



## Dog Show Posting Guidelines

Guidelines for posting County/District Dog Events on the Kansas 4-H Website. County/District Dog Show flyers and registration materials may be posted on the Kansas 4-H website to help promote these county and local shows that feed into the Kansas State Fair 4-H Dog Show.

All flyers and registration materials will be posted to: [Dog Events | Conferences and Events | Events and Activities | Kansas 4-H Youth Development](#). Here are a few tips for getting these dog show materials out faster:

- County or District branding must be on the forms. Obtained from your local Extension.
- All flyers should be sent in Word. Sending a PDF only slows down the process though they will be accepted. Often a few tweaks must be made and having the original file speeds the process up. All flyers will be saved to a .pdf before they are posted on the website by the KSRE staff person posting the information.
- The flyer and registration form must have these words included in the information: “This is a state qualifier dog show for the Kansas State Fair 4-H Dog Show.” The reason is we are not going to promote your dog show if you are not feeding into the KSF 4-H Dog Show process. As such, you must be using a qualified and certified judge, and follow Kansas 4-H Dog Show Rules in the disciplines that are part of your dog show.
- The following 2 sets of statements should appear on the flyer:
  - K-State Research and Extension is committed to providing equal opportunity for participation in all programs, services, and activities. Program information may be available in languages other than English. Reasonable accommodations for persons with disabilities, including alternative means for communication (e.g., Braille, large print, audiotape, and American Sign Language) may be requested by contacting the event contact (**insert name**) two weeks prior to the start of the event (**insert deadline date**) at (**insert phone number and email**). Requests received after this date will be honored when it is feasible to do so. Language access services, such as interpretation or translation of vital information will be provided free of charge to limited English proficient individuals upon request.
  - Kansas State University Agricultural Experiment Station and Cooperative Extension Service – K-State Research and Extension is an equal opportunity provider and employer.
- Please allow sufficient time to get the flyer posted. It may take up to a week from the time it is corrected. So, the process will be slowed if the edits take a few days back and forth. Sending a flyer on a Monday morning with the expectation that the flyer will be posted by Monday afternoon for a show that is on Saturday is unlikely to get posted.

We will make every effort to help promote your dog show in a timely fashion, but we do not have a dedicated webmaster for the Kansas 4-H website.

- Here is a sample of a flier. [Miami County 4-H Dog Club – 4-H Invitational Show](#)
- Send all electronic files for posting to: [kansas4h@ksu.edu](mailto:kansas4h@ksu.edu)
- For more questions, contact the State Office at 758-532-5800

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