



## 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 ([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) *IF THEY HAVE BEEN UPDATED SINCE LAST YEAR.*
  - 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 2022*)
  - This is an **REQUIRED** file upload, 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 May 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.**

Once the horse/pony has been approved, members will be able to see the approved horse/pony in their member profile under Animals.



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## **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 2.0 at <a href="https://v2.4honline.com">https://v2.4honline.com</a></p> <ol style="list-style-type: none"><li>1. Use your Family Email Address</li><li>2. Enter your Password.</li></ol> <p><i>*If you do not remember your family email address, please contact your <a href="#">local Virginia Cooperative Extension office</a> 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>	

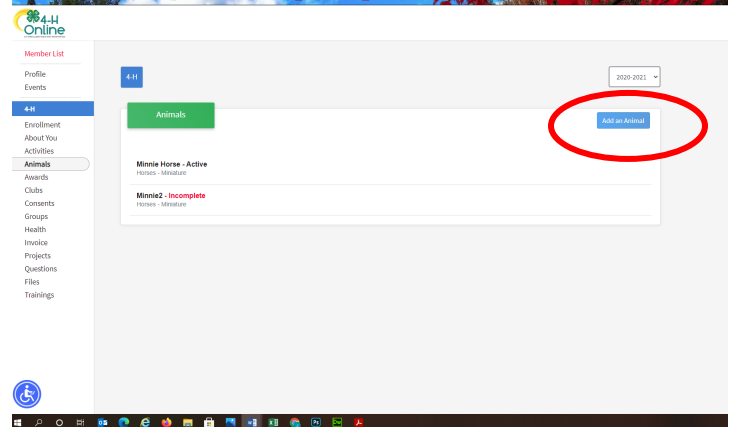


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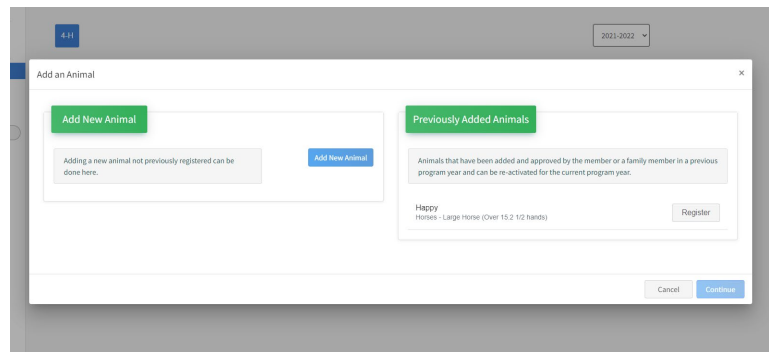
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This will bring up the animals that are associated with this youth member.

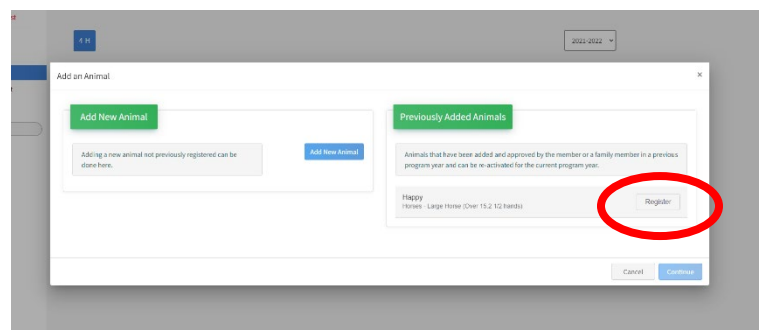
Click on “Add Animal” to begin the declaration process.



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



Click Register beside the horse that you previously declared





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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.*

The screenshot shows the '4-H Online' interface. On the left is a sidebar menu with options: Member List, Profile, Events, 4-H (selected), Enrollment, About You, Activities, Animals, Awards, Clubs, Consents, Groups, Health, Invoice, Projects, Questions, Files, and Trainings. The main content area is titled 'Questions' and contains instructions: 'This section is to be completed, in its entirety, in order for a youth's horse project to be eligible to show at the State Horse Show. This section mimics the questions that are required to be completed on the 4-H Project Horse Eligibility/Declaration form (Publication 406-123). You will be required to upload three photos of your project animal. It is the 4-Hers responsibility to accurately complete and submit this form via your 4-H Online 2.0 profile. This form must be completed by MAY 11.4. Hers not declaring their 4-H Project Horse(s) by May 1 of each year will be ineligible to exhibit their horse(s) at the District Qualifying Shows or Clinics and State 4-H Horse Shows. Once you submit your answers, and the animal has been Approved, YOU CANNOT change your answers. If you feel that you need to make changes to your project horse(s) information, please contact your local 4-H agent.' At the bottom of the main content area, there are three buttons: 'Show Questions' (circled in red), 'Back', and 'Next'. A 'Delete' link is visible in the bottom right corner.

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.

The screenshot shows the '4-H Online' 'Animal Information' form. The left sidebar is the same as in the previous screenshot. The main content area has several fields: 'Animal Name' (required) with a text input field containing 'Larry'; 'Horse's Show/Registered Name' (text input field); 'Animal Birthdate' (required) with a date picker; 'Breed' (required) with a dropdown menu; 'Colors And Markings' (required) with a text input field; 'Height' (required) with a text input field; 'Owned Or Leased' (required) with a dropdown menu; and 'Owner Name' (text input field). There are also checkboxes for 'Date Foaled' and 'Is this horse or pony owned or leased?'. A 'Delete' link is visible in the bottom right corner.

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 screenshot shows the '4-H Online' 'Files' section. The left sidebar is the same as in the previous screenshots. The main content area is titled 'Files' and shows two photo upload sections: 'Left Side View' and 'Right Side View'. Each section has a placeholder image of a horse and three buttons: 'Overwrite', 'Download', and 'Delete'. A 'Delete' link is visible in the bottom right corner.



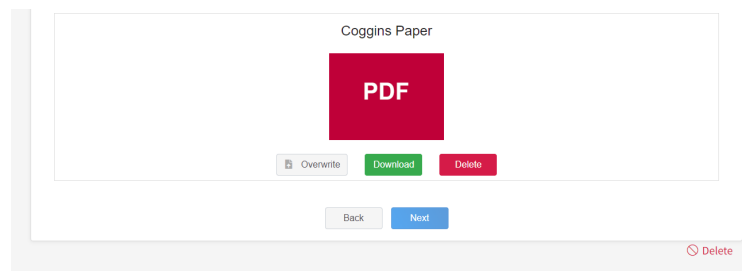
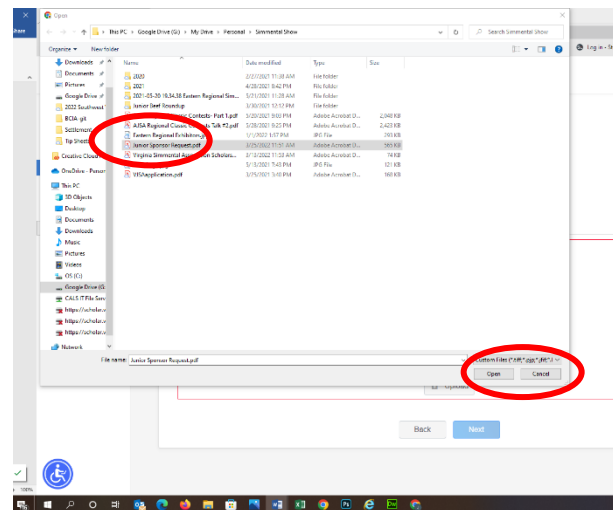
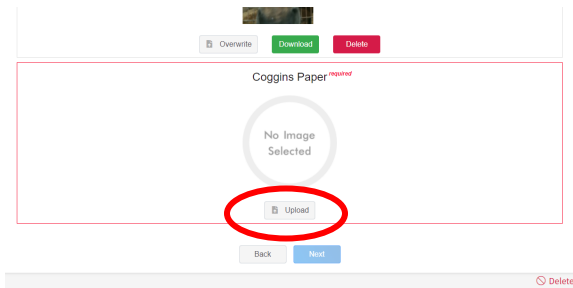
The Coggins Paper is NOW REQUIRED within the system.

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.

Profile  
Events  
4-H  
Enrollment  
About You  
Activities  
Animals  
Awards  
Clubs  
Consents  
Groups  
Health  
Invoice  
Projects  
Questions  
Files  
Trainings

Questions Files Confirm

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

Submit

Member List  
Profile  
Events  
4-H  
Enrollment  
About You  
Activities  
Animals  
Awards  
Clubs  
Consents  
Groups  
Health  
Invoice  
Projects  
Questions  
Files  
Trainings

Download

Front View

Download

Coggins Paper

PDF  
No File Uploaded

Back Submit Delete

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.

Download

Coggins Paper

PDF

Download

Back Submit Delete



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

The screenshot shows the '4-H Online' interface. On the left is a navigation menu with options: Member List, Profile, Events, 4-H (selected), Enrollment, About You, Activities, Animals (highlighted), Awards, Clubs, Consents, Groups, Health, Invoice, Projects, Questions, Files, and Trainings. The main content area is titled 'Animal - Submitted' for a horse named 'Larry'. It displays the submission status and timestamps: 'Created on Feb 25, 2021 9:29 AM', 'Modified on Feb 25, 2021 9:43 AM', and 'Submitted on Feb 25, 2021 9:43 AM'. Below this is a form with a horse icon and the name 'Larry' (Large Horse (Over 13.2 1/2 hands)). A table lists the animal's details:

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 Neighborhood, 123 4th Road, Blacksburg, VA 011-2222

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 '4-H Online' 'Animals' home page. The left navigation menu is the same as in the previous screenshot, with 'Animals' highlighted. The main content area shows a list of animals under the heading 'Animals'. There is a '2020-2021' dropdown menu and an 'Add an Animal' button. The list includes:

- Minnie Horse - Active** (Horse - Miniature)
- Minnie2 - Incomplete** (Horse - Miniature)
- Larry - Submitted** (Horse - Large Horse (Over 13.2 1/2 hands))