

Holmes County Jr. Fair 2023 Horse Animal ID Help Sheet

Listing of Required and Optional Fields / Information by Animal Species

Note: **Required – N/A** means that you must enter something in that field, but there is no particular information we need, so you can just enter N/A.

Horse	
Animal Name	Required
Animal Age	Optional
Animal Birthdate	Required
Breed	Required
Breeder Name	Required – n/a if unknown
Colors & Markings	Required
County Raised	Optional
Height	Optional
Owned or Leased	Required
Owner Name	Required
Animal Gender	Required
Files/Photos of Animal	
Front of Animal	Required
Left Side of Animal	Required
Right Side of Animal	Required
Tag/Identifier Photo:	Required – Horse ID Form
County Document	Optional
Lease	Optional – required if leasing
Coggins Documentation	Optional
Vaccination Record	Optional

Steps

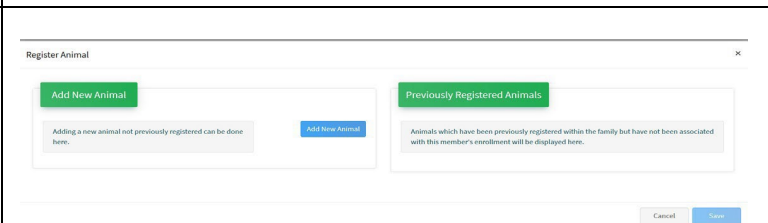
1. Log in to your family account.
2. Click to View the Member's record for whom you would like to add an animal.



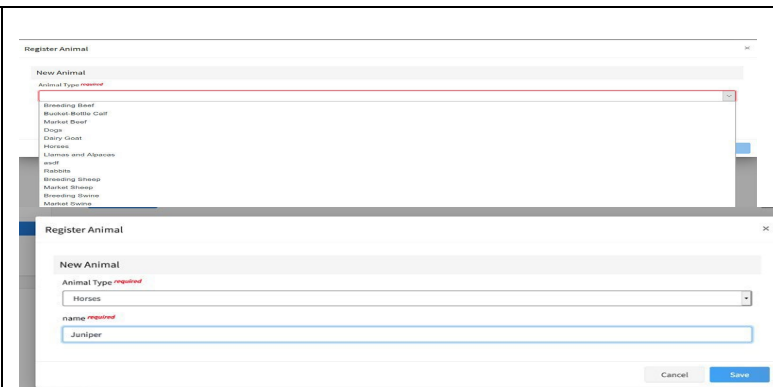
3. Click Animals in the navigation pane.
4. Click the blue Register Animal button.



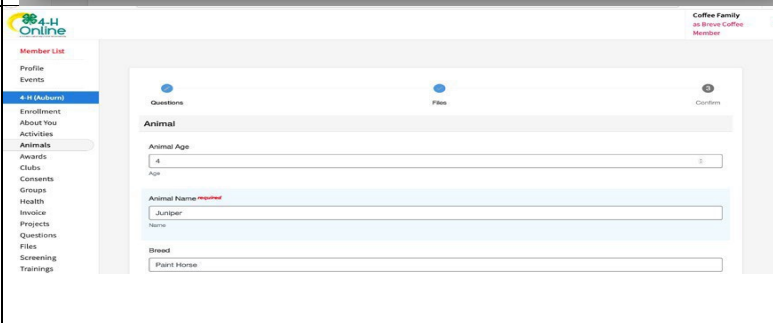
5. Click Add New Animal to start adding a new animal.



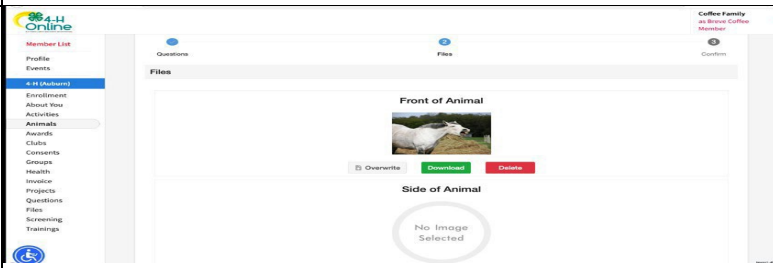
6. Select the appropriate animal type from the drop-down menu.
7. Enter the required Tag, Tattoo, or Animal Name as directed.
8. Click Save.



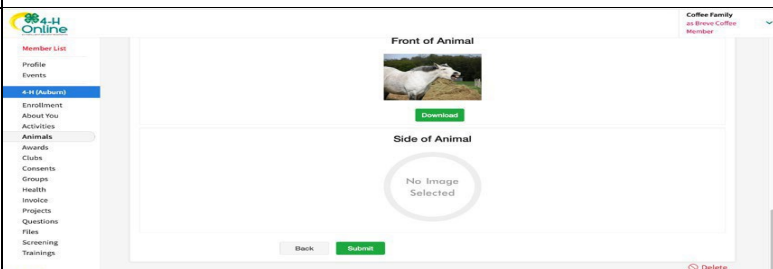
9. Complete each of the required fields and optional fields as needed.
- ** Please note that the fields may vary by state and animal type.
10. Click the Next button at the bottom of the form.



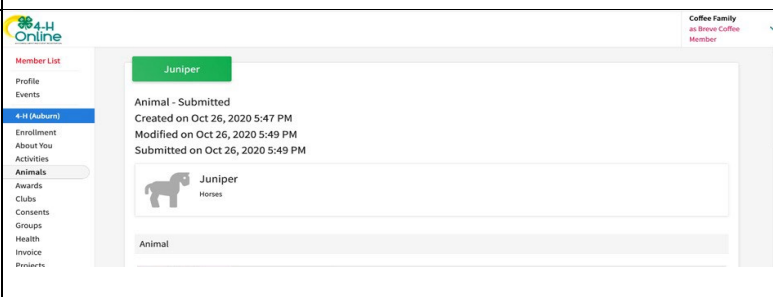
11. Upload any required or optional files for this animal.
12. Click the Next button



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).



Click on the Animals tab from your account at any time to view the status for all of the animals for a member in the family.

