Managers Entering Animals in 4-H Online

**Before You Start**

Please note that the manager modification date may vary by animal type. A Manager must have permissions to add, edit, or approve animals.

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| 1. Use the Member or Participation Search to locate the member for whom you need to add an animal.  
2. Select the Member’s record from the returned results.  
3. Click Animals in the navigation pane.  
4. Click the blue Register Animal button. |
| ![Register Animal](image1.png) |
| 5. Click Add New Animal to start adding a new animal. |
| ![Add New Animal](image2.png) |
| 6. Select the appropriate animal type from the drop-down menu.  
7. Enter the required Tag, Tattoo, or Animal Name as directed.  
8. Click Save. |
| ![Animal Information](image3.png) |
| 9. Complete each of the required fields and optional fields as needed.  
** Please note that the fields may vary by state and animal type.  
10. Click the Next button. |
| ![Next Button](image4.png) |
11. Upload any required files for this animal.
12. Click the Next button

13. Review the entered information. Use the Back button at the bottom of the page to return to the previous screen to make corrections.
14. Once the entered information is correct and reviewed, click the Submit button.
15. The animal information will display on the screen with the status, created, modified, and submitted date and time stamp (local time).

Managers Reviewing Submitted Animal Information

1. Click on the Animals tab in the navigation pane.
2. Search for your preferred Animal Type, and Animal Status of Submitted.
3. Select a record to review.
4. Review the information.
5. Click the edit button if the manager needs to make corrections; and update the appropriate field(s).
6. There are text boxes for private and public comments. Public comments will be viewable to the member.
7. If all information is correct, click the Approve button. If the family needs to make corrections, click the Send back button.