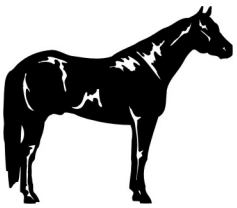


2018 HORSE VALIDATION INSTRUCTIONS

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

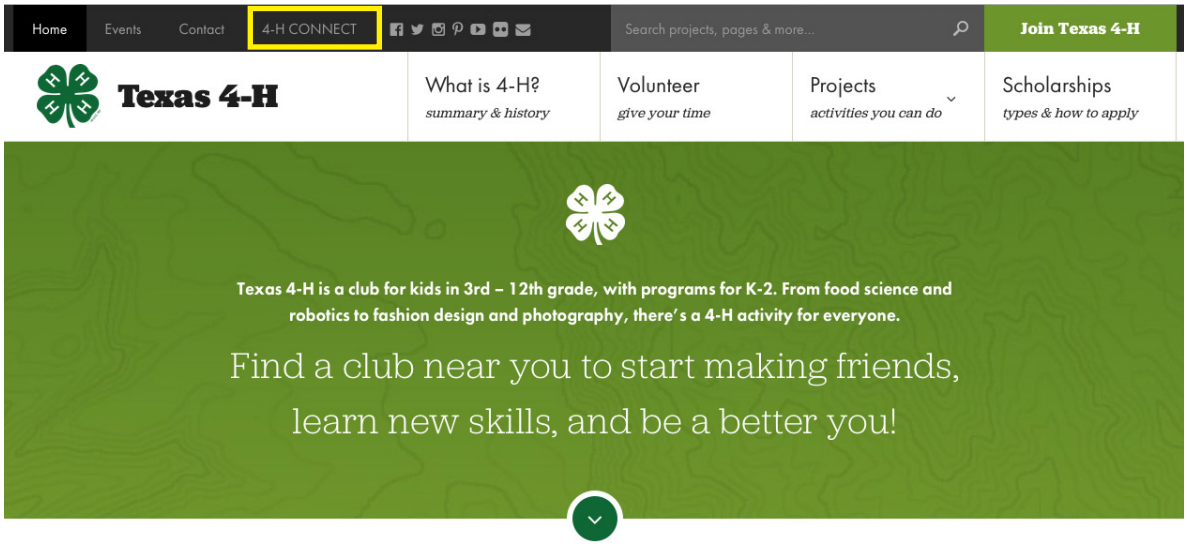
- Have a family and youth member profile established on 4-H CONNECT
- Be an paid and ACTIVE youth member of Texas 4-H for the 2017-2018 year.
- For any horse which was NOT validated in 4-H CONNECT last year, have digital photos of your horse(s) from the front, left side, and right side. These photos 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

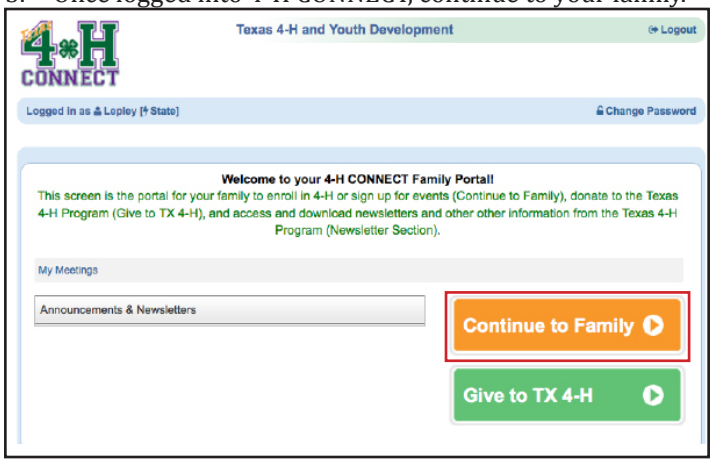
1. Access 4-H CONNECT through the Texas 4-H and Youth Development website (texas4-h.tamu.edu).



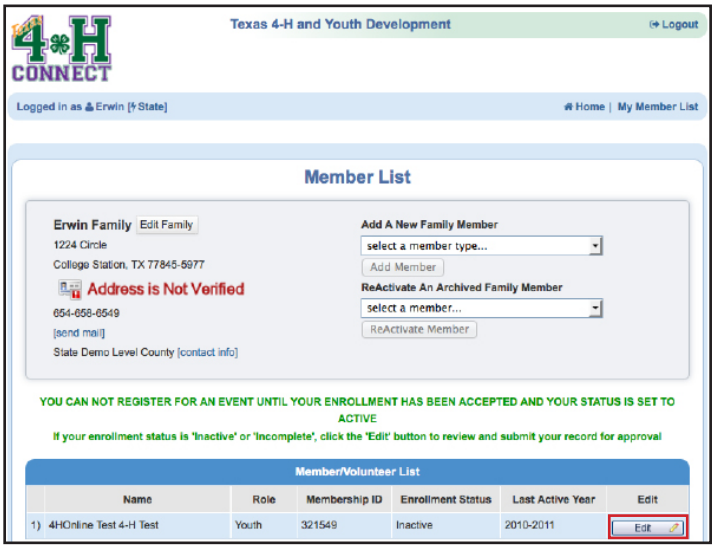
TEXAS A&M AGRILIFE EXTENSION

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

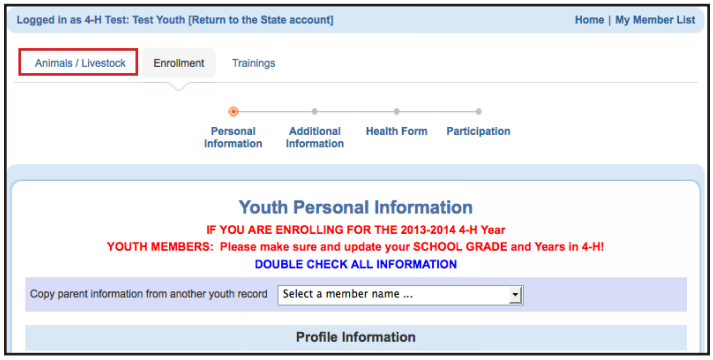
3. Once logged into 4-H CONNECT, continue to your family.



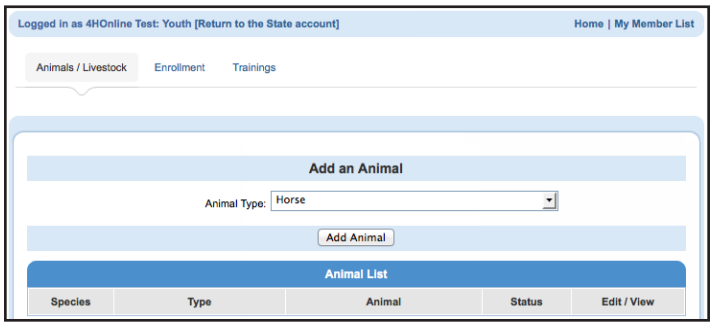
4. Once at your family profile, select ONE ACTIVE 4-H youth that you would like to validate ALL horse(s) under. Select the 4-H member by clicking the "Edit" button beside name.



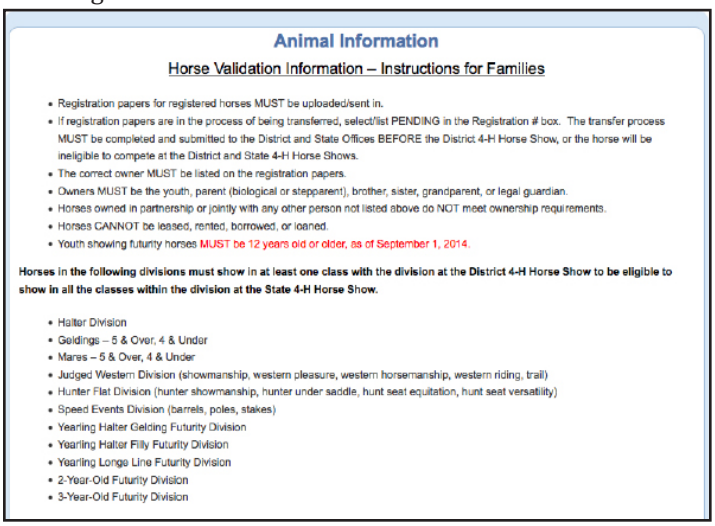
5. At the 4-H member profile, you will click on the "ANIMALS/ LIVESTOCK" section at the top of the screen.



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.



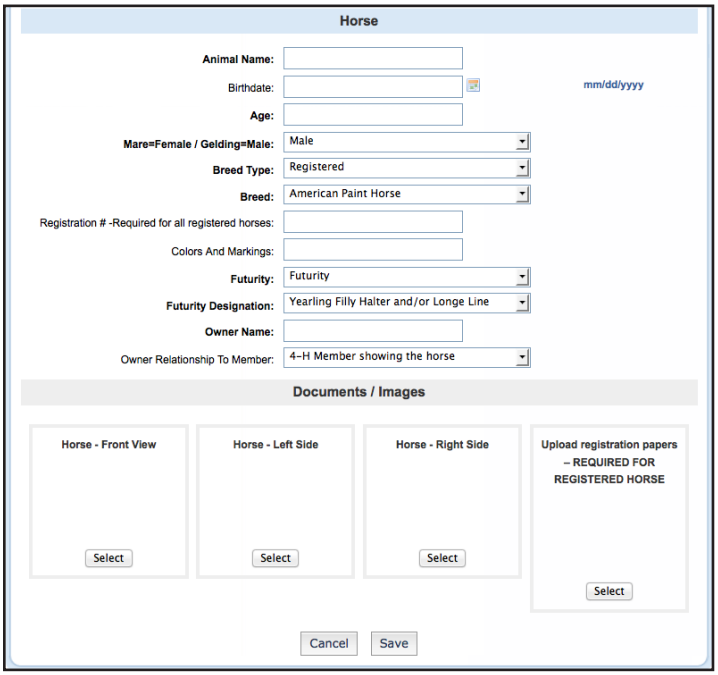
7. Read all instructions/rules pertaining to the validation of a horse in the Texas 4-H and Youth Development Program.



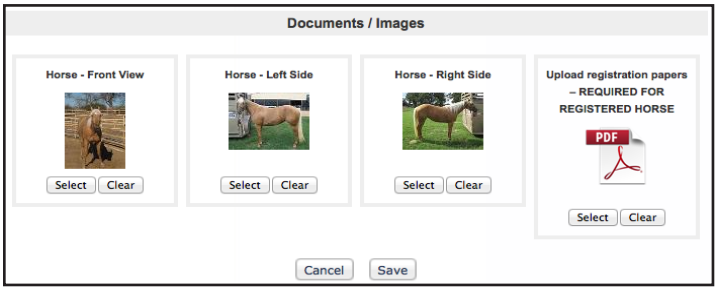
**items listed above, may be different than what appears on screen - refer to official information on 4-H CONNECT.*

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.

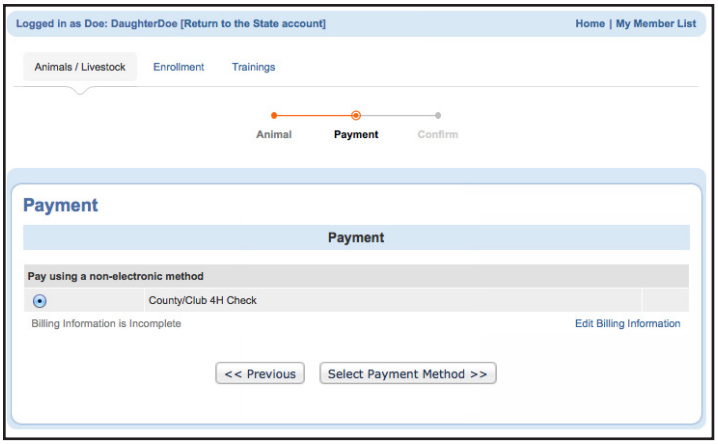


9. The photo or a pdf logo should now appear in upload box. After all information is complete and photos/documents uploaded, you will click the "CONTINUE" button at the bottom of the screen.



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 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).



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, 2018 to April 15, 2018
$10.00 per horse

April 16, 2018 to May 1, 2018
$20.00 per horse

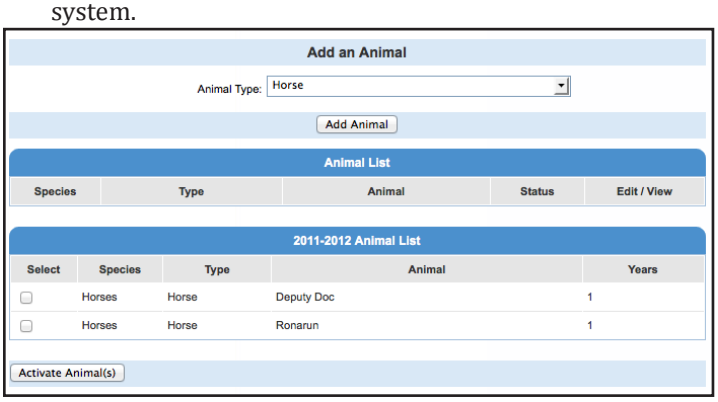
May 2, 2018 to May 5, 2018
$250.00 per horse

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

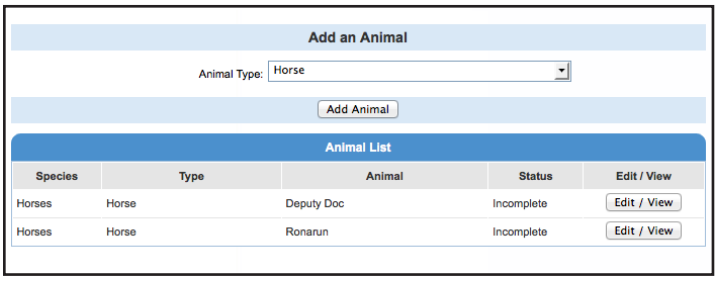
RE-VALIDATION OF A HORSE ALREADY IN THE 4-H CONNECT SYSTEM

ALL EXISTING HORSE PROFILES IN 4-H CONNECT MUST BE REVISED AND EDITED IN 2018 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.

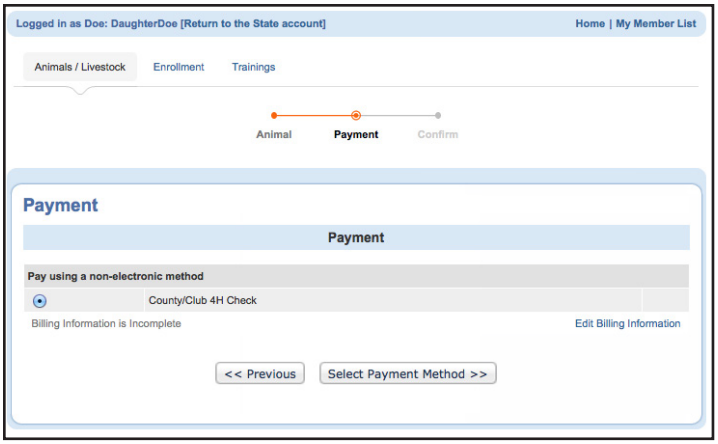


3. From this list, you will select the horse(s) you wish to reactive for this year by clicking on the box beside the horse name. Once the correct ones are selected, click the "ACTIVATE ANIMAL(S)" button.



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).



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