texas.4honline.com
4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE FAMILY GUIDE
ANIMAL VALIDATION
https://youtu.be/d7TfYAnIGf8
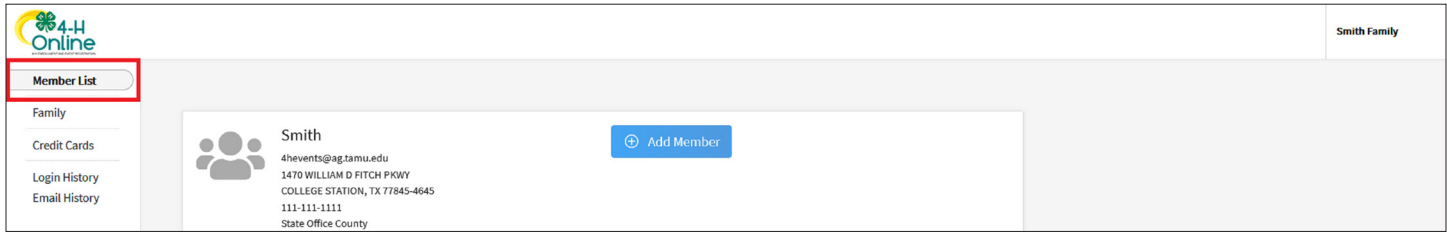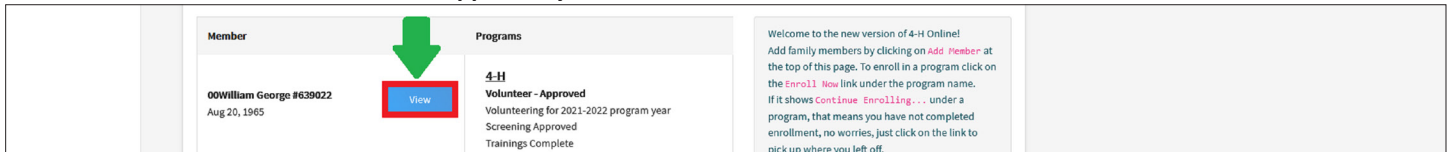
TEXAS A&M
AGRILIFE
EXTENSION

- **Login to the Family profile.**
- **Click the Member List link from the navigation pane on the left side of the screen.**

- **Click the blue View button beside the approved youth club member's name.**
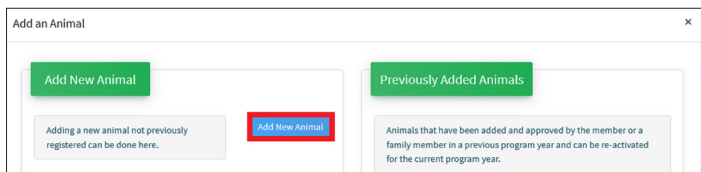

- **Click the Animals link from the navigation pane on the left side of the screen.** The default program year will appear in the upper right hand side of the screen.
- Click the blue Add an Animal button under the Animal section.
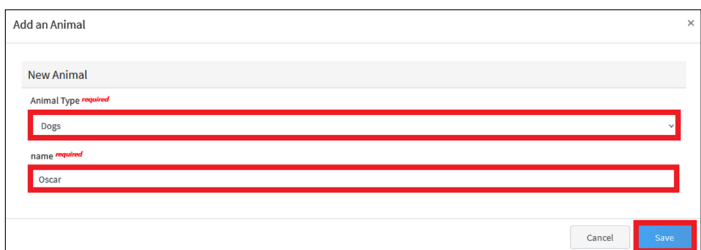

ADDING NEW ANIMAL

- Click the blue Add New Animal button under the Add an Animal screen.
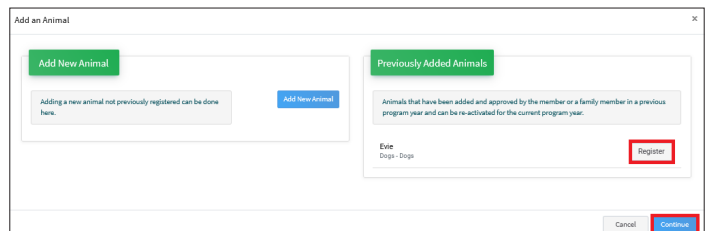- Select the correct animal type from the drop-down menu.

- Enter the animal's name.
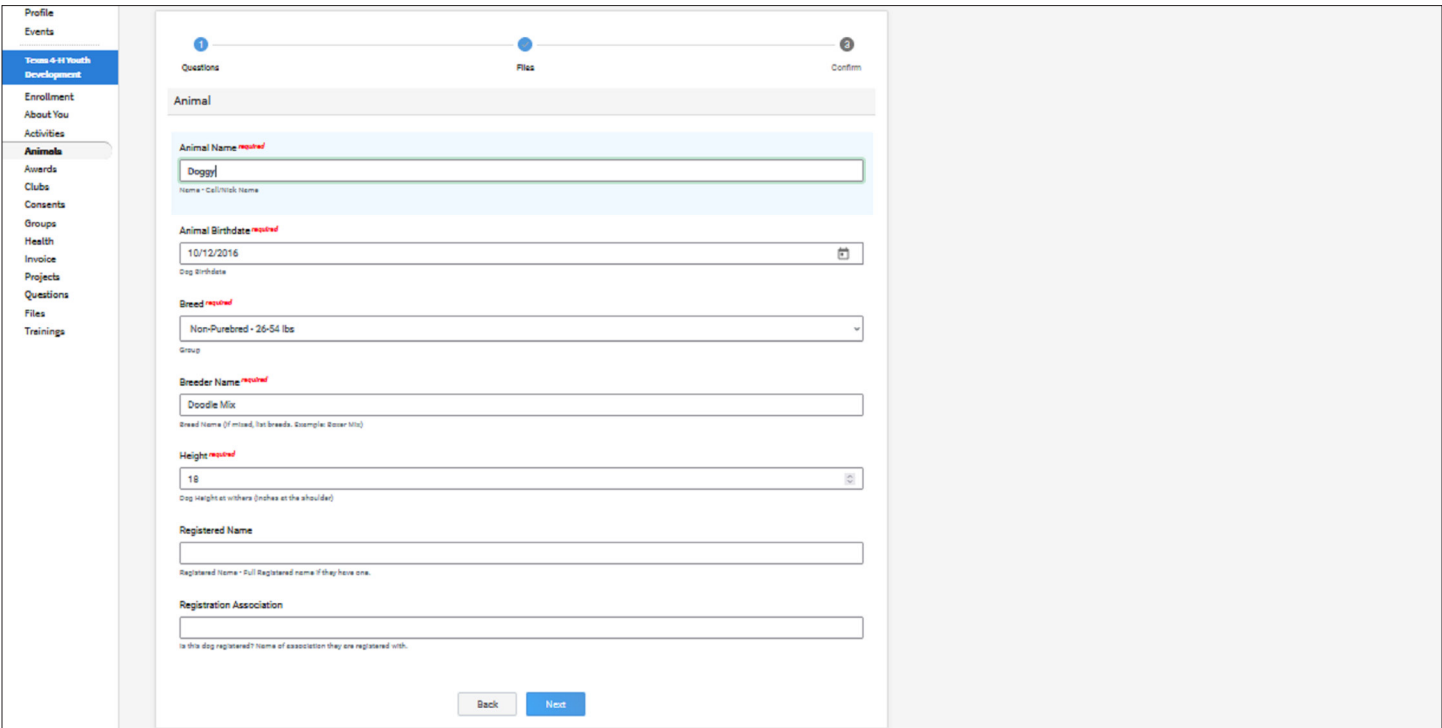Click the blue Save button.

RENEW ANIMAL

- Click the Register button beside the animal to add to the current 4-H year.

The information and files will be copied over from the previous year. The member will be able to update the information on the following screens.

ENTRY SCREEN FOR ANIMAL INFORMATION

• Complete or update required and optional fields for the animal.
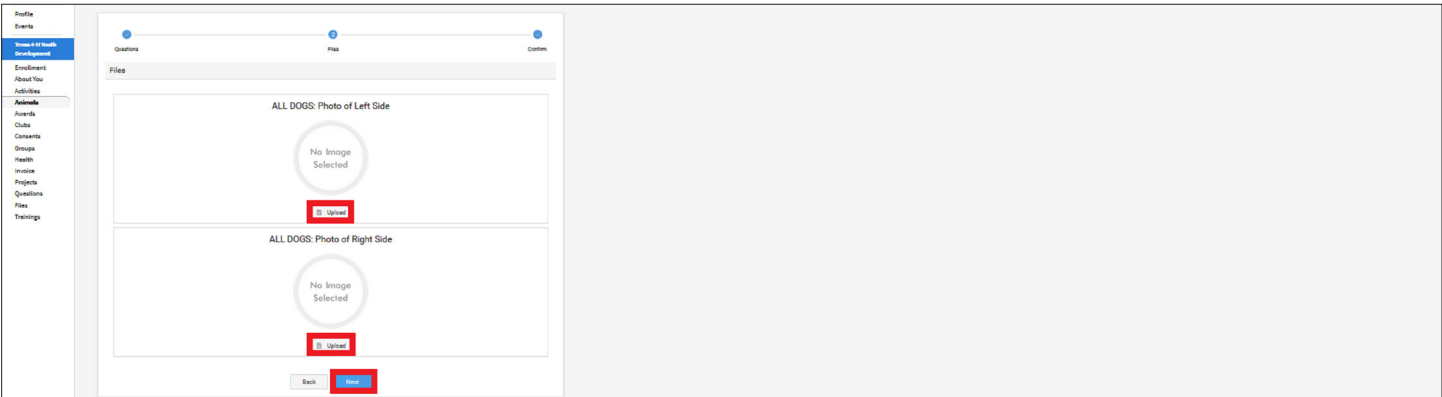• Click blue Next button at the bottom of the screen.

ANIMAL FILE UPLOAD SCREEN

• Click the Upload button below the picture icon to upload the file.

• On the dialog box, click the name of the file and click to open. Repeat for each custom file needed.
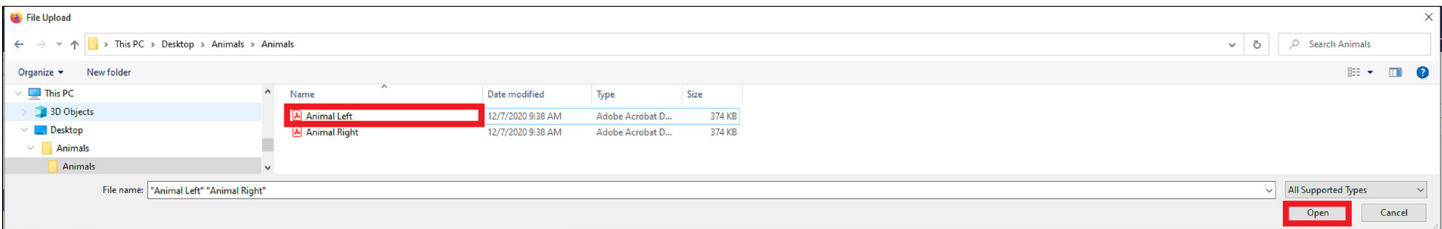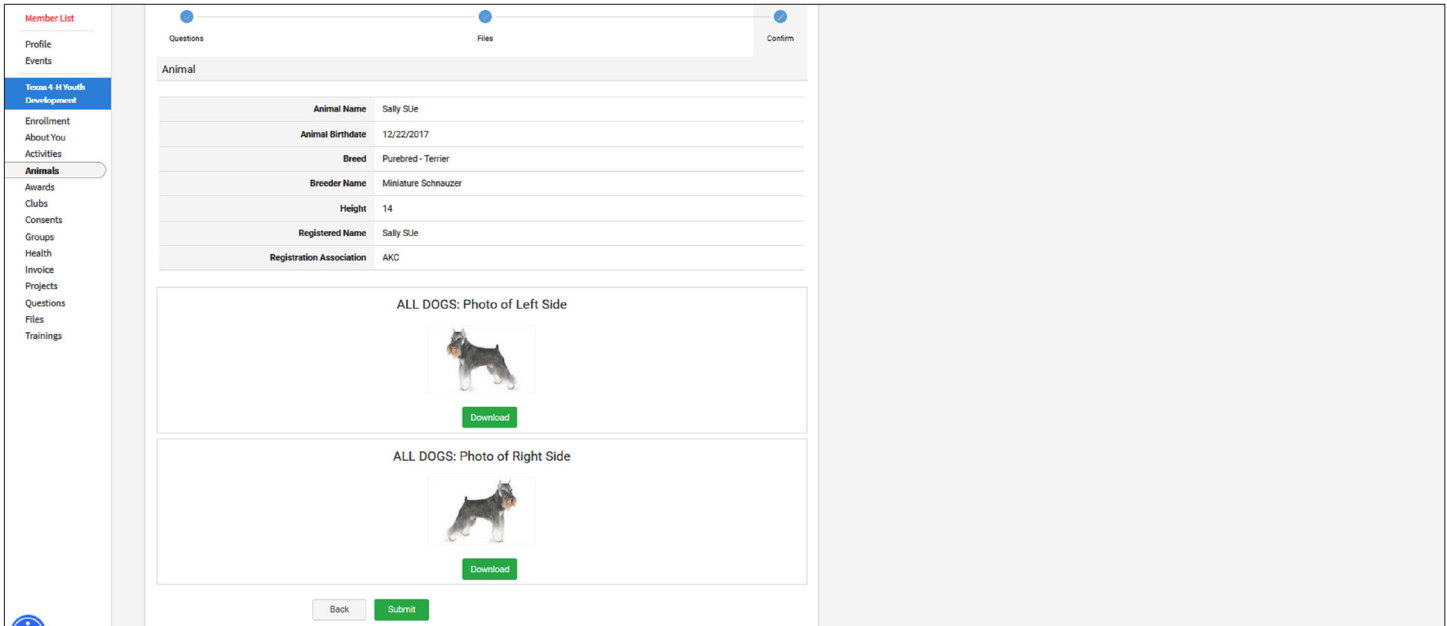
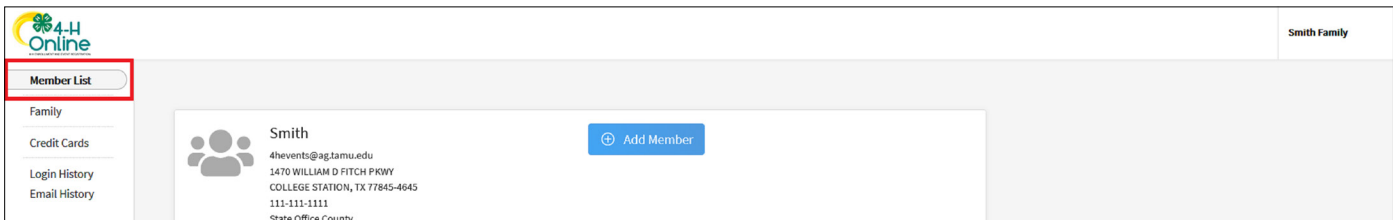• Click the blue Next button at the bottom of the screen.

REVIEW AND SUBMIT

• Review the entered information. Use the Back button to return to the previous screen to make corrections.
• Click the green Submit button at the bottom of the screen.

ANIMAL STATUS

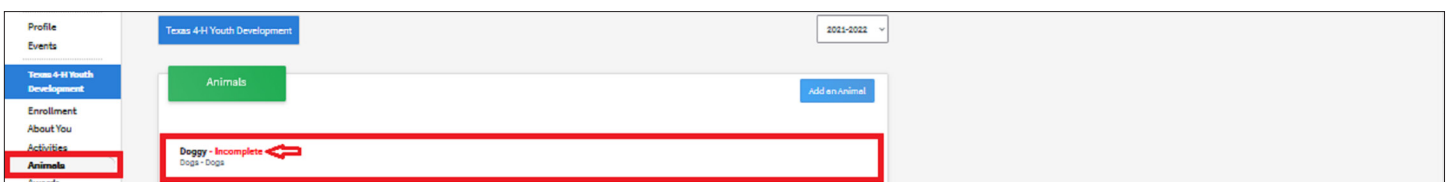• **Login to the Family profile and click the Member List link on the the left side of the screen.**

• **Click the blue View button beside the approved youth club member's name.**

• **Click the Animals link from the navigation pane on the left side of the screen.**
• **Click to refresh or reload the browser on your device/computer. The status will be listed under the animal's name.**