

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/BandBHorseContests>
 - Livestock and Meats - <https://tinyurl.com/BandBLivestockContests>
 - You will use the same link, same entry submission for all applicable events. No need to submit separate entries for Hippology and Horse Judging or Stockmans, Livestock Judging, and Meats.
- 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 AND mail the hard copy to the name and address listed at the bottom of the Summary Sheet.**
- 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
 - Copy of your VA 4-H Foundation Transfer Information – proof of payment processing
 - Credit Card Payments can be made onsite the day of the contest
- ***Questions Regarding Payments should be directed to: Jessica Dotson
ejessica@vt.edu or call 540-231-9161

Questions:

Katherine Carter, Extension Youth Animal Science Specialist, carterke@vt.edu or 540-231-2257
 Jessica Dotson, Extension Program Support, ejessica@vt.edu or 540-231-9161