

2012 TEXAS 4-H HORSE VALIDATION PROCESS



BEFORE YOU BEGIN YOUR VALIDATION PROCESS, YOU MUST:

- Have a family and youth member profile established on 4-H CONNECT
- Be an paid/active youth member of Texas 4-H for the 2011-2012 year.
- Have digital photos of your horse(s) from the front, left side, and right side. These photos must be accessible for upload during the validation process.
- For registered horses, you need to have a pdf copy of your horse(s) registration papers for upload.

IMPORTANT

Horse Validation is completed for **EACH HORSE** and will cover all 4-H youth members in that family profile. However, when validating your horses on 4-H CONNECT, you will select **ONLY ONE** 4-H youth member to conduct the validation under. Once a horse is validated, validation paid, and you begin registering for district horse show, the validate horse(s) can be moved to the appropriate 4-H member(s) that will be exhibiting the horse in the show.

VALIDATION STEPS

1. Access 4-H CONNECT through the Texas 4-H and Youth Development website (<http://texas4-h.tamu.edu>).



2. Log into 4-H CONNECT using your family email address and password.

4-H CONNECT
Texas 4-H Enrollment and Registration Program

Texas 4-H and Youth Development

Welcome to 4-H Connect

Having problems with 4-H CONNECT using Internet Explorer? Please download and try the [Firefox Mozilla](#) browser

ENROLL IN 4-H OR REGISTER FOR AN EVENT USING THIS SITE

| NEW FAMILIES | RETURNING FAMILIES | WHO NEEDS A PROFILE |
|---|--|--|
| Please visit your County Extension Office before enrolling to find out about all the great things your county 4-H Program has to offer. | August 1st starts a new 4-H enrollment year on 4-H CONNECT! All profiles will change to INACTIVE ON AUGUST 1ST and you will be required to re-enroll for the 2011-12 4-H year. Profile items have changed for the 2011-12 year so it is important that everyone (youth and adults) update their profile before submitting. | All 4-H members and adults need to complete both a family and individual profile for membership and to be able to register for events. For questions or problems with 4-H CONNECT, please refer to our on-line HELP page for assistance. |

Download the [4-H Family Help Sheet](#) for instructions and assistance.

☒ I have a profile
☐ I need to setup a profile
☐ I forgot my password

Email:
Password:
Role: Family

Login

3. Once logged into 4-H CONNECT, continue to your family.

4-H CONNECT
Texas 4-H Enrollment and Registration Program

Texas 4-H and Youth Development

Logout

Logged in as Lepley [Return to the County account] Change Password

Welcome to your new 4-H CONNECT Family Page!

This screen will now be the portal for your family to enroll in 4-H or sign up for events (Continue to Family), donate to the Texas 4-H Program (Give to TX 4-H), and access and download newsletters and other other information from the Texas 4-H Program (Newsletter Section).

Announcements & Newsletters

| | |
|--|---|
| | Texas 4-H Standard - December 2011 Dec 07, 2011 TX State |
| | Texas 4-H Standard - January 2012 Jan 06, 2012 TX State |

Continue to Family

Give to TX 4-H

4. Once at your family profile, select ONE **ACTIVE** 4-H youth that you would like to validate ALL horse(s) under. Select the 4-H member by clicking the "Edit" button beside name.

Member List

IF ENROLLMENT STATUS IS "INACTIVE" YOU NEED TO RE-ENROLL:
Click the "EDIT" button beside each youth/adult profile, review all information for correct data, select projects, activities, and leadership roles.

If your status has been **"PENDING"** on your enrollment for several days, please contact your [County Extension Office](#) for assistance, as they are responsible for approving enrollments.

YOU DO NOT NEED TO CREATE ANOTHER PROFILE UNDER YOUR FAMILY FOR YOURSELF JUST EDIT AND UPDATE THE ONE YOU HAVE FOR THE NEW 4-H YEAR!!!!

Test Family [Edit Family](#)

2508 San Efrain
College Station, TX 78572
956-519-8220
sample@yahoo.com [\[send mail\]](#)
State Demo Level County [\[contact info\]](#)

Add A New Family Member
select a member type...
[Add Member](#)

ReActivate An Archived Family Member
select a member...
[ReActivate Member](#)

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE

If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

| Member/Volunteer List | | | | | | |
|-----------------------|----------|-------|---------------|-------------------|------------------|----------------------|
| | Name | Role | Membership ID | Enrollment Status | Last Active Year | Edit |
| 1) | John Doe | Youth | 350228 | Active | 2011-2012 | Edit |

5. At the 4-H member profile, you will click on the "ANIMALS" section at the top of the screen.

Logged in as Test: John [\[Return to the County account\]](#) [Home](#) | [My Member List](#)

Personal Information Additional Information Participation **Animals**

Youth Personal Information

IF YOU ARE RE-ENROLLING FOR THE 2011-2012 4-H Year

YOUTH MEMBERS: Please make sure and update your SCHOOL GRADE!

DOUBLE CHECK ALL INFORMATION

Profile Information

7. You will now be at the screen to enter your horse(s) information. At this screen, click the “Add Animal” button under the Animal Type pull down list.

8. Read all instructions/rules pertaining to the validation of a horse in the Texas 4-H and Youth Development Program.

Animal Information

Horse Validation Information – Instructions for Families

- Registration papers for registered horses **MUST** be uploaded/sent in.
- If registration papers are in the process of being transferred, select/list **PENDING** in the Registration # box. The transfer process **MUST** be completed and submitted to the District and State Offices **BEFORE** the District 4-H Horse Show, or the horse will be ineligible to compete at the District and State 4-H Horse Shows.
- The correct owner **MUST** be listed on the registration papers.
- Owners **MUST** be the youth, parent (biological or stepparent), brother, sister, grandparent, or legal guardian.
- Horses owned in partnership or jointly with any other person not listed above do **NOT** meet ownership requirements.
- Horses **CANNOT** be leased, rented, borrowed, or loaned.
- Youth showing futurity horses **MUST be 12 years old or older, as of September 1, 2011.**

Horses in the following divisions must show in at least one class with the division at the District 4-H Horse Show to be eligible to show in all the classes within the division at the State 4-H Horse Show.

- Halter Division
- Geldings – Reg. 5 & Over, Reg. 4 & Under, Grade
- Mares – Reg. 5 & Over, Reg. 4 & Under, Grade
- Judged Western Division (showmanship, western pleasure, western horsemanship, western riding, trail)
- Hunter Flat Division (hunter showmanship, hunter under saddle, hunt seat equitation)
- Speed Events Division (barrels, poles, stakes)
- Yearling Halter Gelding Futurity Division
- Yearling Halter Filly Futurity Division
- Yearling Longe Line Futurity Division
- 2-Year-Old Futurity Division
- 3-Year-Old Futurity Division

*items listed above, may be different than what appears on screen - refer to official information on 4-H CONNECT.

9. Complete information for the horse you are validating. In addition to completing all information, you will also need to upload photos/registration papers for each horse (front view, left side, and right side). **Three photos will be required of each horse validated, including a front view and the left and right side of the horse. The entire horse MUST be in the photograph. Photos should be as close as possible and markings should be clearly visible.**

To upload a photograph/paper, click on the “Select” button in the appropriate upload box, a box will appear - locate the correct photograph/document based on where it is located on your computer/drive. Once selected, click on the “Open” button in the bottom right corner.

| Horse | |
|--|--|
| Color: | <input type="text"/> |
| Animal Name: | <input type="text"/> |
| Birthdate: | <input type="text"/> <small>mm/dd/yyyy</small> |
| Breed Type: | <input type="text"/> |
| Breed: | <input type="text" value="American Paint Horse"/> |
| Breed Association Official ID: | <input type="text"/> # |
| Owned Or Leased: | <input type="text" value="Owned"/> |
| Owner Name: | <input type="text"/> |
| Registration Number: | <input type="text"/> |
| Mare=Female / Gelding=Male: | <input type="text" value="Male"/> |
| Documents / Images | |
| <div>Horse - Front View</div> <div></div> <div>Select</div> | <div>Horse - Left Side</div> <div></div> <div>Select</div> |
| <div>Horse - Right Side</div> <div></div> <div>Select</div> | |
| There is a \$10 verification fee. Payment method: <input type="text" value="County/Club Check"/> | |
| <div>Cancel</div> <div>Save</div> | |

*items listed above, may be different than what appears on screen - refer to official information on 4-H CONNECT.

10. The photo or a pdf logo should now appear in upload box. After all information is complete and photos/documents uploaded, you will click the “SAVE” button at the bottom of the screen.

| Documents / Images | | | |
|---|--|---|---|
| <div>Horse - Front View</div> <div></div> <div>Select Clear</div> | <div>Horse - Left Side</div> <div></div> <div>Select Clear</div> | <div>Horse - Right Side</div> <div></div> <div>Select Clear</div> | <div>Upload registration papers – REQUIRED FOR REGISTERED HORSE</div> <div></div> <div>Select Clear</div> |
| <div>Cancel</div> <div>Save</div> | | | |

11. You will be returned back to the “Animals” section in 4-H CONNECT. At this point, you have two options:
- Enter another horse for validation
 - OR
 - Print invoice for horse entered so payment can be made.

Personal Information Additional Information Participation Animals

Add an Animal

Animal Type: Horse

Add Animal **ADD ANOTHER HORSE**

| Species | Type | Animal | Status | Edit / View |
|---------|-------|--------------|---------|--------------------|
| Horses | Horse | Test Horse 1 | Pending | Edit / View |

<< Previous Return to Member List

COMPLETE PROCESS AND PRINT OUT INVOICE TO PAY FOR VALIDATION

PRINTING INVOICE(S) FOR VALIDATION PAYMENT

Each 4-H family validating a horse(s) will need to print an invoice for each horse and provide the invoice(s) and check to the County Extension Office. The County Extension Office will prepare ONE consolidated Club/County check, and mail it to the Texas 4-H Foundation. INDIVIDUAL, PERSONAL CHECKS WILL NOT BE ACCEPTED AT THE 4-H FOUNDATION OFFICE. The ONLY payment accepted at the Texas 4-H Foundation for horse validation will be a Club/County check.

- When ready to print an invoice, click on the “Edit / View” button beside each horse validated.

Add an Animal

Animal Type: Horse

Add Animal

| Species | Type | Animal | Status | Edit / View |
|---------|-------|--------------|---------|--------------------|
| Horses | Horse | Test Horse 1 | Pending | Edit / View |

<< Previous Return to Member List

2. At the top of the Animal Information page, will be a green box where the invoice can be printed from. To produce the invoice in pdf format, place cursor on the "Print Invoice" link and click.

Logged in as Test: John [Return to the County account] Home | My Member List


[Personal Information](#)
[Additional Information](#)
[Participation](#)
[Animals](#)

Animal Information

Invoice is available to print
Print Invoice

- Registration papers or Grade Horse ID forms **MUST** be uploaded/sent in.
- The correct owner **MUST** be listed on the Registration papers.
- If registration papers are in the process of being transferred, select/list **PENDING** in the Registration # box. The transfer

3. Invoice will either automatically open in a pdf file/window, or download to your computer for access to opening. The invoice will look like the one below.


Member - Animal Invoice
 4hOnline

4-H Year: 2011-2012

| BILL TO |
|---|
| The Test Family 2508 San Efrain College Station, TX 78572 |

| AMOUNT | INVOICE NO. |
|--------|-------------|
| 10.00 | 140547 |
| PAID | BALANCE |
| 0.00 | 10.00 |

John Doe Animals: 2011-2012

| Payment Date | Payment Method | Payment Number | Payment Status | Payment Amount |
|--------------|----------------|----------------|----------------|----------------|
| 02/03/2012 | 4H Check | | Pending | 10.00 |

| Item | Rate | Quantity | Amount |
|---------------------|-------|----------|---------|
| Horse: Test Horse 1 | 10.00 | 1 | \$10.00 |

Submit invoice and payment to your local County Extension Office. Any personal check received for horse validation in the Texas 4-H Youth Development Foundation will be returned.