



# TEXAS 4-H DOG VALIDATION PROCESS



## BEFORE YOU BEGIN YOUR VALIDATION PROCESS, YOU MUST:

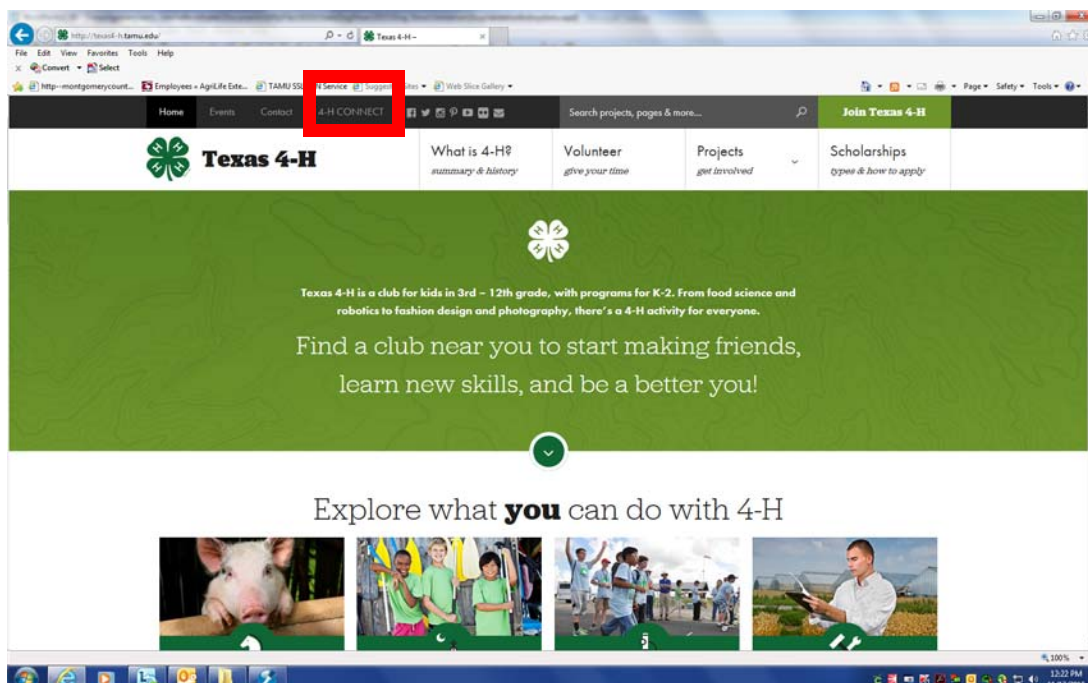
- \* Have a family and youth member profile established on 4-H Connect.
- \* Be a paid/active youth member of Texas 4-H for the current year.
- \* Have clear digital photos of your dog(s) from left side and right side. These photos must be accessible for upload during the validation process.
- \* If you certified a dog last year, skip to the bottom of the instructions.

## IMPORTANT

Dog Certification is completed for EACH DOG and will cover all 4-H Youth members in that family profile. However when certifying your dogs on 4-H CONNECT, you will select ONLY ONE 4-H youth member to conduct the certification under. Once a dog is certified and you begin registering for the State Dog Show, the certified dog(s) can be moved to the appropriate 4-H member that will be exhibiting the dog in the show.

## VALIDATION STEPS

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.

Texas 4-H and Youth Development

Welcome to 4-H Connect

**TEXAS 4-H ENROLLMENT AND EVENT REGISTRATION**  
**ENROLLMENT FOR THE 2015-2016 4-H YEAR STARTED AUGUST 15, 2015**

**NEW FAMILIES**      **RETURNING FAMILIES**      **WHO NEEDS A PROFILE**

Visit your County Extension Office before enrolling to find out about all the great things your county 4-H Program has to offer.

Member profiles change to INACTIVE on August 15th, therefore, all adults and youth are required to re-enroll for the new 4-H year. Profile items change every year so it is important to update all information before submitting.

Every family should create a family profile. Each youth and adult needs to complete an individual profile for membership and to be able to register for events.

Download the 4-H Family Help Sheet

Please refer to our on-line HELP page for questions or issues with 4-H Connect.  
Firefox Mozilla is the recommended browser to use with this program. Please download the Firefox Mozilla browser.

**ANNOUNCEMENT:**  
**PLEASE MAKE SURE YOU ARE USING THE LATEST VERSION OF MOZILLA (PREFERRED) OR ANOTHER BROWSER. IF NOT, YOU MAY EXPERIENCE PROBLEMS ENTERING PAYMENT INFORMATION.**

Payments can only be made with a 4-H County/Club check, Discover, Mastercard or Visa.  
Contact local county office for payment options.

I have a profile  
 I need to setup a profile  
 I forgot my password

Email:

Password:

Role: 4-H Family

Login

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

Texas 4-H and Youth Development

Logout

Logged in as Mihalek      Change Password

Welcome to your 4-H CONNECT Family Portal!  
This screen is the portal for your family to enroll in 4-H or sign up for events (Continue to Family) and access and download newsletters and other other information from the Texas 4-H Program (Newsletter Section).

My Meetings

Announcements & Newsletters

National 4-H Week Social Media Guide  
Sep 18, 2015 TX State

Continue to Family

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You are connected to TEXAS1-815-B 4HOnline v1.1 Revision 729

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- Once at your family profile, select ONE **ACTIVE** 4-H Youth that you would like to certify ALL dog(s) under. Select the 4-H member by clicking the “Edit” button beside the 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	Actions
1)	John Doe	Youth	350228	Active	2011-2012	<input type="button" value="Edit"/>

- At the 4-H member profile, you will click on the “ANIMALS” section at the top of the screen. (If you are re-validating a dog skip to the last page after this step.)

Animals / Livestock

Enrollment

Trainings

○ ● ● ● ●

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 in 4-H!**  
**DOUBLE CHECK ALL INFORMATION**

Profile Information

6. You will now be at the screen to enter your dog(s) information. At this screen, click the “Add Animal” button under the Animal Type pull down list.

The screenshot shows a web interface with three tabs: 'Animals / Livestock', 'Enrollment', and 'Trainings'. The 'Animals / Livestock' tab is active. Below the tabs is a blue header bar with the text 'Add an Animal'. Underneath, there is a dropdown menu labeled 'Animal Type:' with 'Dogs' selected. A red box highlights the 'Add Animal' button. Below the button is a blue header bar with the text 'Animal List'. Underneath is a table with the following columns: Species, Type, Animal, Status, and Edit / View.

7. Read all instructions/rules pertaining to the validation of a dog in the Texas 4-H and Youth Development Program.

## **Animal Information**

### **Dog Validation Information - Instructions for Families**

- \* Owners must be the youth, parent (biological or stepparent), brother, sister, grandparent, or legal guardian or co-owned with another individual.
- \* The dog must be in the 4-H member’s possession and under their daily care as of the ownership deadline.

8. Complete information for the dog you are validating. In addition to completing all information, you will also need to upload photos/registration papers for each dog (left side, and right side). **Two photos will be required of each dog certified, including a left and a right side of the dog. The entire dog 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.

Dogs

Call/Nick Name:

Group: Non-Purebred 16-54 lbs

Breed (if mixed list breeds):

Is this dog registered?:

Registered Name:

Birthdate:  mm/dd/yyyy

Dog's height at withers (inches):

Documents / Images

ALL DOGS: Photo of Right Side

ALL DOGS: Photo of Left Side

9. The photo or a PDF logo should now appear in the upload box. After all information is complete and photos/documents are uploaded, you will click the “SAVE” button at the bottom of the screen.

Documents / Images

ALL DOGS: Photo of Right Side

ALL DOGS: Photo of Left Side

10. You will be returned back to the “Animals” section in 4-H CONNECT. At this point, you have two options:
- A: Enter another dog for validation
  - OR
  - B: Log out

## **RE-VALIDATING A DOG**

If you validated a dog last year and will be validating the same dog this year, follow instructions 1-5.

Once you are on the animal page, click the box of the dog(s) that you are validating for this year.

Click on the Activate button.

Click on Edit next to the dog and complete and verify the information. If last year’s photos are not showing up, please follow the previous instructions and upload a left side and right side photo of your dog.

You can also add new a new dog by clicking on the Add Animal button and following the rest of the instructions.

Revised 12/7/16MMM

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