

KANSAS STATE YOUTH LIVESTOCK NOMINATION PROCESS



INSTRUCTIONS



ALL EXHIBITORS NEED TO CREATE A NEW ACCOUNT

Create an account and password for each exhibitor in the family who plans to nominate animals and show in the Kansas State Fair Grand Drive and/or KJLS. All exhibitor accounts need to be created in the name of the child who plans to exhibit, not a parent or guardian. Returning exhibitors will need to create a new account this year, unless they are using the ShoWorks Passport App. The exhibitor account created will be used to submit market and commercial breeding entries after the nomination process is complete through the Kansas State Fair Grand Drive and/or KJLS.

QUICK GROUPS

Optional. Families may create a “quick group” and add all of their exhibitor accounts to it upon submitting their nominations, or login to each child’s exhibitor account separately. The Kansas “family nomination” process and quick groups are separate and unrelated. “Family Nomination” is a unique aspect of the Kansas State Livestock Nomination process that allows all animals a family has to be nominated under each child within the family. “Quick Groups” are an optional organizational tool provided by the ShoWorks software program to submit and checkout the nominations/entries for all children in a single transaction. Even if a “Quick Group” is created, all exhibitors must have their own individual account, with animals nominated under their name, to be eligible to show.

ELIGIBILITY

The state livestock nomination process is open to current Kansas 4-H and FFA members who meet the eligibility requirements set forth by each specific show and would like to participate in the Kansas State Fair Grand Drive and/or Kansas Junior Livestock Show (KJLS).

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 being submitted online through ShoWorks, under an eligible exhibitor’s account, as well as having a DNA hair sample postmarked by the deadline in an official Kansas State Livestock Nomination Envelope.

*All steps must be complete by the appropriate deadline for the exhibitors and animals to be ELIGIBLE for the Kansas State Fair Grand Drive and/or KJLS. Submissions must also be approved by the appropriate extension agent (4-H exhibitors) and/or ag teacher (FFA exhibitors).

NOMINATION PROCESS

(1) Order official DNA envelopes in advance and pay the nomination fee through ShoWorks.

*Deadline to order DNA envelopes is 10 days prior to the nomination deadline.

Market Beef – April 20

Swine, Sheep, Meat Goat, & Commercial Heifer – June 5

**To skip ahead in the system and just order DNA envelopes prior to the local tagging day, follow these instructions: <https://www.asi.k-state.edu/extension/youth-programs/nominated-livestock/Order%20DNA%20Envelopes%20before%20Tagging.pdf>

Exhibitors who elect to utilize this option must return to the ShoWorks nomination link and enter each animal nomination into the online system, as well as upload the appropriate documents for each exhibitor who plans to participate.

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Families may order all of their DNA envelopes under one exhibitor in the family, but every exhibitor who plans to show must have their own account, with animals nominated under their name, to be eligible to show. Families are highly encouraged to nominate all Tag IDs under all eligible exhibitors in the family.

(2) Submit 4-H tag numbers and other identifying data online through the nomination system (ShoWorks), as well as provide the required information for each exhibitor within the family.

*Required documents to upload: [2026 Declaration Form](#) & [2026 YQCA Certificate](#)

(3) Mail a DNA hair sample in an official DNA envelope for each nominated animal. Every DNA envelope should be complete, sealed, and signed by all exhibitors within the family, plus a parent/legal guardian. A copy of the online receipt verifying all animals/4-H tag numbers were entered in ShoWorks should be mailed with the DNA samples. Animals must be submitted through ShoWorks prior to postmarking the completed DNA hair sample envelopes.

(4) Review confirmation letter sent from the K-State Youth Livestock Program once nominations are received and processed.

***A copy of the receipt for all online nomination submissions must be 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.*

POSTMARK DEADLINES

Market Beef – May 1

Commercial Heifers – June 15

Swine – June 15

Sheep – June 15

Meat Goats – June 15

MAILING ADDRESS

State 4-H/FFA Shows

Kansas State University

214 Weber Hall

1424 Claflin Road

Manhattan, KS 66506

ONLINE LIVESTOCK SUBMISSION DEADLINES

Market Beef – May 1

Commercial Heifers – June 15

Swine – June 15

Sheep – June 15

Meat Goats – June 15

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SHOW ENTRY

***Nomination does not constitute show entry. They are separate and independent steps to participating in the Kansas State Fair Grand Drive or KJLS. The state livestock nomination process only makes animals eligible for either state show. Exhibitors must use the unique ShoWorks entry link through each specific show to formally submit show entries and pay the appropriate entry fees after completing the nomination process.

TIPS

SAVE CART and SAVE OFTEN! Saving your cart is the only way to keep user data and allows you to return later to complete your nomination submission.

Families are encouraged to use the specie checklists and Rookie Guide on the KSU Youth Livestock Program website to help guide them through the process. These documents include tips and hints for correct and complete nominations.

NOMINATION INFORMATION WEBSITE

<http://bit.ly/ksunominations>

GUIDELINES

(A) ALL nomination data must be submitted online by 5:00pm on the appropriate deadline.

(B) DNA envelope orders will close 10 days prior to the nomination deadline for each specie:

Market Beef - April 20

Small Livestock & Commercial Heifers - June 5

(C) Families will need to provide their official KSU Nomination # (assigned 5-digit number) and Family/Household Name in the system. **Returning families may locate this number via the list** posted on the youth livestock website, or obtain it by contacting their local extension office.

<https://www.asi.k-state.edu/extension/youth-programs/nominated-livestock/2026%20Nomination%20Family%20Name%20and%20Number%20List.pdf>

Families who are **nominating for the first time** need to request a KSU Nomination # in advance, by using this link: https://kstate.qualtrics.com/jfe/form/SV_8tU94QBkQxL9IfY

These requests will be completed in the order in which they are received and may take 1-3 business days to be approved. New families will receive their official number via the email address provided upon submitting the request.

(D) All exhibitors are required to be YQCA certified prior to nomination. Certification must be valid through October 4, 2026 to be accepted. Exhibitors will upload a copy of their completion certificate during the nomination process. Youth should complete the training as early as possible to have their 2025-2026 certificate available and ready to upload before beginning the process!

YQCA Website: <https://yqcaprogram.org/>

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(E) Submitting information through the Kansas nomination ShoWorks link is only for state livestock nomination purposes to officially make animals eligible for the Kansas State Fair Grand Drive and/or KJLS.

(F) A complete state livestock nomination does NOT constitute show entry. Official show entries must be made separately, directly through each individual show, in order to exhibit. Rules and entry details may be found on each show's respective website:

Kansas State Fair Grand Drive: <https://www.kansasstatefair.com/p/competitions/grand-drive1>

KJLS: <https://www.kjls.net/>

(G) In order to take advantage of the family nomination system in Kansas, all exhibitors within the family must have EACH animal/Tag ID number (4-H tag number) submitted under their name in ShoWorks, as well as sign all of the DNA envelopes.

(H) Exhibitors may click a check box to dual nominate gilts, ewes, and does for both the market division and the commercial breeding division. Dual nominating means you would like the animal to be eligible for both divisions and is the equivalent to entering their information twice (under each division). This option is only available under the market division. For example, a gilt that should be dual nominated needs to be entered under the market division, then the "Dual Nomination" boxed checked. Please refer to each show's respective rules for eligibility requirements. Note only steers, barrows, and wethers may show in the market division at KJLS.

(I) There is a \$20 fee for any incomplete nomination received. This includes online submission data, uploaded documents, and DNA envelope(s).

(J) All nomination submissions are final and accepted as true and accurate. No refunds.