

PLEASE READ THE INSTRUCTIONS CAREFULLY AS THERE ARE TWO SETS OF DIRECTIONS BASED ON IF YOU ARE VALIDATING A NEW HORSE FOR 2016 OR REACTIVATING A HORSE THAT WAS ENTERED LAST YEAR INTO 4-H CONNECT!

FOR THOSE ENTERING A NEW HORSE INTO 4-H CONNECT, BEFORE YOUR BEGIN YOUR VALIDATION PROCESS, YOU MUST:

- Have a family and youth member profile established on 4-H CONNECT
- Be an paid and ACTIVE youth member of Texas 4-H for the 2015-2016 year.
- For any horse which was NOT validated in 4-H CONNECT last 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 any registered horse that was NOT validated last year you will 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 OF A NEW HORSE INTO THE 4-H CONNECT SYSTEM

. Access 4-H CONNECT through the Texas 4-H and Youth Development website (texas4-h.tamu.edu).



Texas 4-H is a club for kids in 3rd – 12th grade, with programs for K-2. From food science and robotics to fashion design and photography, there's a 4-H activity for everyone.

Find a club near you to start making friends, learn new skills, and be a better you!

Explore what **you** can do with 4-H



Animals

From stock shows to dogs and cats, learn responsibility with animals.



Outdoor Education

Love being outside? come learn about wildlife, forestry, & safety.



Science Explore the world through science -



Engineering

If math and science is your thing, learn to build robots and rockets!



016 HORSE VALIDATION INSTRUCTION

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

		Welcome to 4-H Connect			
TEXA	S 4-H EN	ROLLMENT AND EVENT REG	ISTRAT	10N	
ENROLLME	ENT FOR T	HE 2014-2015 4-H YEAR STARTED	AUGUST	15, 2014	
NEW FAMILIES		RETURNING FAMILIES	W	WHO NEEDS A PROFILE Every family should create a family profile. Each youth and aduit needs to complete an individual profile for membership and to be able to register for events.	
fait your County Extension Office before enrolling to find out about all the great things your younty 4-H Program has to offer.	therefore, a for the new	ofiles change to INACTIVE on August 15th, il adults and youth are required to re-enrol 4-H year. Profile items change every year start to update all information before	profile. El complete members		
	D	ownload the 4-H Family Help Sheet			
		on-line HELP page for questions or issues with			
		rowser to use with this program. Please down by he made with a 4-H County/Club check, Mesterce		efox Mozilia browser.	
		act county office for enrolment payment options.	10.01.1106		
	•	I have a profile I need to setup a profile I forgot my password			
	Ŭ	Torgot my password			
	Email:	1			
	Password:				
	Role:	4-H Family	٠		

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

	Texas 4-H and Youth Developme	ent (+ Logout
CONNECT		
Logged in as 🛔 Lepley [* State	1	Change Password
	Welcome to your 4-H CONNECT Fam or your family to enroll in 4-H or sign up for even 4-H), and access and download newsletters and Program (Newsletter Section)	ts (Continue to Family), donate to the Texas d other other information from the Texas 4-H
My Meetings		
Announcements & Newslet	ters	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.

	Texas 4-ł	l and Youth Dev	velopment		(+ Logo
ogged in as 🛔 Erwin [† State]				# Home	My Member L
		Member L	ist		
Erwin Family Edit Family		Add	A New Family Member		
1224 Circle		sele	ct a member type	•	
College Station, TX 77845-597	77	Ad	Member		
Address is Not \	/erified	ReAd	tivate An Archived Fa	mily Member	
654-658-6549		sele	ct a member	-	
[send mail]		Re	Activate Member		
State Demo Level County [con	tact info]				
YOU CAN NOT REGISTER FOR		ACTIVE	' button to review and		
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit

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

Logged In as 4-H Test: Test Youth [Return to the State account]	Home My Member List
Animals / Livestock Enrollment Trainings	
Personal Additional Health Form Participation	
Youth Personal Information IF YOU ARE ENROLLING FOR THE 2013-2014 4-H Year YOUTH MEMBERS: Please make sure and update your SCHOOL GRADE and Years DOUBLE CHECK ALL INFORMATION	s in 4-H!
Copy parent information from another youth record Select a member name	
Profile Information	

6. 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.

Logged in as 4HOnline	Test: Youth [Return to the Sta	te account]		Home My Member List
Animals / Livestock	Enrollment Trainings			
		Add an Animal		
	Animal Type: H	orse	•	
		Add Animal		
		Animal List		
Species	Туре	Animal	Status	Edit / View

7. 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, 2014.
nee	es 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
	in all the classes within the division at the State 4-H Horse Show.
	Halter Division
	 Geldings – 5 & Over, 4 & Under
	Mares – 5 & Over, 4 & Under
	 Judged Western Division (showmanship, western pleasure, western horsemanship, western riding, trail)
	 Hunter Flat Division (hunter showmanship, hunter under saddle, hunt seat equitation, hunt seat versatility)
	 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.

8. 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.

		Но	rse		
An	nimal Name:				
	Birthdate:			3	mm/dd/yyyy
	Age:				
Mare=Female / Ge	Iding=Male:	Male		-	
1	Breed Type:	Registered		-	
	Breed:	American Pair	nt Horse	<u> </u>	
Registration # -Required for all regist	ered horses:				
Colors Ar	nd Markings:]	
	Futurity:	Futurity		-	
	Designation:	Yearling Filly	Halter and/or Longe	e Line 🚽	
	wner Name:		- hand a state to a second]	
Owner Relationship	To Member:		showing the horse	<u> </u>	
		Document	s / Images		
Horse - Front View	Horse - Le	eft Side	Horse - Right	t Side	Upload registration papers – REQUIRED FOR REGISTERED HORSE
Select	Sele	ct	Select)	Select
		Cancel	Save		

9. 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 "CONTINUE" button at the bottom of the screen.

	Document	s / Images	
Horse - Front View	Horse - Loft Side	Horse - Right Side	Upload registration papers - REQUIRED FOR REGISTERED HORSE PDF Select Clear
	Cancel	Save	

10. After clicking continue you will be ask for your payment method. The two options may be either credit card (preferred) or by club/county check. If paying by club/ county check you will need to print out an invoice and provide it and your payment to the County Extension Office so they may request a club/county 4-H check. **A**

PERSONAL CHECK WILL NOT BE ACCEPTED BY THE TEXAS 4-H YOUTH DEVELOPMENT FOUNDATION.

Select your form of payment (if a credit card information has not previous been entered into the 4-H CONNECT system, you will be prompted to complete prior to using the credit card method).

ggou in us boot budg	Inter Doe [Ketain	to the State acco	ung		Home My Member L
Animals / Livestock	Enrollment	Trainings			
		Animal	Payment	Confirm	
Payment					
			Payment		
Pay using a non-elect	ronic method				
•	County/Club 4	H Check			
Billing Information is Ir	ncomplete				Edit Billing Information
		<< Previous	Select Payr	nent Method >>	

After payment has been made, you will acknowledge 4-H CONNECT policies and then click enter. Once validation for this horse is submitted you will be returned back to your animal list. At that point another horse can be added, or validated.

HORSE VALIDATION PERIOD IS:

March 1, 2016 to April 15, 2016 **\$10.00 per horse**

April 16, 2016 to May 1, 2016 \$20.00 per horse

Validation and payment is required of ALL horses regardless if they were entered this year or last!

RE-VALIDATION OF A HORSE ALREADY IN THE 4-H CONNECT SYSTEM

- 1. Follow steps 1 through 5 of the instructions above.
- 2. Once you are at your animal screen, you will see the horse(s) that were entered in the past already in the system.

			Add an Animal		
		Animal Type:	Horse	•	
			Add Animal		
			Animal List		
Species	3	Туре	Animal	Status	Edit / View
			2011-2012 Animal List		
Select	Species	Туре	Animal		Years
	Horses	Horse	Deputy Doc		1
	Horses	Horse	Ronarun		1
Activate A	nimal(s)				

3. From this list, you will select the horse(s) you wish to reactive for this year by clicking on the box beside the horse name. Once the correct ones are selected, click the "ACTIVATE ANIMAL(S)" button.

			Add an Animal		
	Anim	al Type:	Horse	-	
			Add Animal		
			Animal List		
Species	Туре		Animal	Status	Edit / View
Horses	Horse		Deputy Doc	Incomplete	Edit / View
Horses	Horse		Ronarun	Incomplete	Edit / View

- 4. After clicking the activate button, you will see the horse(s) appear underneath the "Animal List" section of your screen.
- 5. To complete the validation process of the horses listed, you will click the "Edit/View" button beside each horse, verify all information and then click the "CONTINUE" button at the bottom of the screen.
- After clicking continue you will be ask for your payment method. The two options may be either credit card (preferred) or by club/county check. If paying by club/county check you will need to print out an invoice and provide it and your payment to the County Extension Office so they may request a club/county 4-H check. A PERSONAL CHECK WILL NOT BE ACCEPTED BY THE TEXAS 4-H PROGRAM.

Select your form of payment (if a credit card information has not previous been entered into the 4-H CONNECT system, you will be prompted to complete prior to using the credit card method).

he State account] Home My Member	DaughterDoe [Return to	gged in as Doe: Dau
rainings	ock Enrollment	Animals / Livestock
••		
Animal Payment Confirm		
		ayment
		1
Payment		
	electronic method	Pay using a non-elec
eck	County/Club 4H (•
Edit Billing Information	n is Incomplete	Billing Information is I
Providers Coloct Payment Mathed		
select rayment method >>	-	
Edit Billing I		Billing Information is I

After payment has been made, you will acknowledge 4-H CONNECT policies and then click enter. Once validation for this horse is submitted you will be returned back to your animal list. At that point another horse can be added, or validated.

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