

# Market Steer Upload Directions

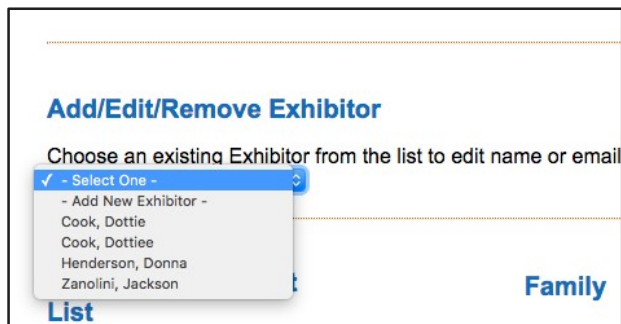
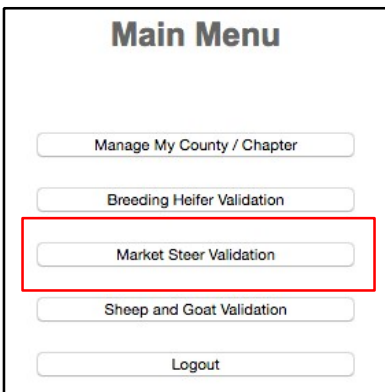
**Step 1:** Go to [texaslivestockvalidation.com](http://texaslivestockvalidation.com).

**Step 2:** Login using your county or chapter name and access code. The access code is the same code that you use for HLSR and Heifer Validation. (You may acquire this code from the Texas 4-H Office)

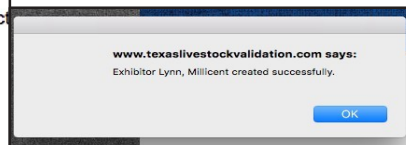
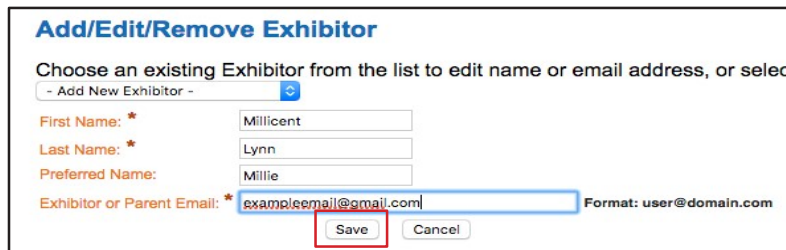


**Step 3:** Select the “Market Steer Validation” menu option.

**Step 4:** Make sure all exhibitors who are validating a steer are on the drop-down menu under “Add/Edit/Remove Exhibitor”. If they are already on the list, go to Step 6. If not, select “Add New Exhibitor” at the top of the drop down list.



**Step 5:** Fill out all the information including the best email to reach the exhibitor’s family. When you click “save” you will get a notification telling you the exhibitor was added successfully.



**Step 6:** Under Family, select the exhibitor from the Exhibitor drop down menu and push “Add Exhibitor to this Family”. (Ensure there is not a family highlighted in the project list so that this will create a new family.)

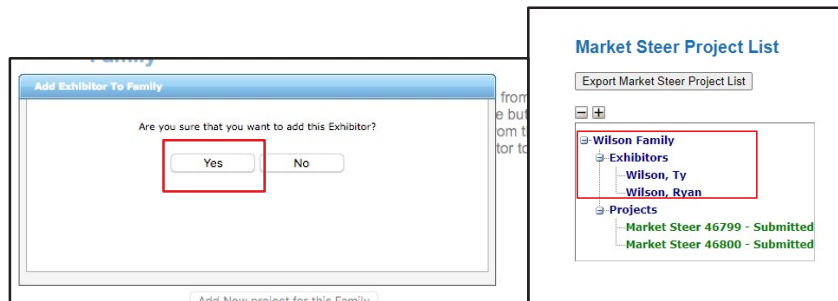
**Step 7:** Under “Family” drop down menu, select the family, then select the exhibitor you wish to add to that family. (Note: the exhibitor you add first under this option will be the name of the family in the “Steer Project List”).

**Family**

To add a new Family, either select Add New Family from the Project List, or select an Exhibitor from the Exhibitor pick list then click on the button below.  
To add an Exhibitor to a Family, select the Family from the Project List, select an Exhibitor from the Exhibitor pick list, then click on Add Exhibitor to this Family.

Family: -  
Exhibitor: - Select One -

**Step 8:** Once you have selected the exhibitor you wish to add to the family, a notification will appear confirming that is the exhibitor you wish to add to the family. Once you select “Yes”, the screen will refresh, the family will be created and will be visible under “Market Steer Project List,” once a project is added to the family. (Note: if multiple exhibitors need to be added to a family, select the family name under the Market Steer Project list on the left-hand side, then add another exhibitor, refer to Step 6).



**Step 9:** Once you have created the family, ensure every exhibitor is listed by “Family” under the Market Steer section. Then select “Add new project for this Family”.

**Market Steer Project List**

Export Market Steer Project List

- Wilson Family
  - Exhibitors
    - Wilson, Ty
    - Wilson, Ryan
  - Projects
    - Market Steer 46799 - Submitted
    - Market Steer 46800 - Submitted

**Family**

To add a new Family, either select Add New Family from the Project List, or select an Exhibitor from the Exhibitor pick list then click on the button below.  
To add an Exhibitor to a Family, select the Family from the Project List, select an Exhibitor from the Exhibitor pick list, then click on Add Exhibitor to this Family.

Family: -  
Exhibitor: - Select One -

**Market Steer**

Family:

Project ID: -

Please indicate a name or any unique characteristics to identify this animal.

Animal Name / Description: -

Tag Number (Last 5): - Select One -

Color: -

Primary Color: - Select One - Pattern: - Select One -

**Step 10:** Fill out the information requested regarding the steer. The color will be a drop down menu where you select the primary color and pattern. The tag numbers will also be a drop-down menu and you will select the tag for the project from your county tag series.

**Market Steer**

Family: Wilson (Ryan, Ty)  
[Add New project for this Family](#)

Project ID: -

Please indicate a name or any unique characteristics to identify this animal.

Animal Name / Description: Fluffy

Tag Number (Last 5): \* 46801

Color: Yellow / Black Painting

Primary Color: \* Yellow Pattern: Black Painting

**Step 11:** When you are finished, select “Submit Project” and this family’s project is complete. You will no longer have the option to select “Save Project” so if "Submit Project is not selected, all changes will be lost. (To remove a project simply select the project in the “Market Steer Project List” and then select “Remove Project”)

[Submit Project](#) [Remove Project](#)

\*Be sure to double check the family names, exhibitor names, and project information under the Market Steer Project List on the left-hand side of the screen!!!\*

**Market Steer Verification for Dummy Test**

[Add/Edit/Remove Exhibitor](#)  
Choose an existing Exhibitor from the list to edit name or email address, or select "Add New Exhibitor" from the list to add a new exhibitor.  
- Select One -

**Market Steer Project List**  
[Export Market Steer Project List](#)

- White/Wilson Family
  - Exhibitors
    - Wilson, Ty
    - Wilson, Ryan
    - White, Rachel
  - Projects
    - Market Steer 46799 - Submitted
    - Market Steer 46800 - Submitted

**Family**  
To add a new Family, either select Add New Family from the Project List, or select an Exhibitor from the Exhibitor pick list then click on the button below.  
To add an Exhibitor to a Family, select the Family from the Project List, select an Exhibitor from the Exhibitor pick list, then click on Add Exhibitor to this Family.

Family: White/Wilson (Rachel, Ryan...)  
Exhibitor: - Select One -  
[Add Exhibitor to this Family](#) [Remove Exhibitor from this Family](#)

**Market Steer**  
Family: White/Wilson (Rachel, Ryan...)  
[Add New project for this Family](#)  
Project ID: -  
Please indicate a name or any unique characteristics to identify this animal.  
Animal Name / Description:   
Tag Number (Last 5): \* - Select One -  
Color:   
Primary Color: \* - Select One - Pattern: - Select One -