



2013 TEXAS 4-H HORSE VALIDATION INSTRUCTIONS



PLEASE READ THE INSTRUCTIONS CAREFULLY AS THERE ARE TWO SETS OF DIRECTIONS BASED ON IF YOU ARE VALIDATING A NEW HORSE FOR 2013 OR REACTIVATING A HORSE THAT WAS ENTERED LAST YEAR INTO 4-H CONNECT!

FOR THOSE ENTERING A NEW HORSE INTO 4-H CONNECT, 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 2012-2013 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

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.

The screenshot shows the 4-H CONNECT website home page. At the top left is the 4-H CONNECT logo, and at the top right is the text "Texas 4-H and Youth Development". Below this is a light blue banner with the text "Welcome to 4-H Connect". Underneath, there is a message: "Having problems with 4-H CONNECT using Internet Explorer? Please download and try the Firefox Mozilla browser". This is followed by the Mozilla Firefox logo. A green heading reads "ENROLL IN 4-H OR REGISTER FOR AN EVENT USING THIS SITE". Below this are three columns: "NEW FAMILIES" (green header), "RETURNING FAMILIES" (blue header), and "WHO NEEDS A PROFILE" (orange header). The "NEW FAMILIES" column says: "Please visit your County Extension Office before enrolling to find out about all the great things your county 4-H Program has to offer." The "RETURNING FAMILIES" column says: "August 15th starts a new 4-H enrollment year on 4-H CONNECT! All profiles will change to INACTIVE ON AUGUST 15th and you will be required to re-enroll for the 2012-13 4-H year. Profile items have changed for the 2012-13 year so it is important that everyone (youth and adults) update their profile before submitting." The "WHO NEEDS A PROFILE" column says: "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." Below these columns is a box with the text: "Download the 4-H Family Help Sheet for instructions and assistance." A red-bordered box contains a message: "EFFECTIVE OCTOBER 5, 2012 4-H CONNECT WILL NO LONGER ACCEPT E-CHECK PAYMENTS FOR 4-H ENROLLMENT, EVENT REGISTRATIONS OR ON-LINE GIVING. 4-H CONNECT WILL STILL BE ACCEPTING CREDIT CARD PAYMENTS, WHICH INCLUDE DEBIT CARDS." Below this is a form with three radio button options: "I have a profile" (selected), "I need to setup a profile", and "I forgot my password". Below the options is an "Email:" label and an empty text input field.

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

The screenshot shows the user dashboard after logging in. At the top left is the 4-H CONNECT logo, and at the top right is the text "Texas 4-H and Youth Development" and a "Logout" button. Below this is a light blue banner with the text "Logged In as Lepley" and a "Change Password" button. The main content area has a heading: "Welcome to your new 4-H CONNECT Family Page!". Below this is a paragraph: "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)." Below this is a section titled "My Giving History". To the left of the "Continue to Family" button is a section titled "Announcements & Newsletters" with a list item: "Texas 4-H Standard - February 2013" with a sub-item "Feb 19, 2013 TX State". To the right of this list are two large buttons: "Continue to Family" (orange) and "Give to TX 4-H" (green), both with play icons. The "Continue to Family" button is highlighted with a red border.

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...

ReActivate An Archived Family Member

select a 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	<input style="border: 2px solid red;" type="button" value="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 [\[Return to the State account\]](#) Home | [My Member List](#)

Animals / Livestock

Enrollment

Trainings

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Personal Information Additional Information Health Form Participation

Youth Personal Information

IF YOU ARE ENROLLING FOR THE 2012-2013 4-H Year
YOUTH MEMBERS: Please make sure and update your SCHOOL GRADE and Years in 4-H!
DOUBLE CHECK ALL INFORMATION

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.

The screenshot shows a web interface for a 4H program. At the top, it says "Logged in as 4HOnline Test: Youth [Return to the State account]" and "Home | My Member List". Below this are navigation tabs: "Animals / Livestock", "Enrollment", and "Trainings". The main content area is titled "Add an Animal". It features a dropdown menu for "Animal Type" with "Horse" selected. Below the dropdown is a button labeled "Add Animal", which is highlighted with a red rectangular box. Underneath the button is a section titled "Animal List" which contains a table with columns: "Species", "Type", "Animal", "Status", and "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, 2012.**

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.

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.

Horse

Animal Name:

Birthdate: mm/dd/yyyy

Age:

Mare=Female / Gelding=Male:

Breed Type:

Breed:

Registration # -Required for all registered horses:

Colors And Markings:

Furity:

Furity Designation:

Owner Name:

Owner Relationship To Member:

Documents / Images

Horse - Front View

Select

Horse - Left Side

Select

Horse - Right Side

Select

Upload registration papers
- REQUIRED FOR
REGISTERED HORSE

Select

Cancel Save

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

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.

Documents / Images

Horse - Front View

Select Clear

Horse - Left Side

Select Clear

Horse - Right Side

Select Clear

Upload registration papers
- REQUIRED FOR
REGISTERED HORSE

Select Clear

Cancel Save

10. After clicking continue you will be asked 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 previously been entered into the 4-H CONNECT system, you will be prompted to complete prior to using the credit card method).

Logged in as Doe: DaughterDoe [Return to the State account] Home | My Member List

Animals / Livestock Enrollment Trainings

Animal Payment Confirm

Payment

Payment

Pay using a non-electronic method

County/Club 4H Check

Billing Information is Incomplete [Edit Billing Information](#)

<< Previous Select Payment Method >>

Once 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.

2013 HORSE VALIDATION PERIOD IS:

March 1, 2013 to April 15, 2013

\$10.00 per horse

April 16, 2013 to May 1, 2013

\$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.
3. From this list, you will select the horse(s) you wish to reactive for the 2013 year by clicking on the box beside the horse name. Once the correct ones are selected, click the "ACTIVATE ANIMAL(S)" button.

The screenshot shows the 'Add an Animal' interface. At the top, there is a header 'Add an Animal' and a dropdown menu for 'Animal Type' set to 'Horse'. Below this is an 'Add Animal' button. The main section is titled 'Animal List' and contains a table with the following data:

Species	Type	Animal	Status	Edit / View
2011-2012 Animal List				
Select	Species	Type	Animal	Years
<input type="checkbox"/>	Horses	Horse	Deputy Doc	1
<input type="checkbox"/>	Horses	Horse	Ronarun	1

At the bottom of the table, there is an 'Activate Animal(s)' button.

4. After clicking the activate button, you will see the horse(s) appear underneath the "Animal List" section of your screen.

The screenshot shows the 'Add an Animal' interface after activation. The 'Animal List' table now includes a 'Status' column and 'Edit / View' buttons for each horse:

Species	Type	Animal	Status	Edit / View
Horses	Horse	Deputy Doc	Incomplete	Edit / View
Horses	Horse	Ronarun	Incomplete	Edit / View

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.
6. Once the continue button has been clicked you will be at the select payment screen. You will follow step 10 from above to make your necessary payment(s).