

Tips for uploading Coggins & State Fair Paperwork

Items needed:

- Coggins dated on or after January 1st of current year
- EquiSTEP Completion Certificate of current year
- Out of County Form (if applicable)

Each participant must have a 4HOnline account. Please follow the steps below to make an account if not already completed:

https://union.osu.edu/sites/union/files/imce/Program_Pages/4H/New%20Family%20Enrollment%20Step%20by%20Step.pdf

Once an account is created you will need to add an animal to the 4-Her's account for the current year.

Select “Add New Animal” and select “Horse, Pony or Small Equine” for Animal Type. After entering that information select continue at the bottom to move to the next page. If more than one equine is on the account, please designate the animal going to the Junior Horse Show with “name-OSF”.



Next fill out the animal information. If information is unknown in the required fields, please put N/A or Unknown in those fields. See example below:

1
2
3

Questions
Files
Confirm

Animal

Animal Age

Age

Animal Name *required*

Name

Animal Birthdate

Birth Date

Breed *required*

Breeder Name *required*

[View /](#)

Colors And Markings

Height

Height (in Hands)

Owned Or Leased *required*

Owned or Leased

Owner Name *required*

OwnerName

Animal Gender *required*

Sex

Type of Pet *required*

Indicate type of animal: Horse, Pony, Donkey, Mule, or Small Equine



Once this information is complete click next to upload the information. Each horse entry should upload at least one photo of the animal for identification. This is also the section where Coggins, EquiSTEP Completion Certificates and Out of County PAS Forms will be uploaded. Jpeg or PDF files can be uploaded for horse identification. Please remember that Coggins forms are **REQUIRED** to be dated on or after January 1st of the current year. Coggins forms with the previous year on them will **NOT** be accepted.

Out-of-County PAS Form

No Image Selected

Upload

Coggins Documentation

No Image Selected

Upload

If a youth is participating in a PAS Show that is outside of their county, they must fill out an Out-of-County PAS Form and have it signed by their Extension Office before attending a PAS Show outside their county. After the PAS Show the completed form **MUST** be uploaded to 4HOnline by July 1st at 1pm. An example of the Out of County form is below:

OHIO STATE UNIVERSITY EXTENSION

**PAS (PERFORMANCE AGAINST A STANDARD) HORSE SHOW
OUT OF COUNTY APPROVAL FORM
(UPDATED 2022)**

Exhibitor's Name _____ 4-H Home County _____

Birth Date _____ Age (as of Jan 1st) _____ Phone _____ Email _____

Project Horse's Name _____ (Animal ID Form MUST be attached)

Home County 4-H Educator _____
Printed Name Signature of 4-H Educator

**REMINDER: Youth may only show in TWO (2) single-judged
PAS shows or ONE (1) double-judged PAS show!**

County of PAS Show _____				Date of PAS Show _____					
Class Name	JHS Class Number	Score	Qualified?		Class Name	JHS Class Number	Score	Qualified?	
			Yes	No				Yes	No

Printed Name Signature
of PAS Show Manager or county 4-H Educator of PAS Show Manager or county Educator

Email _____ Phone _____

IMPORTANT! The exhibitor is responsible for uploading this completed form and a copy of their horse's negative Coggins test result (dated 1/1/2022 or after) to their 4-H online account by 1:00pm on July 1st. The exhibitor is also responsible for submitting their Junior Horse Show entry and paying their stall fee online at www.ohiostatefair.com by 1:00 pm on July 1st.

The county 4-H Educator/PAS Show Manager is responsible for submitting the PAS Show Verification Form(s) by 1:00pm on July 1st for the exhibitors to be eligible to compete in the Ohio State Fair Junior Horse Show.



www.horse.osu.edu
CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.




CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.

Once files are uploaded, they will appear as pictured below:


Files

Animal Photo - Front




Overwrite Download Delete

Animal Photo - Left



Overwrite Download Delete

Out-of-County PAS Form



Overwrite Download Delete

Once all forms have been uploaded, click next to review your entry. If all information is correct, click submit to upload your forms and information to 4HOnline. Once the entry has been submitted, your forms are ready for review by the Junior Horse Show Officials.

