



# 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 Online.
- \* 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.
- \* ALL Dogs must go through this process even if previously validated.

## **IMPORTANT**

Dog Validation is completed for EACH DOG and will cover all 4-H Youth members in that family profile. However when validating your dogs in 4-H Online, you only need to select ONE 4-H youth member to conduct the Validation under. Once a dog is validated and you begin registering for the State Dog Show, the validated dog(s) can be moved to the appropriate 4-H member that will be exhibiting the dog in the show.

## **Animal Information**

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

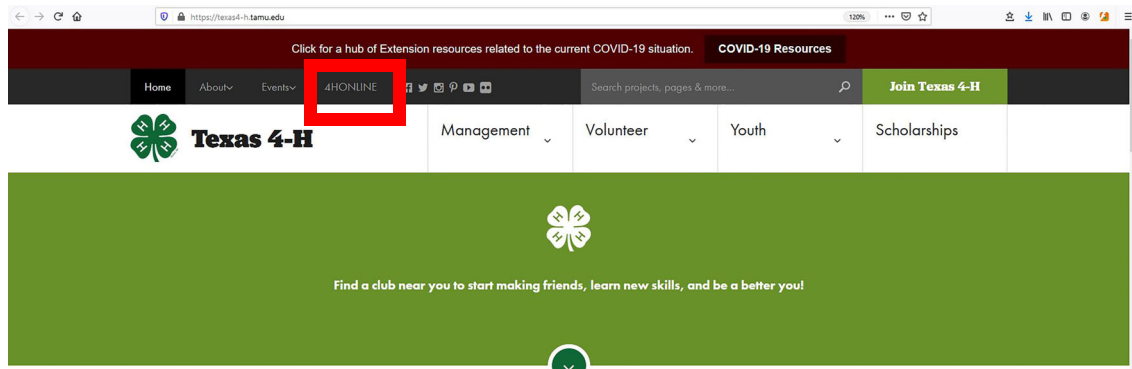
- \* Owners must be the youth, parent (biological or stepparent), brother, sister, grandparent, or legal guardian or co-owned with another individual.
- \* The dog must be in the 4-H member's possession and under their daily care as of the ownership deadline.

## VALIDATION STEPS -

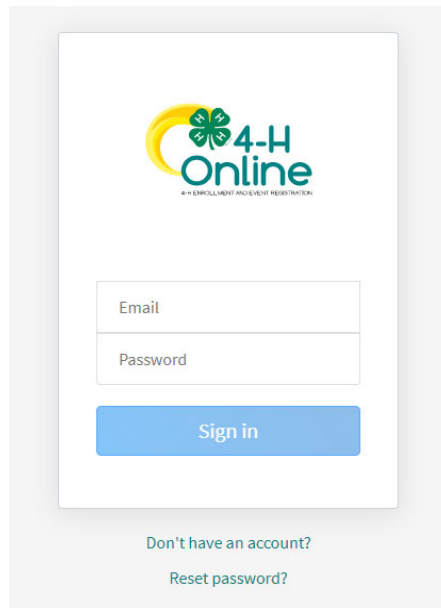
A video of these instructions is also available at

<https://youtu.be/x5kaZ1Ou4-c>

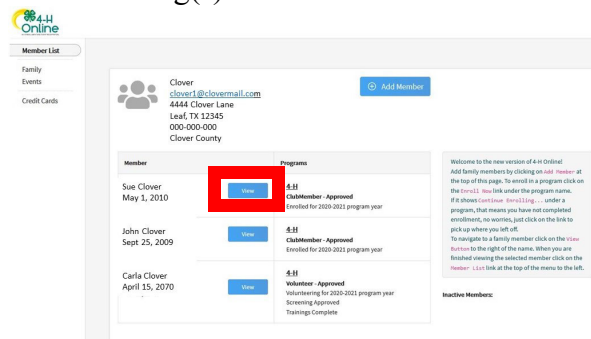
1. Access 4-H Online through the Texas 4-H and Youth Development website <https://texas4-h.tamu.edu/>



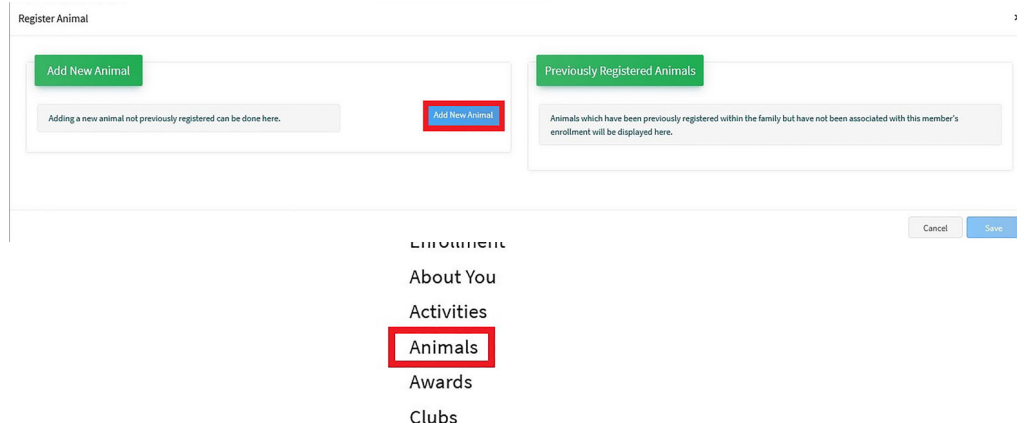
2. Log into 4-H Online using your family email address and password.



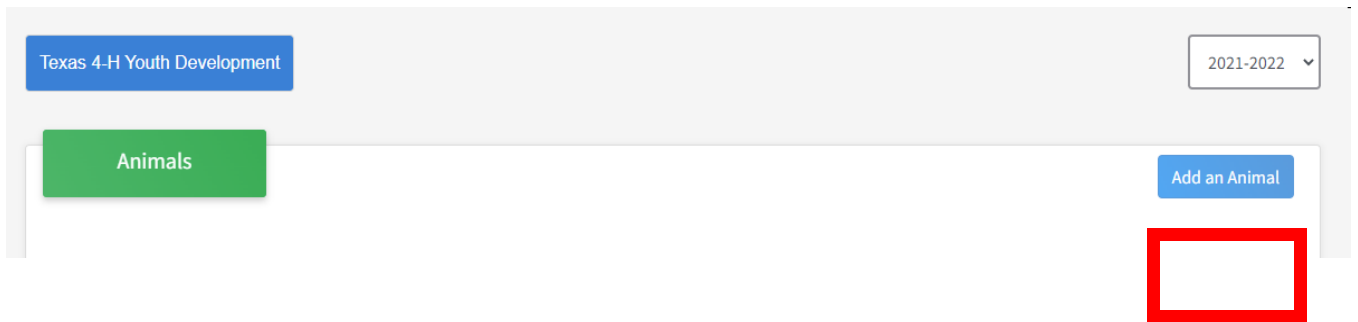
3. Once at your family profile, click the blue **VIEW** button next to ONE **ACTIVE** 4-H Youth that you would like to validate **ALL** dog(s) under.



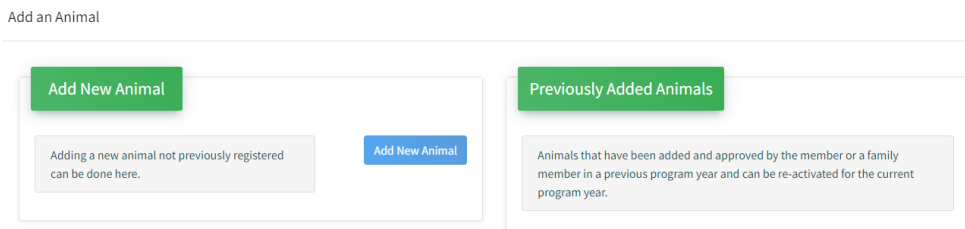
4. At the 4-H member profile, you will click on the “ANIMALS” from the left hand menu



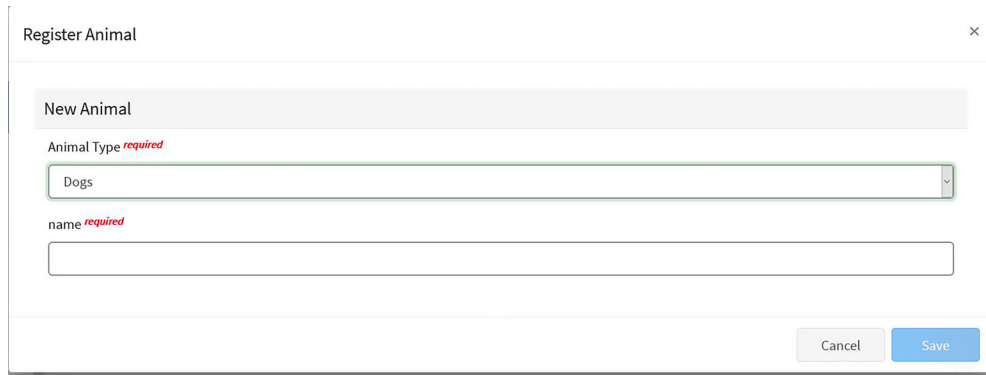
5. You will now be at the screen to enter your dog's information. At this screen, click the "Register Animal" button on the right hand side.



6. This brings up a popup window. Click the blue [Add New Animal](#) button OR click Register next to a dog in the list under Previously Registered Animals section. Previously Registered dog skip to #8

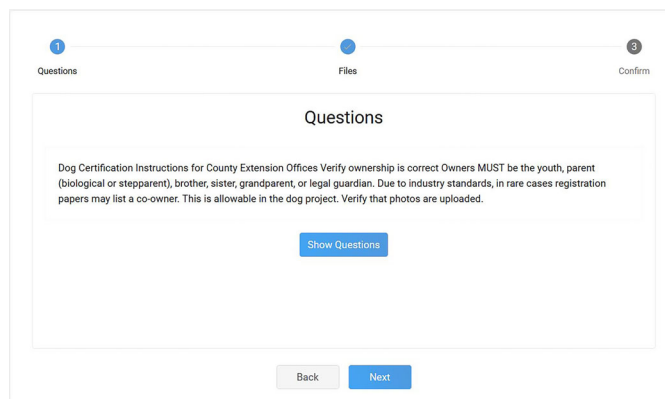


7. For a new dog, click the arrow to activate the drop down menu and select Dogs and type in your dog's name



The image shows a web form titled "Register Animal" with a close button (X) in the top right corner. Below the title is a section labeled "New Animal". Underneath, there is a label "Animal Type" followed by the word "required" in red. A dropdown menu is open, showing "Dogs" as the selected option. Below this is a label "name" followed by "required" in red, and an empty text input field. At the bottom right of the form are two buttons: "Cancel" and "Save".

8. This will bring up a window. Click on the blue [Show Questions](#) Button to bring up the information section.



The image shows a "Questions" section within a larger form. At the top, there is a progress indicator with three steps: "Questions" (1), "Files" (2), and "Confirm" (3). The "Questions" step is currently active. The main content area is titled "Questions" and contains the following text: "Dog Certification Instructions for County Extension Offices Verify ownership is correct Owners MUST be the youth, parent (biological or stepparent), brother, sister, grandparent, or legal guardian. Due to industry standards, in rare cases registration papers may list a co-owner. This is allowable in the dog project. Verify that photos are uploaded." Below this text is a blue button labeled "Show Questions". At the bottom of the section are two buttons: "Back" and "Next".

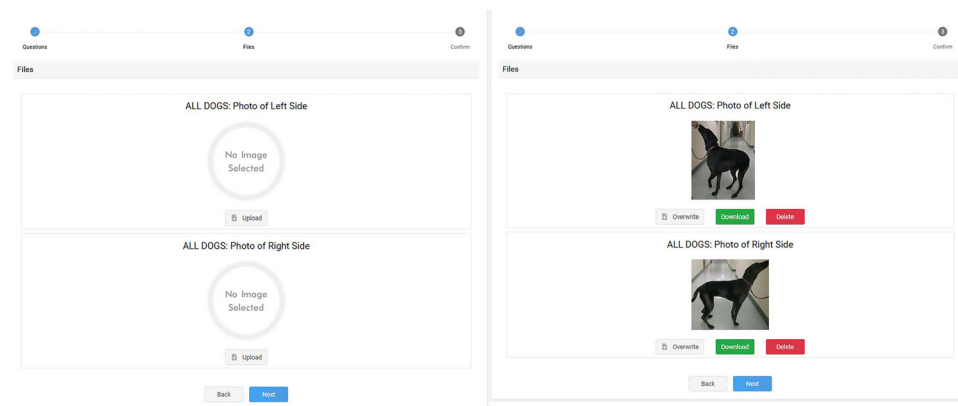
9. Complete or verify all the questions regarding this dog and click the Next button at the bottom. Be sure

to read the instructions for the questions rather than the title.

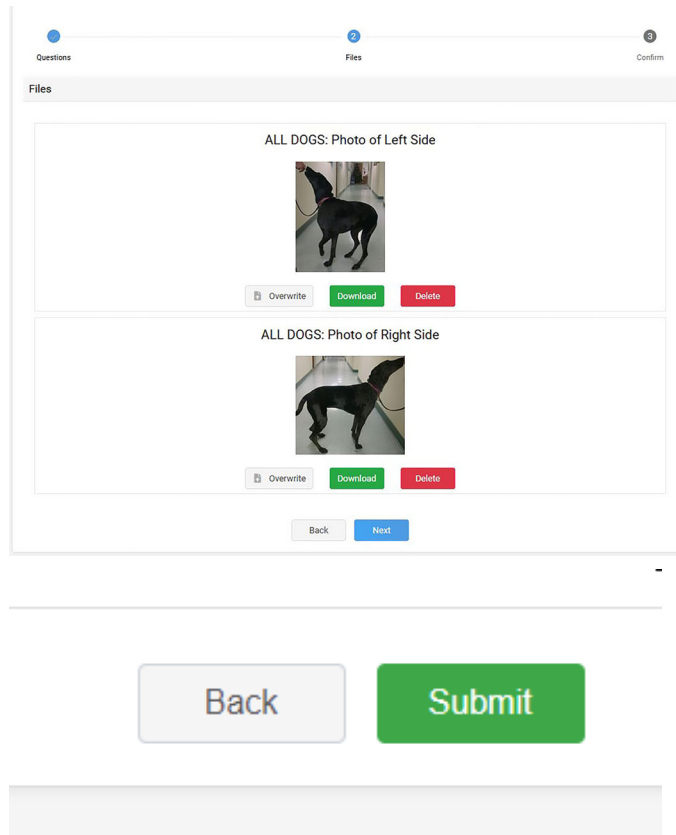
The screenshot shows the 'Questions' step of a form. At the top, there are three progress indicators: '1' (Questions), '2' (Files), and '3' (Confirm). The 'Files' indicator is active. The form is titled 'Animal' and contains the following fields:

- Animal Name** (required): Text input with 'Suzay QTee' entered.
- Animal Birthdate**: Date picker with 'Choose a date' selected.
- Breed**: Dropdown menu.
- Breeder Name**: Text input.
- Height**: Text input with a unit selector.
- Registered Name**: Text input.
- Registration Association**: Text input.

10. You will now upload photos for this dog (left side, and right side). **Two photos will be required of each dog validated, 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. Do not use photos of the dog wearing anything but a collar.** Click the upload button. This will bring up a window of your files to select the dog's photo from. Click Next once you complete this task.



11. This will bring up a final review of the dog's information. The titles here do not match the instructions on the questions. This is OK as long as you answered the questions correctly. If this information is correct click the green Submit button at the bottom.



12. Repeat these steps for each additional dog. It is recommended to validate all eligible dogs in the event something changes during the year.

Revised 12/2/21MMM

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