

#### PLEASE READ THE INSTRUCTIONS CAREFULLY AS THERE ARE TWO SETS OF DIRECTIONS BASED ON IF YOU ARE VALIDATING A NEW HORSE FOR 2017 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 2016-2017 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!



017 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                       | HO NEEDS A PROFILE                                                                                                                |
| fait your County Extension<br>Office before enrolling to find out<br>about all the great things your<br>younty 4-H Program has to offer. | therefore, a for the new | ofiles change to INACTIVE on August 15th,<br>il adults and youth are required to re-enrol<br>4-H year. Profile items change every year<br>start to update all information before | profile. El<br>complete | nity should create a family<br>ach youth and adult needs to<br>an individual profile for<br>ship and to be able to register<br>5. |
|                                                                                                                                          | 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<br>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<br>I need to setup a profile<br>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<br>or your family to enroll in 4-H or sign up for even<br>4-H), and access and download newsletters and<br>Program (Newsletter Section) | ts (Continue to Family), donate to the Texas<br>d other other information from the Texas 4-H |
| My Meetings                    |                                                                                                                                                                         |                                                                                              |
| Announcements & Newslet        | ters                                                                                                                                                                    | Continue to Family <b>()</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.

|                               | 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                   | 1224 Circle |                 |                                    | select a member type |             |  |
| College Station, TX 77845-597 | 77          | Ad              | Member                             |                      |             |  |
| Address is Not \              | /erified    | ReAd            | Activate An Archived Family Member |                      |             |  |
| 654-658-6549                  |             | sele            | select 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<br>IF YOU ARE ENROLLING FOR THE 2013-2014 4-H Year<br>YOUTH MEMBERS: Please make sure and update your SCHOOL GRADE and Years<br>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.                                                                                     |
|     | <ul> <li>If registration papers are in the process of being transferred, select/list PENDING in the Registration # box. The transfer process</li> </ul> |
|     | 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.                                                                                        |
|     | <ul> <li>The correct owner MUST be listed on the registration papers.</li> </ul>                                                                        |
|     | <ul> <li>Owners MUST be the youth, parent (biological or stepparent), brother, sister, grandparent, or legal guardian.</li> </ul>                       |
|     | <ul> <li>Horses owned in partnership or jointly with any other person not listed above do NOT meet ownership requirements.</li> </ul>                   |
|     | <ul> <li>Horses CANNOT be leased, rented, borrowed, or loaned.</li> </ul>                                                                               |
|     | <ul> <li>Youth showing futurity horses MUST be 12 years old or older, as of September 1, 2014.</li> </ul>                                               |
| 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                                                                                                                                         |
|     | <ul> <li>Geldings – 5 &amp; Over, 4 &amp; Under</li> </ul>                                                                                              |
|     | Mares – 5 & Over, 4 & Under                                                                                                                             |
|     | <ul> <li>Judged Western Division (showmanship, western pleasure, western horsemanship, western riding, trail)</li> </ul>                                |
|     | <ul> <li>Hunter Flat Division (hunter showmanship, hunter under saddle, hunt seat equitation, hunt seat versatility)</li> </ul>                         |
|     | <ul> <li>Speed Events Division (barrels, poles, stakes)</li> </ul>                                                                                      |
|     | 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:            |            |                            | <b>3</b> | mm/dd/yyyy                                                       |
|                                         | Age:                  |            |                            |          |                                                                  |
| Mare=Female / Ge                        | Iding=Male:           | Male       |                            | -        |                                                                  |
| 1                                       | Breed Type:           | Registered |                            | -        |                                                                  |
|                                         | American Pair         | nt Horse   | <u> </u>                   |          |                                                                  |
| Registration # -Required for all regist |                       |            |                            |          |                                                                  |
| Colors Ar                               | Colors And Markings:  |            |                            | ]        |                                                                  |
|                                         | Futurity:             |            |                            | -        |                                                                  |
|                                         | Futurity Designation: |            | 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<br>– REQUIRED FOR<br>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 - Left Side | Horse - Right Side | Upload registration papers<br>- REQUIRED FOR<br>REGISTERED HORSE<br>PDF<br>J |
|                    | Cancel            | Save               | Select Clear                                                                 |

 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).

| gged in as Doe. Daug      | InterDoe [Return | n to the State acco | untj        |                | Home   My Member L       |
|---------------------------|------------------|---------------------|-------------|----------------|--------------------------|
| Animals / Livestock       | Enrollment       | Trainings           |             |                |                          |
|                           |                  |                     |             |                |                          |
|                           |                  | Animal              | Payment     | Confirm        |                          |
|                           |                  |                     |             |                |                          |
|                           |                  |                     |             |                |                          |
| Payment                   |                  |                     |             |                |                          |
|                           |                  |                     | Payment     |                |                          |
| Pay using a non-elect     | tronic 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, 2017 to April 15, 2017 **\$10.00 per horse**

## April 16, 2017 to May 1, 2017 \$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

### ALL EXISTING HORSE PROFILES IN 4-H CONNECT MUST BE REVISED AND EDITED IN 2017 DUE TO CHANGES IN FIELDS. DO NOT CLICK THROUGH VALIDATION WITHOUT UPDATING

- 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 |
| r          |          |             | 2011-2012 Animai 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 |            |             |
|---------|-------|--------------|---------------|------------|-------------|
|         |       | 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.
- 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).

| Animals / Livestock       | Enrollment     | Trainings   |             |                |                          |
|---------------------------|----------------|-------------|-------------|----------------|--------------------------|
|                           |                |             |             |                |                          |
|                           |                | •           | •           |                |                          |
|                           |                | Animal      | Payment     | Confirm        |                          |
|                           |                |             |             |                |                          |
|                           |                |             |             |                |                          |
| ayment                    |                |             |             |                |                          |
| ayment                    |                |             |             |                |                          |
|                           |                |             | Payment     |                |                          |
|                           |                |             |             |                |                          |
| ay using a non-elect      | tronic method  |             |             |                |                          |
| •                         | County/Club 4H | Check       |             |                |                          |
| Billing Information is Ir | ncomplete      |             |             |                | Edit Billing Information |
|                           |                |             |             |                |                          |
|                           | 1              |             | (           |                |                          |
|                           |                | << 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.

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