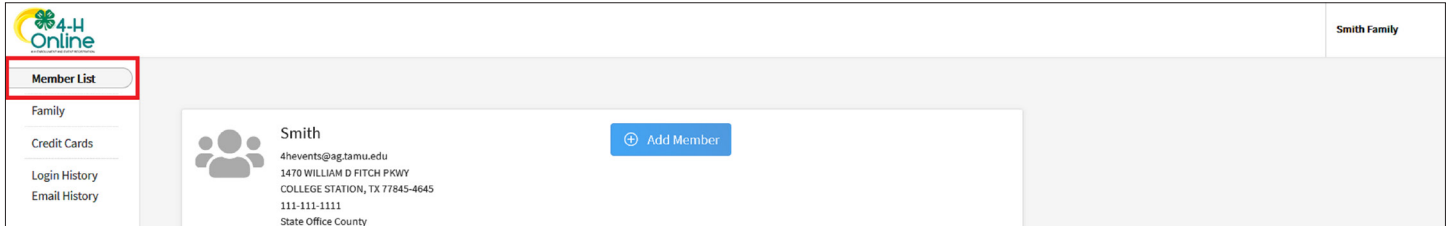


**4HONLINE IS BEST USED IN CHROME, MOZILLA OR EDGE
THE FAMILY MUST BE LOGGED IN WITH THE FAMILY EMAIL AND FAMILY PASSWORD**

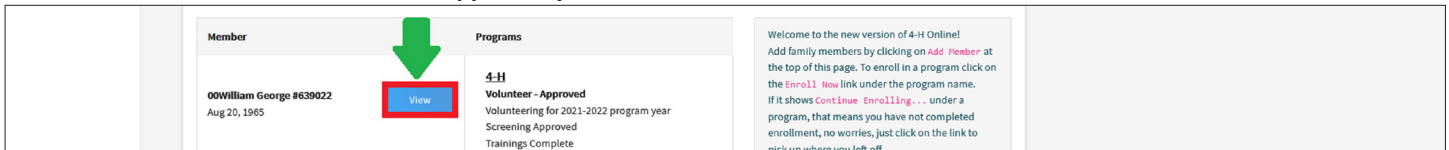
**ONLY CREDIT CARD PAYMENTS ARE ALLOWED FOR ANIMAL VALIDATION
THE FAMILY MUST BE LOGGED IN TO SEE THE PAYMENT SCREEN**

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



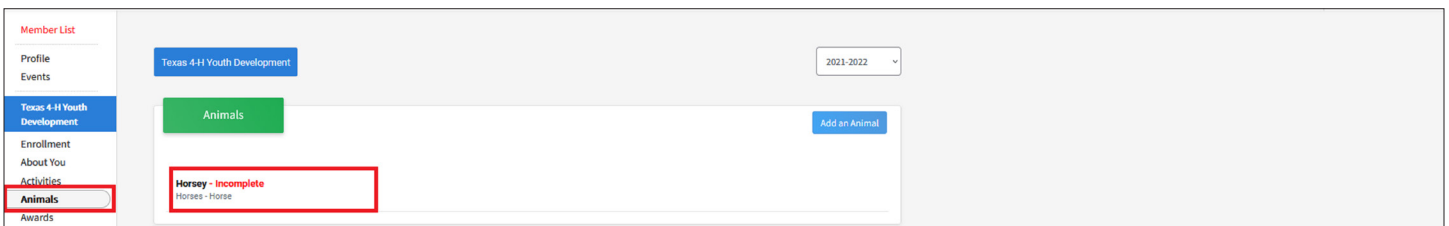
The screenshot shows the 'Smith Family' profile page. On the left is a navigation menu with 'Member List' highlighted. The main content area shows the family name 'Smith', email '4hevents@ag.tamu.edu', address '1470 WILLIAM D FITCH PKWY COLLEGE STATION, TX 77845-4645', phone '111-111-1111', and 'State Office County'. An 'Add Member' button is visible.

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



The screenshot shows a table with columns 'Member' and 'Programs'. A green arrow points to a blue 'View' button next to the member 'William George #639022' (Aug 20, 1965). The 'Programs' column shows '4-H Volunteer - Approved' with details: 'Volunteering for 2021-2022 program year', 'Screening Approved', and 'Trainings Complete'. A welcome message is also visible on the right.

- Click the Animals link from the navigation pane on the left side of the screen.
- Locate the SENDBACK animal and click the animal's name.



The screenshot shows the 'Animals' section of the 'Texas 4-H Youth Development' profile. The 'Animals' link is highlighted in the left navigation menu. The main area shows a table with one entry: 'Horsey - Incomplete' (Horses - Horse). An 'Add an Animal' button is also present.

**THE COUNTY OFFICE IS THE ONLY ONE WHO CAN SEND BACK AN ANIMAL VALIDATION
PLEASE CONTACT YOUR LOCAL COUNTY EXTENSION OFFICE FOR INSTRUCTIONS**

Website: <https://counties.agrilife.org/>

THE ENTRY SCREEN WILL APPEAR WITH ANY INFORMATION YOU PREVIOUSLY ENTERED

CONTINUE TO RESUBMIT ANIMAL VALIDATION

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

Age

Animal Name required

Name

Animal Birthdate required

Birth Date

Breed required

Colors And Markings

Colors And Markings - Shortened Version

Futurity required
 Yes
 No

Futurity Designation

Member Intends To Show At State required
 Yes
 No

Owned Or Leased required

OwnedOrLeased

Owner Name required

Owners Name

Owner Relationship To Member

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

Registered Name required

Registration Association required

Registration Number

Required for all registered horses

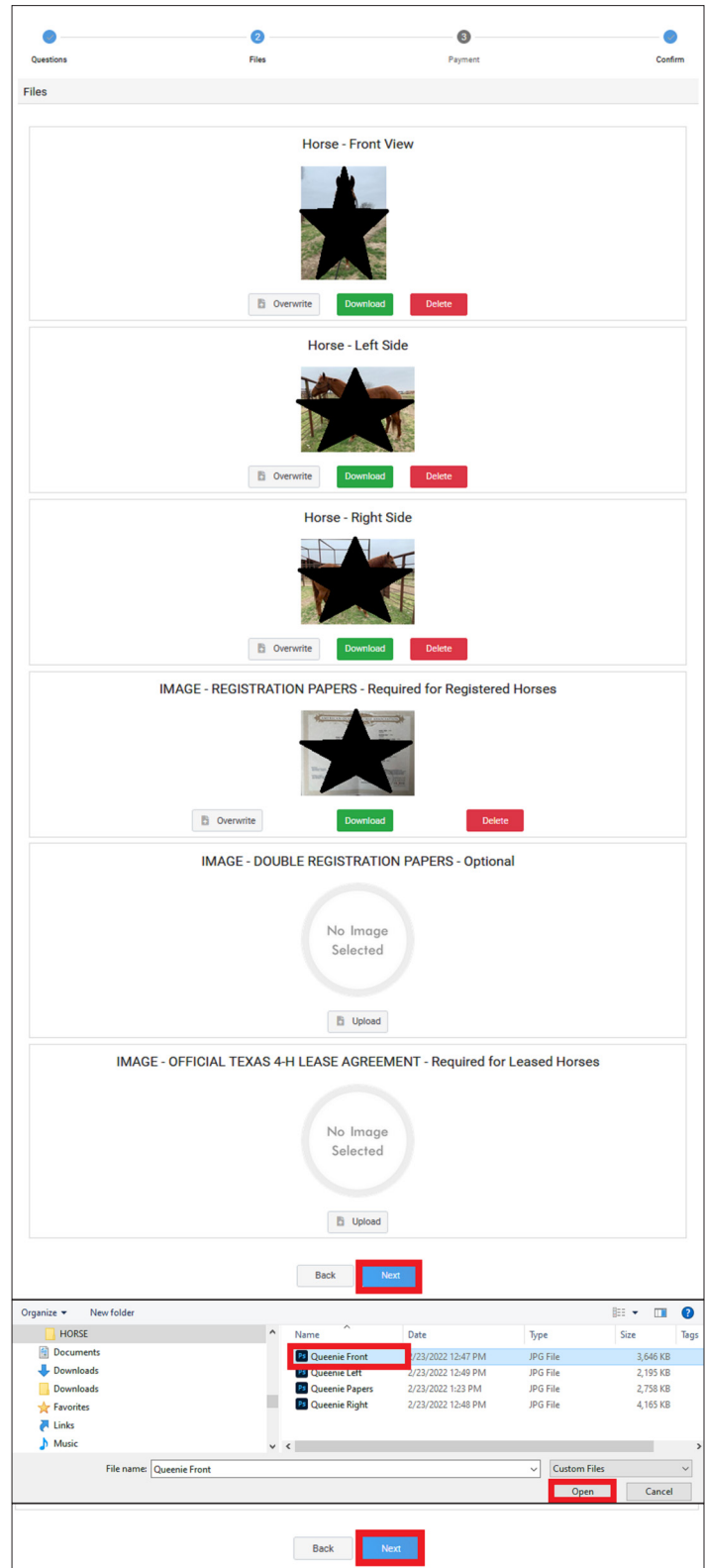
Animal Gender required

Mare=Female / Gelding=Male

CONTINUE TO RESUBMIT ANIMAL VALIDATION

ANIMAL FILE UPLOAD SCREEN

- Click the Upload button or click the Overwrite button below the picture icon to upload the file.



The screenshot shows the 'Files' section of the upload screen. It includes a progress bar at the top with markers for 'Questions', 'Files', 'Payment', and 'Confirm'. Below the progress bar, there are five file upload sections:

- Horse - Front View:** Shows a placeholder image of a horse with a black star. Below it are 'Overwrite', 'Download', and 'Delete' buttons.
- Horse - Left Side:** Shows a placeholder image of a horse with a black star. Below it are 'Overwrite', 'Download', and 'Delete' buttons.
- Horse - Right Side:** Shows a placeholder image of a horse with a black star. Below it are 'Overwrite', 'Download', and 'Delete' buttons.
- IMAGE - REGISTRATION PAPERS - Required for Registered Horses:** Shows a placeholder image of a horse with a black star. Below it are 'Overwrite', 'Download', and 'Delete' buttons.
- IMAGE - DOUBLE REGISTRATION PAPERS - Optional:** Shows a 'No Image Selected' message and an 'Upload' button.
- IMAGE - OFFICIAL TEXAS 4-H LEASE AGREEMENT - Required for Leased Horses:** Shows a 'No Image Selected' message and an 'Upload' button.

At the bottom of the upload screen, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red box.

A file explorer dialog box is open, showing a list of files in the 'HORSE' folder:

Name	Date	Type	Size
Queenie Front	2/23/2022 12:47 PM	JPG File	3,646 KB
Queenie Left	2/23/2022 12:49 PM	JPG File	2,195 KB
Queenie Papers	2/23/2022 1:23 PM	JPG File	2,758 KB
Queenie Right	2/23/2022 12:48 PM	JPG File	4,165 KB

The 'Queenie Front' file is selected, and the 'File name' field contains 'Queenie Front'. The 'Open' button is highlighted with a red box.

- 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 RESUBMIT ANIMAL VALIDATION

THE COUNTY OFFICE CANNOT SUBMIT CREDIT CARD PAYMENTS

PAYMENT SELECTION

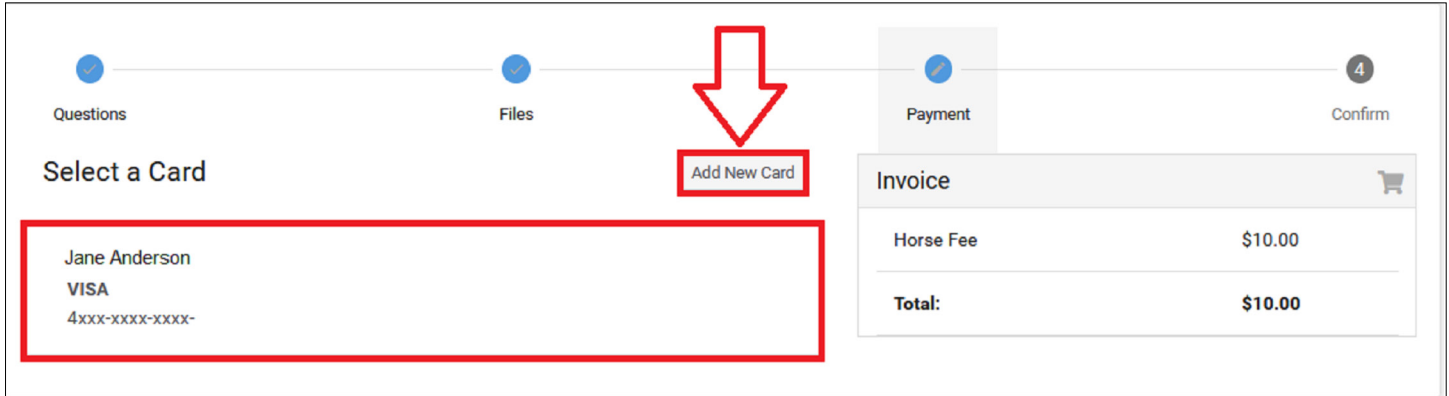
THE ONLY OPTION AVAILABLE FOR PAYMENT IS A CREDIT CARD

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.



Progress: Questions (1), Files (2), **Payment (3)**, Confirm (4)

Select a Card

Add New Card

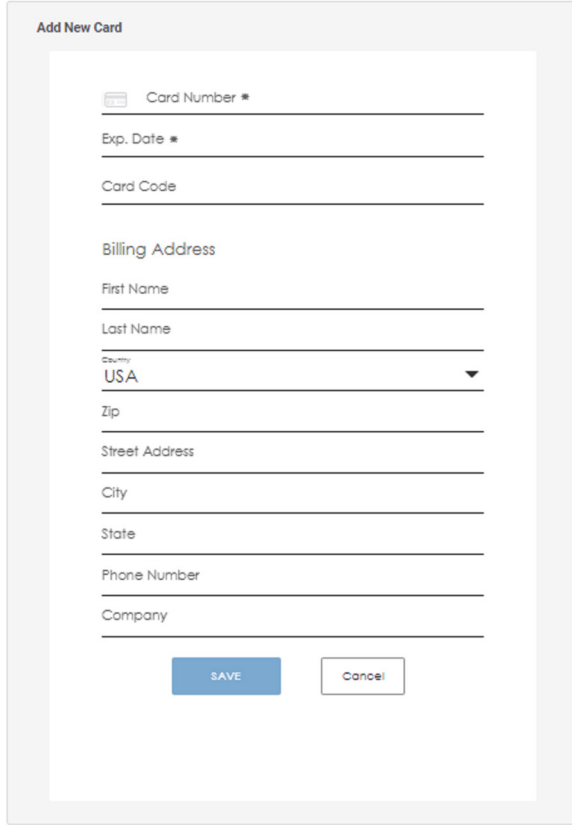
Jane Anderson
VISA
4xxx-xxxx-xxxx-

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

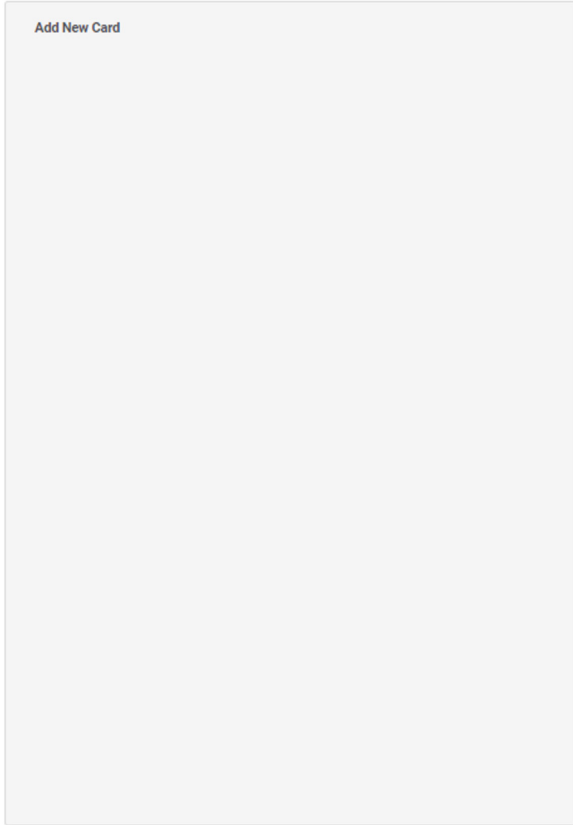
City

State

Phone Number

Company

SAVE Cancel



Add New Card

[View Credit Card Tip](#)

CONTINUE TO RESUBMIT ANIMAL VALIDATION

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.

1
Questions

2
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
<hr/>	
Total:	\$10.00
<hr/>	
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*

Parent / Guardian Name (Full Legal) *required*

Back
Next

CONTINUE TO RESUBMIT ANIMAL VALIDATION

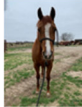
REVIEW AND SUBMIT

- 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		Invoice	
Animal Age	13	Horse Fee	\$10.00
Animal Name	SB Miss Queenie	Total:	\$10.00
Animal Birthdate	2/10/2010	Selected Payments:	
Breed	American Quarter Horse	VISA - Pending	\$10.00
Colors And Markings	Sorrel w/ blaze and white legs	4000-xxxx-xxxx-1251	
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	5292263		
Animal Gender	Male		

Horse - Front View




[Download](#)

Horse - Left Side




[Download](#)

Horse - Right Side



[Download](#)

IMAGE - REGISTRATION PAPERS - Required for Registered Horses



[Download](#)

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