

2013 TEXAS 4-H HORSE VALIDATION

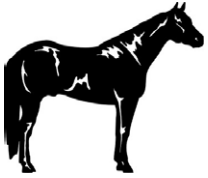


TEXAS A&M
AGRI LIFE
EXTENSION

COUNTY EXTENSION OFFICE INSTRUCTIONS

APPROVING VALIDATIONS

1. Log in 4-H CONNECT.
2. Click on the ANIMALS tab.
3. Once on the animals tab, you can select the ANIMAL TYPE and then click the SEARCH button. (You can also use the STATUS pull down option, if you just want to view a particular type of validation status.)
4. A list of all 4-H members having an animal to validate will be listed at the bottom of the screen. Along with the list of 4-H members, the number of animals needing to be validated will be indicated under the animals column.
5. To validate the 4-H members animals, click the EDIT button beside the name of the 4-H member.
6. The information for that animal will now appear. The county office has the ability to edit the necessary information if it is incorrect (EXAMINE ALL INFORMATION VERY CAREFULLY!!!!). If a family has had difficulty in uploading photos or registration papers the county office can upload them at this point (refer to family instructions on uploading photos and documents).
7. After reviewing all information, the county office has three action options:
 - **Approve Animal** (all information correct and photos/documents uploaded),
 - **Send Back to Member** (some of the information is incomplete or incorrect and needs to be corrected by 4-H Family), or
 - **Delete Animal** (for some reason the animal does not need to be entered into the validation process).
8. If you select the Approve Animal option, the animal will be moved from the pending to the active status.
9. Once you have completed approving all the validations for the 4-H member, click the REMOVE FILTER button located in the name/address box. This will return you back to your list of 4-H members.
10. Select the next 4-H member in the list and continue the validation process.



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PREPARING VALIDATION TRANSFERS

1. Log in 4-H CONNECT.
2. Click on the FINANCES tab.
3. Once on the Finances tab, you will want to make sure that you are under the TRANSFER icon. Directly underneath the Transfer tab, you will need to click on the QUICK ADD link. *From this point on creating a transfer for validation works just as it does for membership and event registration.*
4. You will click the CREATE button beside the line under the Animals section to start the transfer.
5. Once on the screen you can click on/off the validations that you are paying for.
6. After selecting the correct ones you can create the invoice by clicking the SAVE button.
7. Once the save button is selected, the page will refresh and up in the upper right corner use the QUICK REPORTS pull down menu and select the "Financial - Transfer" report.
8. A transfer will now open in pdf format.
9. Print this report, attach a club/county check in the same amount as the transfer(s), and mail check and transfer(s) to the Texas 4-H Foundation.

**ALL HORSES MUST BE VALIDATED AND PAYMENT
RECEIVED IN THE TEXAS 4-H FOUNDATION BY:**

MAY 6, 2013

**(that means you have to have them all validated and
transferred, with the check overnighted by May 6th!)**