

PLEASE READ THE INSTRUCTIONS CAREFULLY AS THERE ARE TWO SETS OF DIRECTIONS BASED ON IF YOU ARE VALIDATING A NEW HORSE FOR 2019 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 2018-2019 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

l. 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!



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

MALOI				
		Welcome to 4-H Connect		
TEXA	S 4-H EN	ROLLMENT AND EVENT REG	ISTRAT	10N
ENROLLM	ENT FOR T	HE 2014-2015 4-H YEAR STARTED	AUGUST	15, 2014
NEW FAMILIES		RETURNING FAMILIES	W	INO NEEDS A PROFILE
fait your County Extension Mice before enrolling to find out about all the great things your younty 4-H Program has to offer.	Member profiles change to INACTIVE on August 15th, therefore, all adults and youth are required to re-enrol for the new 4-H year. Profile items change every year so it is important to update all information before submitting.		Every fai profile. E complete members for event	mily should create a family iach youth and adult needs to a an individual profile for ship and to be able to registe 5.
	D	ownload the 4-H Family Help Sheet		
Please	e refer to our o	on-line HELP page for questions or issues with	4-H Conne	sct.
Firefax Mazilla is the rec	commended b	rowser to use with this program. Please down	bad the Fir	efox Mozilia browser.
	Con	ray be made with a 4-H County/Cub check, Mesorro tect county office for enroliment payment options.	rd or vise.	
	•	I have a profile I need to setup a profile		
	0	I forgot my password		
	Email:			
	Password:	•••••		
	Role: 4-H Family			

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]	
This screen is the portal f 4-H Program (Give to TX	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)	ily Portal! Is (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-H	and Youth Dev	elopment		🕀 Logout		
CONNECT							
Logged in as 🛔 Erwin [∱State]				# Home	My Member List		
		Member L	ist				
Erwin Family Edit Family		Add	A New Family Member				
1224 Circle		sele	select a member type 👻				
College Station, TX 77845-5977		Add	Member				
Address is Not Ver	fied	ReAc	tivate An Archived Fa	mily Member			
654-658-6549		sele	ct a member	-			
[send mail]		ReA	ctivate Member				
State Demo Level County (contact	info]						
YOU CAN NOT REGISTER FOR AN	EVENT UNTIL	YOUR ENROLLMEN ACTIVE lete', click the 'Edit	IT HAS BEEN ACCEP	TED AND YOUR STAT	rus is set to		
		Member/Voluntee	er List				
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit		
1) 4HOnline Test 4-H Test	Youth	321549	Inactive	2010-2011	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	
O	
Personal Additional Health Form Participation Information Information	
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	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 Validation Information – Instructions for Families
Registration pap If registration pap MUST be complexible to complexible to complexible to complexible to complexible to complexible to the complexible t	ers for registered horses MUST be uploaded/sent in. pers are in the process of being transferred, select/list PENDING in the Registration # box. The transfer process sted and submitted to the District and State Offices BEFORE the District 4-H Horse Show, or the horse will be per at the District and State 4-H horse Shows. ar MUST be listed on the registration papers. It is by out, parent (biological or stepparent), brother, sister, grandparent, or legal guardian. partheranto or jointly with any other person not listed above do NOT meet ownership requirements. If be leased, rented, borrowed, or loaned. Mutty horses MUST be 12 years old or clicer, as of September 1, 2014. divisions must show in at least one class with the division at the District 4-H Horse Show to be eligible to within the division at the State 4-H Horse Now.
 Halter Division Geldings – 5 & C Mares – 5 & Ove Judged Western Hunter Flat Divis Speed Events Di Yearling Halter G Yearling Halter J Yearling Halter J Yearling Longe L 2-Year-Old Future 	liver, 4 & Under r, 4 & Under Division (showmanship, western pleasure, western horsemanship, western fiding, trail) on (hunter skowmanship, hunter under saddle, hunt seet equitation, hunt seet versatility) vision (barrels, poles, statkes) leiding Futurity Division Ine Futurity Division Ine 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		
	Animal Name:				
	Birthdate:				mm/dd/yyyy
	Age:				
Mare=Female / C	Gelding=Male:	Male		-	
	Breed Type:	Registered		-	
	Breed:	American Pai	nt Horse	<u>•</u>	
Registration # -Required for all reg	istered horses:				
Colors	And Markings:			- 4	
	Futurity:	Futurity		-	
Futurity	Designation:	Yearling Filly	Halter and/or Longe	Line	
	Owner Name:	4.11.84	-housing she haves	ſ	
Owner Relationsh	hip To Member:	4-H Member	snowing the norse	<u> </u>	
		Document	ts / Images		
Horse - Front View	Horse - Lo	eft Side	Horse - Right :	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	ts / Images	
Horse - Front View	Horse - Loft Side	Horse - Right Side	Upload registration papers - REQUIRED FOR REGISTERED HORSE PDF Select Clear
	Cancel	Save	

 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 PROGREAM.

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).

ogged in as Doe: Daug	hterDoe [Return to the State account]	Home My Member L
Animals / Livestock	Enrollment Trainings	
	Animal Payment Confirm	
Payment	Payment	
Pay using a non-elect	ronic method	
\odot	County/Club 4H Check	
Billing Information is Ir	complete << Previous	Edit Billing Information

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, 201- to April 15, 201-**\$10.00 per horse**

April 16, 201- to May 1, 201-**\$20.00 per horse**

May 2, 201- to May 5, 201-**\$250.00 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 Type Animal			Animal	Status	Edit / View		
	2011-2012 Animal List						
Select	Species	Туре	Animal		Years		
	Horses	Horse	Deputy Doc	Deputy Doc			
	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		
		Animal 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.
- 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 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).

gged in as Doe: Daug	hterDoe [Return t	o the State accou	unt]		Home My Member L
Animals / Livestock	Enrollment	Trainings			
		-			
		Animal	Payment	Confirm	
Payment					
			Payment		
Pay using a non-elect	ronic method				
\odot	County/Club 4H	Check			
Billing Information is In	complete				Edit Billing Information
		<< Previous	Select Payn	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.

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