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

TEXAS 4HONLINE FAMILY GUIDE
HORSE VALIDATION
https://youtu.be/OPoOmyC1kTk
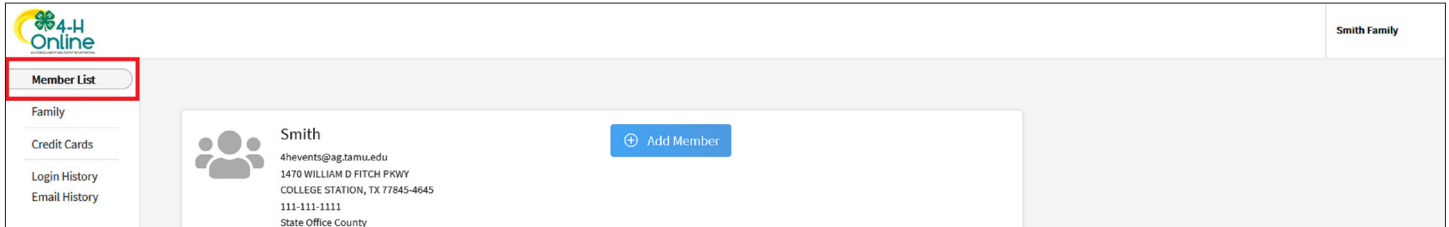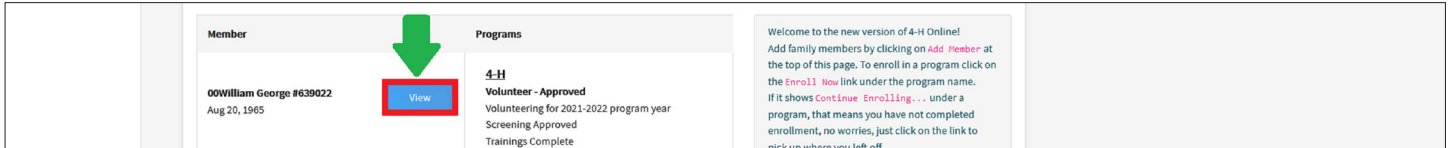
TEXAS A&M AGRILIFE EXTENSION

4HONLINE IS BEST USED IN CHROME, MOZILLA OR EDGE
THE FAMILY MUST BE LOGGED IN WITH THE FAMILY EMAIL AND FAMILY PASSWORD

ONLY CREDIT CARD PAYMENTS ARE ALLOWED FOR ANIMAL VALIDATION
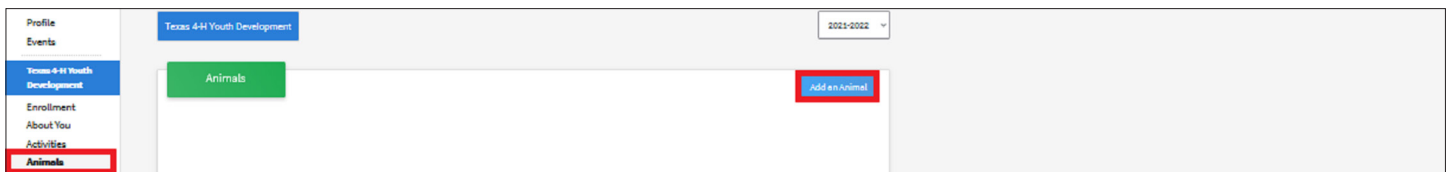**THE FAMILY MUST BE LOGGED IN TO SEE THE PAYMENT SCREEN**

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

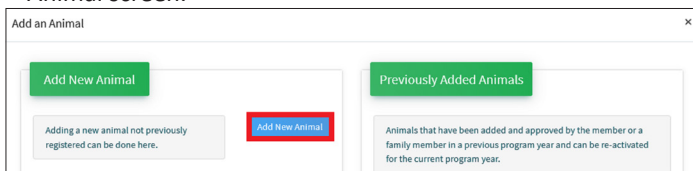- **Click the blue View button beside the approved youth club member's name.**

- **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.
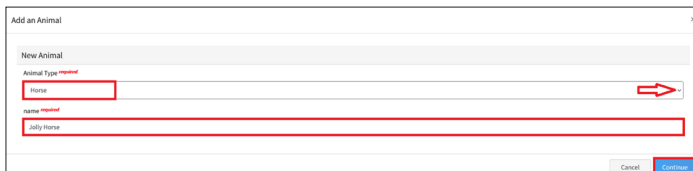- Click the blue Add an Animal button under the Animal section.

ADDING NEW ANIMAL

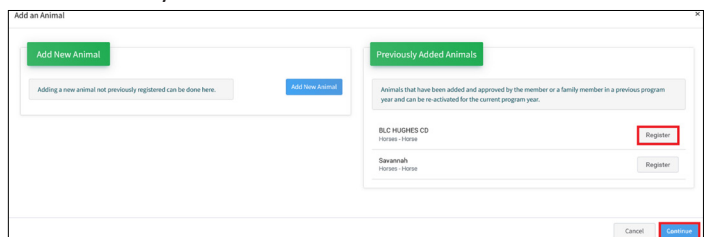- Click the blue Add New Animal button under the Add an Animal screen.

- Select the HORSE animal type from the drop-down menu.
- Enter the animal's name.
- Click the blue Save button.

REVALIDATE 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.

If the animal was validated under a different member then see instructions for adding new animal instead.

CONTINUE TO ANIMAL INFORMATION ENTRY SCREEN

ENTRY SCREEN FOR ANIMAL INFORMATION

• Complete or update the fields.

• Click blue Next button at the bottom of the screen.

| ① Questions | ● Files | ③ Payment | ● Confirm |

Animal

Animal Age *required*

13

Age

Animal Name *required*

SB Miss Queenie

Name

Animal Birthdate *required*

2/10/2010

Birth Date

Breed *required*

American Quarter Horse

Colors And Markings

Sorrel w/ blaze and white legs

Colors And Markings - Shortened Version

Futurity *required*

○ Yes
◉ No

Futurity Designation

Member Intends To Show At State *required*

◉ Yes
○ No

Owned Or Leased *required*

Owned

OwnedOrLeased

Owner Name *required*

Emalee Hoffmann

Owners Name

Owner Relationship To Member

Self

Owner Relationship To Member - Options: self, parent, stepparent, sibling, grandparent, or legal guardian.

Registered Name *required*

SB Miss Queenie

Registration Association *required*

American Quarter Horse Association

Registration Number

5292363

Required for all registered horses

Animal Gender *required*

Male

Mare=Female / Gelding=Male

Back   Next

CONTINUE TO ANIMAL UPLOAD SCREEN

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AGRILIFE
EXTENSION

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 file needed.

• Click the blue Next button at the bottom of the screen.
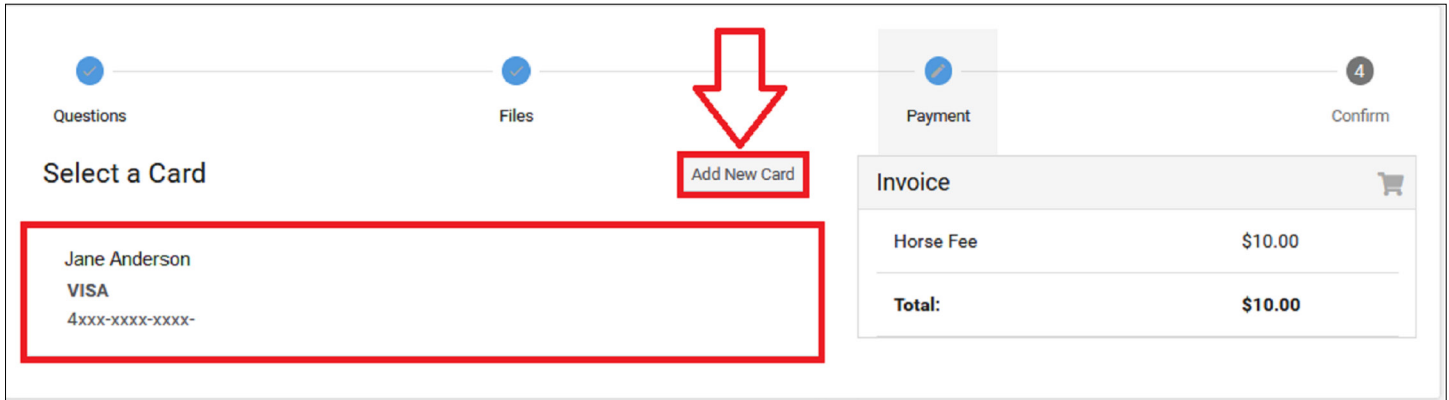
CONTINUE TO ANIMAL PAYMENT SCREEN

TEXAS 4HONLINE FAMILY GUIDE
HORSE VALIDATION
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4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS A&M
AgriLife
EXTENSION

PAYMENT SELECTION

THE ONLY OPTION AVAILABLE FOR PAYMENT IS A CREDIT CARD

Credit Card - Previously Used	Credit Card - New
• Click the previously used card from the Select a Card area.	• Click the Add New Card button and enter the information.

Questions — Files — Payment — 4 Confirm

Select a Card   Add New Card

Jane Anderson
VISA
4xxx-xxxx-xxxx-
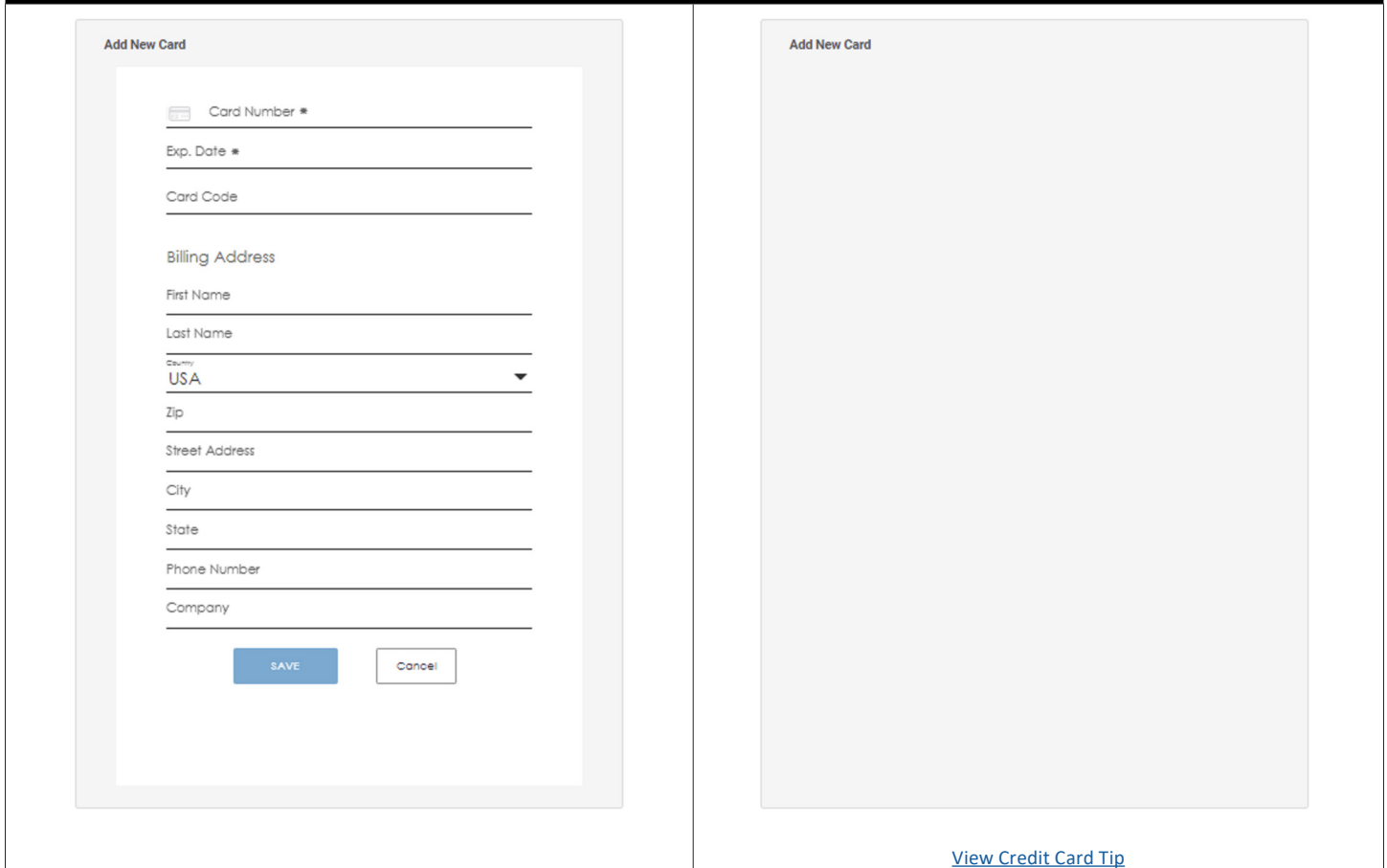
Invoice

Horse Fee	$10.00
Total:	**$10.00**

CREDIT CARD - NEW

PAYMENT SCREEN WITHOUT BROWSER ISSUES	PAYMENT SCREEN WITH BROWSER ISSUES

Add New Card

Card Number *

Exp. Date *

Card Code

Billing Address

First Name

Last Name

Country
USA

Zip

Street Address

City

State

Phone Number

Company

SAVE   Cancel

Add New Card

View Credit Card Tip

CONTINUE TO REFUND POLICY SCREEN

REFUND POLICY SCREEN

- **Once a credit card has been selected the Pay By computer Terms and Conditions screen appears.**
- **Click to agree with the terms and conditions.**
- **Type the first and last names.**
- **Click the blue Next button.**

Questions — Files — 3 Payment — 4 Confirm

Selected Payment Method

Misty Cathey
MasterCard
5xxx-xxxx-xxxx-4496
01/9999

[Change Payment Method]

Invoice

Horse Fee	$10.00
Total:	**$10.00**

Selected Payments:

VISA - Pending
4xxx-xxxx-xxxx-1351 $10.00

Pay By Computer Terms and Conditions

PARTICIPATION FEES AND VOLUNTEER APPLICATION FEES

Participation fees are nonrefundable once the membership or application has been approved by the county office.
Once a Volunteer Application has been SUBMITTED into the system the application fee is nonrefundable.

EVENT AND ACTIVITY REGISTRATION

The general refund policy for the Texas 4-H Program is that no refunds are provided to a 4-H member or family once the registration is APPROVED. In extreme circumstances, such as death in immediate family, severe illness/accident, or cancellation of event, refunds will be provided, minus any expenses already incurred by the event/activity.
It is the decision of the event coordinator for that particular event if a refund is provided or not, with approval of Texas 4-H Youth Development Program Director. Contact Your Local County Extension Office with questions about refunds.

ANIMAL VALIDATION

All fees paid are non-refundable once an animal validation has been accepted.

○ By clicking agree, I agree and understand the pay by computer terms and conditions.

Member Name (Full Legal) *required*

[First Last]

Parent / Guardian Name (Full Legal) *required*

[First Last]

[Back]   [Next]

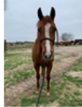## CONTINUE TO REVIEW AND SUBMIT SCREEN

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.

| Questions | Files | Payment | Confirm |

Animal

Animal Age	13
Animal Name	SB Miss Queenie
Animal Birthdate	2/10/2010
Breed	American Quarter Horse
Colors And Markings	Sorrel w/ blaze and white legs
Futurity	No
Futurity Designation	
Member Intends To Show At State	Yes
Owned Or Leased	Owned
Owner Name	Emalee Hoffmann
Owner Relationship To Member	Self
Registered Name	SB Miss Queenie
Registration Association	American Quarter Horse Association
Registration Number	5292363
Animal Gender	Male

Invoice

Horse Fee	$10.00
Total:	$10.00
Selected Payments:	
VISA - Pending 4xxx-xxxx-xxxx-1351	$10.00

Horse - Front View

Horse - Left Side

Horse - Right Side

IMAGE - REGISTRATION PAPERS - Required for Registered Horses

IMAGE - DOUBLE REGISTRATION PAPERS - Optional
No Image Selected

IMAGE - OFFICIAL TEXAS 4-H LEASE AGREEMENT - Required for Leased Horses
No Image Selected

Back | Submit

THE ANIMAL IS LOCKED AND PENDING REVIEW BY THE COUNTY