



2014 TEXAS 4-H DOG CERTIFICATION PROCESS



BEFORE YOU BEGIN YOUR VALIDATION PROCESS, YOU MUST:

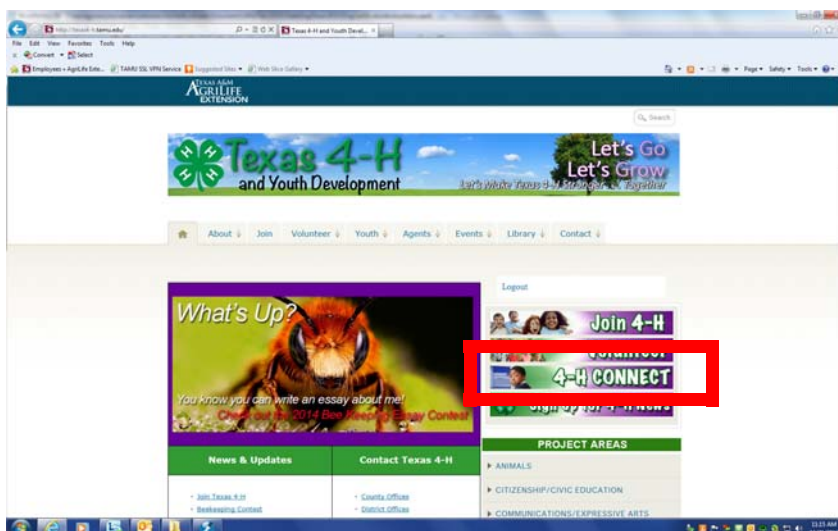
- ★ Have a family and youth member profile established on 4-H Connect.
- ★ Be a paid/active youth member of Texas 4-H for the 2013-2014 year.
- ★ Have digital photos of your dog(s) from left side and right side. These photos must be accessible for upload during the validation process.
- ★ If you certified 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.

4-H CONNECT
Texas 4-H and Youth Development

Welcome to 4-H Connect

Having problems with 4-H CONNECT using Internet Explorer? Please download and try the [Firefox Mozilla](#) browser

ENROLL IN 4-H OR REGISTER FOR AN EVENT USING THIS SITE

NEW FAMILIES	RETURNING FAMILIES	WHO NEEDS A PROFILE
Please visit your County Extension Office before enrolling to find out about all the great things your county 4-H Program has to offer.	August 1st starts a new 4-H enrollment year on 4-H CONNECT! All profiles will change to INACTIVE ON AUGUST 1ST and you will be required to re-enroll for the 2011-12 4-H year. Profile items have changed for the 2011-12 year so it is important that everyone (youth and adults) update their profile before submitting.	All 4-H members and adults need to complete both a family and individual profile for membership and to be able to register for events. For questions or problems with 4-H CONNECT, please refer to our on-line HELP page for assistance.

Download the [4-H Family Help Sheet](#) for instructions and assistance.

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

Email:

Password:

Role:

Login

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

4-H CONNECT
Texas 4-H and Youth Development

Logout

Logged in as Lepley [Return to the County account] [Change Password](#)

Welcome to your new 4-H CONNECT Family Page!

This screen will now be the portal for your family to enroll in 4-H or sign up for events (Continue to Family), donate to the Texas 4-H Program (Give to TX 4-H), and access and download newsletters and other other information from the Texas 4-H Program (Newsletter Section).

Announcements & Newsletters

	Texas 4-H Standard - December 2011 Dec 07, 2011 TX State
	Texas 4-H Standard - January 2012 Jan 06, 2012 TX State

[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 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...
[Add Member](#)
ReActivate An Archived Family Member
select a member...
[ReActivate 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	Edit

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

Animals / Livestock

Enrollment

Trainings

Personal Information

Additional Information

Health Form

Participation

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.

Animals / Livestock Enrollment Trainings

Add an Animal

Animal Type: Dogs

Add Animal

Animal List				
Species	Type	Animal	Status	Edit / View

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

Animal Information

Dog Certification 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.

8. Complete information for the dog you are certifying. 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:

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 certification
 - OR
 - B: Log out

RE-CERTIFYING A DOG

If you certified a dog last year and will be certifying 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 certifying for this year.

Click on the Activate button.

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