

How to Register for an Event in 4-H Online

4-H Animal Science Senior Record Book Contest

The Maryland 4-H Animal Science Senior Record Book Contest entries are accepted through 4-H Online. Senior 4-Hers who wish to enter their project records should follow the steps below. Each contestant will need to upload documents as part of the registration, so you should prepare those documents before starting your entry. All documents must be scanned or saved in PDF format for upload to the contest registration. The completed documents you will need to upload are:

- Maryland 4-H Summary Record
- Project Record + Essay for each project you wish to enter

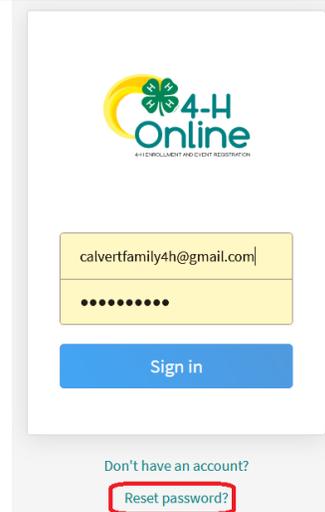
To submit your Record Book Contest entry, follow these steps:

1. Log in to 4-H Online

Sign into your family's 4-H Online profile using your family email and password.

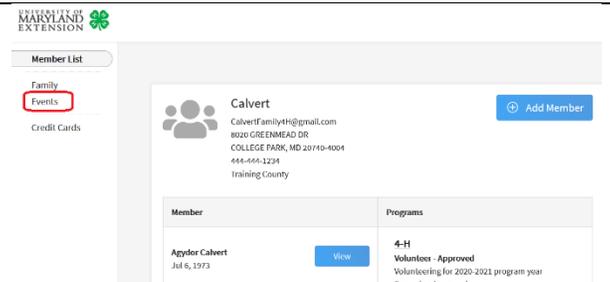
If you forgot your password, you can re-set it from the home screen. The reset link will be sent to the email address associated with your profile.

Your profile will open to your family's Member List.



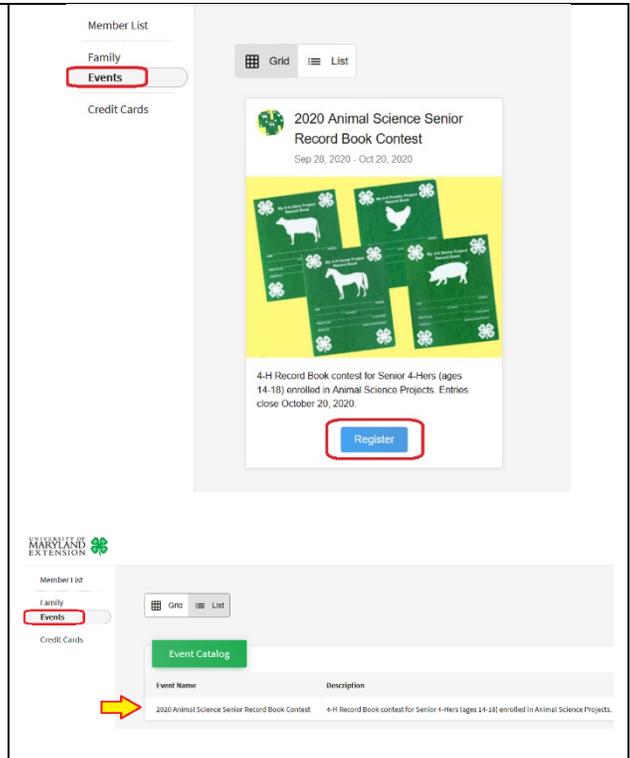
2. Locate the Contest Registration

Click **Events** on the left sidebar.



When the Events page opens you will see the **2020 Animal Science Senior Record Book Contest** event information. Depending on the view setting you have chosen, it may display as a box with a graphic or as a line on a list. You can change the view by clicking Grid or List at the top of the page.

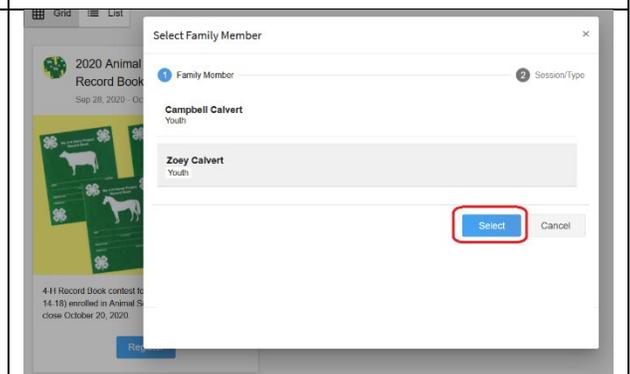
To open the event, click the **Register** button (grid view) or click on the **event name** (list view).



3. Identify the Contestant

Identify the 4-Her who is entering the contest by clicking to highlight their name on the family member list. Click the **Select** button to continue.

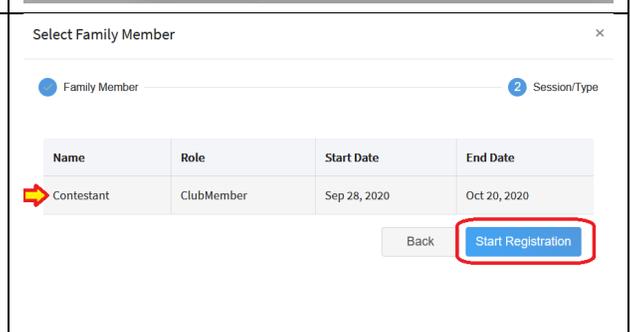
Remember: This contest is only open to Senior 4-Hers, ages 14-18 on January 1 of the current year.



4. Choose the Participant Type

There is only one participant type for this event. Click **Contestant** to highlight the row, then click the **Start Registration*** button to continue

The Start Registration button will not activate until **Contestant is selected.*



5. Complete the Contest Registration

Read the entry instructions at the top of the page.
There is no entry fee for this contest.

You should be prepared to upload your records and essays in PDF format before proceeding.

Identify which project records you are entering in the contest. You may submit one record for each species. You must be **enrolled** in the 4-H animal science project for which you are submitting a project record.

Each 4-Her contestant is **required** to submit a completed **Maryland 4-H Summary Record** for the current year. All pages of the record must be saved together as one PDF file. Name your PDF file like this before uploading:

Last Name First Name – Summary Record
Example: Calvert Zoey – Summary Record

Upload your completed Summary Record to the portal by clicking the **Upload** button and selecting the record from your computer. After uploading your **Summary Record**, upload the **Project Record and Essay** (as one PDF file) to the appropriate portal for each specie project you identified above.

When a record has successfully uploaded the box will turn **red**. If you need to replace the document you may upload a new one using the **Overwrite** button or simply **Delete** the existing document and upload a new one.

When you have uploaded all records, click the **Next** button to continue.

Zoey Calvert
2020 Animal Science Senior Record Book Contest

Questions Confirm

Fees

Total: \$0.00

Entry Instructions

To enter the 4-H Animal Science Record Book contest, each 4-H youth contestant must upload the following COMPLETED records:

- 2020 Maryland 4-H Summary Record
- 2020 Project Record + Essay for EACH specie project in which the 4-Her wishes to be considered.

4-Hers must be enrolled in the Animal Science Project for which they are submitting a record.

For species that have separate market and breeding projects, the 4-Her may upload either or both project records to the specie portal.

Records must be scanned or converted to PDF format before they can be uploaded to the portals. Your local 4-H program office can help you create PDF files of your records if you do not have the capability to do it yourself! When scanning/converting project records be sure to include all pages of the record (even if you have not entered any information on that page), any photos or additional pages, and your project essay in ONE PDF file. Please name the PDF file like this: Last/Name First/Name - Record Description

- EXAMPLE Summary Record File Name: Smith Jamie - Summary Record
- EXAMPLE Project Record File Name: Smith Jamie - Poultry Project Record

Incomplete entries will not be considered. Submitted entries are final and may not be edited prior to judging.

Which animal science projects are you entering? (Check all that apply)

- Beef Cattle
- Camelids (Alpaca & Llama)
- Dairy Cattle
- Dairy Goats
- Dogs
- Horse & Pony
- Meat Goats
- Poultry
- Rabbits
- Sheep
- Swine
- Veterinary Science

Files

4-H Summary Record ^{required}

File must be in PDF format → PDF

No File Uploaded

Upload

4-H Summary Record

PDF

Project Record + Essay - Veterinary Science

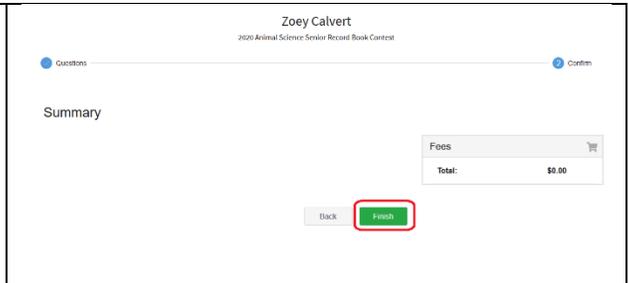
PDF

Next

6. Submit the Registration

There is no entry fee for this contest, so the Summary page is empty. Click the **Finish** button to submit your entry.

Once you have submitted your entry, it may not be changed.

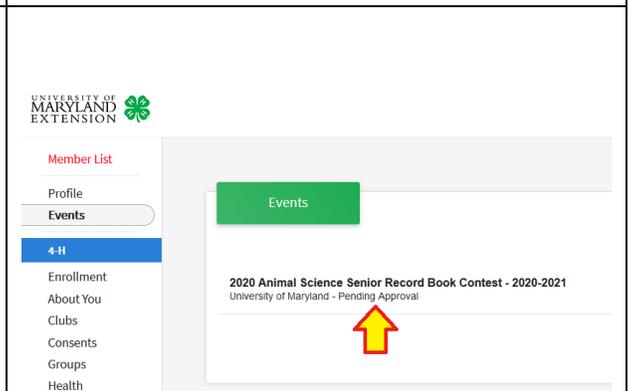


7. Entry Confirmation

After you submit your entry you will be returned to the **Events** page of the 4-Her's **member profile**. You will see the contest name displayed, and your entry status as Pending Approval.

Registrations must be accepted by the State 4-H Contest Manager. Once a Contest Manager reviews and accepts or declines your entry, the new status will be reflected on this page. You can log in to your 4-H Online profile at any time to view the current status of your contest registration.

When you submit your registration, you will also receive an **email notification** (to your family email account) that your registration was received.



Once the Contest Manager has reviewed and accepted your entry, you will receive a second email that confirms you are entered in the contest.

If your entry is not accepted, you will receive an email notifying you of any necessary actions and/or the reason for denial.



8. Finishing an Incomplete Registration

If you start a contest registration but do not finish it, you can return to it later. To access an incomplete registration, go to your family's **Member List** and click the blue **View** button next to the 4-Her's name. The 4-Her's membership record will open.

Click the **Events** tab on the left sidebar. A list of all events the 4-Her has accessed will display. You will see the registration status for the Animal Science Record Book Contest is **Incomplete**.

Click on the event name to open the registration page. You can then resume registration from where you left off. If you already uploaded records to the portals, you will see them in the registration. However, you may have to complete the species project selection (checkbox) question again.

NOTE: You will not be able to finish/submit an incomplete registration after the entry deadline has passed.

