2014 TEXAS 4-H DOG CERTIFICATION PROCESS

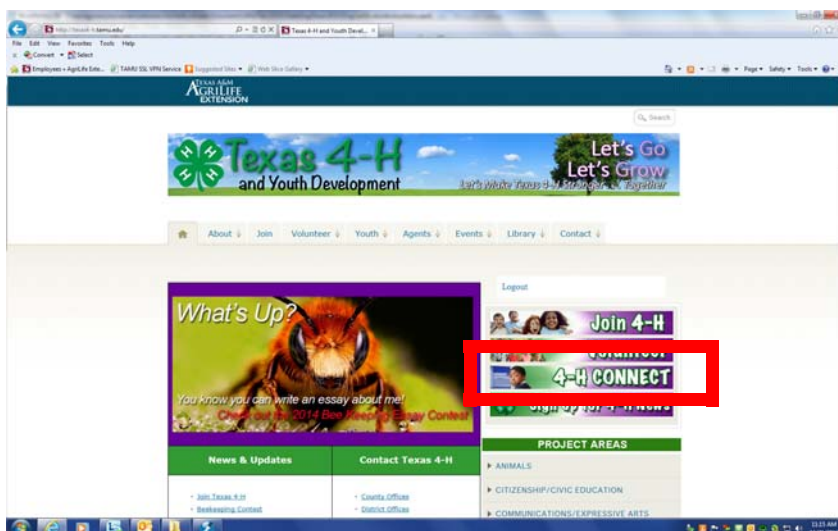**BEFORE YOU BEGIN YOUR VALIDATION PROCESS, YOU MUST:**
- ✸ Have a family and youth member profile established on 4-H Connect.
- ✸ Be a paid/active youth member of Texas 4-H for the 2013-2014 year.
- ✸ Have digital photos of your dog(s) from left side and right side. These photos must be accessible for 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 though 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.

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 wold like to certify ALL dog(s) under. Select the 4-H member by clicking the "Edit" button beside the name.

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

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.

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

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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.

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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 te bottom right corner.

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.

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.