

Digital submission requirements for 4H Horse Project Record Books 2020:

PDF format ONLY! No other formats will be accepted

File name format **Last First Club PRB 2020** (i.e. *Smith Mary Vail Vacqueros PRB 2020*)

Pages MUST be in order as per the standard book (i.e. the one on our website – that is the order)

Photo pages, if you have them, should be saved as PDF or scanned into PDF format and combined with the written records to create a single document.

If you choose to take pictures of each page of your project book, you need to combine them into a single PDF document.

If the actual Leader signature can't be obtained, an e-mail from them will serve as acknowledgement of the member Project Record Book (i.e. Member completes book, scans it in and submits via e-mail – then their club Leader sends an e-mail saying 'Mary submitted her Project Book with my approval')

The PDF file of the Project Record Book should be attached to an e-mail to 4HGiddyup@gmail.com

Subject line should be "FILE NAME submission" (i.e. *Smith Mary Vail Vacqueros PRB 2020 submission*)

Project Record Book not following these guidelines will be rejected and printed submission will be required. You get 2 attempts to submit digitally (your e-mail will comeback stating "REJECTED")

One submission per e-mail. (i.e. Siblings should submit their book individually. The subject line helps us keep track of these)

Digital submissions will be accepted from March 26 to April 5

NO LATE SUBMISSIONS WILL BE ACCEPTED