

Virginia 4-H State Show Declaration Guidelines

Online Declaration System Guidelines. If you have any questions, please call (540-231-6345) or email (leonar@vt.edu) Leona if you have any questions!

1. **Do not wait until the last minute**
2. You may declare up to 5 horses per online declaration. **Declare EVERY horse that you THINK might be shown at the State Show.** You might not be able to add another horse once your original declaration has been submitted!
 - a. If a horse is NOT declared, IT CANNOT BE SHOWN!
3. We recommend allowing ONE person (club leader or extension agent) enter all the declarations for your club.
 - a. Set aside one night before the deadline to do all paperwork and submit everything online
 - b. Print off the last page of the declaration with all of your information and put in a folder with the date that it was submitted
4. If you misspell something, put a wrong date or think you messed up **DO NOT DO ANOTHER DECLARATION.** Continue working on the current one and submit it
 - a. Then email Leona at leonar@vt.edu to correct any mistakes you think you made.
5. If you are not sure if you messed up, wait until the list is POSTED and THEN correct any mistakes
 - a. **DO NOT DO ANOTHER DECLARATION**
6. **The email that you put in the declaration is the email where the declaration confirmation will be sent**
 - a. **Make sure that is any email you can access!** (aka -not your child's or your throwaway account)
7. Once you submit the form and get your confirmation – **SAVE THE EMAIL and write down the date that you did it!!**
 - a. **PRINT IT**
 - b. **SCREEN SHOT IT**
 - c. **WRITE DOWN THE CONFIRMATION NUMBER**
8. If you do not see a confirmation come through your email follow the below steps
 - a. Make sure the email you put in was spelled correctly
 - i. If it wasn't, call Leona (540-231-6345)
 - ii. If it was, check your spam → If it is not there, call Leona
 - iii. **DO NOT DO ANOTHER DECLARATION UNLESS YOU ARE TOLD TO BY LEONA!**
9. Do not open the Declaration Link until you are READY to input information!
 - a. If you start and stop, it records that information and you risk messing up the declaration!
10. If you are not sure what you did **CALL LEONA and do NOT submit another declaration!**

Multiple submissions of an Online Declaration may delay your acceptance to the State Show!!