

Kansas Youth Livestock State Nomination Process Rookie Guide



K-STATE
Research and Extension



Kansas State Youth Livestock Nomination Process

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March 1, 2023

Dear Kansas Youth Livestock Family,

Welcome to the KSU Youth Livestock Program! We hope you are excited to embark on an adventure as a 4-H or FFA family. The KSU Youth Livestock Program provides and facilitates educational programs for youth across the state. One of the most notable roles for the Youth Livestock Program is to manage youth livestock nominations for the state of Kansas. We do this as a component of our partnership with the Kansas State Fair and Kansas Junior Livestock Show (KJLS). The information included in this "Rookie Guide" is targeted to new families/households who will be nominating livestock projects for the first time, however, it may be useful to any family who has questions regarding the nomination process. It will be particularly helpful to all families this year, as we transition to a new, online system in 2022. I hope you find this information to be a useful guide as you complete the state nomination process.

To exhibit at the Kansas State Fair Grand Drive and/or KJLS, market animals and commercial breeding females must first be nominated to be eligible to show. Nomination is the process of identifying youth livestock projects and documenting that they have been owned, possessed, and cared for by youth for an appropriate amount of time to gain the optimal learning experience. The nomination process includes tagging livestock projects with a Kansas 4-H EID ear tag, purchasing official DNA envelopes, pulling DNA samples on animals, submitting animal identifying information online for each exhibitor in the family and uploading documents, and mailing completed DNA envelopes to the KSU Youth Livestock Program. Only those animals that have been appropriately nominated will be eligible to show at the Kansas State Fair Grand Drive or KJLS. Information about the nomination process and a variety of resources may be found on the KSU Youth Livestock Program website: <https://www.asi.k-state.edu/extension/youth-programs/nominated-livestock/>. One of your best resources will be the local Extension Office. This is who you will need to contact in order to get your animals tagged. Please contact the local Extension Office early, so they can be prepared to guide you through the process. Additionally, several counties across the state have a specified date or local procedure for tagging projects and completing state livestock nominations, before they can be approved.

Nomination Deadlines:

May 1 – Market Beef

June 15 – Market Hogs, Commercial Gilts, Market Sheep, Commercial Ewes,
Commercial Heifers, and ALL meat goats (market goats and breeding does)

The aforementioned dates are strict postmark deadlines. Using the postmark displayed on an envelope is the best method to determine DNA Envelopes were submitted by the deadline. They also must be ordered in advance, so it is imperative families plan ahead. Envelope orders will close on **April 20** for market beef and **June 5** for small livestock and commercial heifers. The online system (ShoWorks) will also automatically close at 5:00PM on the nomination deadline. Late nominations will not be accepted. Any animals that are not in the ShoWorks system or DNA samples that are dated after May 1, 2023 (market beef) or June 15, 2023 (all other species) will be returned and those animals will not be eligible to exhibit at the Kansas State Fair or KJLS. Please also note that complete nominations do NOT constitute an entry. After you complete the nomination process, you must then follow the specific entry process for the show in which you would like to exhibit. Nomination only makes your animals eligible for the state fair or KJLS. Each show has its own, separate entry process and unique entry link that must be followed for kids to actually show.

I hope your youth livestock project is a rewarding endeavor! If you have any questions, please contact your local Extension Agent or myself (adhayes@ksu.edu; 785-532-1264).

Sincerely,

Lexie Hayes
Extension Assistant, Youth Livestock Coordinator
Kansas State University, Department of Animal Sciences and Industry

GRAND DRIVE & KJLS IMPORTANT DATES

April 20	Last Day to Order Beef DNA Envelopes
May 1	Market Beef Nominations Due & DNA Postmarked
June 5	Last Day to Order Small Livestock DNA Envelopes
June 15	Small Livestock Nominations Due & DNA Postmarked -Market Swine, Commercial Gilt -Market Lamb, Commercial Ewe -ALL Meat Goat (Market & Breeding)
	Commercial Heifer Nominations Due
	Registered Breeding Heifer Papers in Exhibitor's Name
	Registered Breeding Gilt Papers in Exhibitor's Name
July 1	Registered Breeding Ewe Papers in Exhibitor's Name
July 15	Kansas State Fair Grand Drive Entry Deadline
July 25	Kansas State Fair Grand Drive Late Entry Deadline
August 15	KJLS Entry Deadline
August 25	KJLS Late Entry Deadline
Sept. 8 - 10	Kansas State Fair Grand Drive
Sept. 29 - Oct. 1	KJLS

All market animals must be nominated to be eligible for either show.

All commercial breeding females must be nominated to be eligible for either show.

Registered breeding females must be in the exhibitor's name by the appropriate date to be eligible for either show. Refer to show rules for details.

All meat goats, including market, commercial does, and registered breeding does must be nominated to be eligible for either show.

2023 Kansas State Youth Livestock



Nomination Guidelines



In order to show at the Kansas State Fair (KSF) or Kansas Junior Livestock Show (KJLS), you must first nominate your animal.

What is a nomination? A nomination is documentation that you have owned, possessed and cared for your animal since a certain date in order to show at a state show.

How are the nomination dates set? The nomination dates are set by minimal guidelines set forth by Kansas 4-H on how long you should own, possess and care for your animal to have gained the optimal experience. In addition, the KSF and KJLS Board of Directors agree on these dates.

What are the nomination dates?

May 1 - Market Steers and Market Heifers

June 15 - Commercial Heifers, Market Lambs, Commercial Ewes, Market Hogs, Commercial Gilts, and ALL Meat Goats (Market Goats, Commercial Does, and Registered Does)

How do I know what to turn in? The Youth Livestock Program has compiled a list of requirements (checklist) for each species.

How much does it cost? The nomination fee is \$12.00 per animal, for all species.

What is the Declaration form? The declaration form is required for all Kansas families/households who nominate animals and wish to show at Kansas State Shows (Kansas State Fair Grand Drive or KJLS). This form states the family/household name, along with who is able to show within that family/household. In addition, it lists the physical location of where the animals are kept, and also has a statement about possession, ownership and care of the animals. It must be signed by all individual exhibitors, and a parent/legal guardian. Each family/household must complete a declaration form annually, which includes all eligible exhibitors for the current program year.

Is a Nomination the same as an entry for the show? NO! You must first nominate your animal in order to declare that you own, possess and care for them. Then, you must actually enter that animal for the show following the specific entry processes set forth by the Kansas State Fair (KSF) and Kansas Junior Livestock Show (KJLS). You must do both of these things in order to show. *Both nominations information and entries are submitted online, using ShoWorks. However, each step in the process utilizes a unique link. Nominations are facilitated by KSU, in partnership with the state shows, with the DNA sent to the KSU Youth Livestock Program office, but the entries for KSF and KJLS are managed by the respective Livestock Show offices.*

How will I know if my Nomination is complete? Once your DNA is received and nomination information verified, you will receive a letter in the mail from the KSU Youth Livestock Program. This letter will list all of the animals that we have in the system from you. A family/household will receive a separate letter for each species nominated. If you submitted incomplete or incorrect information, it will tell you what you are missing and how to fix that issue. In addition, nominations received are posted on the KSU Youth Livestock Program website: www.YouthLivestock.KSU.edu, under Nominated Livestock, so you can see if your nomination is complete. We update this often during the nomination season and highly recommend that you use this tool.

What if I don't get everything in the first time? If your confirmation letter states that something is incomplete or incorrect, **there is a one-time fee of \$20.00.** This includes information on the Declaration Form, data submitted online in ShoWorks, DNA Envelopes, and Signatures (exhibitor(s) or parent(s)/legal guardian(s)). The \$20.00 incomplete fee must be submitted with the missing or corrected information for the nomination to be complete.

Where do I get ear tags and DNA envelopes? Animals must be tagged through your local Extension Office. Make sure you communicate with your local Extension Office far enough in advance for them to have materials and are prepared to guide you through the process. DNA must be submitted in an official DNA envelope, purchased in advance through ShoWorks. Families may order them directly. One type of envelope is available for all species. Please refer to the Step-by-Step page in the "Rookie Guide" for detailed information on appropriately obtaining DNA samples from your animals.

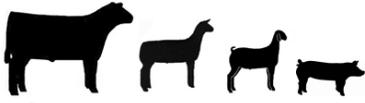


Youth Livestock Program · Kansas State University
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Kansas State Youth Livestock Nomination Process

Step-By-Step Guide



Step 1 - Tagging

Animals eligible for the Kansas State Fair Grand Drive (KSF) or Kansas Junior Livestock Show (KJLS) will need an appropriate Kansas 4-H EID ear tag placed in the ear of the animal by the agent (or organizational representative).

Step 2 - Submit Nominations Online

Exhibitors will create an account through ShoWorks and submit their information and animal data online. Family nominations will continue to be honored, but each animal must be submitted as an “entry” under each individual exhibitor within the family. For the sake of the system, an “entry” is a nominated animal exhibitors would like to be eligible to show at a state show. A complete nomination does not constitute show entry and those will still need to be made separately, through each specific show, in order for an exhibitor to participate. All nomination information must be submitted and documents uploaded online through the ShoWorks nomination portal by 5:00PM on the appropriate deadline.

Families will upload a current **Declaration Form** under each exhibitor’s account, as well as their **YQCA Certificate** (valid through 10/1/2023). Each specie has unique identifying information that must be submitted. Users cannot advance through the system without completing the required fields. Exhibitors are also highly encouraged to use the updated Rookie Guide and checklist that outlines the nomination requirements for each specie. These materials may be obtained from the local Extension office or the KSU Youth Livestock Program website: <https://www.asi.k-state.edu/extension/youth-programs/>, under “Nomination Information”. You may also click [here](#) for the direct link. New families nominating for the first time will need to request a KSU Nomination # [here](#) before beginning the process.

Step 3 - DNA

Families will pay the nomination fee for each animal by purchasing DNA envelopes. This will have to be done in advance and require participants to plan ahead. Orders for DNA envelopes will close 10 days prior to each nomination deadline: Market Beef - April 20, Small Livestock - June 5, Commercial Heifers - June 5. There is an option for families to pay for expedited shipping after the order deadline, but there is a significant cost affiliated with that option. Upon receipt of the official DNA envelopes, families will pull a DNA sample from the animal and place it in the envelope. **DO NOT CUT THE HAIR** - hair follicles **MUST** be intact for submission to be valid. Detailed instructions and videos for pulling DNA on each specie may be found on the KSU Youth Livestock Program Website, under “[DNA Collection Instructions](#)”.

The DNA envelopes are not specie specific, but an official envelope must be used. Old envelopes (from 2021 and before) will not be accepted. Exhibitors need to designate the specie and visible 5-digit Kansas 4-H EID tag number on each envelope, as well as include the signatures of all eligible exhibitors within the family and a parent/guardian. Families need to be looking at the tag in the animal’s ear and verify each tag number when they complete the official DNA envelope. The barcode sticker (from extension office) for each tag number will be placed in the box provided on the DNA envelope. For those dual nominating an animal (in both the market and commercial female divisions), only one DNA sample needs submitted.

Step 4 - Mail Nominations

Exhibitors will mail their completed DNA envelopes and a copy of their ShoWorks receipt (list of animals, tag numbers submitted in the system) to K-State by the postmark deadline. Certified mail is highly encouraged and suggested. Postmark deadlines are strictly enforced: **May 1** - Market Beef; **June 15** - Market Sheep, Commercial Ewes, Market Hogs, Commercial Gilts, Commercial Heifers, and ALL Meat Goats. K-State, KJLS, and the Kansas State Fair are not responsible for lost, late, or misdirected mail.

Step 5 - Verify Nominations Submitted

K-State will process nominations received and post weekly updates regarding complete/incomplete nominations on the KSU Youth Livestock Program website, under “Nominated Livestock > Check Nominated Livestock”. It may also be accessed by clicking [here](#). During this process, letters will also be sent to individual families/households listing the species and tag numbers received, as well as stating whether or not their nominations are complete. This is the exhibitor/family’s opportunity to verify the accuracy of the nomination information received by K-State. Families/exhibitors are responsible for verifying information submitted and correcting incomplete or erroneous data prior to the correction deadline, which is July 15.

Step 6 - *Show Entry...You’re not done yet! Final Step - OFFICIALLY ENTER SHOW*

NOMINATION IS **NOT** AN ENTRY. Exhibitors **MUST** submit an official **ENTRY** for the appropriate youth livestock show in which they would like to participate. The Kansas State Fair and Kansas Junior Livestock Show are responsible for managing their own entries. Exhibitors must follow the proper entry process for each show, have a valid entry on file at each respective entity, and pay the appropriate fees to be eligible to show. [Kansas State Fair Grand Drive](#) (youth livestock show) entries are due by July 15. The [KJLS](#) entry deadline is August 15. Entry information may be obtained from the local Extension office, or the website for each show (linked above). Families who plan to exhibit at both shows will submit information through ShoWorks at least three (3) times, using the unique link provided for each step (nominations, Grand Drive entries, KJLS entries).

Kansas State Youth Livestock Nomination Process

Exhibitor Guide



The state livestock nomination process is open to bonafide Kansas 4-H and FFA members who would like to participate in the Kansas State Fair Grand Drive and/or Kansas Junior Livestock Show (KJLS). The information on the following pages serves as a guide for families to successfully complete the state livestock nomination process. Specifically, it outlines the new, online component of the process. This entails submitting animal data online, using ShoWorks, rather than via paper forms.

Exhibiting at a state show is a multi-step process. Submitting state livestock nominations makes animals eligible. This step includes identifying livestock projects, declaring ownership, and identifying potential exhibitors. After nominations are complete and verified, exhibitors must officially enter each show in which they would like to participate. As part of their partnership with the two state shows, Kansas State University facilitates the nomination process. Submitting one set of nomination materials makes animals eligible for both shows. However, each state show manages their own shows, rules, and entries. The Kansas State Fair Grand Drive and KJLS are independent shows and entities, so youth must separately enter the shows in which they would like to exhibit. Each show typically releases their entry information in early summer. **A complete nomination does NOT constitute show entry.** Families who plan to exhibit in both state shows will follow the unique ShoWorks link affiliated with each step and submit information through their account at least three (3) times. The user account an exhibitor establishes for nomination will later be used for each state show in which the youth would like to participate.

Exhibitors are encouraged to complete their YQCA certification before beginning their nominations, so they have all of the documents they need to complete the process smoothly.

All market animals and commercial breeding females must be state nominated to be eligible for the Kansas State Fair Grand Drive and/or KJLS. This includes:

- (1) Ordering official DNA envelopes in advance and paying the nomination fee through the ShoWorks system.**
- (2) Submitting identifying data on each animal through the ShoWorks online system, as well as the required information for each exhibitor within the family.**
- (3) Mailing an official DNA envelope for each nominated animal, which is complete, sealed, and signed by all exhibitors within the family, plus a parent/legal guardian.**

Kansas State Youth Livestock Nomination Process

Returning Exhibitors

- Exhibitors who state nominated livestock projects in 2022 need to use their existing ShoWorks account. This includes the user name (Exhibitor Name) and password used to create the original account. Using the existing account will allow families to view the information on file for each exhibitor and update any necessary information, rather than re-creating an account for this year. Exhibitors will also be asked for their age (as of 1/1/2023) and new YQCA certification number.
- Do **NOT** create a new, duplicate account for an exhibitor who state nominated last year.
- For help accessing an account, request a password reset through the system, or contact Lexie Hayes at adhayes@ksu.edu.
- KSU Family/Household Names and Nomination #s may be found on the list posted on the KSU YLP website, under “[Nomination Information](#)”. Returning families need to use the original name and 5-digit number assigned to them.
- Each exhibitor will need their own account. If there is a new sibling eligible to show this year, please refer to the “Creating A ShoWorks Account” section to establish an account for that exhibitor.
- Youth who have only shown registered breeding females at either state show and are nominating for the first time are considered new exhibitors and need to “Create A ShoWorks Account” using the instructions on the following pages.

SIGN IN AS A RETURNING EXHIBITOR

- Go to the ShoWorks Link for Kansas livestock nominations: <https://kansasnom.fairwire.com/>.
- Read the instructions in the white box on the homepage.
- Click the red “Sign In” button in the upper right-hand corner of the page.

The screenshot shows the homepage of the State Livestock Nominations system. At the top right, there is a navigation bar with a Home icon and a red 'Sign In' button. A green arrow points from the text above to this button. Below the navigation bar is a progress bar with seven steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The main content area features a 'Welcome' message, a printer-friendly version link, and a large white box containing detailed instructions for the nomination process. At the bottom left, there is a 'Homepage' label. The footer includes the KSU Youth Livestock Program mailing address and postmark deadlines for Market Beef and Commercial Heifers.

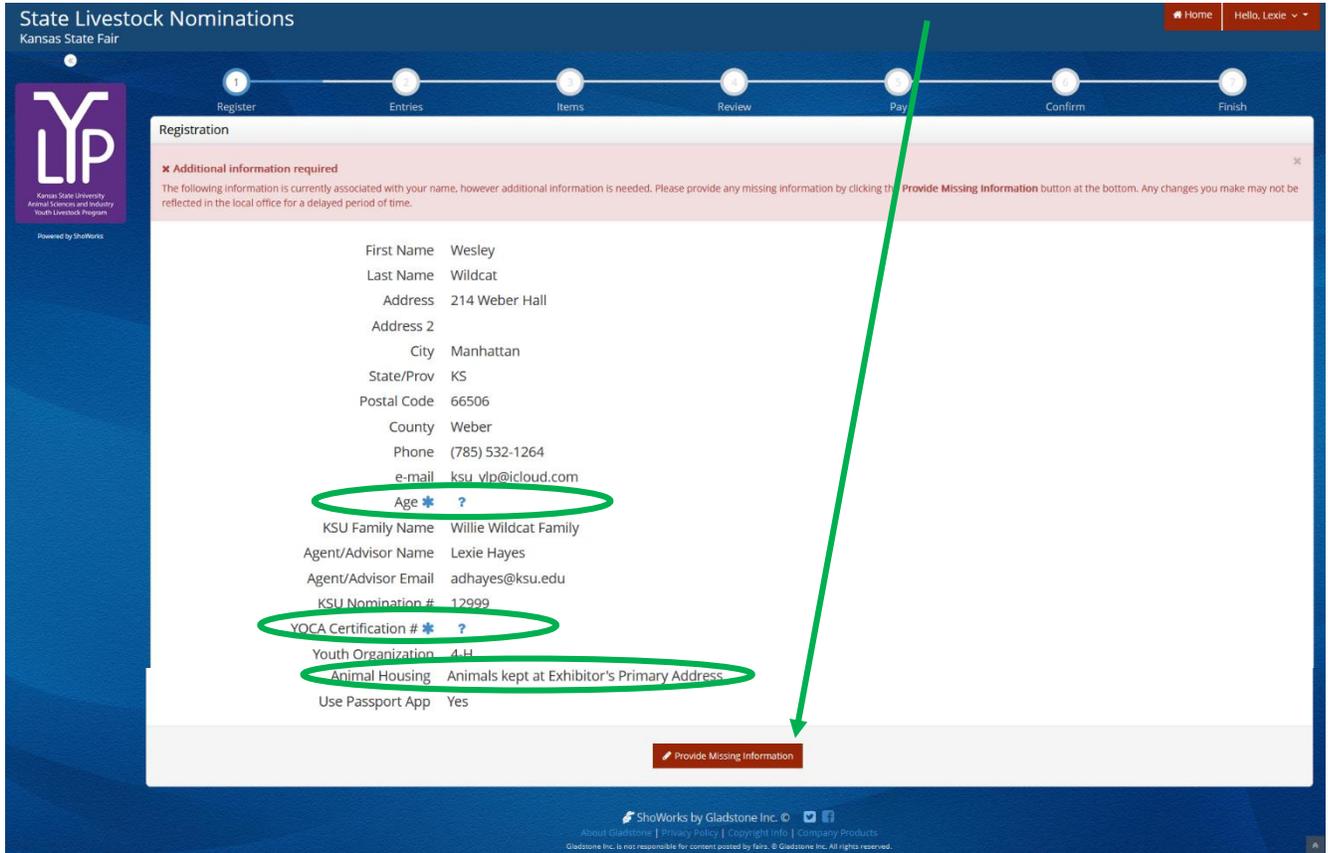
4. Select “Exhibitor” from the drop-down menu.

The screenshot shows the 'Sign In' section of the State Livestock Nominations website. A tip box at the top reads: 'Tip: Will you be working with more than one exhibitor? Choose Quick Group if you will be submitting entries for multiple family members or a group of exhibitors and check out all in the same cart.' Below this is a form with a 'Name' field and a drop-down menu. The drop-down menu is open, showing options: '-- Choose a type --', '-- Choose a type --', 'Exhibitor', 'Club', 'Quick Group', 'Passport', and 'Administrator'. A green arrow points from the instruction above to the 'Exhibitor' option in the menu. The website header includes 'State Livestock Nominations', 'Kansas State Fair', and 'Home | Sign In' links. The footer mentions 'ShoWorks by Gladstone Inc.' and provides links for 'About Gladstone', 'Privacy Policy', 'Copyright Info', and 'Company Products'.

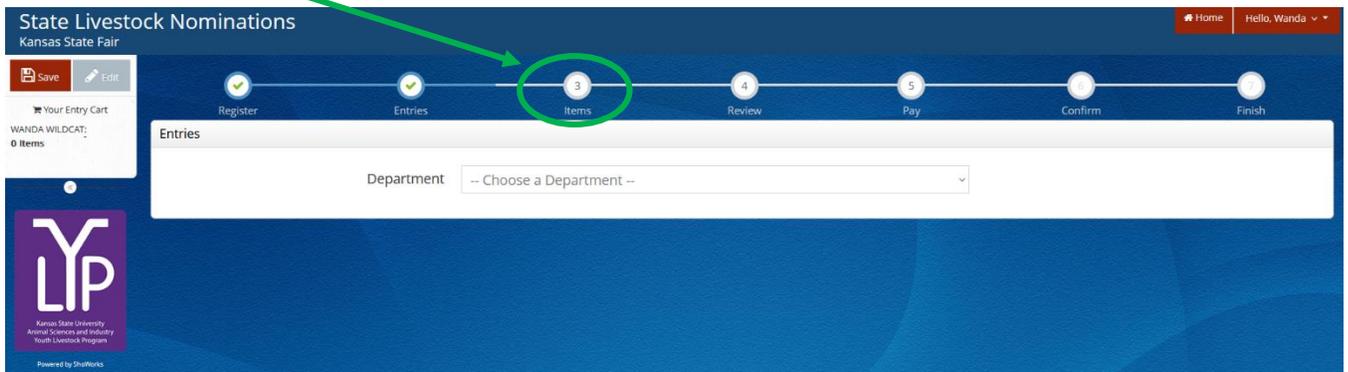
5. Fill in the exhibitor’s first and last name, then click the radio button next to “I have previously registered this year.”

The screenshot shows the 'Registration' step of the State Livestock Nominations website. A progress bar at the top indicates the steps: 1 Register, 2 Entries, 3 Items, 4 Review, 5 Pay, 6 Confirm, 7 Finish. The registration form includes fields for 'First Name' (Wanda) and 'Last Name' (Wildcat). Below these is a section for 'or sign in using ShoWorks Passport' with a tip: 'It's free and lets you securely keep your information and entries year-to-year and reuse across different fairs and shows. Get instant notifications when it's time to show or entries have been judged and see your awards. Sign up now and begin keeping track of your own entries! Tell me more about ShoWorks Passport...'. There is a 'Password' field with a masked input and a link: 'Forgot your password? Click here to reset your password.' At the bottom, there are two radio buttons: 'I am a new exhibitor or have yet to register this year' and 'I have previously registered this year'. The second radio button is selected and circled in green. A green arrow points from the instruction above to this radio button. A 'Continue' button is at the bottom right. The website header and footer are the same as in the previous screenshot.

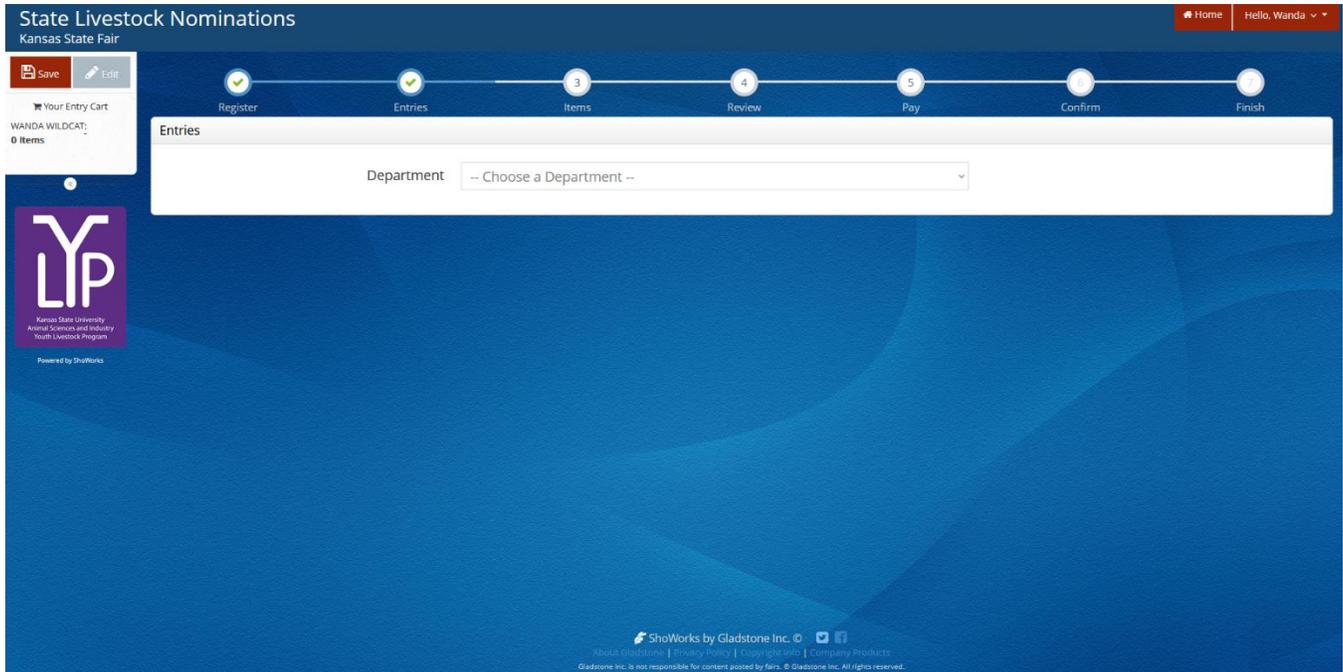
6. Verify exhibitor information, including contact information and extension agent/ag teacher contact.
7. Complete additional required information denoted by a blue asterisk – age (as of 1/1/2023), new YQCA Certification #, and animal housing location, by clicking the red “Provide Missing Information” button at the bottom of the page.



8. Click “Continue” at the bottom of the page to apply corrections. Select “Continue” again to confirm information and move to next step in the system.
9. Save cart to save updates made for exhibitor!
10. To skip ahead and order envelopes before inputting animal tag numbers and nomination data, select the “3 - Items” circle at the top of the page.



11. To begin adding nomination entries (tag numbers, breeds, etc.) and upload documents, select, a department and follow the prompts. Specific instructions may be found for each specie under the “Adding Animals” section of this guide.



Kansas State Youth Livestock Nomination Process

Creating a ShoWorks Account

- 🐾 The first step in the state livestock nomination process is creating an account on ShoWorks, which is the online system used for state livestock nominations. Completing nominations on a computer is recommended.
- 🐾 ShoWorks Nomination Link: <https://kansasnom.fairwire.com/>
- 🐾 Each exhibitor will need their own account. Families may create an individual account for each exhibitor ***OR*** create a “Quick Group” account for the family and add individual exhibitors to it.
 - A Quick Group allows multiple exhibitors to pay their fees in one transaction, as well as view the previous submissions for the current year of all exhibitors under the group.
 - Families with more than one exhibitor are encouraged to create a “Quick Group”.
 - Save the cart and save often!

CREATE A NEW EXHIBITOR

1. Go to the ShoWorks Link affiliated with Kansas youth livestock nominations to get started: <https://kansasnom.fairwire.com/>.
2. Read the instructions in the white box on the homepage.
3. Click the red “Sign In” button in the upper right-hand corner of the page.

State Livestock Nominations
Kansas State Fair

1 Register 2 Entries 3 Items 4 Review 5 Pay 6 Confirm 7 Finish

Welcome
Printer Friendly Version

Powered by ShoWorks

The state livestock nomination process is open to Kansas 4-H and FFA members who would like to participate in the Kansas State Fair Grand Drive and/or Kansas Junior Livestock Show (KJLS).

All market animals and commercial females must be state nominated to be eligible for the Kansas State Fair Grand Drive and/or KJLS. This includes:

- (1) Ordering official DNA envelopes in advance and paying the nomination fee through the ShoWorks system.
- (2) Submitting identifying data on each animal through this ShoWorks online system, as well as the required information for each exhibitor within the family.
- (3) Submitting an official DNA envelope for each nominated animal, which is complete, sealed, and signed by all exhibitors within the family.

*All steps must be complete for the exhibitors and animals for to be ELIGIBLE for the Kansas State Fair Grand Drive and/or KJLS. Submissions must also be approved by the appropriate extension agent and/or ag teacher to be accepted and eligible for exhibition. Organizational authorities will be notified when submissions have been received and need to be approved.

**A copy of the receipt for all online nomination submissions must mailed with the DNA envelopes via certified mail to the KSU Youth Livestock Program, being postmarked by the appropriate date. Late materials will not be accepted and all animals submitted after the postmark deadline will be ineligible.

KSU Youth Livestock Program Mailing Address:
State 4-H/FFA Shows
Kansas State University
214 Weber Hall
1424 Curfin Road
Manhattan, KS 66506

Postmark Deadlines:
Market Beef – May 1
Commercial Heifers – June 15

Homepage

Home Sign In

4. Select “Exhibitor” from the drop-down menu.

The screenshot shows the 'Sign In' section of the State Livestock Nominations website. A tip box at the top asks if the user is working with more than one exhibitor and suggests using a Quick Group. Below this, there is a form with a drop-down menu labeled 'I am a...'. The menu is open, showing options: '-- Choose a type --', '-- Choose a type --', 'Exhibitor', 'Club', 'Quick Group', 'Passport', and 'Administrator'. A green arrow points to the 'Exhibitor' option. The page header includes 'State Livestock Nominations' and 'Kansas State Fair'. The footer contains 'ShoWorks by Gladstone Inc.' and various links.

5. Fill in the exhibitor’s first and last name, then click the radio button next to “I am a new exhibitor or have yet to register this year”. Click the red “Continue” button.

The screenshot shows the 'Registration' step of the State Livestock Nominations website. A progress bar at the top indicates the current step is 'Register'. The form includes fields for 'First Name' (filled with 'Wilburt') and 'Last Name' (filled with 'Wildcat'). Below these fields is a blue box with text about ShoWorks Passport. At the bottom of the form, there are two radio buttons: 'I am a new exhibitor or have yet to register this year' (which is selected and circled in green) and 'I have previously registered this year'. A red 'Continue' button is at the bottom right. The page header includes 'State Livestock Nominations' and 'Kansas State Fair'. The footer contains 'ShoWorks by Gladstone Inc.' and various links.

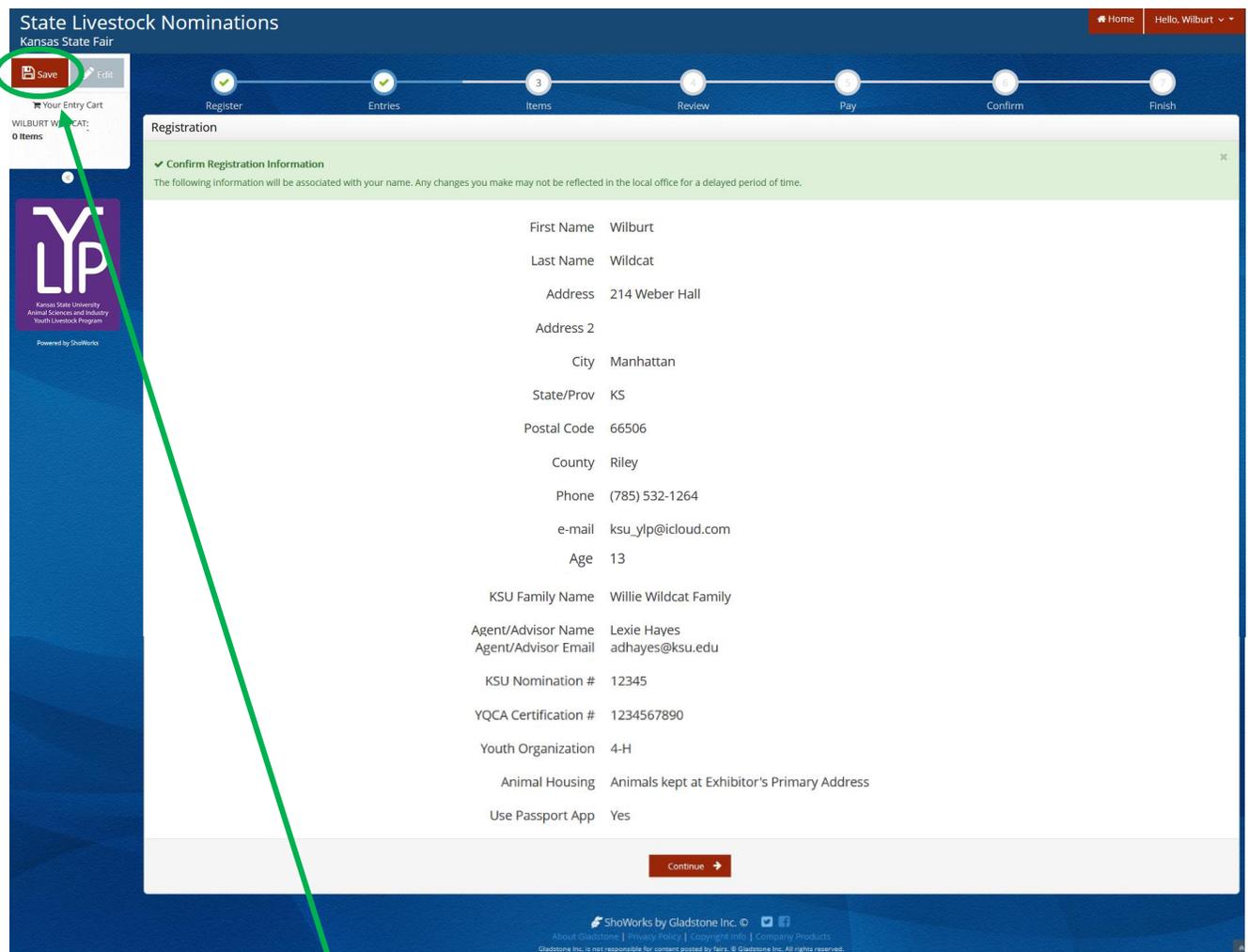
6. Complete the registration information for the exhibitor. Once done, click “Continue”.

Field Descriptions

- First Name: exhibitor’s first name
- Last Name: exhibitor’s last name
- Password: use one that is easy to remember and store it in a safe place – will be used to login in the future, including to enter each show
- Address: exhibitor’s mailing address if different than physical address (Ex: PO Boxes)
- Address 2: Apt. (if applicable) **OR** physical address, if different than mailing address
- City: exhibitor’s home city
- State: exhibitor’s home state
- Postal Code: zip code
- County: county where exhibitor participates in 4-H or FFA
- Phone Number: primary phone contact
- Email: primary email address that is checked often by family – will be main form of communication with families
- Age: exhibitor’s 4-H age (as of 1/1/2023)

KSU Family Name: official KSU Family Name (list is available on the KSU YLP website)
 Agent/Advisor Name: Extension Agent (4-H) or FFA advisor (FFA) who will approve nominations
 Agent/Advisor Email: email address of extension agent or FFA advisor
 KSU Nomination #: official family KSU Nomination # (5-digit number assigned to families)
 NEW families should request one [HERE](#). Returning families should check the [Family Name & KSU Nomination # List](#) posted on the KSU YLP website
 YQCA Certification #: exhibitor's YQCA certification number – must be valid through 10/1/2023.
 Listed on certificate, which can be downloaded and printed from the YQCA website. Will upload certificate when first animal is added for exhibitor
 Youth Organization: organization through which the exhibitor participates (4-H or FFA)
 Animal Housing: declare where animals are housed. Declaration Form must also be completed and uploaded for exhibitors. System will request this form when first animal is added for exhibitor. Uploaded simultaneously with YQCA Certificate
 Use Passport App: Do you use the Passport App? It stores animals and allows us to send notifications to mobile devices for families.

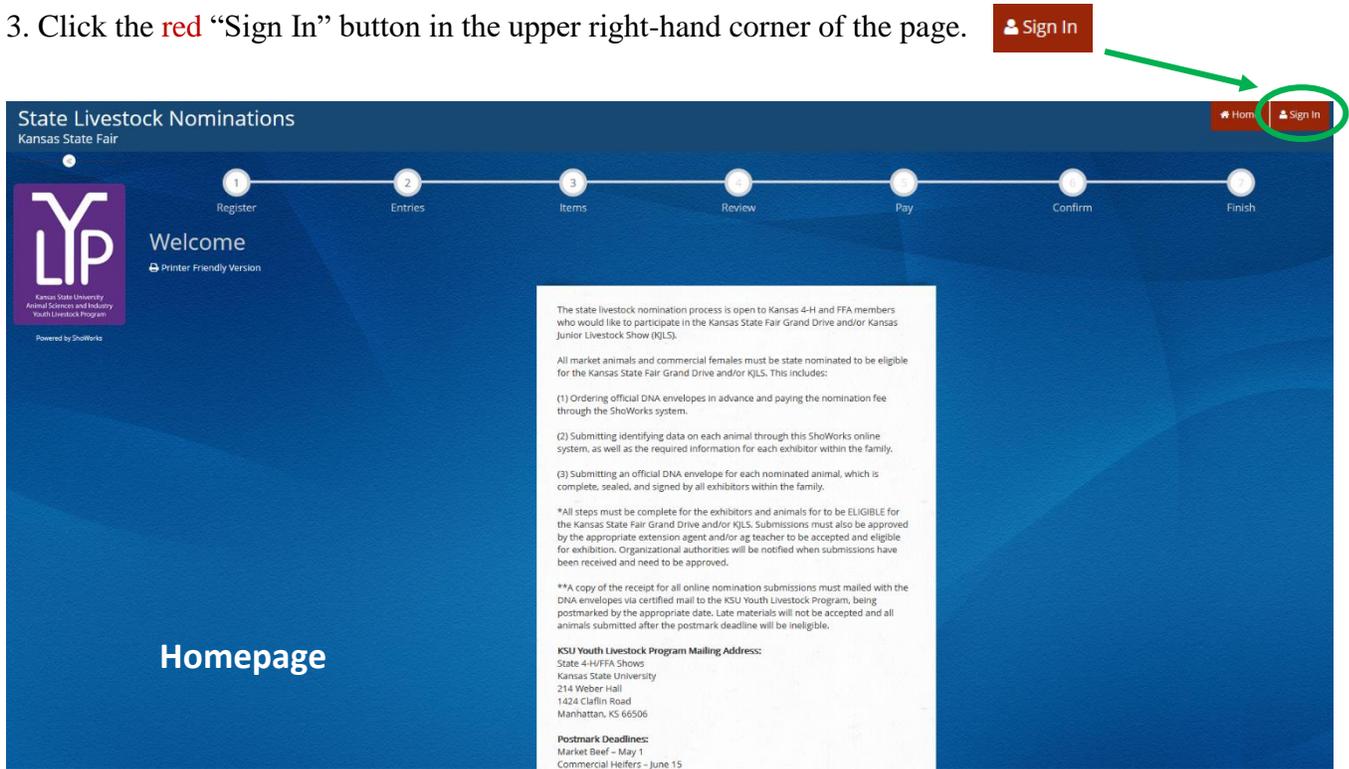
7. Confirm the information listed for the exhibitor. Click “Continue” on the bottom of the page.



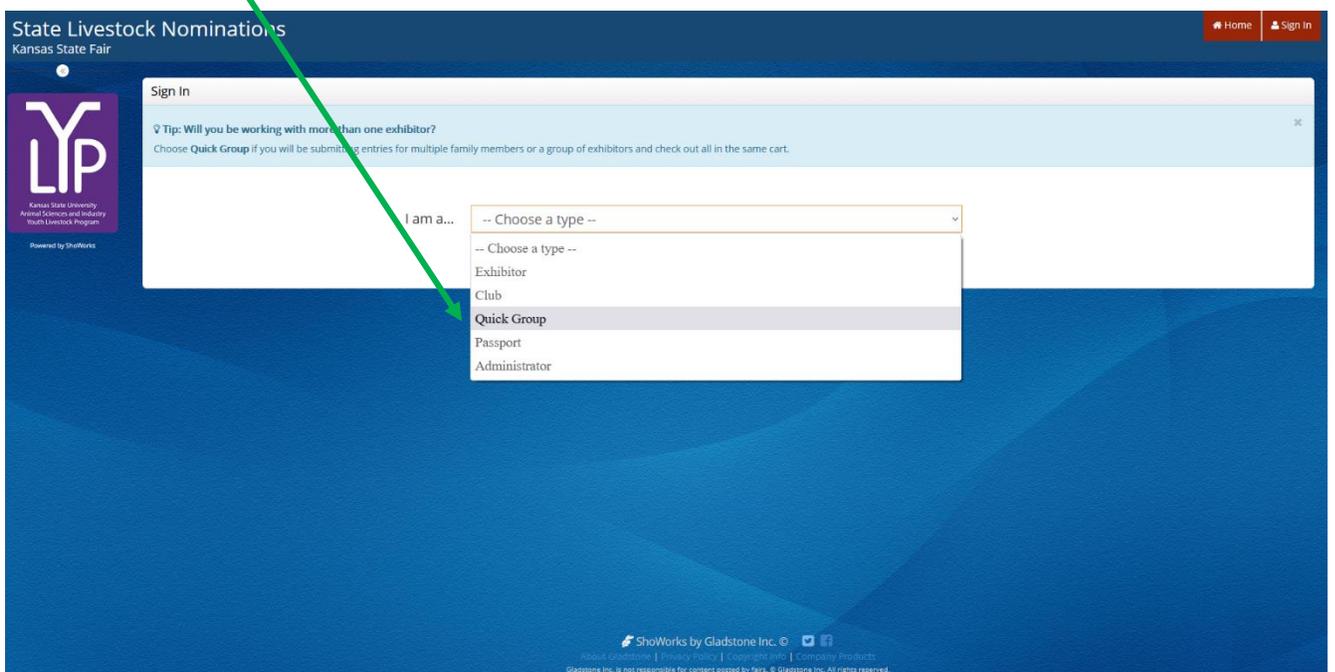
8. Click the red “Save”  button in the upper left corner of the screen. Even if you are not ready to add animals, this will save the exhibitor in the system for the future. Otherwise, it may be lost.

CREATE A NEW QUICK GROUP

1. Go to the ShoWorks Link to get started: <https://kansasnom.fairwire.com/>.
2. Read the instructions in the white box on the homepage.
3. Click the red “Sign In” button in the upper right-hand corner of the page.



4. Select “Quick Group” from the drop-down menu.



5. Input your KSU Family Name, then click the radio button next to “I am a new group”. Click the red “Continue” button.

State Livestock Nominations
Kansas State Fair

Group

Please log in as a Group or you may choose to create a new Group.

Group User Name Willie Wildcat Family

I am a new group I have previously registered

Continue →

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6. Choose a password for the group. Make sure it’s easy to remember and store it somewhere safe for the future. It will be used anytime you need to login for the group or it’s individual exhibitors (kids in the family). The same password may be used for both the group and individual exhibitors. Including an email address and club, which are optional, will autofill those fields and make them the defaults later in the system.

- Club = County or FFA Chapter (select appropriate choice from drop-down menu)

Click “Continue” .

State Livestock Nominations
Kansas State Fair

Group

New Group:
Here you can set any defaults for this group.

Group User Name Willie Wildcat Family

Password *

Re-type Password *

e-mail (optional) ksu_ylp@icloud.com

Default Club (optional) Weber

Continue →

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7. Confirm Group information. If correct, click “Continue”.

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. On the left is the YLP logo (Kansas State University Animal Sciences and Industry Youth Livestock Program). The main content area is titled 'Group' and contains a 'Group Information' section with the following details:

Group User Name	Willie Wildcat Family
e-mail (optional)	ksu_ylp@icloud.com
Default Club (optional)	Weber
Default School (optional)	

At the bottom of the form is a red 'Continue' button with a right-pointing arrow. The footer includes 'ShoWorks by Gladstone Inc.' and various legal notices.

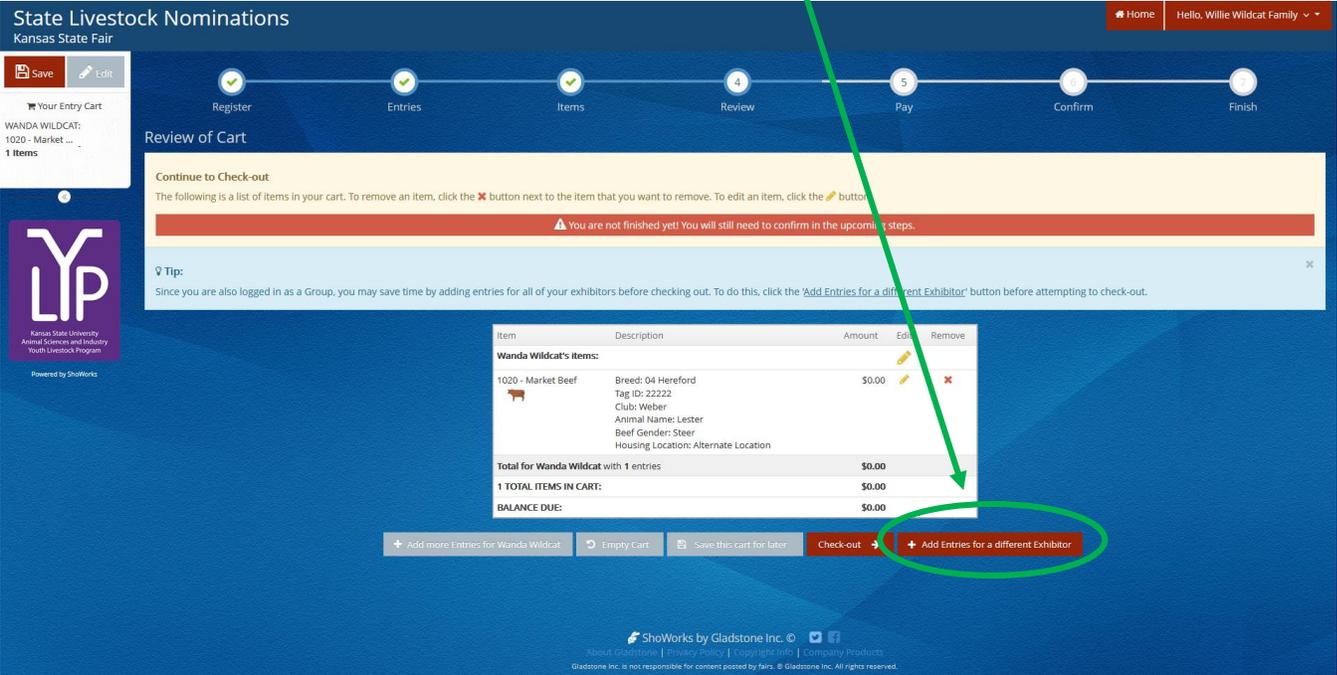
8. Select the gray  button on the bottom right of the page.

The screenshot shows the 'Account Information' page for the 'Willie Wildcat Family' group. A green arrow points from the text above to a gray button labeled 'Begin adding Exhibitors and Entries' at the bottom right of the page. The button is circled in green. To its left is another button labeled 'View/Print transactions made by this Group' with a printer icon. The page also features a 'Welcome Willie Wildcat Family!' message and a 'Hello, Willie Wildcat Family' dropdown menu in the top right corner.

The  button on the bottom left will allow you to view and/or print the exhibitors and animals submitted under the Quick Group in the future. This could include a receipt of a family’s nominations if the original is misplaced.

9. Refer to the “**Create a New Exhibitor**” instructions, beginning with **Step 5**, to add exhibitors.

10. After at least one animal has been added for the first exhibitor, users may continue to the “Check-out” page. At this point, select the red **+ Add Entries for a different Exhibitor** on the bottom right to register additional children in the family.



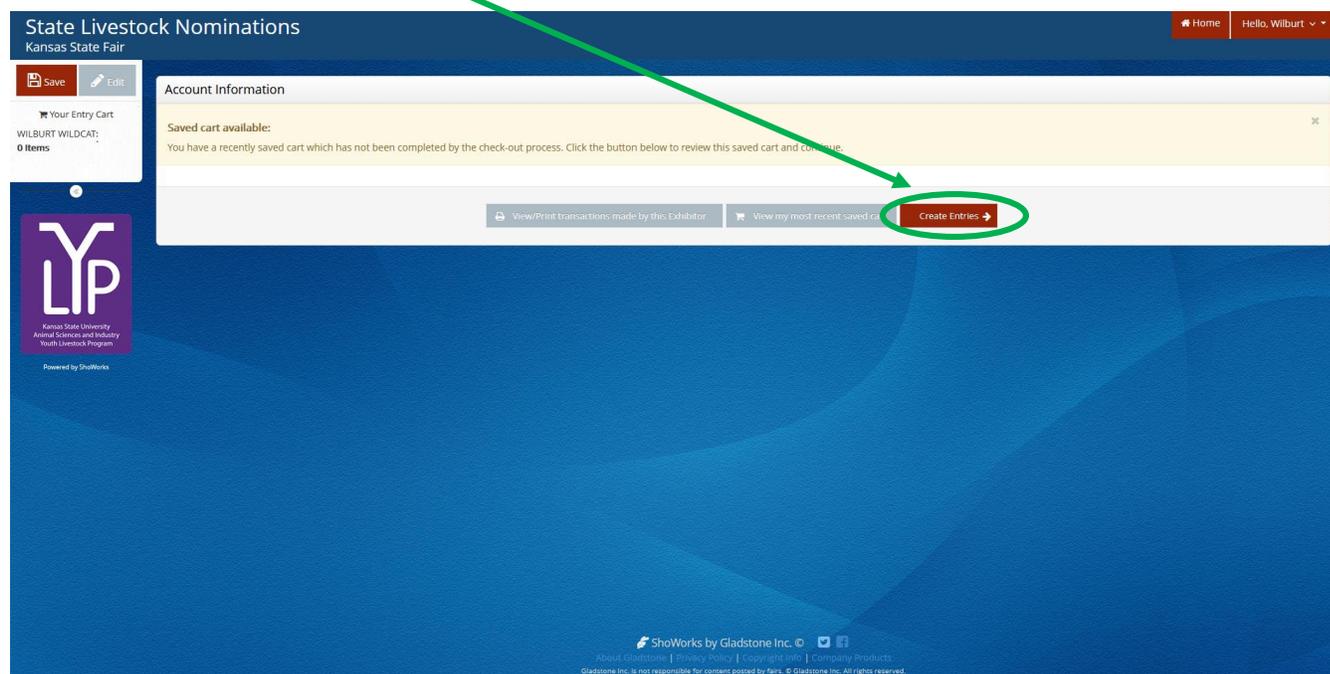
11. Repeat Steps 9-10, until all exhibitors have been added to the family.

Kansas State Youth Livestock Nomination Process

Adding Animals

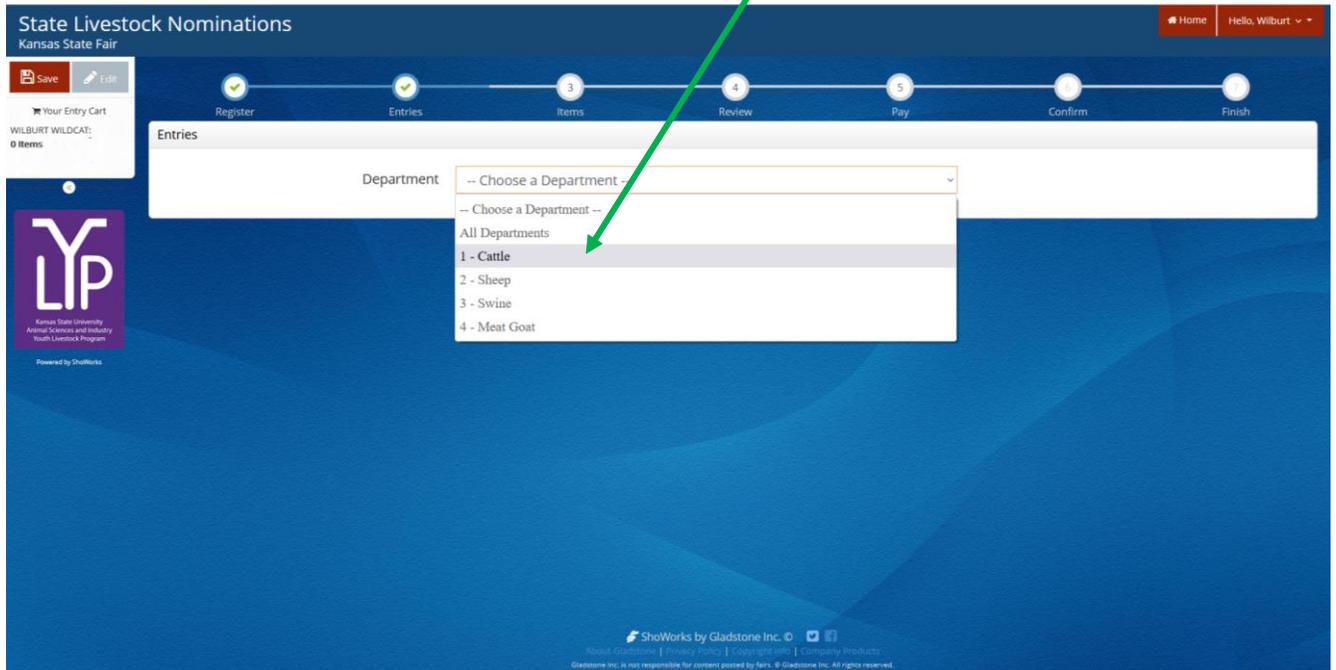
1. After an exhibitor has been created, you may begin adding “entries” for the individual. To clarify, any item or animal submitted through the ShoWorks system is considered an “entry”. For the sake of state livestock nominations, this refers to the tag number and identifying data for each animal families intend to be eligible for the Kansas State Fair Grand Drive and/or KJLS. This is equivalent to the information previously hand-entered on the nomination form. An “entry” submitted during the nomination process does not constitute official entry into a specific show. Families must do that separately for each show, using the unique ShoWorks entry link posted on their respective websites, in addition to having a complete nomination on file.
2. The following process will need repeated for each exhibitor. For family nominations, all animals must be listed under each exhibitor within the family.
3. All animals must be entered into the system and submitted (or “checked-out”) by the appropriate deadline to be accepted:
 - May 1 – Market Beef
 - Steers
 - Market Heifers
 - June 15 – Small Livestock & Commercial Heifers
 - Commercial Gilts
 - Market Hogs
 - Commercial Ewes
 - Market Lambs
 - Breeding Does (ALL meat goats must be nominated to show)
 - Market Meat Goats
 - Commercial Heifers

4. Click “Create Entries”  on the lower right side of the gray box.

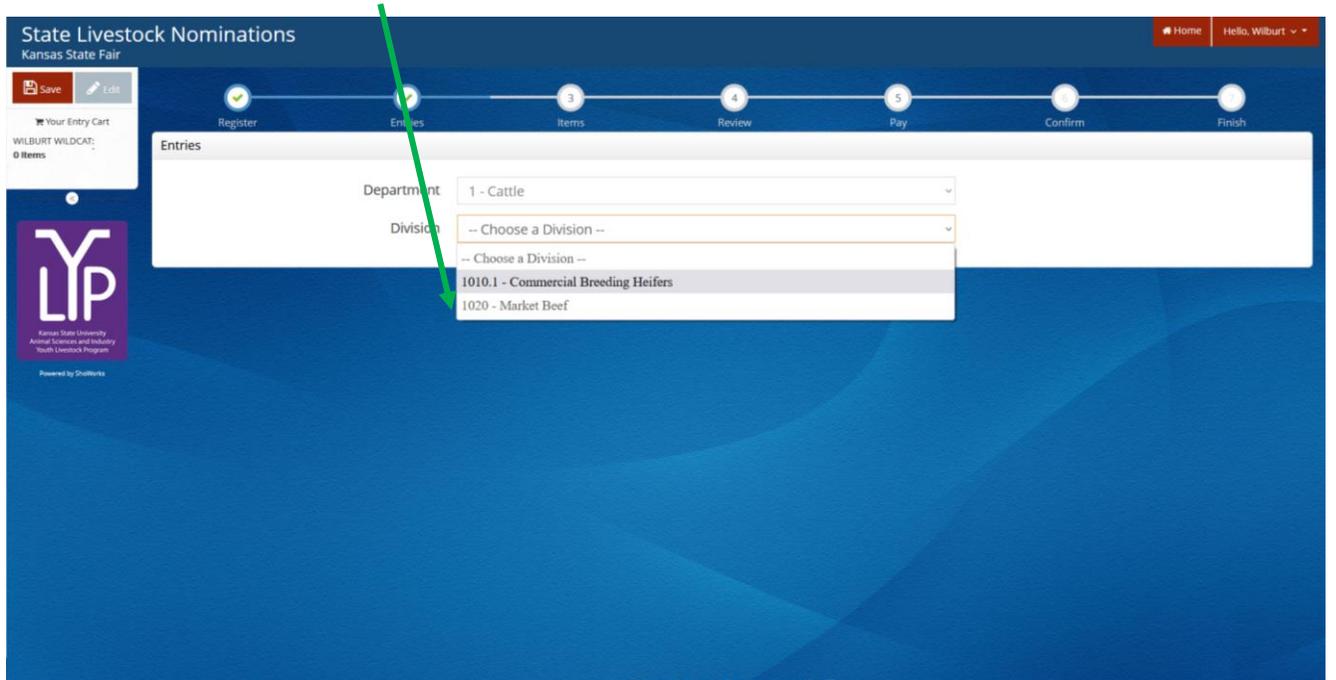


CREATE A COMMERCIAL HEIFER NOMINATION

1. Under the “Department” drop-down menu, choose “1 – Cattle”.



2. Select the appropriate “Division” – Commercial Breeding Heifers.



3. To add a **Commercial Breeding Heifer**, select that division. Read the “Special Instructions” (in yellow box) at the top of the page.

State Livestock Nominations
Kansas State Fair

Home Hello, Wanda

Save Edit

Your Entry Cart
WANDA WILDCAT:
0 Items

Register Entries **3** Items Review Pay Confirm Finish

Entries

Special Instructions:
Submitting this information is for state livestock nomination purposes, which officially nominates this animal to make it eligible for the Kansas State Fair Grand Drive and/or KJLS.
Official show entries must be made separately, directly through those shows (using the entry link on their respective websites), in order to be able to show.
Official completed, signed, and sealed DNA envelope for each commercial heifer must be postmarked to the KSU Youth Livestock Program by **June 15, 2023** for nomination to be accepted.
If dual nominating a heifer as both a commercial breeding heifer and market heifer, animal must be submitted online separately in each division in the ShoWorks nomination system. Only one DNA sample needs to be submitted for the heifer, but it must be postmarked by May 1, 2023.
All exhibitors within a family must have each animal submitted under their name online, as well as sign all of the DNA envelopes to show a specific tag number.
State livestock nominations are non-refundable.

* required

Department 1 - Cattle

Division 1010.1 - Commercial Breeding Heifers

4. Complete the information for each field.

* required

Department 1 - Cattle

Division 1010.1 - Commercial Breeding Heifers

Breed * 20 Commercial Breeding Heifer

Animal Birth Date * 1/29/2022

Tag ID * 11111

Club * Weber

Animal Name Sunflower

Sire Name Pride of Wildcatland

Ear Tattoo KSU 2223

Housing Location * At Exhibitor's Primary Address

Add 1 Entry to Cart + -

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Field Descriptions:

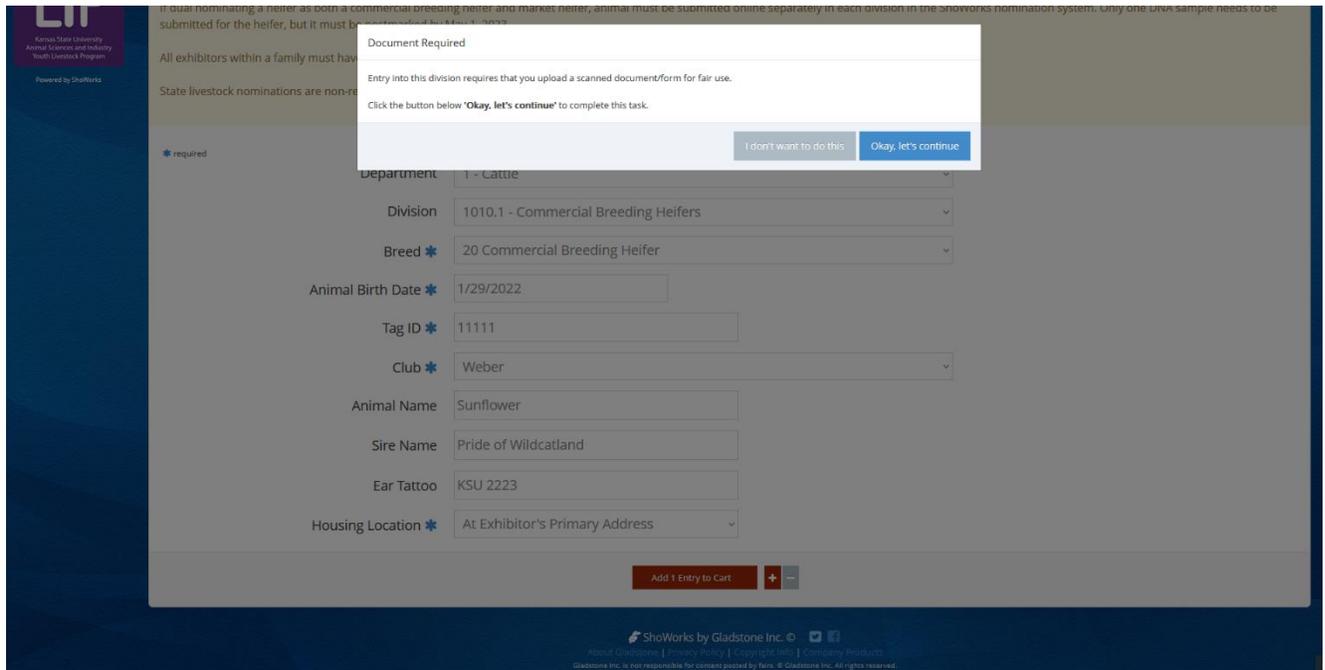
- Breed: “20 Commercial Breeding Heifer” is the only option in the drop-down menu
- Animal Birth Date: heifer Date of Birth (M/DD/YYYY); date submitted is how heifer will be shown
- Tag ID: 5-digit visual tag number on Kansas 4-H EID tag
- Club: county (or FFA chapter) in which youth participates
- Animal Name: name family uses for animal (optional); helpful when adding animal to other exhibitors in the family – must add to each child for family nomination
- Sire Name: name of sire (if known) (optional)
- Ear Tattoo: tattoo in heifer’s ear (optional)
- Housing Location: where animal is housed

5. Click red “Add 1 Entry to Cart” at the bottom of the page.

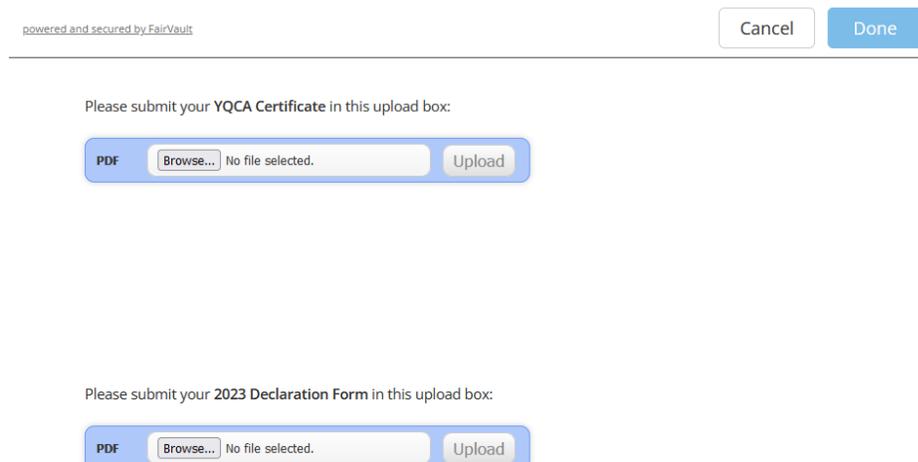
Add 1 Entry to Cart

6. Each exhibitor is required to upload their valid [YQCA certificate](#) and [2023 Declaration Form](#). Everyone is encouraged to have these items saved to their computer/device and readily available prior to creating an account.

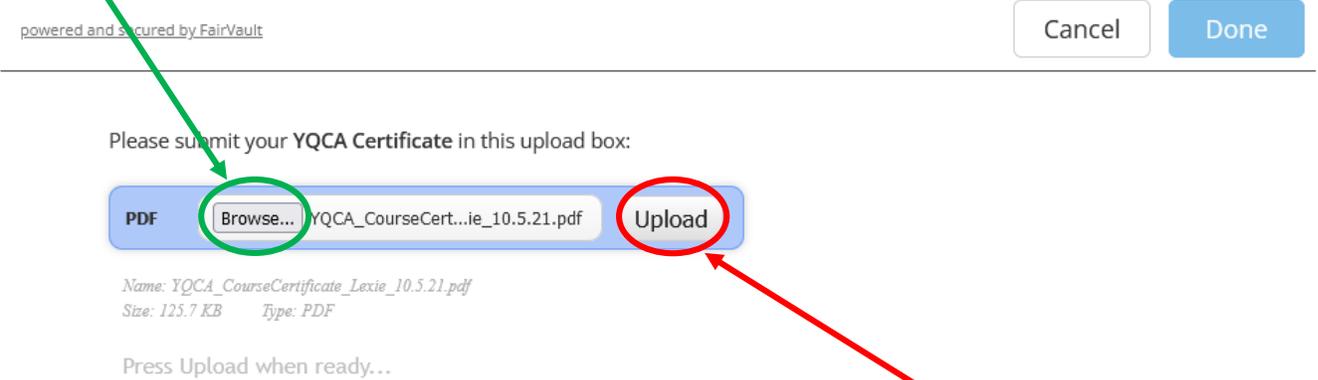
- Select the blue “Okay, let’s continue” button on the right. 
- Users may not add animals and continue through the system without providing the required documents.
- If you choose “I don’t want to do this”,  it will not allow you to add the animal and continue through the system.
- The system will accept both PDF documents, as well as images (JPEG, PNG, ect.).



7. The system will prompt families to upload both the YQCA certificate and 2023 Declaration Form after the first animal is added for each exhibitor within the family. Both must be uploaded simultaneously.



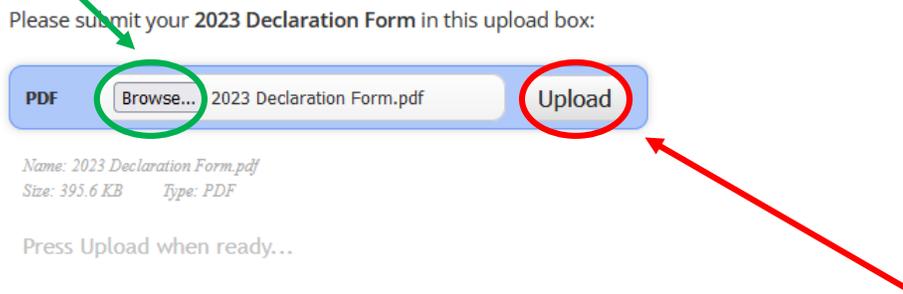
8. “Browse” to the exhibitor’s YQCA Certificate.



9. Double check file name to confirm correct attachment is listed. Click “Upload” on the right side of the blue box. A gray “Upload Complete” box will appear.

- If you accidentally selected the incorrect file, click “Browse” to upload correct document.

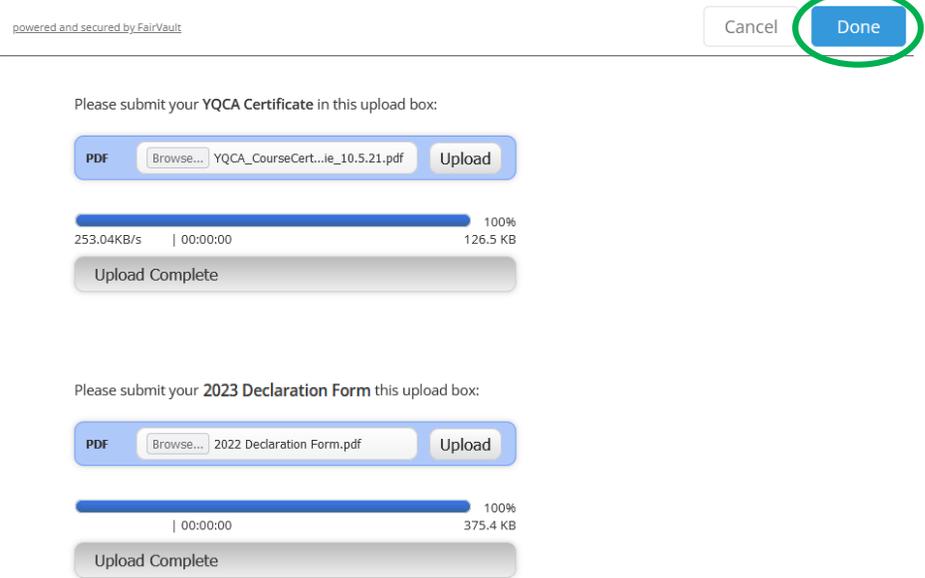
10. “Browse” to the family’s completed and signed 2023 Declaration Form.



11. Double check file name to confirm correct attachment is listed. Click “Upload” on the right side of the blue box. A gray “Upload Complete” box will appear.

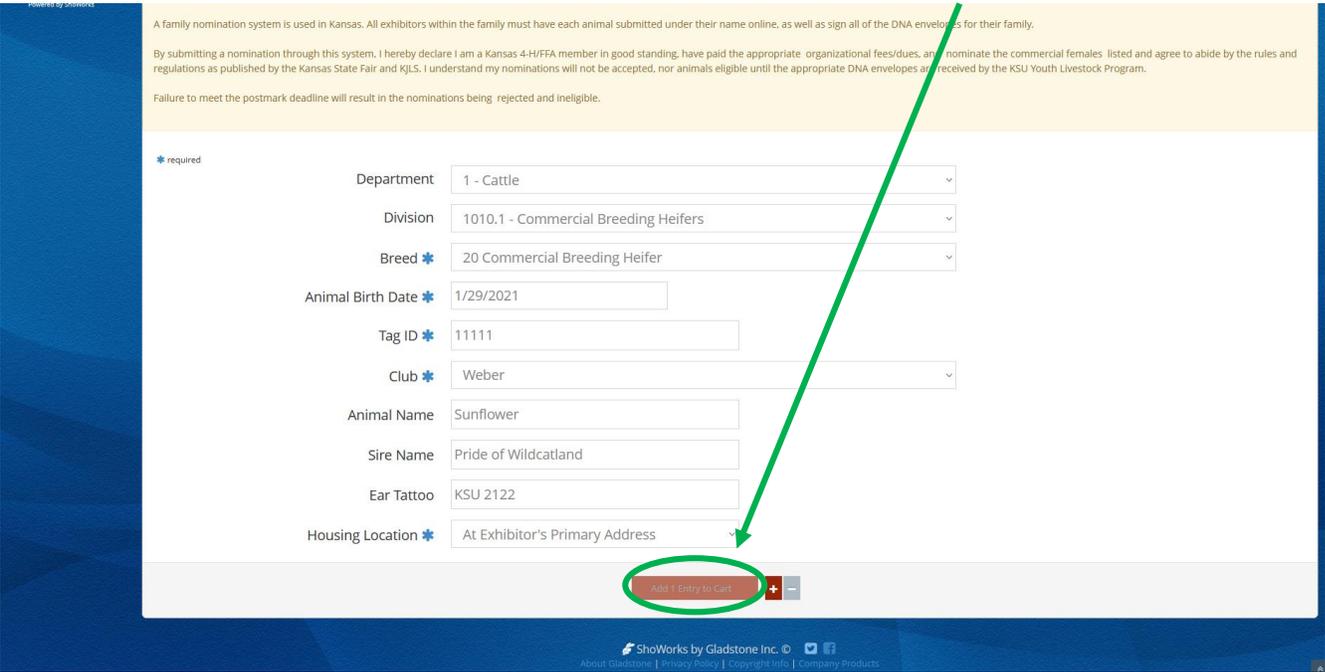
- If you accidentally selected the incorrect file, click “Browse” to upload correct document.

12. Click the blue “Done” button in the upper right-hand corner of the page. Once “Done” is selected in the final step below, attachments may no longer be edited for the exhibitor.



13. Click “Add 1 Entry to Cart” again at the bottom of the page.

Add 1 Entry to Cart



14. The animal will appear in the exhibitor’s cart.

Add similar Entry

To add another commercial heifer (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.

Add different Entry

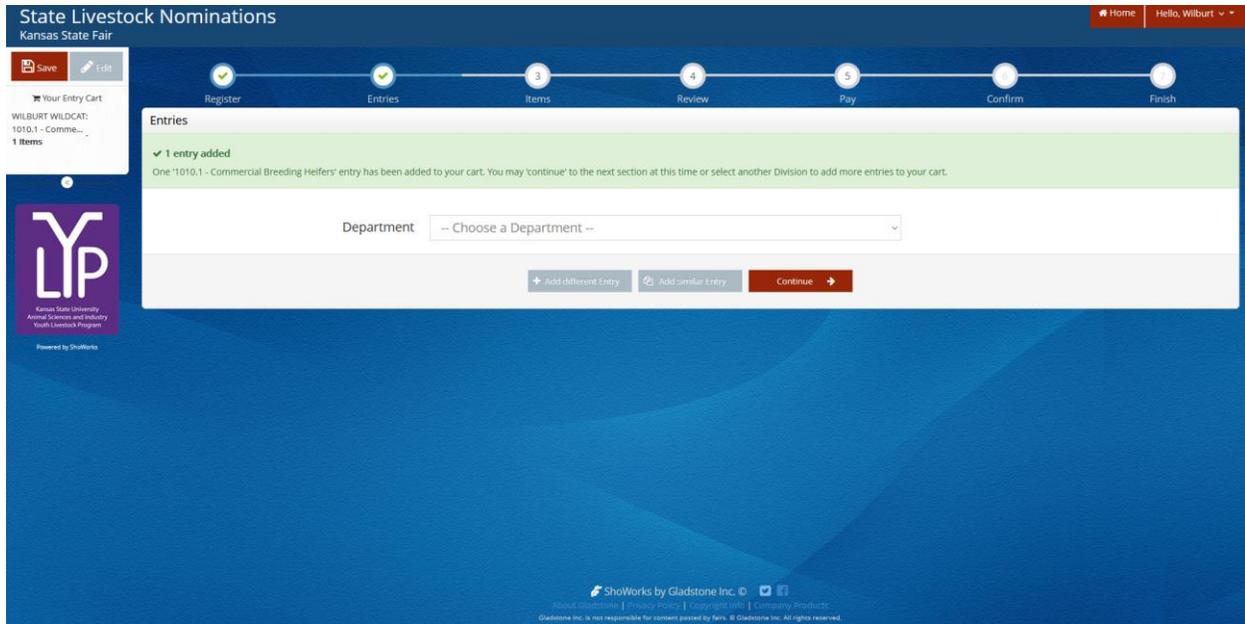
To add another species or market beef for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

OR

“Choose a Department” from the drop-down menu below the green box.

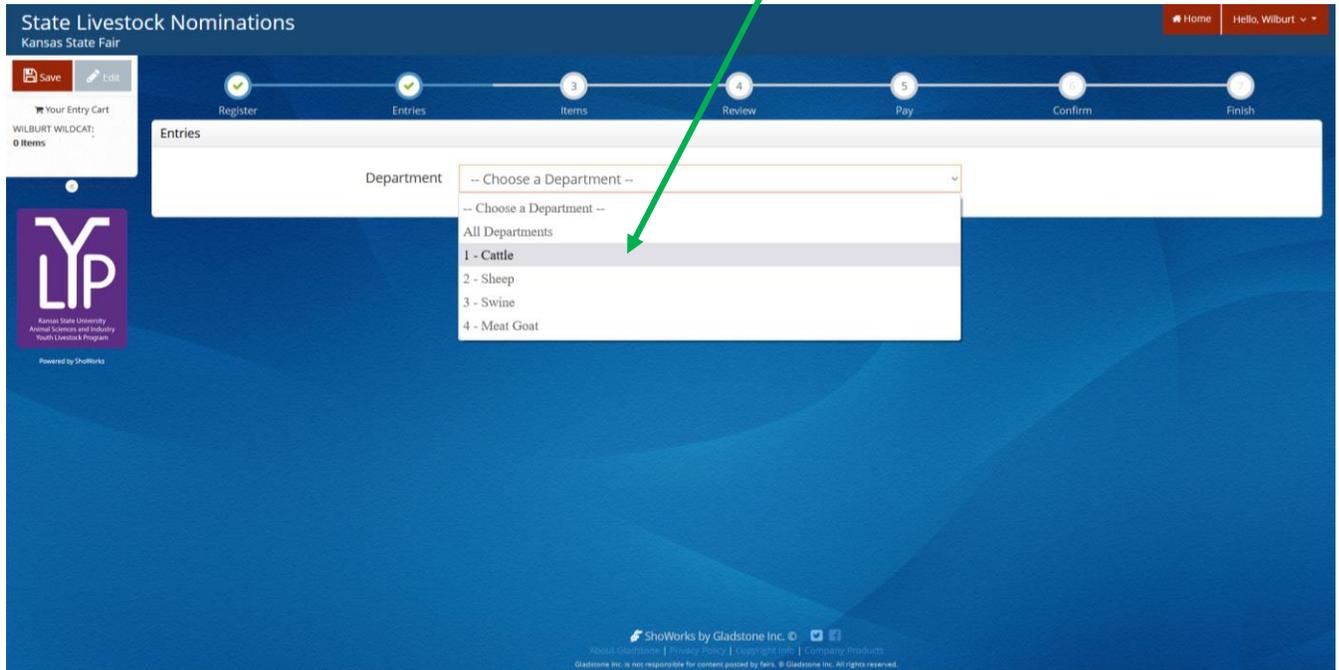


To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red “Continue” button.



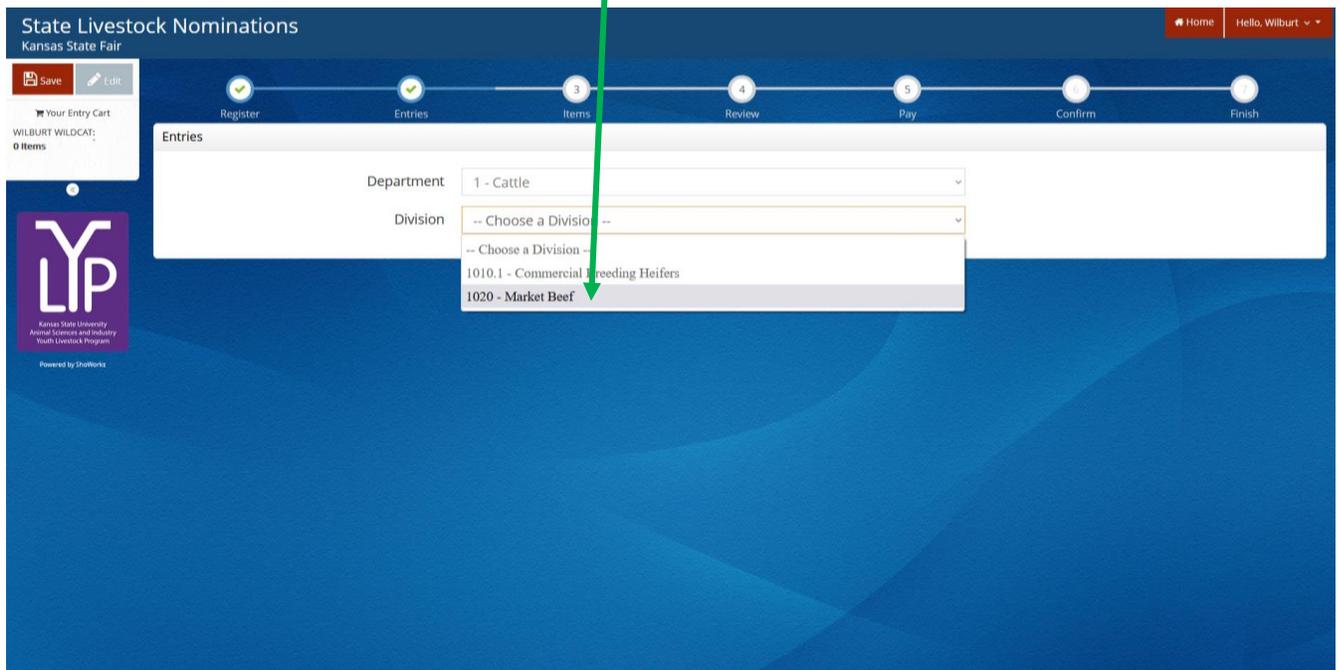
CREATE A MARKET BEEF NOMINATION

1. Under the “Department” drop-down menu, choose “1 – Cattle”.



The screenshot shows the 'State Livestock Nominations' web application for the 'Kansas State Fair'. The user is logged in as 'Wilburt Wildcat'. The application is in the 'Entries' step of a multi-step process (Register, Entries, Items, Review, Pay, Confirm, Finish). The 'Department' dropdown menu is open, showing the following options: '-- Choose a Department --', '-- Choose a Department --', 'All Departments', '1 - Cattle', '2 - Sheep', '3 - Swine', and '4 - Meat Goat'. A green arrow points to the '1 - Cattle' option.

2. Select the appropriate “Division” – Market Beef (both steers and market heifers).



The screenshot shows the 'State Livestock Nominations' web application for the 'Kansas State Fair'. The user is logged in as 'Wilburt Wildcat'. The application is in the 'Items' step of a multi-step process (Register, Entries, Items, Review, Pay, Confirm, Finish). The 'Department' dropdown menu is set to '1 - Cattle'. The 'Division' dropdown menu is open, showing the following options: '-- Choose a Division --', '-- Choose a Division --', '1010.1 - Commercial Breeding Heifers', and '1020 - Market Beef'. A green arrow points to the '1020 - Market Beef' option.

3. To add a **Market Beef**, select that division. Read the “Special Instructions” (in yellow box) at the top of the page.

State Livestock Nominations
Kansas State Fair

Home Hello, Wanda

Save Edit

Your Entry Cart
WANDA WILDCAT:
0 Items

Register Entries **Items** Review Pay Confirm Finish

Entries

Special Instructions:
Submitting this information is for state livestock nomination purposes, which officially nominates this animal to make it eligible for the Kansas State Fair Grand Drive and/or KJLS. Official show entries must be made separately, directly through the entry link for each specific show, in order to be able to exhibit.
Official completed, signed, and sealed DNA envelope for each steer or market heifer must be postmarked to the KSU Youth Livestock Program by **May 1, 2023** for nomination to be accepted.
If dual nominating a heifer as both a commercial breeding heifer and market heifer, animal must be submitted online separately in each division in the ShoWorks nomination system. Only one DNA sample needs to be submitted for the heifer, but it must be postmarked by May 1, 2023.
All exhibitors within the family must have each animal submitted under their name online, as well as sign all of the DNA envelopes for their family to be eligible to show a specific tag ID.
State livestock nominations are non-refundable.

* required

Department 1 - Cattle

Division 1020 - Market Beef

4. Complete the information for each field.

* required

Department 1 - Cattle

Division 1020 - Market Beef

Breed * 04 Hereford

Tag ID * 22222

Club * Weber

Animal Name Wabash

AOB Reg. Breed

Ear Tattoo KSU 2223

Beef Gender * Steer

Housing Location * At Exhibitor's Primary Address

Add 1 Entry to Cart + -

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Field Descriptions:

- Breed:** select animal’s breed – this is the breed that will be used at both shows
- Tag ID:** 5-digit visual tag number on Kansas 4-H EID tag
- Club:** county (or FFA chapter) in which youth participates
- Animal Name:** name family uses for animal (optional); helpful when adding animal to other exhibitors in the family – must add to each child for family nomination
- Specify AOB Breed:** if AOB is selected as breed, list specific breed here (example – Gelbvieh) to nominate as more than one breed, list others here
- Ear Tattoo:** tattoo in steer or heifer’s ear (optional)
- Beef Gender:** select steer or heifer from drop-down menu
- Housing Location:** where animal is housed

5. Click red “Add 1 Entry to Cart” at the bottom of the page.

Add 1 Entry to Cart

6. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” to add their YQCA Certificate and completed 2023 Declaration Form.

7. If this exhibitor has already uploaded their YQCA Certificate and completed 2023 Declaration Form, the animal will appear in the exhibitor’s cart. Choose the appropriate option to continue:

 Add similar Entry

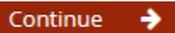
To add another market beef project (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.

 Add different Entry

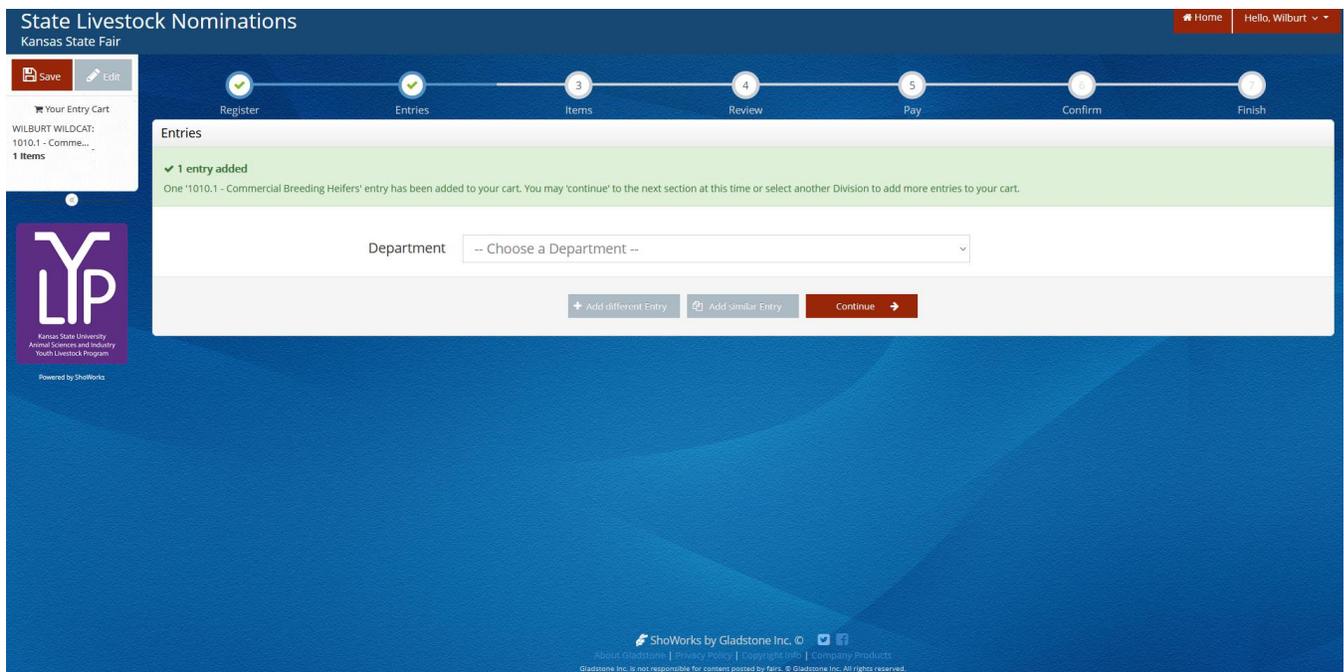
To add another species or commercial heifer for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

OR

“Choose a Department” from the drop-down menu below the green box.

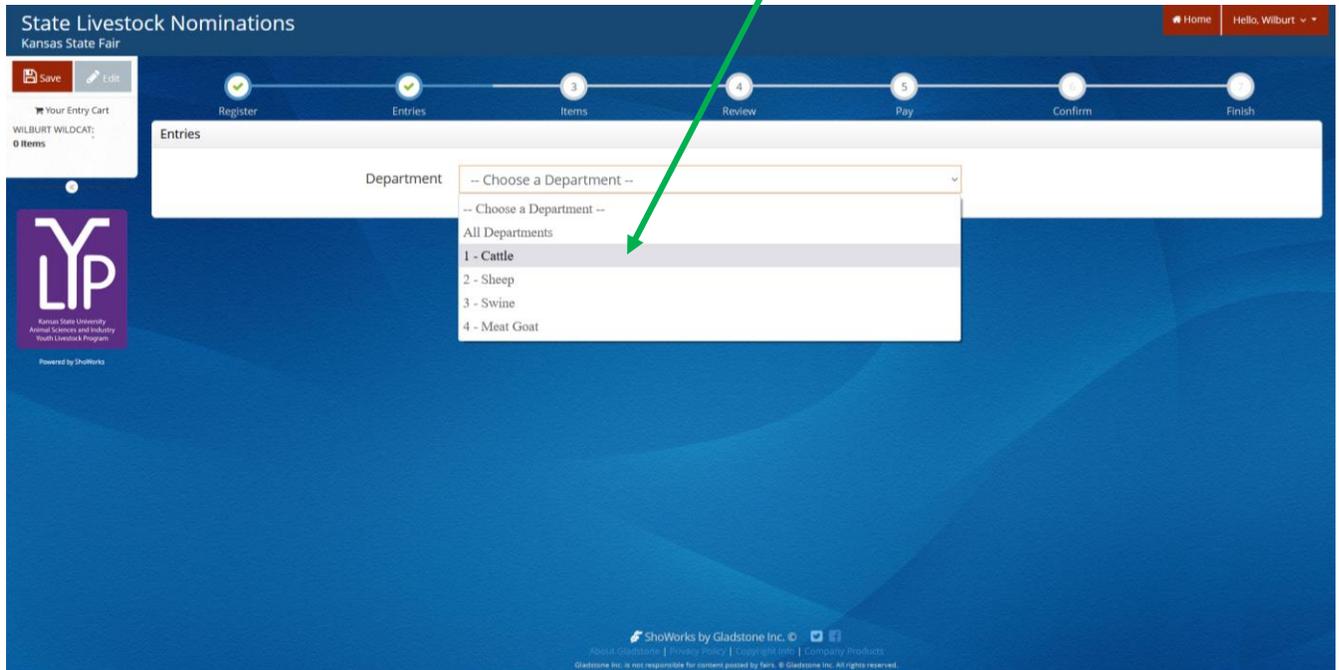
 Continue →

To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red “Continue” button.

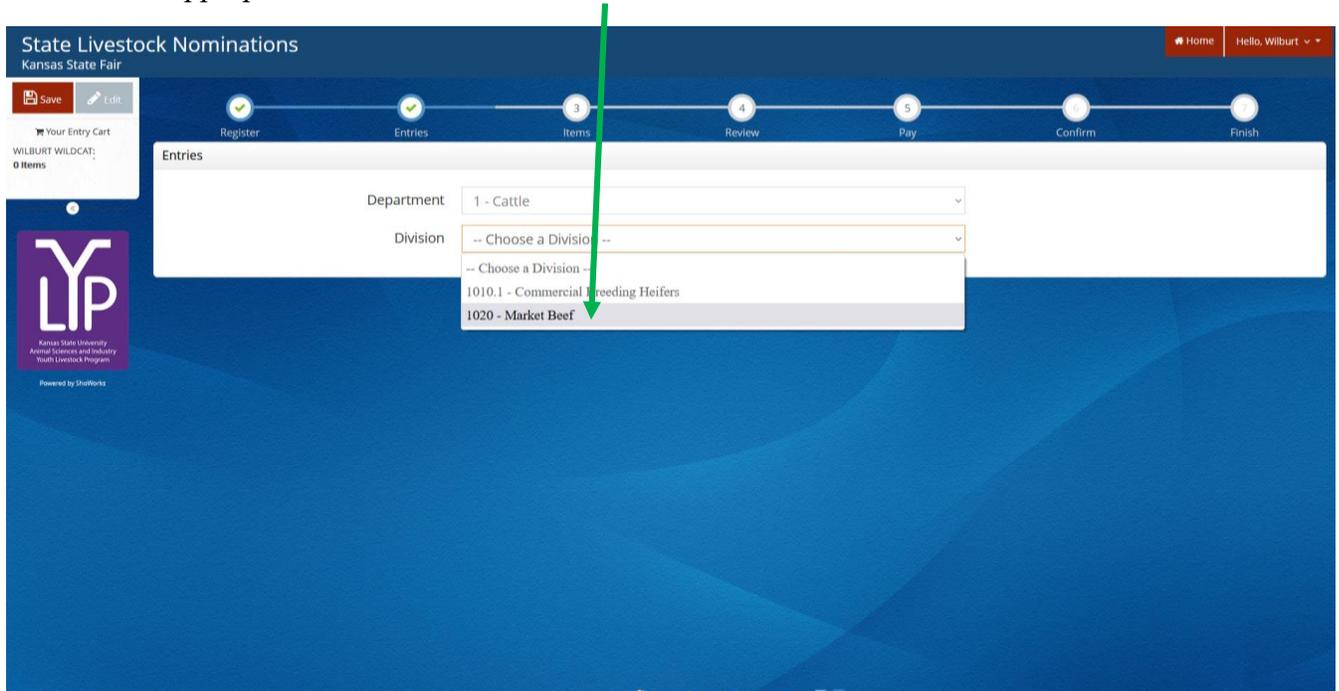


DUAL NOMINATE A HEIFER AS A COMMERCIAL HEIFER AND MARKET HEIFER

1. Under the “Department” drop-down menu, choose “1 – Cattle”.



2. Select the appropriate “Division” – Market Beef.



3. To add a **Market Beef**, select that division. Read the “Special Instructions” (in yellow box) at the top of the page.

State Livestock Nominations
Kansas State Fair

Home Hello, Wanda

Save Edit

Your Entry Cart
WANDA WILDCAT:
0 Items

Register Entries **Items** Review Pay Confirm Finish

Entries

Special Instructions:
Submitting this information is for state livestock nomination purposes, which officially nominates this animal to make it eligible for the Kansas State Fair Grand Drive and/or KJLS. Official show entries must be made separately, directly through the entry link for each specific show, in order to be able to exhibit.
Official completed, signed, and sealed DNA envelope for each steer or market heifer must be postmarked to the KSU Youth Livestock Program by **May 1, 2023** for nomination to be accepted.
If dual nominating a heifer as both a commercial breeding heifer and market heifer, animal must be submitted online separately in each division in the ShoWorks nomination system. Only one DNA sample needs to be submitted for the heifer, but it must be postmarked by May 1, 2023.
All exhibitors within the family must have each animal submitted under their name online, as well as sign all of the DNA envelopes for their family to be eligible to show a specific tag ID.
State livestock nominations are non-refundable.

* required

Department 1 - Cattle

Division 1020 - Market Beef

4. Complete the information for each field – select “Heifer” under gender.

Auto-fill from previous...

* required

Department 1 - Cattle

Division 1020 - Market Beef

Breed * 12 Crossbred

Tag ID * 22223

Club * Weber

Animal Name Classy Cat

Specify AOB Breed

Ear Tattoo KSU 2021

Beef Gender * Heifer

Housing Location * At Exhibitor's Primary Address

Add 1 Entry to Cart + -

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Field Descriptions:

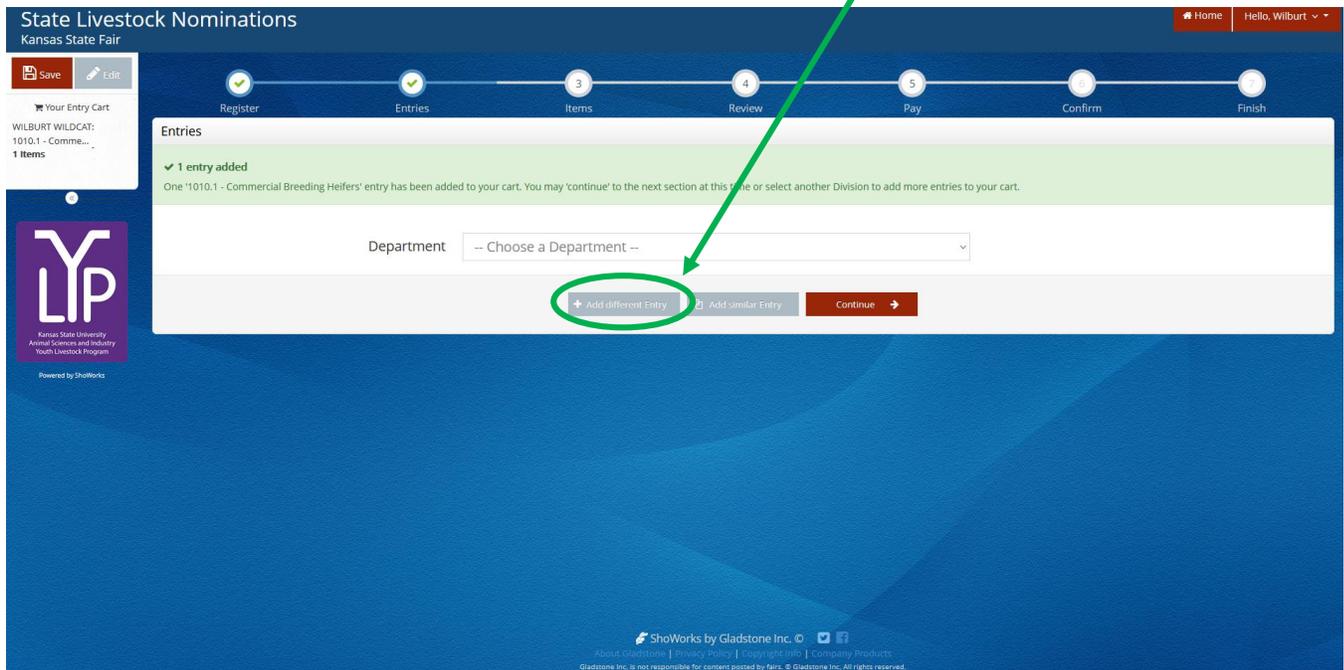
- Breed: select animal’s breed – this is the breed that will be used at either show
- Tag ID: 5-digit visual tag number on the Kansas 4-H EID tag
- Club: county (or FFA chapter) in which youth participates
- Animal Name: name family uses for animal (optional); helpful when adding animal to other exhibitors in the family – must add to each child for family nomination
- Specify AOB Breed: if AOB is selected as breed, list specific breed here (example – Gelbvieh) to nominate as more than one breed, list others here
- Ear Tattoo: tattoo heifer’s ear (optional)
- Beef Gender: select heifer from drop-down menu
- Housing Location: where animal is housed

5. Click red “Add 1 Entry to Cart” at the bottom of the page.

Add 1 Entry to Cart

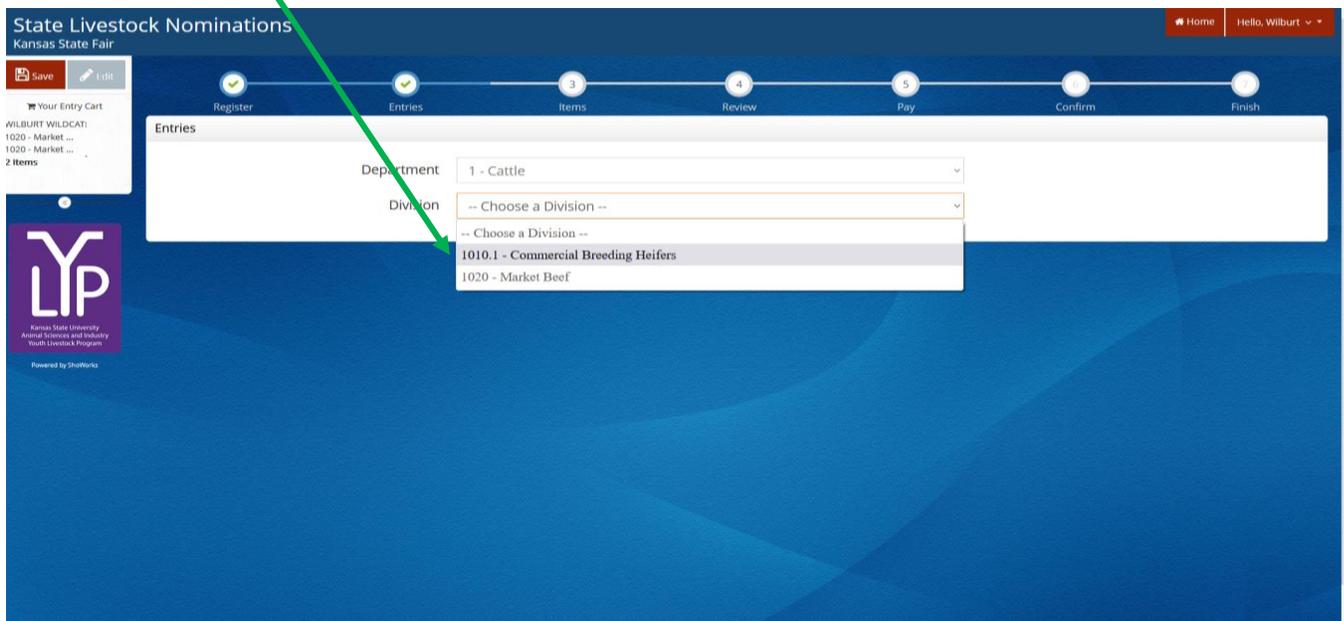
6. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” to add their YQCA Certificate and completed 2023 Declaration Form.

7. If this exhibitor has already uploaded their YQCA Certificate and completed 2023 Declaration Form, the animal will appear in the exhibitor’s cart. Choose “Add a different Entry”, which is the option on the left on the bottom of the page.



8. Under Department, select “1 – Cattle”.

9. Choose “Commercial Breeding Heifers” from the Division drop-down menu.



10. Read the “Special Instructions” (in yellow box) at the top of the page.
11. A red “Auto-fill from previous...” button appears between the yellow box and white animal identifying information section.
12. Click the white arrow on the right of the button.
13. Recently added animals will appear. Hover over each option to view their information in the fields on the right. Using the animal’s name will allow an entry to quickly be duplicated. For this example, select the entry with the Animal Name “Classy Cat”, which was a previously added Market Heifer.

By submitting a nomination through this system, I hereby declare I am a Kansas 4-H/FFA member in good standing, have paid the appropriate organizational fees/dues, and I nominate the commercial females listed and agree to abide by the rules and regulations as published by the Kansas State Fair and KJLS. I understand my nominations will not be accepted, nor animals eligible until the appropriate DNA envelopes are received by the KSU Youth Livestock Program.

Failure to meet the postmark deadline will result in the nominations being rejected and ineligible.

Auto-fill from previous... ▾

Wilbur Wildcat
 1020 - Market Beef
 1020 - Market Beef
 Clear form

Department: 1 - Cattle

Division: 1010.1 - Commercial Breeding Heifers

Breed: -- Choose a Breed --

Animal Birth Date: *

Tag ID: 22223

Club: Weber

Animal Name: Classy Cat

Sire Name:

Ear Tattoo: KSU 2021

Housing Location: * At Exhibitor's Primary Address

Add 1 Entry to Cart + -

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14. Complete the additional required items for the Commercial Breeding Heifer division.
 - Breed – Select “20 Commercial Breeding Heifer”
 - Animal Birth Date (M/DD/YYYY)
 - Sire Name (optional)

Auto-fill from previous... ▾

* required

Department: 1 - Cattle

Division: 1010.1 - Commercial Breeding Heifers

Breed: * 20 Commercial Breeding Heifer

Animal Birth Date: * 4/01/2021

Tag ID: * 22223

Club: * Weber

Animal Name: Classy Cat

Sire Name:

Ear Tattoo: KSU 2021

Housing Location: * At Exhibitor's Primary Address

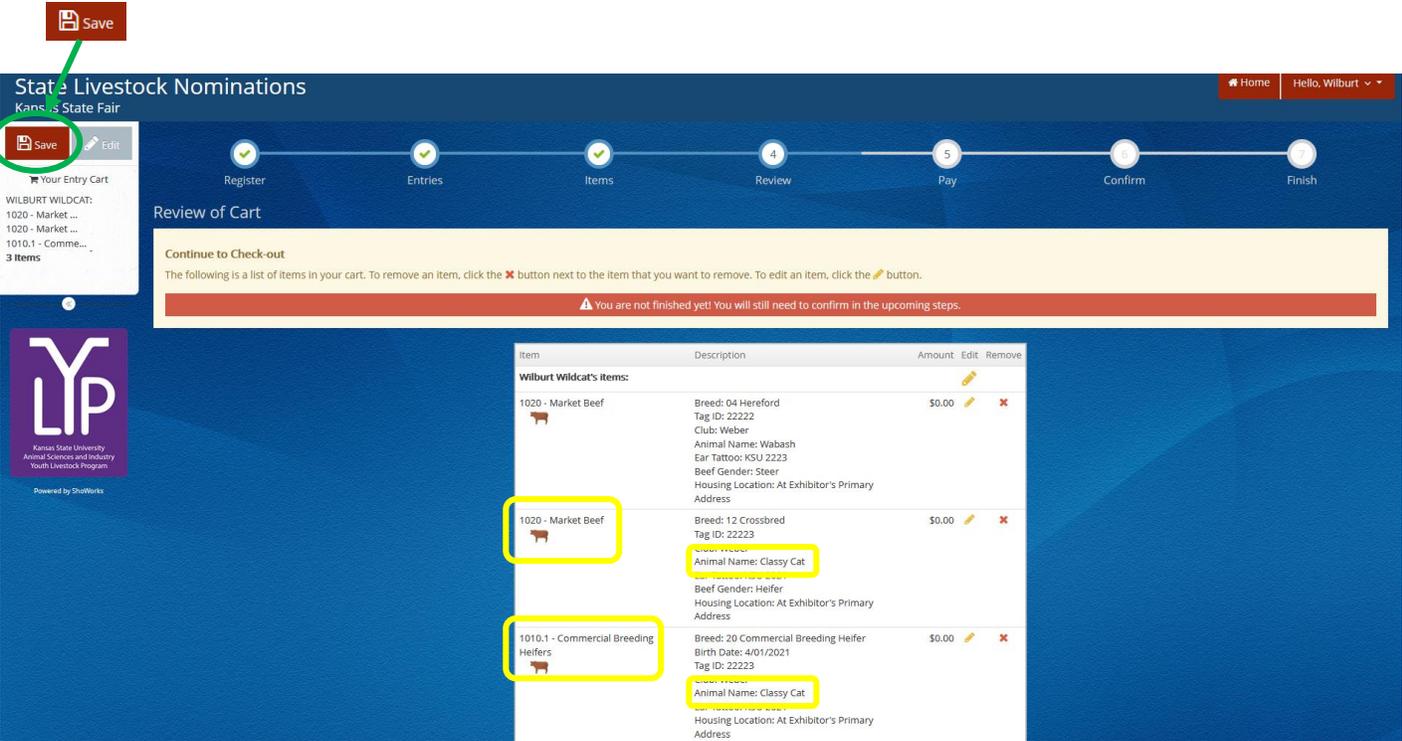
Add 1 Entry to Cart + -

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15. Click red “Add 1 Entry to Cart” at the bottom of the page. Add 1 Entry to Cart

16. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” to add their YQCA Certificate and completed 2023 Declaration Form.

17. If this exhibitor has already uploaded their YQCA Certificate and completed 2023 Declaration Form, the animal will appear in the exhibitor’s cart. Click the red “Save” button, then the red “Continue” at the bottom of the page to view the exhibitor’s cart. The heifer will show up as both a Commercial Breeding Heifer and Market Beef entry (nomination).



Choose the appropriate option from the bottom of the page to continue:

+ Add more Entries for Wilburt Wildcat

To add more nominations for the exhibitor, click gray “Add more Entries for Wilburt Wildcat” on the left at the bottom of the page.

↻ Empty Cart

To empty the cart and delete all nominations for the exhibitor, select the gray “Empty Cart” button in the middle on the bottom of the page. This is discouraged, unless no animals should be submitted for the exhibitor. Users will have to start at the beginning to add entries (nominations) for the exhibitor.

📁 Save this cart for later

To save the cart, as well as exhibitor information, and return later to complete the process, click the gray “Save this cart for later” button on the middle right bottom of the page.

Check-out →

To continue through the process, check-out, and officially submit the nominations, click the red “Check-out” button on the right at the bottom of the page.

ONLY ONE (1) DNA ENVELOPE NEEDS SUBMITTED FOR DUAL NOMINATED ANIMALS.

CREATE A COMMERCIAL EWE NOMINATION

NEW THIS YEAR – DUAL NOMINATE EWES USING THE SLIDER CHECKBOX!

If you would like a ewe to be eligible for both the market division and as a commercial breeding ewe, enter her under the market division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under each division). Animals must be submitted under the correct division to be an option later in the show entry process.

*This option is only available under the market division. So, any ewe that will be dual nominated should be nominated under the market division – see instructions in that section below.

**If you only intend to nominate a ewe in the commercial breeding division, start here.

1. Under the “Department” drop-down menu, choose “2 – Sheep”.

The screenshot shows the 'State Livestock Nominations' web application interface. At the top, there is a navigation bar with 'Home' and 'Hello, Wilburt'. Below this is a progress bar with steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' step is currently active. The main content area is titled 'Entries' and features a 'Department' dropdown menu. The dropdown menu is open, showing options: '-- Choose a Department --', 'All Departments', '1 - Cattle', '2 - Sheep', '3 - Swine', and '4 - Meat Goat'. A green arrow points to the '2 - Sheep' option. On the left side, there is a sidebar with 'Your Entry Cart' showing 3 items and the 'YLIP' logo for Kansas State University's Animal Sciences and Industry Youth Livestock Program.

2. Select the appropriate “Division” – Commercial Breeding Ewes.

The screenshot shows the same web application interface as the previous one, but now the 'Division' dropdown menu is open. The 'Department' dropdown is now set to '2 - Sheep'. The 'Division' dropdown menu shows options: '-- Choose a Division --', '1030.1 - Commercial Breeding Ewes', and '1040 - Market Lambs'. A green arrow points to the '1030.1 - Commercial Breeding Ewes' option. The rest of the interface, including the progress bar and sidebar, remains the same.

3. To add a **Commercial Breeding Ewe**, select that division. Read the “Special Instructions” (in yellow box) at the top of the page.

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. At the top, there is a navigation bar with 'Home' and 'Hello, Wanda'. Below this is a progress bar with steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' step is currently active. On the left, there is a 'Your Entry Cart' showing 'WANDA WILDCAT: 0 Items'. The main content area is titled 'Entries' and contains a yellow box with 'Special Instructions'.

Special Instructions:
 Enter FULL SCRAPIE TAG – Flock ID & Individual Animal Number!
 Example: KSS1234 09876

NEW THIS YEAR – DUAL NOMINATE EWES USING THE SLIDER CHECKBOX
 If you would like a ewe to be eligible for both the market division and as a commercial breeding ewe, enter her under the market division and check the "Dual Nomination" box. This saves you from entering her in the system twice (under each division). Option only available under the market lamb division.

Submitting this information is for state livestock nomination purposes, which officially nominates this animal to make it eligible for the Kansas State Fair Grand Drive and/or KJLS. Official show entries must be made separately, directly through the entry link for each specific show, in order to be able to exhibit.

Official completed, signed, and sealed DNA envelope for each lamb must be postmarked to the KSU Youth Livestock Program **by June 15, 2023** to be accepted.

All exhibitors within the family must have each animal submitted under their name online, as well as sign all of the DNA envelopes for their family to be eligible to show a specific tag ID.

State livestock nominations are non-refundable.

Below the instructions are form fields for 'Department' (2 - Sheep) and 'Division' (1030.1 - Commercial Breeding Ewes).

4. Complete the information for each field.

The screenshot shows the 'Entries' section with a form to complete entry information. At the top left, there is an 'Auto-fill from previous...' dropdown. The form fields are:

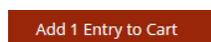
- Department: 2 - Sheep
- Division: 1030.1 - Commercial Breeding Ewes
- Breed: Commercial Breeding Ewe
- Tag ID: 33333
- Club: Weber
- Scrapie Tag ID: KSS0035 16151
- Animal Name: Fluffy
- Housing Location: At Exhibitor's Primary Address

At the bottom of the form, there is a red button labeled 'Add 1 Entry to Cart' with a plus and minus sign.

Field Descriptions:

- Breed: “Commercial Breeding Ewe” is the only option in the drop-down menu
- Tag ID: 5-digit visual tag number on the Kansas 4-H EID tag
- Club: county (or FFA chapter) in which youth participates
- Scrapie Tag ID: lamb’s full scrapie tag number, including Flock ID & individual animal number
example: KSS0035 16151 (refer to resource in back of guide for further details)
- Animal Name: no custom farm names – look on the back of tag for Flock/Premise ID number
name family uses for animal (optional); helpful when adding animal to other exhibitors in the family – must add to each child for family nomination
- Housing Location: where animal is housed

5. Click red “Add 1 Entry to Cart” at the bottom of the page.



6. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” to add their YQCA Certificate and completed 2023 Declaration Form.
7. If this exhibitor has already uploaded their YQCA Certificate and completed 2023 Declaration Form, the animal will appear in the exhibitor’s cart. Choose the appropriate option to continue:

 Add similar Entry

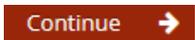
To add another commercial ewe (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.

 Add different Entry

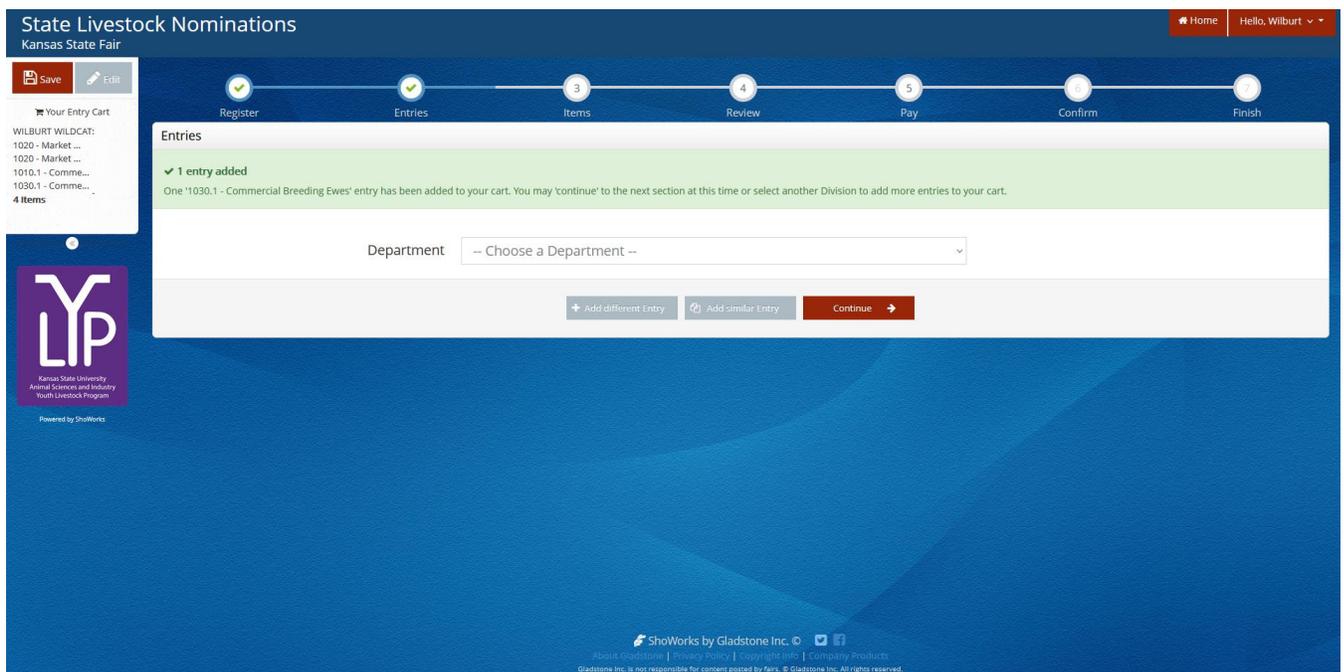
To add another species or market lamb for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

OR

“Choose a Department” from the drop-down menu below the green box.

 Continue →

To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red “Continue” button.



CREATE A MARKET LAMB NOMINATION

NEW THIS YEAR – DUAL NOMINATE EWES USING THE SLIDER CHECKBOX!

If you would like a ewe to be eligible for both the market division and as a commercial breeding ewe, enter her under the market division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under each division). Animals must be submitted under the correct division to be an option later in the show entry process.

*This option is only available under the market division. So, any ewe that will be dual nominated should be nominated under the market division – see instructions below.

1. Under the “Department” drop-down menu, choose “2 – Sheep”.

The screenshot shows the 'State Livestock Nominations' web application interface. At the top, there is a navigation bar with 'Home' and 'Hello, Wilburt'. Below this is a progress bar with steps: Register, Entries, Items (3), Review (4), Pay (5), Confirm, and Finish. The 'Entries' section is active, showing a 'Department' dropdown menu. The dropdown menu is open, displaying options: '-- Choose a Department --', 'All Departments', '1 - Cattle', '2 - Sheep', '3 - Swine', and '4 - Meat Goat'. A green arrow points to the '2 - Sheep' option. On the left side, there is a 'Your Entry Cart' section showing 'WILBURT WILDCAT: 1020 - Market ... 1020 - Market ... 1010.1 - Comme... 1030.1 - Comme... 3 Items'. The Kansas State University logo (K-State YLP) is visible in the bottom left corner.

2. Select the appropriate “Division” – Market Lambs.

The screenshot shows the 'State Livestock Nominations' web application interface. The progress bar is the same as in the previous screenshot. The 'Entries' section now shows a green confirmation message: '✓ 1 entry added' and 'One '1030.1 - Commercial Breeding Ewes' entry has been added to your cart. You may 'continue' to the next section at this time or select another Division to add more entries to your cart.' Below this message, the 'Division' dropdown menu is open, displaying options: '-- Choose a Division --', '1030.1 - Commercial Breeding Ewes', and '1040 - Market Lambs'. A green arrow points to the '1040 - Market Lambs' option. The 'Your Entry Cart' section on the left now shows '4 Items'. The Kansas State University logo (K-State YLP) is visible in the bottom left corner.

3. To add a **Market Lamb**, select that division. Read the “Special Instructions” (in yellow box) at the top of the page.

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. At the top, there is a navigation bar with 'Home' and 'Hello, Wanda'. Below this is a progress bar with steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' step is currently active. A yellow box contains 'Special Instructions' for entering the FULL SCRAPIE TAG (Flock ID & Individual Animal Number) and a 'NEW THIS YEAR - DUAL NOMINATE EWES USING THE SLIDER CHECKBOX' section. Below the instructions is a form with the following fields: Department (2 - Sheep), Division (1040 - Market Lambs), Breed (04 Hampshire), Tag ID (33334), Club (Weber), Scrapie Tag ID (KSS0035 16150), Animal Name (Bob), Specify AOB Breed, Sheep Gender (Wether), Housing Location (At Exhibitor's Primary Address), and Dual Nom (Mkt & Com) with a slider set to 'No'.

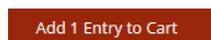
4. Complete the information for each field.

This screenshot shows the same 'Entries' form as above, but with the following fields filled out: Department (2 - Sheep), Division (1040 - Market Lambs), Breed (04 Hampshire), Tag ID (33334), Club (Weber), Scrapie Tag ID (KSS0035 16150), Animal Name (Bob), Specify AOB Breed (empty), Sheep Gender (Wether), Housing Location (At Exhibitor's Primary Address), and Dual Nom (Mkt & Com) with a slider set to 'No'. At the bottom of the form, there is a red button that says 'Add 1 Entry to Cart'.

Field Descriptions:

- Breed: select breed of animal from the drop-down menu
- Tag ID: 5-digit visual tag number on the Kansas 4-H EID tag
- Club: county (or FFA chapter) in which youth participates
- Scrapie Tag ID: lamb’s full scrapie tag number, including Flock ID & individual animal number
example: KSS0035 16150 (refer to resource in back of guide for further details)
- Animal Name: no custom farm names – look on the back of tag for Flock/Premise ID number
name family uses for animal (optional); helpful when adding animal to other exhibitors in the family – must add to each child for family nomination
- Sheep Gender: select wether or ewe from the drop-down menu
- Housing Location: where animal is housed
- Dual Nom: slide this button to the blue “yes” to dual nominate a ewe for the market & commercial breeding divisions

5. Click red “Add 1 Entry to Cart” at the bottom of the page.



6. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” to add their YQCA Certificate and completed 2023 Declaration Form.
7. If this exhibitor has already uploaded their YQCA Certificate and completed 2023 Declaration Form, the animal will appear in the exhibitor’s cart. Choose the appropriate option to continue:



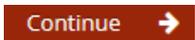
To add another market lamb (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



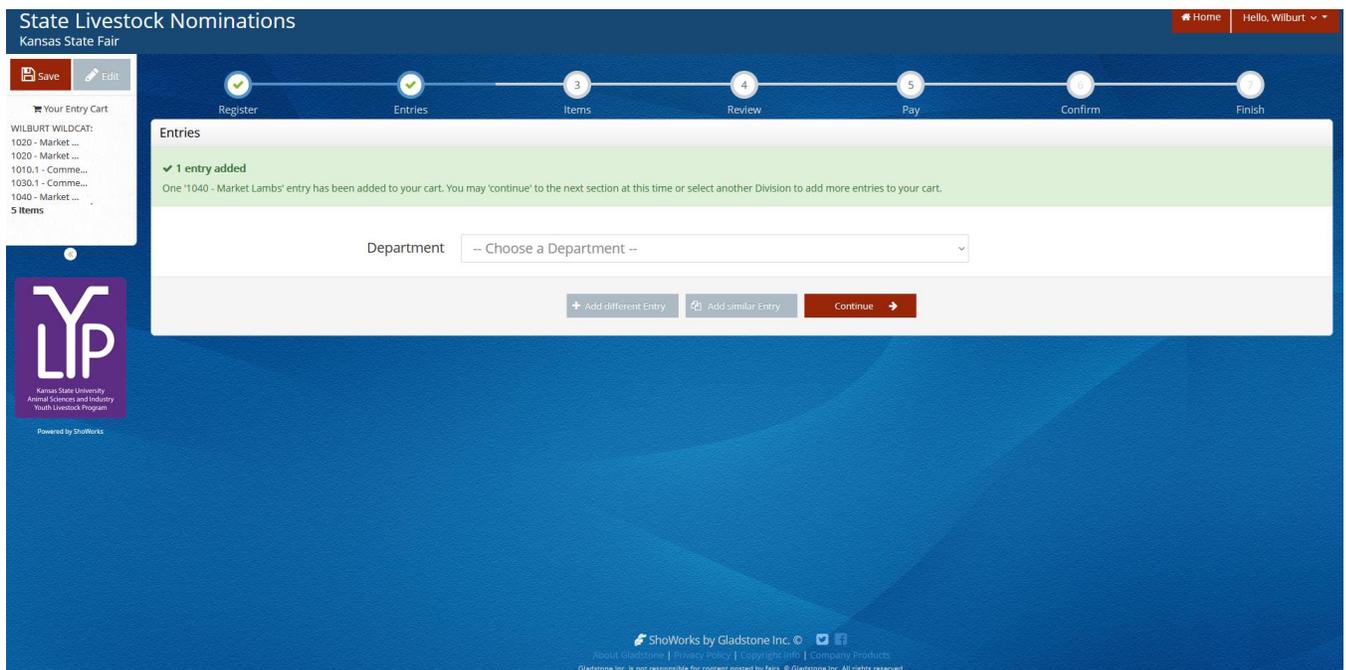
To add another species or commercial ewe for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

OR

“Choose a Department” from the drop-down menu below the green box.



To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red “Continue” button.



DUAL NOMINATE A LAMB AS A COMMERCIAL EWE AND MARKET LAMB

1. Enter the ewe as a nomination under the market lamb division.
2. At the bottom of the page, slide the “Dual Nom (Mkt & Com) checkbox button to the blue “YES”. Only **ONE (1)** completed DNA envelope needs submitted for dual nominated animals.

* required

Department 2 - Sheep

Division 1040 - Market Lambs

Breed * 04 Hampshire

Tag ID * 33334

Club * Weber

Scrapie Tag ID * KSS0035 16150

Animal Name Bob

Specify AOB Breed

Sheep Gender * Ewe

Housing Location * At Exhibitor's Primary Address

Dual Nom (Mkt & Com) YES

Add 1 Entry to Cart

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3. Animal will need added as a nomination entry under exhibitors within the family.
4. Follow **Steps 5-7** above under the market lamb submission instructions to add nomination to each exhibitor’s cart.

CREATE A COMMERCIAL GILT NOMINATION

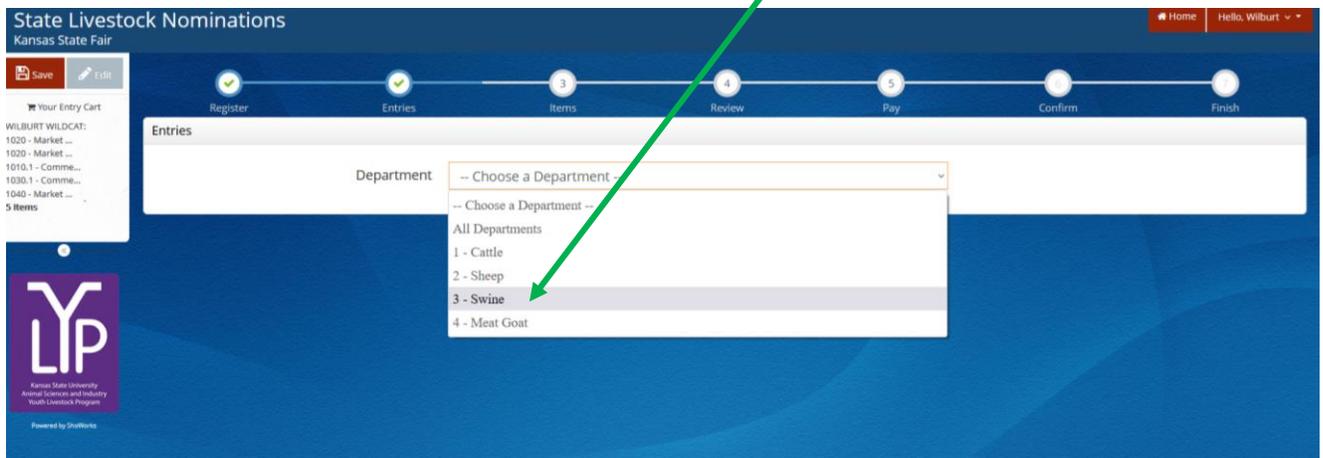
NEW THIS YEAR – DUAL NOMINATE GILTS USING THE SLIDER CHECKBOX!

If you would like a gilt to be eligible for both the market division and as a commercial breeding gilt, enter her under the market division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under each division). Animals must be submitted under the correct division to be an option later in the show entry process.

*This option is only available under the market division. So, any gilt that will be dual nominated should be nominated under the market hog division – see instructions in that section below.

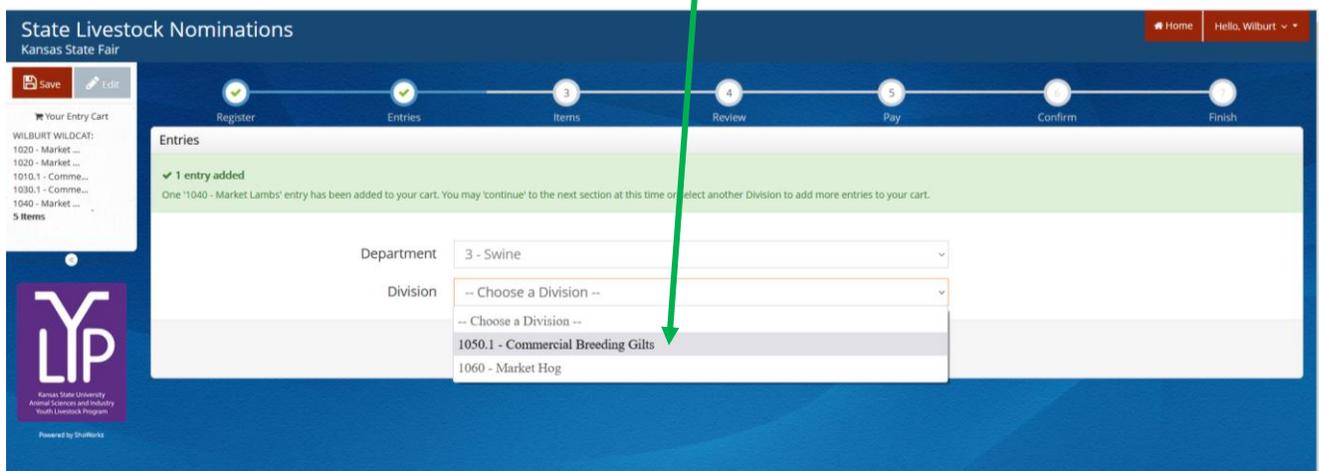
**If you only intend to nominate a gilt in the commercial breeding division, start here.

1. Under the “Department” drop-down menu, choose “3 – Swine”.



The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. The user is logged in as 'Hello, Wilburt'. The navigation bar includes 'Home' and 'Hello, Wilburt'. The main content area is titled 'Entries' and shows a progress bar with steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' step is currently active. A dropdown menu for 'Department' is open, showing options: -- Choose a Department --, All Departments, 1 - Cattle, 2 - Sheep, 3 - Swine, and 4 - Meat Goat. A green arrow points to the '3 - Swine' option. On the left, there is a 'Your Entry Cart' section with a list of items and a '5 Items' count. The YLP logo (Kansas State University Animal Sciences and Industry Youth Livestock Program) is visible in the bottom left corner.

2. Select the appropriate “Division” – Commercial Breeding Gilts.



The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. The user is logged in as 'Hello, Wilburt'. The navigation bar includes 'Home' and 'Hello, Wilburt'. The main content area is titled 'Entries' and shows a progress bar with steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' step is currently active. A green banner indicates '1 entry added' and states: 'One 1040 - Market Lambs' entry has been added to your cart. You may 'continue' to the next section at this time or select another Division to add more entries to your cart.' Below this, there are two dropdown menus: 'Department' (set to '3 - Swine') and 'Division' (set to '-- Choose a Division --'). The 'Division' dropdown menu is open, showing options: -- Choose a Division --, 1050.1 - Commercial Breeding Gilts, and 1060 - Market Hog. A green arrow points to the '1050.1 - Commercial Breeding Gilts' option. On the left, there is a 'Your Entry Cart' section with a list of items and a '5 Items' count. The YLP logo (Kansas State University Animal Sciences and Industry Youth Livestock Program) is visible in the bottom left corner.

6. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” to add their YQCA Certificate and completed 2023 Declaration Form.
7. If this exhibitor has already uploaded their YQCA Certificate and completed 2023 Declaration Form, the animal will appear in the exhibitor’s cart. Choose the appropriate option to continue:



To add another commercial gilt (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



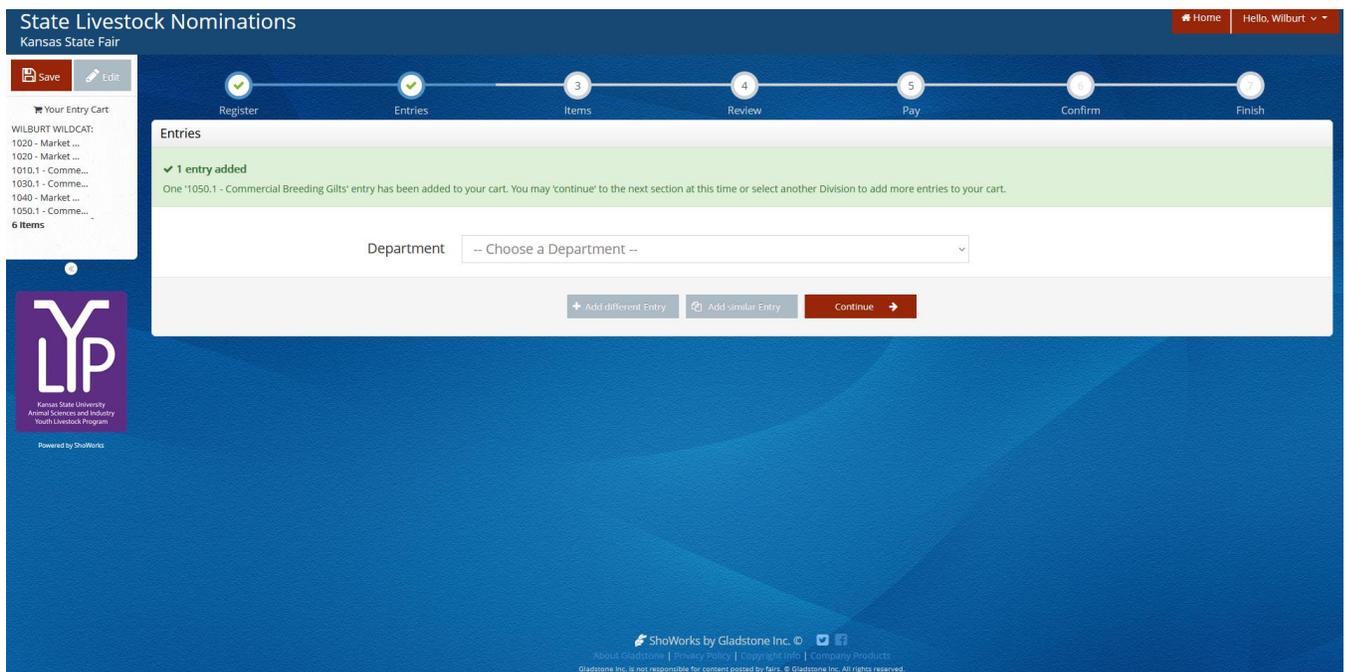
To add another species or market hog for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

OR

“Choose a Department” from the drop-down menu below the green box.



To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red “Continue” button.



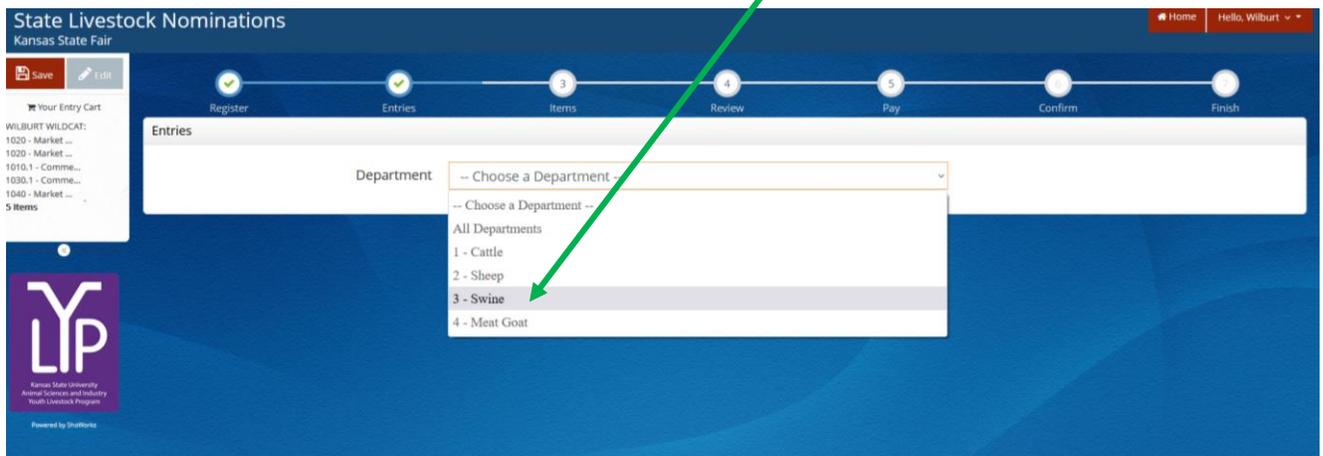
CREATE A MARKET HOG NOMINATION

NEW THIS YEAR – DUAL NOMINATE GILTS USING THE SLIDER CHECKBOX!

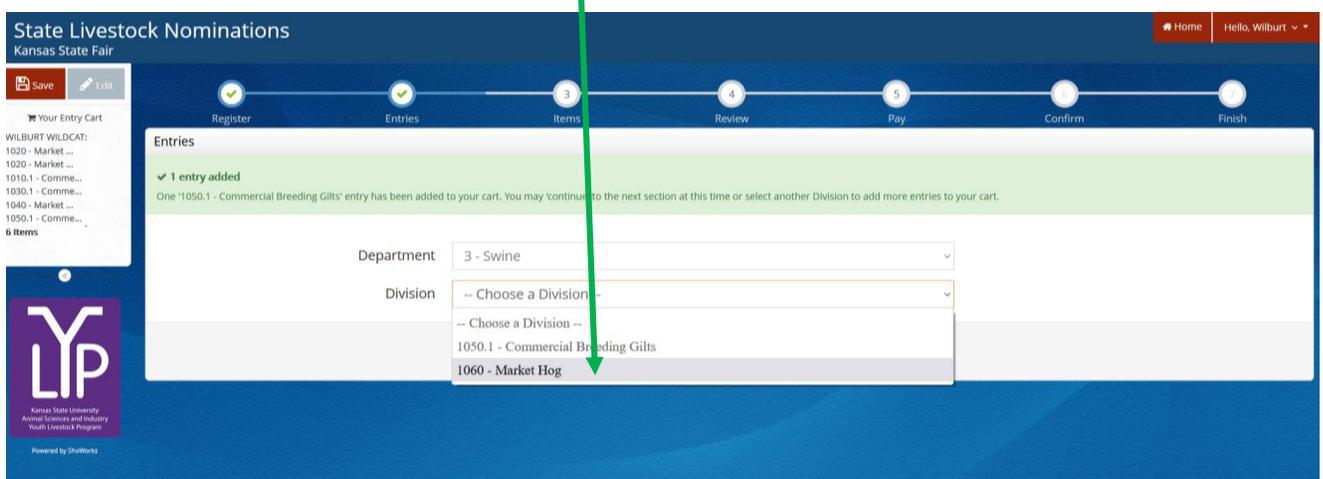
If you would like a gilt to be eligible for both the market division and as a commercial breeding gilt, enter her under the market hog division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under each division). Animals must be submitted under the correct division (market and/or commercial breeding) to be an option later in the show entry process.

*This option is only available under the market hog division. So, any gilt that will be dual nominated should be nominated under the market hog division – see instructions below.

1. Under the “Department” drop-down menu, choose “3 – Swine”.



2. Select the appropriate “Division” – Market Hog.



3. To add a **Market Hog**, select that division. Read the “Special Instructions” (in yellow box) at the top of the page.

State Livestock Nominations
Kansas State Fair

Home | Hello, Wanda

Save | Edit

Your Entry Cart

WANDA WILDCAT: 0 Items

Register | Entries | Items | Review | Pay | Confirm | Finish

Entries

Special Instructions:
NEW THIS YEAR – DUAL NOMINATE GILTS USING THE SLIDER CHECKBOX
 If you would like a gilt to be eligible for both the market division and as a commercial breeding gilt, enter her under the market division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under each division). Option only available under the market hog division.

Submitting this information is for state livestock nomination purposes, which officially nominates this animal to make it eligible for the Kansas State Fair Grand Drive and/or KJLS. Official show entries must be made separately, directly through the entry link for each specific show, in order to be able to exhibit.

Official completed, signed, and sealed DNA envelope for each hog must be postmarked to the KSU Youth Livestock Program by **June 15, 2023** for nomination to be accepted.

All exhibitors within the family must have each animal submitted under their name online, as well as sign all of the DNA envelopes for their family to be eligible to show a specific tag ID.

State livestock nominations are non-refundable.

* required

Department: 3 - Swine

Division: 1060 - Market Hog

4. Complete the information for each field.

* required

Department: 3 - Swine

Division: 1060 - Market Hog

Breed *: 02 Duroc

Tag ID *: 44445

Club *: Weber

Animal Name: Chris

Ear Notch *: 3-1

Specify AOB Breed:

Swine Gender *: Barrow

Housing Location *: At Exhibitor's Primary Address

Dual Nom (Mkt & Com) NO

Add 1 Entry to Cart + -

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Field Descriptions:

- Breed:** select animal’s breed – this is the breed that will be used at both shows
- Tag ID:** 5-digit visual tag number on the Kansas 4-H EID tag
- Club:** county (or FFA chapter) in which youth participates
- Animal Name:** name family uses for animal (optional); helpful when adding animal to other exhibitors in the family – must add to each child for family nomination
- Ear Notch:** pig’s ear notch [litter number (right ear) – individual pig number (left ear)]
 example: 9-3 (refer to resource in back of guide or ask project leader for help)
- Specify AOB Breed:** if AOB is selected as breed, list specific breed here (example – Landrace)
- Swine Gender:** select barrow or gilt from the drop-down menu
- Housing Location:** where animal is housed
- Dual Nom:** slide this button to the blue “YES” to dual nominate a gilt for the market & commercial breeding divisions

5. Click red “Add 1 Entry to Cart” at the bottom of the page.



6. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” to add their YQCA Certificate and completed 2023 Declaration Form.

7. If this exhibitor has already uploaded their YQCA Certificate and completed 2023 Declaration Form, the animal will appear in the exhibitor’s cart. Choose the appropriate option to continue:



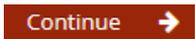
To add another market hog (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



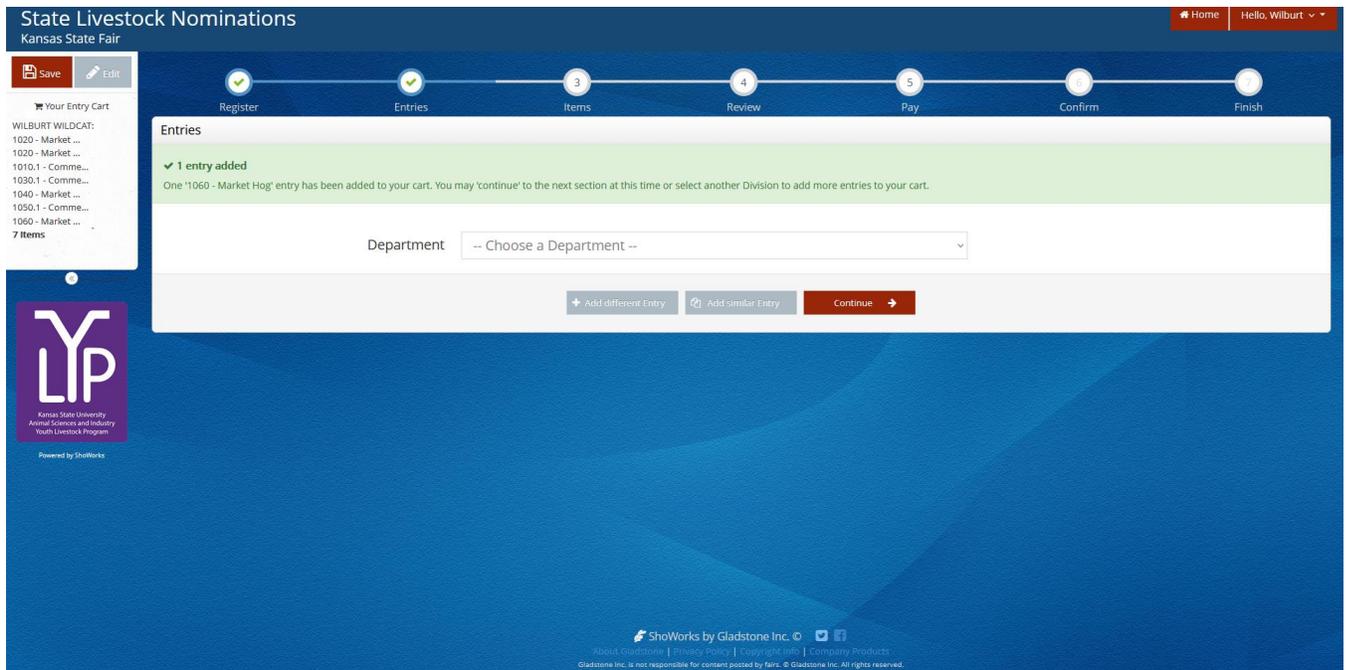
To add another species or commercial gilt for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

OR

“Choose a Department” from the drop-down menu below the green box.



To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red “Continue” button.



DUAL NOMINATE A HOG AS A COMMERCIAL GILT AND MARKET HOG

1. Enter the animal as a nomination under the market hog division.
2. At the bottom of the page, slide the “Dual Nom (Mkt & Com) checkbox button to the blue “YES”.
Only **ONE (1)** completed DNA envelope needs submitted for dual nominated animals.

* required

Department 3 - Swine

Division 1060 - Market Hog

Breed * 02 Duroc

Tag ID * 44445

Club * Weber

Animal Name Chris

Ear Notch * 3-1

Specify AOB Breed

Swine Gender * Gilt

Housing Location * At Exhibitor's Primary Address

Dual Nom (Mkt & Com) YES

Add 1 Entry to Cart

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3. Animal will need added as a nomination entry under exhibitors within the family.
4. Follow **Steps 5-7** above under the market hog submission instructions to add nomination to each exhibitor’s cart.

CREATE A BREEDING DOE NOMINATION

NEW THIS YEAR – DUAL NOMINATE DOES USING THE SLIDER CHECKBOX!

If you would like a doe to be eligible for both the market division and as a breeding doe, enter her under the market meat goat division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under each division). Animals must be submitted under the correct division (market and/or breeding) to be an option later in the show entry process.

*This option is only available under the market meat goat division. So, any doe that will be dual nominated should be nominated under the market meat goat division – see instructions below.

1. Under the “Department” drop-down menu, choose “4 – Meat Goat”.

The screenshot shows the 'State Livestock Nominations' web application interface. At the top, there is a navigation bar with 'Home' and 'Hello, Wilburt'. Below this is a progress bar with steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' step is currently active. The main content area is titled 'Entries' and contains a 'Department' dropdown menu. The dropdown menu is open, showing options: '-- Choose a Department --', '-- Choose a Department --', 'All Departments', '1 - Cattle', '2 - Sheep', '3 - Swine', and '4 - Meat Goat'. A green arrow points to the '4 - Meat Goat' option. On the left side, there is a 'Your Entry Cart' sidebar with a list of items and a 'Save' button. The bottom left corner features the 'YLP' logo for Kansas State University Animal Sciences and Industry Youth Livestock Program, powered by ShowWorks.

2. Select the appropriate “Division” – Breeding Does.

The screenshot shows the 'State Livestock Nominations' web application interface, similar to the previous one. The 'Department' dropdown menu is now set to '4 - Meat Goat'. The 'Division' dropdown menu is open, showing options: '-- Choose a Division --', '-- Choose a Division --', '1070 - Breeding Does', and '1080 - Market Meat Goat'. A green arrow points to the '1070 - Breeding Does' option. The rest of the interface, including the progress bar and sidebar, remains the same as in the previous screenshot.

3. To add a **Breeding Doe**, select that division. Read the “Special Instructions” (in yellow box) at the top of the page.

State Livestock Nominations
Kansas State Fair

Home Hello, Wanda

Save Edit

Your Entry Cart
WANDA WILDCAT:
0 Items

Register Entries **3** Items Review 4 Pay 5 Confirm Finish

Entries

Special Instructions:
Enter FULL SCRAPIE TAG – Flock ID & Individual Animal Number!
Example: KSS1234 09876

NEW THIS YEAR – DUAL NOMINATE DOES USING THE SLIDER CHECKBOX
If you would like a doe to be eligible for both the market division and as a commercial breeding doe, enter her under the market division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under each division). Option only available under the market meat goat division.

All meat goats, including does and wethers must be nominated. Neither show has a registered breeding doe show, so any doe an exhibitor plans to show must be nominated.

Submitting this information is for state livestock nomination purposes, which officially nominates this animal to make it eligible for the Kansas State Fair Grand Drive and/or KJLS. Official show entries must be made separately, directly through the entry link for each specific show, in order to be able to exhibit.

Official completed, signed, and sealed DNA envelope for each meat goat must be postmarked to the KSU Youth Livestock Program by **June 15, 2023** for nomination to be accepted.

All exhibitors within the family must have each animal submitted under their name online, as well as sign all of the DNA envelopes for their family to be eligible to show a specific tag ID.

State livestock nominations are non-refundable.

* required

Department 4 - Meat Goat

Division 1070 - Breeding Does

4. Complete the information for each field.

* required

Department 4 - Meat Goat

Division 1070 - Breeding Does

Tag ID * 55555

Club * Weber

Scrapie Tag ID * KSS0035 21150

Animal Name Lady

Housing Location * At Exhibitor's Primary Address

Add 1 Entry to Cart + -

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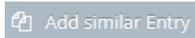
Field Descriptions:

- Tag ID: 5-digit visual tag number on the Kansas 4-H EID tag
- Club: county (or FFA chapter) in which youth participates
- Scrapie Tag ID: goat’s full scrapie tag number, including Flock ID & individual animal number
example: KSS0035 21150 (refer to resource in back of guide for further details)
- Animal Name: no custom farm names – look on the back of tag for Flock/Premise ID number
name family uses for animal (optional); helpful when adding animal to other
exhibitors in the family – must add to each child for family nomination
- Housing Location: where animal is housed

5. Click red “Add 1 Entry to Cart” at the bottom of the page.



6. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” to add their YQCA Certificate and completed 2023 Declaration Form.
7. If this exhibitor has already uploaded their YQCA Certificate and completed 2023 Declaration Form, the animal will appear in the exhibitor’s cart. Choose the appropriate option to continue:



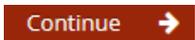
To add another breeding doe (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



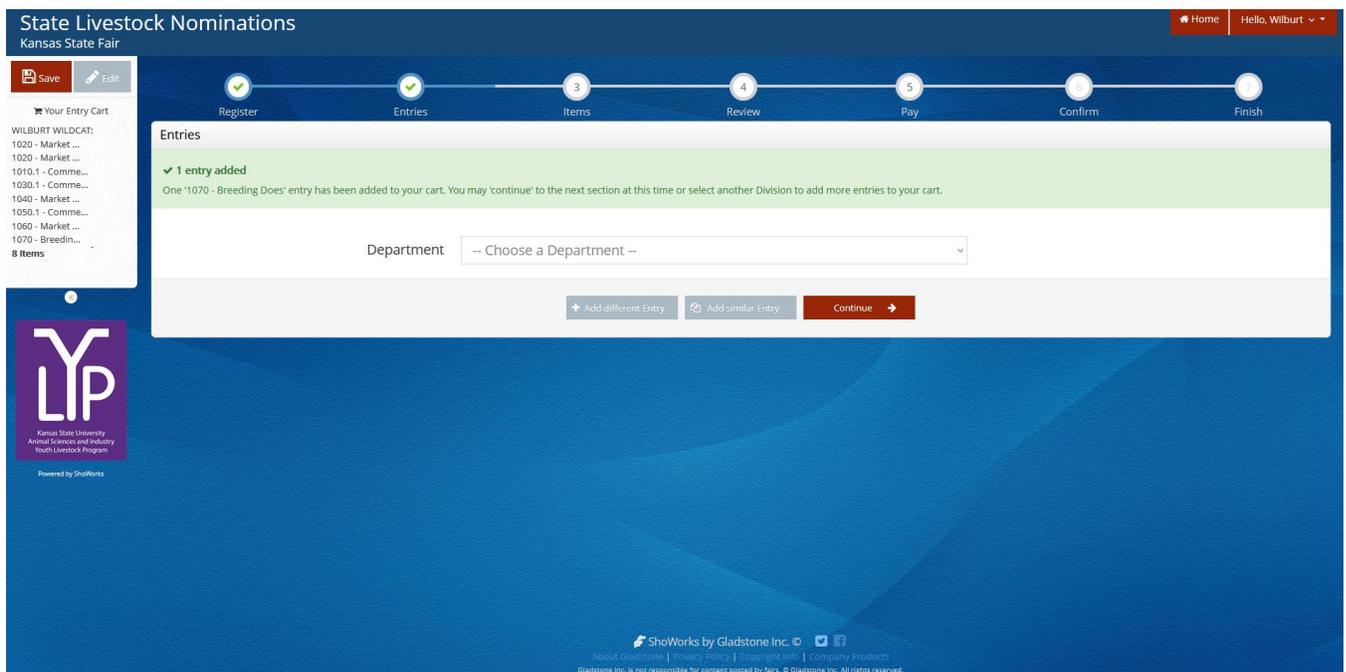
To add another species or market meat goat for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

OR

“Choose a Department” from the drop-down menu below the green box.



To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red “Continue” button.



CREATE A MARKET MEAT GOAT NOMINATION

NEW THIS YEAR – DUAL NOMINATE DOES USING THE SLIDER CHECKBOX!

If you would like a doe to be eligible for both the market division and as a breeding doe, enter her under the market meat goat division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under each division). Animals must be submitted under the correct division (market and/or breeding) to be an option later in the show entry process.

*This option is only available under the market meat goat division. So, any doe that will be dual nominated should be nominated under the market meat goat division – see instructions below.

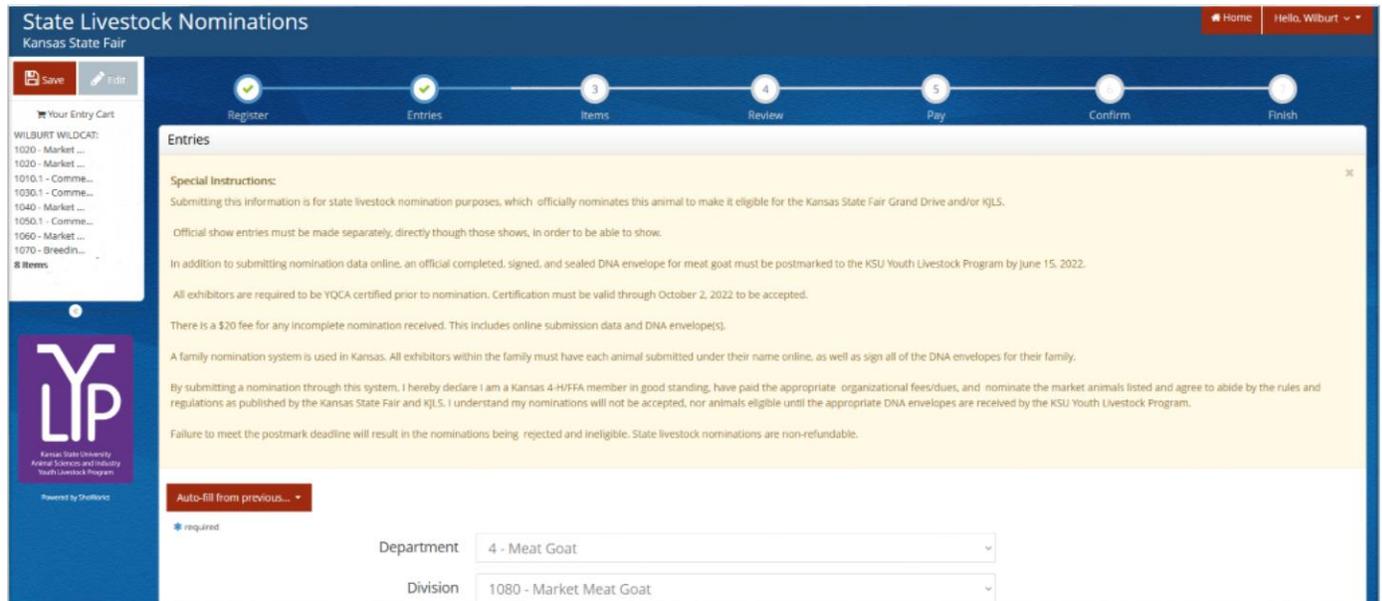
1. Under the “Department” drop-down menu, choose “4 – Meat Goat”.

The screenshot shows the 'State Livestock Nominations' web application interface. At the top, there is a navigation bar with 'Home' and 'Hello, Wilburt'. Below this is a progress bar with steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' step is currently active. The main content area is titled 'Entries' and features a 'Department' dropdown menu. The dropdown menu is open, showing options: '-- Choose a Department --', 'All Departments', '1 - Cattle', '2 - Sheep', '3 - Swine', and '4 - Meat Goat'. A green arrow points from the '4 - Meat Goat' option to the 'Department' dropdown menu. On the left side, there is a sidebar with 'Your Entry Cart' and a list of entries for 'WILBURT WILDCAT'.

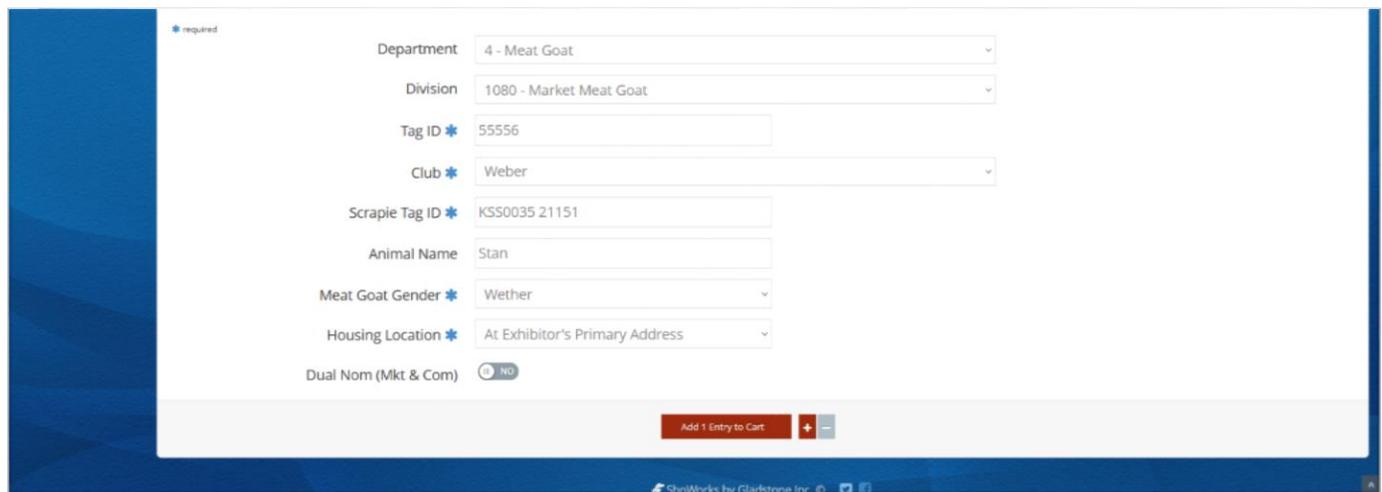
2. Select the appropriate “Division” – Market Meat Goat.

The screenshot shows the 'State Livestock Nominations' web application interface. The progress bar now shows 'Items' as the active step. The main content area is titled 'Entries' and features a green banner that says '1 entry added' and 'One '1070 - Breeding Does' entry has been added to your cart. Below this, there are two dropdown menus: 'Department' and 'Division'. The 'Department' dropdown is set to '4 - Meat Goat'. The 'Division' dropdown is open, showing options: '-- Choose a Division --', '1070 - Breeding Does', and '1080 - Market Meat Goat'. A green arrow points from the '1080 - Market Meat Goat' option to the 'Division' dropdown menu. On the left side, there is a sidebar with 'Your Entry Cart' and a list of entries for 'WILBURT WILDCAT'.

3. To add a **Market Meat Goat**, select that division. Read the “Special Instructions” (in yellow box) at the top of the page.



4. Complete the information for each field.



Field Descriptions:

- Tag ID: 5-digit visual tag number on the Kansas 4-H EID tag
- Club: county (or FFA chapter) in which youth participates
- Scrapie Tag ID: goat’s full scrapie tag number, including Flock ID & individual animal number
example: KSS0035 21150 (refer to resource in back of guide for further details)
no custom farm names – look on the back of tag for Flock/Premise ID number
- Animal Name: name family uses for animal (optional); helpful when adding animal to other exhibitors in the family – must add to each child for family nomination
- Meat Goat Gender: select wether or doe from the drop-down menu
- Housing Location: where animal is housed
- Dual Nom: slide this button to the blue “YES” to dual nominate a doe for the market & commercial breeding divisions

5. Click **red** “Add 1 Entry to Cart” at the bottom of the page.

Add 1 Entry to Cart

6. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” to add their YQCA Certificate and completed 2023 Declaration Form.

7. If this exhibitor has already uploaded their YQCA Certificate and completed 2023 Declaration Form, the animal will appear in the exhibitor’s cart. Choose the appropriate option to continue:

Add similar Entry

To add another market meat goat (animal in the same department and division), click **gray** “Add similar Entry” in center on the bottom of the page.

Add different Entry

To add another species or breeding doe for the exhibitor (different department and/or division), click **gray** “Add different Entry” button on the left on the bottom of the page.

OR

“Choose a Department” from the drop-down menu below the green box.

Continue →

To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the **red** “Continue” button.

The screenshot shows the 'State Livestock Nominations' web application for the Kansas State Fair. At the top, there is a navigation bar with 'Home' and 'Hello, Wilburt'. Below this is a progress indicator with six steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' step is currently active. A green banner indicates '1 entry added' and states: 'One 1080 - Market Meat Goat entry has been added to your cart. You may continue to the next section at this time or select another Division to add more entries to your cart.' Below the banner is a 'Department' dropdown menu with the text '-- Choose a Department --'. At the bottom of the main content area are three buttons: 'Add different Entry', 'Add similar Entry', and 'Continue →'. On the left side, there is a sidebar with a 'Your Entry Cart' section listing various items like 'WILBURT WILDCAT: 1020 - Market ...' and '9 Items'. At the bottom of the page, there is a logo for 'YLP' (Kansas State University Animal Sciences and Industry Youth Livestock Program) and a footer for 'ShoWorks by Gladstone Inc. ©' with social media icons and a disclaimer.

DUAL NOMINATE A MEAT GOAT AS A BREEDING DOE AND MARKET MEAT GOAT

1. Enter the animal as a nomination under the market meat goat division.
2. At the bottom of the page, slide the “Dual Nom (Mkt & Com) checkbox button to the blue “YES”.
Only **ONE (1)** completed DNA envelope needs submitted for dual nominated animals.

* required

Department 4 - Meat Goat

Division 1080 - Market Meat Goat

Tag ID * 55556

Club * Weber

Scrapie Tag ID * KSS0035 21151

Animal Name Lady

Meat Goat Gender * Doe

Housing Location * At Exhibitor's Primary Address

Dual Nom (Mkt & Com) YES

Add 1 Entry to Cart + -

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3. Animal will need added as a nomination entry under exhibitors within the family.
4. Follow **Steps 5-7** above under the market meat goat submission instructions to add nomination to each exhibitor's cart.

Kansas State Youth Livestock Nomination Process

Purchasing DNA Envelopes

1. The nomination fee for each animal is collected through the purchasing of an official DNA envelope.
2. The cost is \$12.00/envelope.
3. Each nominated animal needs their own DNA envelope. Only ***ONE (1)*** completed envelope should be submitted for dual nominated animals (i.e. gilt nominated as market hog & commercial gilt).
4. DNA envelope(s) may be purchased by individual families, local extension units, or FFA chapters.
5. The DNA envelope(s) are available for purchase online, using ShoWorks, and mailed to the address provided by the user who purchases the envelope(s).
6. Orders for DNA envelopes will close **10 days prior to the nomination deadline** for each species:
 - April 20 – Market Beef (Steer & Market Heifer)
 - June 5 – Small Livestock (Swine, Sheep, Meat Goat) & Commercial Heifer

NEW in 2023 – option for expedited shipping. Will overnight DNA envelopes for a \$50 fee, including after the DNA envelope order deadline. Option available as an “item” to be purchased on same page in system through which DNA envelopes are ordered.
7. The DNA envelopes are **not** specie-specific – they may be used for any nominated specie.
8. Extra DNA envelopes purchased this year may be used in the future.
9. Old DNA envelopes (obtained by extension offices in 2021 and before) will **NOT** be accepted.
10. It is permissible for a family to offer extra DNA envelopes to another family. However, they need to notify the KSU Youth Livestock Program those envelopes are no longer in their possession.
11. All exhibitors within a family and a parent/legal guardian must sign each DNA envelope.
12. Completed DNA envelopes must be postmarked by the appropriate deadline:
 - May 1 – Market Beef (Steer & Market Heifer)
 - June 15 – Small Livestock (Swine, Sheep, Meat Goat) & Commercial Heifer

KSU Youth Livestock Program Mailing Address:

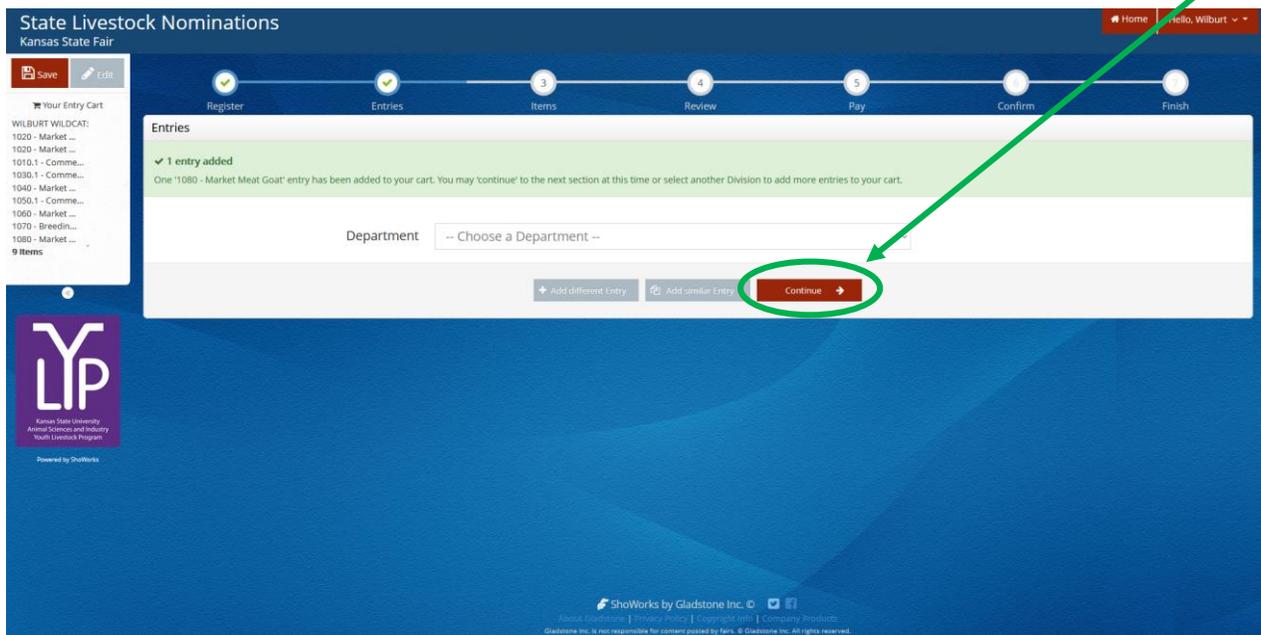
State 4-H/FFA Shows
Kansas State University
214 Weber Hall
1424 Claflin Road
Manhattan, KS 66506

**Include completed and signed DNA envelope for each nominated animal, as well as detailed receipt of animals submitted through ShoWorks for family.*

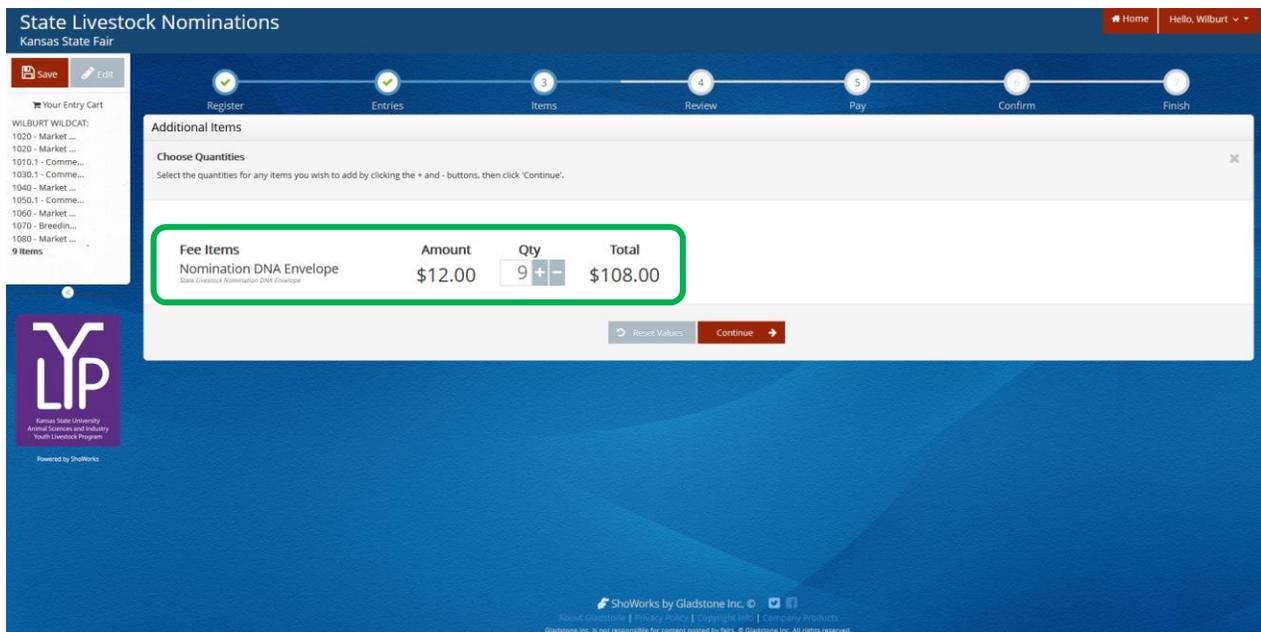
13. Families have two (2) options for logging in to purchase their DNA envelopes:
 - A. Families may submit their nomination data in the system and order their envelopes at the end in a single session.
 - OR***
 - B. Families may create an account for at least one exhibitor, order all of the envelopes for their family, and return prior to the deadline to submit the data online for each nominated animal.

SUBMIT LIVESTOCK NOMINATION DATA & ORDER DNA ENVELOPES IN A SINGLE SESSION

1. Refer to the “Creating a ShoWorks Account” section to create an account for each exhibitor, or create a quick group for the family.
2. “Add Entries (Animals)” to each exhibitor within the family. Refer to the “Adding Animals” section for guidance.
3. After the last animal has been added to the final exhibitor within the family, click the red “Continue” button on the bottom right side of the page.

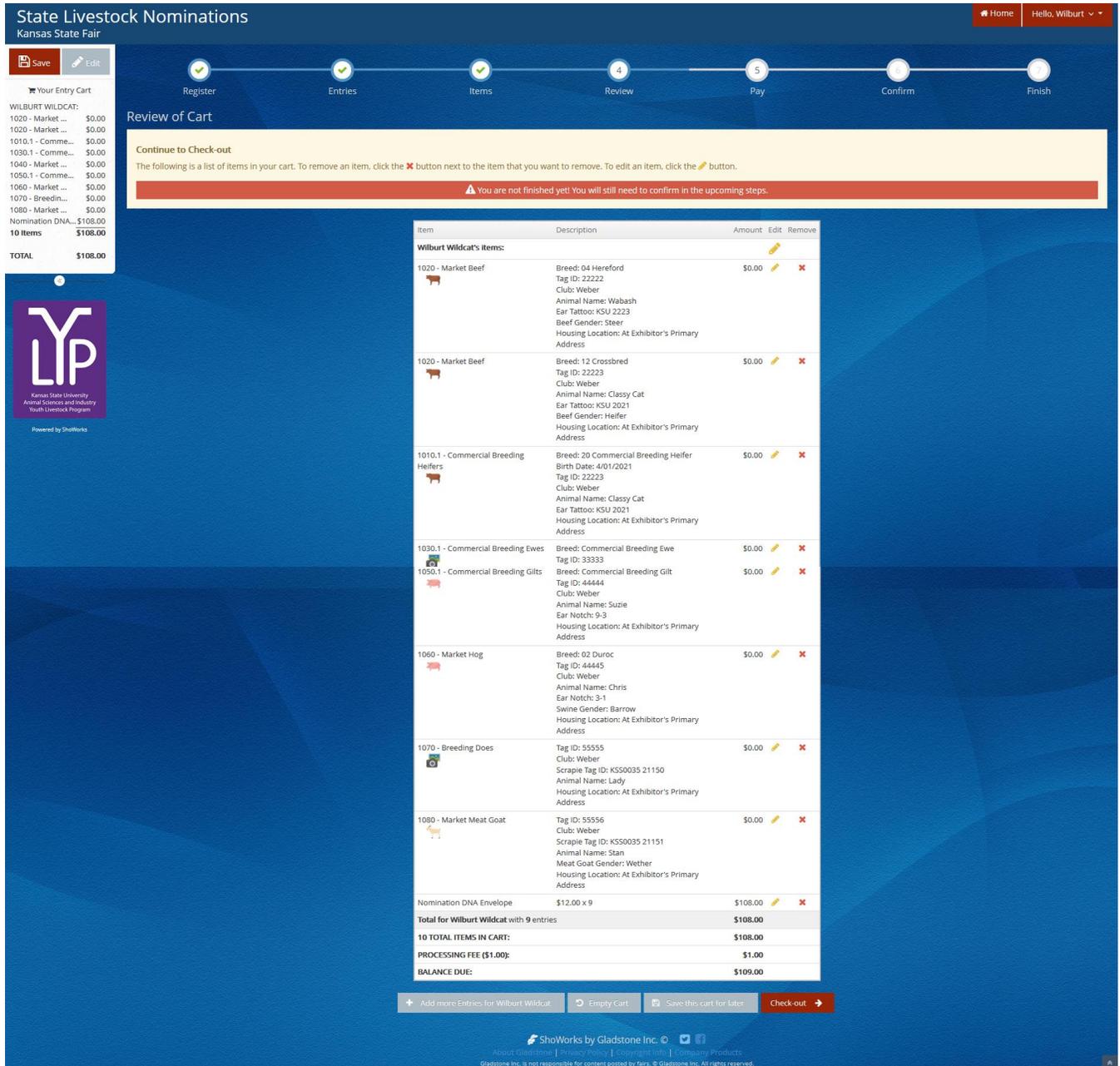


4. Type the quantity of DNA envelopes needed in the box, or press the **+** button until the desired number of envelopes appears in the “Qty” box.



5. Click  on the bottom right side of the page.

6. Review the “Entries” (nominations) listed for each exhibitor. If an animal does *not* appear on the list, it is **NOT** in the system!



State Livestock Nominations
Kansas State Fair

Home | Hello, Wilburt

Register | Entries | Items | **4 Review** | 5 Pay | 6 Confirm | Finish

Continue to Check-out
The following is a list of items in your cart. To remove an item, click the **X** button next to the item that you want to remove. To edit an item, click the  button.

⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

Item	Description	Amount	Edit	Remove
Wilburt Wildcat's Items:				
1020 - Market Beef	Breed: 04 Hereford Tag ID: 22222 Club: Weber Animal Name: Wabash Ear Tattoo: KSU 2223 Beef Gender: Steer Housing Location: At Exhibitor's Primary Address	\$0.00		
1020 - Market Beef	Breed: 12 Crossbred Tag ID: 22223 Club: Weber Animal Name: Classy Cat Ear Tattoo: KSU 2021 Beef Gender: Heifer Housing Location: At Exhibitor's Primary Address	\$0.00		
1010.1 - Commercial Breeding Heifers	Breed: 20 Commercial Breeding Heifer Birth Date: 4/01/2021 Tag ID: 22223 Club: Weber Animal Name: Classy Cat Ear Tattoo: KSU 2021 Housing Location: At Exhibitor's Primary Address	\$0.00		
1030.1 - Commercial Breeding Ewes	Breed: Commercial Breeding Ewe Tag ID: 33333	\$0.00		
1050.1 - Commercial Breeding Gilts	Breed: Commercial Breeding Gilt Tag ID: 44444 Club: Weber Animal Name: Suzie Ear Notch: 9-3 Housing Location: At Exhibitor's Primary Address	\$0.00		
1060 - Market Hog	Breed: 02 Duroc Tag ID: 44445 Club: Weber Animal Name: Chris Ear Notch: 3-1 Swine Gender: Barrow Housing Location: At Exhibitor's Primary Address	\$0.00		
1070 - Breeding Does	Tag ID: 55555 Club: Weber Scrapie Tag ID: KSS0035 21150 Animal Name: Lady Housing Location: At Exhibitor's Primary Address	\$0.00		
1080 - Market Meat Goat	Tag ID: 55556 Club: Weber Scrapie Tag ID: KSS0035 21151 Animal Name: Stan Meat Goat Gender: Wether Housing Location: At Exhibitor's Primary Address	\$0.00		
Nomination DNA Envelope	\$12.00 x 9	\$108.00		
Total for Wilburt Wildcat with 9 entries		\$108.00		
10 TOTAL ITEMS IN CART:		\$108.00		
PROCESSING FEE (\$1.00):		\$1.00		
BALANCE DUE:		\$109.00		

 Add more Entries for Wilburt Wildcat |  Empty Cart |  Save this cart for later | **Check-out** 

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7. Use the icons to the right of each “Entry” (animal) to edit the information, or delete the nomination.

-  = Edit
-  = Delete

8. Choose the appropriate option from the bottom of the page to continue:



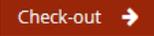
To add more nominations for the exhibitor, click gray “Add more Entries for Wilburt Wildcat” on the left at the bottom of the page.



To empty the cart and delete all nominations for the exhibitor, select the gray “Empty Cart” button in the middle on the bottom of the page. This is discouraged, unless no animals should be submitted for the exhibitor. Users will have to start at the beginning to add entries (nominations) for the exhibitor.



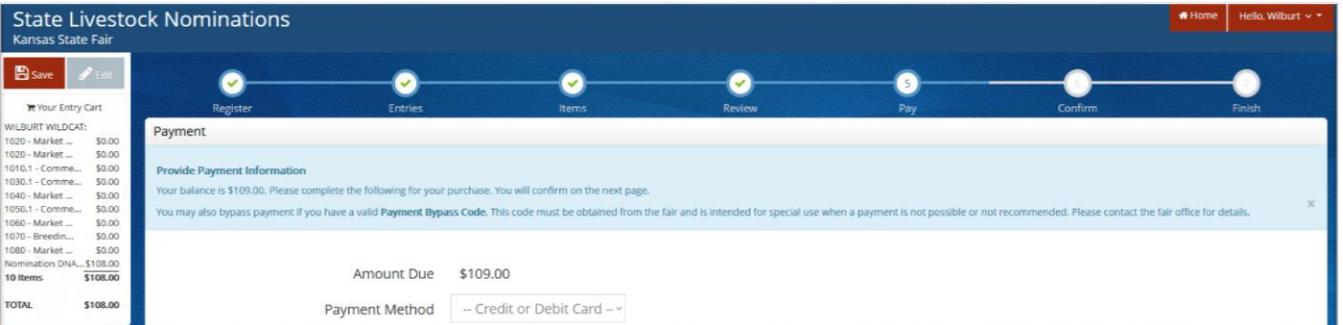
To save the cart, as well as exhibitor information, and return later to complete the process, click the gray “Save this cart for later” button on the middle right bottom of the page.



To continue through the process, check-out, and officially submit the nominations, click the red “Check-out” button on the right at the bottom of the page.

9. To finish and purchase the DNA envelopes, select the  button on the far right side on the bottom of the page.

10. Provide payment information and continue.



The screenshot shows the 'Payment' step of the 'State Livestock Nominations' process for the 'Kansas State Fair'. The user is logged in as 'Hello, Wilburt'. The progress bar indicates that 'Register', 'Entries', and 'Items' are completed, while 'Pay' is the current step. The 'Your Entry Cart' sidebar lists items for 'WILBURT WILDCAT' with a total of \$108.00. The main payment area shows 'Amount Due' as \$109.00 and a 'Payment Method' dropdown set to 'Credit or Debit Card'. A note mentions a 'Payment Bypass Code' for special use.

Your Entry Cart	
WILBURT WILDCAT:	
1020 - Market ...	\$0.00
1020 - Market ...	\$0.00
1010.1 - Comme...	\$0.00
1030.1 - Comme...	\$0.00
1040 - Market ...	\$0.00
1050.1 - Comme...	\$0.00
1060 - Market ...	\$0.00
1070 - Breedin...	\$0.00
1080 - Market ...	\$0.00
Nomination DNA...	\$108.00
10 Items	\$108.00
TOTAL	\$108.00

11. The Signature page appears. This step is equivalent to the nomination forms being physically signed by the exhibitors and parents/legal guardians within the family.

✍
Signature

On-line submission of data requires that you agree all information is true and correct to your knowledge and will abide with the terms as defined in the published General Rules, Livestock Rules and Department Rules for the Kansas State Fair and Kansas Junior Livestock Show.

I hereby certify that all animals are nominated for exhibition in accordance with the rules and regulations of the Kansas State Fair, KJLS, and Kansas 4-H/FFA rules governing exhibition of livestock. I have read and agree to abide by the instructions listed above and all rules of the Kansas State Fair, KJLS, and state livestock nomination process. I also declare that I (or my minor exhibitor) is a bonafide Kansas 4-H/FFA member who has paid the appropriate organizational dues/fees. I understand my nomination materials will not be accepted, nor animals eligible until my official signed DNA envelopes are received, postmarked by the correct deadline. Failure to meet the postmark deadline will result in the nominations being rejected, fees forfeited, and animals ineligible for participation in either show.

State livestock nominations and purchased DNA envelopes are non-refundable.

✔ Submit

agree to the above statement (type 'YES' if you agree)

12. Read the statement.

13. Type “YES” in the box. This action serves as a signature.

Member membership		
Housing Location: At Exhibitor's Primary Address		
1080 - Market Meat	Tag ID: 55556	\$0.00
Goat	Club: Weber	
	Scrapie Tag ID: K550035 21151	
	Animal Name: Stan	
	Meat Goat Gender: Wether	
	Housing Location: At Exhibitor's Primary Address	
Nomination DNA Envelope	\$12.00 x 9	\$108.00
Total for Wilburt Wildcat with 9 entries and 1 additional items		\$108.00
10 TOTAL ITEMS IN CART:		\$108.00
PROCESSING FEE (\$1.00):		\$1.00
BALANCE DUE:		\$109.00

✍
Signature

On-line submission of data requires that you agree all information is true and correct to your knowledge and will abide with the terms as defined in the published General Rules, Livestock Rules and Department Rules for the Kansas State Fair and Kansas Junior Livestock Show.

I hereby certify that all animals are nominated for exhibition in accordance with the rules and regulations of the Kansas State Fair, KJLS, and Kansas 4-H/FFA rules governing exhibition of livestock. I have read and agree to abide by the instructions listed above and all rules of the Kansas State Fair, KJLS, and state livestock nomination process. I also declare that I (or my minor exhibitor) is a bonafide Kansas 4-H/FFA member who has paid the appropriate organizational dues/fees. I understand my nomination materials will not be accepted, nor animals eligible until my official signed DNA envelopes are received, postmarked by the correct deadline. Failure to meet the postmark deadline will result in the nominations being rejected, fees forfeited, and animals ineligible for participation in either show.

State livestock nominations and purchased DNA envelopes are non-refundable.

✔ Submit

agree to the above statement (type 'YES' if you agree)

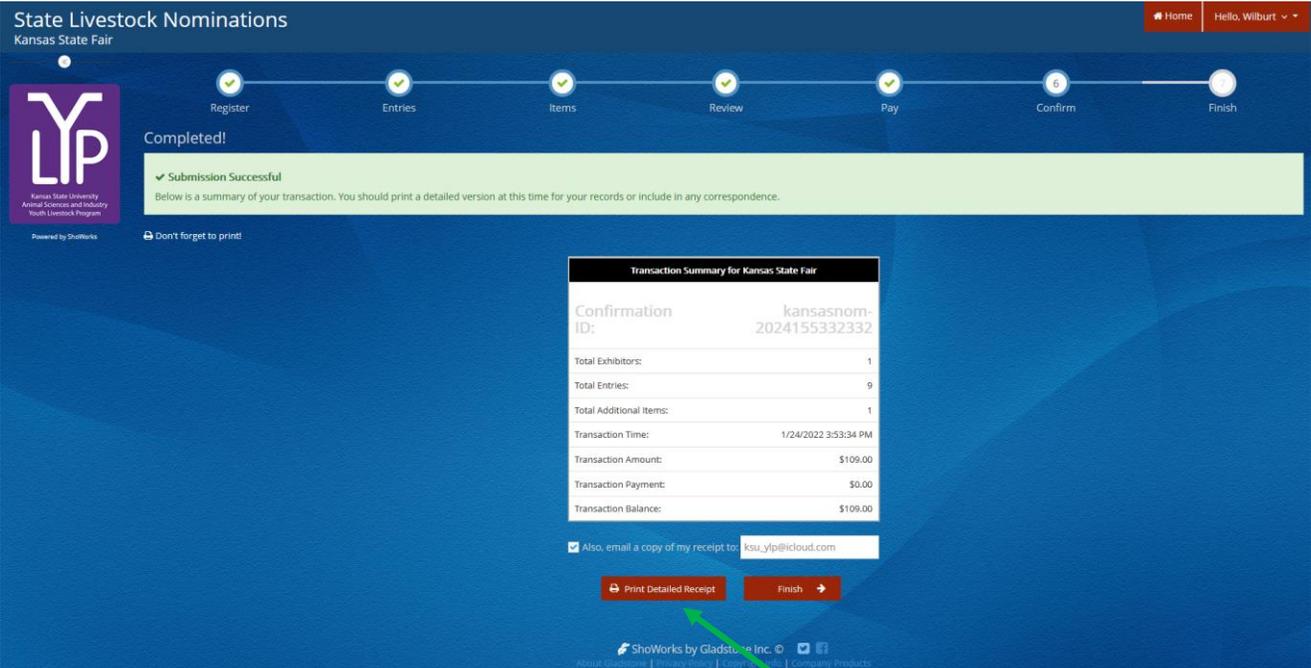
By typing "YES" in the box above, you and your family are bound by the above statement. This action serves as your signature.

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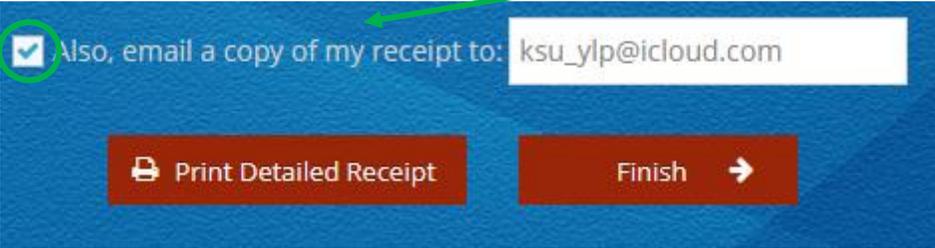
14. Click the ✔ Submit button on the right side of the box.

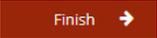
15. The confirmation page will appear. A green “Submission Successful” message indicates the “Entries” were submitted.



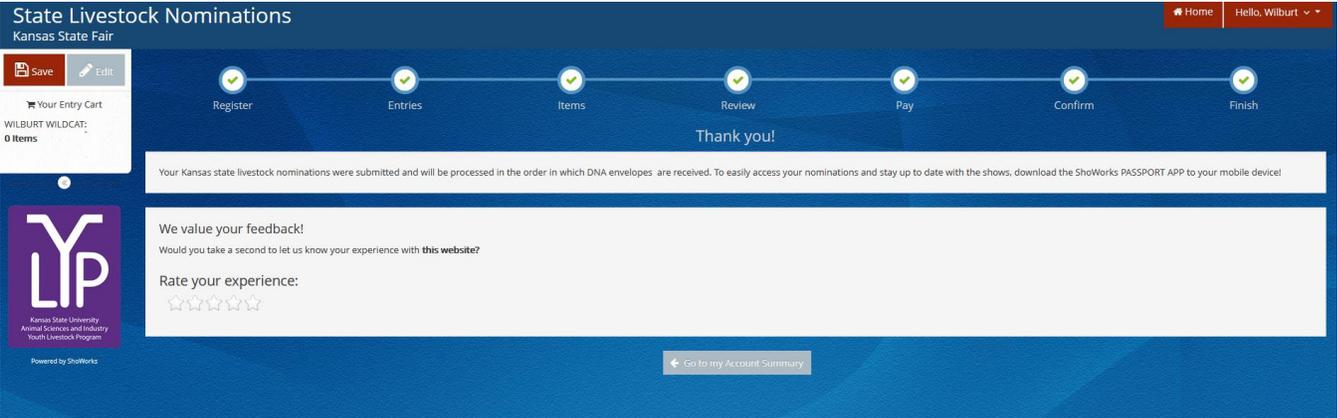
16. Make sure to print a detailed receipt! Click the red “Print Detailed Receipt” button on the bottom left of the page. 

17. To receive a copy of the receipt via email, check the box next to “Also, email a copy of my receipt to:” and provide a valid email address in the box.



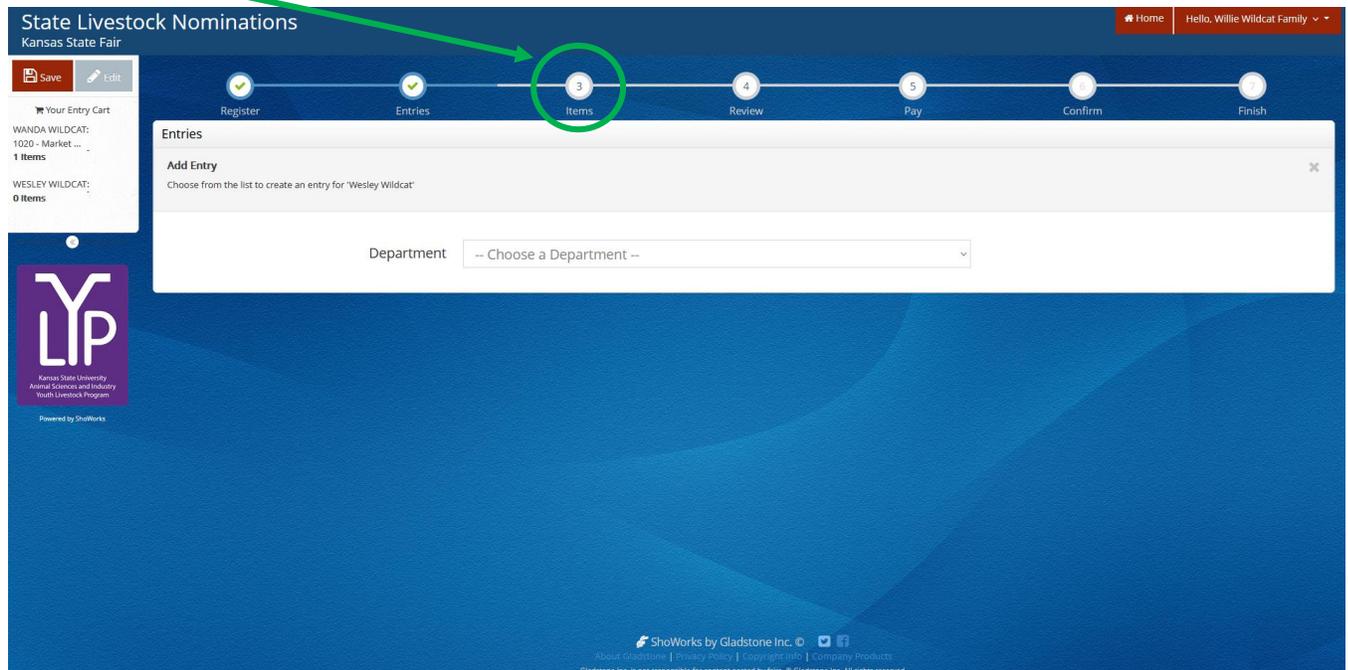
18. Click the  button on the lower right corner of the page.

19. The “Finish” page with a Thank You message will appear indicating the state livestock nominations were submitted and the DNA envelopes were ordered.

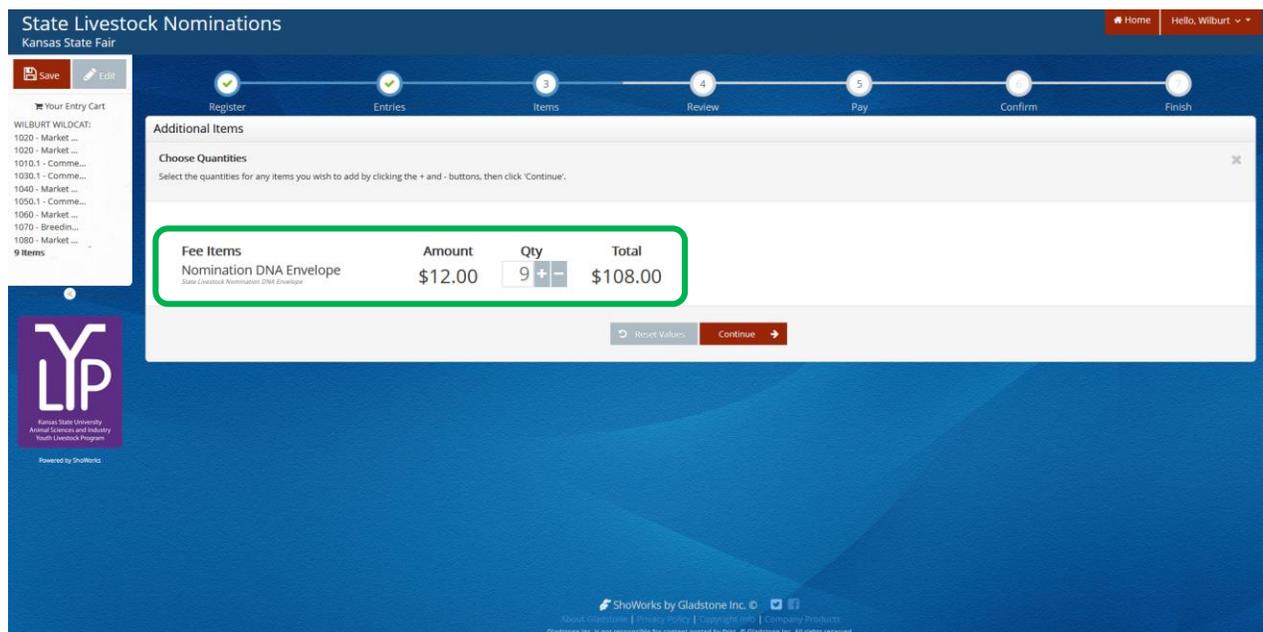


ORDER DNA ENVELOPES NOW & SUBMIT STATE LIVESTOCK NOMINATION DATA LATER

1. Create an account for at least one exhibitor within the family, or create a quick group. Refer to instructions in the “Creating a ShoWorks Account” section.
2. After confirming the registration information for the exhibitor, skip ahead in the system by clicking the (3) “Items” button at the top of the page.



3. Type the quantity of DNA envelopes needed in the box, or press the button until the desired number of envelopes appears in the “Qty” box.



4. Click  on the bottom right side of the page.

5. Review the items in the cart.

State Livestock Nominations
Kansas State Fair

Home Hello, Willie Wildcat Family

Save Edit

Your Entry Cart

WANDA WILDCAT:
0 Items \$0.00

WESLEY WILDCAT:
Nomination DNA... \$108.00
1 Items \$108.00

TOTAL \$108.00

Register Entries Items Review Pay Confirm Finish

Review of Cart

Continue to Check-out
The following is a list of items in your cart. To remove an item, click the ✖ button next to the item that you want to remove. To edit an item, click the ✏ button.

⚠ You are not finished yet! You will still need to confirm in the upcoming steps.

Item	Description	Amount	Edit	Remove
Wanda Wildcat's items:				
Total for Wanda Wildcat with 0 entries		\$0.00		
Add entries for Wanda Wildcat				
Add items for Wanda Wildcat				
Wesley Wildcat's items:				
Nomination DNA Envelope	\$12.00 x 9	\$108.00		
Total for Wesley Wildcat with 0 entries and 1 additional items		\$108.00		
Add entries for Wesley Wildcat				
Add more items for Wesley Wildcat				
2 Total exhibitors in cart				
0 Total entries in cart:		\$0.00		
1 Total additional items in cart:		\$108.00		
1 TOTAL ITEMS IN CART:		\$108.00		
PROCESSING FEE (\$1.00):		\$1.00		
BALANCE DUE:		\$109.00		

+ Add more Entries for Wesley Wildcat Empty Cart Save this cart for later **Check-out** + Add Entries for a different Exhibitor

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6. Click the **Check-out** button to purchase the envelopes and return to submit the nomination data later.

7. Provide payment information and continue.

8. The Signature page appears. This step is equivalent to the nomination forms being physically signed by the exhibitors and parents/legal guardians within the family. This step is still required before purchasing envelopes and will apply to nomination materials submitted.

Signature

On-line submission of data requires that you agree all information is true and correct to your knowledge and will abide with the terms as defined in the published General Rules, Livestock Rules and Department Rules for the Kansas State Fair and Kansas Junior Livestock Show.

I hereby certify that all animals are nominated for exhibition in accordance with the rules and regulations of the Kansas State Fair, KJLS, and Kansas 4-H/FFA rules governing exhibition of livestock. I have read and agree to abide by the instructions listed above and all rules of the Kansas State Fair, KJLS, and state livestock nomination process. I also declare that I (or my minor exhibitor) is a bonafide Kansas 4-H/FFA member who has paid the appropriate organizational dues/fees. I understand my nomination materials will not be accepted, nor animals eligible until my official signed DNA envelopes are received, postmarked by the correct deadline. Failure to meet the postmark deadline will result in the nominations being rejected, fees forfeited, and animals ineligible for participation in either show.

State livestock nominations and purchased DNA envelopes are non-refundable.

Submit

agree to the above statement (type 'YES' if you agree)

9. Read the statement.

10. Type “YES” in the box. This action serves as a signature.

The screenshot shows a nomination form with a table of items and a signature box. A green arrow points from the instruction 'Type "YES" in the box' to the signature box.

1080 - Market Meat Goat	Tag ID: 55556 Club: Weber Scrapie Tag ID: K550035 21151 Animal Name: Stan Meat Goat Gender: Wether Housing Location: At Exhibitor's Primary Address	\$0.00
Nomination DNA Envelope	\$12.00 x 9	\$108.00
Total for Wilburt Wildcat with 9 entries and 1 additional items		\$108.00
10 TOTAL ITEMS IN CART:		\$108.00
PROCESSING FEE (\$1.00):		\$1.00
BALANCE DUE:		\$109.00

Signature
On-line submission of data requires that you agree all information is true and correct to your knowledge and will abide with the terms as defined in the published General Rules, Livestock Rules and Department Rules for the Kansas State Fair and Kansas Junior Livestock Show.

I hereby certify that all animals are nominated for exhibition in accordance with the rules and regulations of the Kansas State Fair, KJLS, and Kansas 4-H/FFA rules governing exhibition of livestock. I have read and agree to abide by the instructions listed above and all rules of the Kansas State Fair, KJLS, and state livestock nomination process. I also declare that I (or my minor exhibitor) is a bonafide Kansas 4-H/FFA member who has paid the appropriate organizational dues/fees. I understand my nomination materials will not be accepted, nor animals eligible until my official signed DNA envelopes are received, postmarked by the correct deadline. Failure to meet the postmark deadline will result in the nominations being rejected, fees forfeited, and animals ineligible for participation in either show.

State livestock nominations and purchased DNA envelopes are non-refundable.

YES I agree to the above statement (type "YES" if you agree)

NO

By typing "YES" above, you and I agree to the above statement. This action serves as your signature.

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11. Click the button on the right side of the box.

12. The confirmation page will appear. A green “Submission Successful” message indicates the order was submitted.

The screenshot shows the 'Submission Successful' confirmation page for the Kansas State Fair. It includes a progress bar, a summary of the transaction, and a 'Print Detailed Receipt' button.

State Livestock Nominations
Kansas State Fair

Home Hello, Willie Wildcat Family

Register Entries Items Review Pay Confirm Finish

Completed!

Submission Successful
Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.

Don't forget to print!

Transaction Summary for Kansas State Fair

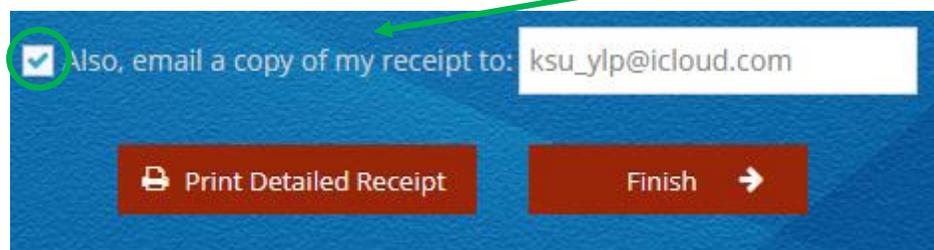
Confirmation ID:	kansasnom-2024165600770
Total Exhibitors:	2
Total Entries:	0
Total Additional Items:	1
Transaction Time:	1/24/2022 4:56:00 PM
Transaction Amount:	\$109.00
Transaction Payment:	\$0.00
Transaction Balance:	\$109.00

Also, email a copy of my receipt to:

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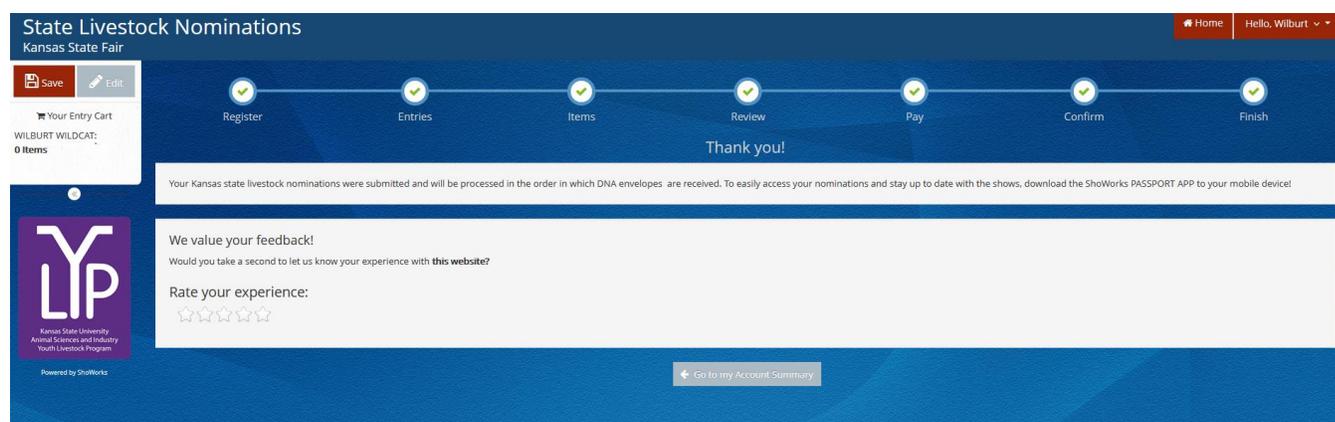
13. Make sure to print a detailed receipt! Click the red “Print Detailed Receipt” button on the bottom left of the page.

14. To receive a copy of the receipt via email, check the box next to “Also, email a copy of my receipt to:” and provide a valid email address in the box.



15. Click the  button on the lower right corner of the page.

16. The “Finish” page with a Thank You message will appear indicating the DNA envelopes were ordered. DNA envelopes will be issued in the order they are received; watch the mail diligently. They should arrive within one (1) week of submitting the order.



17. Make sure to return to the ShoWorks system as soon as possible to submit the state livestock nomination data for each animal! Waiting until the last minute could lead to technical difficulties. Submissions must be received by 5:00PM on the appropriate deadline to be accepted. This is also the postmark deadline.

- May 1 – Market Beef (steers & market heifers)
- June 15 – Small Livestock (swine, sheep, meat goat) & Commercial Heifers

18. Certified Mail is highly encouraged.

19. Late nominations, including online data submission, will not be accepted.

20. State livestock nominations and DNA envelopes are non-refundable.

Kansas State Youth Livestock Nomination Process

Uploading Documents



1. All exhibitors will need to upload TWO (2) required documents while submitting their state livestock nominations:
 - **YQCA Certificate** (current; valid through 10/1/2023)
 - Exhibitors must have a current certificate prior to nomination
 - encouraged to complete training as early as possible
 - instructions on saving/downloading a YQCA certificate to a mobile or electronic device are posted on the youth livestock website:
 - ✓ YQCA Certificate Printing Instructions
 - **Declaration Form**
 - Completed 2023 form
 - available on the youth livestock website:
 - ✓ 2023 Declaration Form
 - must be signed by all exhibitors within the family & a parent/legal guardian
 - ✓ signature options:
 - i. may be printed and signed by all parties
 - ii. signed electronically using the mouse
 - iii. signed using a digital signature through the “Fill & Sign” option in Adobe
 - iv. signed by parties typing their names in designated fields
 - ✓ combination of signature formats is acceptable; all legally binding
 - same completed form may be uploaded for each child within the family
2. ShoWorks system will automatically prompt documents to be uploaded for exhibitor upon submitting the first animal “entry” (nomination). Must upload both simultaneously. Cannot edit or add later.
3. Documents may be uploaded as PDF or image files (jpg, png, etc.).
4. Ensure the correct documents are being uploaded for the appropriate exhibitor.
 - Once submitted, the forms cannot be edited or replaced.
 - Errors will need reported to the KSU Youth Livestock Program to request permission for a correction.
5. For full step-by-step instructions on submitting documents for an exhibitor through ShoWorks, refer to **Step 6** under “**Create A Commercial Heifer Nomination**” in the “**Adding Animals**” section.

Kansas State Youth Livestock Nomination Process

Paying the Nomination Fee



1. The nomination fee will be paid through purchasing a DNA envelope for each animal.
2. No payment will be mailed to the KSU Youth Livestock Program with completed DNA envelopes.
 - Exception – incomplete nominations that must be returned to the family, or otherwise require re-submission and incomplete fee payment.
3. DNA envelopes must be purchased online through ShoWorks.
4. DNA envelope purchases and payments associated with the state livestock nomination process are non-refundable.
5. Refer to the **“Purchasing DNA Envelopes”** section for step-by-step instructions and further details.

Kansas State Youth Livestock Nomination Process

Obtaining a Receipt

1. Keep a copy of the receipt for all transactions in a safe place!

- Necessary to verify nominations submitted
- Required to mail copy with DNA envelopes
- Proof of purchase
- Proof of nomination submission

2. Methods to obtain receipt:

- Print upon submission of “Entries” (nominations)
 - After the confirmation page appears when nominations (or DNA Envelope purchase) is submitted, a green “Submission Successful” message indicates the order was submitted.

The screenshot shows the 'State Livestock Nominations' website interface. At the top, there is a navigation bar with 'Home' and 'Hello, Wille Wildcat Family'. Below this is a progress bar with steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Confirm' step is currently active. A green banner displays 'Submission Successful' with a message: 'Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.' Below the banner is a 'Transaction Summary for Kansas State Fair' table.

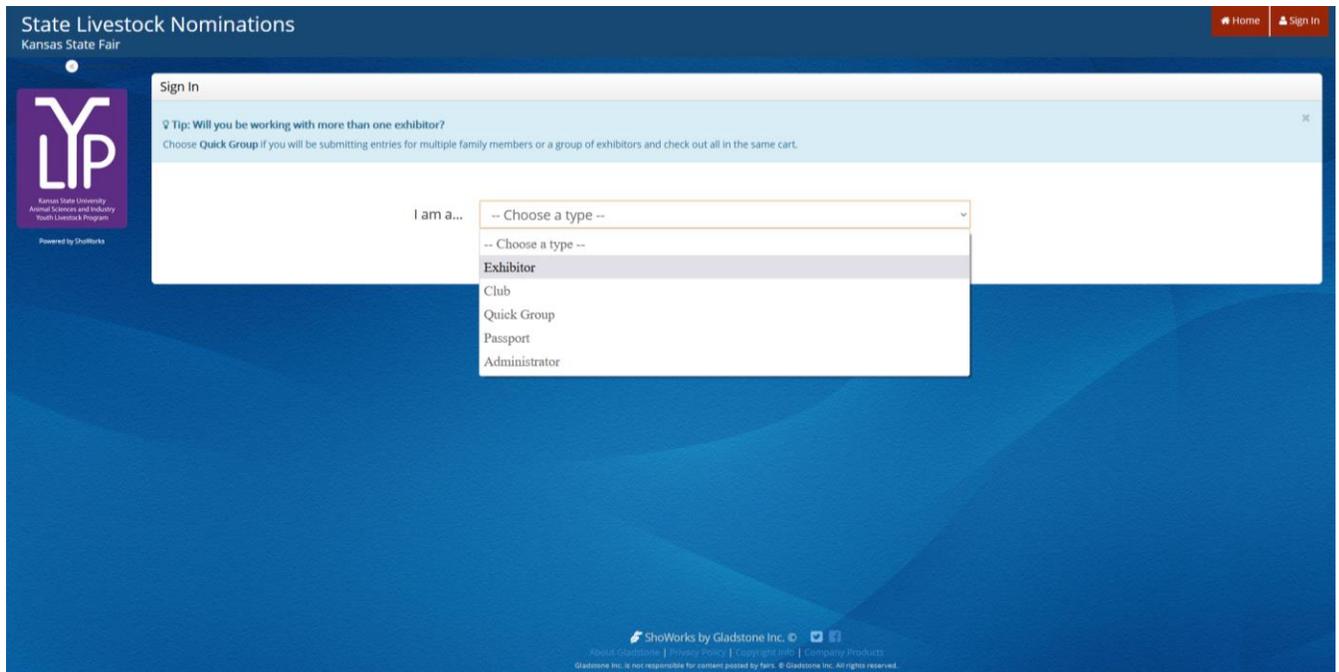
Transaction Summary for Kansas State Fair	
Confirmation ID:	kansasnom-2024165600770
Total Exhibitors:	2
Total Entries:	0
Total Additional Items:	1
Transaction Time:	1/24/2022 4:50:00 PM
Transaction Amount:	\$109.00
Transaction Payment:	\$0.00
Transaction Balance:	\$109.00

Below the table, there is a checkbox labeled 'Also, email a copy of my receipt to:' with the email address 'ksu_ylp@icloud.com' entered in the adjacent text box. At the bottom, there are two buttons: 'Print Detailed Receipt' and 'Finish'.

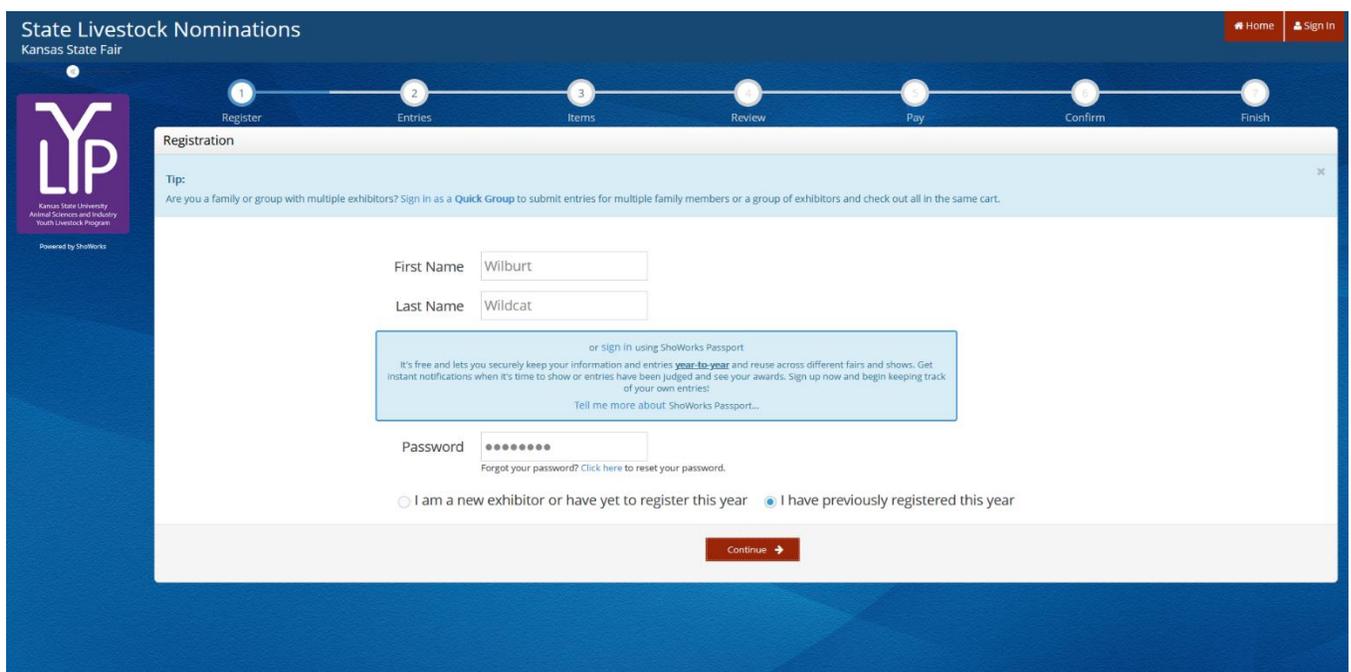
- Click the red “Print Detailed Receipt” button on the bottom left of the page.
- Receive a copy of the receipt via email
 - Check the box next to “Also, email a copy of my receipt to:” and provide a valid email address in the box.

This is a close-up screenshot of the bottom portion of the transaction confirmation page. It highlights the checkbox for 'Also, email a copy of my receipt to:' which is checked. The email address 'ksu_ylp@icloud.com' is visible in the input field. Below this, the 'Print Detailed Receipt' button is shown in a red box, along with the 'Finish' button.

- If receipt is misplaced, can access it through the system.
 - Navigate to ShoWorks page and log back into the system by clicking the red “Sign In” button in the upper right corner.
 - If nominations were originally submitted as a “Quick Group”, must select that option and use those credentials to view transactions for exhibitors in the family.
 - If nominations were originally submitted under individual exhibitors, select that option.



- Complete Exhibitor Name (or Quick Group Name), password, and select the radio button for “I have previously registered this year” on the lower right of the page.
- Click **Continue →** on the bottom of the page.



- Confirm registration information.

The screenshot shows the 'Registration' step of the 'State Livestock Nominations' process. A progress bar at the top indicates the current step is 'Confirm' (step 6), with previous steps being 'Register', 'Entries', 'Items', 'Review', and 'Pay', and the final step being 'Finish'. The main content area is titled 'Confirm Registration Information' and contains a list of personal and contact details for the exhibitor, Wilburt Wildcat. The details include: First Name (Wilburt), Last Name (Wildcat), Address (214 Weber Hall), City (Manhattan), State/Prov (KS), Postal Code (66506), County (Weber), Phone ((785) 532-1264), e-mail (ksu_ylp@icloud.com), Exhibitor Date of Birth (1/1/2007), KSU Family Name (Willie Wildcat Family), Agent/Advisor Name (Lexie Hayes), Agent/Advisor Email (adhayes@ksu.edu), KSU Nomination # (12345), YQCA Certification # (1234567890), Youth Organization (4-H), and Animal Housing (Animals kept at Exhibitor's Primary Address). A 'Save' button is visible in the top left corner of the registration area.

- Select the gray “View/Print transactions made by this Exhibitor” button on the bottom left of the page.

The screenshot shows the 'Account Information' page for Wilburt Wildcat. The page includes a 'Welcome Wilburt Wildcat!' message and instructions for reviewing account activities. At the bottom of the page, there are two buttons: a gray button labeled 'View/Print transactions made by this Exhibitor' and a red button labeled 'Create Entries'. A green arrow points from the text above to the gray button, which is also circled in green. The page footer contains the text 'SheWorks by Gladstone Inc. ©' and 'Gladstone Inc. is not responsible for content posted by Fairs. © Gladstone Inc. All rights reserved.'

- Select the gray “Receipt” button on the left, next to the Confirmation ID column.

State Livestock Nominations
Kansas State Fair

Transactions

The following transactions were made by the Exhibitor 'Wilburt Wildcat'. You may choose to print receipts for any transaction or print a packing list for all entries.

Upload Media	Confirmation ID	Cart Time	Exhib	Entries	Fees	Amount
Upload File	nsisnorm-2024155332332	1/24/2022 3:53:32 PM	1	9	1	\$109.00
			1	9	1	\$109.00

Review All Printing List

Filter Reports by: All

Powered by ShoWorks

ShoWorks by Gladstone Inc. ©

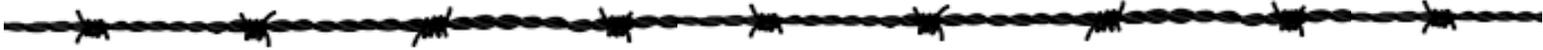
ShoWorks is a registered trademark of Gladstone Inc. | Privacy Policy | Terms of Service | Company Products
Gladstone Inc. is not responsible for content posted by users. © Gladstone Inc. All rights reserved.

- A copy of the receipt will appear and may be printed from the browser.

Kansas State Fair State Livestock Nominations Receipt			
ITEM	DESCRIPTION	WEN#	AMOUNT
1010.1 - Commercial Breeding Heifers	Breed: 30 Commercial Breeding Heifer Birth Date: 4/1/2021 Tag ID: 22223 Animal Name: Classy Cat Club: Weber Ear Tattoo: KSU 2021 Housing Location: At Exhibitor's Primary Address	AA2990	\$0.00
1020 - Market Beef	Breed: 04 Hereford Tag ID: 22222 Animal Name: Wabash Club: Weber Ear Tattoo: KSU 2223 Beef Gender: Steer Housing Location: At Exhibitor's Primary Address	9FFC38	\$0.00
1020 - Market Beef	Breed: 12 Crossbred Tag ID: 22223 Animal Name: Classy Cat Club: Weber Ear Tattoo: KSU 2021 Beef Gender: Heifer Housing Location: At Exhibitor's Primary Address	F88C8D	\$0.00
1030.1 - Commercial Breeding Ewes	Breed: Commercial Breeding Ewe Tag ID: 33333 Scrapie Tag ID: KSS0035 16151 Animal Name: Fluffy Club: Weber Housing Location: At Exhibitor's Primary Address	AAAB23	\$0.00
1040 - Market Lambs	Breed: 04 Hampshire Tag ID: 33334 Scrapie Tag ID: KSS0035 16150 Animal Name: Bob Club: Weber Sheep Gender: Wether Housing Location: At Exhibitor's Primary Address	161F85	\$0.00
1050.1 - Commercial Breeding Gilts	Breed: Commercial Breeding Gilt Tag ID: 44444 Animal Name: Suzie Club: Weber Ear Notch: 9-3 Housing Location: At Exhibitor's Primary Address	30208C	\$0.00
1060 - Market Hog	Breed: 02 Duroc Tag ID: 44445 Animal Name: Chris		

Kansas State Youth Livestock Nomination Process

Mailing DNA Envelopes



1. A completed DNA envelope for each nominated animal is required.
 - This includes:
 - Date of Sample
 - Specie (circled)
 - Animal ID (5-digit visual Kansas 4-H tag #)
 - Barcode Sticker (place in box on upper right of envelope)
 - Identifying Animal Information
 - Breed
 - Gender
 - Secondary ID – tattoo, ear notch, scrapie tag (ex. KSS0035 22105)
 - Family Contact Information
 - Official Family/Household Name
 - Address, City, State, Zip
 - County (where the exhibitors participate in 4-H or FFA)
 - Phone
 - Email
 - Exhibitor Signature(s)
 - All eligible exhibitors within the family
 - Animal must be submitted online under each child who signs DNA
 - Parent Signature

K-STATE Kansas Livestock Nomination DNA Hair Sample 2021-1000
 Research and Extension
 Date 4/15/2022 Species (circle one): Beef Sheep Swine Goat

Animal ID 75087 Barcode Sticker 
(Kansas 4-H tag number)

Animal Breed Hereford Animal Gender Steer Secondary ID KSU 2122
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family
 Address 1424 Claflin Rd City Manhattan State KS Zip 66506
 County Riley Phone (785)532-1264 Email ksu_ylp@icloud.com

Exhibitor signature(s): Willie Wildcat
Willie Wildcat

Parent signature: Willie Wildcat

Obtain at least 40 hairs with roots intact (do not cut).
 Avoid contamination with other hair and keep dry.
 Be sure the Kansas 4-H tag number is correct, then
 sign and seal envelope in the presence of exhibitor.

K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

Date 6/1/2022 Species (circle one): Beef Sheep **Swine** Goat

Animal ID 75087 Barcode Sticker
(Kansas 4-H tag number)



Animal Breed Dark Cross Animal Gender Gilt Secondary ID 27-3
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506
County Riley Phone (785)532-1264 Email ksu_vlp@icloud.com

Exhibitor signature(s):

Parent signature:

Willie Wildcat
Willie Wildcat

Willie Wildcat

Obtain at least 40 hairs with roots intact (do not cut).
Avoid contamination with other hair and keep dry.
Be sure the Kansas 4-H tag number is correct, then
sign and seal envelope in the presence of exhibitor.

K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

Date 6/1/2022 Species (circle one): Beef **Sheep** Swine Goat

Animal ID 75087 Barcode Sticker
(Kansas 4-H tag number)



Animal Breed Hampshire Animal Gender Wether Secondary ID KSS003512245
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506
County Riley Phone (785)532-1264 Email ksu_vlp@icloud.com

Exhibitor signature(s):

Parent signature:

Willie Wildcat
Willie Wildcat

Willie Wildcat

Obtain at least 40 hairs with roots intact (do not cut).
Avoid contamination with other hair and keep dry.
Be sure the Kansas 4-H tag number is correct, then
sign and seal envelope in the presence of exhibitor.

K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

Date 6/1/2022 Species (circle one): Beef Sheep Swine **Goat**

Animal ID 75087 Barcode Sticker
(Kansas 4-H tag number)



Animal Breed Meat Goat Animal Gender Doe Secondary ID KSS003512265
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506
County Riley Phone (785)532-1264 Email ksu_vlp@icloud.com

Exhibitor signature(s):

Parent signature:

Willie Wildcat
Willie Wildcat

Willie Wildcat

Obtain at least 40 hairs with roots intact (do not cut).
Avoid contamination with other hair and keep dry.
Be sure the Kansas 4-H tag number is correct, then
sign and seal envelope in the presence of exhibitor.

2. Place completed DNA envelopes and a copy of the receipt for nominated animals submitted through the ShoWorks system into a mailing envelope.
3. Completed DNA envelopes must be **POSTMARKED** by the appropriate deadline:
 - May 1 – Market Beef (Steer & Market Heifer)
 - June 15 – Small Livestock (Swine, Sheep, Meat Goat) & Commercial Heifer

KSU Youth Livestock Program Mailing Address:

State 4-H/FFA Shows
Kansas State University
214 Weber Hall
1424 Claflin Road
Manhattan, KS 66506

**Include completed and signed DNA envelope for each nominated animal, as well as detailed receipt of animals submitted through ShoWorks for family.*

4. **Certified Mail is HIGHLY ENCOURAGED.**
5. Mail through post office or commercial delivery service.
 - DO NOT:
 - Place in general mail bin
 - Drop off in public mail receptacle
 - Leave in personal mailbox for carrier pick up
6. Nominations will be processed in the order in which the DNA is received.
7. Nominations submitted online through ShoWorks in which corresponding DNA envelopes are not postmarked by the appropriate deadline, or are never received, will be invalid, voided, and ineligible. No refunds.

Kansas State Youth Livestock Nomination Process

Agent & FFA Advisor Approval



1. Extension Agents and FFA Advisors approve exhibitor nominations online through ShoWorks.
 - Approval has same implications as hand-written signature on paperwork.
 - Extension Agents & FFA Advisors will receive login information and instructions to complete the approval directly via email.
2. Families need to make sure they nominate under the appropriate county/FFA chapter.
 - Exhibitors & animal entries are only listed under the account of the “club” selected in ShoWorks during online submission by family.
3. Nominations must be approved by appropriate organizational representative.
 - 4-H – Extension Agent
 - FFA – FFA advisor
4. Extension Agents and FFA Advisors may login to approve “entries” (nominations) at anytime, or multiple times as families complete their nominations. Need to approve all entries by midnight on June 15.
5. Families are encouraged to notify their Extension Agent or FFA Advisor upon nomination submission.

Kansas State Youth Livestock Nomination Process

Nomination Verification



1. Data submitted online through ShoWorks will be verified and cross-referenced when DNA envelopes are received in the KSU Youth Livestock Program office.
2. Families should review their receipt upon nomination submission through ShoWorks to ensure information is complete and accurate. Refer to the “Obtaining a Receipt” section.
 - Print detailed receipt in final step of online submission
 - Confirm box to receive a receipt via email is “checked” (watch spam/junk folder)
 - Login to ShoWorks to view/print previous transactions
3. Nominations will be verified and approved in the order in which they are received.
 - Families are encouraged to submit their nominations as early as possible to receive confirmation quickly and avoid missing the deadline.
4. Families will receive a letter in the mail confirming receipt of nominations and the status of those nominations.
 - Incomplete nominations may be corrected, with a \$20 penalty.
 - Instructions on completing an incomplete or incorrect nomination will be provided.
 - Nominations that remain incomplete after the correction deadline will be ineligible for both state shows.
 - Confirmation letter is family’s opportunity to verify nomination information.
5. Reports will be posted online of nominations received and approved.
6. Animal “Entries” (Nominations) are final and may NOT be edited once submitted.
 - Requests to correct an error may be submitted to Lexie via email at adhayes@ksu.edu.
 - inaccurate or erroneous information submitted must be rectified by the correction deadline to be updated and make animal/exhibitor eligible to show
 - tag numbers submitted in the system and on the DNA envelope are official

Kansas State Youth Livestock Nomination Process



Frequently Asked Questions

What Kansas junior/youth livestock shows require my animals to be state nominated?

The [Kansas State Fair Grand Drive](#) (youth livestock show) and [Kansas Junior Livestock Show](#) require market animals and commercial breeding females to be nominated by completing the state nomination process. Through this process, youth document they have owned, possessed, and cared for their animals for an appropriate amount of time to gain the optimal experience of being involved in a youth livestock project. The Kansas State Fair Grand Drive and Kansas Junior Livestock Show are limited to Kansas youth who are bonafide Kansas 4-H or FFA members. Bonafide members mean eligible youth are official members, designated as active through their respective enrollment system (4HOnline), and have paid their program fee and/or dues.

What is my KSU Family/Household Name?

This is the official name by which your family/household unit would like to be referred. To be as clear as possible and facilitate a smooth nomination process, the name needs to include a first and last name (i.e. Willie Wildcat Family). It is suggested that the first name be a parent/guardian if there are multiple siblings within the family/household. After you submit a family/household name the first time, it will be the name you use indefinitely in the future. Since we do family nominations in Kansas, all eligible siblings or youth who legally reside in the same household, share the same legal address, and materially participate in the care of the project the majority of the time can be listed under the family/household name. This allows all eligible youth within the family/household to exhibit animals nominated under the family/household name. Youth will determine which specific market or commercial animal (tag number) they will exhibit at show check-in. So, this decision does not have to be made when nomination materials are submitted in May (beef) and/or June (small livestock). All potential exhibitors within a family need to sign the DNA envelopes for each animal and have each tag number submitted under their name in the online nomination system, which is ShoWorks. If a child within a family does not sign a DNA envelope or have the animal listed under their name in the system, they will not be eligible to exhibit that specific specie/animal (tag number) at either state show. Bottom line – parents/guardians need to have all show eligible kids in their family sign all DNA envelopes and submit each animal under every potential exhibitor's name.

What is my KSU Nomination #?

The KSU Nomination # is a 5-digit number that identifies a specific family/household and corresponds to the KSU Family/Household Name. Only children listed under the KSU Nomination # will be eligible to exhibit animals nominated under that number. If this is your first time to nominate, you need to request a number online from the KSU Youth Livestock Program: [KSU Nomination # Request](#). This number will be your KSU Nomination # indefinitely and is to be used on all future nomination and entry submissions. You will receive your number via email to the address provided in the request. We also want to avoid assigning families duplicate numbers, so if you are a returning family, even if it's been several years, please use your official KSU Family/Household Name and Nomination # on all nomination materials submitted. You may contact your local Extension Office or the KSU Youth Livestock Program to verify your KSU Nomination #. There is also a list posted online, under the "[Nomination Information](#)" tab.

Where do I send my nomination materials – completed DNA and ShoWorks receipt?

Kansas State University
State 4-H/FFA Shows
Attn: Lexie Hayes
214 Weber Hall
1424 Claflin Road
Manhattan, KS 66506

*Certified mail with a return receipt is highly encouraged. It will give you peace of mind by proving you mailed your completed and signed DNA envelopes, as well as provide confirmation about when your package was delivered to campus, so you know your nominations were received. All DNA envelopes need to be placed in a mailing envelope, as one submission from the family. Do NOT mail individual DNA envelopes. The deadline is a POSTMARK deadline, so the visible date on the envelope/package MUST be prior to the deadline. Placing nomination materials in the general public mail bin or personal mailbox for carrier pickup is discouraged. Even if the postmark date is met, nominations must be received on campus within a reasonable amount of time to be accepted. Nomination data for each of the animals must be submitted online by 5:00PM on the listed deadline. Nomination information must be in the system prior to the signed DNA envelopes being received on campus. K-State, KJLS, and/or the Kansas State Fair are not responsible for late, lost, or misdirected mail.

How do we pay our nomination fees?

Nomination fees will be paid online through purchasing DNA envelopes for each animal you intend to nominate, using ShoWorks. The cost is \$12/animal and is non-refundable. DNA envelopes must be ordered at least 10 days prior to the nomination deadline for that specie – the earlier the better! Extra purchased DNA Envelopes may be used in the future. This year, there will also be an option to purchase DNA envelopes after the order deadline and have them sent via expedited shipping (overnight) for a \$50 fee. Since the fee is paid prior to nomination, no payment needs to be included in the mailing envelope when the DNA samples are shipped. Remember – nomination and entry are separate processes! You must first submit and pay for your nominations before you are eligible to actually enter a state show. Upon officially entering a specific show, you will then need to pay the entry fees directly to that show in order to participate.

When is the deadline to submit nominations?

May 1 – Market Beef (Steers & Market Heifers)

June 15 – Market Swine, Commercial Gilts, Market Sheep, Commercial Ewes, Commercial Heifers, and ALL Meat Goats (market wethers, market does, commercial does, and registered does)

*Nomination deadlines are **ONLINE SUBMISSION & DNA POSTMARK** deadlines. Nomination data must be submitted online as a nomination entry for each child within the family by 5:00PM on the listed deadline. Additionally, the visible postmark on the envelope/package containing the completed DNA envelope for each animal MUST be prior to the deadline. Families are highly encouraged to complete their nominations and mail their DNA samples as early as possible to ensure they meet the appropriate postmark deadline. Certified mail is highly encouraged and suggested. Families who wait until the deadline to complete their nominations should speak with their local U.S. Postal Office representative to discuss their options and make sure the DNA will be postmarked by the deadline. The online system will also automatically close and no longer accept submissions once the deadline passes. Placing nomination materials in the general public mail bin or personal mailbox for carrier pickup is discouraged. K-State, KJLS, and/or the Kansas State Fair are not responsible for late, lost, or misdirected mail.

**Nominations postmarked after the deadline will not be accepted. There is a *late policy* for first time offenders, but it is only granted once, ever, for the family/household and all children. If nominations received are postmarked within ten (10) days of the deadline AND the family/household is eligible, a letter will be sent through traditional mail outlining the required procedures for the nominations to be accepted for the current

year. This policy is a courtesy, so families/households are expected to fully cooperate in a timely fashion should this situation exist. If a family submits nominations late and have previously used their one (1) opportunity to be late, the nominations will be returned and all animals will be ineligible for the Kansas State Fair and KJLS. Any nominations postmarked more than ten (10) days after the appropriate deadline will not be accepted for any reason.

***If the nomination deadline falls on a Sunday in any given year, nominations will be accepted if postmarked on the Monday immediately following the deadline for that year *ONLY*. Early submission is encouraged. There are no exceptions to the postmark deadline.

What do I need to do if I have a purebred registered female (heifer, gilt, ewe)?

Purebred breeding females that have registration papers do NOT have to be nominated. However, please refer to the specific rules for both the Kansas State Fair Grand Drive and KJLS regarding ownership and registration paper requirements. Families/households are also encouraged to review the specie checklist to insure they meet all of the requirements. The registration papers for heifers and gilts must be in the exhibitor's name by June 15th. The deadline for ewes is July 1st. Refer to the breed association and show rules for specific details regarding junior exhibitor ownership and registration paper information. There is NOT a purebred or papered division for meat goats, so ALL meat goats must be nominated to be eligible to show.

How do exhibitors get certified in Youth for the Quality Care of Animals (YQCA)?

Youth for the Quality Care of Animals (YQCA) is a national, multi-species livestock quality assurance program available for youth ages 8-21. **All Kansas State Fair Grand Drive and KJLS exhibitors are required to be YQCA certified in order to participate.** This annual educational and certification program focuses on food safety, animal well-being, and character development for youth producing and/or showing livestock. The curriculum is designed to provide different age-appropriate modules annually, so youth will expand their knowledge by covering new topics every year. There are two options by which youth may obtain their YQCA certification; they may attend a 60-minute instructor-led (face-to-face) training with a certified instructor, or they may complete the age-appropriate online certification course. Families should contact their local extension office for information on instructor-led trainings being offered in their area. There is a \$3/child fee for the instructor-led training, while the online certification course is \$12/child. Families may register for an instructor-led training, or complete the online certification, by logging in on the YQCA website and using their 4HOnline credentials. There is also an option to create an independent account for FFA members. Visit <https://yqcaprogram.org/> to register for training.

7-year-olds – there is now an option for youth who are 7 years of age to become certified. They should participate in an instructor-led class with a parent/guardian. Those needing an online option should speak with their local extension unit for additional options. All exhibitors, including 7-year-olds at KJLS, are required to have a valid certification through 10/1/2023 to be eligible to show.

Once certified, youth will need to download a copy of their YQCA certificate from their account. While submitting their state livestock nominations online, ShoWorks will request each child's number and prompt them to upload a copy of their certificate when entering their first animal. Exhibitors are responsible for managing their own YQCA certification. Upon completion of the training, families will need to log in to their YQCA user account to access each child's certificate (which includes their certification number and expiration date). Swine exhibitors who have a current Youth PQA® Plus number do not need to complete YQCA training until their YPQA+ certification expires, as long as it is valid through 10/1/2023.

For more information about YQCA, please visit <https://yqcaprogram.org/>, contact your local Extension Office, or Lexie Hayes at adhayes@ksu.edu.

 ***Is there a way to find out if my nominations have been processed and double check what tag numbers I submitted?***

Yes! During the nomination season (April – June), the Youth Livestock Program website is updated regularly and the status of nominations received and processed may be viewed under “Nominated Livestock > Check Nominated Livestock”. You may also access the page by clicking [here](#). This page includes a nomination report for each specie. The document is sorted by county and will list all of the tag numbers nominated for a family/household, as well as if the nomination is complete. Incomplete information is highlighted, so families/households know what information is missing or needs corrected. Families/Households will also receive individual letters in the mail after their nominations have been processed, which includes the Family/Household Name, KSU Nomination #, and all of the tag numbers nominated, as well as if the nominations are complete. Additionally, the letter includes entry information for the Kansas State Fair Grand Drive and KJLS.

 ***What if one of the tag numbers listed under my family/household is incorrect?***

If a tag number, or any information regarding your nominations, is incorrect, please contact the KSU Youth Livestock Program at your earliest convenience via email at adhayes@ksu.edu. We will verify the information you entered online and cross reference it with the DNA envelope submitted. The original nomination data you submit and write on the DNA envelope is considered your official nomination.

 ***What if my animal loses its tag?***

As soon as you realize a nominated animal has lost its ear tag, please contact your local Extension Office as soon as possible. There is a process for re-tagging the animal and reporting the tag change to the KSU Youth Livestock Program, but it must be done through your local Extension Agent or FFA Advisor. All market and commercial breeding females that arrive on the grounds at a state show must have a valid ear tag and match nomination information in order to check in and be eligible to show.

 ***If my livestock nominations are complete, does that mean I am entered to show at the state fair or KJLS?***

NO! Nomination does NOT constitute show entry. While all entities use ShoWorks to streamline the process for families, nomination and entry are completely separate processes. You must first nominate in order to be eligible to subsequently enter a state show. Nomination is done through the KSU Youth Livestock Program, but show entry must be done through each individual show. Both the Kansas State Fair and KJLS manage their own entry processes. After completing the nomination process, exhibitors MUST enter each show in which they wish to participate in order to actually participate. If an exhibitor does not complete the entry process and/or does not have paid entries on file by the entry deadline for either show, they cannot participate. Families will submit nominations and show entries under each individual exhibitor within the family. Family names and numbers are used to manage nomination materials for those who want to be eligible for the state shows, while show entries reflect specific, individual exhibitors who wish to participate in a specific show. Those planning to participate in both state shows will login, submit entries, and pay at least three (3) times (nominations, Grand Drive entries, KJLS entries). The deadline to enter the Kansas State Fair Grand Drive show is July 15th. KJLS entries are due August 15th. Refer to the respective show websites, or your local Extension Office for entry information.

 ***I know exhibitors have to enter the Kansas State Fair and/or KJLS to show. Where do I find entry information?***

The Kansas State Fair (Grand Drive) and KJLS each create and manage their own entry process. Remember – a complete nomination does NOT constitute entry; you MUST enter each state youth livestock show separately. When entries are open and being accepted, information will be sent from the individual shows to local Extension Offices and posted on the websites for each show ([Kansas State Fair Grand Drive](#); [KJLS](#)). This information will also be shared on each show’s respective social media accounts. Both shows require exhibitors to enter online, using ShoWorks. Exhibitors will use the same accounts and credentials they used to submit their nominations to login and enter. The deadline to enter the Kansas State Fair Grand Drive (state fair youth livestock show) is July 15th. For questions regarding state fair entries, please contact the KSF Competitive Exhibits department at (620)669-3623. The entries for KJLS are due by August 15th. Questions regarding KJLS entries should be directed to rbkjls@gmail.com, or the show coordinator, Betsy Anderson at (316)706-9750.

 ***Why do I need to call the Kansas State Fair or KJLS with my entry questions?***

The state livestock nomination process, Kansas State Fair Grand Drive entry process, and KJLS entry process are three separate, independent processes. Because the state fair and KJLS create and manage their own entries, the KSU Youth Livestock Program does not have access to any show entry information. Conversely, nomination information is shared with each show prior to show time, but the KSU Youth Livestock Program accepts, processes, and manages nomination information for the state of Kansas. While each group works as a team to make the youth livestock program a quality experience for families and will answer as many questions as possible, the most efficient way to get the answer you need is to contact the appropriate office directly.

KSU Youth Livestock Program (livestock nominations) – Lexie Hayes (785)532-1264 or adhayes@ksu.edu
Kansas State Fair (Grand Drive entries) – Jenn Galloway (620)669-3623 or jenn.galloway@ks.gov
KJLS (entries) – Betsy Anderson (316)706-9750 or rbkjls@gmail.com

What is a scrapie tag and where do I find the number (#)?

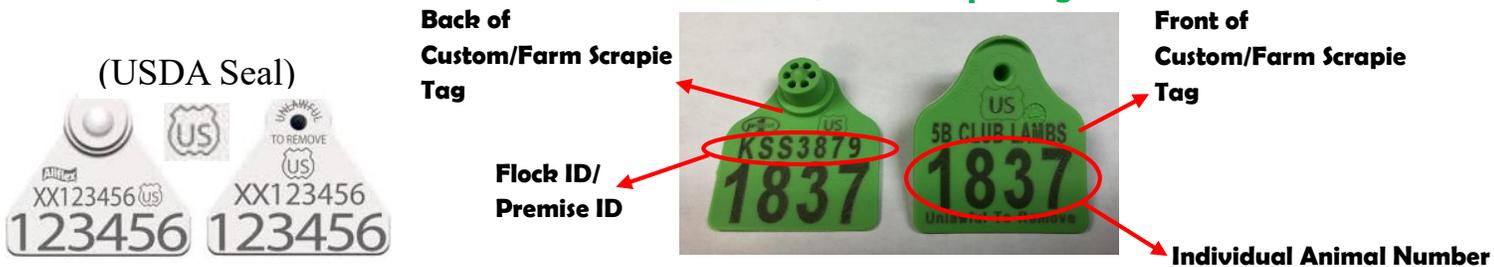
Scrapie is a fatal, degenerative disease classified as a transmissible spongiform encephalopathy that affects sheep and goats. In 2001, USDA initiated an accelerated program to eradicate scrapie from flocks and herds within the United States through the National Scrapie Eradication Program (NSEP). Sheep and goats that change ownership or are going to be exhibited must be identified with an official USDA scrapie tag. The original producer of the animal should tag it prior to selling the animal. So, your sheep and goats should have a tag (probably white or yellow) with the USDA seal. The phrase “Unlawful to Remove” will also be found somewhere on the tag. Please submit the entire scrapie tag # on all sheep and goat nomination entries. This includes the **Flock ID/Premise ID and individual animal number**. Refer to the picture below. There are two components to the scrapie tag #, both of which need submitted. If your tag has a custom farm name, “Wildcat Farms” for example, flip the tag over for the full scrapie tag # (including the appropriate Flock ID). A resource page is also posted on the KSU Youth Livestock Program website, under “Scrapie Tag Educational Resource”. More information on scrapie may be found on the [USA-APHIS](#) website, or the [National Scrapie Educational Initiative](#) website. Please click the highlighted titles to be directed to these pages.



On nomination forms, submit entire number. Correct Example: KSS0035 16121

Incorrect Example: 6098

Custom/Farm Scrapie Tags



Correctly listed Scrapie Tag # for Custom/Farm Tag: KSS3879 1837

**If there is a custom or farm name on the front of the tag, flip it over and look for the Flock/Premise ID on the back. It will have a 2-3 letter state designation, followed by 4-5 numbers. Both numbers are required on state nomination forms.*

Incorrectly listed Scrapie Tag # for Custom/Farm Tag: 5B Club Lambs 1837

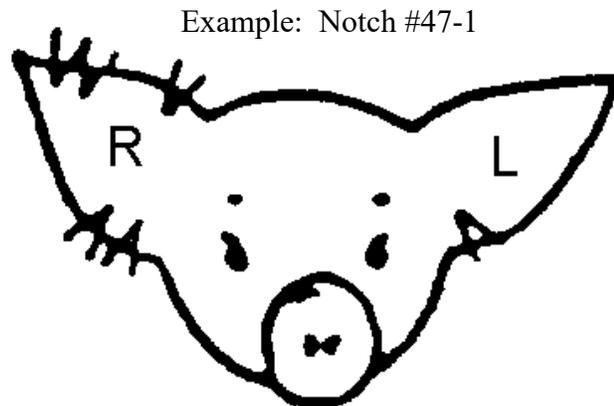
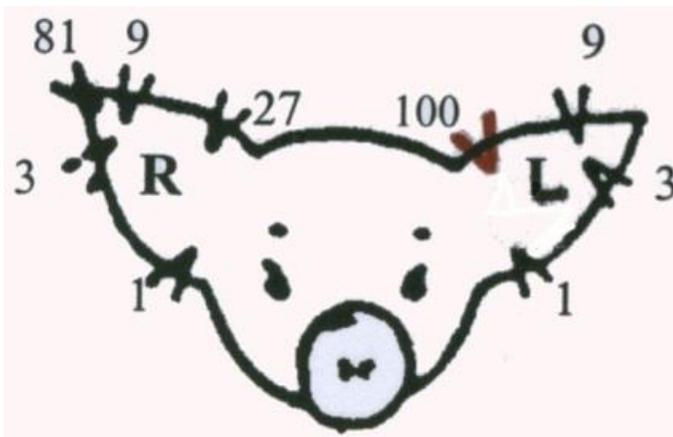
Department: 2 - Sheep
 Division: 1040 - Market Lambs
 Breed: 04 Hampshire
 Tag ID: 33334
 Club: Weber
 Scrapie Tag ID: KSS0035 16150

What are ear notches?

Ear notching is a universal method of permanently identifying pigs within the swine industry. If done correctly, ear notches will provide identification for the pig from the time of farrowing throughout its entire life.

How do I read ear notches?

Ear notches are coded in a specific manner, based on their location on a pig's ear, as you can see below in the diagram. The pig's right ear is the litter number, and their left ear is its individual number within a litter. An ear notch is read from the pig's right ear and then their left ear, separated by a dash in between the two numbers. Using the Universal Ear Notching System, add up the notches on each ear and that is the notch.



For more information on ear notching, please refer to the [Purdue Extension 4-H Reference Guide](#) for ear notching swine or the [University of Nebraska-Lincoln Extension](#) ear notching factsheet. You may click the highlighted title above to be directed to the respective resource, or visit the “Nominated Livestock” page of the Youth Livestock Program website to obtain these materials.

IMPORTANT – Ear notches are a requirement to nominate pigs for the Kansas State Fair Grand Drive or KJLS and an important aspect of the swine industry to understand for those enrolled in the project. **Ear notches are a required field in the online nomination system (ShoWorks).** When you are entering your ear notches in the system, please make sure to use a knowledgeable resource or confidant to guide you. It is **VERY** important that you submit correct ear notches for each nominated pig.

* required

Department	3 - Swine
Division	1060 - Market Hog
Breed *	02 Duroc
Tag ID *	44445
Club *	Weber
Animal Name	Chris
Ear Notch *	3-1

Kansas State Youth Livestock Nomination Process

Nomination Checklist – By Specie

I have a market steer or market heifer to nominate, what do I submit?

- Exhibitor Information Online** (via Exhibitor or Family Quick Group in ShoWorks: <https://kansasnom.fairwire.com/>)
 - *Returning Exhibitors* – use existing account created in 2022; do NOT create duplicate account.
- Completed 2023 Declaration Form**, including all sections and signatures.
 - Form available [here](#).
 - If you answered “No” for the housing question, fully complete Section 2, including:
 - ✓ specie(s)
 - ✓ description of how you will care for animals not housed at your primary residence
 - Upload into ShoWorks system for each exhibitor within family
- YQCA Certificate** (upload into ShoWorks system when prompted for each exhibitor; must be valid thru 10/1/2023).
- Animal is tagged by May 1** with a Kansas 4-H Electronic Identification (EID) tag.
 - ✓ Contact your local extension office if calf has an existing 840 EID tag upon purchase.
- Animal Nomination Entry Online by May 1**: <https://kansasnom.fairwire.com/>
 - Department - Cattle • Division – Market Beef • Breed • Tag Number
 - Club (exhibitor’s county or FFA chapter) • Animal Gender • Housing Location
 - Make sure 4-H tag number in animal’s ear matches Animal ID on DNA and Tag ID in system.
 - Enter animal nomination under each exhibitor within the family.
- DNA Envelope**
 - Purchase online by April 20 via ShoWorks (payment of nomination fee). Non-refundable.
 - Collect DNA hair sample – hair must be pulled, not cut. Obtain at least 40 follicles.
 - All exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.
- Mail DNA** - All of the above must be **completed** & DNA **postmarked** by **May 1**.
 - Certified Mail *highly* encouraged.
 - Include copy of submission receipt (with Tag IDs listed) from ShoWorks with DNA envelope(s).

I have a heifer that I would like to nominate as BOTH a commercial heifer AND a market heifer, what do I submit?
**No market heifer division available at KJLS; only state fair.*

- Exhibitor Information Online** (via Exhibitor or Family Quick Group in ShoWorks: <https://kansasnom.fairwire.com/>)
- Completed 2023 Declaration Form**, including all sections and signatures.
 - Form available [here](#).
 - If you answered “No” for the housing question, fully complete Section 2, including:
 - ✓ specie(s)
 - ✓ description of how you will care for animals not housed at your primary residence
 - Upload into ShoWorks system for each exhibitor within family
- YQCA Certificate** (upload into ShoWorks system when prompted for each exhibitor; must be valid thru 10/1/2023).
- Animal is tagged by May 1** with a Kansas 4-H Electronic Identification (EID) tag.
 - ✓ Contact your local extension office if calf has an existing 840 EID tag upon purchase.
- Animal Nomination Entry Online by May 1**: <https://kansasnom.fairwire.com/>
 - Submit animal under both market beef and commercial breeding heifer divisions.
 - Department - Cattle • Division – Market Beef & Commercial Breeding Heifer • Breed • Tag Number
 - Club (exhibitor’s county or FFA chapter • Animal Gender • Housing Location • DOB
 - Make sure 4-H tag number in animal’s ear matches Animal ID on DNA and Tag ID in system.
 - Enter animal nomination under each exhibitor within the family.
- DNA Envelope**
 - Purchase online by April 20 via ShoWorks (payment of nomination fee) – only need one (1) envelope/animal.
 - Collect DNA hair sample – hair must be pulled, not cut. Obtain at least 40 follicles.
 - All exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.
- Mail DNA** - All of the above must be **completed** & DNA **postmarked** by **May 1**.
 - Include copy of submission receipt (with Tag IDs listed) from ShoWorks with DNA envelope(s). No refunds.
 - Certified Mail *highly* encouraged.

I have a **commercial heifer** to nominate, what do I submit?

- Exhibitor Information Online** (via Exhibitor or Family Quick Group in ShoWorks: <https://kansasnom.fairwire.com/>)
- Completed 2023 Declaration Form**, including all sections and signatures.
 - Form available [here](#).
 - If you answered “No” for the housing question, fully complete Section 2, including:
 - ✓ specie(s)
 - ✓ description of how you will care for animals not housed at your primary residence
 - Upload into ShoWorks system for each exhibitor within family
- YQCA Certificate** (upload into ShoWorks system when prompted for each exhibitor; must be valid thru 10/1/2023).
- Animal is tagged by June 15** with a Kansas 4-H Electronic Identification (EID) tag.
 - ✓ Contact your local extension office if calf has an existing 840 EID tag upon purchase.
- Animal Nomination Entry Online by June 15:** <https://kansasnom.fairwire.com/>
 - Department - Cattle • Division – Commercial Breeding Heifers • Tag Number
 - Club (exhibitor’s county or FFA chapter) • DOB • Housing Location
 - Make sure 4-H tag number in animal’s ear matches Animal ID on DNA and Tag ID in system.
 - Enter animal nomination under each exhibitor within the family.
- DNA Envelope**
 - Purchase online by June 5 via ShoWorks (payment of nomination fee). Non-refundable.
 - Collect DNA hair sample – hair must be pulled, not cut. Obtain at least 40 follicles.
 - All exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.
- Mail DNA** - All of the above must be **completed & DNA postmarked by June 15**.
 - Certified Mail *highly* encouraged.
 - Include copy of submission receipt (with Tag IDs listed) from ShoWorks with DNA envelope(s).

I have a **market hog or commercial breeding gilt** to nominate, what do I submit?

- Exhibitor Information Online** (via Exhibitor or Family Quick Group in ShoWorks: <https://kansasnom.fairwire.com/>)
- Completed 2023 Declaration Form**, including all sections and signatures.
 - Form available [here](#).
 - If you answered “No” for the housing question, fully complete Section 2, including:
 - ✓ specie(s)
 - ✓ description of how you will care for animals not housed at your primary residence
 - Upload into ShoWorks system for each exhibitor within family
- YQCA Certificate** (upload into ShoWorks system when prompted for each exhibitor; must be valid thru 10/1/2023).
- Animal is tagged by June 15** with a Kansas 4-H Electronic Identification (EID) tag.
 - ✓ Contact your local extension office if hog has an existing 840 EID tag upon purchase.
- Animal Nomination Entry Online by June 15:** <https://kansasnom.fairwire.com/>
 - Department – Swine • Division – Market Hog and/or Commercial Breeding Gilt
 - Breed • Tag Number • Club (exhibitor’s county or FFA chapter) • Ear Notch
 - Animal Gender • Housing Location
 - Make sure 4-H tag number in animal’s ear matches Animal ID on DNA and Tag ID in system.
 - Enter animal nomination under each exhibitor within the family.
- DNA Envelope**
 - Purchase online by June 5 via ShoWorks (payment of nomination fee). Non-refundable.
 - Collect DNA hair sample – hair must be pulled, not cut. Obtain at least 40 follicles.
 - All exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.
- Mail DNA** - All of the above must be **completed & DNA postmarked by June 15**.
 - Certified Mail *highly* encouraged.
 - Include copy of submission receipt (with Tag IDs listed) from ShoWorks with DNA envelope(s).

I have a **market lamb or commercial ewe** to nominate, what do I submit?

- Exhibitor Information Online** (via Exhibitor or Family Quick Group in ShoWorks: <https://kansasnom.fairwire.com/>)
- Completed 2023 Declaration Form**, including all sections and signatures.
 - Form available [here](#).
 - If you answered “No” for the housing question, fully complete Section 2, including:
 - ✓ specie(s)
 - ✓ description of how you will care for animals not housed at your primary residence
 - Upload into ShoWorks system for each exhibitor within family
- YQCA Certificate** (upload into ShoWorks system when prompted for each exhibitor; must be valid thru 10/1/2023).
- Animal is tagged by June 15** with a Kansas 4-H Electronic Identification (EID) tag.
- Animal Nomination Entry Online by June 15:** <https://kansasnom.fairwire.com/>
 - Department – Sheep • Division – Market Lamb and/or Commercial Breeding Ewe
 - Breed • Tag Number • Club (exhibitor’s county or FFA chapter) • Scrapie Tag Number
 - Animal Gender • Housing Location
 - Make sure 4-H tag number in animal’s ear matches Animal ID on DNA and Tag ID in system.
 - Enter animal nomination under each exhibitor within the family.
- DNA Envelope**
 - Purchase online by June 5 via ShoWorks (payment of nomination fee). Non-refundable.
 - Collect DNA hair sample – hair must be pulled, not cut. Obtain at least 40 follicles.
 - All exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.
- Mail DNA** - All of the above must be **completed & DNA postmarked by June 15.**
 - Certified Mail *highly* encouraged.
 - Include copy of submission receipt from ShoWorks with DNA envelope(s).

I have a **meat goat (ALL wethers and does)** to nominate, what do I submit?

- Exhibitor Information Online** (via Exhibitor or Family Quick Group in ShoWorks: <https://kansasnom.fairwire.com/>)
- Completed 2023 Declaration Form**, including all sections and signatures.
 - Form available [here](#).
 - If you answered “No” for the housing question, fully complete Section 2, including:
 - ✓ specie(s)
 - ✓ description of how you will care for animals not housed at your primary residence
 - Upload into ShoWorks system for each exhibitor within family
- YQCA Certificate** (upload into ShoWorks system when prompted for each exhibitor; must be valid thru 10/1/2023).
- Animal is tagged by June 15** with a Kansas 4-H Electronic Identification (EID) tag.
- Animal Nomination Entry Online by June 15:** <https://kansasnom.fairwire.com/>
 - Department – Meat Goat • Division – Market Meat Goat and/or Breeding Doe
 - Tag Number • Club (exhibitor’s county or FFA chapter) • Scrapie Tag Number
 - Animal Gender • Housing Location
 - ***ALL MEAT GOATS must be nominated to show – no registered breeding or purebred division.**
 - Make sure 4-H tag number in animal’s ear matches Animal ID on DNA and Tag ID in system.
 - Enter animal nomination under each exhibitor within the family.
- DNA Envelope**
 - Purchase online by June 5 via ShoWorks (payment of nomination fee). Non-refundable.
 - Collect DNA hair sample – hair must be pulled, not cut. Obtain at least 40 follicles.
 - All exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.
- Mail DNA** - All of the above must be **completed & DNA postmarked by June 15.**
 - Certified Mail *highly* encouraged.
 - Include copy of submission receipt from ShoWorks with DNA envelope(s).

I have a **purebred, registered breeding heifer, registered breeding ewe, or pedigreed/purebred breeding gilt**, what do I submit?

- Heifers** and **gilts** must be registered in exhibitor's name no later than **June 15** of the current year. Refer to the show rules and breed association for junior exhibitor guidelines.
- Ewes** must be registered in exhibitor's name no later than **July 1** of the current year. Refer to the show rules and the breed association for junior exhibitor guidelines.
- YQCA certification is required** for all exhibitors, including those only showing registered breeding females. Youth certification verification will be submitted as part of the online entry process for each show in which the exhibitor officially enters and plans to participate. Training needs to be complete by June 15.
- Registered Heifers must be identified with a permanent tattoo corresponding with registration papers.
- Registered Does **MUST** be nominated to be eligible to show; see market meat goat checklist for requirements.
- No nomination materials are required for Registered Heifers, Registered Breeding Ewes, and Pedigreed/Purebred Breeding gilts. Exhibitor's need to submit their entries online and pay the entry fees by the show deadline.
- Registered Heifers, Registered Breeding Ewes, and Pedigreed/Purebred Breeding gilts **do not** need to submit DNA hair samples, or be nominated through the online system.
- Pedigreed/Purebred Breeding Gilts need to be tagged with a Kansas 4-H EID tag to exhibit at KJLS.

Mail DNA envelopes and copy of online nomination submission receipt with animals listed to:

**Kansas State University
Department of Animal Sciences & Industry
State 4-H/FFA Shows
Attn: Lexie Hayes, Youth Livestock Coordinator
214 Weber Hall
1424 Claflin Road
Manhattan, KS 66506**

**A complete nomination does NOT constitute show entry. It only makes market animals and commercial breeding females eligible. Exhibitors must separately enter each show in which they would like to participate, including paying the show entry fees, using the unique show entry link provided by the Kansas State Fair Grand Drive and KJLS. Visit each show's website for rules and entry information.*

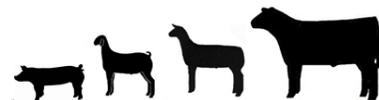
Kansas State Fair Grand Drive - <https://www.kansasstatefair.com/p/competitions/2020-special-edition-4-h--ffa-grand-drive>

Kansas Junior Livestock Show (KJLS) - <http://www.kjls.net/>

Kansas State Youth Livestock Nomination Process



2023 Updates



[Use Existing ShoWorks Exhibitor Accounts for Nominations](#)

We transitioned to an online nomination system in 2022, which streamlined the process from nomination through exhibition. Exhibitors who created an account and state nominated a market animal or commercial breeding female last year need to use their existing account for this year. Please do NOT create a new account, unless you truly are a family nominating for the very first time. If you need help accessing an account from last year, you may request a password reset through the system or contact the Youth Livestock Program for assistance. Returning families will verify their contact information, update the exhibitor's age and YQCA #, then continue through the system.

[Official DNA Envelope Reminder](#)

Families will pay their nomination fee by purchasing official DNA envelopes online through ShoWorks. Envelopes that were purchased last year (2022) are still valid. Old DNA envelopes (2021 and before) will not be accepted. The new envelopes include all of the information necessary to enter each animal into the system, as well as a place for the barcode sticker, which families need to request from their extension office.

[DNA Envelope Order Deadlines Changed](#)

The deadline to order DNA envelopes has been moved up to increase the amount of time families have to receive and collect their DNA samples prior to the nomination deadline. Orders will now be due 10 days prior to the nomination deadline: Market Beef – April 20; Small Livestock & Commercial Heifers – June 5. With this adjustment, an option has been added for expedited shipping. Orders will continue to be filled after the DNA order deadline, but families will need to add to their cart and pay the \$50 expedited shipping fee to have them overnighted. This is in addition to the cost of each DNA envelope. Continuing from last year, families may also pick up their DNA envelopes, if they notify Lexie immediately after placing their order online, to arrange a pick up date and time.

[Declaration Form Updated – Typed Signatures Accepted](#)

The Declaration Form has been updated to accept electronic signatures, including typed and system generated, as well as physical hand-written signatures. An acknowledgement statement has been included notifying families that any of the above signature options they choose, for exhibitors and parents/guardians, will be legally binding. Families will need to complete the form, save it, and upload it into ShoWorks under each exhibitor within the family. The system will prompt exhibitors to upload their YQCA certificate and Declaration Form simultaneously upon submitting their first animal nomination entry. Forms should be read in their entirety before being signed by the appropriate parties.

Reminder – if animals are not housed at the exhibitor's primary residence, this must be disclosed on the Declaration Form and explained in Section 2.

[Dual Nomination Checkbox Option Piloted for Gilts, Ewes, & Does](#)

This year there will be an option to dual nominate gilts, ewes, and does by using a sliding checkbox, under the market division for each specie, rather than entering the information twice (once under each division). Dual nomination means the animal is nominated both in the market division and in the commercial breeding division. Therefore, they are eligible to be entered by an exhibitor and shown in either division for the Grand Drive and/or KJLS. This option is only available in the system under the market division. Families who wish to take advantage of this option will need to nominate all of their gilts, ewes, and does under the market division, and then move the "Dual Nom (Mkt & Com)" slider button to the blue "YES" on the bottom of the page. Doing this will make them available in the show entry system as a commercial breeding female as well. All animals will still need to be entered under all eligible exhibitors within a family.

Please keep in mind this option is in a pilot phase and future use will be evaluated and determined at the conclusion of the 2023 project year.

[ShoWorks Passport App](#)

ShoWorks is the online entry system used by both state shows. Families are encouraged to download and use the new ShoWorks passport app. It allows you to manage exhibitors and entries across multiple shows, as well as receive notifications directly to a mobile device!

Kansas State Fair Grand Drive Rules Changes

The Kansas State Fair Grand Drive is transitioning to a fit show for the market animal and breeding divisions. Showmanship will remain a “no fit, blow and go” show. There are also changes for cattle exhibitors related to fitting chutes and tie outs. Refer to the Grand Drive rules for additional details.

KJLS Rule Changes

KJLS will be adding Poland China and Spot divisions to the swine show. Families may select those specific breeds in the nomination system, rather than classifying those pigs as Dark AOB. The weight limit for market hogs has also increased to 305 pounds. Breeding does will no longer need to be slick shorn. Refer to the 2023 KJLS rules for additional details.

“Worksheets” Available

A “worksheet” is available on the website, for each specie, to be used as a guide to organize animal information before entering it into ShoWorks. These forms are NOT to be mailed and will NOT be accepted as valid nomination submissions. They are simply a resource for those who want to visualize their nominations and make sure an animal doesn’t get overlooked upon entering them in the system.

2023 Youth Livestock Nomination and Entry Deadlines

Kansas State Fair Grand Drive (KSF) and Kansas Junior Livestock Show (KJLS)

AGE REQUIREMENTS: Kansas State Fair: Only Kansas 4-H & FFA members who were 9 years of age but not yet 19 years of age before January 1 of the current year are eligible to compete in this division. **KJLS:** All Kansas 4-H members that have reached the age of 7 before January 1st of the show year will be eligible to participate at the Kansas Junior Livestock Show.

Entry	Required Materials for Nomination	Cost to Nominate	Nomination Declaration*	Nomination Deadline	Show Entry Deadline	Registration Papers
Market Steers	KS 4-H EID tagged, Declaration Form*, Market Beef Online Nomination Entry*, Official DNA Envelope*, Gender, YQCA Certification, all completed & postmarked by May 1.	\$12	Required every year	May 1	KSF – July 15 KJLS – August 15	Required for breed classes.
Market Heifers**	KS 4-H EID tagged, Declaration Form*, Market Beef Online Nomination Entry*, Official DNA Envelope*, YQCA Certification, all completed & postmarked by May 1.	\$12	Required every year	May 1	KSF – July 15	N/A
Commercial (Crossbred) Heifers	KS 4-H EID tagged, Declaration Form*, Commercial Heifer Online Nomination Entry*, Official DNA Envelope*, YQCA Certification, all completed & postmarked by June 15.	\$12	Required every year	June 15	KSF – July 15 KJLS – August 15	N/A
Registered Breeding Heifers	<i>None. YQCA certificate submitted at time of show entry.</i>	N/A	N/A	N/A	KSF – July 15 KJLS – August 15	In exhibitor's name by June 15.
Market Lambs	KS 4-H EID tagged, Declaration Form*, Market Lamb Online Nomination Entry*, Official DNA Envelope*, Full Scrapie Tag #, Gender, YQCA Certification, all completed & postmarked by June 15.	\$12	Required every year	June 15	KSF – July 15 KJLS – August 15	N/A
Commercial Ewes (Wether Dams)	KS 4-H EID tagged, Declaration Form*, Commercial Ewe Online Nomination Entry*, Official DNA Envelope*, Full Scrapie Tag #, YQCA Certification, all completed & postmarked by June 15.	\$12	Required every year	June 15	KSF – July 15 KJLS – August 15	N/A
Registered Breeding Ewes	<i>None. YQCA certificate submitted at time of show entry.</i>	N/A	N/A	N/A	KSF – July 15 KJLS – August 15	In exhibitor's name by July 1.
KSF Market Hogs/ KJLS Barrows***	KS 4-H EID tagged, Declaration Form*, Market Hog Online Nomination Entry*, Official DNA Envelope*, Ear Notches, Gender, YQCA Certification, all completed & postmarked by June 15.	\$12	Required every year	June 15	KSF – July 15 KJLS – August 15	In exhibitor's name by June 15.
Purebred/Pedigreed Breeding Gilts	<i>None. YQCA certificate submitted at time of show entry.</i>	N/A	N/A	N/A	KSF – July 15 KJLS – August 15	In exhibitor's name by June 15.
Commercial Breeding Gilts	KS 4-H EID tagged, Declaration Form*, Commercial Gilt Online Nomination Entry*, Official DNA Envelope*, YQCA Certification, Ear Notches, all completed & postmarked by June 15.	\$12	Required every year	June 15	KSF – July 15 KJLS – August 15	N/A
All Meat Goats****	KS 4-H EID tagged, Declaration Form*, Meat Goat Online Nomination Entry*, Official DNA Envelope*, Full Scrapie Tag #, Gender, YQCA Certification, all postmarked by June 15.	\$12	Required every year	June 15	KSF – July 15 KJLS – August 15	N/A

* The 2023 Declaration Form is available at www.YouthLivestock.KSU.edu. Declaration Forms are uploaded at the time of nomination. Contact the local extension office to have animals tagged (for all species). **All exhibitors are required to be YPQA+ or YQCA certified.** Animal nomination entries are submitted online through ShoWorks. No paper forms accepted. Purchase official DNA envelopes through the online system at least 10 days prior to the nomination deadline.

** There is no market heifer show at KJLS.

*** For pedigreed market barrows, ear notches on registration papers must match the pig's ear notches to be able to show. Only steers, barrows, & wethers are eligible for the market division at KJLS.

**** Commercial doe show available at BOTH KSF & KJLS; ALL market and breeding meat goats must be nominated (no *registered* breeding doe show for either show).

***** **Health papers are only required at KSF for animals originating outside of Kansas.**

There is a one-time/year \$20.00 fee if any part of a nomination is incomplete or has to be returned; use the checklist.
Animal Nomination Entries must be submitted online for each exhibitor through ShoWorks: <https://kansasnom.fairwire.com/>. *No refunds.*

February 2023



REQUIREMENT!

FOR ALL KANSAS STATE FAIR GRAND DRIVE & KJLS EXHIBITORS

What is it?

Youth for the Quality Care of Animals (YQCA) is a national, multi-species youth livestock quality assurance program that covers food safety, animal well-being, and character development through age-appropriate educational curriculum.

Who needs to get certified?

Any youth 7 years of age and older who will be exhibiting a market or breeding animal in the Kansas State Fair Grand Drive or Kansas Junior Livestock Show (KJLS) is required to obtain certification. The requirement took effect for 7-year-olds exhibiting at KJLS beginning in 2021. They may receive certification through an instructor-led training. Those needing an online option should contact their local extension office. YQCA certification numbers will be submitted through the online nomination process for market animals, and at the time of entry for exhibitors who only have registered purebred breeding animals. All youth should complete the training by June 15, 2023.

How do youth get certified?

Annual certification is required. Youth may earn their certification in one of the following ways:

- ◆ Instructor-led training (\$3/child)
- ◆ Online course (\$12/child)
- ◆ Test-Out exam (12 & 15-year-olds only; online course only; cost varies)
- ◆ Valid Youth PQA + number in lieu of YQCA (current numbers will be honored until they expire)

Instructor-led sessions may be offered at the local level by certified instructors. Visit www.yqcaprogram.org for more details and to register for a class. All youth must pre-register, through the YQCA website and pay the appropriate fee, regardless of the type of training they select, in order to obtain a certification number. The YQCA program transitioned to a new platform in March of 2022, so families need to visit the new website and create a new family account if they have not previously done so.

Where do youth find their certification number?

After completing the course, a young person's certificate will be available to download and print through their YQCA user account. Families are responsible for logging into the site after completion of the class to view a child's number and obtain their certificate. Certificates may be downloaded to a computer or mobile device.

Kansas State Youth Livestock Nomination Process



Example DNA Envelopes



K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

Date 4/15/2022 Species (circle one): Beef Sheep Swine Goat

Animal ID 75087
(Kansas 4-H tag number)

Barcode Sticker



Animal Breed Hereford Animal Gender Steer Secondary ID KSU 2122
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506

County Riley Phone (785)532-1264 Email ksu_ylp@icloud.com

Exhibitor signature(s):

Willie Wildcat
Willie Wildcat

Parent signature:

Willie Wildcat

Obtain at least 40 hairs with roots intact (do not cut).
Avoid contamination with other hair and keep dry.
Be sure the Kansas 4-H tag number is correct, then
sign and seal envelope in the presence of exhibitor.

K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

Date 6/1/2022 Species (circle one): Beef Sheep Swine Goat

Animal ID 75087
(Kansas 4-H tag number)

Barcode Sticker



Animal Breed Dark Cross Animal Gender Gilt Secondary ID 27-3
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506

County Riley Phone (785)532-1264 Email ksu_ylp@icloud.com

Exhibitor signature(s):

Willie Wildcat
Willie Wildcat

Parent signature:

Willie Wildcat

Obtain at least 40 hairs with roots intact (do not cut).
Avoid contamination with other hair and keep dry.
Be sure the Kansas 4-H tag number is correct, then
sign and seal envelope in the presence of exhibitor.

K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

Date 6/1/2022 Species (circle one): Beef **Sheep** Swine Goat

Animal ID 75087
(Kansas 4-H tag number)

Barcode Sticker



Animal Breed Hampshire Animal Gender Wether Secondary ID KSS003512245
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506
County Riley Phone (785)532-1264 Email ksu_ylp@icloud.com

Exhibitor signature(s):

Willie Wildcat
Willie Wildcat

Parent signature:

Willie Wildcat

Obtain at least 40 hairs with roots intact (do not cut).
Avoid contamination with other hair and keep dry.
Be sure the Kansas 4-H tag number is correct, then
sign and seal envelope in the presence of exhibitor.

K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

Date 6/1/2022 Species (circle one): Beef Sheep Swine **Goat**

Animal ID 75087
(Kansas 4-H tag number)

Barcode Sticker



Animal Breed Meat Goat Animal Gender Doe Secondary ID KSS003512265
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506
County Riley Phone (785)532-1264 Email ksu_ylp@icloud.com

Exhibitor signature(s):

Willie Wildcat
Willie Wildcat

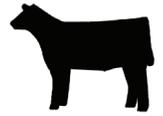
Parent signature:

Willie Wildcat

Obtain at least 40 hairs with roots intact (do not cut).
Avoid contamination with other hair and keep dry.
Be sure the Kansas 4-H tag number is correct, then
sign and seal envelope in the presence of exhibitor.



KANSAS STATE LIVESTOCK NOMINATION WORKSHEET COMMERCIAL HEIFER



Online Nomination System Link: <https://kansasnom.fairwire.com/>

- ***DO NOT*** mail this form - only to be used as a guide to organize & enter nominations online in *ShoWorks*.
- Have *YQCA* certificates and completed 2023 Declaration Form available and ready to upload.
- Only animals submitted online AND with DNA postmarked by the deadline will be accepted.
- Place barcode sticker for EID tag in appropriate field on DNA envelope.
- Enter animal under all exhibitors for family nomination - a name will help quickly add it to multiple youth.
- Make sure DNA envelope is signed by ALL exhibitors within the family AND parent/legal guardian.
- Sire and Tattoo are optional; please include if available.
- Only heifers born in 2022 are eligible for *KJLS*.

		Online	DNA
4-H Tag # 12345	Date of Birth (M/D/YY): 2/14/22		
Name: Suzie _____	Sire (optional): Look at Us Wabash _____		
	Tattoo (optional): KSU 2021 _____		
4-H Tag # 12347	Date of Birth (M/D/YY): 3/10/22		
Name: Classy Cat _____	Sire (optional): _____		
	Tattoo (optional): _____		
4-H Tag #	Date of Birth (M/D/YY):		
Name: _____	Sire (optional): _____		
	Tattoo (optional): _____		
4-H Tag #	Date of Birth (M/D/YY):		
Name: _____	Sire (optional): _____		
	Tattoo (optional): _____		
4-H Tag #	Date of Birth (M/D/YY):		
Name: _____	Sire (optional): _____		
	Tattoo (optional): _____		



KANSAS STATE LIVESTOCK NOMINATION WORKSHEET

MARKET BEEF (Steers & Market Heifers)



Online Nomination System Link: <https://kansasnom.fairwire.com/>

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- Only animals submitted online AND with DNA postmarked by the deadline will be accepted.
- Place barcode sticker for EID tag in appropriate field on DNA envelope.
- Enter animal under all exhibitors for family nomination - a name will help quickly add it to multiple youth.
- Make sure DNA envelope is signed by ALL exhibitors within the family AND parent/legal guardian.

		Online	DNA
4-H Tag # 12345	Breed: Charolais		
Name: Wabash	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
4-H Tag # 12346	Breed: Select a Breed		
Name: Bramlage	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: Maintainer		
4-H Tag #	Breed: Select a Breed		
Name: _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
4-H Tag #	Breed: Select a Breed		
Name: _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
4-H Tag #	Breed: Select a Breed		
Name: _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
4-H Tag #	Breed: Select a Breed		
Name: _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
4-H Tag #	Breed: Select a Breed		
Name: _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
4-H Tag #	Breed: Select a Breed		
Name: _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		

There is a one-time/year \$20.00 fee if any component of a nomination is incomplete or has to be returned. Use the checklist. No refunds.



KANSAS STATE LIVESTOCK NOMINATION WORKSHEET

SWINE



Online Nomination System Link: <https://kansasnom.fairwire.com/>

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- Have YQCA certificates and completed 2023 Declaration Form available and ready to upload.
- Only animals submitted online AND with DNA postmarked by the deadline will be accepted.
- Place barcode sticker for EID tag in appropriate field on DNA envelope.
- Enter animal under all exhibitors for family nomination - a name will help quickly add it to multiple youth.
- Make sure DNA envelope is signed by ALL exhibitors within the family AND parent/legal guardian.
- Refer to Rookie Guide, agent, or project leader for help on correctly reading and reporting ear notches.

				Online DNA	
4-H Tag # <u>12345</u>	Gender: <input checked="" type="checkbox"/> Gilt <input checked="" type="checkbox"/> Barrow	Breed: Hampshire Duroc Hampshire Yorkshire Light AOB Dark AOB Berkshire Light Crossbred Dark Crossbred		Ear Notch: <u>9-3</u>	
4-H Tag # <u>12348</u>	Gender: <input checked="" type="checkbox"/> Gilt <input type="checkbox"/> Barrow	Breed: Dark Crossbred Duroc Hampshire Yorkshire Light AOB Dark AOB Berkshire Light Crossbred Dark Crossbred		Ear Notch: <u>1-6</u>	
4-H Tag # _____	Gender: <input type="checkbox"/> Gilt <input type="checkbox"/> Barrow	Breed: Select Breed Duroc Hampshire Yorkshire Light AOB Dark AOB Berkshire Light Crossbred Dark Crossbred		Ear Notch: _____	
4-H Tag # _____	Gender: <input type="checkbox"/> Gilt <input type="checkbox"/> Barrow	Breed: Select Breed Duroc Hampshire Yorkshire Light AOB Dark AOB Berkshire Light Crossbred Dark Crossbred		Ear Notch: _____	
4-H Tag # _____	Gender: <input type="checkbox"/> Gilt <input type="checkbox"/> Barrow	Breed: Select Breed Duroc Hampshire Yorkshire Light AOB Dark AOB Berkshire Light Crossbred Dark Crossbred		Ear Notch: _____	
4-H Tag # _____	Gender: <input type="checkbox"/> Gilt <input type="checkbox"/> Barrow	Breed: Select Breed Duroc Hampshire Yorkshire Light AOB Dark AOB Berkshire Light Crossbred Dark Crossbred		Ear Notch: _____	
4-H Tag # _____	Gender: <input type="checkbox"/> Gilt <input type="checkbox"/> Barrow	Breed: Select Breed Duroc Hampshire Yorkshire Light AOB Dark AOB Berkshire Light Crossbred Dark Crossbred		Ear Notch: _____	
4-H Tag # _____	Gender: <input type="checkbox"/> Gilt <input type="checkbox"/> Barrow	Breed: Select Breed Duroc Hampshire Yorkshire Light AOB Dark AOB Berkshire Light Crossbred Dark Crossbred		Ear Notch: _____	

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January 2023



KANSAS STATE LIVESTOCK NOMINATION WORKSHEET

SHEEP



Online Nomination System Link: <https://kansasnom.fairwire.com/>

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- Only animals submitted online AND with DNA postmarked by the deadline will be accepted.
- Place barcode sticker for EID tag in appropriate field on DNA envelope.
- Enter animal under all exhibitors for family nomination - a name will help quickly add it to multiple youth.
- Make sure DNA envelope is signed by ALL exhibitors within the family AND parent/legal guardian.
- Refer to Rookie Guide, agent, or project leader for help on correctly reading and reporting scrapie tag #.

Correct Scrapie Tag # Example: KSS0035 16151 (include Flock ID & individual animal #)

4-H Tag #	Scrapie Tag #	Breed:	Online	DNA	
12345	KSS1234 56789	Crossbred			
Name: <u>Yoki</u>		Gender: <input checked="" type="checkbox"/> Ewe <input type="checkbox"/> Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB
12346	KSS0066 2122	Hampshire			
Name: <u>Jeff</u>		Gender: <input type="checkbox"/> Ewe <input checked="" type="checkbox"/> Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB
		Select Breed			
Name: _____		Gender: <input type="checkbox"/> Ewe <input type="checkbox"/> Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB
		Select Breed			
Name: _____		Gender: <input type="checkbox"/> Ewe <input type="checkbox"/> Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB
		Select Breed			
Name: _____		Gender: <input type="checkbox"/> Ewe <input type="checkbox"/> Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB
		Select Breed			
Name: _____		Gender: <input type="checkbox"/> Ewe <input type="checkbox"/> Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB
		Select Breed			
Name: _____		Gender: <input type="checkbox"/> Ewe <input type="checkbox"/> Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB
		Select Breed			
Name: _____		Gender: <input type="checkbox"/> Ewe <input type="checkbox"/> Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB
		Select Breed			
Name: _____		Gender: <input type="checkbox"/> Ewe <input type="checkbox"/> Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB
		Select Breed			
Name: _____		Gender: <input type="checkbox"/> Ewe <input type="checkbox"/> Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB

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KANSAS STATE LIVESTOCK NOMINATION WORKSHEET

MEAT GOAT



Online Nomination System Link: <https://kansasnom.fairwire.com/>

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- Enter animal under all exhibitors for family nomination - a name will help quickly add it to multiple youth.
- Make sure DNA envelope is signed by ALL exhibitors within the family AND parent/legal guardian.
- Refer to Rookie Guide, agent, or project leader for help on correctly reading and reporting scrapie tag #.

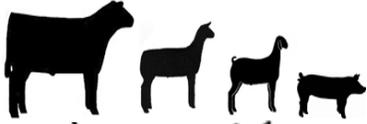
Correct Scrapie Tag # Example: KSS0035 16151 (include Flock ID & individual animal #)

		Online	DNA
4-H Tag # 12345	Scrapie Tag # KSS1111 2021		
Name: <u>Deuce</u>	Gender: <input type="checkbox"/> Doe <input checked="" type="checkbox"/> Wether		
4-H Tag # 12346	Scrapie Tag # KSS1234 09876		
Name: <u>Popcorn</u>	Gender: <input checked="" type="checkbox"/> Doe <input type="checkbox"/> Wether		
4-H Tag #	Scrapie Tag #		
Name: _____	Gender: <input type="checkbox"/> Doe <input type="checkbox"/> Wether		
4-H Tag #	Scrapie Tag #		
Name: _____	Gender: <input type="checkbox"/> Doe <input type="checkbox"/> Wether		
4-H Tag #	Scrapie Tag #		
Name: _____	Gender: <input type="checkbox"/> Doe <input type="checkbox"/> Wether		
4-H Tag #	Scrapie Tag #		
Name: _____	Gender: <input type="checkbox"/> Doe <input type="checkbox"/> Wether		
4-H Tag #	Scrapie Tag #		
Name: _____	Gender: <input type="checkbox"/> Doe <input type="checkbox"/> Wether		
4-H Tag #	Scrapie Tag #		
Name: _____	Gender: <input type="checkbox"/> Doe <input type="checkbox"/> Wether		
4-H Tag #	Scrapie Tag #		
Name: _____	Gender: <input type="checkbox"/> Doe <input type="checkbox"/> Wether		
4-H Tag #	Scrapie Tag #		
Name: _____	Gender: <input type="checkbox"/> Doe <input type="checkbox"/> Wether		

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Kansas State Youth Livestock Nominations

Scrapie Tag Examples



(USDA Seal)



Flock ID/
Premise ID



Individual Animal Number

In online nomination system (ShoWorks), submit entire number.
Correct Examples: KSS0035 16121 or OK000210 6098

Back of
Custom/Farm
Scrapie Tag



Front of
Custom/Farm
Scrapie Tag

Flock ID/
Premise ID

Individual Animal Number

Correctly listed Scrapie Tag # for Custom/Farm Tag: KSS3879 1837



Kansas Youth Livestock State Nomination Process *Information & Resources*

KSU Youth Livestock Program Website

<https://www.asi.k-state.edu/extension/youth-programs/> → “Nomination Information”

<https://www.asi.k-state.edu/extension/youth-programs/nominated-livestock/>



K-State Youth Livestock Facebook Page

Kansas State Youth Livestock Program

@ksuylp

Kansas State Fair (Grand Drive) – Competitions Webpage

<https://www.kansasstatefair.com/p/competitions/2020-special-edition-4-h--ffa-grand-drive>

Kansas Junior Livestock Show (KJLS) Website

<http://www.kjls.net/>

Contact Information:

Lexie Hayes

Extension Assistant, Youth Livestock Program Coordinator

(785)532-1264

adhayes@ksu.edu