



# 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**

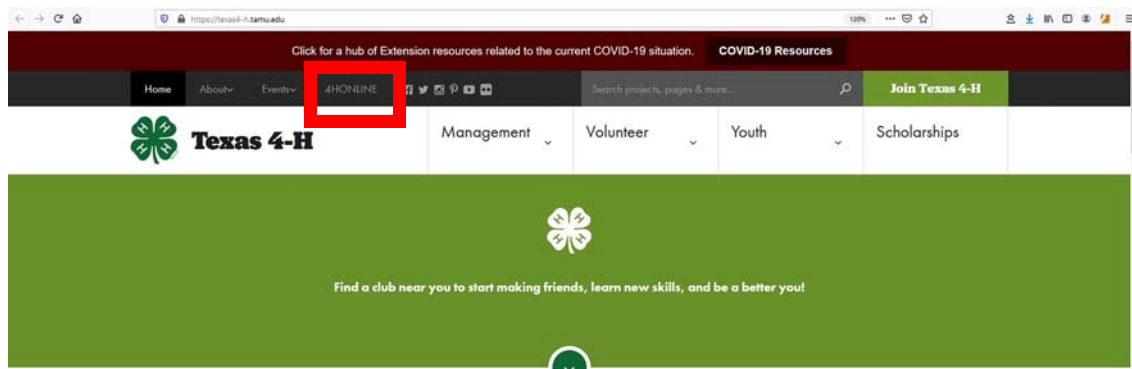
- \* Owners must be the youth, parent (biological or stepparent), brother, sister, grandparent, or legal guardian or co-owned with another individual.
- \* The dog must be in the 4-H member's possession and under their daily care as of the ownership deadline.

## VALIDATION STEPS -

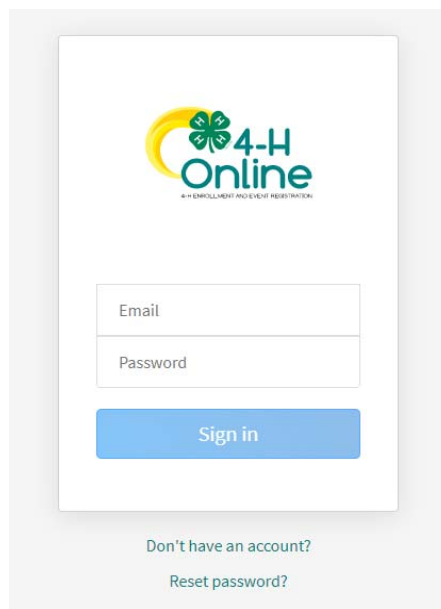
A video of these instructions is also available at

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

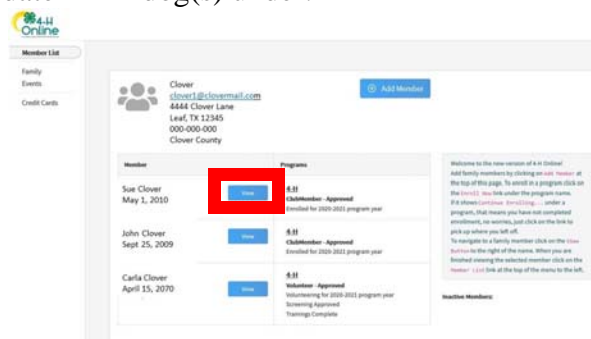
1. Access 4-H Online through the Texas 4-H and Youth Development website <https://texas4-h.tamu.edu/>



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



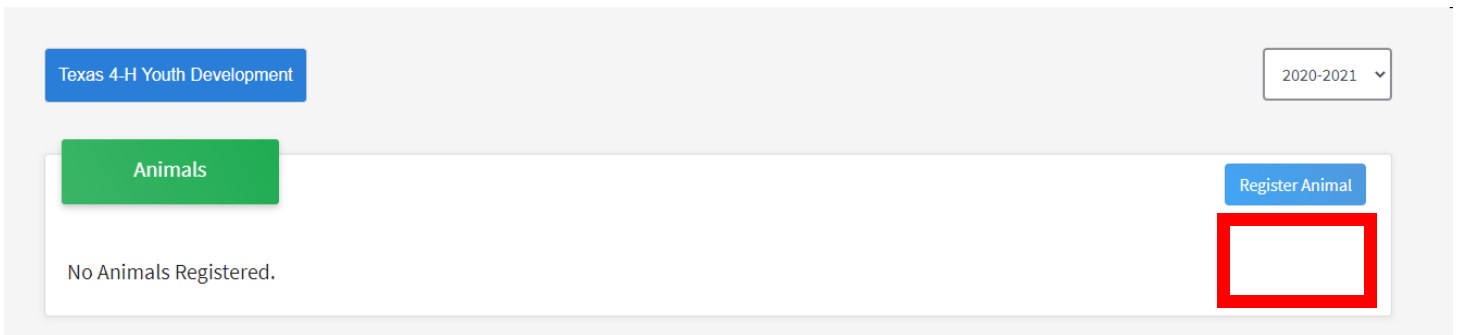
3. Once at your family profile, click the blue **VIEW** button next to ONE **ACTIVE** 4-H Youth that you would like to validate **ALL** dog(s) under.



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

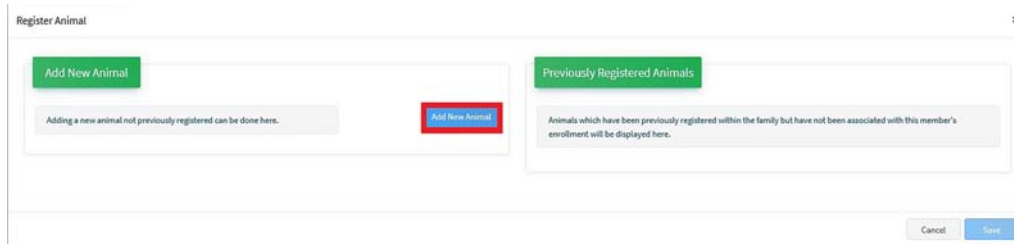


5. You will now be at the screen to enter your dog's information. At this screen, click the "Register Animal" button on the right hand side.



6. This brings up a popup window. Click the blue [Add New Animal](#) button. Next year the Previously Registered Animals section will be filled.

7. Click the activate the menu and type in your dog's name



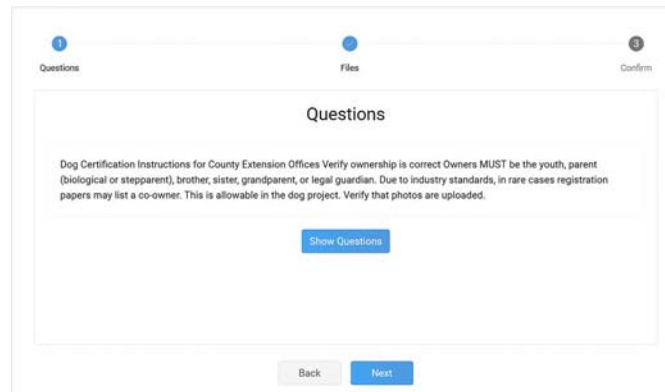
The 'Register Animal' dialog box contains two main sections. The 'Add New Animal' section has a green header and a grey box with the text 'Adding a new animal not previously registered can be done here.' and a red-bordered 'Add New Animal' button. The 'Previously Registered Animals' section has a green header and a grey box with the text 'Animals which have been previously registered within the family but have not been associated with this member's enrollment will be displayed here.' At the bottom right are 'Cancel' and 'Save' buttons.

arrow to drop down select Dogs and



The 'Register Animal' dialog box shows the 'New Animal' section. It features a dropdown menu for 'Animal Type' with 'Dogs' selected, a text input field for 'name', and 'Cancel' and 'Save' buttons at the bottom right.

8. This will bring up a window. Click on the blue Show Questions Button to bring up the information section.



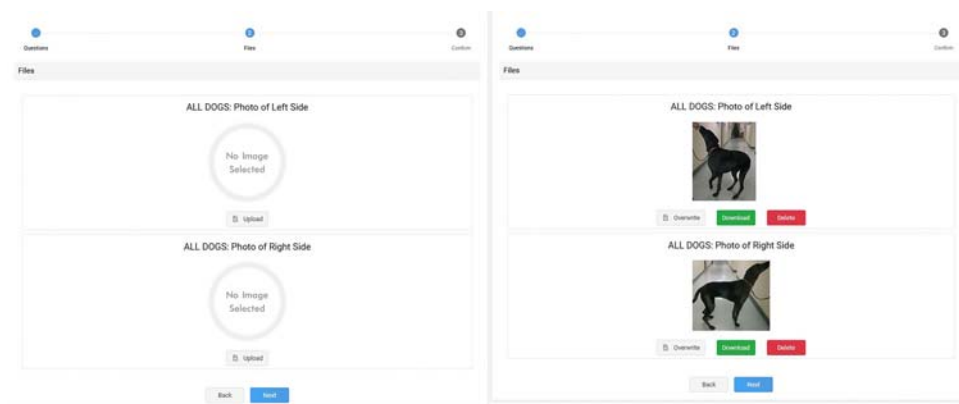
The 'Questions' window displays instructions for dog certification: 'Dog Certification Instructions for County Extension Offices Verify ownership is correct Owners MUST be the youth, parent (biological or stepparent), brother, sister, grandparent, or legal guardian. Due to industry standards, in rare cases registration papers may list a co-owner. This is allowable in the dog project. Verify that photos are uploaded.' A blue 'Show Questions' button is centered below the text. At the bottom are 'Back' and 'Next' buttons.

9. Complete 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.

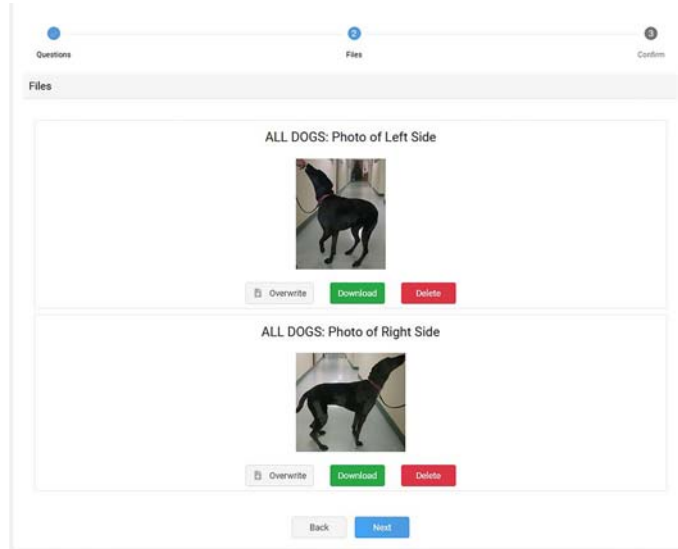
The screenshot shows the 'Questions' step of a dog validation form. At the top, there are three tabs: 'Questions' (active), 'Files', and 'Confirm'. Below the tabs is a section titled 'Animal' with the following fields:

- Animal Name** (required): A text input field containing 'Suzzy QTee'. Below it, the text 'Name - Call/Nick Name' is visible.
- Animal Birthdate**: A date picker field with the text 'Choose a date' and a calendar icon. Below it, the text 'Dog Birthdate' is visible.
- Breed**: A dropdown menu with a downward arrow. Below it, the text 'Group' is visible.
- Breeder Name**: A text input field. Below it, the text 'Breed (If mixed, list breeds. Example: Boxer Mix)' is visible.
- Height**: A text input field with a height icon. Below it, the text 'Dog Height - Dog's height at withers (inches)' is visible.
- Registered Name**: A text input field. Below it, the text 'Registered Name - Full Registered Name' is visible.
- Registration Association**: A text input field. Below it, the text 'Is this dog registered?' is visible.

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.** 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.

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