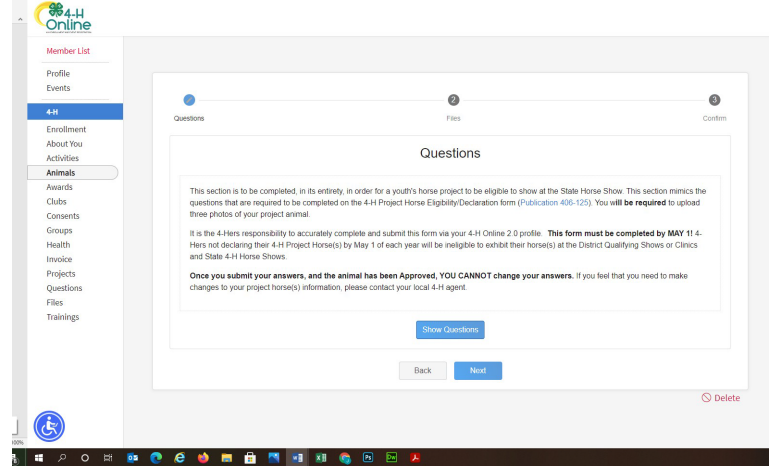
*****Please note: If your Animal Type is incorrect on a previously declared horse due to previous entry errors or a change in Height, you will need to “Add Animal” and provide all of the new information. There is not an option to change the “Animal Type” for a previously declared horse.**





The next section will begin the questions for the horse/pony that youth are declaring. Click “Show Questions” to begin this process.

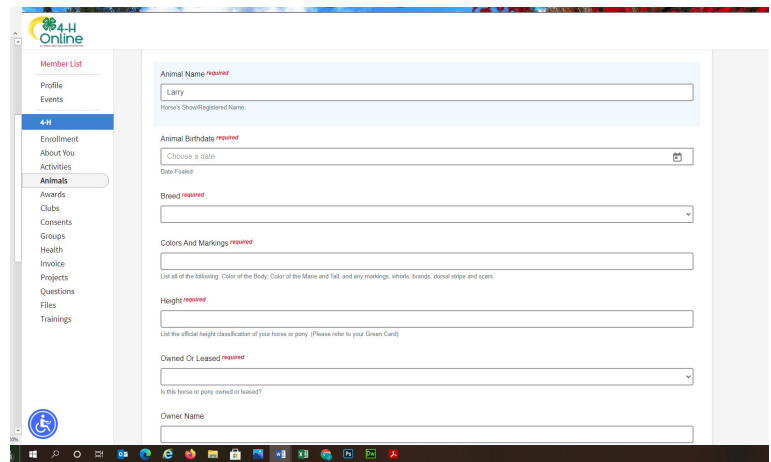
All required fields will need to be completed prior to moving forward.



Verify 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, will need to add the date.**
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.



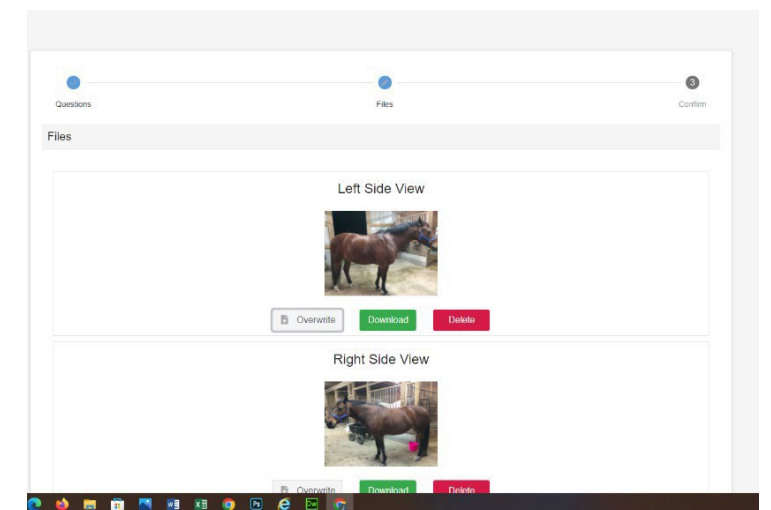
Verify the required photos of the horse/pony.

1. Ensure the picture of the horse/pony accurately fits what is required for that photo request.
2. Click “Overwrite” if you would like to replace the current picture.
3. Click “Download” if you would like to save a picture that has been uploaded to the system.

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.





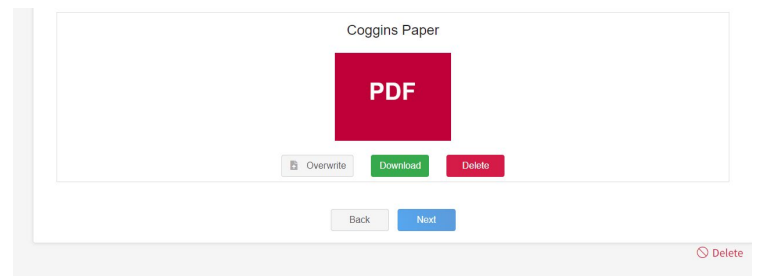
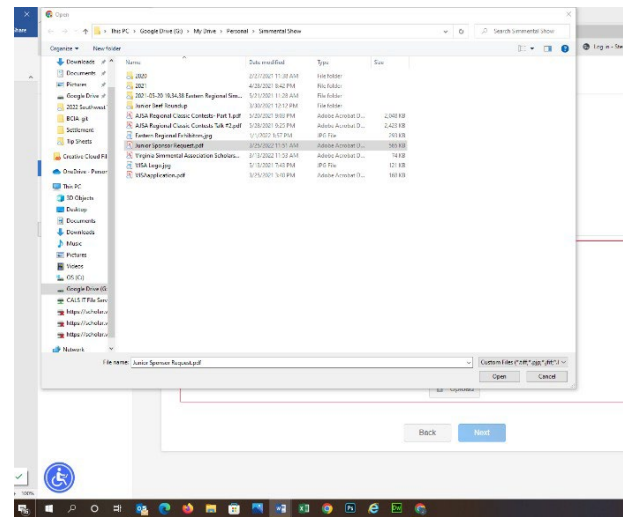
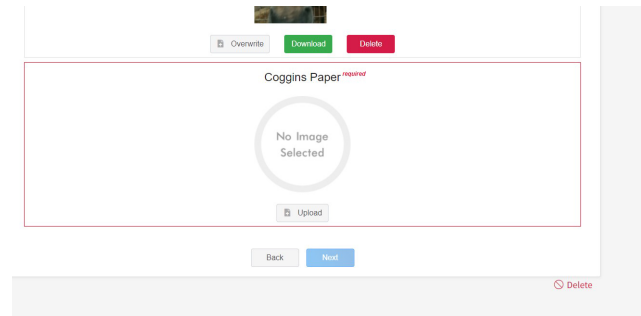
The Coggins Paper is NOW REQUIRED within the system.

4. Click the upload button under the circle to bring up a dialogue box to locate your photos
5. Select the correct file that is being required\
 - a. *Only PDF Files can be uploaded.*
6. Click Open to add the photo to file.

7. 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.





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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.

If you no longer own or ride this horse and would like it removed from your profile, you can click DELETE at any time during this process.



This screen shows confirmation that the horse/pony was submitted, along with the date/time of submission.

The screenshot shows the 'Animal - Submitted' confirmation page in the 4-H Online system. The page includes a sidebar with navigation options like 'Member List', 'Profile', 'Events', '4-H', 'Enrollment', 'About You', 'Activities', 'Animals', 'Awards', 'Clubs', 'Consents', 'Groups', 'Health', 'Invoice', 'Projects', 'Questions', 'Files', and 'Trainings'. The main content area displays the following information:

- Animal - Submitted**
- Created on Feb 25, 2021 9:29 AM
- Modified on Feb 25, 2021 9:43 AM
- Submitted on Feb 25, 2021 9:43 AM

Below this, there is a section for 'Larry' (Large Horse (Over 15.2 1/2 hands)) with a small horse icon. A table lists the animal's details:

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 4th Road, Blacksburg, VA 011-2022

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.

The screenshot shows the 'Animals' home page in the 4-H Online system. The sidebar is the same as in the previous screenshot. The main content area displays a list of animals with their status:

- Animals** (with an 'Add an Animal' button)
- Minnie Horse - Active** (Horses - Miniature)
- Minnie2 - Incomplete** (Horses - Miniature)
- Larry - Submitted** (Horses - Large Horse (Over 15.2 1/2 hands))