

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!
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!!