

#### PLEASE READ THE INSTRUCTIONS CAREFULLY AS THERE ARE TWO SETS OF DIRECTIONS BASED ON IF YOU ARE VALIDATING A NEW HORSE FOR 2014 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/active youth member of Texas 4-H for the 2013-2014 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 (texas4-h.tamu.edu).





014 HORSE VALIDATION INSTRUCTIO

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



CONNEGT	Texas 4-H and Youth Developr	nent Logout
Logged in as Lepley [Return to the Sta	te account]	Change Password
This screen is the portal for dor	nate to the Texas 4-H Program (	sign up for events (Continue to Family), Give to TX 4-H), formation from the Texas 4-H Program
My Giving History   My Meetings		
Announcements & Newsletters Texas 4-H Standard News Feb 04, 2014 TX State	letter - February	Continue to Family <b>O</b>
		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.

CONNEGI	Texas 4-H	and Youth Dev	velopment		Logou
and Registration Program					
ed in as Test [Return to the State a	ccountl			Hom	ie   My Member Lis
		Member L	ist		
Test Family Edit Family		Add A	New Family Member		
2508 San Efrain		sele	t a member type	-	1
College Station, TX 78572		Add	Member	_	
🚛 Address is Not Ver	ified	ReAc	tivate An Archived Fa	mily Member	
956-519-8220		selec	t a member	•	
sample@yahoo.com [send mail]		ReA	ctivate Member		
State Demo Level County [contact	info]				

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	
e 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 Year 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	ogged in as 4HOnline Test: Youth [Return to the State account]				
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 Vali	idation Information – Instructions for Families
MUST be completed and submitted ineligible to compete at the District The correct owner MUST be listed Owners MUST be the youth, paren Horses owned in partnership or joir Horses CANNOT be leased, rented Youth showing futurity horses MUS	cess of being transferred, select/list PENDING in the Registration # box. The transfer process to the District and State Offices BEFORE the District 4-H Horse Show, or the horse will be and State 4-H Horse Shows. on the registration papers. It (biological or stepparent), brother, sister, grandparent, or legal guardian. ntly with any other person not listed above do NOT meet ownership requirements. J, borrowed, or loaned. IT be 12 years old or older, as of September 1, 2013. how in at least one class with the division at the District 4-H Horse Show to be eligible to the set of the set one class with the division at the District 4-H Horse Show to be eligible to how in at least one class with the division at the District 4-H Horse Show to be eligible to the set of the set one class with the division at the District 4-H Horse Show to be eligible to how in at least one class with the division at the District 4-H Horse Show to be eligible to the set of the s
	rision n

\*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		
Anim	al Name:				
	Birthdate:			<b></b>	mm/dd/yyyy
	Age:				
Mare=Female / Geldir	Mare=Female / Gelding=Male:			-	
Bre	ed Type:	Registered		-	
	Breed:	American Pair	nt Horse	<u> </u>	
Registration # -Required for all registere	d horses:				
Colors And I				]	
	Futurity:	Futurity		-	
Futurity Des	-	Yearling Filly	Halter and/or Longe	e Line 🚽	
	er Name:		- hand a state to a second	]	
Owner Relationship To	Member:		showing the horse	<u> </u>	
		Document	s / Images		
Horse - Front View	Horse - Lo	eft Side	Horse - Right	t Side	Upload registration papers – REQUIRED FOR REGISTERED HORSE
Select	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).

gged in as Doe. Daug	hterDoe [Return to the State account]	Home   My Member L
Animals / Livestock	Enrollment Trainings	
	Animal Payment	Confirm
Payment		
ayment		
	Payment	
Pay using a non-elect	ronic method	
•	County/Club 4H Check	
Billing Information is Ir	complete	Edit Billing Information
	<< Previous Select Paymer	nt 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, 2014 to April 15, 2014 **\$10.00 per horse**

## April 16, 2014 to May 1, 2014 **\$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:		Animal Type:	Horse	-	
			Add Animal		
			Animal List		
Specie	s	Туре	Animal	Status	Edit / View
			2011-2012 Animal List		
Select	Species	Туре	2011-2012 Animal List Animal		Years
Select	Species Horses	Type Horse			Years 1

3. From this list, you will select the horse(s) you wish to reactive for the 2014 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		
	Animal	Type: H	lorse	-	
			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.
- 6. 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).

nterboe [Keturn	to the State accou	int]		Home   My Member L
Enroliment	Trainings			
	•	•		
	Animal	Payment	Confirm	
		Payment		
onic method				
County/Club 4H	Check			
complete				Edit Billing Information
6	< < Previous	Select Payn	nent Method >>	
		Beleering	iche ricenoù pp	
	Enrollment enrollment county/Club 4H complete	Enrollment Trainings Animal Formic method County/Club 4H Check	Enrollment Trainings Animal Payment Payment ronic method County/Club 4H Check complete	Enrolment Trainings Animal Payment Confirm Payment Confirm Onic method County/Club 4H Check complete

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, 2014 to April 15, 2014 **\$10.00 per horse**

### April 16, 2014 to May 1, 2014 **\$20.00 per horse**

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