

Electronic Project Animal Identification Forms:

Member Checklist

www.4-hontario.ca/livestock



Electronic Submission Checklist

What do I need when I sit down to complete my form online?

- Your contact information including your full civic address (address, city, province and postal code) including an email address
- Your 4-H Ontario participant ID number*
- Name of your project animal
- Date of Birth of your project animal
- Identification details for your project animal:
 - Colour(s) of your animal
 - Management tag number
 - Commodity specific identification tag number:
 - Beef animals require their CCIA tag number (http://www.canadaid.com/other/4h_clubs.html)
 - Swine animals require their PigTrace number (www.pigtrace.ca)
 - Lambs require their CSIP number (http://www.cansheep.ca/cms/en/CSIPPrograms_new/CSIP/CSIP.aspx)
 - Dairy animals require their NLID/Registration number (<http://www.canadaid.com/producers/dairy.html>)
- If you are borrowing a project animal please ensure you ask for the animal details from the owner prior to sitting down to complete your PAIF form:
 - Registration number if registered
 - Name of animal
 - Name and Breed of sire
 - Name and Breed of dam
 - Date of birth of project animal
 - Identification details including but not limited to any mandatory identification requirements (as noted below), a tattoo, any management tag numbers – the more identification information you provide the better to identify an animal in case of any confusion or lost tags
 - The address of where your animal is housed and the Premises ID

Mandatory Fields

There are a number of fields in the electronic Project Animal Identification Form process via AssistExpo that are mandatory, meaning you will not be able to proceed with completion of your form until the

relevant information is entered. Some of these fields are specific to a commodity and some are relevant to all forms.

Fields that are mandatory include:

- Member First and Last Name
- Member Date of Birth
- Member Address
- Member Phone Number
- Email
- Premises ID – Dairy Projects (<https://www.ontariopid.com/en-CA/>)
- Animal ID: CCIA (Canadian Cattle Identification) number for beef, NLID (National Livestock Identification) for dairy, CSI (Canadian Sheep Identification) number for lamb and PigTrace number for swine
- Animal Health Declaration
- Animal Date of Birth: Dairy, Beef, Lamb
- Animal Sex
- Breed of Sire: Beef, Lamb
- Classification of Horse: Light, Mini, Draft

Why are there Mandatory Fields?

There are some fields that must be completed in order for you to submit your form> These fields replicate sections of the traditional hand written form that are also verified for completion. Without this information a Project Animal Identification Form (PAIF) is incomplete and members with an incomplete PAIF form are ineligible to show at multi-county, regional, provincial and national shows. Some commodities have national identification systems in place and this information is required. If your animal is of one of these commodities and is not registered it still should be identified by a national identification tag specific to that commodity.

What is my 4-H Ontario Participant ID Number?*

Your 4-H Ontario participant identification number is a unique five digit number assigned to you when you first join 4-H and stays with you throughout your 4-H experience. Annually when you register for your club you will be issued a participant card in the mail, or an updated year sticker from your membership coordinator. Your current card, and any past cards, will have your participant number on them.

If you are still not able to obtain your 4-H Participant ID Number please contact your local Association Membership Coordinator, their contact information should be available via your local 4-H association. Should you not be able to obtain your 4-H Ontario Participant ID number via your local association please contact the 4-H Ontario's Coordinator, Database at 1-877-410-6748 for assistance.

I am a new member to 4-H in 2019!

If you have just signed up for 4-H for the first time this year WELCOME! You will be issued a 4-H Participant Identification number in the very near future. If you have been assigned your new 4-H Ontario Participant Identification number please use this number if not, in the interim, please use the code **12019** to indicate you are a new member waiting for your assigned 4-H participant identification number. This code is for members new to 4-H in the current year only.

I have two project animals of the same commodity, how do I proceed with completion of the Project Animal Identification Forms for both of these animals?

Please proceed with completing an electronic form for each of your project animals. During the electronic completion of your Project Animal Identification Forms for your animals you will be asked to declare if this is the animal you wish to be eligible for multi-county, regional, provincial and national shows, if so, please select the box. Members may only have **one** animal per commodity that is eligible to show beyond the local level. If you do not select this box your project animal will be considered a local project only.

My project animal has lost his/her tag, what do I do?

Animals sometimes lose their tags, we understand! You can change your animal information prior to June 1st by signing into your AssistExpo account and editing your Project Animal Identification Form. Prior to the June 1st deadline you are permitted access to your Project Animal Identification Form to make changes. After June 1st you will not be able to make changes to your form. Please make sure any changes are shared with your leader.

After June 1st any tag change requests must be submitted via Form 6.39 Project Animal Tag Replacement available on the 4-H Ontario website, www.4-hontario.ca/livestock. This ensures that we have record of the request to have the tag number on the form revised. This tag number is often cross referenced for shows that request we verify their entry lists and we want to ensure that we can support the members with these records. Please note, any tag changes made via form 6.39 are for changes to 4-H Ontario Project Animal Identification Forms ONLY, you must update any shows you have entered prior to the tag change directly with that show. 4-H Ontario does not coordinate these shows.

The completed Form 6.39 can be emailed to opportunities@4-hontario.ca, faxed to 1-519-856-0515 or mailed to: 4-H Ontario, 111 Main Street North, Box 212, Rockwood, ON N0B 2K0, Attn: Coordinator, Programming. Tag change notifications cannot be accepted via phone.

I have registered for a 4-H show and need to follow-up regarding my entry?

Please contact organizing committees for any shows, fairs or exhibitions directly. 4-H Ontario does not coordinate any shows: multi-county, regionally, provincially or nationally, and has no authority to make any entries or changes to processes associated with these shows. You must enter your animal based

upon the rules and regulations established by those shows. Completion of a Project Animal Identification Form does not qualify as an entry into any show. Fairs, shows and exhibitions communicate their entry process, rules and regulations independently and inquiries should be made directly to these groups.

If you have any questions regarding completion, submission and approval of Project Animal Identification Forms please do not hesitate to contact:

Coordinator, Programming
4-H Ontario
111 Main Street North, Rockwood ON N0B 2K0
P: 1.877.410.6748 x468