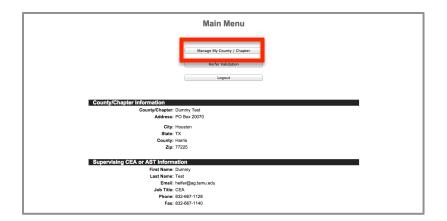
1. Go to https://www.texaslivestockvalidation.com



2. Login

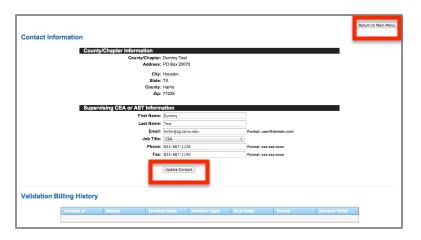
- a. Select County or Chapter
- b. Enter Access Code
- c. Click "Login"



3. Main Menu

a. Select "Manage My County/ Chapter" to edit information

*NEW*Important – We are going to be emailing invoices this year so we must have a current email



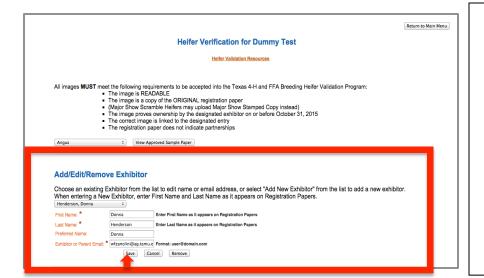
4. Contact Information

- a. Enter information and select "Update Contact"
- b. To return to the main menu select "Return to Main Menu"



5. Main Menu

a. Select "Heifer Validation" to get to the page to enter exhibitor and animal information



- 6. Enter Exhibitor Information
 - a. Email is required even on existing exhibitors. This is the email address that will be notified when papers are reviewed, approved and notified when the heifer project is eligible.
 - Make sure to enter the
 Exhibitor Name as it will appear
 on the registration papers.
 - c. Click "Save"

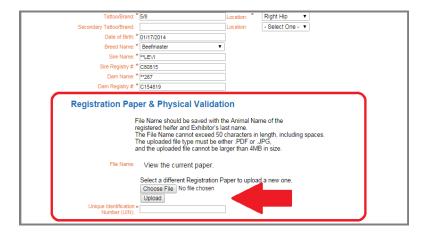


- Click on Exhibitor (Donna Henderson) in the Heifer Project List
- 8. Click on "Add New Heifer for this Exhibitor" which will allow you to enter all of the information

NEW The status of each animal is color coded based on their validation status



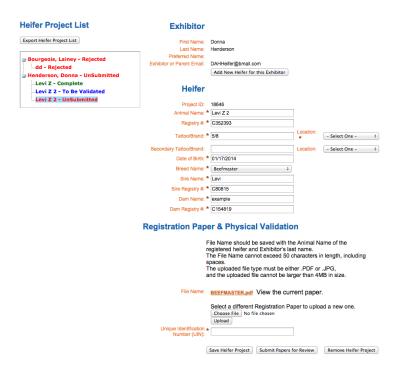
8. Click on Heifer (Levi Z 2)



- 9. Uploading Registration Papers
 - Under Registration Paper & Physical Validation Section Click "Choose File" or "Browse" (depending on browser) to locate your file
 - b. Select File
 - c. Click "Upload"

From this point there are Three different paths:

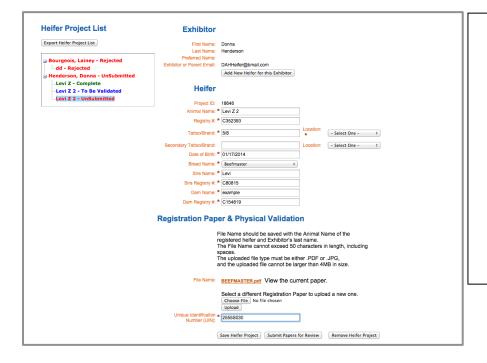
- 1. Submitting Papers for Early Review (No UIN)
 - a. You are entering this information and uploading prior to physical validation (no UIN assigned to heifer) or physical validation was early and you wish to have papers reviewed early prior to final submittal of heifer project. This action will provide the Texas A&M AgriLife Extension Service faculty and staff the opportunity to review registration papers before the deadline. This action does not guarantee papers will be reviewed early. Note the earlier you submit papers for review the more likely they will be reviewed prior to the ownership deadline.



- 10. Scroll to bottom of page and select "Submit Papers for Review"
- 11. At this point the heifer is **not**validated. You will still have to assign
 and enter UIN at a later date.
 Registration papers must be
 uploaded and UIN entered on or
 before **the ownership dealine**.
- 12. Please regularly check website for status of papers you have submitted for early review.

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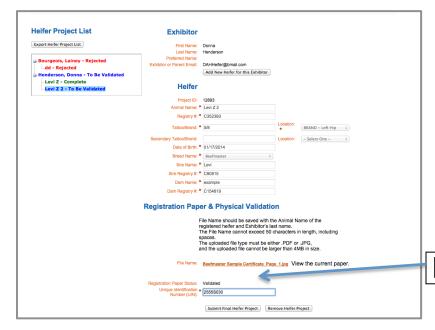
- 2. Uploading Paper and Submitting UIN
 - a. You are entering this information and uploading registration papers following physical validation and wish to submit heifer project. To accomplish this, papers must be uploaded and UIN number entered.



- 10. Click on Heifer (Levi Z 2)
- 11. Enter UIN (2555S030)
- 12. Scroll to bottom of page and select "Submit Papers for Review".
- At this point the heifer is **not** validated. Her registration paper will still have to be reviewed and validated.
- 14. You are finished; barring any issues with the heifer's registration papers

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3. Entering UIN for Heifer with Validated Registration Papers. This path is <u>only</u> possible when registration papers have been submitted for early review (path #1) and papers were validated on or before the ownership deadline.



- 10. Click on Heifer (Levi Z 2)
- 11. Enter UIN (2555S030)
- 12. Scroll to bottom of page and select "Submit Final Heifer Project"
- 13. At this point the heifer is validated and satisfies ownership requirements for the major livestock show season.

Notice status of "validated"

Important Points

- Supervising CEA/AST can review/edit exhibitors and heifers on or any time before the upload deadline
 - After the upload deadline, all edits will be made by staff of Texas 4-H Youth Livestock and Agriculture
- "Because Heifer has satisfied the ownership requirements of the Texas 4-H and FFA Breeding Heifer Validation Program <u>does not</u> declare her eligibility to exhibit at the fall or spring major livestock shows. Check individual show rules and premium lists for breed and age requirements"