2018 – 51st Annual Arizona State 4-H Horse Show

November 2-4, 2018

Horseshoe Park Equestrian Centre

20464 East Riggs Road, Queen Creek, AZ 85142

Horse Qualifier Packet
Congratulations on qualifying for the 51st Annual Arizona State 4-H Horse Show to be held November 2-4, 2018. This event will be held at Horseshoe Park & Equestrian Centre in Queen Creek, AZ. We hope this will be an exciting, positive, and memorable opportunity for you. In order for this to happen, it will require all participants to conduct themselves in a positive manner. To name a few, we expect participants and family members to be courteous and respectful to arena management, show personnel, judges and other exhibitors. It is essential that you clean up after yourselves, be timely and treat your animal(s) kindly. Remember that your actions and behaviors do leave an impression at any event.

The following is a list of enclosed materials. You must enter online through the FairEntry system and you will need to sign up ONLY for the classes your County Extension Office has said you qualify or are an alternate for. **This is NOT an open show.**

- Schedule of Events with Map
- Horseshoe Park Stall & RV Reservation and Hotel Information
- Horseshow Entry “Worksheet” – You will enter online (Alternates required to register)
- Sponsorship Packet – we need your help to raise money!!
- Superintendent and Volunteer Sheet
- Contests (Below)
- Online Entry Instructions

**ALL OF THE FOLLOWING ARE DUE ON FRIDAY, OCTOBER 14**

**PLEASE SEE SUBMISSION DETAILS ATTACHED**

- All class entries and shirt orders **must** be completed online
- **Please make your payment online.**
- Groom Squad contest to Kerry Officer (Oct 20)
- T-Shirt Design Contest to Dr. Betsy Greene (Oct 14)
- Program Cover Contest mailed to Jane Scott (Oct 24)
- Photo Contest submitted online to Jane Scott (Oct 24)
- Poster Contest registration emailed or mailed to Dr. Betsy Greene (bring posters to event) (Nov 2)

**GENERAL:** Upon your arrival at Horseshoe Park & Equestrian Centre, please go directly to the Show Office to locate your Stall and receive your show packet that will contain the following:

- Exhibitor Number
- Barn and Stall Assignment
- Complimentary State 4-H Horse Show Shirt
2018 Arizona State 4-H Horse Show

SCHEDULE OF EVENTS

Horseshoe Park and Equestrian Centre
20464 E. Riggs Road, Queen Creek, AZ 85142
480-358-3793

Friday November 2, 2018
8:00 a.m. Western

Saturday, November 3, 2018
8:00 a.m. English
5:00 p.m. Family Fun Night/Groom Squad (registration as team due by October 20, spots are limited)

Sunday, November 4, 2018
8:00 a.m. Ranch Sorting
10:30 a.m. Roping (starts one hour after sorting is complete, but not before 10:30 a.m.)
12:00 p.m. Gymkhana (starts one hour after roping is complete, but not before 12:00 p.m.)

GENERAL SHOW INFORMATION

DAY PARKING: There is no admission or parking charge for our show. Day parking for spectators or exhibitors with horses is permitted anywhere in the designated front or rear lots. There may be other shows scheduled at Horseshoe Park during our same time that may have admission fees. We will have the following arenas: Arena 1 (Covered), 3 & 5. See enclosed map. There will be a concession stand on site for the entire weekend.

RV PARKING: (this includes horse trailers that have sleeping quarters) is available on a first come, first served basis. Showers and restrooms are available for everyone to use. There will be a concession stand on site for the entire weekend. You will need to contact Jennifer at Horseshoe Park directly to make your RV reservations (water and power sites are available). Sites are $25 per day for your RV/LQ trailer. You can reach Jennifer at 480-358-3793.

HORSE STALLS: The arena requires horses to be stalled overnight. You can make your reservation directly with Jennifer at Horseshoe Park and Equestrian Centre (HPEC). Stalls are $15 per day and you must purchase shavings from HPEC ($10/bag). You can reach Jennifer at 480-358-3793.

FAMILY FUN NIGHT / GROOM SQUAD: We have various family fun activities, 4-H demonstrations and the ever-popular 3rd Annual Groom Squad competition on Saturday evening after the English show. The onsite food vendor will remain open for dinner. Please review the Groom Squad rules and sign-up found in this packet.
**SPONSORS:** The Arizona 4-H program is primarily supported by volunteers, and private donations. We are requesting your help by acquiring sponsorships, or becoming a sponsor or donor of our State 4-H Horse Show Finals as a way to acknowledge these 4-H’ers for a job well done. The more sponsors and donations received the more awards and or fee relief options we have. Not to mention it’s a great way for our exhibitors to practice their public speaking skills with potential sponsors!

We have provided a link to our sponsor application which offers a sponsorship/donor package for any budget and hope that you can spend a few moments to obtain any sponsors. There are many families and organizations who look for opportunities to aid 4-H community programs. Please review the sponsorship insert contained in this packet and provide the letter and form to any interested parties. It provides a great advertising or tax relief opportunity.

[https://extension.arizona.edu/events/2018-11-02/arizona-state-4-h-horse-show/](https://extension.arizona.edu/events/2018-11-02/arizona-state-4-h-horse-show/)

**T-SHIRTS:** All exhibitors who register for the show through Fairy Entry (link will be provided by your county agent) will receive a show t-shirt as part of their entry fee. The 2018 Arizona State 4-H Horse Show t-shirts will be short sleeve shirts (as voted by your youth board) this year with lettering and design on the front and back. Additional shirts may be ordered online for members, parents and family members at the time entries are submitted (and a few may be available at the show).

Make sure to check out the **2018 Arizona State 4-H Horse Show T-Shirt Design Contest!** Details can be found in this packet. The contest is open to all 4-H horse members--here’s your chance to get creative and have your design seen by Arizona 4-H!

**HELP/ASSISTANCE:** As you well know, 4-H is completely dependent on volunteers. In this packet, you will find information about signing up as a volunteer. (also see page 9 of this packet)

[https://www.signupgenius.com/go/70A0A44ABAA2A13-20161](https://www.signupgenius.com/go/70A0A44ABAA2A13-20161)

Please view and subscribe to the website for up to date information and announcements. We will be placing volunteer schedules here.

[https://extension.arizona.edu/events/2018-11-02/arizona-state-4-h-horse-show/](https://extension.arizona.edu/events/2018-11-02/arizona-state-4-h-horse-show/)

**THANKS AND GOOD LUCK!!!!!**

Chair--Jane Scott: 480-510-6820 jmscott6257@gmail.com
Vice-Chair—Esther Sutherland: 928-607-7518 ejsuth@hotmail.com
Secretary--Beverly Gaddis, 928-530-4470, bev4paints@hotmail.com
State Equine Extension Specialist- Dr. Dr. Betsy Greene, betsygreene@email.arizona.edu

We look forward to seeing you at the 51st Annual Arizona State 4-H Horse Show!
2018 Arizona State 4-H Horse Show

COMMITTEE LEADERSHIP, SHOW SUPERINTENDENTS and CHAIRS

As you may be aware the Arizona State 4-H Horse Committee is responsible for overseeing the 2018 Arizona State 4-H Horse Show this November 2-4, 2018. We aim to provide a quality event for all Arizona State 4-H Qualifiers that is both fun, as well as memorable for each qualifier. It is the responsibility of clubs and counties to assist in organizing and carrying out the events for the weekend.

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<th>AZ State Horse Show Advisory Committee</th>
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<tr>
<td>Chair</td>
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<th>AZ State Horse Show Superintendents</th>
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<th>Contest Chairs</th>
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<td>Shirt Order &amp; Design Chair</td>
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<td>Poster Contest Chair</td>
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<td>Sponsorship Chair</td>
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Four Points By Sheraton At Phoenix Mesa Gateway Airport
6850 E. Williams Field Road
Mesa, AZ, 85212
855-239-9480
6.8 miles from HPEC

Courtyard Phoenix Mesa Gateway Airport
6907 E Ray Rd
Mesa, AZ 85212
(480) 351-7088
7 miles from HPEC

Best Western Legacy Inn & Suites
4470 S Power Rd
Mesa, AZ 85212
(480) 457-8181
7.5 miles from HPEC

Hampton Inn
3265 S. Market Street
Gilbert, AZ
480-543-1500
8.4 miles from HPEC

Hyatt Place
3275 S. Market Street
Gilbert, AZ
480-899-5900
8.4 miles from HPEC
Horseshoe Park and Equestrian Centre
Adult Volunteer County Quota Reminder for the Arizona State 4-H Horse Show:

One (1) adult volunteer position for every three (3) members entered in state horse show (not including state horse show committee members).

Volunteer positions must be filled by October 12 or entries will be pulled from prospective counties with no refund.

For additional questions regarding specific volunteer positions, please contact the Show Superintendent. See previous page for a complete list of Show Superintendents and their contact information.

Please sign up for your volunteer spots choices by October 20, 2018

https://www.signupgenius.com/go/70A0A4AABAA2AA13-20161

There are many positions available for volunteering. Please note your first choice, second choice that you are willing to volunteer in the “My Comment” box. Our best effort will be made to place you in the position you requested. Positions may change without notice. Thank you for volunteering!

You can contact Kerry and Bethany with any questions or issues.

Bethany Robinson
bmrobinson0401@gmail.com

Kerry Officer
480-993-7580
kerry.officer@gmail.com
Your county agent will contact you to let you know if you have qualified as an exhibitor or alternate for the 2018 show. Registration here [https://www.fairentry.com/Fair/SignIn/2566](https://www.fairentry.com/Fair/SignIn/2566)

Through Fair Entry you will be able to:

- Register for the classes you have qualified (or are an alternate) for and plan to show
- Alternates must also register in the case they move from alternate to exhibitor
- Pay your exhibitor fee and class entry fees (alternates do NOT pay entry and class fees until they are confirmed to show in place of original qualifier. Payment for entry and classes can be made at the show for alternates who move into a show spot. However, alternates can and should order and pay for t-shirts online through Fair Entry)
- Order your exhibitor shirt and order additional shirts

Entry Fees:
- Exhibitor fee (for each exhibitor regardless of number of classes) $25-includes shirt
- $20 Ranch Sorting and Roping
- $10 All other classes

**Are you aging out?**
We would love to honor you during our opening ceremony events each day. If you would like to participate, please provide us with a letter telling us about yourself and your experiences in 4-H. This is a great way to recognize those who have supported you throughout your journey (your Leader, County Agent, Parents, Siblings, Friends, etc.).

Please send your write up to Beverly Gaddis ([bev4paints@hotmail.com](mailto:bev4paints@hotmail.com)) no later than November 1, 2018. This will be read by the announcers on the day your discipline is held. Typed is preferable.

**Would you like to carry a flag in our opening ceremony?**
Each day, we will hold a full opening ceremony. If you have experience carrying a flag and would like to participate, please contact Jane Scott. Consider participating on a day you may not be competing.

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<tr>
<th>Class #</th>
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RANCH SORTING ENTRIES:

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ALTERNATE CLASSES
Alternate classes you qualified for must be entered online separate from your qualified classes. No payment for alternate classes are required at time of online entry. Once an opening becomes available and your position has been confirmed in that specific class, you will be contacted by your 4-H Agent/Staff up to 24 hours before the start of the show. Payment must then be made by the date your agent/staff specifies in order to secure your spot and be entered. If you do not register online as an Alternate, you will have forfeited your Alternate spot in that particular class.

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2018 Arizona State 4-H Horse Show
GROOM SQUAD CONTEST
ALL ENTRIES MUST BE COMPLETED/EMAILED ONLINE BY OCTOBER 20TH

How to Turn Dirty Horses Into Clean Ones Using a Team of 3 active 4-H’rs, Several Brushes and a Lot of Elbow Grease. Please provide one registration form PER team. Please mail $24 entry fees for the team.

The object is to take a dirty horse and in 1 hour make it as clean as possible. Team members will be judged on safety, team work and “finished product”. This is a fun activity. A chance for 4-Hers to learn about grooming and horse safety and of course to have fun!!! Ribbons and prizes awarded.

OFFICIAL Rules and Instructions Sheet will be found online at:

See [https://extension.arizona.edu/events/2018-11-02/arizona-state-4-h-horse-show](https://extension.arizona.edu/events/2018-11-02/arizona-state-4-h-horse-show) for 2018 Rules

Video Example [https://www.youtube.com/watch?v=NwOEdFX5M-k](https://www.youtube.com/watch?v=NwOEdFX5M-k)

=================================
Name of Team Member: ___________________________ Team Member’s County: ___________________________ Email: ___________________________

Team #1: ___________________________ Team #2: ___________________________ Team #3: ___________________________

Email Form BY OCTOBER 20 TO (fees paid onsite):

Kerry Officer
314 West Via De Arboles, San Tan Valley, AZ 85140
mailto:kerry.officer@gmail.com
Contestants must be actively enrolled Arizona State 4-H members and all entries must have a parent/guardian signature. (See rules page for complete list of requirements and instructions.)

There is no limit on number of entries per person. Each entry must include a separate entry form with each artwork submitted.

Name: _____________________________________  County:________________________

_____________________________________________________________________________

City, State, Zip ___________________________ Telephone __________________________

Email address:______________________________

Junior (9-10 yrs)  Intermediate (11-13 yrs)  Senior (14-19 yrs)

Art Details:

Name of artwork: ____________________________________________________________

Description:        ____________________________________________________________

____________________________________________________________________________

I give my permission for the 2018 Arizona State 4-H Horse Committee to use my artwork for the 2018 Arizona State Horse Show Program as well as to advertise the Show and promote 4-H in general.

I understand that the names of winners will be printed in the Program, and that I will not receive financial compensation for the use of my art.

Signature of 4-H Member: ____________________________ Date: __________________

Signature of Parent/Guardian: ____________________________ Date: __________________

EMAIL OR MAIL CONTEST ART WORK AND ENTRY FORMS BY OCTOBER 20 TO: Jane Scott – jmscott6257@gmail.com or call 480-510-6820

Details:

Artwork that documents 4-H horse-related activities is desirable. Artwork must include an image of a horse or pony and tell a short story or make a point. It should depict one of the Arizona 4-H horse disciplines. These include: Western, English, Gymkhana, Roping, Ranch Sorting. Any of the events in these disciplines are acceptable. Artwork MUST be the original work of the entrant. The work must have been completed during the current 4-H year (started no sooner than October 1, 2017).
1. The artwork can be realistic or abstract style.

2. Mediums accepted are:
   a. Drawing - Pastels/Charcoal/Graphite/Colored Pencil – The artwork itself (including borders) should be no smaller or larger than 81/2” x 11” and must be oriented in “Portrait” style. Must be mounted (backed) on mat board which is available at most craft stores (no foam core board) and must be protected with plastic wrap or cellophane to prevent smearing.
   b. Drawing - Pen/Ink/Markers/Crayon – The artwork itself (including borders) should be no smaller or larger than 81/2” x 11” and must be oriented in “Portrait” style. Must be mounted (backed) on mat board which is available at most craft stores (no foam core board) and must be protected with plastic wrap or cellophane to prevent smearing.
   c. Painting - Oil/Acrylic/Watercolor – The artwork itself (including borders) should be no smaller or larger than 81/2” x 11” and must be oriented in “Portrait” style. Must be mounted (backed) on mat board which is available at most craft stores (no foam core board). Must be dry.
   d. Artwork MUST have a COMPLETED entry form attached to back of artwork with required signatures.

3. Artwork MUST meet the following criteria:
   a. Artwork MUST BE protected by simple matting, framing or protective covering such as plastic wrap.
   b. Artwork MUST be fully DRY and COMPLETE when entered.
   c. Artwork MUST have a COMPLETED entry form attached to back of artwork with required signatures. (entry forms are available from your county agent)

4. The Arizona State 4-H Horse Show Committee respectfully requires the permission of the artists to reproduce their entries in the State Finals program, in future promotional publications or articles which advertise the winners, promotes future contests or future 4-H equine activities.

5. The Arizona State 4-H Horse Show Committee will make every effort to protect the artwork while on display, however the artwork, (or photo copies of the artwork) may be displayed in a public venue and 4-H members enter their artwork at their own risk.

6. Entries that do not comply with the entry specifications will be disqualified.

7. Entries will be accepted starting September 1, 2017 through 5PM on October 20, 2017.

8. Winning artwork will be available for viewing during the 2017 Arizona State 4-H Horse Show. All artwork can be picked up during the Arizona State 4-H Horse Show November 3-5. All artwork must be signed for and picked up no later than 1:30 p.m. on Sunday of the Arizona State 4-H Horse Show.

9. Age divisions of contestants (age as of January 1, 2018): Junior (9-10 years old); Intermediate (11-13 years old) Senior (14-19 years old).

10. Ribbons will be awarded on the Danish System for each entry (blue, red, white or green).

11. Cover Award: The first place Senior, Intermediate and Junior will be eligible for the cover. The decision on which will be on the cover will be made based on the judging points received. The other division winners will be placed either on the inside front cover or on the back cover. (Decision on where to place has not yet been made).

12. Judging: Artwork will be judged on the following criteria. Strict adherence to the above rules will also be followed.

| Quality of Artwork (Correct technique used for chosen medium, correct composition, etc.) | 30 points |
| Attracts and holds attention | 10 points |
| Originality/Creativity | 20 points |
| Content of Artwork (appropriate to entry division, clarity of message, value) | 30 points |
| Presentation of Entry: (general appearance, artwork is protected by simple matting, correct size, completion of entry form, etc. Artwork is subject to DQ if rules are not adhered to.) | 10 points |

| TOTAL POSSIBLE POINTS | 100 points |
The Arizona State 4-H Horse Show Committee invites all 4-H members to submit entries for the 2018 Arizona State 4-H Horse Finals Photo Contest. The top photo submissions will be on display at the 2018 Arizona State 4-H Horse Finals in Queen Creek.

VERY IMPORTANT - Submissions will only be considered if they meet these criteria:

1. **Entries must be submitted by October 20, 2018. You must email your submissions.** Check with your county office if you need assistance in scanning a photo.

2. Photo submissions should be:
   - Color or black & white
   - Related to equine/horse. Can be animals, landscape, tack, action, etc. as long as it relates to equine.
   - One photo per class per member limit. Need to support print resolution 8x10”

3. Entry Classes are:
   - **Humorous** (Poses, Close-ups, Costume, etc. upload)
   - **Landscape** (Barn, Pasture, Farm, Ranch, Arena, Truck & Trailer, etc.)
   - **Portrait** (Horse, Horse & Owner/Rider, Horse & Family, etc.)
   - **Action** (Horse in action alone or with rider)

4. Email scanned/digital photo and entry form to jmscott6257@gmail.com with subject = *Sample Photo Your Name - Contest Category - Photo Title*

5. For each photo entered you will need to:
   - **Select a Class**: humorous, landscape, portrait or action. Remember to enter only one per class- if you enter more than one per class, all of your photos will be disqualified from that class.
   - **Upload File Name** should be “member name _ title” i.e. “MyName_Playtime.jpg”
   - Complete entry form for EACH photo and email to Jane Scott
   - List Title of Photograph
   - List Location of Photograph
   - List any Award(s) that photograph has received (county, state, 4-H or other). The photo does not have to be a previous award winner.

6. Include **Photographer Reflection**: (Please write 50 words or less about your thoughts on the photo.)

**Copyright and Content:** The Arizona 4-H Youth Development Program respects the rights related to copyright laws and intellectual property. All photos should be based on a 4-H member’s original photograph taken by the 4-H member. Use of a photo from other sources/people without permission is not allowed, and will lead to disqualification of the photo and possibility all entries by the 4-H member. The Arizona 4-H Youth Development Program reserves the right to refuse inappropriate or unsuitable entries.

**Model and Property Releases:** Any 4-H member submitting a photograph acknowledges that they have sufficient permission of any recognizable locations or people appearing in their photograph(s). This permission is hereby granted to both the photographer and the Arizona 4-H Youth Development Program to publish and use as needed. Documentation should be retained by the 4-H member and will be requested by the Arizona 4-H Youth Development Program if needed.

**Display and Future Rights/Use Rights:** By submitting an entry to the contest, the 4-H member grants permission to the Arizona 4-H Youth Development Program and the University of Arizona Cooperative Extension, and any other public or private agency authorized by the Arizona 4-H Youth Development Program, the use, and rights associated to the use of the photographic likeness, in promotional publications, and other media, without compensation. Certain photos maybe used for 4-H program and marketing uses. By entry the 4-H member accepts these conditions of display and future use.

**EMAIL OR MAIL CONTEST ART WORK AND ENTRY FORMS BY OCTOBER 20 TO:**
Jane Scott -- jmscott6257@gmail.com or call 480-510-6820
PHOTO ENTRY FORM AND IDENTIFICATION SHEET

Photo Contest Requirement: This form must be completed for EVERY photo entry and mailed or emailed to Jane Scott @ jmscott6257@gmail.com

Member Name:___________________________________________________________

Address:________________________________________________________________City

________________________________________State ___________Zip _____________ Phone Number:

________________________________________________________

Email:_________________________________________________________ Exhibitor

Age:________________________ Birthdate ___________________________ Club

Name______________________________________________________________

Photo Category: _________________________________________________________

  • Humorous (Poses, Close-ups, Costume, etc.
  • Landscape (Barn, Pasture, Farm, Ranch, Arena, Truck & Trailer, etc
  • Portrait (Horse, Horse & Owner/Rider, Horse & Family, etc.)
  • Action (Horse in action alone or with rider)

Photo Title:_____________________________________________________________

Photo Location:________________________________________________________

Photo File name : _________________________________________________________

Photo Reflection (50 word or so):


GENERAL RULES

1. **Entry Forms** must be received by Poster Chair by October 20, 2018. Please email them to Dr. Betsy Greene @ betsygreene@email.arizona.edu

2. Actual Posters must be delivered to the Arizona State 4H-Horse Show to be judged and put on display by 8pm Friday November 2, 2018 (we have options to help get your poster to the event just let Betsy know)

3. Posters become the property of the Arizona State 4-H Horse Show and are not returned.

4. Name, address and telephone number of the contestant must be clearly PRINTED on the back of each entry. The signature, address and telephone number of the 4-H club leader must also appear. Posters will be disqualified for awards unless all information is on each poster.

5. Posters will be displayed at the Arizona State 4-H Horse Show from Friday through Sunday.

6. Posters are judged according to the educational content, clarity, neatness, and originality of the poster message

7. Ribbons will be awarded on the Danish System

POSTER CONTEST

1. Contest is open to all active 4-H members in good standing.

2. Poster must be equine/horse related.

3. Entries must be submitted and identified on the poster in one of the following categories (Age as of January 1, 2018):
   a) Junior (9-10 years old)
   b) Intermediate (11-13 years old)
   c) Senior (14-19 years old)

4. Suggested topics (must be horse related):
   - History of the horse
   - History of the 4-H Horse Show in Arizona
   - Types of Feed and Forages
   - Safety (horse, rider, trailer, etc.)
   - Horse Health Check (vitals, care, etc.)

5. Individual contestants may enter no more than 2 posters.

6. Posters are to be made on 22" x 28" regular hard poster board. Posters of other sizes may be accepted and shown but disqualified from any awards.

7. The top poster submissions will be on display at the 2018 Arizona State 4-H Horse Finals in Queen Creek.

EMAIL COMPLETED CONTEST ENTRY FORMS BY OCTOBER 20 TO:
Dr. Betsy Greene betsygreene@email.arizona.edu
**POSTER ENTRY FORM AND IDENTIFICATION SHEET**

**Poster Contest Requirement:** This form must be taped / glued to the backside, in the upper right-hand corner of each poster being submitted for judging.

**Entry Forms Due:** by October 20, 2018

**Poster Contest: Address Information**

Member Name: _____________________________________________________________

Address: _________________________________________________________________

City ___________________________ State ________ Zip _____________

Phone Number: __________________________________________________________

Email: _________________________________________________________________

Exhibitor Age: ________________ Birthdate _____________________________

Club Name: ____________________________________________________________

Poster Category: _________________________________________________________

Poster Title: _____________________________________________________________

Leader/Parent Signature: ________________________________________________
1. Please ensure you have your plan and worksheet complete. Once you submit you cannot add or change classes later. Please be ready to finish your registration once you start. Go to https://www.fairentry.com/Fair/SignIn/2566

2. Select “Sign in with your 4-H Online account option – the GREEN box.

3. A new box will pop up, enter the login email address and password from 4HOnline.

   (If you don’t remember your password, you will need to select the “I forgot my password” option to get a temporary one emailed to you. If your email address has changed, log in using the old email address and change it in 4HOnline.)

4. Click the “Login” box.

5. This will take you to the Welcome screen, where you will need to select the green box to “Begin Registration”.
6. Now you will be able to register an exhibitor. If you already have an exhibitor in the process of registration you will be able to select edit to continue. You can save and continue to edit as long as you have not submitted the registration. Once you have submitted your entries, your registration must be approved before you would be allowed to add more entries.

7. Choose to register as an individual by clicking the green box.

8. Select the name of the 4-H’er you would like to register by clicking the radio button and then click the green “continue” box.

Note: Do not select Create an exhibitor from Scratch, this option will not work.
9. The questions area is where you will select your free t-shirt, order additional t-shirts, and agree to several statements. Click continue after making selections.
6. Purchase additional t-shirts - XX-LARGE

<table>
<thead>
<tr>
<th>Units</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$11.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

7. Purchase additional t-shirts - XXX-Large

<table>
<thead>
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</thead>
<tbody>
<tr>
<td></td>
<td>$11.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

8. I have read and agree to abide by all the rules and parameters set forth for the Arizona State 4-H Horse Show. I understand my daughter/son could be disqualified for not staying within those parameters and am ready to accept those consequences. I further affirm that as part of the annual enrollment process I have completed/updated the requirements for the code of conduct, multimedia release and the health form. PLEASE TYPE IN THE BOX THE NAME OF THE PARTICIPANT AND YOUR NAME AS PARENT/GUARDIAN TO CONFIRM AGREEMENT.

*Required

Adam Champion, Steve Champion

9. TOWN OF QUEEN CREEK ARIZONA EVENT HOLD HARMLESS AGREEMENT I fully understand and agree to assume all risks involved in any and all activities that I perform in any capacity on behalf of or in connection with the Town of Queen Creek, including activities that are in conjunction with or upon Town of Queen Creek property. I understand that the Town of Queen Creek carries no accident insurance for this program. I understand that the risk of injury from the activities involved in this program is significant, including the potential for permanent paralysis and death. I knowingly and freely assume all such risks, both known and unknown. I do hereby, for myself, my children, my heirs, executors and assigns, hereby release and hold harmless the Town of Queen Creek, their officials, officers, agents and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lesers of premises used to conduct the event, with respect to any and all injury, disability, death, or loss or damage to person or property, whether arising from the negligence of the release’s or otherwise, to the fullest extent permitted by law. I am of lawful age and legally competent to sign this agreement for and in behalf of the participants. Furthermore, I give consent for emergency treatment. The undersigned also agrees and gives permission for their likeness, or the likeness of their child, to be photographed or videotaped and such image may be published in an outlet used to promote or publicize the Town of Queen Creek programs. Effective November 7 through 15, 2016. Parental consent is required for any participant under the age of 18. PLEASE TYPE IN THE BOX THE NAME OF THE PARTICIPANT AND YOUR NAME AS PARENT/GUARDIAN TO CONFIRM AGREEMENT.

*Required

Adam Champion, Steve Champion

Continue
Review the exhibitor registration information including the t-shirt selections.

10. Make any necessary corrections (using the edit boxes). Remember that any corrections made here DO NOT transfer back to your 4HOnline Account.

You will not be able to edit the Personal Details or Contact Info – this is pulled in from 4HOnline.

11. If everything is correct then select the green “Continue to Entries” box.

SECTION 2 - ENTRIES TAB

12. Click the green “Add an Entry” box to the right of the exhibitor’s name.

13. Click the green “Select” box next to the Department you would like to enter. There is only one department “horse” to enter.
14. Click the green “Select” box next to the Division you would like to enter.

15. Click the green “Select” box next to the Class you would like to enter. Make sure you select the right class for Junior or Senior. Classes are also duplicated for Alternates. Alternates will not be charged a class fee at this time and will need to pay once they are moved from alternate status.

16. Review the selection of the Department, Division, and Class. To correct errors in the Department, Division or Class, click the corresponding ‘Change’ button. Click the green ‘Continue’ button to move to the next step.
17. Click the green “Select” box next to the Club you will be exhibiting with.

![Club/Chapter]

SECTION 2 CONT. – ANIMAL ENTRIES TAB

18. When adding an entry animal you will select the white “add an animal” box during the entry process.

![Entry Animals]

19. A smaller box with two options will pop up. Choose the green “Enter a New Animal Record” if you have not entered the horse you want to use yet. “Choose an Existing Animal Record” box for animals that were previously entered.

![Adding an Animal]

20. If Entering a New Animal Record, select the “HorseState” animal type from the drop down box and enter the horse’s name. Then select the green “Create and Add Animal” box. DO NOT enter a new animal record if already created – it will create a duplicate record.

![Adding a New Animal]

OR
If **Choosing an Existing Animal Record**, a list of those animals that you have previously registered that are eligible for that class are listed. Select the radio button next to the animal you would like to enter. Then select the green “Select Animal” box.

21. Review animal ID, “Edit Animal Details” if necessary. If you want to switch to a different animal, click on the “Remove from Entry” box. If it is correct, click the green “Continue” box.

22. Answer any additional questions in regards to your entry. – There are none – click continue.

23. Review the information and click continue.

24. Decide if you would like to:
   - Add another Entry for this Exhibitor
   - Add another Entry in this Division
   - Register another Exhibitor
   - Continue to Payment

   Select that appropriate box and repeat steps as necessary

   ![What do you want to do next?](image)

   ![Adding an Existing Animal](image)
SECTION 3 - PAYMENT TAB

25. Review your invoice in detail format.

If it looks correct, click the green “Continue” box. If not, go back to the entries tab and fix what you need to. There are times you will not be able to edit a class and you may have to delete and then add the class you want. One example may be if you wanted to change from one division to another.
26. You will then select payment method. Credit Card payment is preferred.

If you select pay by credit card you will be asked to add a credit card.

If you select to pay by check you will be provided instructions.
27. **One Last Step – Agree to the terms below**

**Important to note once submitted:**
- Records will be locked to editing awaiting county manager approval
- Your credit card will not be charged until a manager approves the records
- If the manager does not approve all the records, the amount charged to the credit card may be less than the amount cited here.
- After your entries are approved at the county level you can go back in and add additional classes as needed by submitting them on a new registration.
- Changes to already submitted entries will need to be done at the county level.

28. **You will receive a “Thanks!” message. You can choose the button to “Visit Dashboard” to see your entry or sign out.**
29. You can view the entry summary or details from the Dashboard screen.

An exhibitor’s invoice can be fully or partially approved or rejected. For those entries rejected members will make corrections and re-submit for the invoices to be correct. You may end up with multiple invoices if your entries are approved at different times. You will need to send a copy of all invoices with your payment after you have received approval from your county office.

If paying by check: make checks payable to University of Arizona and send to:

Malisa Grantham  
Cooperative Extension & Arizona 4-H Youth Development  
301 Forbes Building, PO Box 210036  
1140 E. South Campus Drive  
Tucson, AZ 85721-0036  
520-621-5316

Entries with checks returned for Non-Sufficient Funds (NSF) will be considered incomplete entries. Member will be required to pay by sending a money order including a $25 fee in order for entry to be considered complete.