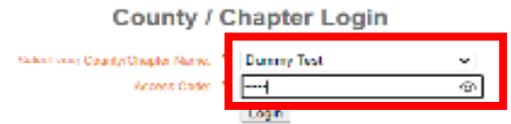


Sheep and Goat Validation Upload Instructions

Step 1: Go to texaslivestockvalidation.com.



Step 2: Login by selecting your County/Chapter Name and enter your access code. The access code is the same code that you use for HLSR login and Steer and Heifer Validation login. (You may acquire this code from the Sheep and Goat Validation Office.)

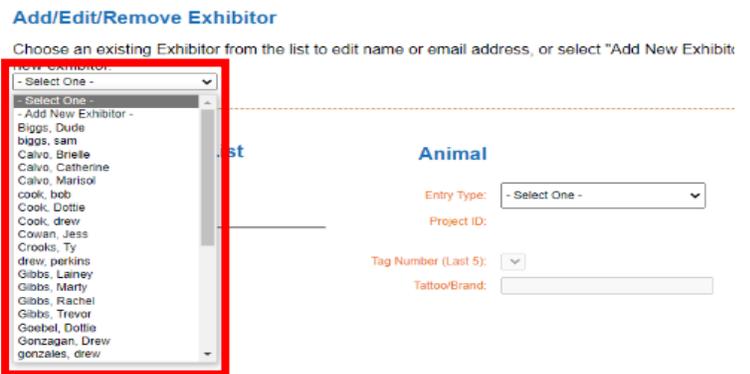


Step 3: Select the “Sheep and Goat Validation” menu option from the **Main Menu**.



Step 4: Make sure all exhibitors who are validating sheep/goats exist in the drop-down menu under the **Add/Edit/Remove Exhibitor** section. Take this time to **update any exhibitor information**. If all exhibitors already exist and their information is correct, go to Step 6.

- You MUST click “Save” to save the exhibitor’s information if any edits are made. A dialogue box stating that the exhibitor’s information was updated successfully will appear at the top of the screen, click “OK” to continue.
- You may also use this time to remove any exhibitors that have graduated or are no longer showing in your county. *Taking the time to do this helps us tremendously during the validation process!*



Ensuring emails are correct and up to date is EXTREMELY IMPORTANT! The system will notify the exhibitor/parent via email when entries are submitted and when validation is approved.

Step 5: To add a new exhibitor, select “Add New Exhibitor” from the drop-down menu and complete the required information.

- Please ensure the Exhibitor or Parent Email is correct; this is where validation information will be sent when it is submitted. This allows families to double check that the validation information is correct.
- Choose an existing family if this exhibitor has siblings entered in the system or select “Add New Family” from the **Family** drop-down menu to create a new family.
 - A “Family” can consist of one exhibitor, multiple exhibitors with the same last name, or multiple exhibitors with different last names.
 - To create a family with exhibitors that have different last names, you will select the family name of the first exhibitor for the additional exhibitor(s) you are adding to the family. Once added to that family, both last names will appear, separated by a “/”.



- You **MUST** click “Save” to save the exhibitor’s information. A dialogue box stating that the entry was created successfully will appear at the top of the screen, click “OK” to continue.

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.

- Add New Exhibitor -

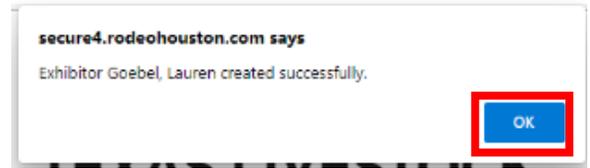
First Name: *

Last Name: *

Preferred Name:

Exhibitor or Parent Email: * Format: user@domain.com

Family:



Step 6: Enter validation data for each exhibitor/family.

DO NOT SELECT AN EXHIBITOR FROM THE ADD/EDIT/REMOVE EXHIBITOR SECTION WHEN WORKING IN THE ANIMAL SECTION!

- Under the **Animal** section, select an **entry type**. On the **Validation Form**, market animals are listed in the top section and registered breeding sheep/goats and commercial/wether dams/does are listed in the bottom section.
- Select a **family**.
- Enter the remaining information from the **Validation Form**.
 - Tag Number** – select number from the drop down (these are the tag numbers that are assigned to your county)
 - The tag number will be removed from the drop down once you submit the entry.
 - Registry Number** – for breeding sheep and breeding goats only
 - Breed Name** – for breeding sheep, commercial/wether dams, and market lambs only
 - This is just an identification of the animal; it does *not* indicate the breed the animal will show as at a show.
 - Tattoo** – for breeding goats, commercial/wether dams and does, and market lambs and goats
 - TLBA Tag Number** – for sheep only / **TGBA Tag Number** – for goats only
 - Flock Tag Number** – for breeding sheep only
 - Secondary Club** – indicate the club/chapter under which the student/project is being supervised if you are not the supervisor so that person can see the project, or indicate the club/chapter of the validation chairperson so they can also see this project
 - Registration Paper** – you **must upload a legible copy of the registration papers** that correspond to the validation tag number and registration information entered for that entry, for registered breeding animals only
- Double check** to ensure that all the information you entered is correct, then click “Submit Project”
- Once the entry has been submitted, a dialogue box stating the project submitted successfully will appear at the top of the screen, click “OK” to continue.

MARKET LAMB AND GOAT SECTION
PROJECTS ARE FAMILY VALIDATED

| Validation # | TLBA/TGBAA# If Applicable | Lamb Breed/Goat | Validation # | TLBA/TGBAA# If Applicable | Lamb Breed/Goat | Validation # | TLBA/TGBAA# If Applicable | Lamb Breed/Goat |
|--------------|---------------------------|-----------------|--------------|---------------------------|-----------------|--------------|---------------------------|-----------------|
| 255600 | 2870 | SD | 255606 | 0123 | Goat | | | |
| 255601 | 2871 | SD | 255607 | 0124 | Goat | | | |
| 255602 | 374 | FW | 255608 | N/A | Goat | | | |
| 255603 | 578 | FWX | | | | | | |
| 255604 | 312 | MW | | | | | | |
| 255605 | 311 | MW | | | | | | |

WETHER/COMMERCIAL DAMS AND DOES / BREEDING SHEEP AND GOAT SECTION
PROJECTS CAN BE FAMILY VALIDATED

| Validation # | Exhibitor Name(s) | Breeding Sheep or Goat OR Wether/Commercial Dam or Doe | Registration # (If Applicable) | TLBA/TGBAA# (Wether/Commercial Dam/Doe If Applicable) | Flock Tag / Tattoo |
|--------------|-------------------------------------|--|--------------------------------|---|--------------------|
| 255609 | Dottie or Lauren Goebel or Robert S | W Dam | N/A | 2671 | 226 |
| 255610 | Robert Scott | BS | E2601111 | N/A | 516 |
| 255611 | Dottie or Lauren Goebel | BS | R5128796 | N/A | 211 |
| 255612 | Dottie or Lauren Goebel or Robert S | W Doe | N/A | 4115 | 226 |
| 255613 | Dottie Goebel | BG | 787956234 | N/A | BR5/1234 |

Animal

Entry Type:

Family:

Tag Number (Last 8):

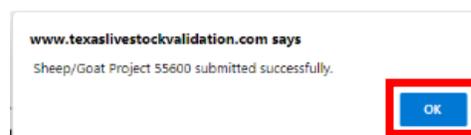
Tattoo/Brand:

Breed Name:

TLBA Tag Number:

Please indicate the club or chapter under which the student/project is being supervised if it is not yours. For example, if you are the chairperson and you are submitting the entire county, please indicate the club/chapter for this specific project. If this is your project and you are not the chairperson, please select the club/chapter of the validation chairperson so they can also see this project.

Secondary Club:



- The entry should appear under the **Sheep/Goat Project List** under the corresponding **Family Name**. Eligible exhibitors should be listed under the **Family**, followed by **Projects** that have been submitted.
 - The entry will be green and list the entry information followed by “Submitted”.
 - If you click on the entry, the entry will appear under the **Animal** section.
 - If, for any reason, you need to **edit the information** entered, you **will have to remove the project and resubmit the entry again**.
 - Once the entry has been validated, the entry information will be followed by “Complete” or “Rejected”
 - If the entry is approved, it will be green and followed by “Complete.”
 - If the entry is denied, it will be red and followed by “Rejected.”



Step 7: Repeat **Step 6** for every entry within the same family.

- Please be sure that exhibitors listed in the **Sheep/Goat Project List** under each **Family Name** are eligible exhibitors, meaning they are listed on the *Validation Form* and all signatures have been secured.
 - Please remove exhibitors that are no longer eligible. *Your help is greatly appreciated!*

Step 8: Repeat **Step 6** and **Step 7** for the remaining exhibitors and entries.

- Be sure to double check the family names, exhibitor names, and project information under the **Sheep/Goat Project List** on the left-hand side of the screen.
- To download an Excel spreadsheet with all the validation data you have entered, select “**Export Sheep/Goat Project List**” under the **Sheep/Goat Project List** section.
 - The Excel file will be sorted by entry type on separate pages.



VALIDATION IS NOT COMPLETE UNTIL ALL VALIDATION INFORMATION HAS BEEN ENTERED ONLINE AND ALL VALIDATION MATERIALS HAVE BEEN MAILED TO THE SHEEP AND GOAT VALIDATION OFFICE:

**7887 US HWY 87 N
 SAN ANGELO, TX 76901**