

Block & Bridle

2023 Hippology Contest Rules & Resources

February 10, 2023

1:00pm – Alphin Stuart Livestock Arena – Blacksburg, VA

OBJECTIVE

The primary objective of the Hippology contest is to provide, in a friendly but competitive setting, an opportunity for youth enrolled in 4-H or FFA to demonstrate the breadth of their knowledge and understanding of equine science and management, and in particular, the practical application of this knowledge and skill. It is hoped that this contest will generate new friendships and be a rewarding experience for the contestants.

Guidelines and Essentials – Please Read Carefully – Contest protocol, eligibility and content are included in this letter. Please take time to thoroughly read as most, if not all, questions are answered in this information.

Any regulations or protocol, with regards to health and social distancing, in place at the time of the event will be communicated to the coaches or all registered participants. There are currently no restrictions in place.

Entries will be submitted electronically using this link: <https://tinyurl.com/2023BnBHorse>
Entries must be submitted via the electronic link above, no later than Tuesday, January 31st.
A copy of the electronic entry summary sheet must be saved as a PDF and emailed to carterke@vt.edu no later than Tuesday, January 31st.

Late entries will **NOT be accepted.**

Entry Fee Payments are NOT to be mailed, but submitted the DAY OF THE EVENT during registration and check-in. Invoices will be created and emailed to the coach upon acceptance of entries. Entry fees are due and payable for the number of youth ENTERED, not the number who participate. Entry fees for the Hippology Contest are \$8.00/contestant.

- Personal, business, or school check made payable to: Virginia Tech Block and Bridle Club
- VT Hokiemark or VA 4-H Foundation Check made payable to: VT Block and Bridle Club
- Copy of your VT Hokiemark PO Paperwork
- Copy of your VA 4-H Foundation Payment Request
- Credit Card Payment THE DAY OF THE EVENT
- ***4-H Units or Clubs needing to pay via VTF Journal Transfer must contact Jennifer Redifer at jredifer@vt.edu for fund/account number and transfer instructions

Team Designation is not required at the time of entry – Team assignments will be made by the coach during registration/check-in the day of the event.

During the entry process you will need the following information for each contestant: Name, Date of Birth, Current Grade Level (required for FFA contestants), and any accommodations required.

There are NOT separate 4-H and FFA Contests, therefore youth may NOT dual enter. Each participant must decide whether they will compete representing FFA or 4-H. All contestants must be an enrolled and eligible member of the FFA Chapter or 4-H Unit that they represent in the contest.

Teams consist of three or four members. In teams in which there are four members, all will compete, but the member receiving the lowest overall score will be automatically declared the alternate. The scores of the alternate will not be included in any of the team totals, but will be eligible for individual awards. Teams consisting of three members will have no alternate and all members' scores will count in determining team awards.

Team members must all represent the same Unit or FFA Chapter and be enrolled members of that organization. ***Composite teams will not be created for the 2023 Contest*** Individuals who are not members of a team are still eligible for individual awards.

Contestants participating as individuals only will not complete the team problem.

Eligibility rules respective to each youth organization are enforced:

FFA –Eligibility of teams will be determined by the rules stated in the National FFA Career Development Event Manual as well as “Official Board Policy”.

Senior teams – members must be in 9th, 10th, 11th, or 12th grade at the time of the contest.

Junior Teams – members must be in 6th, 7th, 8th, or 9th grade at the time of the contest.

***9th grade contestants may only compete in one division.

4-H – Senior Division – members must turn 14 years of age before January 1, 2023 and not have had their 19th birthday before January 1, 2023.

Junior Division – members will not have had their 14th birthday before January 1, 2023. Youth who will be 9 years old by September 30, 2023 are eligible to compete.

***All senior contestants must be eligible for their respective organization's National Hippology CDE or Contest, having not previously participated in that event.

***Please Note: This is the last year that grade level will be used to determine eligibility and age divisions for FFA Youth. Beginning with the 2024 Contest, birthdate and age as of January 1 will be used to determine age divisions for ALL participants.

General Information

Contest Registration – 1:00 PM, Contest 1:30– 6:00 pm. Contest held at Alphin Stuart Arena, VA Tech, Blacksburg.

Contest Chairpersons:

Hannah Beaver - Contest Chairperson Committee: Jordan Buck, Karlynn Goforth, Sydney Hudson, Kate Pugh, and Symphanie Wagner

Beth Sheely, Virginia Tech, B & B Advisor

Emma Helm, Virginia Tech, B & B Advisor

Questions regarding entries or contest details, please contact:

Katherine Carter, Extension Youth Animal Science Specialist, carterke@vt.edu

THE CONTEST

A. **Examination Phase**-This phase of the contest will include a written exam

B. **Slide Phase**- This phase of the contest will include PowerPoint slides consisting of multiple-choice questions identifying or using pictures

C. **Station Phase**- This phase will consist of a series of stations or tables where at each, all contestants will respond to the requirements of the station. Examples of stations which may be used include:

1. Identification of:

a. Various types of saddles (actual or pictured) and parts of saddles

b. Tack, bits, bridles, horseshoes, and parts of shoes.

c. Tools and Equipment, and assembly of specific parts of various pieces of equipment.

d. Grains and forages used in equine rations including various forms and methods of preparation

e. Internal and external parasites based on actual samples, pictures, life cycle chart and/or damage caused

f. Blemishes and unsoundnesses

g. Ages of equines based on teeth

2. Use of pulse rate, respiration rate, temperature, dehydration, anemia, etc. to assess horse health.

3. Measurements such as, but not limited to, wither height, shoe size, girth, collar size, gullet width, seat length of saddle, etc. may be required.

D. **Judging** - Contestants will be required to place one or two conformation classes – these may be live classes or picture classes.

E. **Team Problem** - All teams within an age division will be presented with the same problem. Each team will have equal time to discuss among themselves the problem, and provide the required answers on the Scantron of the “-1” team member. Topics, and associated questions, that could be covered in the team problem may include the following:

1. Balancing a horse's ration.

2. Farm management recommendation for specific, (i.e., breeding, training, boarding, nursery, lay-up, etc) horse operations.

3. Considerations for the establishment of a new horse facility (stable to be used for a specific purpose).

4. Recommendations for selecting, locating and purchasing horses for specific uses.

5. Behavior problems-causes, management of and corrections.

6. Training & conditioning programs: equipment, schedules, methods, nutrition, problem avoidance.

7. Breeding and/or leasing contracts-specific clauses for insurance, liability, payments, care, termination, transport, etc.

8. Teaching lessons in horse management (specific subject to be announced) to a group of Beginner horse riders including how much time, topics to cover, etc.

9. Explanation of use or assembly of specific equipment will be considered.

10. Demonstrate skill or ability to use specific equipment.

Team problem scores will not be included in determining the rank of individuals in the contest, but will be added to the team scores of the other three phases to determine overall team standing for each division.

Contest answers will be recorded on the Universal D scantron form at this link:

<https://www.judgingcard.com/ScanSheets/Samples/705D-2.pdf> Please familiarize your youth with

this form prior to the contest. Each contestant will need a clipboard and at least one No.2 pencil to complete the scantron.

AWARDS – Junior and Senior divisions

1. Individual awards are given within Junior and Senior divisions, respectfully. Three awards categories for the top 10 individuals will include: (1) examination & slide phase scores combined; (2) stations & judging scores combined; and (3) overall total score.

2. Team awards are given within Junior and Senior divisions, respectfully. The top five teams will be recognized for scores in (1) examination & slide phase scores combined; (2) stations & judging scores combined; (3) team problem; and (4) overall total score.

Tie Breaking

All ties overall, individual and team, will be broken using the following sequence:

1. Examination scores
2. Station scores
3. Judging scores

Ties within any phase are to be broken using the overall score first and then the same sequence as above. If further tie breaking is needed, the scores at each station, in order may be used.

REMINDERS:

Entry Deadline is Tuesday, January 31st for Electronic Entry Submission and Tuesday, January 31st for emailing the Entry Summary Form.

You must submit the online Qualtrics form AND email a hard copy of the completed Summary form to carterke@vt.edu This will help us confirm entries and create payment invoices. Payment or proof of payment request as listed previously must be presented at check-in. Please do NOT mail payment with your entry forms.

Please do NOT mail payment prior to the contest – Payment will be collected the day of the contest and is based on number of entered contestants, not those who participate. One payment can be made for for both Hippology and Horse Judging entry fees. Acceptable forms of payment are:

- Personal, business, or school check made payable to: Virginia Tech Block and Bridle Club
- VT Hokiemark or VA 4-H Foundation Check made payable to: VT Block and Bridle Club
- Copy of your VT Hokiemark PO Paperwork
- Copy of your VA 4-H Foundation Payment Request

- Credit Card Payment THE DAY OF THE EVENT
- 4-H Units or Clubs needing to pay via VTF Journal Transfer must contact Jennifer Redifer at jredifer@vt.edu for fund/account number and payment instructions.

REFERENCE MATERIAL

Reference Material: All the information covered in this contest may be found in one or more of the following publications:

Senior Reference Material: All the information covered in this contest for Senior competition may be found in one or more of the following publications:

- 1) ILLUSTRATED DICTIONARY OF EQUINE TERMS, by New Horizons Education Center, Inc. Dogwise Publishing (www.dogwise.com) 403 S Mission St, Wenatchee, WA 98801, 800-776-2665
- 2) HORSE ANATOMY: A Coloring Atlas, by Robert A. Kainer & Thomas O. McCracken Dogwise Publishing (www.dogwise.com) 403 S Mission St, Wenatchee, WA 98801, 800-776-2665
- 3) FEEDING AND CARE OF THE HORSE (2nd edition), by Lon D. Lewis Wiley (www.wiley.com), 9200 Keystone Crossing, Ste 800, Indianapolis, IN 46240, 877-762-2974
- 4) HORSE INDUSTRY HANDBOOK (9th edition), by the American Youth Horse Council AYHC (www.ayhc.com), 1 Gainer Rd, McDonald, NM 88262, phone: 817-320-2005 *Visit website for continued updates
- 5) THE HORSE, 3rd Ed, by Evans, Hoffman, Petersen, and Van Vleck. Publisher: Waveland Press, Inc. (<https://a.co/d/4RTTOPE>)
- 6) HORSE SMARTS: AN EQUINE REFERENCE & YOUTH ACTIVITY GUIDE, by AYHC AYHC (www.ayhc.com), 1 Gainer Rd, McDonald, NM 88262, phone: 817-320-2005 *Visit website for continued updates
- 7) DOVER SADDLERY - Apparel, tack and horse care items, for the English rider. Request catalog or visit www.DoverSaddlery.com or call 888-234-6942
- 8) SCHNEIDER SADDLERY – Apparel, tack and horse care items for the Western and the English rider. Request catalog or visit www.sstack.com or call 800-365-1311
- 9) Other: Grains, forages, and feed preparations used in this contest will be representatives of feeds utilized in horse rations.

Junior Contest References will be limited to:

- 1) EQUINE SCIENCE: For Horse Crazy Youth and Horse Owners, by Jean T. Griffiths AYHC (www.ayhc.com), 1 Gainer Rd, McDonald, NM 88262, phone: 817-320-2005 *For books purchased prior to 2020 an update sentence correction is on page 60: original sentence "The size of the horse's eyeball (known as the globe) is larger than that of any other mammal, including the elephant and the whale." changed to "The size of the horse's eyeball (known as globe) is larger than that of any other land mammal."

- 2) HORSE SMARTS: AN EQUINE REFERENCE & YOUTH ACTIVITY GUIDE, by AYHC AYHC (www.ayhc.com), 1 Gainer Rd, McDonald, NM 88262, phone: 817-320-2005 *Visit website for continued updates
- 3) HORSE SCIENCE, by Ray Antoniewicz <https://shop4-h.org/products/horse-program-curriculum-horse-science>
- 4) HORSES AND HORSEMANSHIP, by Ray Antoniewicz <https://shop4-h.org/products/horse-program-curriculum-horses-horsemanship>
- 5) DOVER SADDLERY - Apparel, tack and horse care items, for the English rider. Request catalog or visit www.DoverSaddlery.com or call 888-234-6942
- 6) SCHNEIDER SADDLERY – Apparel, tack and horse care items for the Western and the English rider. Request catalog or visit www.sstack.com or call 800-365-1311
- 7) Other: Grains, forages, and feed preparations used in this contest will be representatives of feeds utilized in horse rations.

The Block and Bridle Club will NOT be securing room blocks for the contest. Accommodations and reservations are the responsibility of each team, coach, and/or chaperones. The following motels are local to Blacksburg/Christiansburg:

Blacksburg

Comfort Inn	540/951-1500
Holiday Inn	540/552-7001
Hawthorn Inn (formerly Amerisuites)	540/552-5636
Closest to Arena	

Christiansburg

Quality Inn	540/382-2055
Days Inn	540/382-0261
Econo Lodge	540/382-6161
Super 8	540/382-7421

Block & Bridle

2023 Horse Judging Contest Rules & Resources

February 11, 2023

8:00am – Alphin Stuart Livestock Arena – Blacksburg, VA

OBJECTIVE

The contest is designed to provide FFA and 4-H members with an opportunity to develop and practice horse evaluation and selection skills, and to defend their decisions in oral reasons. The event will provide Virginia Tech students with experience in event management. Judging can lead to a professional career in the equine industry.

Guidelines and Essentials – Please Read Carefully – Contest protocol, eligibility and content are included in this letter. Please take time to thoroughly read as most, if not all, questions are answered in this information.

Any regulations or protocol, with regards to health and social distancing, in place at the time of the event, will be communicated to the coaches of all registered participants. There are currently no restrictions in place.

Entries will be submitted electronically using this link: <https://tinyurl.com/2023BnBHorse>
Entries must be submitted via the electronic link above, no later than Tuesday, January 31st.
A copy of the electronic entry summary sheet must be saved as a PDF and emailed to carterke@vt.edu no later than Tuesday, January 31st.

Late entries will **NOT be accepted.**

Entry Fee Payments are NOT to be mailed, but submitted the DAY OF THE EVENT during registration and check-in. Invoices will be created and emailed to the coach upon acceptance of entries. Entry fees are due and payable for the number of youth ENTERED, not the number who participate. Please see below for applicable entry fees for each contest.

- Personal, business, or school check made payable to: Virginia Tech Block and Bridle Club
- VT Hokiemark or VA 4-H Foundation Check made payable to: Virginia Tech Block and Bridle Club
- Copy of your VT Hokiemark PO Paperwork
- Copy of your VA 4-H Foundation Payment Request
- Credit Card Payment THE DAY OF THE EVENT
- ***4-H Units or Clubs needing to pay via VTF Journal Transfer must contact Jennifer Redifer at jredifer@vt.edu for fund/account number and transfer instructions

There will be four divisions offered:

- Junior Regular Contest – Jr Contestants, no reasons – Entry Fee \$8.00/contestant
- Junior Advanced Contest – Jr Contestants, 1 set of reasons – Entry Fee \$13.00, includes lunch
- Senior Regular Contest – Sr Contestants, no reasons – Entry Fee \$8.00/contestant
- Senior Advanced Contest – Sr Contestants, 3 sets of reasons – Entry Fee \$13.00, includes lunch

Eligibility rules respective to each youth organization are enforced:

- **FFA** –Eligibility of teams will be determined by the rules stated in the National FFA Career Development Event Manual as well as “Official Board Policy”.
- Senior – members must be in 9th, 10th, 11th, or 12th grade at the time of the contest.

- Junior – members must be in 6th, 7th, 8th, or 9th grade at the time of the contest.
**9th grade contestants may only compete in one division.
- **4-H** – Senior – members must turn 14 years of age before January 1, 2023 and not have had their 19th birthday before January 1, 2023..
- Junior – members will not have had their 14th birthday before January 1, 2023. 4-H youth turning 9 years old by September 30, 2023 are eligible to compete.
- ***All senior contestants must be eligible for their respective organization's National Horse Judging CDE or Contest, having not previously participated in that event.

***Please Note: This is the last year that grade level will be used to determine eligibility and age divisions for FFA Youth. Beginning with the 2024 Contest, birthdate and age as of January 1 will be used to determine age divisions for ALL participants.

There are NOT separate 4-H and FFA Contests, therefore youth may NOT dual enter. Each participant must decide whether they will compete representing FFA or 4-H. All contestants must be an enrolled and eligible member of the FFA Chapter or 4-H Unit that they represent in the contest.

Team Designation is not required at the time of entry – Team assignments will be made by the coach during registration/check-in the day of the event.

During the entry process you will need the following information for each contestant: Name, Date of Birth, Current Grade Level (required for FFA contestants), and any accommodations required.

Teams consist of three or four members. In teams in which there are four members, all will compete, but the member receiving the lowest overall score will be automatically declared the alternate. The scores of the alternate will not be included in any of the team totals, but will be eligible for individual awards. Teams consisting of three members will have no alternate and all members' scores will count in determining team awards.

Team members must all represent the same Unit or FFA Chapter and be enrolled members of that organization. ***Composite teams will not be created for the 2023 Contest*** Individuals who are not members of a team are still eligible for individual awards.

Coaches, parents, guests, and 4-H members not giving reasons will be on their own for lunch.

General Information - Saturday, February 11th, 2023

Contest held at Alphin Stuart Arena, VA Tech, Blacksburg

Contest Registration: 8:00 – 8:45 am.

Welcome and break into groups: 8:50

Contest Begins: 9:00

Regular (non-reasons) Contestants Excused - Completion of the Placing Classes

Lunch for Advanced Contestants: 12:00 Noon

Reasons for Advanced Contestants: 12:30 – 3:30 Alphin-Stuart Arena and Etgen Learning Center

Class Critiques and Awards: 4:00 pm at Alphin-Stuart Arena

Contest Chairpersons:

Hannah Beaver, Chairperson. Committee: Jordan Buck, Karlynn Goforth, Sydney Hudson, Kate Pugh, and Symphanie Wagner

Block and Bridle Advisors:

Beth Sheely, Virginia Tech, B & B Advisor

Emma Helm, Virginia Tech, B & B Advisor

Questions regarding entries or contest details, please contact:

Katherine Carter, Extension Youth Animal Science Specialist, carterke@vt.edu

THE CONTEST

Scoring: Scoring is based on the Hormel Computing System, with 50 points being a perfect score on a class placing or on a set of oral reasons. All classes will consist of four horses. Halter classes will be lined up head to tail and numbered 1-2-3-4 beginning with the rear horse. Riders of performance horses will wear the horse's number (1,2,3,4). Fifteen minutes will be allowed for each class placing. The three high scores will be added together for the team score. All team members will be eligible for individual awards.

Recording Placings: Contestants will use a Scantron to record their placings.

<https://www.judgingcard.com/ScanSheets/samples/705A-12.pdf> is the link for the scantron that will be utilized.

Please familiarize all contestants with this form. Each contestant will need at least one #2 pencil and a standard clipboard for recording their answers.

Soundness: All halter horses are to be judged as sound of limb, eye, mouth, wind, and reproductive status. All performance horses will be judged as they go unless otherwise stated by contest officials. Legality of tack, equipment, and rider dress will be confirmed prior to the class.

Classes: Contestants will judge 6 to 10 classes. Classes will be announced at the contest and selected from, but not limited to, the following list:

Halter: Hunter in Hand, Stock Horse, Pony of America, Tennessee Walking Horse or Gaited Type, Arabian/Half Arabian, Thoroughbred, American Saddlebred, Pony Halter, Morgan, Sport Horse, Draft Horse, Mules

Performance: Western Pleasure, Hunter Under Saddle, English Pleasure, Hunter Hack, Plantation Pleasure, Country Pleasure, Reining, Western Riding, Racking Horse, Hunt Seat Equitation, Western Horsemanship, Trail, Ranch Riding, Saddle Seat Equitation

Judging classes will be generally scored and conducted according to the rules of the USEF and AQHA. Breed classes will be judged according to the respective breed standards.

Contest Etiquette:

1. Contestants are not permitted to carry cell phones or any other electronic devices at any time during the contest.
2. Contestant dress code. Cold weather is the norm for Blacksburg in February and warm layers are recommended for everyone. No hats are allowed during the judging competition. During the reasons competition, contestants are expected to dress neatly and professionally but expensive clothing and horse show outfits are not necessary. Boots or closed toe shoes are appropriate for the halter judging section of the contest. With proper planning, there is little need for a full wardrobe change when time is more appropriately spent preparing reasons.
3. Contestants must not confer during the contest, including oral reasons preparation. Contestants must supply their own note pads, clip boards, and pencils. Contestants may not take any printed materials into the contest other than notes they prepare during the contest and patterns provided to all contestants. Placing cards will not be returned. There will be some heat, but again, warm clothing is recommended.
4. The reasons competition is designed to reward excellence in accuracy and oral delivery of the pertinent information. Contestants are strongly urged to not use their notes during the delivery of reasons. Reason scores will incur a 25-point penalty if read by the contestant, without regard to content. NOTE: Judges will be empathetic to contestants, especially those who are in the initial learning stages. They will be encouraging and understanding. This event is intended to be a practice contest for learning.

AWARDS – Junior and Senior divisions

- Halter, Performance, & Oral Reasons
Jr. and Sr. Individuals (1st – 10th) Jr. and Sr. Teams (1st – 5th)
- Overall Winners
Jr. and Sr. Individuals (1st – 10th) Jr. and Sr. Teams (1st – 5th)

The Block and Bridle Club will NOT be securing room blocks for the contest. Accommodations and reservations are the responsibility of each team, coach, and/or chaperones. The following motels are local to Blacksburg/Christiansburg:

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Closest to Arena	

Christiansburg

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Days Inn	540/382-0261
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Please do NOT mail payment prior to the contest – Payment will be collected the day of the contest and is based on number of entered contestants, not those who participate. One payment can be made for both Hippology and Horse Judging entry fees. Acceptable forms of payment are:

- Personal, business, or school check made payable to: Virginia Tech Block and Bridle Club
- VT Hokiemark or VA 4-H Foundation Check made payable to: Virginia Tech Block and Bridle Club
- Copy of your VT Hokiemark PO Paperwork
- Copy of your VA 4-H Foundation Payment Request
- Credit Card Payment THE DAY OF THE EVENT
- 4-H Units or Clubs needing to make payment via a VTF Journal Transfer must contact Jennifer Redifer at jredifer@vt.edu for fund/account information and payment instructions.

Block and Bridle Youth Animal Science Educational Contests Qualtrics Entry System Tip Sheet

Please read through the instructions, make sure you have the information needed and available before you begin.

Prior to beginning:

- Identify all potential youth that will be participating from your Unit, Club or Chapter
 - Only youth who are pre-entered and verified as eligible and enrolled 4-H or FFA members qualify to participate
- For each youth you wish to enter, you will need the following information:
 - Contestant Name
 - 4-H or FFA (which organization are they competing under)
 - FULL Date of Birth – this will be used to assign 4-H youth to age division
 - Current Academic Grade Level – REQUIRED for all FFA Contestants and used to assign FFA youth to the appropriate division
 - Special Dietary Restrictions – extremely important for judging contest participants that will be giving reasons and eating the provided lunch
 - Assistive Services – Reader, accessibility needs, any other additional services we would need to provide to help a child have a positive contest experience
- You do not need to assign youth to specific teams during the entry process – that information will be collected at registration/check-in the day of the contest. This provides coaches the flexibility of determining team make-up right up to registration time, while avoiding last minute changes to paperwork for both coaches and contest administrators
- You will enter all contestants for all contests in one entry (the system allows up to 30 youth on one entry, if you have more than that, please contact Katherine Carter at carterke@vt.edu) – **Contestant information needs only be entered ONCE for each individual child, regardless of how many contests they are participating in that weekend**

Beginning the Entry Process:

- Use the appropriate link to access either the Horse Educational Events or the Livestock/Meats Educational Events
 - Horse Judging and Hippology - <https://tinyurl.com/2023BnBHorse>
 - Livestock and Meats - <https://tinyurl.com/BnBLivestock2023>
 - You will use the same link, same entry submission for all applicable events. No need to submit separate entries for Hippology and Horse Judging – use one submission
 - Stockmans, Livestock Judging, and Meats – use one submission
- Take a minute to read the directions at the beginning of the platform
- Enter the name of the 4-H Unit (County or Independent City) or School with which your contestants are affiliated
 - If your Unit has multiple clubs participating, please list the club name after the Unit
- Enter Coach Information – please provide a complete address, phone number and email address
- Enter the total number of youth you plan to bring to the event(s)
 - This is across all contests covered by that entry link
 - This number is what tells the form how many “Contestant Information” fields to generate for you to complete
- Enter the number of youth you plan to bring to each contest next to the respective contest line
 - Each contest and contest division has its own line/box

- Enter the number of contestants that will participate in the respective contests and divisions
- **Each box requires a response. Please enter “0” for any contests/divisions that you do not wish to enter**
- Add individual contestant information as requested – when finished with one contestant, use the right/next arrow to submit and show the next contestant information field – this will continue until you have entered information for the number of contestants you entered as “Planning to bring to the event”
 - Please enter information as requested – Name should be Last Name, First Name
 - EACH FIELD REQUIRES A RESPONSE – Please put N/A or None in fields that do not apply
 - Remember: Only pre-entered youth that have been verified as eligible and enrolled are qualified to compete

Completing the Summary Sheet:

- Once you have entered all of the contestants, you will see the *Entry Form Summary Sheet* – this sheet must be printed and completed by hand. It will not allow electronic input.
- When this page presents, use the right arrow to proceed to the Entry Response Review

Printing Your Entry Form and Summary Sheet:

- Prior to reviewing your entry information, please note the blue “**Download PDF**” option in the righthand corner of the grey box near the top of the response summary. Click this and download a copy of your results, saving them to your computer, as well as printing a copy.
- Once printed, **complete the summary sheet with the appropriate numbers and figures, scan and email to carterke@vt.edu**
- Don’t forget to click the final next arrow at the bottom of your Response Summary page – this is what submits your entry.
- **Your entry has not been submitted until you see the “Your response has been recorded” box at the end of the survey.**

Entry Fee Payment:

- Please do NOT send checks or proof of payment with your Summary Sheet. ALL entry fees (or proof of payment if using internal transfer) will be collected at the Contest.
- **Entry Fees are due for every participant you entered, even if they do not attend and participate.**
- Schools/Units that enter, but do not attend will be invoiced for their entry fees after the event.
- Acceptable Forms of Payment (to be brought with you the day of the contest)
 - Personal or business/school check made Payable to: VT Block and Bridle Club
 - VT Hokiemark Check made payable to: VT Block and Bridle Club
 - Copy of your VT Hokiemark PO Paperwork – proof of payment processing
 - Credit Card Payments can be made onsite the day of the contest
 - 4-H Clubs/Units that wish to pay via VTF Journal Transfer must contact Jennifer Redifer at jredifer@vt.edu for Fund/Account number and payment instructions

Questions:

Katherine Carter, Extension Youth Animal Science Specialist, carterke@vt.edu or 540-231-2257
 Jennifer Redifer, Extension Youth Animal Science Associate, jredifer@vt.edu or 540-231-6345