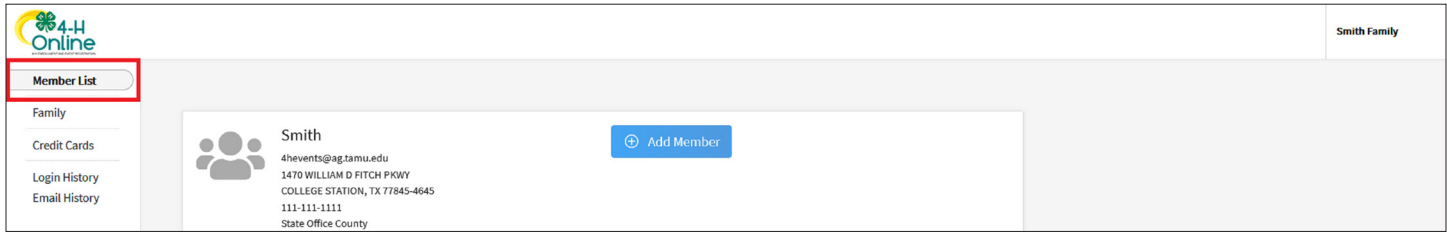
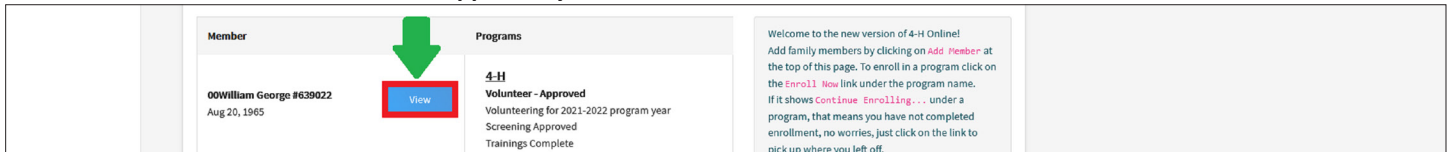


- Login to the Family profile.
- Click the Member List link from the navigation pane on the left side of the screen.



- Click the blue View button beside the approved youth club member's name.

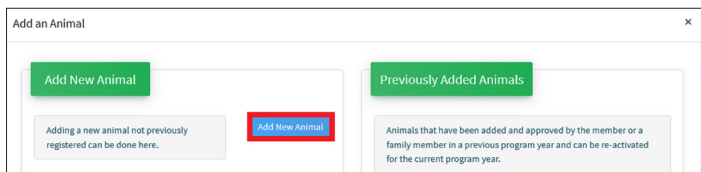


- Click the Animals link from the navigation pane on the left side of the screen. The default program year will appear in the upper right hand side of the screen.
- Click the blue Add an Animal button under the Animal section.

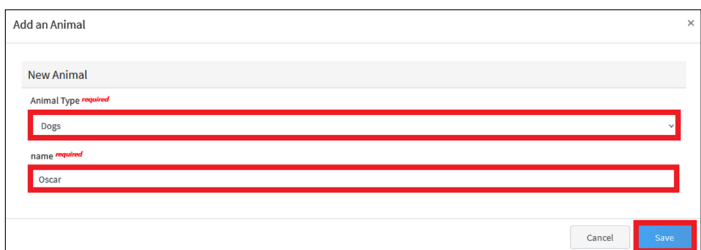


ADDING NEW ANIMAL

- Click the blue Add New Animal button under the Add an Animal screen.
- Select the correct animal type from the drop-down menu.

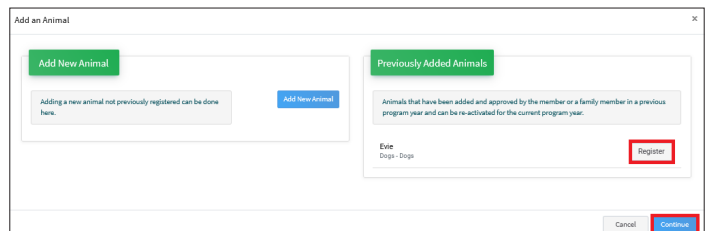


- Enter the animal's name.
- Click the blue Save button.



RENEW ANIMAL

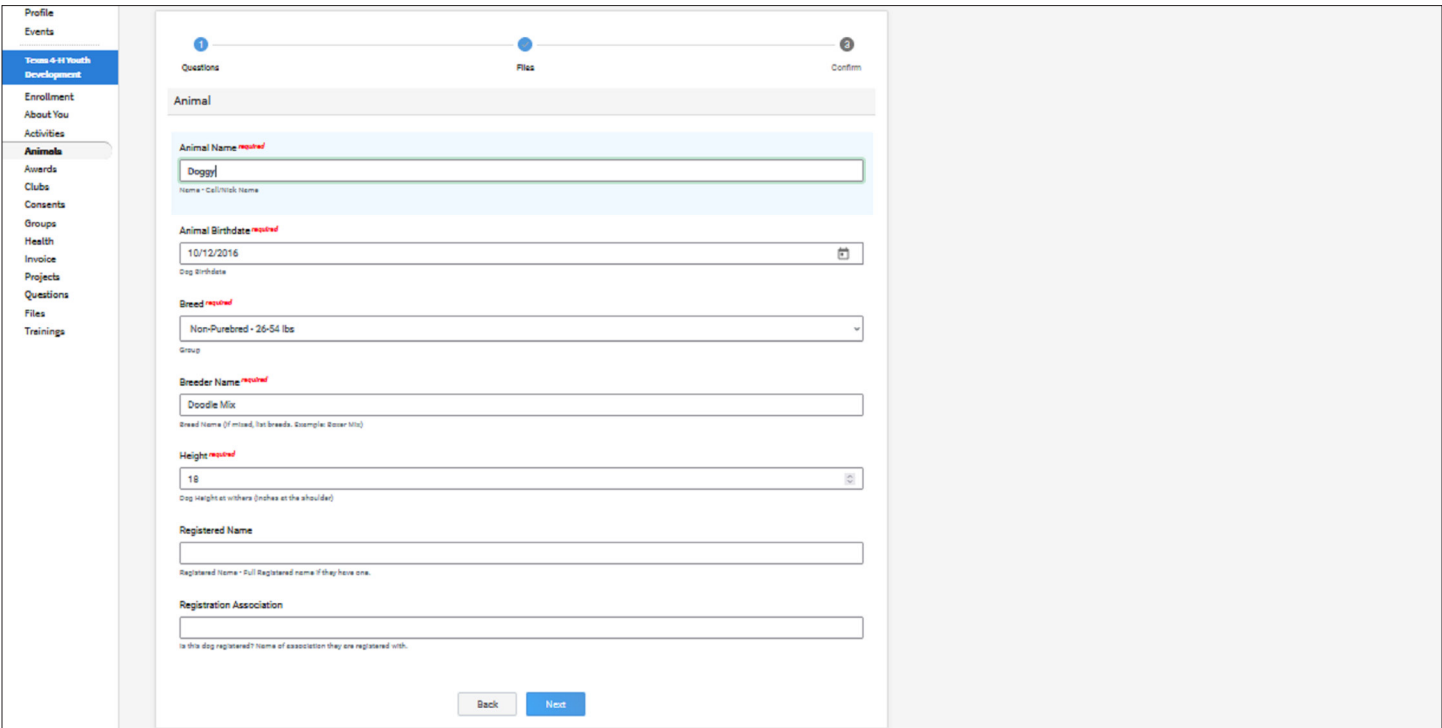
- Click the Register button beside the animal to add to the current 4-H year.



The information and files will be copied over from the previous year. The member will be able to update the information on the following screens.

ENTRY SCREEN FOR ANIMAL INFORMATION

- Complete or update required and optional fields for the animal.
- Click blue Next button at the bottom of the screen.



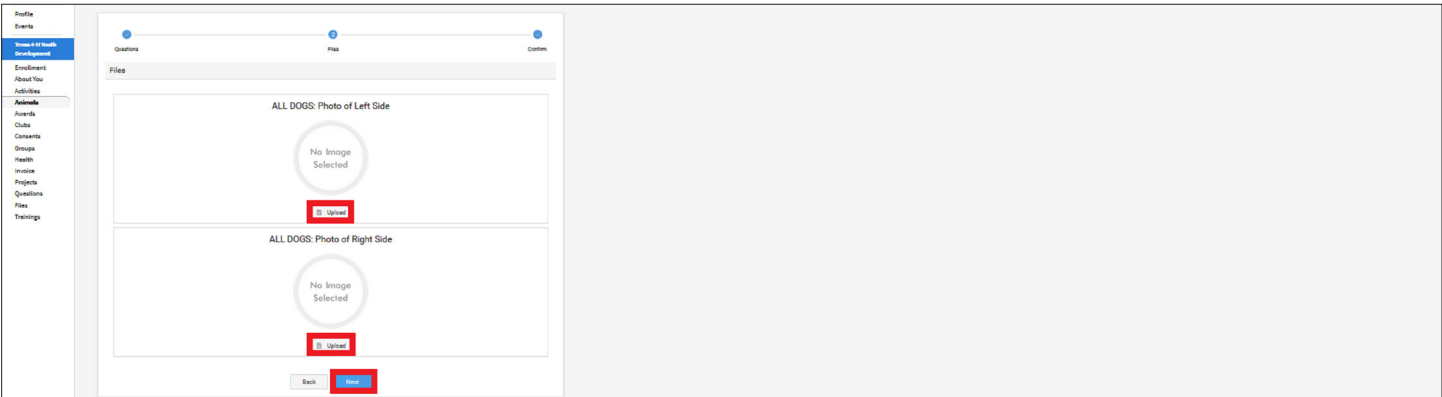
The screenshot shows a web form for entering animal information. On the left is a navigation menu with options like Profile, Events, Texas 4-H Health Development, Enrollment, and Animals. The main form area has tabs for Questions, Files, and Confirm. The 'Questions' tab is active, showing fields for:

- Animal Name (required): Input field with 'Doggyl' entered.
- Animal Birthdate (required): Input field with '10/12/2016' and a calendar icon.
- Breed (required): Dropdown menu with 'Non-Purebred - 26-54 lbs' selected.
- Breeder Name (required): Input field with 'Doodle Mix' entered.
- Height (required): Input field with '18' entered.
- Registered Name: Input field.
- Registration Association: Input field.

 At the bottom are 'Back' and 'Next' buttons.

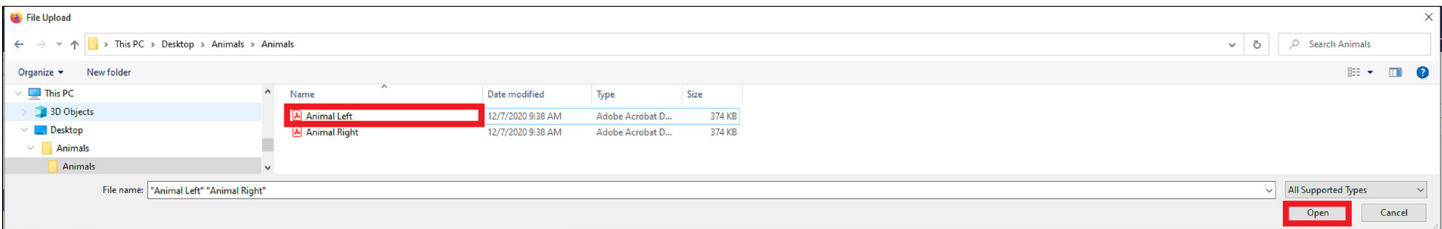
ANIMAL FILE UPLOAD SCREEN

- Click the Upload button below the picture icon to upload the file.



The screenshot shows the 'Files' tab of the animal profile. It displays two sections for photo uploads: 'ALL DOGS: Photo of Left Side' and 'ALL DOGS: Photo of Right Side'. Each section contains a placeholder image with the text 'No Image Selected' and a red 'Upload' button. At the bottom of the screen are 'Back' and 'Next' buttons.

- On the dialog box, click the name of the file and click to open. Repeat for each custom file needed.



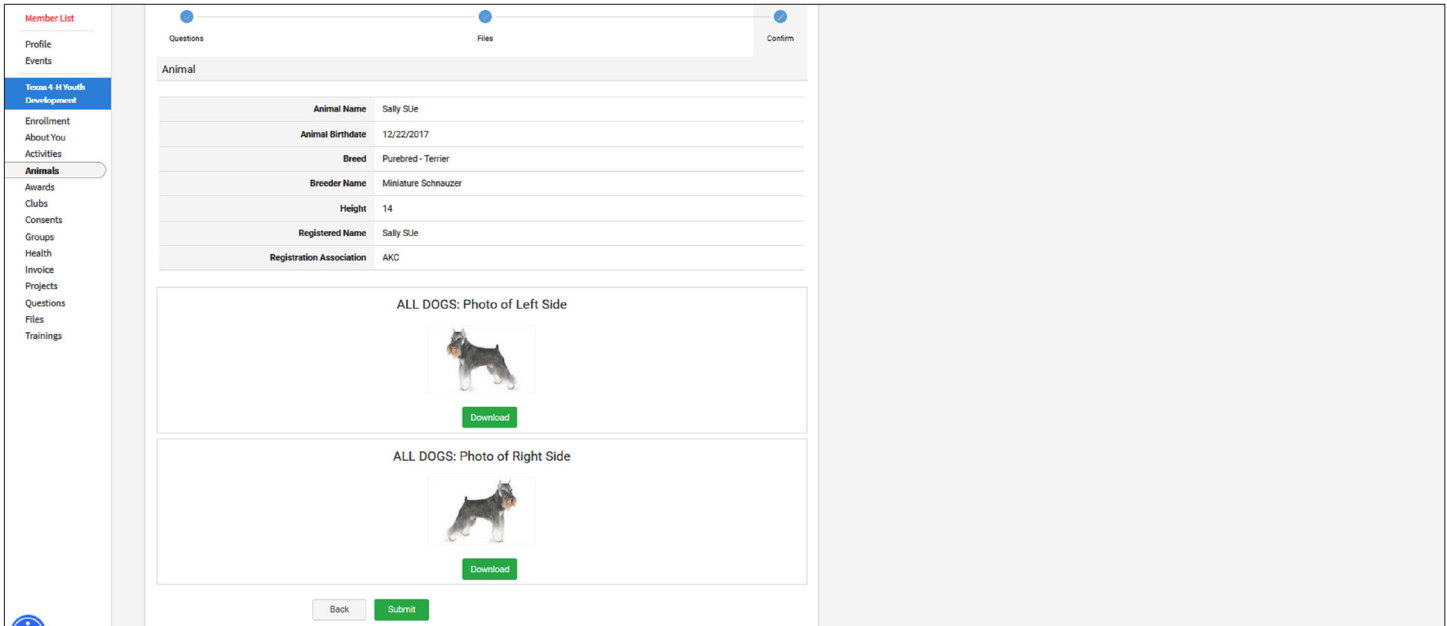
- Click the blue Next button at the bottom of the screen.



A close-up screenshot of the 'Next' button at the bottom of the screen, which is highlighted with a red box.

REVIEW AND SUBMIT

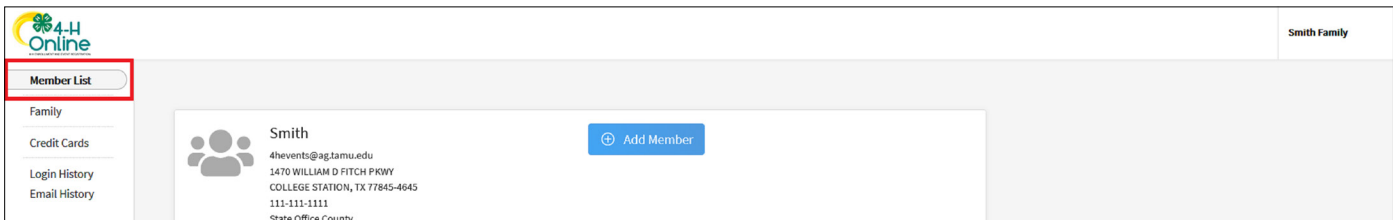
- Review the entered information. Use the Back button to return to the previous screen to make corrections.
- Click the green Submit button at the bottom of the screen.



The screenshot shows the 'Animal' validation form. It includes a sidebar with navigation options like 'Member List', 'Profile', 'Events', 'Texas 4-H Youth Development', 'Enrollment', 'About You', 'Activities', 'Animals', 'Awards', 'Clubs', 'Consents', 'Groups', 'Health', 'Invoice', 'Projects', 'Questions', 'Files', and 'Trainings'. The main form area has tabs for 'Questions', 'Files', and 'Confirm'. The 'Questions' tab is active, showing fields for: Animal Name (Sally SJe), Animal Birthdate (12/22/2017), Breed (Purebred - Terrier), Breeder Name (Miniature Schnauzer), Height (14), Registered Name (Sally SJe), and Registration Association (AKC). Below the form are two photo upload sections: 'ALL DOGS: Photo of Left Side' and 'ALL DOGS: Photo of Right Side', each with a 'Download' button. At the bottom, there are 'Back' and 'Submit' buttons.

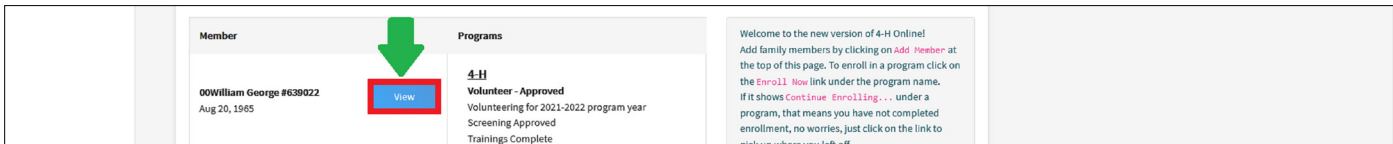
ANIMAL STATUS

- Login to the Family profile and click the Member List link on the the left side of the screen.



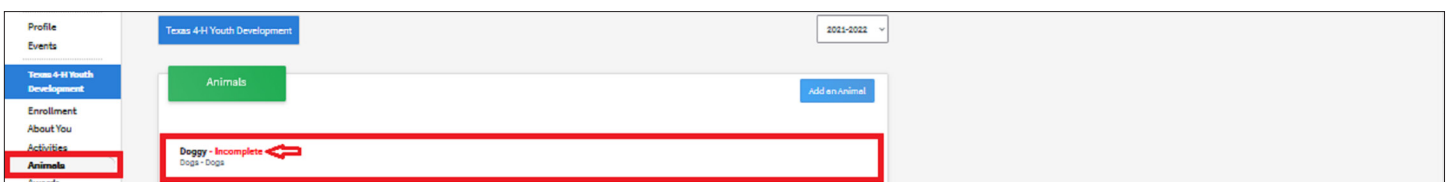
The screenshot shows the 'Smith Family' profile page. On the left, there is a navigation menu with 'Member List' highlighted in a red box. The main content area shows the family name 'Smith', contact information (4hevents@ag.tamu.edu, 1470 WILLIAM D FITCH PKWY, COLLEGE STATION, TX 77845-4645, 111-111-1111, State Office County), and an 'Add Member' button.

- Click the blue View button beside the approved youth club member's name.



The screenshot shows a table with columns for 'Member' and 'Programs'. A red box highlights a 'View' button next to a member's name. A green arrow points down to this button. The member's name is '00William George #638022' with a birthdate of 'Aug 20, 1965'. The program listed is '4-H Volunteer - Approved' with details: 'Volunteering for 2021-2022 program year', 'Screening Approved', and 'Trainings Complete'. A welcome message is visible on the right side of the table.

- Click the Animals link from the navigation pane on the left side of the screen.
- Click to refresh or reload the browser on your device/computer. The status will be listed under the animal's name.



The screenshot shows the 'Animals' page. The left sidebar has 'Animals' highlighted in a red box. The main content area shows a list of animals. One animal, 'Doggy', is listed with a status of 'Incomplete' and a red arrow pointing to the status. There is an 'Add an Animal' button at the top right of the list.