

**Congratulations on being selected to move on to the state level for submitting your project award application! Below are the steps to submit your application. We have also included tips & tricks that should cover most of your questions. Feel free to email [kansas4h@ksu.edu](mailto:kansas4h@ksu.edu) if you have any other questions we did not cover below.**

Submitting your application is free. Should the system prompt for payment at any point, please bypass it by inputting a random string of numbers in the card number line.

\*If you are submitting more than one State Project, you will use the same log in for Venture Dash. Be sure you are under the right project when submitting. If you are submitting more than one project for review, you will need to fill out the Preference form located on our website. The preference form will tell us which of your State Projects you wish to have recognized, if more than one is chosen. Once the form is filled out in its entirety, please upload and submit the [form here](#).

**Step 1:** Check your email for an email from Venture Dash. You may need to check your junk/spam folder. Then you will register a new account. Fill in your Get Started info. Then select “Student” as your role. If you already have an account with Venture Dash, log in with your existing account.

The image consists of three screenshots of the VentureDash website, arranged vertically. The top screenshot shows the homepage with a 'Select an account' button. A green arrow points to the 'Register a new account' link. The middle screenshot shows the 'Get started!' registration form, with a green arrow pointing to the 'Student' role selection box. The bottom screenshot shows the 'Join Test Project 2024-2025' page, where the 'Student' role is selected and the 'Submit' button is visible.

**Step 1:** Check your email for an email from Venture Dash. You may need to check your junk/spam folder. Then you will register a new account. Fill in your Get Started info. Then select “Student” as your role. If you already have an account with Venture Dash, log in with your existing account.

**Join Test Project 2024-2025**

**Choose a role**

I want to join as a...

**Student**  
Submit your project and compete for feedback and recognition

**Judge**  
Review and score submissions to help determine the winners

**Mentor**  
Offer expert advice and support to help students succeed

**Get started!**

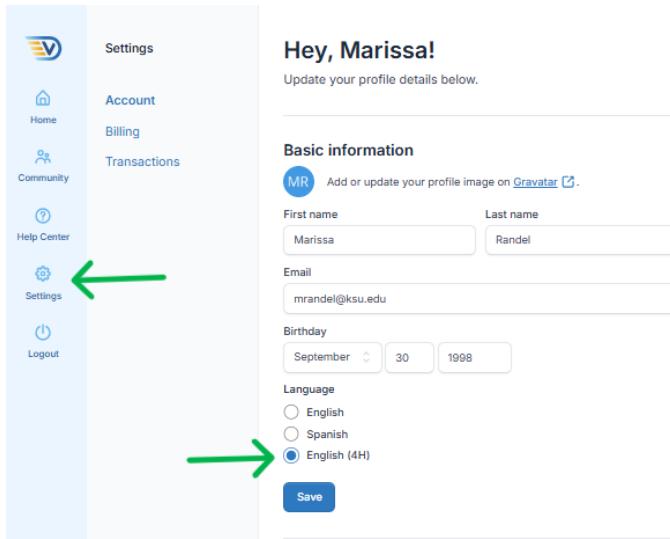
VentureDash is the best way to run a business competition. Enter a few details to begin.

Looking to join an existing competition? [Find it here.](#)

First name  Last name   
Email   
Birthday  Month  Day  Full year   
Password   
Confirm password   
**Get started**

Already have an account? [Log in here.](#)

**Step 2:** We are using a new program this year, and there may be some language that is confusing. If you see words like entrepreneur or business, go to your settings and ensure that you have the language set to "English (4-H)"



The screenshot shows a user profile settings page. On the left, a sidebar menu includes Home, Account, Billing, Transactions, Help Center, Settings (which is highlighted with a green arrow), and Logout. The main content area is titled "Hey, Marissa!" and says "Update your profile details below." It has a "Basic information" section with fields for First name (Marissa), Last name (Randel), Email (mrandel@ksu.edu), Birthday (September 30, 1998), and Language. The "Language" section contains three radio buttons: English, Spanish, and English (4H), with English (4H) being selected (indicated by a green arrow).

Hey, Marissa!

Update your profile details below.

**Basic information**

MR Add or update your profile image on [Gravatar](#).

First name  Last name

Email

Birthday

Language

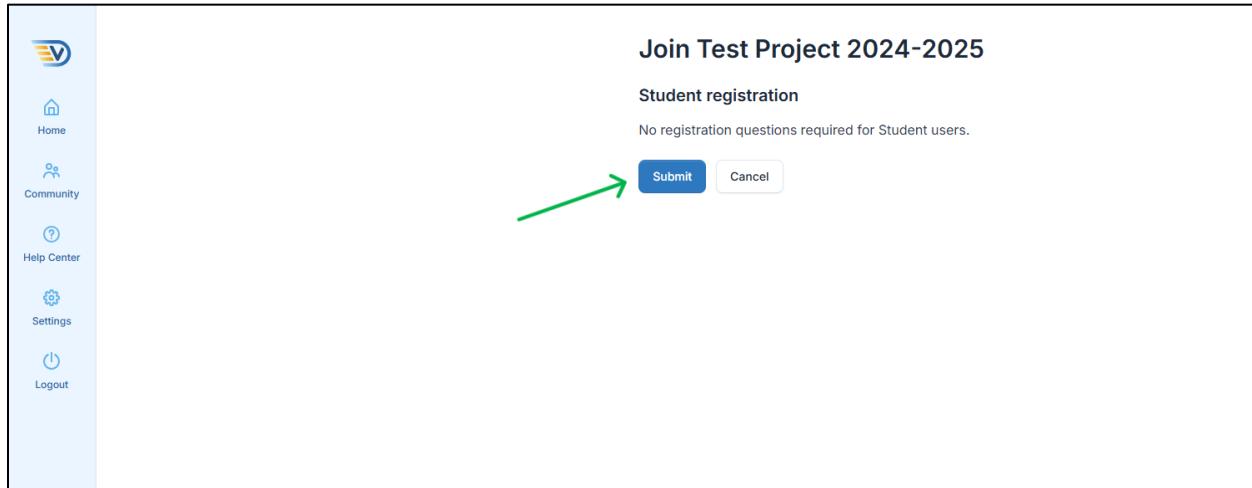
English

Spanish

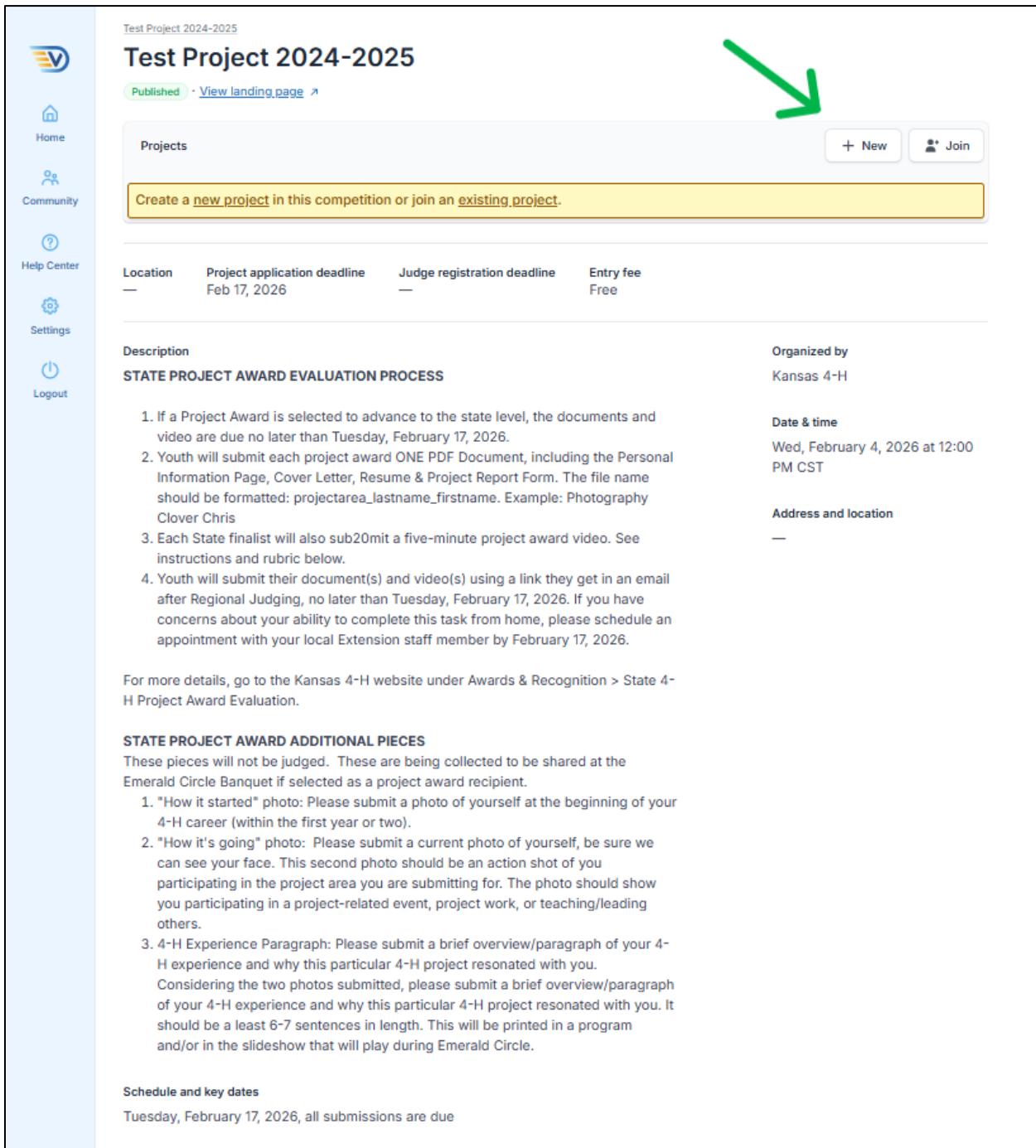
English (4H)

**Save**

**Step 3:** You will be invited via email from Venture Dash to join a competition. You click accept and it will take you to the screen and ask to input your name. Then it will take you to the screen below, select “submit”.



**Step 4:** You will select “+ New” to add your project submission.



The screenshot shows the 'Test Project 2024-2025' landing page. On the left is a sidebar with icons for Home, Community, Help Center, Settings, and Logout. The main content area has a title 'Test Project 2024-2025' and a status 'Published' with a 'View landing page' link. A large green arrow points to the '+ New' button in the top right corner of the main content area. The content area includes a 'Projects' section with a button to 'Create a new project' or 'join an existing project'. Below this is a table with project details: Location (—), Project application deadline (Feb 17, 2026), Judge registration deadline (—), and Entry fee (Free). A 'Description' section contains the 'STATE PROJECT AWARD EVALUATION PROCESS' instructions. To the right of these instructions are 'Organized by' (Kansas 4-H), 'Date & time' (Wed, February 4, 2026 at 12:00 PM CST), and 'Address and location' (—). Below the instructions is a note about the Kansas 4-H website. A 'STATE PROJECT AWARD ADDITIONAL PIECES' section follows, with instructions for three types of photos and a 4-H Experience Paragraph. At the bottom, there's a 'Schedule and key dates' section stating 'Tuesday, February 17, 2026, all submissions are due'.

Test Project 2024-2025

Published · [View landing page](#)

Projects

**Create a new project** in this competition or join an [existing project](#).

Location	Project application deadline	Judge registration deadline	Entry fee
—	Feb 17, 2026	—	Free

**Description**

**STATE PROJECT AWARD EVALUATION PROCESS**

1. If a Project Award is selected to advance to the state level, the documents and video are due no later than Tuesday, February 17, 2026.

2. Youth will submit each project award ONE PDF Document, including the Personal Information Page, Cover Letter, Resume & Project Report Form. The file name should be formatted: projectarea\_lastname\_firstname. Example: Photography Clover Chris

3. Each State finalist will also submit a five-minute project award video. See instructions and rubric below.

4. Youth will submit their document(s) and video(s) using a link they get in an email after Regional Judging, no later than Tuesday, February 17, 2026. If you have concerns about your ability to complete this task from home, please schedule an appointment with your local Extension staff member by February 17, 2026.

For more details, go to the Kansas 4-H website under Awards & Recognition > State 4-H Project Award Evaluation.

**STATE PROJECT AWARD ADDITIONAL PIECES**

These pieces will not be judged. These are being collected to be shared at the Emerald Circle Banquet if selected as a project award recipient.

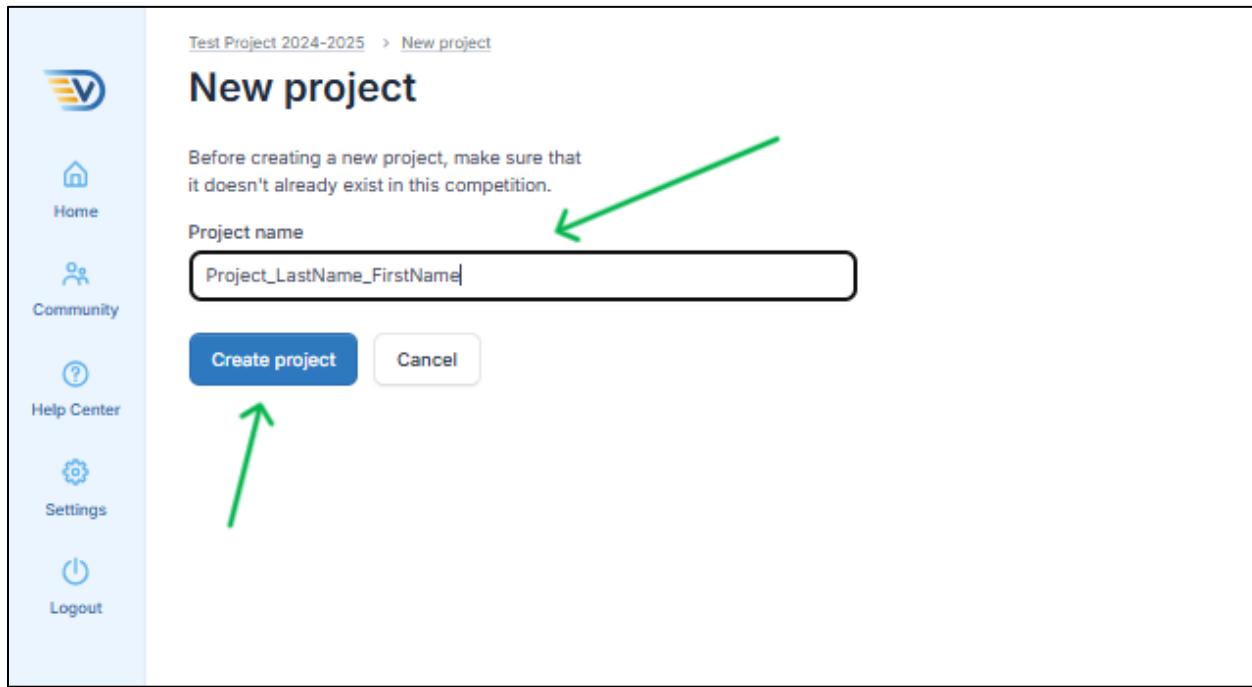
1. "How it started" photo: Please submit a photo of yourself at the beginning of your 4-H career (within the first year or two).
2. "How it's going" photo: Please submit a current photo of yourself, be sure we can see your face. This second photo should be an action shot of you participating in the project area you are submitting for. The photo should show you participating in a project-related event, project work, or teaching/leading others.
3. 4-H Experience Paragraph: Please submit a brief overview/paragraph of your 4-H experience and why this particular 4-H project resonated with you. Considering the two photos submitted, please submit a brief overview/paragraph of your 4-H experience and why this particular 4-H project resonated with you. It should be a least 6-7 sentences in length. This will be printed in a program and/or in the slideshow that will play during Emerald Circle.

**Schedule and key dates**

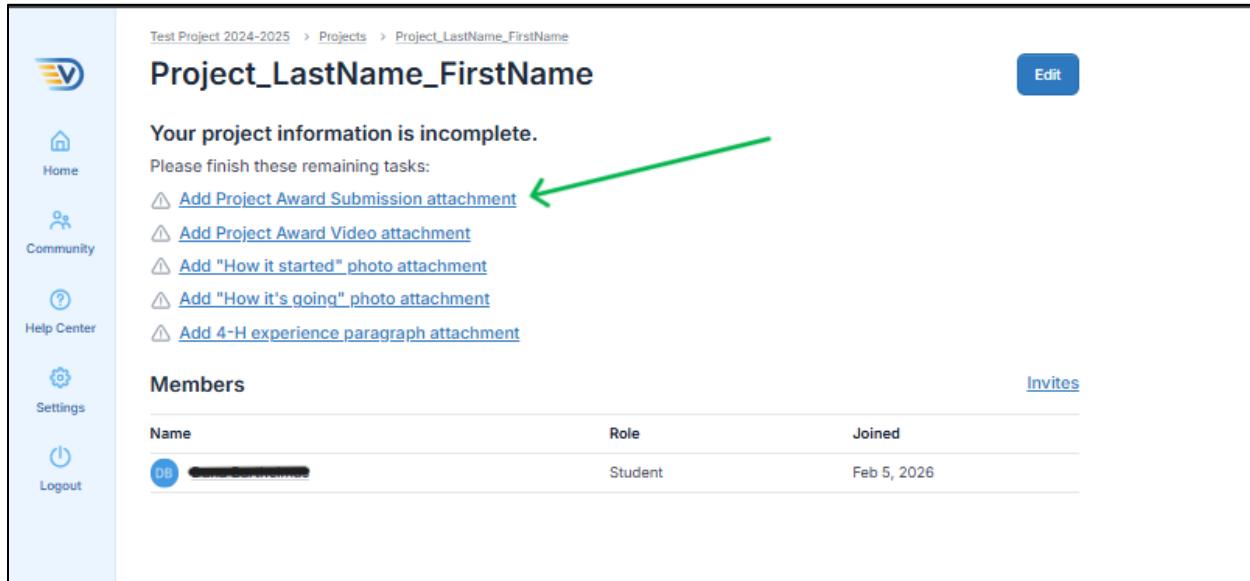
Tuesday, February 17, 2026, all submissions are due

**Step 5:** Name your project as follows: **Project\_LastName\_FirstName**. Then select “create project”.

*Example: Beef\_Smith\_John*



**Step 6:** Click on one the components. You will want to press submit after each component. It will not allow you to do multiple at once.



The screenshot shows a project submission interface. At the top, a navigation bar includes a logo, the text "Test Project 2024-2025 > Projects > Project\_LastName\_FirstName", and a blue "Edit" button. On the left is a vertical sidebar with icons for Home, Community, Help Center, Settings, and Logout. The main content area has a heading "Project\_LastName\_FirstName". A message "Your project information is incomplete." is displayed, followed by a list of tasks: "Add Project Award Submission attachment", "Add Project Award Video attachment", "Add "How it started" photo attachment", "Add "How it's going" photo attachment", and "Add 4-H experience paragraph attachment". A green arrow points to the first task. Below this is a "Members" section with a table:

Name	Role	Joined
DB [REDACTED]	Student	Feb 5, 2026

There is also an "Invites" link next to the Members heading.

**Step 6:** A PDF file is the best choice for uploading your Project Award Submission. This should be one combined file in this order: Personal Information Page, Cover Letter, Project Resume, and Project Report Form. Press submit before continuing.

The next sections are below this first one. You will scroll to move down the screen to submit each section.

Test Project 2024-2025 > Projects > Project\_LastName\_FirstName > Components

## Components

### Project Award Submission

**Weight**  
67%

**Description**  
Please submit your Project Award as ONE PDF file in this order: Personal Information Page, Cover Letter, Project Resume, and Project Report Form.

**Guidelines & information**  
Your Project Award Submission should be submitted as ONE PDF file, which includes your Personal Information Page, Cover Letter, Project Resume, and Project Report Form.

The file name should be formatted: **projectarea\_lastname\_firstname**.

Youth should organize their PDF file in the following order:

1. Personal Information Page
2. Cover Letter
3. Resume
4. Project Report Form

**Submission deadline**  
Feb 17, 2026 11:59 PM CST

**Attachments**

Add a file

File  
You may upload files up to 20 MB in size.

Choose File No file chosen

Submit

**Step 7:** Copy your YouTube link here. Be sure to double-check that your video settings are set to “Unlisted”. Press submit before moving on.

For video instructions, visit the Kansas 4-H website under Awards & Recognition> State 4-H Project Award Evaluation > [4-H Project Award Video Instructions](#).

**Project Award Video**

**Weight**  
33%

**Description**  
Youth will submit their video by entering its YouTube URL here. The video should be 3- to 5-minute in length.

**Guidelines & Information**  
For YouTube instructions, please visit the Kansas 4-H website under Awards & Recognition> Kansas 4-H Project Award Evaluation, then click 4-H Project Award Video Instructions.

Your video should be creative, unique, and complement your Cover Letter, Project Resume, and Project Report Form. The following prompts may be used when creating your video.

- Share why you would be an ideal recipient of a Kansas 4-H Project Award
- What do you see as your big successes or how you overcame challenges in exploring the project area?
- Share evidence of project mastery, i.e., skills gained, knowledge learned, difficult techniques, etc.
- Provide examples of how you have developed and practiced leadership skills within the project area.
- Provide examples of how you have engaged in civic engagement activities related to this project area. How has it impacted your personal growth?
- Explain how your 4-H experiences in this project area have helped you reach your personal goals and could benefit your future education or career plans?

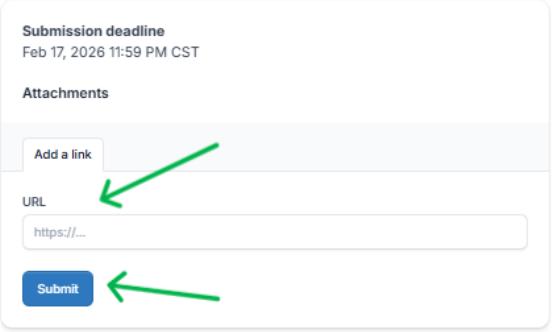
**Submission deadline**  
Feb 17, 2026 11:59 PM CST

**Attachments**

Add a link

URL  
https://...

Submit



**Step 8:** These pieces will not be judged. But you are required to upload. These are being collected to be shared at the Emerald Circle Banquet if selected as a project award recipient. Press submit after each. PNG files are best for the photo submissions.

**"How it started" photo**

**Weight**  
0%

**Description**  
Please submit one photo of yourself at the beginning of your 4-H career.

**Guidelines & information**  
"How it started" photo: Please submit a photo of yourself at the beginning of your 4-H career (within the first year or two).

**Rubric questions**

**Submission deadline**  
Feb 17, 2026 11:59 PM CST

**Attachments**



**File**  
You may upload files up to 20 MB in size.  
  



**"How it's going" photo**

**Weight**  
0%

**Description**  
Please submit a current photo of yourself.

**Guidelines & information**  
"How it's going" photo: Please submit a current photo of yourself, be sure we can see your face. This second photo should be an action shot of you participating in the project area you are submitting for. The photo should show you participating in a project-related event, project work, or teaching/leading others.

**Rubric questions**

**Submission deadline**  
Feb 17, 2026 11:59 PM CST

**Attachments**



**File**  
You may upload files up to 20 MB in size.  
  



**4-H experience paragraph**

**Weight**  
0%

**Description**  
Please submit a brief overview/paragraph of your 4-H experience and why this particular 4-H project resonated with you.

**Guidelines & information**  
Considering the two photos submitted, please submit a brief overview/paragraph of your 4-H experience and why this particular 4-H project resonated with you. It should be a least 6-7 sentences in length. This will be printed in a program and/or in the slideshow that will play during Emerald Circle.

**Rubric questions**

**Submission deadline**  
Feb 17, 2026 11:59 PM CST

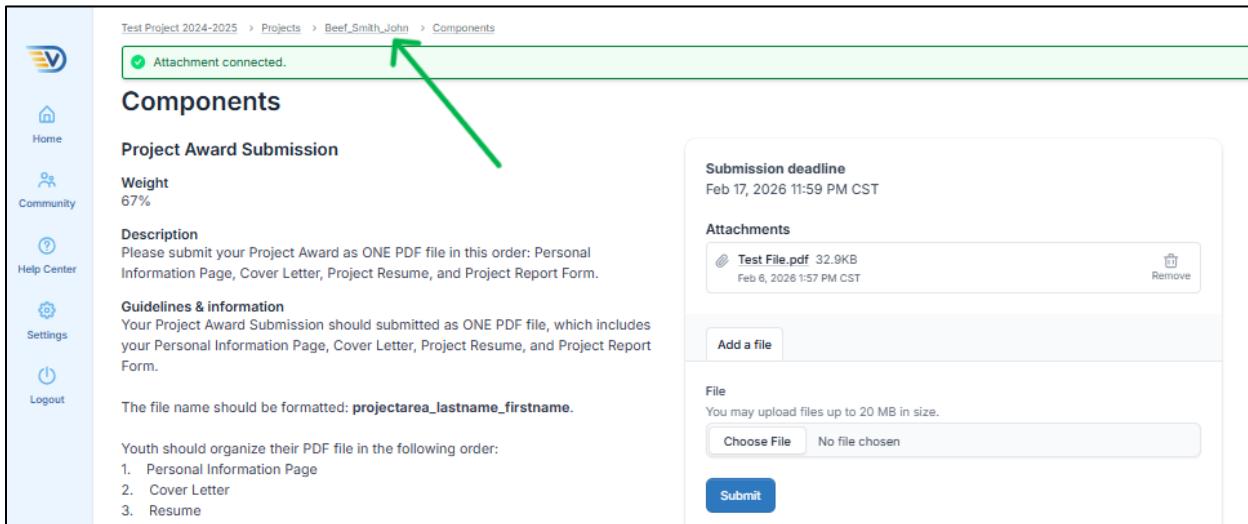
**Attachments**



**Text**  
 



**Step 9: *Don't miss this step!*** Once you have uploaded to each component, you will need to submit the project. At the top of the screen click your Project\_LastName\_FirstName, as shown below (Beef\_Smith\_John).



The screenshot shows the 'Components' section of a project submission page. At the top, a green status bar displays a checkmark and the text 'Attachment connected.' A green arrow points from this status bar to the top of the page, specifically to the project name 'Beef\_Smith\_John' in the breadcrumb navigation.

**Components**

**Project Award Submission**

**Weight**  
67%

**Description**  
Please submit your Project Award as ONE PDF file in this order: Personal Information Page, Cover Letter, Project Resume, and Project Report Form.

**Guidelines & information**  
Your Project Award Submission should be submitted as ONE PDF file, which includes your Personal Information Page, Cover Letter, Project Resume, and Project Report Form.

The file name should be formatted: **projectarea\_lastname\_firstname**.

Youth should organize their PDF file in the following order:

1. Personal Information Page
2. Cover Letter
3. Resume

**Submission deadline**  
Feb 17, 2026 11:59 PM CST

**Attachments**

 **Test File.pdf** 32.9KB  
Feb 6, 2026 1:57 PM CST Remove

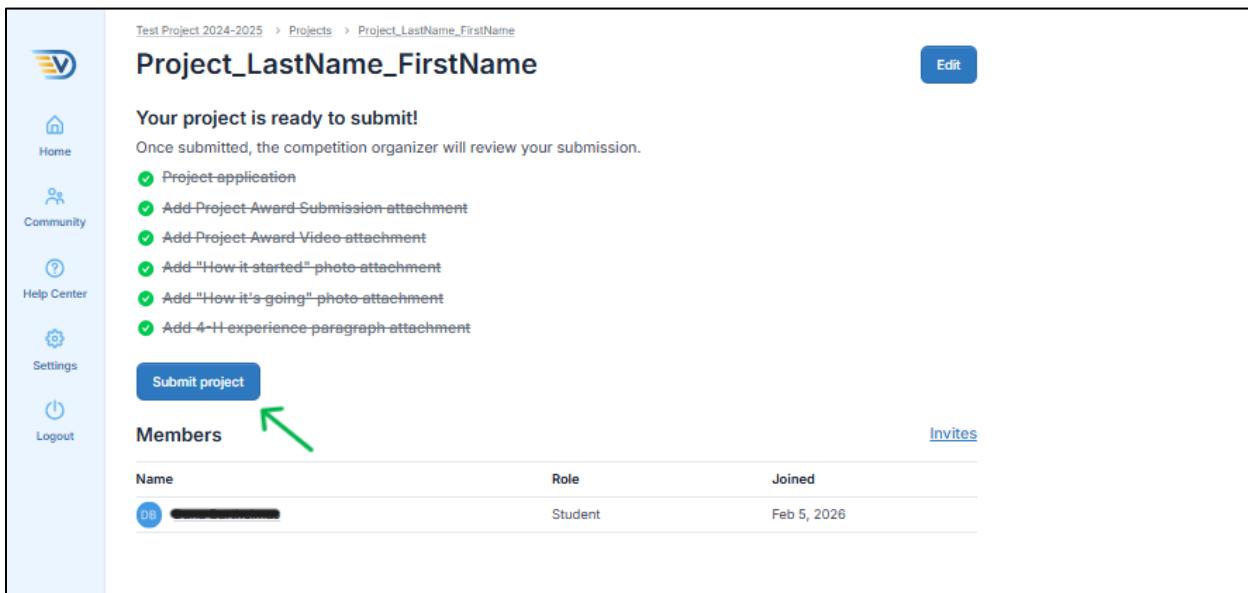
**Add a file**

**File**  
You may upload files up to 20 MB in size.

**Choose File** **No file chosen**

**Submit**

This is the submission screen. Make sure that all the components have a green check mark & then press the submit project button.



The screenshot shows the confirmation screen for submitting a project. The page title is 'Project\_LastName\_FirstName'. A green arrow points from the 'Submit project' button to the 'Members' section.

**Your project is ready to submit!**

Once submitted, the competition organizer will review your submission.

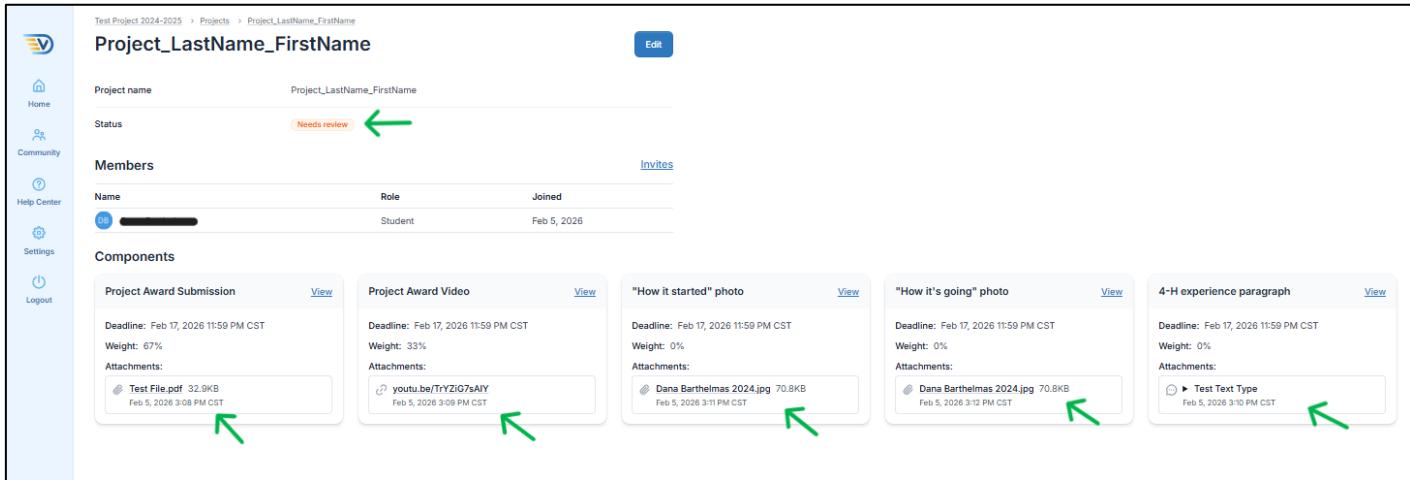
- Project application
- Add Project Award Submission attachment
- Add Project Award Video attachment
- Add "How it started" photo attachment
- Add "How it's going" photo attachment
- Add 4-H experience paragraph attachment

**Submit project**

**Members** [Edit](#) [Invites](#)

Name	Role	Joined
Beef [REDACTED]	Student	Feb 5, 2026

**Step 10:** This is the submission confirmation screen. You will want to make sure you see “Needs review” & check to make sure you have one file or link attached to each component.



Test Project 2024-2025 > Projects > Project\_LastName\_FirstName

## Project\_LastName\_FirstName

**Project name:** Project\_LastName\_FirstName

**Status:** Needs review

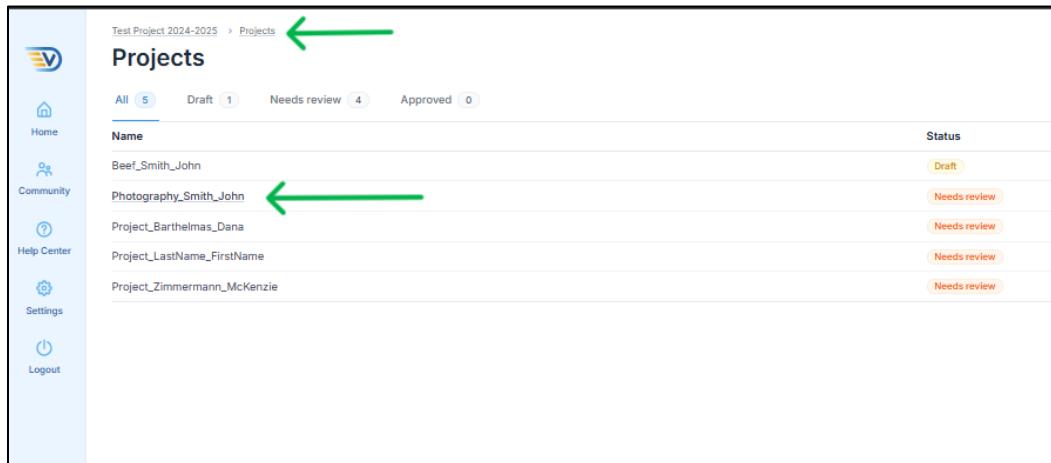
**Members:** [Invites](#)

Name	Role	Joined
DL [REDACTED]	Student	Feb 5, 2026

**Components:**

- Project Award Submission** [View](#)  
Deadline: Feb 17, 2026 11:59 PM CST  
Weight: 67%  
Attachments:  
• [Test File.pdf](#) 32.9KB Feb 5, 2026 3:08 PM CST
- Project Award Video** [View](#)  
Deadline: Feb 17, 2026 11:59 PM CST  
Weight: 33%  
Attachments:  
• [youtu.be/TryZig7sAIY](#) Feb 5, 2026 3:09 PM CST
- "How it started" photo** [View](#)  
Deadline: Feb 17, 2026 11:59 PM CST  
Weight: 0%  
Attachments:  
• [Dana Barthelmas 2024.jpg](#) 70.8KB Feb 5, 2026 3:11 PM CST
- "How it's going" photo** [View](#)  
Deadline: Feb 17, 2026 11:59 PM CST  
Weight: 0%  
Attachments:  
• [Dana Barthelmas 2024.jpg](#) 70.8KB Feb 5, 2026 3:12 PM CST
- 4-H experience paragraph** [View](#)  
Deadline: Feb 17, 2026 11:59 PM CST  
Weight: 0%  
Attachments:  
• [Test Text Type](#) Feb 5, 2026 3:10 PM CST

If you do not see the screen above, click Projects at the top of the screen to open a list of projects. Select yours & it will take you to the screen above.



Test Project 2024-2025 > Projects

## Projects

Name	Status
Beef_Smith_John	Draft
Photography_Smith_John	Needs review
Project_Barthelmas_Dana	Needs review
Project_LastName_FirstName	Needs review
Project_Zimmermann_Mckenzie	Needs review

Note: You can edit up until February 17 at 11:59, and then we will begin distributing to application reviewers.