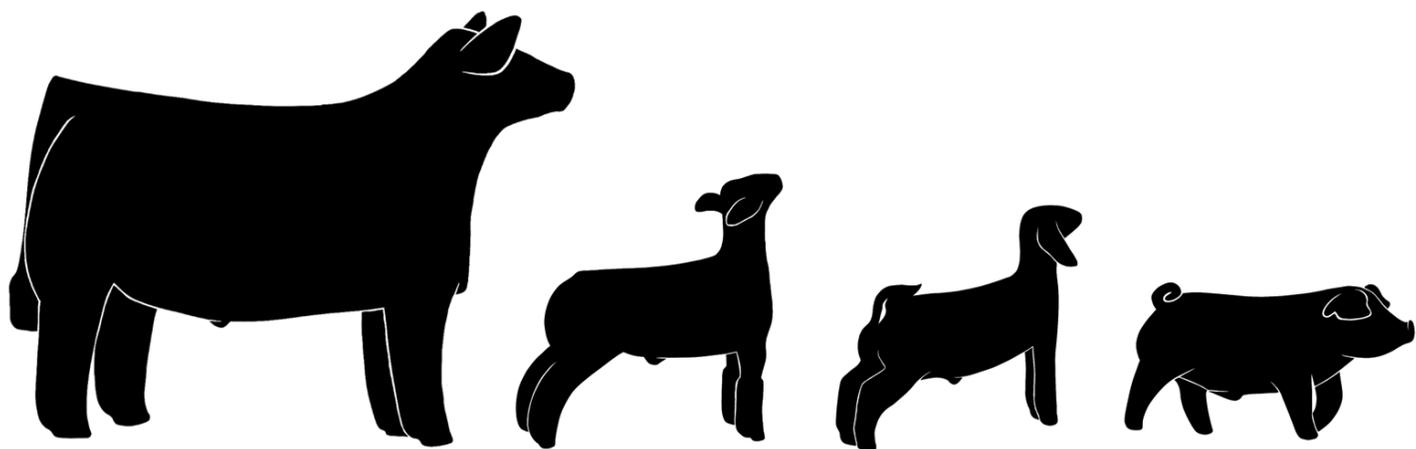




KANSAS YOUTH LIVESTOCK STATE NOMINATION PROCESS ROOKIE GUIDE



KANSAS STATE
UNIVERSITY

Extension



KANSAS STATE YOUTH LIVESTOCK NOMINATION PROCESS



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March 1, 2026

Dear Kansas Youth Livestock Family,

Welcome to the KSU Youth Livestock Program! We hope you are excited to embark on this adventure as a 4-H or FFA family. The KSU Youth Livestock Program hosts 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 after we transitioned to an online nomination system in 2022. I hope you find this information to be a useful guide as you complete the state livestock 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 hair samples on animals, submitting animal identifying information online for each exhibitor in the family, 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 Hog, Commercial Breeding Gilt, Market Sheep, Commercial Breeding Ewe, Commercial Breeding Heifer, & ALL Meat Goats (market goat & breeding doe)

The aforementioned dates are strict postmark deadlines. Using the postmark printed received mail will determine if DNA hair sample 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. These deadlines are final and late nominations will not be accepted. The Kansas State Fair Grand Drive, KJLS, and Kansas State University are not responsible for late, lost, or misdirected mail.

Please also note that **complete nominations do NOT constitute show 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 enter show their nominated animals.

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 Online & DNA Postmarked
June 5	Last Day to Order Small Livestock DNA Envelopes
June 15	Small Livestock Nominations Due Online & DNA Postmarked -Market Swine, Commercial Breeding Gilt -Market Lamb, Commercial Breeding Ewe -ALL Meat Goat (<i>Market & Breeding</i>)
	Commercial Heifer Nominations Due Online & DNA Postmarked
	Registered Breeding Heifer Papers in Exhibitor's Name
	Registered Steer 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 31	KJLS Late Entry Deadline
Sept. 11-13	Kansas State Fair Grand Drive
Oct. 2-4	KJLS

*All market animals must be nominated to be eligible for either show, regardless of breed or gender.

**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 breeding does, and registered breeding does must be nominated to be eligible for either show.

2026 KANSAS STATE YOUTH LIVESTOCK



NOMINATION GUIDELINES



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

What is a nomination? A nomination is documentation that youth have owned, possessed and cared for a market animal and/or commercial breeding female since a certain date in order for that animal to be eligible for a state show. It includes exhibitors submitting identifying information about the animal through an online nomination system and providing a DNA hair sample for each animal. Exhibitors must have each animal submitted under their name online, as well as sign the DNA envelope, to be eligible to enter and show the animal.

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

What are the nomination deadlines?

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 eligible 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. This form will be uploaded into the online nomination system for each child in the family who plans to exhibit.

Is a Nomination the same as an entry for the show? **NO!** Exhibitors must first nominate animals in order to declare that they own, possess and care for them. Then, youth must enter each animal for the show following the specific entry process set forth by the Kansas State Fair (KSF) and/or Kansas Junior Livestock Show (KJLS). Exhibitors must complete both steps in order to show. *Nomination 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 DNA envelopes mailed to the KSU Youth Livestock Program office. However, show entries for KSF and KJLS are managed by those respective Livestock Show offices, independently, using their links.*

How will I know if my Nomination is complete? Once DNA hair sample envelopes are received and nomination information verified, families will receive a letter in the mail from the KSU Youth Livestock Program. This letter will list all of the animals that are confirmed for a family. A family/household will receive a separate letter for each species nominated. If exhibitors submitted incomplete or incorrect information, the letter will notify them what is missing and how to fix the issue. In addition, reports of nominations received are posted on the KSU Youth Livestock Program website: www.YouthLivestock.KSU.edu, under Nominated Livestock. This page is updated regularly during the nomination season and it is highly recommend that families use this tool. Nominations must also be approved by the local extension agent for eligible Kansas 4-H members and FFA advisor for eligible Kansas FFA members.

What if I don't get everything in the first time? If a confirmation letter states that something is incomplete or incorrect, **there is a one-time fee of \$20.00 to correct the error.** This includes information on the Declaration Form, data submitted online, DNA envelopes, signatures (exhibitor(s) or parent(s)/legal guardian(s)), etc. The incomplete fee must accompany the missing or corrected information for the nomination to be complete. Only animals with a complete nomination are eligible for the state shows.

Where do I get ear tags and DNA envelopes? Animals must be tagged through an exhibitor's local Extension Office. Youth should communicate with their local Extension Office in advance, so they have the tags necessary and extension agents/FFA advisors are prepared to approve state nominations. Organizational representatives are a resource for families.

DNA hair samples must be submitted in an official DNA envelope, purchased in advance, through ShoWorks. Families may order them directly. The deadline to order DNA envelopes is 10 days prior to the nomination deadline for each specie (Market Beef - April 20; Small Livestock & Commercial Breeding Heifers - June 5). One type of envelope is available for all species. Refer to the Rookie Guide for detailed information on appropriately obtaining DNA samples from animals. The specie checklists are also valuable resources.

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 NOMINATION INFORMATION ONLINE

Exhibitors will create an account through ShoWorks and submit their information and animal data online. This includes tag numbers (Tag IDs), breeds, other identifying information about the animal. Family nominations will continue to be honored, but each animal must be submitted as an “entry” under each individual exhibitor within the family. All exhibitors need an account. 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. A complete Nomination only makes animals ELIGIBLE for state shows. All nomination information must be submitted and documents uploaded online through the ShoWorks [nomination link](#) by 5:00PM on the appropriate deadline.

Families will upload a current year’s **Declaration Form** under each exhibitor’s account, as well as their **YQCA Certificate** (valid through 10/4/2026). 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 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](#)”. 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 official DNA envelopes. This will have to be done in advance and requires 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 \$50 fee for that option. Upon receipt of the official DNA envelopes, families will pull a DNA hair 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 (prior to 2022) will not be accepted. Exhibitors need to designate the specie and 5-digit visual tag number from the Kansas 4-H EID tag on each envelope, as well as include the signatures of all eligible exhibitors within the family and a parent/legal guardian. Families need to be looking at the 4-H tag in the animal’s ear to verify each tag number when they pull the sample and complete the official DNA envelope. Tag IDs submitted are final and must exactly match the Kansas 4-H tag in the animal’s ear to be eligible to check-in and show. The barcode sticker (from extension office) for each tag number will be placed in the box provided on the upper right-hand corner of the DNA envelope. Dual nominated females (for both the market and commercial breeding divisions) only need **ONE** sample submitted.

STEP 4 - MAIL NOMINATIONS

Families mail their completed DNA envelopes and a copy of their ShoWorks receipt that includes the list of animals/tag numbers submitted in the system to K-State by the postmark deadline. Certified mail is highly encouraged! 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. Get a receipt.

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 the “[Nominated Livestock Reports](#)” link. During this process, letters will also be mailed to families listing the species and tag numbers received, as well as if the 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 state 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 show entry 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, social media, 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

SHOWORKS FIELD DESCRIPTION KEY



FIELD	DESCRIPTION
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 (Grand Drive/KJLS)
Address:	exhibitor's mailing address *Ex: PO Boxes – put mailing address here if different than physical address
Address 2:	Apt. (if applicable) OR physical address, if different than mailing address
City:	exhibitor's home city; where they live
State:	exhibitor's home state; where they live
Postal Code:	zip code; where they live
County:	county where exhibitor <i>participates</i> 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 before Jan. 1 of the current year (same for FFA exhibitors)
KSU Family Name:	official KSU Family Name (list is available on the KSU YLP website)
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. If you've nominated previously, do NOT request a new number. Look for it on the list, which is sorted by county.
Agent/Advisor Name:	Extension Agent (4-H) or FFA Advisor (FFA) at the local level who will approve nominations
Agent/Advisor Email:	email address of local, home extension agent or FFA advisor
YQCA Certification #:	exhibitor's YQCA certification number – must be valid through 10/4/2026. Listed on certificate, which can be downloaded and printed from the YQCA website . Families upload certificate when first animal is added for each child.
Youth Organization:	organization through which the exhibitor participates (4-H or FFA)
Animal Housing:	declare where animals are housed. Declaration Form for current year must also be completed and uploaded for exhibitors. System will request this form when first animal is added for each exhibitor. Must be uploaded simultaneously with YQCA Certificate. Responses are subject to verification by show staff.
DNA Envel. Delivery:	preferred delivery method for DNA envelopes ordered under page 3 "Items"; standard USPS mail and in-person pickup no additional charge; Priority for an additional \$10 fee and overnight shipping for a \$50 fee.

FIELD **DESCRIPTION**

Breed:	select animal's breed – this is the breed that will be used at both shows
Tag ID:	<u>5-digit visual tag number</u> on the Kansas 4-H EID tag *must add every tag number to each child for family nomination. Otherwise, they will not be available to all exhibitors for show entry.
Club:	county (or FFA chapter) where youth participates; FFA Chapters listed by county *must select correct option for agents and/or advisors to approve nominations
Animal Name:	name family uses for animal (optional); helpful when adding animal to other exhibitors in the family through quick add option. Must add every animal to each child for family nomination. Otherwise, they will not be available for show entry.
Specify AOB Breed:	if AOB is selected as breed, list specific breed here (example – Tamworth)
Dual Nom:	slide this button to the blue “YES” to dual nominate a gilt, ewe, or doe for both the market & commercial breeding divisions

SPECIE-SPECIFIC FIELDS

BEEF

Specify AOB Breed:	if AOB is selected as breed, list specific breed here (example – Gelbvieh) *also, to nominate as more than one breed, list others here
Ear Tattoo:	tattoo in calf's ear (optional)
Beef Gender:	select steer or heifer from drop-down menu
Animal Birth Date:	heifer Date of Birth (M/DD/YYYY); date submitted is how heifer will be shown
Sire Name:	name of sire (if known) (optional)

SWINE

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)
Swine Gender:	select barrow or gilt from the drop-down menu

SHEEP

Scrapie Tag ID:	lamb's full scrapie tag number, including Flock ID & individual animal number; *must include <u>both</u> parts Example: KSS0035 16150 (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
Sheep Gender:	select wether or ewe from the drop-down menu

MEAT GOAT

Scrapie Tag ID:	goat's full scrapie tag number, including Flock ID & individual animal number; *must include <u>both</u> parts Example: KSS0035 16150 (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
Meat Goat Gender:	select wether or doe from the drop-down menu

KANSAS STATE YOUTH LIVESTOCK NOMINATION PROCESS



QUICK TIPS



This resources is provided as a condensed guide to complete Kansas State Livestock Nominations for the Kansas State Fair Grand Drive and/or KJLS. It includes common questions, tips, and important reminders to submit a complete nomination. Read materials thoroughly. For additional details, examples, and visual aids, refer to the 2026 Rookie Guide.

KANSAS STATE LIVESTOCK NOMINATION LINK

- Online System - Kansas uses an online system for state livestock nominations. Youth must submit their animal data (tag IDs, breeds, secondary IDs, etc.) and exhibitor information through ShoWorks. The link provided is unique for Kansas state livestock nominations. The same link is used to purchase official DNA envelopes.
- ShoWorks link for State Livestock Nominations: <https://kansasnom.fairwire.com/>

DEADLINES

- Market Beef (steers & market heifers) – **May 1**
- Small Livestock (swine, sheep, meat goat, and commercial heifer) – **June 15**

**For a market animal or commercial breeding female to be eligible to show in the Kansas State Fair Grand Drive and KJLS, it must be nominated by the appropriate deadline. This includes:*

- 1.) Nomination information for animals and exhibitors submitted online through the kansasnom ShoWorks link
- 2.) Completed and signed DNA envelope for each nominated animal postmarked by the deadline. Mail copy of ShoWorks receipt listing tag numbers nominated with DNA samples. ***Certified mail encouraged.***

Deadlines are firm and non-negotiable dates. Late nominations will not be accepted.

EXHIBITOR USER ACCOUNTS

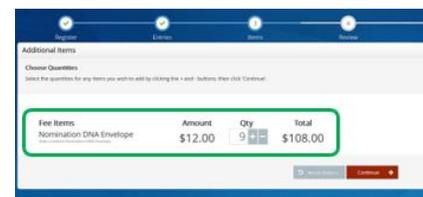
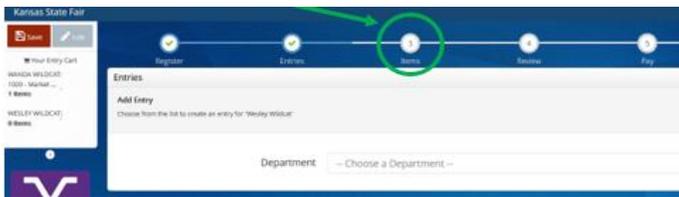
- All Exhibitors – must create a new account this year; every exhibitor who plans to nominate animals and show at KSF Grand Drive or KJLS needs an account. [YQCA](#) certification is required for all exhibitors.
- New Families – if this is your first year to state nomination animals, will need an official KSU Family Name and Nomination #. Request one [here](#). It will emailed to address provided in 1-3 business days.
- Quick Groups – optional ShoWorks tool to organize and manage exhibitors. Must re-create group each year.

ADDING ANIMALS

- Entering Animals in System – **Enter all animals under all exhibitors within the family.**
 - ✓ If there are three (3) kids in the family, the same animal will be entered in the system three (3) times – once under each child. All kids should also sign all DNA envelopes. An animal must be entered into ShoWorks under an exhibitor’s account during nomination for it to be available later for show entry.
- Club – select the correct “CLUB”! An exhibitor’s CLUB in ShoWorks = COUNTY or FFA CHAPTER
 - ✓ 4-H members – county in which you participate/show (Example: Allen)
 - ✓ FFA members – FFA Chapter; chapters are listed in system under county (Example: Allen – Iola FFA)
- Tag ID – visual, 5-digit number on Kansas 4-H EID tag in animal’s ear. Do not nominate animals until after county tagging. Must use 4-H tag number as Tag ID in ShoWorks. Cannot edit once submitted.
- Dual Nomination – Ewes, gilts, and does may be dual nominated for both the market and commercial breeding divisions. Enter under the **market division** and slide the “Dual Nom” check box at bottom to the blue “YES”.
 - ✓ Heifers must be nominated under both divisions in the system due to type of data required.
- Market Beef – breed selected is how animal will show; use AOB line for additional breeds
- Swine – ear notches required; use Universal System (example: 9-3); refer to [ear notch resources](#) for assistance
- Sheep – full scrapie tag number required, including Flock ID & Individual Animal Number; refer to [resource](#)
 - ✓ (Ex. KSS1234 0987)
- Meat Goat – full scrapie tag number required, including Flock ID & Individual Animal Number; refer to [resource](#)
 - ✓ (Ex. KSS1234 0987)
- Commercial Heifer – DOB needs to include M/DD/YYYY; tattoo is optional; must be born in 2025 for KJLS
- Approval – extension agents and FFA advisors will approve nominations online; notify them upon submission.

ORDERING DNA ENVELOPES

- **Order Early** – Must be ordered in advance, at least **10 days prior** to nomination deadline for each specie.
 - ✓ DNA Order Deadlines – **Market Beef – April 20**; **Small Livestock & Commercial Heifer – June 5**
 - ✓ Expedited Shipping Options – have them overnighted for \$50 fee; Priority for \$10 additional fee.
 - ✓ Encouraged to order early so there is plenty of time to receive envelopes and pull DNA hair samples
- **Link** – Use nomination link to order and pay for official DNA envelopes: <https://kansasnom.fairwire.com/>
- **Account** – Suggested to order all DNA envelopes needed under one exhibitor – must have valid YQCA number
- **Cost** – DNA envelope fee - \$12/each; need one envelope per nominated animal.
- **Option 1: “Skip Ahead” Method** – Order early prior to county tagging or before ready to add animals to system
 - ✓ At least one exhibitor in family must have a valid YQCA number
 - ✓ Login to exhibitor’s account, confirm information, click encircled (3 – Items) at top of page to skip ahead without having to add animals or upload required documents – find detailed instructions [here](#).
 - ✓ **Must return to system by nomination deadline to enter animal information** under exhibitors and upload documents or nominations will be rejected. Nomination data must be submitted online to be eligible.



- **Option 2: Complete Nominations & Order DNA Envelopes in One Session** – order after county tagging when 4-H tag numbers are available to enter in system; need new YQCA certificate and Declaration Form
 - ✓ Login to exhibitor account, confirm information, add all animals to be nominated to cart; upload docs
 - ✓ After entering last animal and clicking “Continue”, “Items” page will appear to order DNA envelopes. Does NOT auto-calculate. Will need to input number of DNA envelopes desired, pay, and checkout.
 - ❖ Will receive a receipt listing animals entered and payment for number of DNA envelopes ordered
- Extra DNA envelopes may be used in the future or shared with other families (notify KSU YLP if transferred)

REQUIRED DOCUMENTS

- Two (2) documents required for each exhibitor to submit state livestock nominations
 - 1.) 2026 YQCA certificate – instructions to download – [Step-by-Step PDF](#) – [Video](#)
 - 2.) 2026 Declaration Form – also known as housing and care form – [download form here to complete](#)
 - ❖ must download form before completing for full functionality (avoid using preview mode)
 - ❖ complete one form per family; have all kids and parent/legal guardian sign same form
 - typed signatures accepted; same legal implications as physical signature
 - ❖ upload same form under each exhibitor into ShoWorks when prompted
- Upon entering FIRST animal under each exhibitor, will be prompted to upload both required documents
 - ✓ DO NOT begin adding animals until documents are downloaded, saved, and ready to upload!
- Both YQCA certificate and completed Declaration Form must be uploaded at the same time
 - ✓ Cannot add or edit documents once window is closed.

RECEIPT

- **Print or Email** – Option available to print detailed receipt upon submission; also check the box to receive email
- **Search Email** – Kansas State Fair – State Livestock Nominations titled “ShoWorks Online Entries Receipt”
 - ✓ First-time users should check spam or junk folder if it doesn’t immediately appear in inbox
- **Alternate Method to Find Receipt** – login to exhibitor ShoWorks account, select transactions in profile

SHOW ENTRY

- **Entry is Final Step!** – A complete nomination does NOT constitute show entry; it only makes animals eligible.
- **Account** – Exhibitors use their ShoWorks accounts/credentials from nomination to enter state shows.
- **Online Entries** – Must submit show entries and pay fees through each show’s unique entry link, to participate
 - ✓ [Kansas State Fair Grand Drive](#) – Entries Due July 15 – entry link posted on show website when available
 - ✓ [KJLS](#) – Entries Due August 15 - entry link posted on show website when available
- **No Entry = No Show** – if showing at both state shows, will login to account and pay fees at least three (3) times, using three (3) unique links: State Nomination – Kansas State Fair Grand Drive Entry – KJLS Entry

RESOURCES

- Rookie Guide
- Checklists
- KSU Youth Livestock website – “Nomination Information” tab
- KSU Family/Household Name and Number List
- Zoom sessions
- Grand Drive – General Show Rules & Specie Rules
- KJLS – General Show Rules & Specie Rules
- YQCA Program website

MAILING ADDRESS

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

CONTACT INFORMATION

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Phone: (758) 532-1264

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 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 enter.

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

All market animals and commercial breeding females, regardless of breed or gender, 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, under each eligible exhibitor within the family, as well as the required information for each individual exhibitor.**
- (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

CREATING A SHOWORKS ACCOUNT

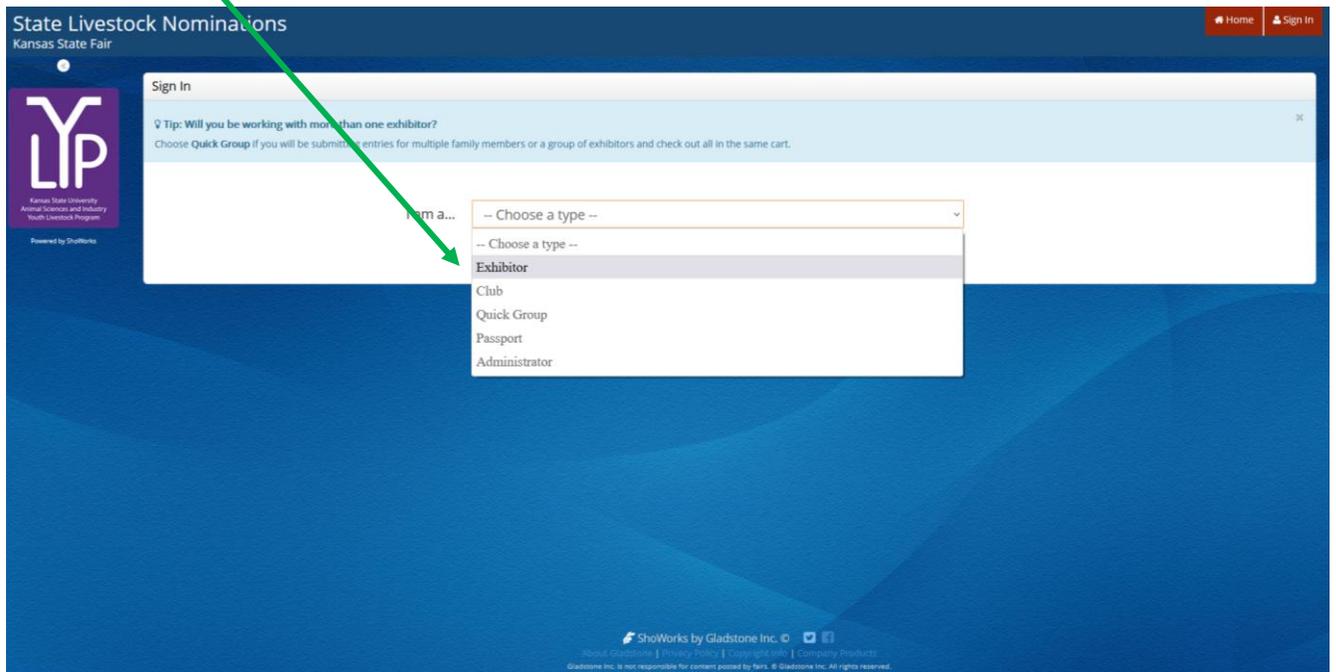
- 🔗 **All Exhibitors Need a ShoWorks Account** – The first step in the state livestock nomination process is creating an account on ShoWorks, which is the online system used for state livestock nominations. Families must use the unique link for Kansas nominations. Completing nominations on a computer is recommended. Every child who plans to exhibit in the Kansas State Fair Grand Drive and/or KJLS will need an account. Returning exhibitors will need to create a new account at the beginning of each show year, unless they are using the Passport App.
- 🔗 **ShoWorks Nomination Link:** <https://kansasnom.fairwire.com/>
- 🔗 **Quick Groups** – 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 exhibitor accounts** to it. Step-by-Step instructions are at the bottom of this section.
 - 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.
 - Using a “Quick Group” is optional. This is simply a tool provided by the ShoWorks software. It is also completely independent of family nominations and the KSU Family Nomination #. Even if you create a group, all animals must be nominated in the system under all kids in the family in order for any child to enter and exhibit a family animal.
 - Quick Groups are not stored and must be re-created each year.
 - Families with more than one exhibitor are encouraged to create a “Quick Group”.

CREATE A NEW EXHIBITOR

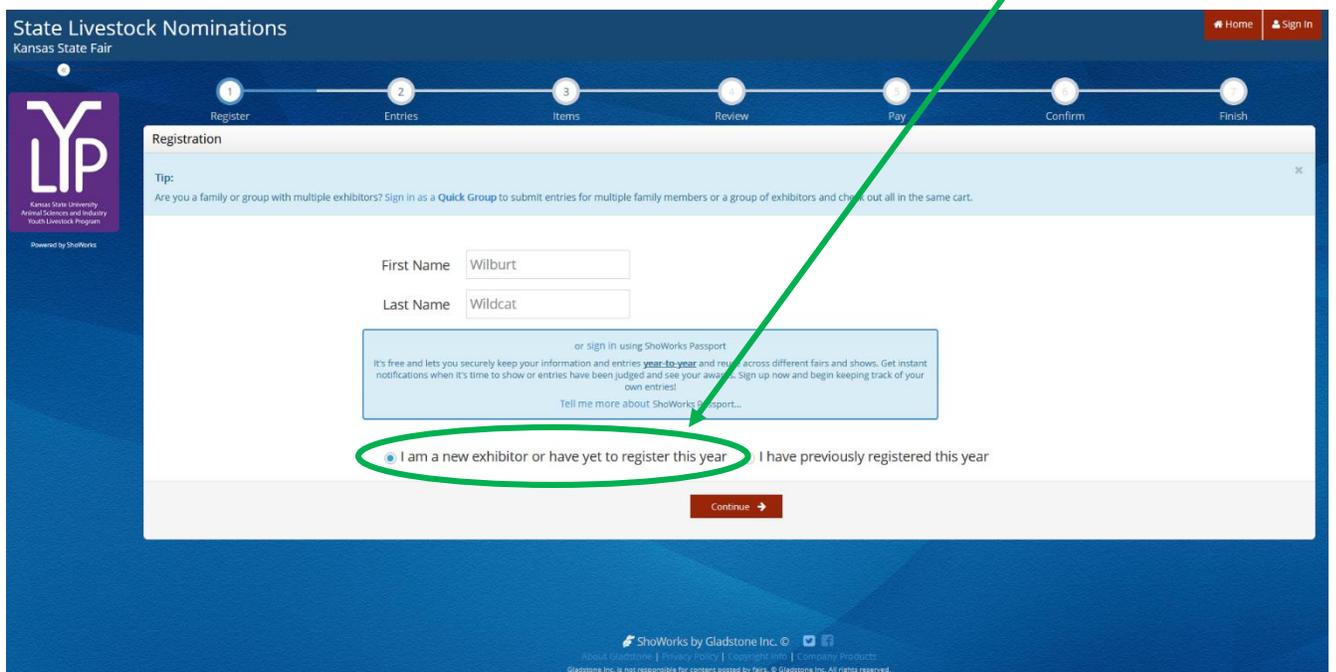
1. Go to the ShoWorks Link affiliated with Kansas youth livestock nominations to get started: <https://kansasnom.fairwire.com/>.
2. Read the instructions in the white box on the homepage.
3. Click the red “Sign In” button in the upper right-hand corner of the page.

The screenshot shows the homepage of the State Livestock Nominations system. At the top right, there are two red buttons: "Home" and "Sign In". A green circle highlights the "Sign In" button, with a green arrow pointing to it from the text above. Below the buttons is a progress bar with seven steps: 1. Register, 2. Entries, 3. Items, 4. Review, 5. Pay, 6. Confirm, and 7. Finish. The main content area has a dark blue background with a white box containing instructions for creating a new account, quick groups, and eligibility. The word "Homepage" is written in white at the bottom left of the page.

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



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.



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 before Jan. 1 of the current year (same for FFA exhibitors)
- 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 10/4/2026.
Listed on certificate, which can be downloaded and printed from the YQCA website. Families upload certificate when first animal is added for each child.
- 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

DNA Envel. Delivery: select a delivery option for envelopes; in-person pick up and standard USPS are free with Priority and Overnight shipping available for an additional fee.

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

State Livestock Nominations
Kansas State Fair

Home | Hello, Wilburt

Register Entries Items Review Pay Confirm Finish

Registration

Confirm Registration Information

The following information will be associated with your name. Any changes you make may not be reflected in the local office for a delayed period of time.

First Name Wilburt
Last Name Wildcat
Address 214 Weber Hall
Address 2
City Manhattan
State/Prov KS
Postal Code 66506
County Riley
Phone (785) 532-1264
e-mail ksu_ylp@icloud.com
Age 13
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
Animal Housing Animals kept at Exhibitor's Primary Address
Use Passport App Yes

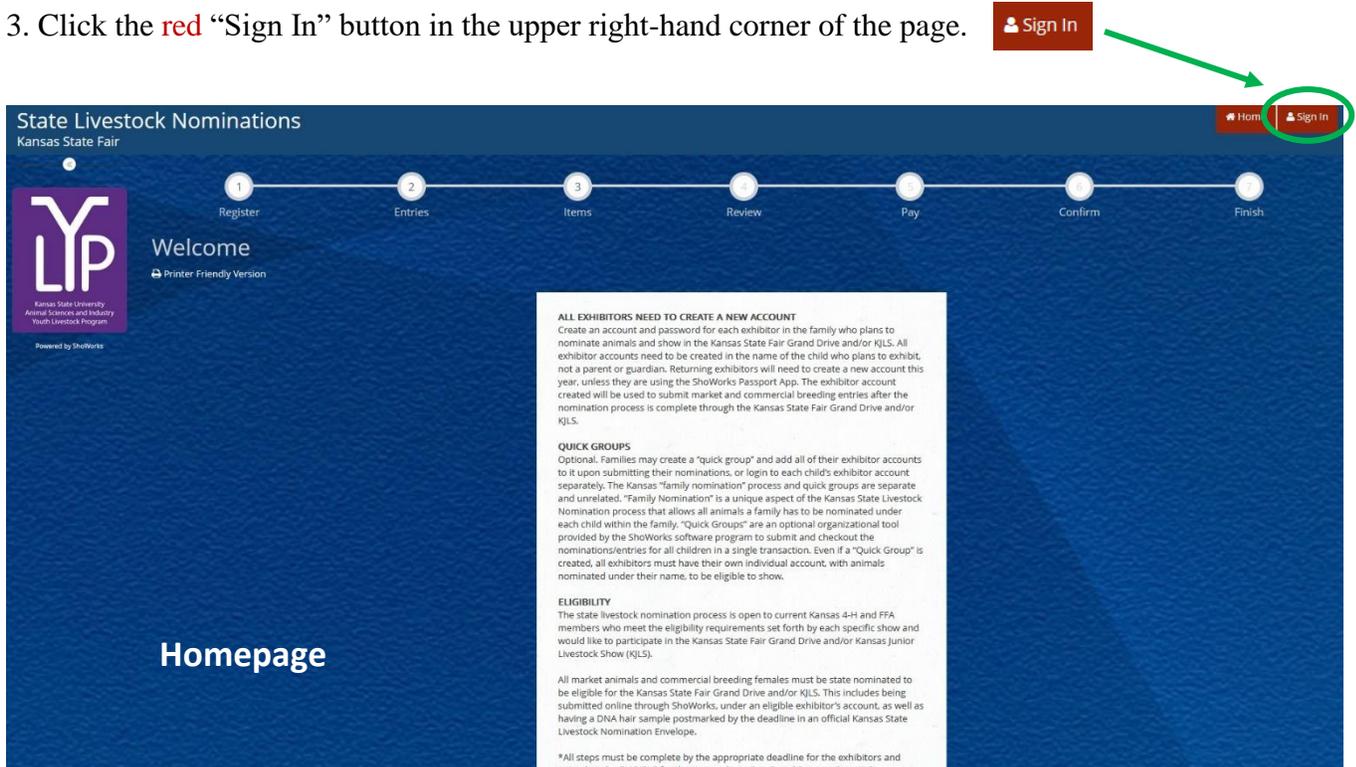
Continue

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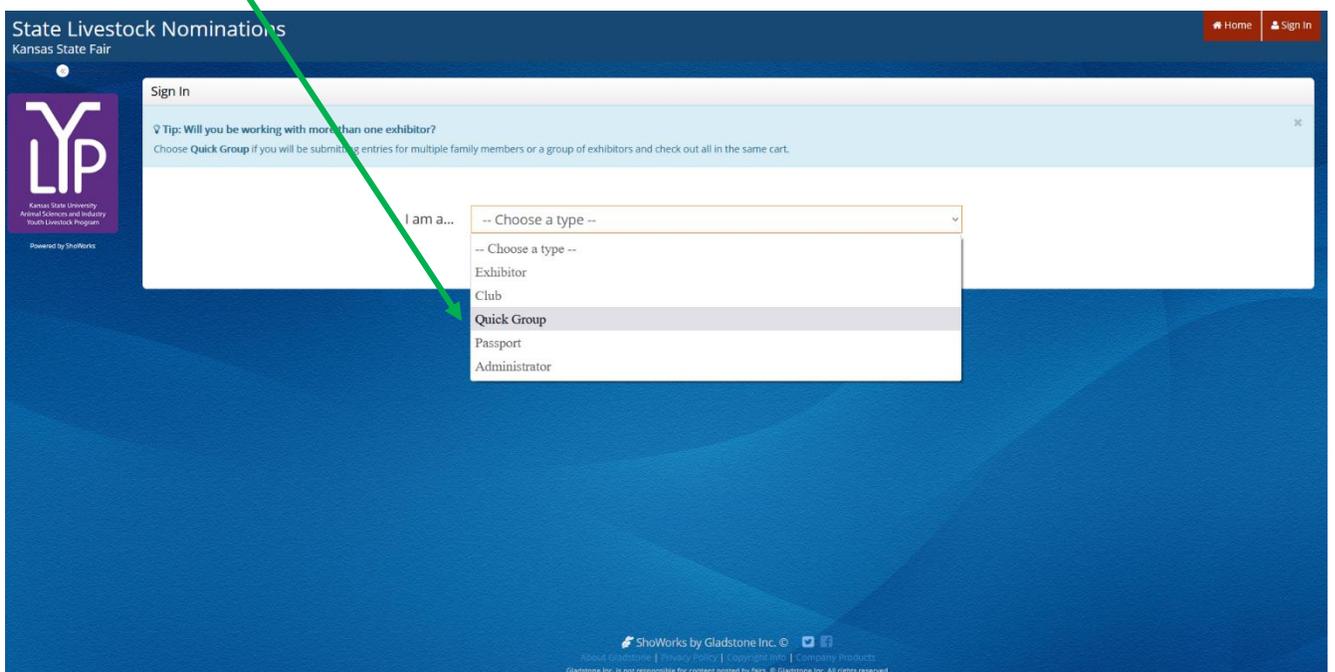
8. Click the red “Save”  button in the upper left corner of the screen. Even if you are not ready to add animals, this will save the exhibitor in the system for the future. Otherwise, it may be lost.

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). 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

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

Group User Name Willie Wildcat Family

Password *

Re-type Password *

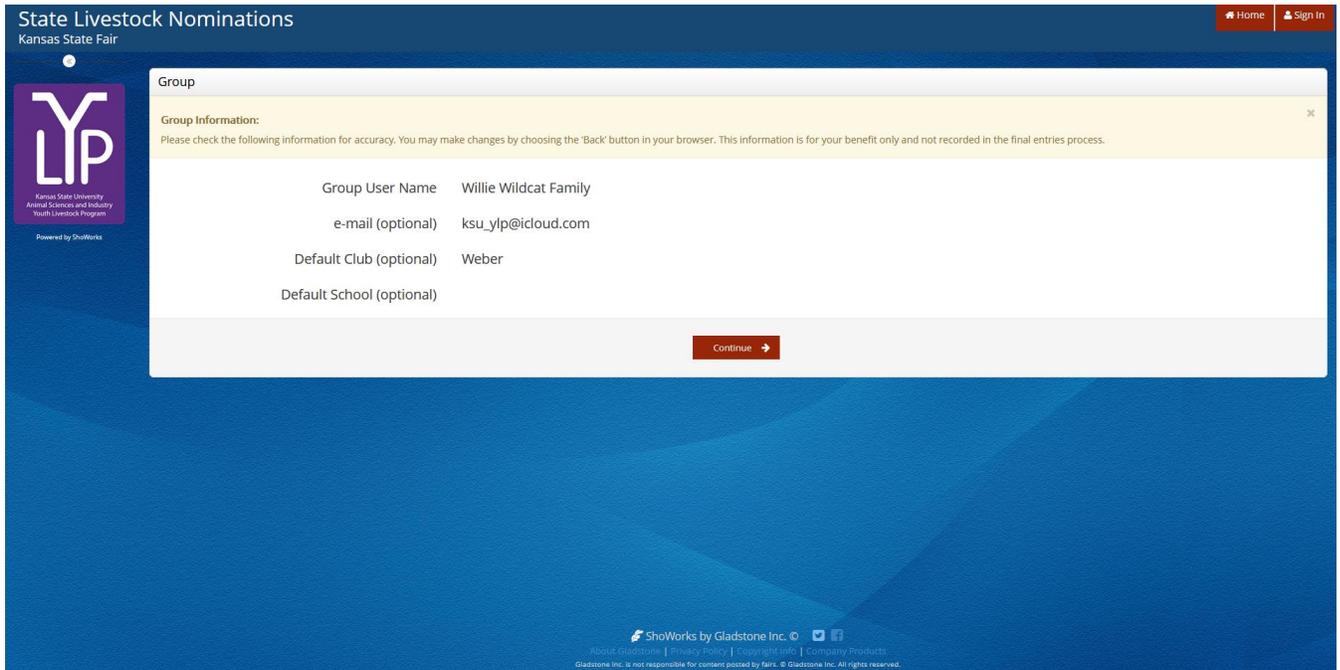
e-mail (optional) ksu_ylp@icloud.com

Default Club (optional) Weber

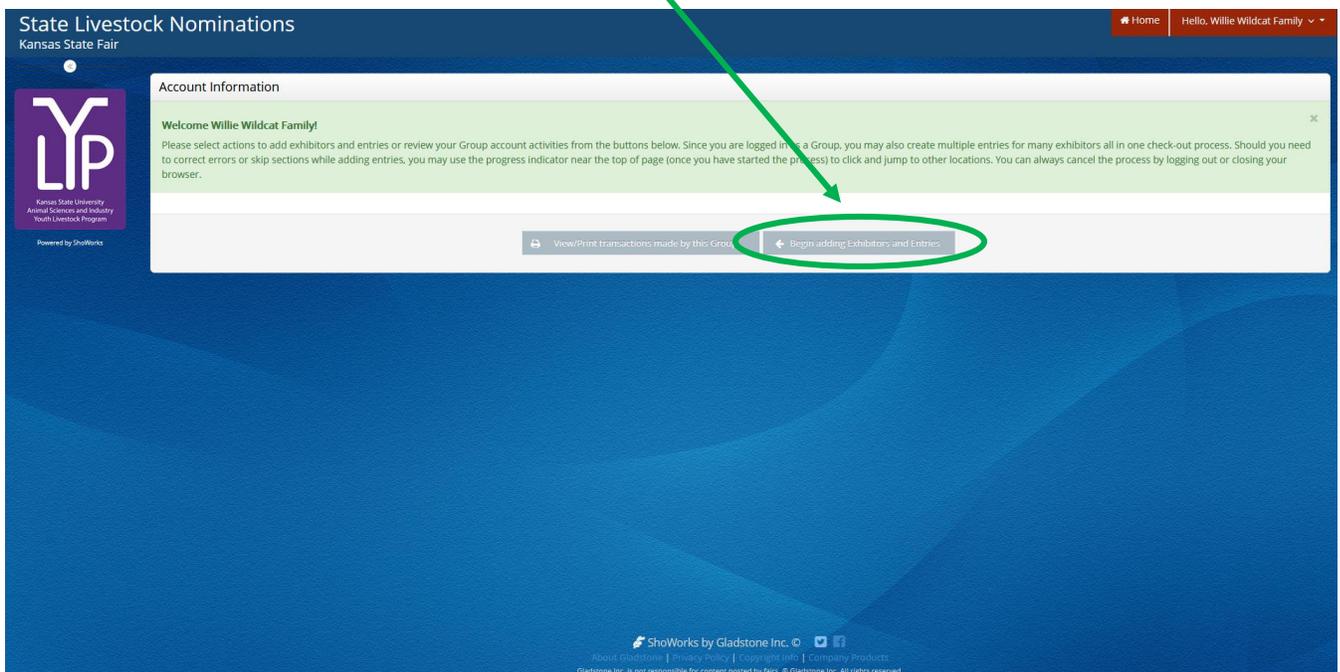
Continue →

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



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



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 new 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.

The screenshot displays the 'State Livestock Nominations' interface for the 'Kansas State Fair'. At the top, a progress bar shows steps: Register, Entries, Items, Review (current), Pay, Confirm, and Finish. Below the progress bar, the 'Review of Cart' section includes a 'Continue to Check-out' message and a warning: 'You are not finished yet! You will still need to confirm in the upcoming steps.' A tip below states: 'Since you are also logged in as a Group, you may save time by adding entries for all of your exhibitors before checking out. To do this, click the '+ Add Entries for a different Exhibitor' button before attempting to check-out.'

Item	Description	Amount	Edit	Remove
Wanda Wildcat's Items:				
1020 - Market Beef	Breed: 04 Hereford Tag ID: 22222 Club: Weber Animal Name: Lester Beef Gender: Steer Housing Location: Alternate Location	\$0.00		
Total for Wanda Wildcat with 1 entries		\$0.00		
1 TOTAL ITEMS IN CART:		\$0.00		
BALANCE DUE:		\$0.00		

At the bottom of the page, there are several buttons: '+ Add more Entries for Wanda Wildcat', 'Empty Cart', 'Save this cart for later', 'Check-out', and '+ Add Entries for a different Exhibitor'. The '+ Add Entries for a different Exhibitor' button is circled in green, with a green arrow pointing to it from the text above.

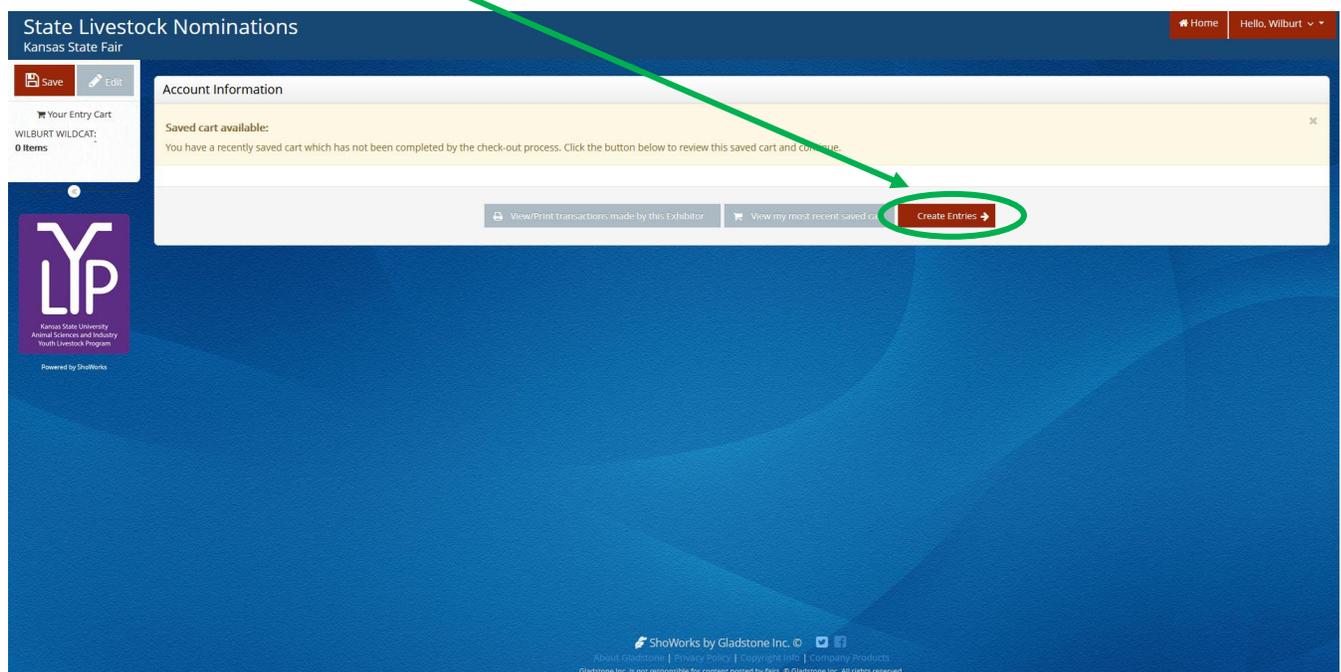
11. Repeat **Steps 9-10**, until all exhibitors have been added to the family.

KANSAS STATE YOUTH LIVESTOCK NOMINATION PROCESS

ADDING ANIMALS

- 1. Animal Nomination Entries** – 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 a specific animal, including their tag number and identifying data, that a family intends to be eligible for the Kansas State Fair Grand Drive and/or KJLS. An “entry” submitted during the nomination process does not constitute official entry into a specific show. Families must do that independently, for each show, using the unique show entry link posted on their respective websites. Nominate first, then enter show.
- 2. Enter All Animals Under All Kids!** - The following process will need repeated for each exhibitor. For family nominations, all animals must be listed under each exhibitor within the family. All kids who plan to show must have their own exhibitor account.
- 3. Nomination Deadlines** – All animals must be entered into the online 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.



State Livestock Nominations
Kansas State Fair

Save Edit

Your Entry Cart
WILBURT WILDCAT:
0 Items

Account Information

Saved cart available:
You have a recently saved cart which has not been completed by the check-out process. Click the button below to review this saved cart and contents.

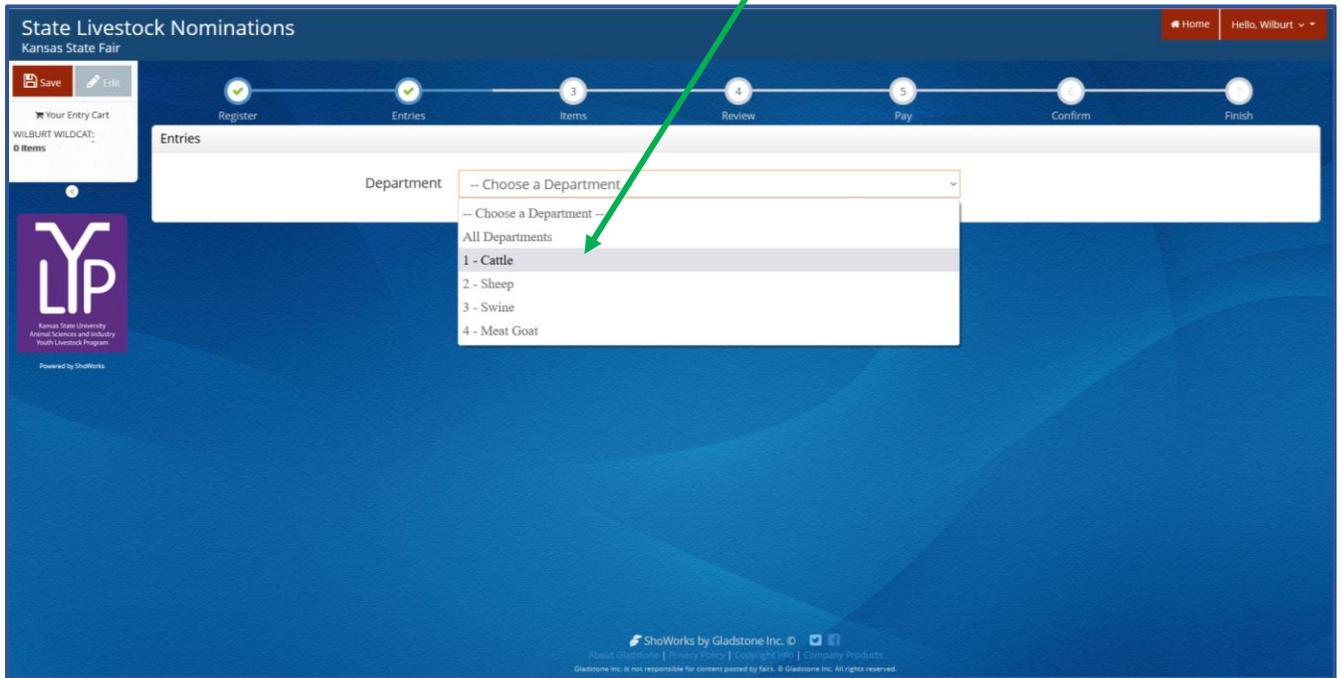
View/Print transactions made by this Exhibitor View my most recent saved carts **Create Entries**

Y
LIP
Kansas State University
Animal Sciences and Industry
Youth Livestock Program
Powered by ShoWorks

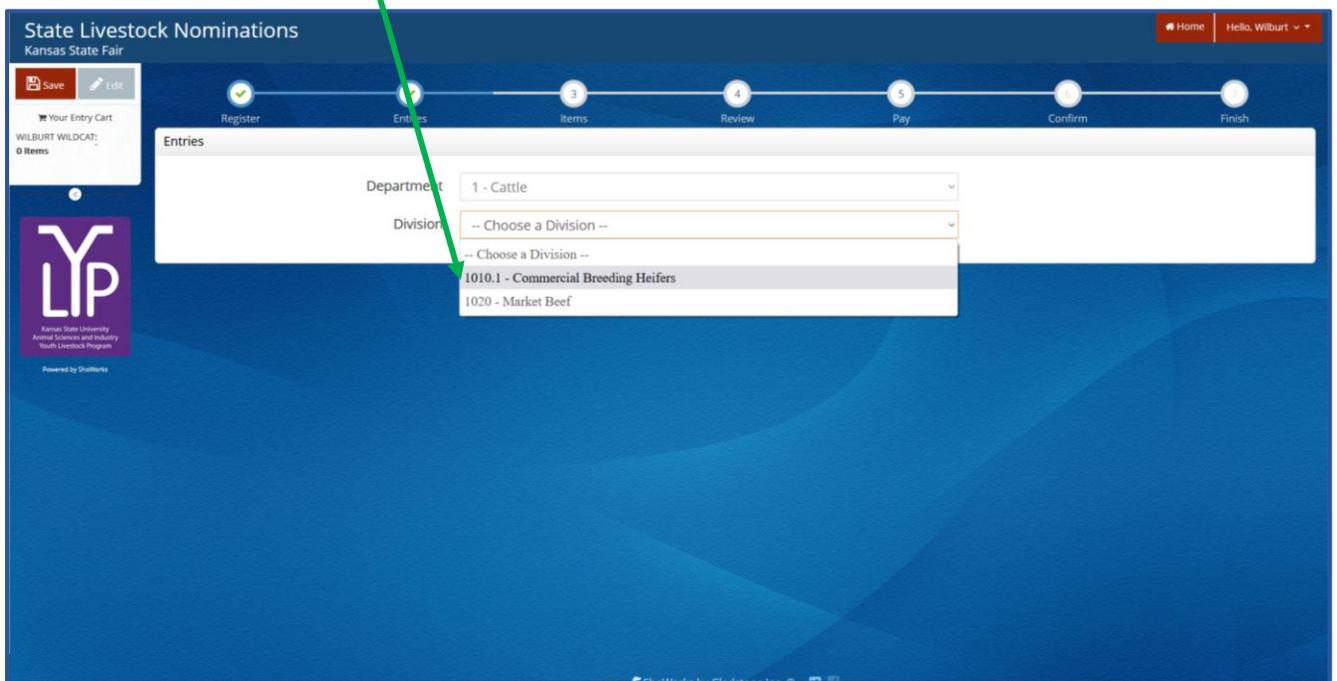
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CREATE A COMMERCIAL HEIFER NOMINATION

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.

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. The navigation bar includes 'Home' and 'Hello, Wilburt'. A progress indicator shows steps: Register, Entries (current), Items, Review, Pay, Confirm, and Finish. The 'Entries' section features a yellow box with 'Special Instructions: Commercial Breeding Heifers - READ before submitting!'. The instructions include: 1) Information is for nomination purposes for the Kansas State Fair Grand Drive and/or KJLS. 2) Official show entries must be made separately through specific shows like 'Kansas State Fair Grand Drive' and/or 'KJLS'. 3) A completed, signed, and sealed official DNA envelope must be postmarked to the KSU Youth Livestock Program by June 15, 2026. 4) If dual nominating a heifer as both a commercial breeding heifer and market heifer, animal must be submitted online in each division. 5) All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks. Below the instructions are dropdown menus for 'Department' (1 - Cattle) and 'Division' (1010.1 - Commercial Breeding Heifers).

4. Complete the information for each field.

* required

Department: 1 - Cattle

Division: 1010.1 - Commercial Breeding Heifers

Breed: Commercial Breeding Heifer

Animal Birth Date: 1/29/2000

Tag ID: 18630

Club: Weber

Animal Name: Sunflower

Sire Name: Pride of Wildcat Land

Ear Tattoo: KSU 2026

Beef Gender: Heifer

Housing Location: At Exhibitor's Primary Address

Add 1 Entry to Cart

Field Descriptions:

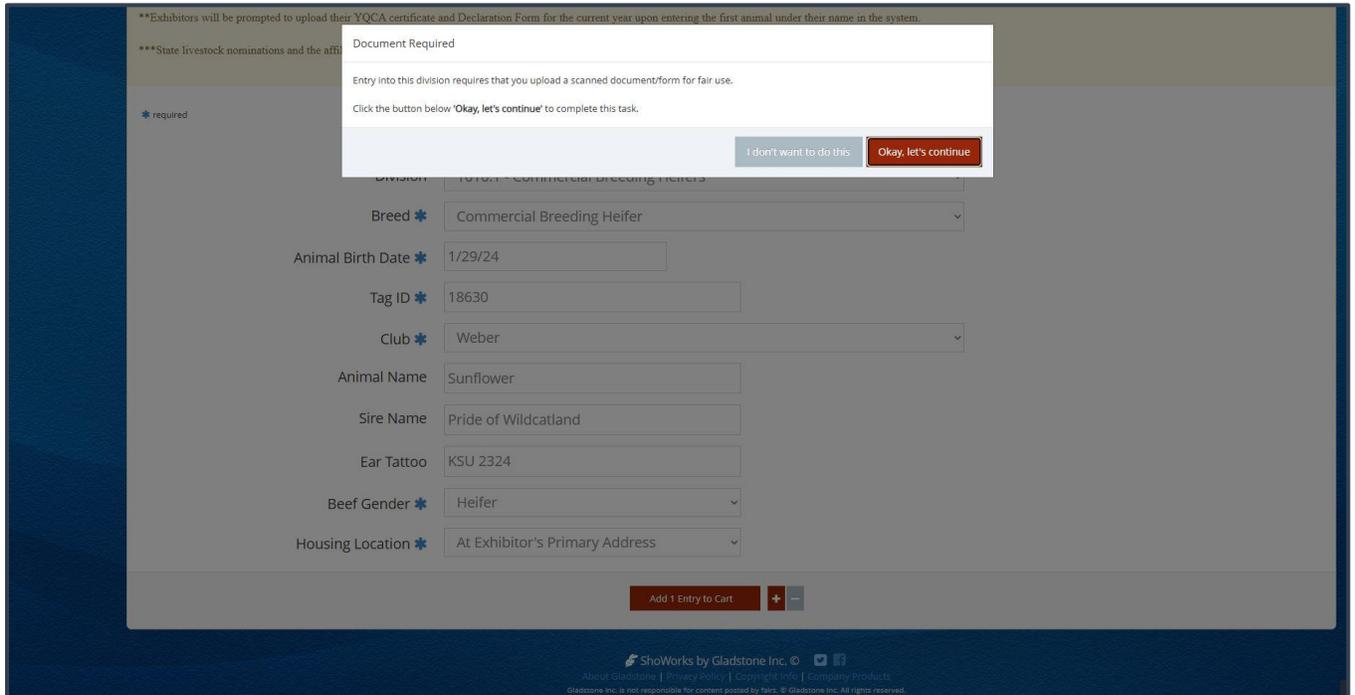
- Breed: “Commercial Breeding Heifer” is the only option in the drop-down menu
- Animal Birth Date: heifer Date of Birth (M/DD/YYYY); date submitted is how heifer will be shown
- Tag ID: 5-digit visual tag number on Kansas 4-H EID tag
- Club: county (or FFA chapter) where youth participates; FFA Chapters listed by county
- 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.



6. Each exhibitor is required to upload their valid [YQCA certificate](#) and the current year's [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 and image files (JPEG, PNG, ect.).



7. **The system will prompt families to upload both the YQCA certificate and the current year’s Declaration Form after the first animal is added for each exhibitor within the family. Both must be uploaded at the same time. You cannot upload the YQCA certificate and return later to add the Declaration Form!**



Please submit your YQCA Certificate in this upload box:

PDF

Please submit your Declaration Form in this upload box:

PDF

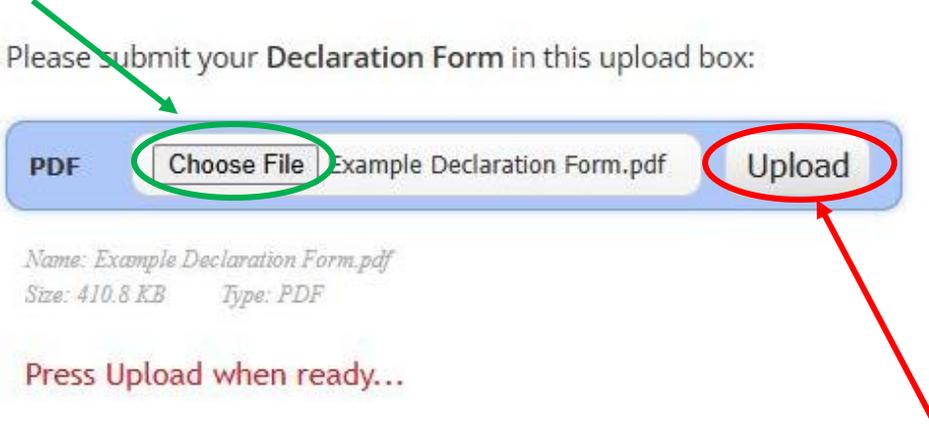
8. “Browse” to the exhibitor’s YQCA Certificate.



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.

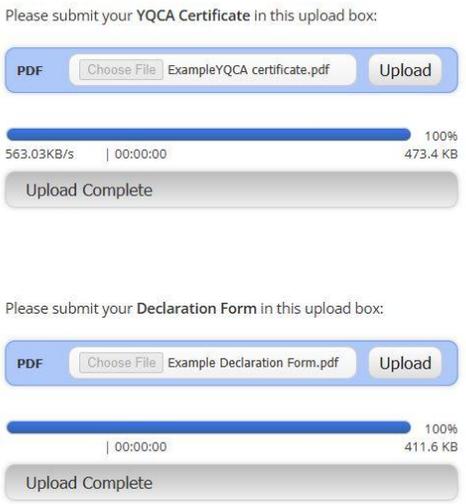
10. “Browse” to the family’s completed and signed Declaration Form for the current year.



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

The screenshot shows a form with the following fields: Department (1 - Cattle), Division (1010.1 - Commercial Breeding Heifers), Breed (Commercial Breeding Heifer), Animal Birth Date (1/29/24), Tag ID (18630), Club (Weber), Animal Name (Sunflower), Sire Name (Pride of Wildcatland), Ear Tattoo (KSU 2324), Beef Gender (Heifer), and Housing Location (At Exhibitor's Primary Address). A green arrow points from the top right to the "Add 1 Entry to Cart" button at the bottom center, which is circled in green.

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.

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" website for the Kansas State Fair. A progress bar at the top indicates the user is at the "Entries" step. A green box at the top of the main content area says "✓ 1 entry added" and "One '1010.1 - Commercial Breeding Heifers' 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 is a "Department" dropdown menu set to "-- Choose a Department --". At the bottom, there are three buttons: "Add different Entry", "Add similar Entry", and "Continue →". The "Continue" button is highlighted in red. The left sidebar shows the user's cart with "WILBURT WILDCAT: 1010.1 - Commie... 1 Items". The bottom of the page features the ShoWorks logo and footer text.

CREATE A MARKET BEEF NOMINATION

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

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. The user is logged in as 'Wilburt Wildcat'. The progress bar indicates the user is at the 'Items' step (3). The 'Department' 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 '1 - Cattle' option.

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

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. The user is logged in as 'Wilburt Wildcat'. The progress bar indicates the user is at the 'Items' step (3). The 'Department' dropdown menu is set to '1 - Cattle'. The 'Division' dropdown menu is open, showing options: '-- 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, Wilburt

Save Edit

Your Entry Cart
WILBURT WILDCAT:
0 Items

Register Entries Items Review Pay Confirm Finish

Entries

Special Instructions:
Market Beef – READ before submitting!

- Submitting this information is for state livestock nomination purposes for this animal to be *eligible* for the Kansas State Fair Grand Drive and/or KJLS.
- Official show entries must be made separately, directly through each specific show in which you would like to participate: [Kansas State Fair Grand Drive](#) and/or [KJLS](#).
- A completed, signed, and sealed official DNA envelope for each market animal being nominated must be postmarked to the KSU Youth Livestock Program by **May 1, 2026** for the nomination to be accepted.
- If **dual nominating** a heifer as both a market heifer and commercial breeding heifer, animal must be submitted online, in each division of the ShoWorks nomination system (market and breeding). Only one DNA sample needs to be submitted for the heifer, but must be postmarked by **May 1, 2026**.
- All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every eligible exhibitor needs their own account, with animals submitted under their name.

Enter all animals in the system under all kids in the family!

*There is only a market heifer division for the Kansas State Fair Grand Drive. Only male livestock projects are permitted in all market divisions of KJLS.

**Exhibitors will be prompted to upload their YQCA certificate and Declaration Form for the current year upon adding their first animal to the cart.

***State livestock nominations and the affiliated DNA envelopes are final and 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 * Crossbred

Tag ID * 3520

Club * Weber

Animal Name Wabash

Specify AOB Breed

Ear Tattoo KSUS 2026

Beef Gender * Steer

Housing Location * At Exhibitor's Primary Address

Add 1 Entry to Cart

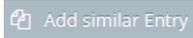
Field Descriptions:

- 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) where youth participates; FFA Chapters listed by county
- 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 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” on *page 17* to add their [YQCA Certificate](#) and [current year’s Declaration Form](#).
7. If this exhibitor has already uploaded their YQCA Certificate and current year’s Declaration Form, the animal will appear in the exhibitor’s cart. Choose the appropriate option to continue:

 Add similar Entry

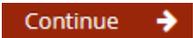
To add another market beef project (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.

 Add different Entry

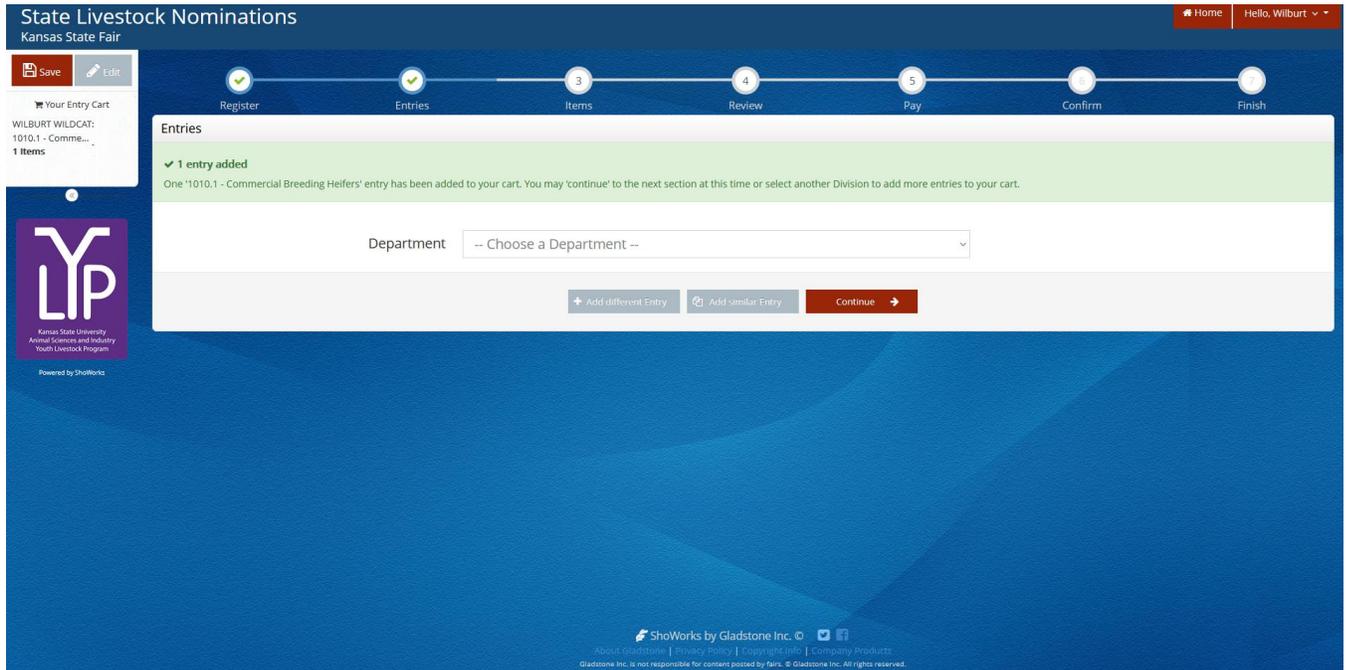
To add another species or commercial heifer for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

OR

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

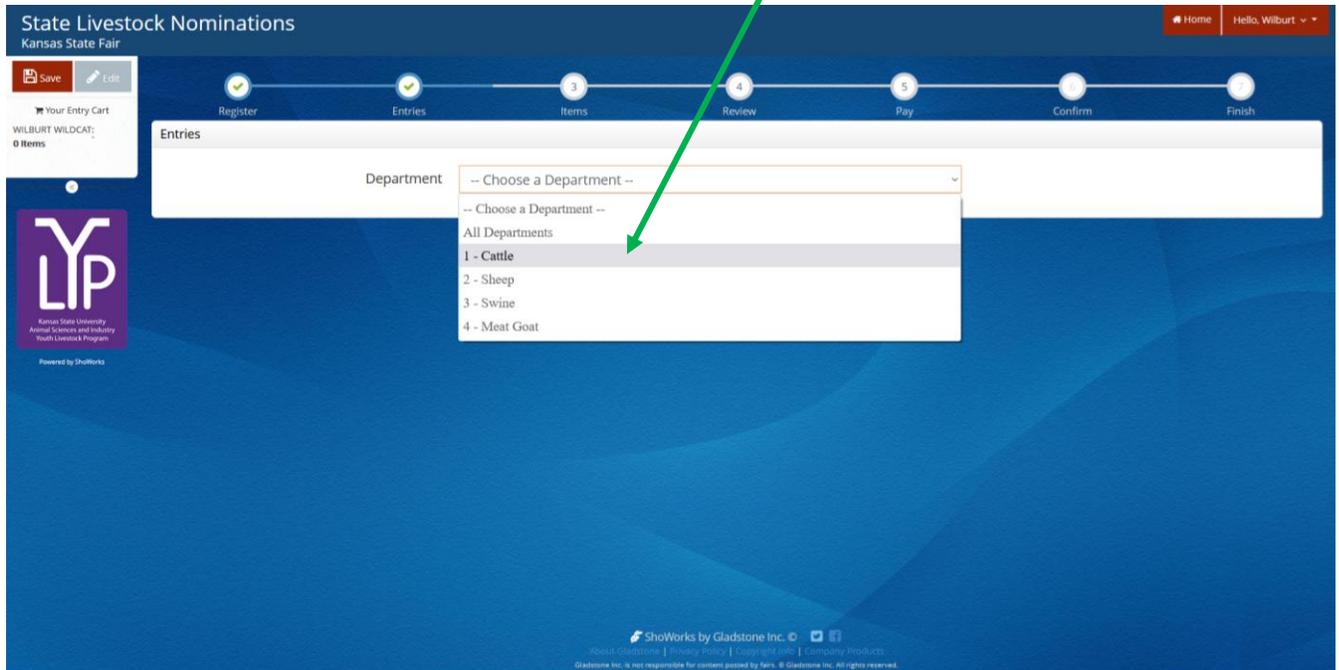
 Continue →

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

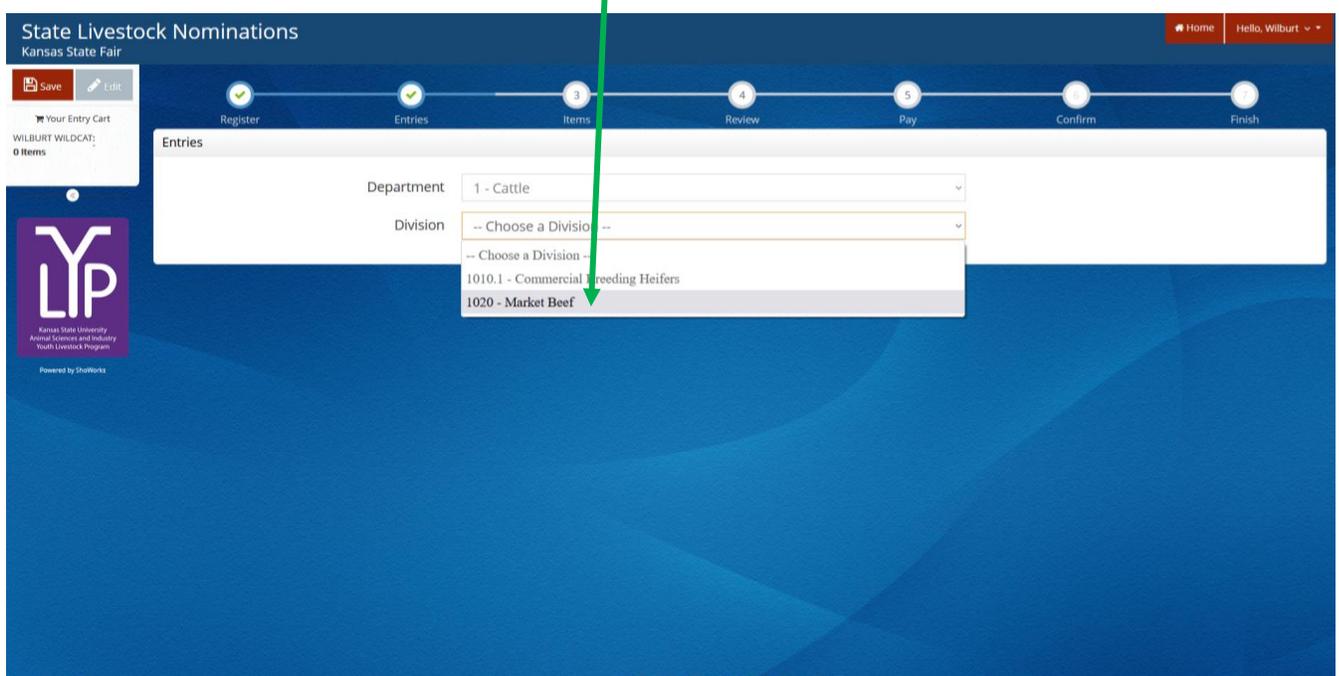


DUAL NOMINATE A HEIFER AS A COMMERCIAL HEIFER AND MARKET HEIFER

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.

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. A progress bar at the top indicates steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' section is active, displaying 'Special Instructions' in a yellow box. The instructions include:

- 1.) Submitting this information is for state livestock nomination purposes for this animal to be eligible for the Kansas State Fair Grand Drive and/or KJLS.
- 2.) Official show entries must be made separately, directly through each specific show in which you would like to participate: Kansas State Fair Grand Drive and/or KJLS.
- 3.) A completed, signed, and sealed official DNA envelope for each market animal being nominated must be postmarked to the KSU Youth Livestock Program by May 1, 2026 for the nomination to be accepted.
- 4.) If dual nominating a heifer as both a market heifer and commercial breeding heifer, animal must be submitted online, in each division of the ShoWorks nomination system (market and breeding). Only one DNA sample needs to be submitted for the heifer, but must be postmarked by May 1, 2026.
- 5.) All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every eligible exhibitor needs their own account, with animals submitted under their name.

 Below the instructions, there are dropdown menus for 'Department' (selected as '1 - Cattle') and 'Division' (selected as '1020 - Market Beef').

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

Field

The form contains the following fields:

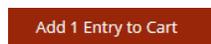
- Department: 1 - Cattle
- Division: 1020 - Market Beef
- Breed: Market Heifer
- Tag ID: 11006
- Club: Weber
- Animal Name: Classy Cat
- Specify AOB Breed: (empty)
- Ear Tattoo: KSU 2000
- Beef Gender: Heifer (highlighted with a green arrow)
- Housing Location: At Exhibitor's Primary Address

 At the bottom of the form is a red button labeled 'Add 1 Entry to Cart'.

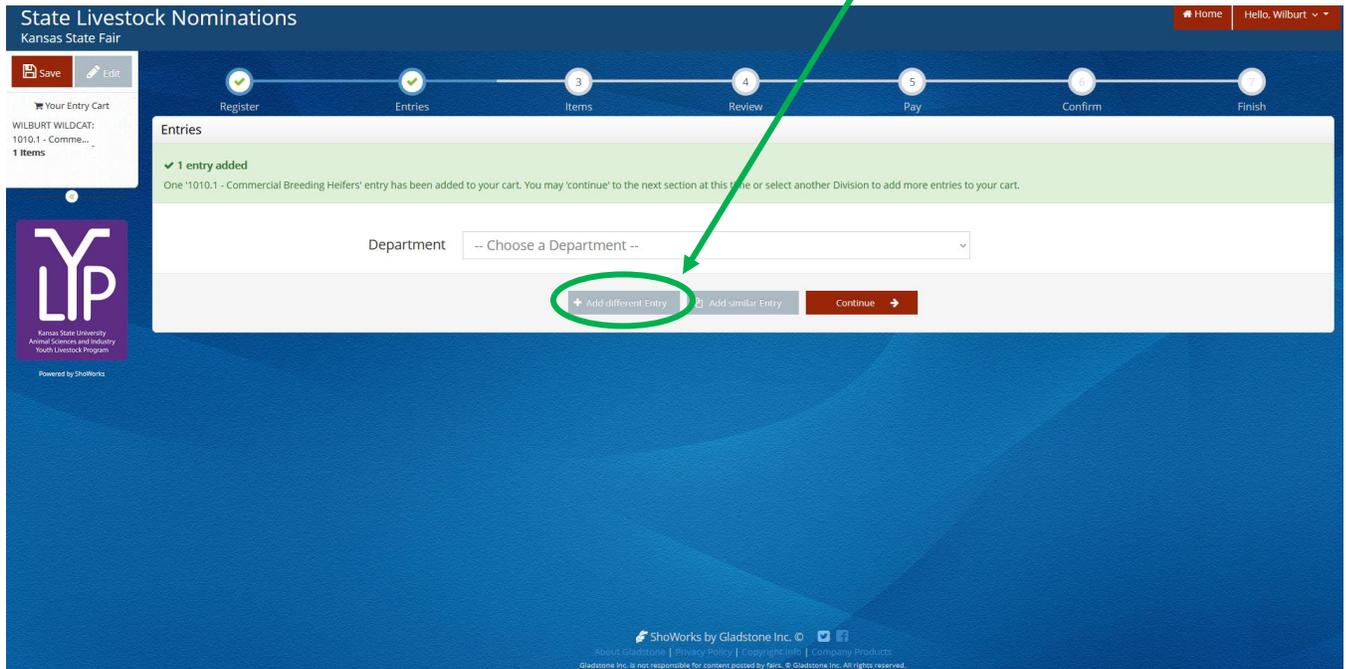
Descriptions:

- Breed: select “Market Heifer” as the breed
- Tag ID: 5-digit visual tag number on the Kansas 4-H EID tag
- Club: county (or FFA chapter) where youth participates; FFA Chapters listed by county name family uses for animal (optional); helpful when adding animal to other exhibitors in the family – must add to each child for family nomination
- 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: all market heifers should be nominated as “12 – Market Heifer” for the breed
- Ear Tattoo: tattoo in heifer’s ear (optional)
- Beef Gender: select heifer from drop-down menu
- Housing Location: where animal is housed

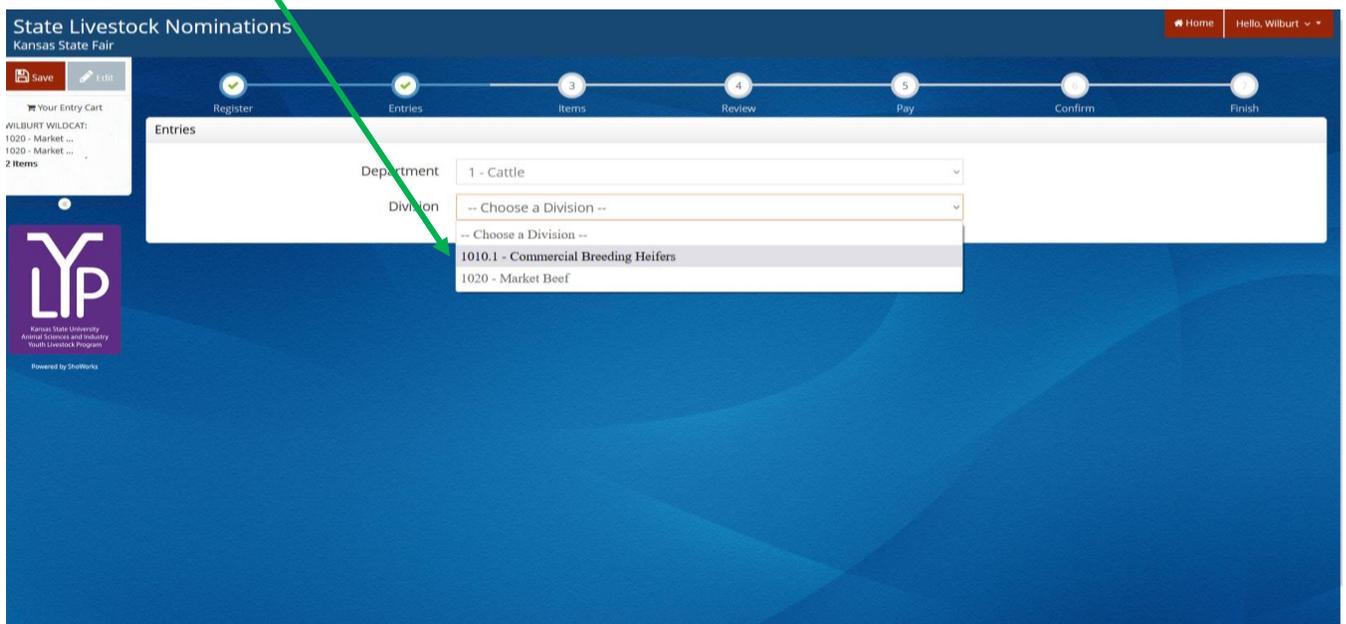
5. Click red “Add 1 Entry to Cart” at the bottom of the page.



- If this is the exhibitor's first animal, complete **Steps 6-13** under "Create a Commercial Heifer Nomination" on *page 17* to add their [YQCA Certificate](#) and [current year's Declaration Form](#).
- If this exhibitor has already uploaded their YQCA Certificate and completed 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.



- Under Department, select "1 – Cattle".
- Choose "Commercial Breeding Heifers" from the Division drop-down menu.

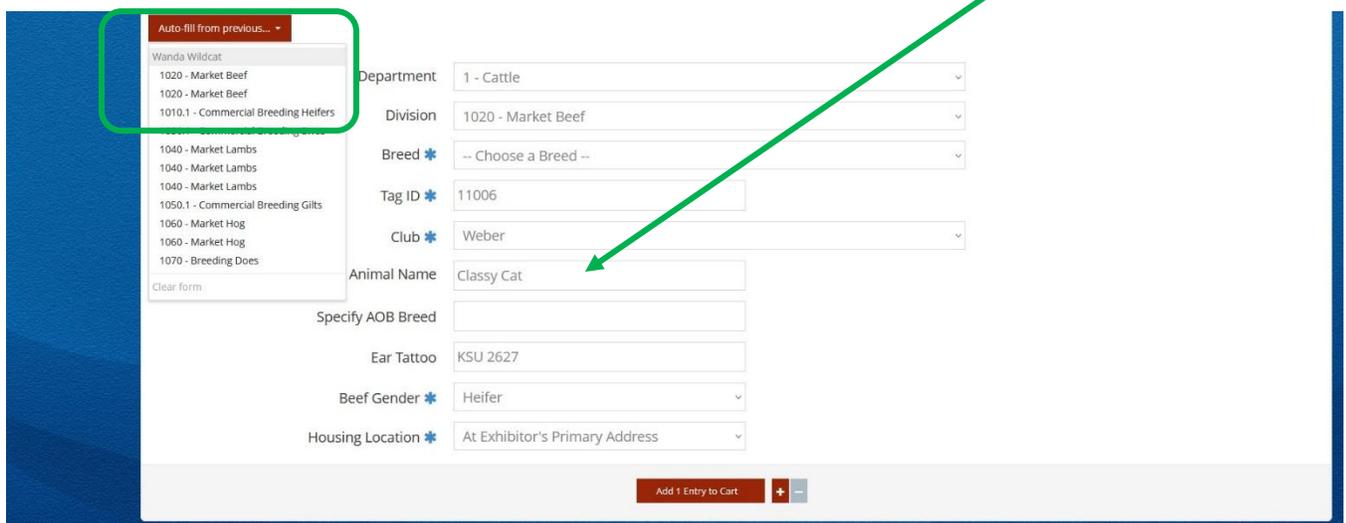


- Read the "Special Instructions" (in yellow box) at the top of the page.

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. 

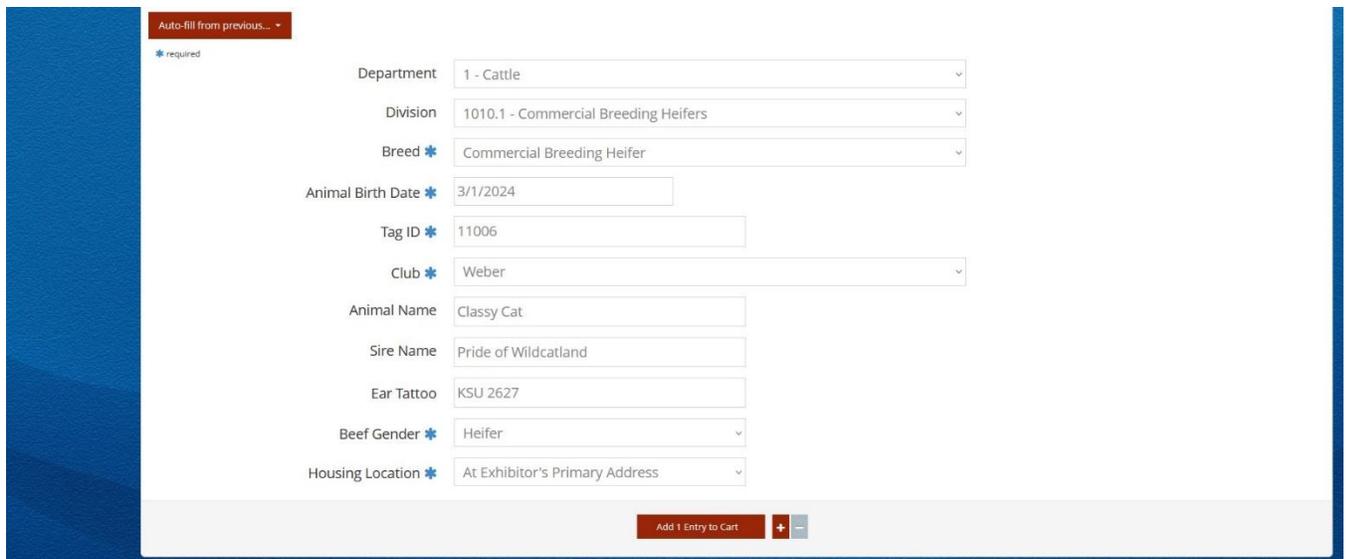
13. Recently added animals will appear. Hover over each option to view their information in the fields on the right. Using the animal’s name will allow an entry to quickly be duplicated. For this example, select the entry with the Animal Name “Classy Cat”, which was a previously added Market Heifer.



The screenshot shows a form with a dropdown menu open. The dropdown menu lists several animal entries, including 'Wanda Wildcat', '1020 - Market Beef', '1010.1 - Commercial Breeding Heifers', '1040 - Market Lambs', '1050.1 - Commercial Breeding Gilts', '1060 - Market Hog', and '1070 - Breeding Does'. A green arrow points to the 'Classy Cat' entry in the dropdown menu. The form fields are: Department (1 - Cattle), Division (1020 - Market Beef), Breed (* -- Choose a Breed --), Tag ID (* 11006), Club (* Weber), Animal Name (Classy Cat), Specify AOB Breed, Ear Tattoo (KSU 2627), Beef Gender (* Heifer), and Housing Location (* At Exhibitor's Primary Address). At the bottom, there is a red button labeled 'Add 1 Entry to Cart' with a plus sign.

14. Complete the additional required items for the Commercial Breeding Heifer division.

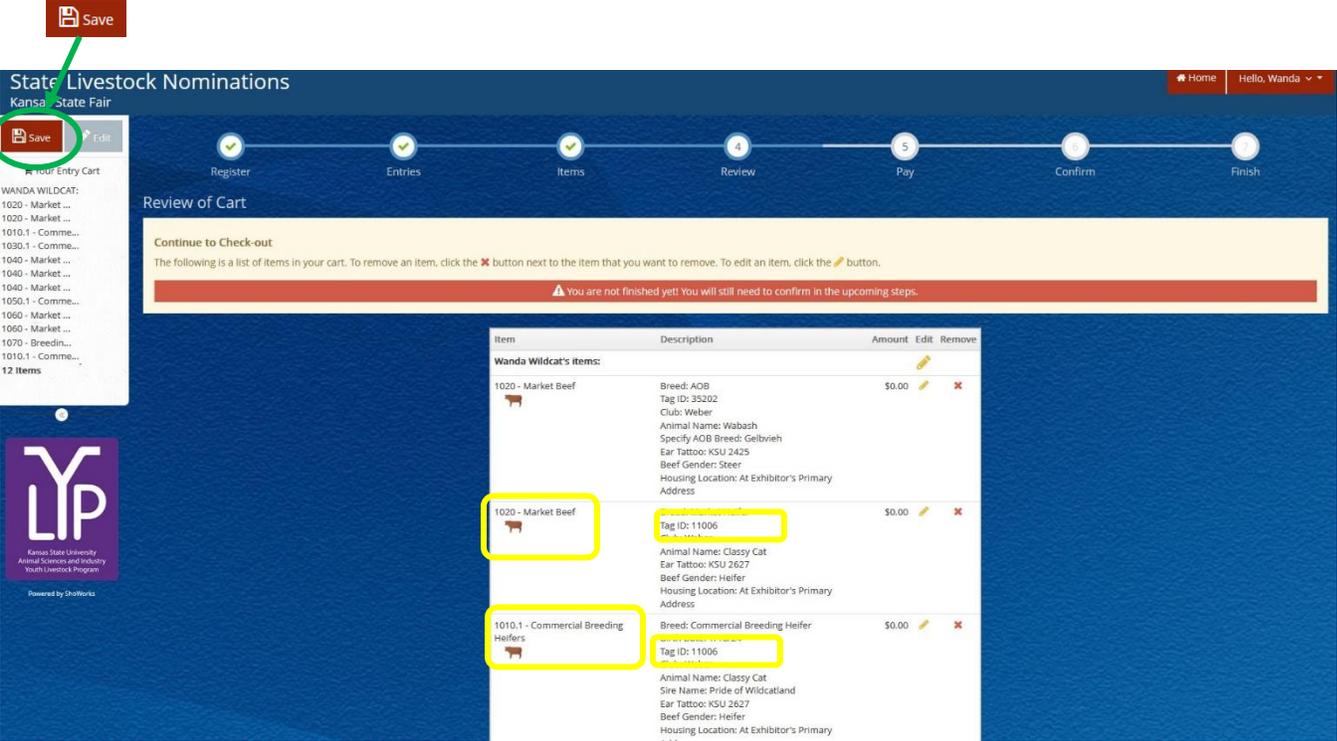
- Breed – Select “Commercial Breeding Heifer”
- Animal Birth Date (M/DD/YYYY)
- Sire Name (optional)



The screenshot shows the form with the dropdown menu open. The form fields are: Department (1 - Cattle), Division (1010.1 - Commercial Breeding Heifers), Breed (* Commercial Breeding Heifer), Animal Birth Date (* 3/1/2024), Tag ID (* 11006), Club (* Weber), Animal Name (Classy Cat), Sire Name (Pride of Wildcatland), Ear Tattoo (KSU 2627), Beef Gender (* Heifer), and Housing Location (* At Exhibitor's Primary Address). At the bottom, there is a red button labeled 'Add 1 Entry to Cart' with a plus sign.

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

- 16. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” on *page 17* to add their [YQCA Certificate](#) and [current year’s Declaration Form](#).
- 17. If this exhibitor has already uploaded their YQCA Certificate and completed 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 ...” 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

CONTINUING 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 both the breeding and market divisions). Animals must be submitted under the correct division to be an option later during 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 to **start there**.

****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 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 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' page for the Kansas State Fair. A progress bar at the top indicates steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' section is highlighted. Below the progress bar, there is a 'Special Instructions' box with the following text:

Special Instructions:
Commercial Breeding Ewes – READ before submitting!

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

DUAL NOMINATE EWES USING THE SLIDER CHECKBOX – ONLY AVAILABLE UNDER MARKET DIVISION
 If you would like a ewe to be eligible for the market division and as a commercial breeding ewe, enter her under the **market division** and check the “Dual Nomination” box at the bottom. **Option only available under the market lamb division.**

- Submitting this information is for **state livestock nomination** purposes for this animal to be *eligible* for the Kansas State Fair Grand Drive and/or KJLS.
- Official **show entries** must be made separately, directly through each specific show in which you would like to exhibit: [Kansas State Fair Grand Drive](#) and/or [KJLS](#)
- A completed, signed, and sealed official **DNA envelope** for each ewe being nominated must be postmarked to the KSU Youth Livestock Program by **June 15, 2026** for the nomination to be accepted.
- If **dual nominating** a ewe, enter animal under the market division and “check” the “Dual Nom” box. Only one DNA sample needs to be submitted for the ewe.
- All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every eligible exhibitor needs their own account, with animals submitted under their name.

Enter all animals in the system under all kids in the family!

*Only male livestock projects are permitted in all market divisions of KJLS.
 **Exhibitors will be prompted to upload their YQCA certificate and Declaration Form for the current year upon adding the first animal to the cart.
 ***State livestock nominations and the affiliated DNA envelope fees are final and non-refundable.

4. Complete the information for each field.

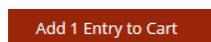
* required

Department	<input type="text" value="2 - Sheep"/>
Division	<input type="text" value="1030.1 - Commercial Breeding Ewes"/>
Breed *	<input type="text" value="Commercial Breeding Ewe"/>
Tag ID *	<input type="text" value="33333"/>
Club *	<input type="text" value="Weber"/>
Scrapie Tag ID *	<input type="text" value="KSS0035 16151"/>
Animal Name	<input type="text" value="Ayoka"/>
Sheep Gender *	<input type="text" value="Ewe"/>
Housing Location *	<input type="text" value="At Exhibitor's Primary Address"/>

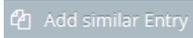
Field Descriptions:

- 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) where youth participates; FFA Chapters listed by county
- 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” on *page 17* to add their [YQCA Certificate](#) and [current year’s Declaration Form](#).
7. If this exhibitor has already uploaded their YQCA Certificate and completed Declaration Form, the animal will appear in the exhibitor’s cart. Choose the appropriate option to continue:



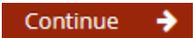
To add another commercial ewe (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



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.



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

CONTINUING 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 both the breeding and market divisions). Animals must be submitted under the correct division to be an option later during 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 for the 'Kansas State Fair'. The user is logged in as 'Wilburt'. The progress bar indicates the user is at the 'Items' step (3). The 'Department' 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 '2 - Sheep' option.

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

The screenshot shows the 'State Livestock Nominations' web application for the 'Kansas State Fair'. The user is logged in as 'Wilburt'. The progress bar indicates the user is at the 'Items' step (3). The 'Division' dropdown menu is open, showing options: '-- Choose a Division --', '-- Choose a Division --', '1030.1 - Commercial Breeding Ewes', and '1040 - Market Lambs'. A green arrow points to the '1040 - Market Lambs' option. A message above the dropdown states: '1 entry added. 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.

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. The navigation bar includes 'Home' and 'Hello, Wilburt'. A progress indicator shows steps: Register, Entries (current), Items, Review, Pay, Confirm, and Finish. The 'Entries' section contains a yellow box with 'Special Instructions' for Market Lambs, including a warning to read instructions before submitting, a requirement to enter a full scrapie tag (Flock ID & Individual Animal Number), and instructions on dual nominating ewes. A list of five numbered instructions follows, covering eligibility for the Grand Drive, show entries, DNA envelope requirements, dual nomination rules, and exhibitor requirements. A sidebar on the left features the 'YLP' logo (Kansas State University Youth Livestock Program) and a 'Your Entry Cart' section.

4. Complete the information for each field.

Species:

Division:

Breed:

Tag ID:

Club:

Scrapie Tag ID:

Animal Name:

Specify AOB Breed:

Sheep Gender:

Housing Location:

Dual Nom (Mkt & Com) NO

Field Descriptions:

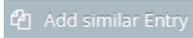
- Breed: select breed of animal from the drop-down menu
- Tag ID: 5-digit visual tag number on the Kansas 4-H EID tag
- Club: county (or FFA chapter) where youth participates; FFA Chapters listed by county
- Scrapie Tag ID: lamb’s full scrapie tag number, including Flock ID & individual animal number
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.

Add 1 Entry to Cart

6. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” on *page 17* to add their [YQCA Certificate](#) and [current year’s Declaration Form](#).

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



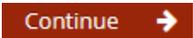
To add another market lamb (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



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.

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 seven steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' step is currently active. The main content area shows a green box with a checkmark and the text '1 entry added'. Below this, there is a message: '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.' Underneath the message is a dropdown menu labeled 'Department' with the text '-- Choose a Department --'. At the bottom of the main content area, there are three buttons: 'Add different Entry', 'Add similar Entry', and 'Continue' (highlighted in red). On the left side, there is a sidebar with 'Your Entry Cart' and a list of items including 'WILBURT WILDCAT: 1020 - Market ...', '1020 - Market ...', '1010.1 - Comme...', '1030.1 - Comme...', '1040 - Market ...', and '5 Items'. At the bottom left, there is a logo for 'YLP' (Kansas State University Animal Sciences and Industry Youth Livestock Program) and the text 'Powered by ShoWorks'. At the bottom right, there is a footer with 'ShoWorks by Gladstone Inc. ©' and various links.

DUAL NOMINATE A LAMB AS A COMMERCIAL EWE AND MARKET LAMB

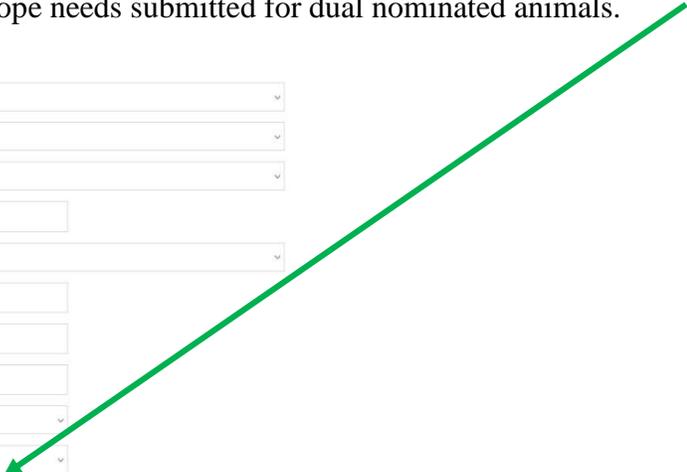
1. Enter the ewe as a nomination under the market lamb division, using the instructions above.
2. At the bottom of the page, slide the “Dual Nom (Mkt & Com) checkbox button to the blue “YES”.
Only **ONE (1)** completed DNA envelope needs submitted for dual nominated animals.

* required

Department	2 - Sheep
Division	1040 - Market Lambs
Breed *	Crossbred
Tag ID *	33333
Club *	Weber
Scrapie Tag ID *	KSS0035 16151
Animal Name	Ayoka
Specify AOB Breed	
Sheep Gender *	Ewe
Housing Location *	At Exhibitor's Primary Address

Dual Nom (Mkt & Com) YES

Add 1 Entry to Cart + -



3. Animal will need added as a nomination entry under ALL 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

CONTINUING 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 the gilt in the system twice (under both the market and breeding divisions). Animals must be submitted under the correct division to be an option later during 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 FIRST** – 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' web application interface. The top navigation bar includes 'Home' and 'Hello, Wilburt'. A progress bar at the top indicates the current step is 'Entries'. 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 '3 - Swine' option. On the left side, there is a 'Your Entry Cart' section with a list of items and a '5 Items' count. The bottom left corner features the 'YLP' logo for Kansas State University's Animal Sciences and Industry Youth Livestock Program.

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

The screenshot shows the 'State Livestock Nominations' web application interface. The top navigation bar includes 'Home' and 'Hello, Wilburt'. The progress bar indicates the current step is 'Entries'. The main content area is titled 'Entries' and shows a confirmation message: '1 entry added' and 'One 1040 - Market Lambs' entry has been added to your cart. Below this, there are two dropdown menus: 'Department' (set to '3 - Swine') and 'Division'. The 'Division' dropdown menu is open, showing options: '-- Choose a Division --', '-- 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 side, there is a 'Your Entry Cart' section with a list of items and a '5 Items' count. The bottom left corner features the 'YLP' logo for Kansas State University's Animal Sciences and Industry Youth Livestock Program.

3. To add a **Commercial Breeding Gilt**, 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. A progress bar at the top indicates the current step is '3 Items'. The 'Entries' section contains the following text:

Special Instructions:
Commercial Breeding Gilt – READ before submitting!

DUAL NOMINATE GILTS USING THE SLIDER CHECKBOX – ONLY AVAILABLE UNDER MARKET DIVISION
 If you would like a gilt to be eligible for 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. **Option only available under the market hog division.**

- 1.) Submitting this information is for state livestock nomination purposes for this animal to be *eligible* for the Kansas State Fair Grand Drive and/or KJLS.
- 2.) Official show entries must be made separately, directly through each specific show in which you would like to exhibit: [Kansas State Fair Grand Drive](#) and/or [KJLS](#).
- 3.) A completed, signed, and sealed official DNA envelope for each gilt being nominated must be postmarked to the KSU Youth Livestock Program by **June 15, 2026** for the nomination to be accepted.
- 4.) If **dual nominating**, enter animal under the market division and “check” the “Dual Nom” box. Only one DNA sample needs to be submitted for the gilt.
- 5.) All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every eligible exhibitor needs their own account, with animals submitted under their name.

Enter all animals in the system under all kids in the family!

*Only male livestock projects are permitted in all market divisions of KJLS.
 **Exhibitors will be prompted to upload their YQCA certificate and Declaration Form for the current year upon adding the first animal to their cart.
 ***State livestock nominations and the affiliated DNA envelope fees are final and non-refundable.

4. Complete the information for each field.

* required

Department	<input type="text" value="3 - Swine"/>
Division	<input type="text" value="1050.1 - Commercial Breeding Gilts"/>
Breed *	<input type="text" value="Dark Commercial Breeding Gilt"/>
Tag ID *	<input type="text" value="55555"/>
Club *	<input type="text" value="Weber"/>
Animal Name	<input type="text" value="Popcorn"/>
Ear Notch *	<input type="text" value="9-3"/>
Swine Gender *	<input type="text" value="Gilt"/>
Housing Location *	<input type="text" value="At Exhibitor's Primary Address"/>

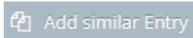
Field Descriptions:

- Breed: “Commercial Breeding Gilts” 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) where youth participates; FFA Chapters listed by county
- 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 agent/project leader for further details)
 nominated swine must be ear notched
- 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” on *page 17* to add their [YQCA Certificate](#) and [current year’s Declaration Form](#).
7. If this exhibitor has already uploaded their YQCA Certificate and completed Declaration Form, the animal will appear in the exhibitor’s cart. Choose the appropriate option to continue:



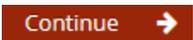
To add another commercial gilt (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



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.

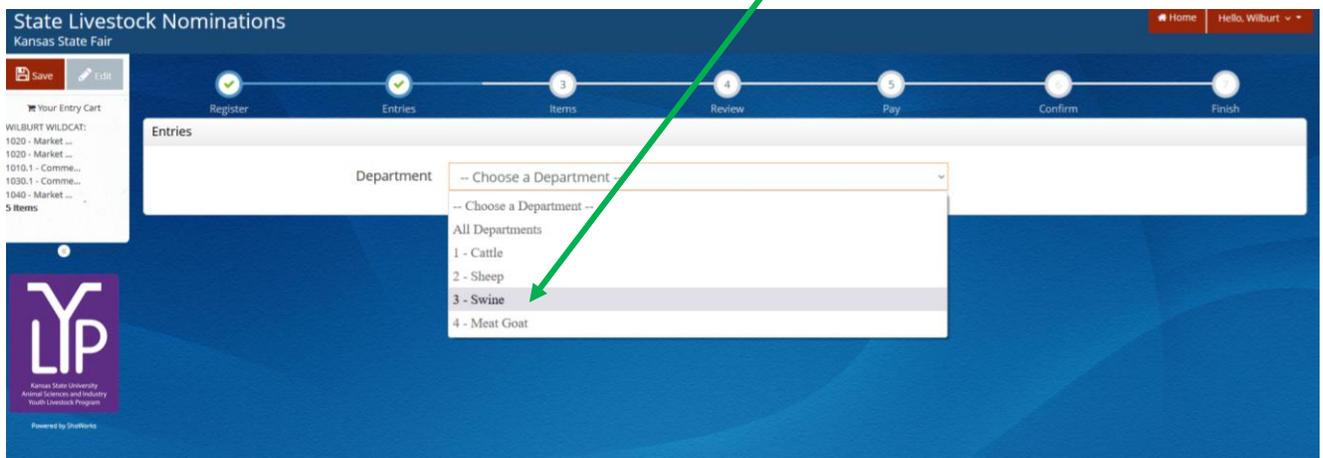
CREATE A MARKET HOG NOMINATION

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

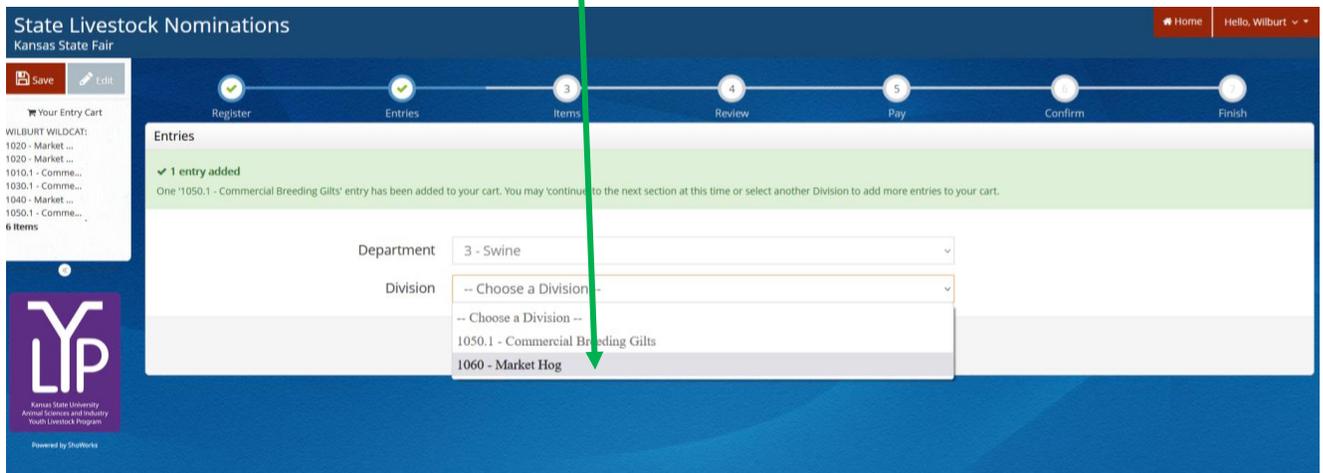
If you would like a gilt to be eligible for both the market division and as a commercial breeding gilt, enter her under the market hog division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under both the market and breeding divisions). Animals must be submitted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

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

Entries

Special Instructions:
Market Hog - READ before submitting!

DUAL NOMINATE GILTS USING THE SLIDER CHECKBOX
If you would like a gilt to be eligible for 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. **Option only available under the market hog division.**

- 1.) Submitting this information is for **state livestock nomination** purposes for this animal to be **eligible** for the Kansas State Fair Grand Drive and/or KJLS.
- 2.) Official show entries must be made separately, directly through each specific show in which you would like to exhibit: [Kansas State Fair Grand Drive](#) and/or [KJLS](#).
- 3.) A completed, signed, and sealed official DNA envelope for each hog being nominated must be postmarked to the KSU Youth Livestock Program by **June 15, 2026** for the nomination to be accepted.
- 4.) If **dual nominating** a gilt as both a market gilt and commercial breeding gilt, enter animal in the system and “check” the “Dual Nom” box. Only one DNA sample needs to be submitted for the gilt.
- 5.) All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every eligible exhibitor needs their own account, with animals submitted under their name.

Enter all animals in the system under all kids in the family!

*Only male livestock projects are permitted in all market divisions of KJLS.

**Exhibitors will be prompted to upload their YQCA certificate and Declaration Form for the current year upon adding their first animal to the cart.

***State livestock nominations and the affiliated DNA envelope fees are final and non-refundable.

4. Complete the information for each field.

* required

Department: 3 - Swine

Division: 1060 - Market Hog

Breed *: Berkshire

Tag ID *: 22133

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) YES NO

Add 1 Entry to Cart

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) where youth participates; FFA Chapters listed by county
- 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 – Tamworth)
- 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” on *page 17* to add their [YQCA Certificate](#) and [current year’s Declaration Form](#).

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



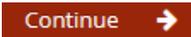
To add another market hog (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



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, using instructions above.
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 *	Dark Crossbred
Tag ID *	43210
Club *	Weber
Animal Name	Riley
Ear Notch *	6-5
Specify AOB Breed	
Swine Gender *	Gilt
Housing Location *	At Exhibitor's Primary Address
Dual Nom (Mkt & Com)	<input checked="" type="checkbox"/> YES

Add 1 Entry to Cart + -

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

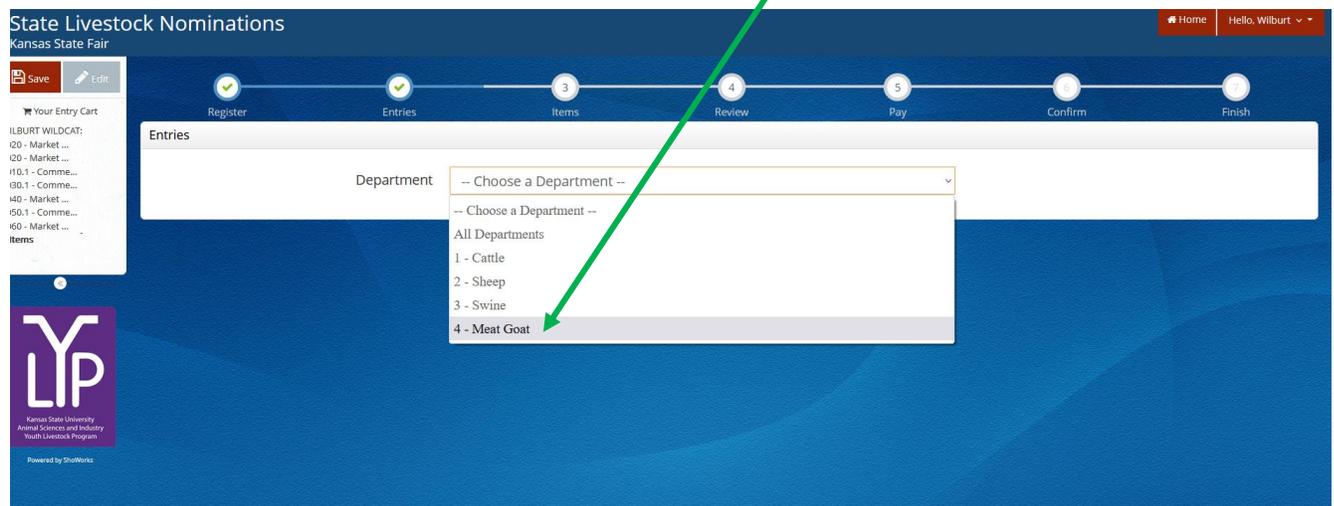
CREATE A BREEDING DOE NOMINATION

CONTINUING 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 both the market and breeding divisions). Animals must be submitted under the correct division (market and/or breeding) to be an option later during the show entry process.

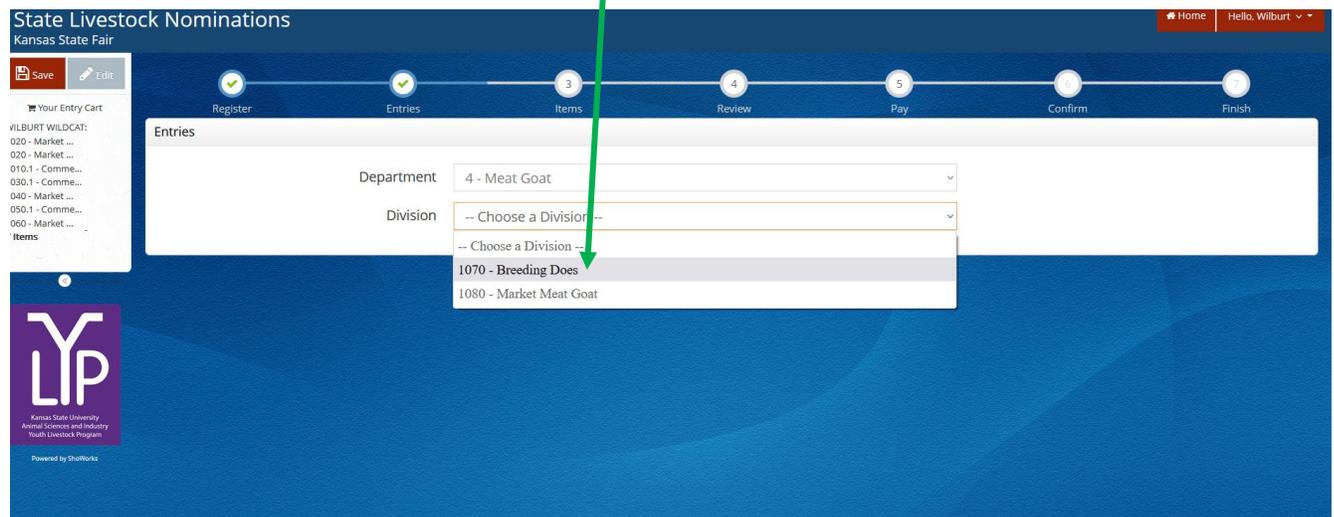
*This option is only available under the market meat goat division. So, any **doe** that will be **dual nominated** should be **nominated under the market meat goat division FIRST** – skip ahead to see those instructions below.

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



The screenshot shows the 'State Livestock Nominations' web application interface. The top navigation bar includes 'Home' and 'Hello, Wilburt'. A progress bar at the top indicates the current step is 'Review' (4), with previous steps 'Register', 'Entries', 'Items', 'Pay', 'Confirm', and 'Finish' also visible. 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 'Review' step in the progress bar. 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” – Breeding Does.



The screenshot shows the 'State Livestock Nominations' web application interface. The top navigation bar includes 'Home' and 'Hello, Wilburt'. A progress bar at the top indicates the current step is 'Items' (3), with previous steps 'Register', 'Entries', 'Review', 'Pay', 'Confirm', and 'Finish' also visible. The main content area is titled 'Entries' and features a 'Department' dropdown menu set to '4 - Meat Goat' and a 'Division' dropdown menu. The 'Division' dropdown menu is open, showing options: '-- Choose a Division --', '1070 - Breeding Does', and '1080 - Market Meat Goat'. A green arrow points from the '1070 - Breeding Does' option to the 'Items' step in the progress bar. On the left side, there is a sidebar with 'Your Entry Cart' and a list of entries for 'WILBURT WILDCAT'.

3. To add a **Breeding Doe**, 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. A progress bar at the top indicates the current step is 'Entries'. The 'Entries' section contains the following text:

Special Instructions:
Breeding Does – READ before submitting!

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

DUAL NOMINATE DOES USING THE SLIDER CHECKBOX – ONLY AVAILABLE UNDER MARKET DIVISION
 If you would like a doe to be eligible for the market division and as a breeding doe, enter her under the **market division** and check the “Dual Nomination” box. This saves you from entering her in the system twice. **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.****

- 1) Submitting this information is for state livestock nomination purposes for this animal to be *eligible* for the Kansas State Fair Grand Drive and/or KJLS.
- 2) Official show entries must be made separately, directly through each specific show in which you would like to exhibit: [Kansas State Fair Grand Drive](#) and/or [KJLS](#).
- 3) A completed, signed, and sealed official DNA envelope for each meat goat being nominated must be postmarked to the KSU Youth Livestock Program by **June 15, 2026** for the nomination to be accepted.
- 4) If **dual nominating** a doe as both a market meat goat and breeding doe, enter animal under the market division and “check” the “Dual Nom” box. Only one DNA sample needs to be submitted for the doe.
- 5) All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every eligible exhibitor needs their own account, with animals submitted under their name.

Enter all animals in the system under all kids in the family!

*Only male livestock projects are permitted in all market divisions of KJLS.

**Exhibitors will be prompted to upload their YQCA certificate and Declaration Form for the current year upon adding their first animal to the cart.

***State livestock nominations and the affiliated DNA envelope fees are final and non-refundable.

4. Complete the information for each field.

required

Department: 4 - Meat Goat

Division: 1070 - Breeding Does

Tag ID: 55555

Club: Weber

Scrapie Tag ID: KSS0045 2991

Animal Name: Gabby

Meat Goat Gender: Doe

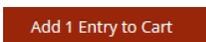
Housing Location: At Exhibitor's Primary Address

Add 1 Entry to Cart

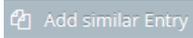
Field Descriptions:

- Tag ID: 5-digit visual tag number on the Kansas 4-H EID tag
- Club: county (or FFA chapter) where youth participates; FFA Chapters listed by county
- Scrapie Tag ID: goat’s full scrapie tag number, including Flock ID & individual animal number
 example: KSS0045 2991 (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: 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” on *page 17* to add their [YQCA Certificate](#) and [current year’s Declaration Form](#).
7. If this exhibitor has already uploaded their YQCA Certificate and completed Declaration Form, the animal will appear in the exhibitor’s cart. Choose the appropriate option to continue:



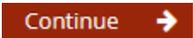
To add another breeding doe (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



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.

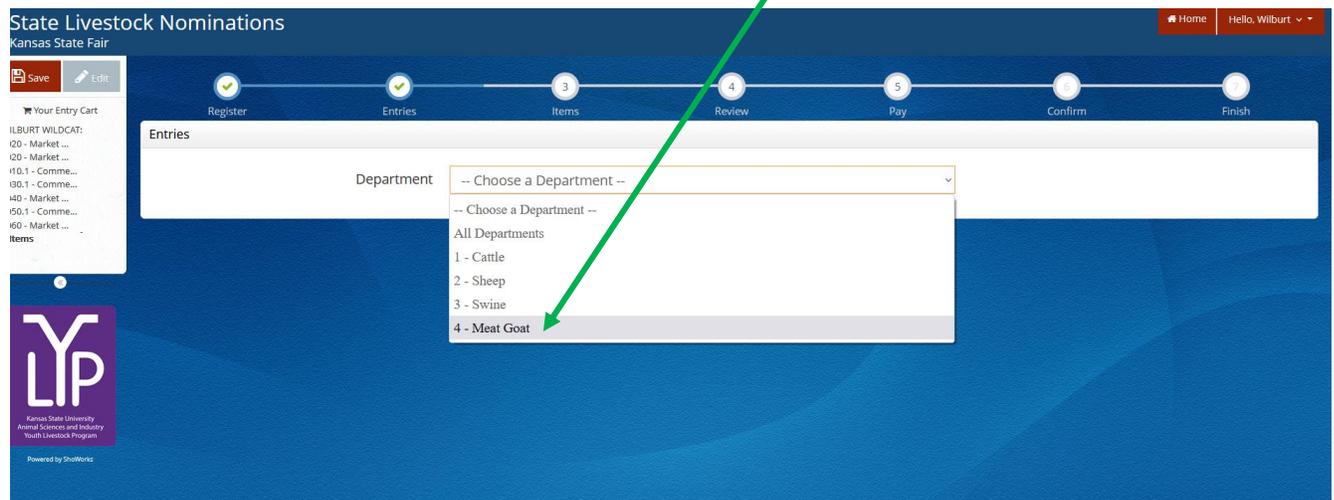
CREATE A MARKET MEAT GOAT NOMINATION

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

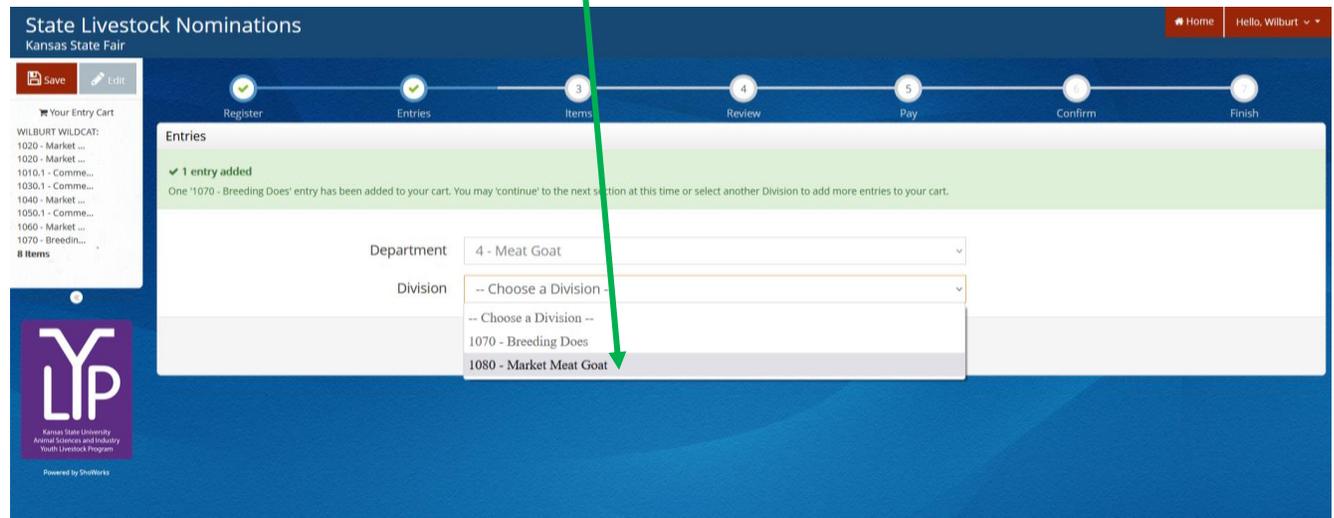
If you would like a doe to be eligible for both the market division and as a breeding doe, enter her under the market meat goat division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under each division). Animals must be submitted under the correct division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



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



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

State Livestock Nominations
Kansas State Fair

Home Hello, Wilburt

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

Entries

Special Instructions:
Market Meat Goat – **READ** before submitting!

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

DUAL NOMINATE DOES USING THE SLIDER CHECKBOX
If you would like a doe to be eligible for the market division and as a breeding doe, enter her under the **market division** and check the “Dual Nomination” box. This saves you from entering her in the system twice. **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.****

- 1.) Submitting this information is for **state livestock nomination** purposes for this animal to be **eligible** for the Kansas State Fair Grand Drive and/or KJLS.
- 2.) Official **show entries must be made separately**, directly through each specific show in which you would like to exhibit: [Kansas State Fair Grand Drive](#) and/or [KJLS](#).
- 3.) A completed, signed, and sealed official **DNA envelope** for market animal being nominated must be postmarked to the KSU Youth Livestock Program by **June 15, 2026** for the nomination to be accepted.
- 4.) If **dual nominating** a doe as both a market meat goat and breeding doe, enter animal under the market division and “check” the “Dual Nom” box. Only one DNA sample needs to be submitted for the doe.
- 5.) All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every eligible exhibitor needs their own account, with animals submitted under their name.

Enter all animals in the system under all kids in the family!

*Only male livestock projects are permitted in all market divisions of KJLS.

**Exhibitors will be prompted to upload their YQCA certificate and Declaration Form for the current year upon adding their first animal to the cart.

***State livestock nominations and the affiliated DNA envelope fees are final and non-refundable.

4. Complete the information for each field.

* required

Department: 4 - Meat Goat

Division: 1080 - Market Meat Goat

Tag ID * 55556

Club * Weber

Scrapie Tag ID * KSS0056 1377

Animal Name Jason

Meat Goat Gender * Wether

Housing Location * At Exhibitor's Primary Address

Dual Nom (Mkt & Com) NO

Add 1 Entry to Cart

Field Descriptions:

- Tag ID: 5-digit visual tag number on the Kansas 4-H EID tag
- Club: county (or FFA chapter) where youth participates; FFA Chapters listed by county
- Scrapie Tag ID: goat’s full scrapie tag number, including Flock ID & individual animal number example: KSS0056 1377 (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.



6. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” on *page 17* to add their [YQCA Certificate](#) and [current year’s Declaration Form](#).

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



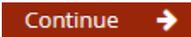
To add another market meat goat (animal in the same department and division), click **gray** “Add similar Entry” in center on the bottom of the page.



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.



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 MEAT GOAT AS A BREEDING DOE AND MARKET MEAT GOAT

1. Enter the animal as a nomination under the market meat goat division, using instructions above.
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 *	55555
Club *	Weber
Scrapie Tag ID *	KSS0035 21150
Animal Name	Gabby
Meat Goat Gender *	Doe
Housing Location *	At Exhibitor's Primary Address
Dual Nom (Mkt & Com)	<input checked="" type="checkbox"/> YES

Add 1 Entry to Cart + -

3. Animal will need added as a nomination entry under ALL 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 females (i.e. gilt nominated as market hog & commercial breeding).
 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). Envelopes are shipped standard USPS mail.
 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
- Expedited Shipping Options – two options available for expedited shipping. Envelopes will be sent Priority with an additional \$10 fee. Delivery is 3-5 days, with tracking. Will overnight DNA envelopes for a \$50 fee, including after the DNA envelope order deadline. Both options available as an “item” to be purchased on same page in system as 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 DNA envelopes a family needs may be ordered under one exhibitor account, but all exhibitors within a family and a parent/legal guardian must sign each DNA envelope for the other children to be eligible to enter and show the animal.
 12. Completed DNA envelopes must be postmarked by the appropriate deadline to be accepted:
 - **May 1** – Market Beef (Steer & Market Heifer)
 - **June 15** – Small Livestock (Swine, Sheep, Meat Goat) & Commercial Heifer

KSU Youth Livestock Program Mailing Address:

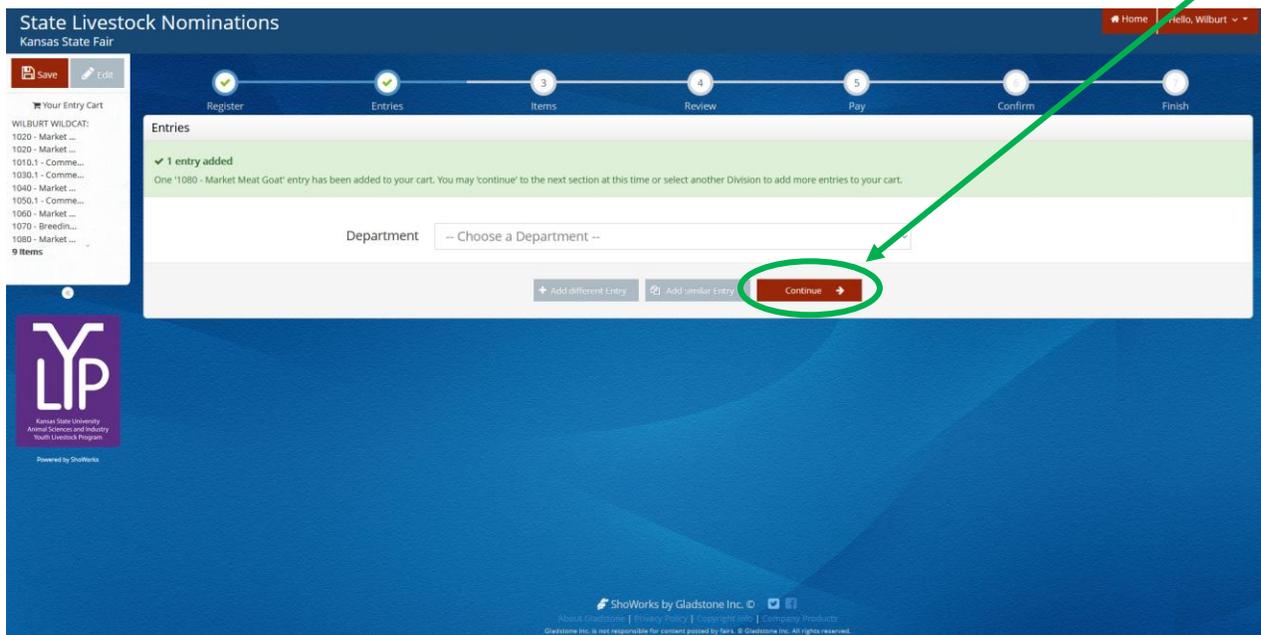
State 4-H/FFA Shows
Kansas State University
214 Weber Hall
1424 Claflin Road
Manhattan, KS 66506

**Include completed and signed DNA envelope for each nominated animal, as well as detailed receipt showing tag numbers, breeds, etc. of animals submitted through ShoWorks for kids.*

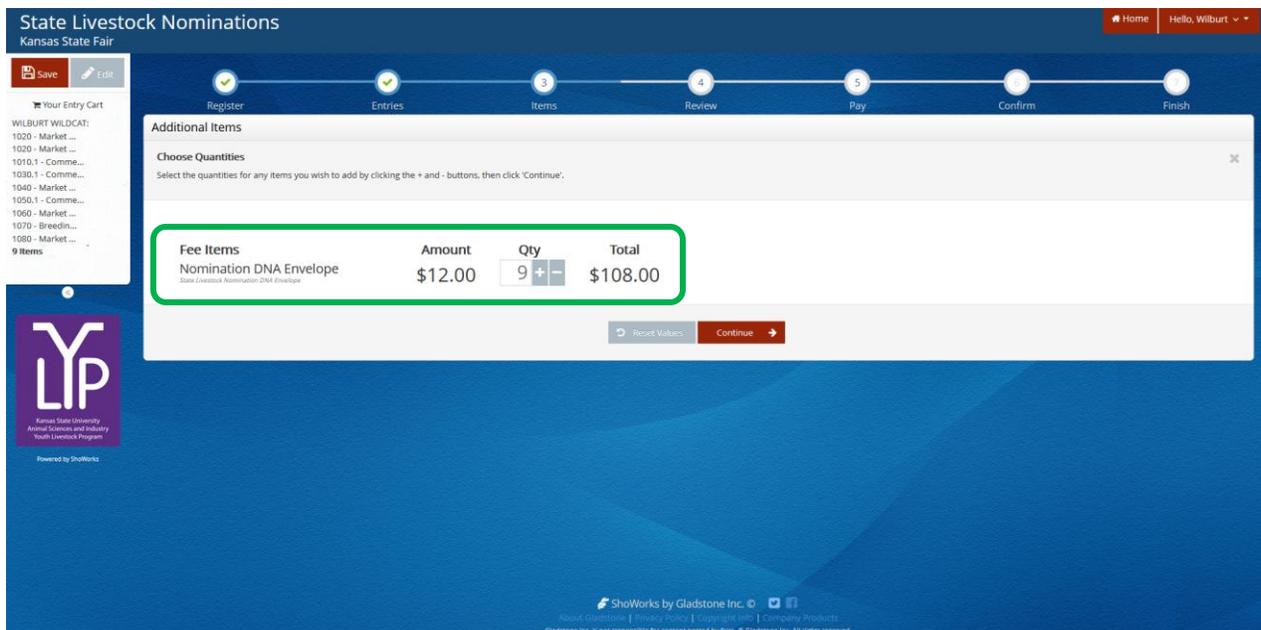
13. Families have two (2) options for logging in to purchase their DNA envelopes:
 - A. Families may submit their nomination data (tag numbers, breeds, secondary ID, etc.) in the system, order, and pay for their envelopes at the end in a single session. **OR**
 - B. Families may create an account for one exhibitor, skip ahead to (3) in the system to order and pay for all of the envelopes for their family. Then, return prior to the deadline to submit the data online for each nominated animal (tag numbers) and exhibitor documents.

SUBMIT LIVESTOCK NOMINATION DATA (TAG NUMBERS) & 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. Exhibitor must have their 2026 YQCA certificate and Declaration Form for this step.
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. Must complete the quantity manually.



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

Save Edit

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

Register Entries Items **4** 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
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		

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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 ...” on the left at the bottom of the page.



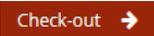
To empty the cart and delete all nominations for the exhibitor, select the gray “Empty Cart” button in the middle on the bottom of the page. This is discouraged, unless no animals should be submitted for the exhibitor. Users will have to start at the beginning to add entries (nominations) for the exhibitor.



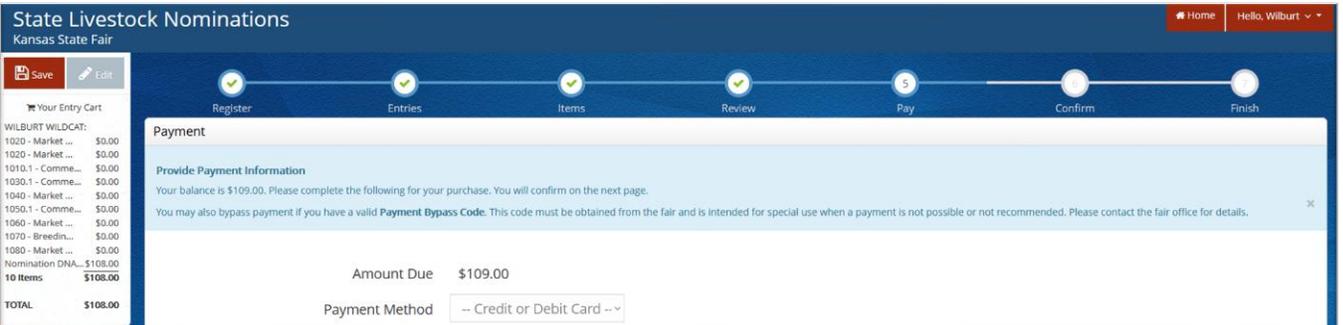
To save the cart, as well as exhibitor information, and return later to complete the process, click the gray “Save this cart for later” button on the middle right bottom of the page.



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', 'Items', and 'Review' are completed, while 'Pay' is the current step. The 'Payment' section displays 'Provide Payment Information' with a balance of \$109.00. A 'Payment Method' dropdown menu is set to 'Credit or Debit Card'. On the left, a 'Your Entry Cart' summary lists items for 'WILBURT WILDCAT' with a total of \$108.00.

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. All state livestock nominations submissions are final.

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. Incomplete nominations not rectified by the established correction deadline will also be ineligible to show and fees forfeited.

The Kansas State Fair, KJLS, and/or KSU Youth Livestock Program are not responsible for late, lost, or misdirected mail.

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

Submit

I 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.

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.

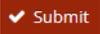
State livestock nominations and purchased DNA envelopes are non-refundable.

Submit

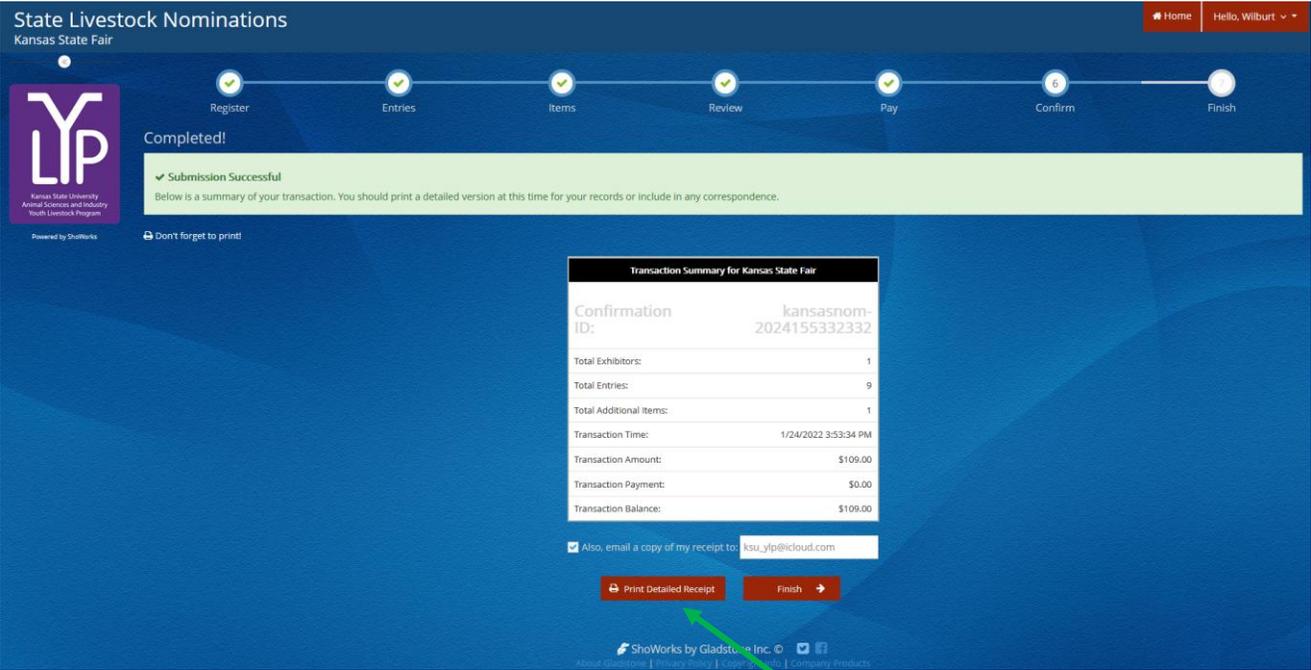
I agree to the above statement (type 'YES' if you agree)

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

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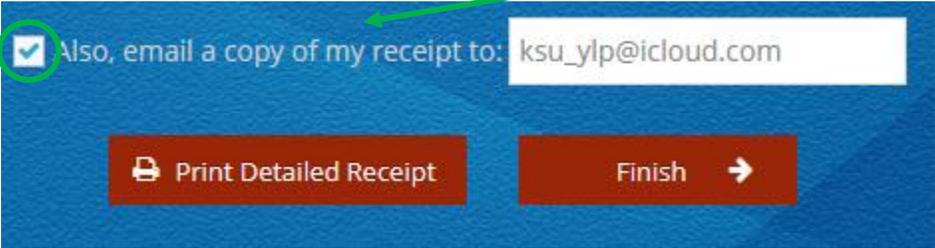
14. Click the  button on the right side of the box.

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



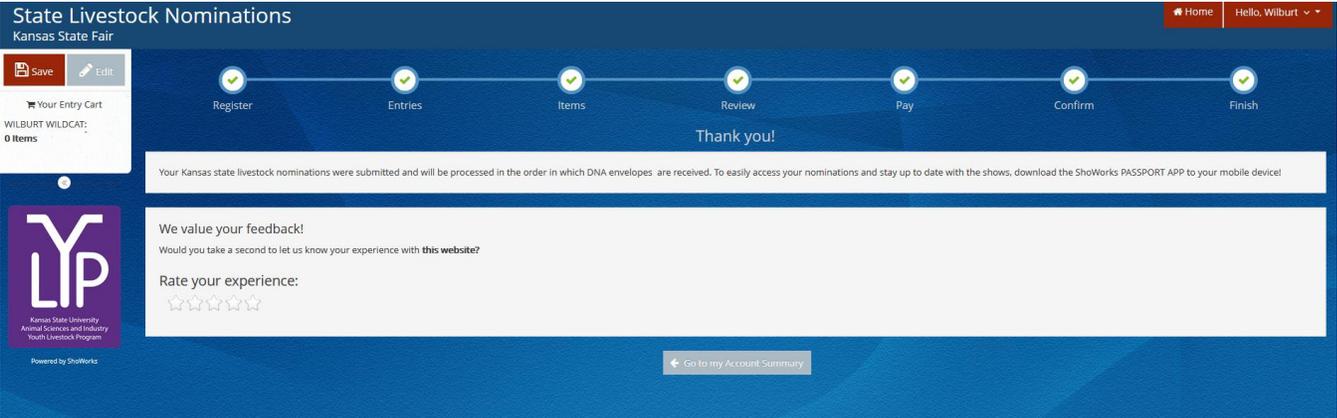
16. Make sure to print a detailed receipt! Click the red “Print Detailed Receipt” button on the bottom left of the page. 

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.



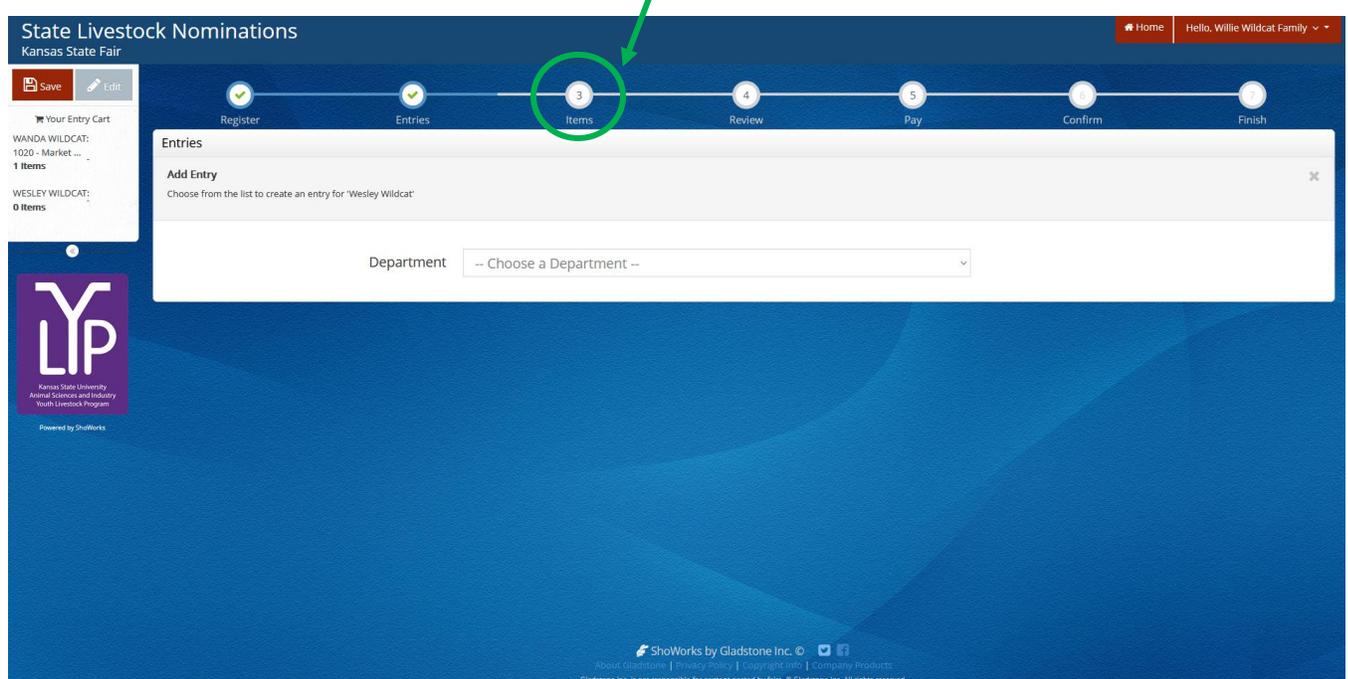
18. Click the  button on the lower right corner of the page. Must click button for email.

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

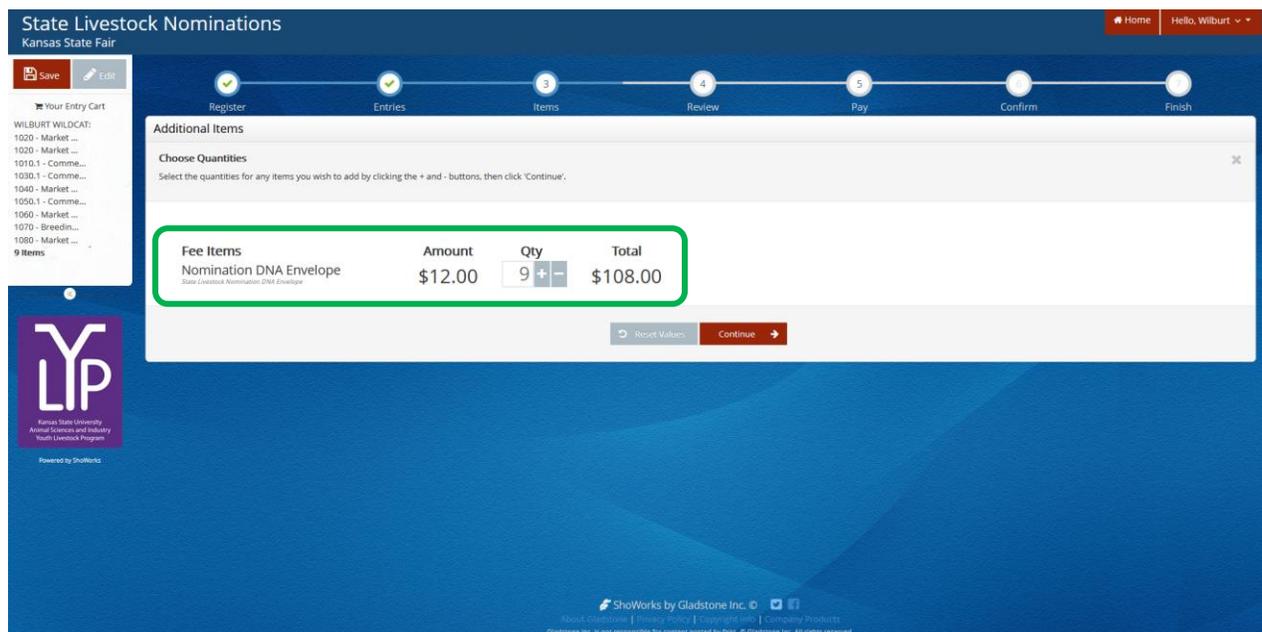


ORDER DNA ENVELOPES NOW & SUBMIT STATE LIVESTOCK NOMINATION DATA (TAG NUMBERS) LATER

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 (including their new YQCA number) 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. You must fill in the quantity manually.



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

Powered by ShowWorks

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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. All state livestock nominations submissions are final.

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. Incomplete nominations not rectified by the established correction deadline will also be ineligible to show and fees forfeited.

The Kansas State Fair, KJLS, and/or KSU Youth Livestock Program are not responsible for late, lost, or misdirected mail.

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

Submit

I 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.

1080 - Market Meat Tag ID: 55556 \$0.00
Goat Club: Weber
Scrapie Tag ID: KSS0035 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.

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

By typing "YES" you agree and are bound by 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.

State Livestock Nominations
Kansas State Fair

Home Hello, Willie Wildcat Family

Register Entries Items Review Pay **6** 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.

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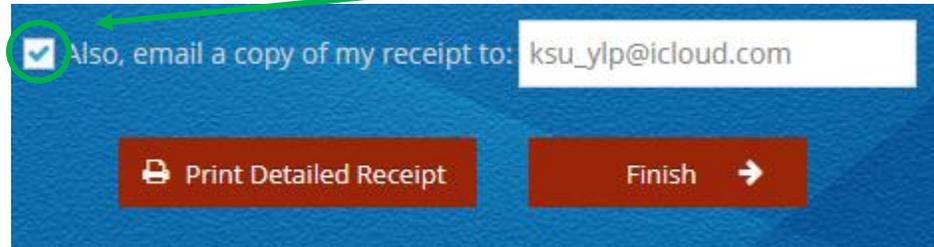
Transaction Summary for Kansas State Fair

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

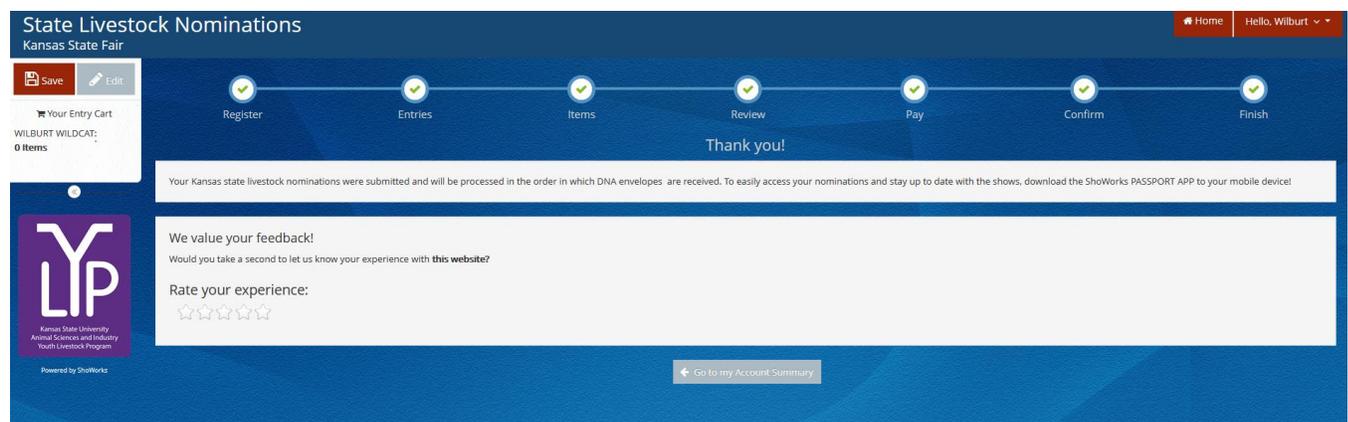
Also, email a copy of my receipt to:

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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. Must click the finish button to trigger the confirmation email to be delivered.
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 (tag numbers, breeds, secondary IDs) 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. Animals must be submitted through the online system before it closes to be eligible. This is also the postmark deadline for signed DNA sample envelopes to be mailed.**

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

18. Certified Mail is highly encouraged and recommended.
19. Late nominations, including online data submission, will not be accepted.
20. State livestock nominations final and affiliated DNA envelope fees 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 10/4/2026)
 - Exhibitors must have a current certificate prior to nomination
 - encouraged to complete training as early as possible
 - ✓ visit www.yqcaprogram.org to register for a training
 - instructions on saving/downloading a YQCA certificate to a mobile or electronic device are posted on both the the YQCA and youth livestock program websites:
 - ✓ [YQCA Certificate Printing Instructions](#)
 - **Declaration Form**
 - Completed 2026 form
 - available on the youth livestock website:
 - ✓ [2026 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
 - complete one form per family, with all exhibitors listed and have all kids sign the form; same completed form should 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. Do NOT begin adding animals to an exhibitor unless their YQCA certificate and Declaration Form are completed, saved, and available for upload.
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 an official 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. There is a \$20 penalty to correct missing or erroneous state livestock nomination information.
 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 that lists tag numbers and breeds with signed 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 for the Kansas State Fair. A progress bar at the top indicates the user has completed steps 1 through 5 (Register, Entries, Items, Review, Pay) and is currently on step 6 (Confirm). A green banner displays a 'Submission Successful' message. Below this is a 'Transaction Summary for Kansas State Fair' table.

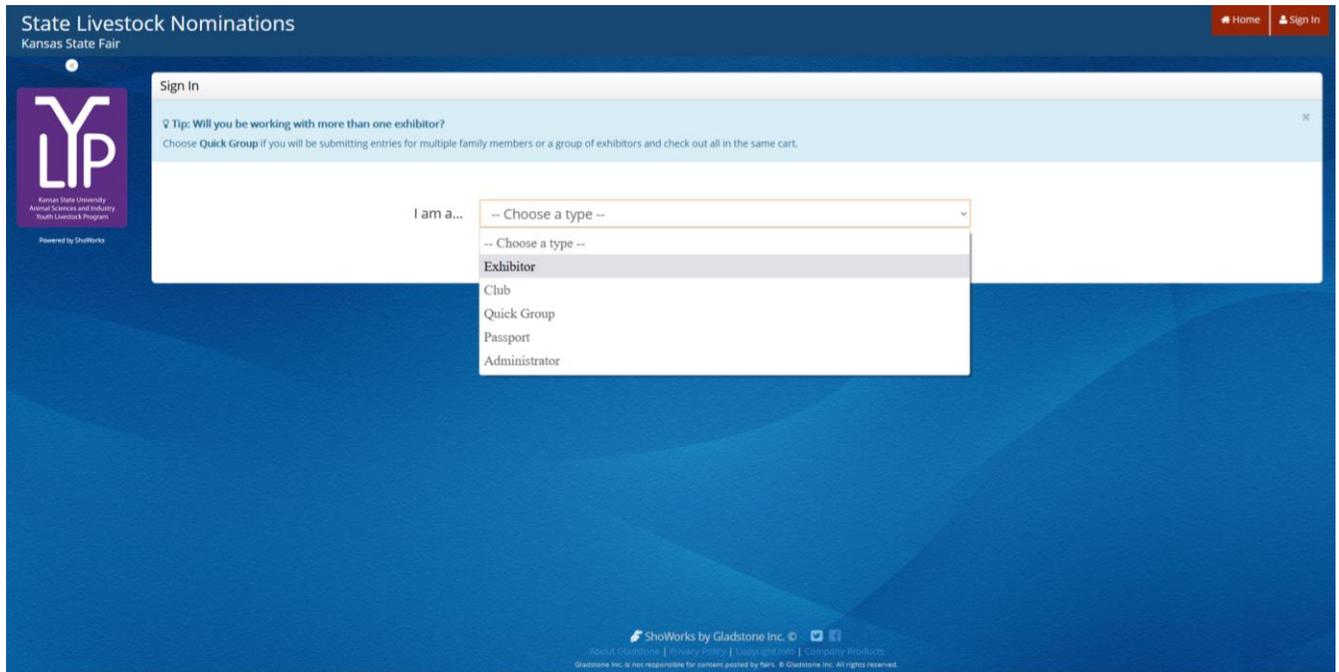
Transaction Summary for Kansas State Fair	
Confirmation ID:	kansasnom-2024165600770
Total Exhibitors:	2
Total Entries:	0
Total Additional Items:	1
Transaction Time:	1/24/2022 4:56:00 PM
Transaction Amount:	\$109.00
Transaction Payment:	\$0.00
Transaction Balance:	\$109.00

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'.

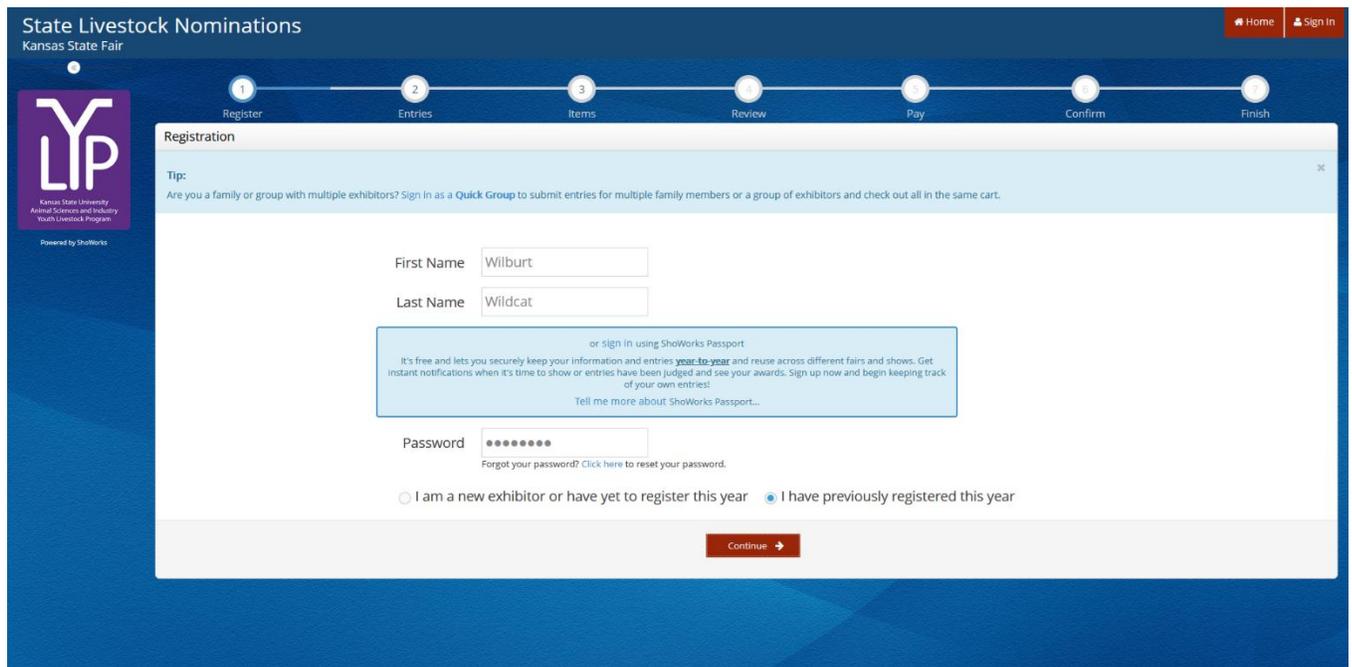
- Click the red “Print Detailed Receipt” button on the bottom left of the page.
- Receive a copy of the receipt via email
 - Check the box next to “Also, email a copy of my receipt to:” and provide a valid email address in the box.

This close-up screenshot highlights the checkbox and text box for email delivery. A green circle is drawn around the checked checkbox, and a green arrow points from the text box to the checkbox. The text box contains the email address 'ksu_ylp@icloud.com'. Below this are the 'Print Detailed Receipt' and 'Finish' buttons.

- 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 appropriate 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. The main content area is titled 'Confirm Registration Information' and contains the following details:

First Name	Wilburt
Last Name	Wildcat
Address	214 Weber Hall
Address 2	
City	Manhattan
State/Prov	KS
Postal Code	66506
County	Weber
Phone	(785) 532-1264
e-mail	ksu_ylp@icloud.com
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
Animal Housing	Animals kept at Exhibitor's Primary Address

- 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. A green arrow points to a button labeled 'View/Print transactions made by this Exhibitor' located at the bottom left of the main content area. The page also includes a 'Create Entries' button on the right and a 'Your Entry Cart' sidebar on the left.

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

The screenshot shows the 'Transactions' section of the State Livestock Nominations web application. A table lists transactions with columns for Confirmation ID, Cart Time, Exhib, Entries, Fees, and Amount. A red circle highlights the 'Receipt' button in the first row. Below the table, there are buttons for 'Review All' and 'Printing List', and a 'Filter Reports by:' dropdown menu.

- 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: 20 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	AA8990	\$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	9FFC30	\$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. An official, 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 # on front of tag). Animal ID = Tag ID.
 - Barcode Sticker (place in box on upper right of envelope; get from extension office)
 - Identifying Animal Information
 - Breed
 - Gender
 - Secondary ID – tattoo, ear notch, full scrapie tag (ex. KSS0035 22105)
 - Family Contact Information
 - Official Family/Household Name
 - Address, City, State, Zip
 - County (where the exhibitors actually 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
 - Example completed DNA envelopes provided below for reference:

K-STATE Kansas Livestock Nomination DNA Hair Sample
 Research and Extension

2021-1000

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_vlp@icloud.com

Exhibitor signature(s): _____ Parent signature: Willie Wildcat

Willow 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 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. Receipt should include the list of animals and tag numbers, etc.
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
Attn: Lexie Hayes
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 that lists tag numbers, breeds, etc.*

4. **Certified Mail is HIGHLY ENCOURAGED AND RECOMMENDED!**

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 envelopes are 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 CLUB, which is the county (4-H members) or FFA Chapter in which they participate.
 - Exhibitors & animal entries are only listed under the account of the “club” selected in ShoWorks during online submission by the family. If the incorrect CLUB is selected, extension agent or FFA advisor cannot approve the nominations.
 - CLUB submitted during nomination is final. Members may not move animals between the organizations after nominations are submitted.
 - FFA Chapters are listed under the county in which they are located to facilitate stalling and ease of locating the appropriate club option.
 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 market beef nominations by midnight of May 1 and small livestock by midnight on June 15.
 5. Families are encouraged to notify their Extension Agent or FFA Advisor upon nomination submission to facilitate approval process.

KANSAS STATE YOUTH LIVESTOCK NOMINATION PROCESS

NOMINATION VERIFICATION

- 
1. Animal nomination 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 for guidance.
 - 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 correct tag numbers and nomination information on file.
 5. Reports will be posted online of nominations received.
 - Link – [Nominated Livestock Reports](#)
 6. Animal nomination entries are final and may NOT be edited once submitted.
 - Requests to correct an error may be submitted to the KSU Youth Livestock Program via email at adhayes@ksu.edu.
 - inaccurate or erroneous information submitted must be rectified by the correction deadline (July 15) to be updated and make animal/exhibitor eligible to show
 - tag numbers submitted in the system and on the DNA envelope are official – double check them before submitting! Families should be standing in the barn looking at the tag when completing the DNA envelope to ensure accuracy.

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](#) (KJLS) 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 educational experience of being involved in a 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 officially enrolled members, designated as active through their respective enrollment system (4HOnline), and have paid their program fee and/or dues. All state nominations must be approved by the local extension agent (4-H) or FFA Advisor (FFA).

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 list all of the animals owned by the family under their exhibitor account in ShoWorks and subsequently exhibit any animal 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/exhibitor account in the online nomination system (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. “Family Nomination” using the online system means that families only pay for one (1) DNA envelope per animal, can list that tag number under all the kids in the family, and have all the kids sign the DNA. Then, any child in the family is eligible to enter and show the animal. 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 original 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 of family KSU Nomination #’s posted online, sorted by county, under the “[Nomination Information](#)” tab.

Where do I send my nomination materials – completed DNA envelopes 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 on a specific date, 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. Do NOT place nomination materials in the general public mail bin or personal mailbox for carrier pickup. Even if the postmark date is met, nominations must be received on campus within a reasonable amount of time to be accepted. Nomination data (tag numbers, breeds, etc.) 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. DNA envelopes must be manually added to the cart on the “Items” page of the ShoWorks system. All envelopes a family needs may be purchased through one exhibitor’s account. Continuing 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. It is no longer necessary to submit payment when the DNA envelopes are mailed to the KSU Youth Livestock Program office, since fees are paid online, in advance. 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. During the show entry process (through the Grand Drive and KJLS show entry links posted on their websites), you will then pay the entry fees directly to that show in order to participate. Only state nominated market animals and commercial breeding females are available for state show entry.

When is the deadline to submit nominations?

May 1 – Market Beef (Steers & Market Heifers)

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

*Nomination deadlines are **ONLINE SUBMISSION & DNA SAMPLE ENVELOPE 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. Nomination materials should not be placed in the general

public mail bin or a personal mailbox for carrier pickup. 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 who meet eligibility requirements. 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 Grand Drive 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*. Online submissions will still close on the posted deadline. 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 of the current year. The deadline for ewes is July 1st. There is NOT a purebred or papered division for meat goats, so ALL meat goats must be nominated to be eligible to show, regardless of breed or gender.

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. There are two options by which youth may obtain their YQCA certification; they may attend an 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 and our creating an account (new families) on the YQCA website. [Visit https://yqcaprogram.org/](https://yqcaprogram.org/) to register for training. Details on obtaining certification, including instructional videos on signing up for training and downloading certificates, are posted on the YQCA website.

7-year-olds – should participate in an instructor-led class with a parent/guardian to obtain their certification. 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 10/4/2026.

Once certified, youth will need to [download a copy of their YQCA certificate](#) from their account. While submitting state livestock nominations online, ShoWorks will require each child's certification number to be entered and prompt exhibitors to upload a copy of their certificate when entering the first animal in the system. 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 completion certificate.

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 “Nomination Information > Nominated Livestock Reports”. Families 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 if they have corrections to make. 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 under each child in the family, 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 state nominations, is incorrect, contact the KSU Youth Livestock Program immediately via email at adhayes@ksu.edu. We will verify the information entered online and cross reference it with the DNA envelope submitted. The original nomination data submitted and written on the DNA envelope is considered final and official.

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

Families who realize a nominated animal has lost its ear tag must contact their 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. However, it must be done through the local Extension Agent or FFA Advisor. All market and commercial breeding animals that arrive on the grounds at a state show must have a valid Kansas 4-H tag in the ear of the animal that exactly matches the nomination information on file 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. Families 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. Each show has their own unique entry link and require entries to be submitted online. 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 (and their animals) 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 independently. When entries are open and being accepted, information will be 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 show(s).*** 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 kjls@kla.org.

 ***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 rules & entries) – Jenn Galloway (620)669-3623 or jenn.galloway@ks.gov
KJLS (rules & entries) – Ryan Higbie (785)817-1350 or kjls@kla.org

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

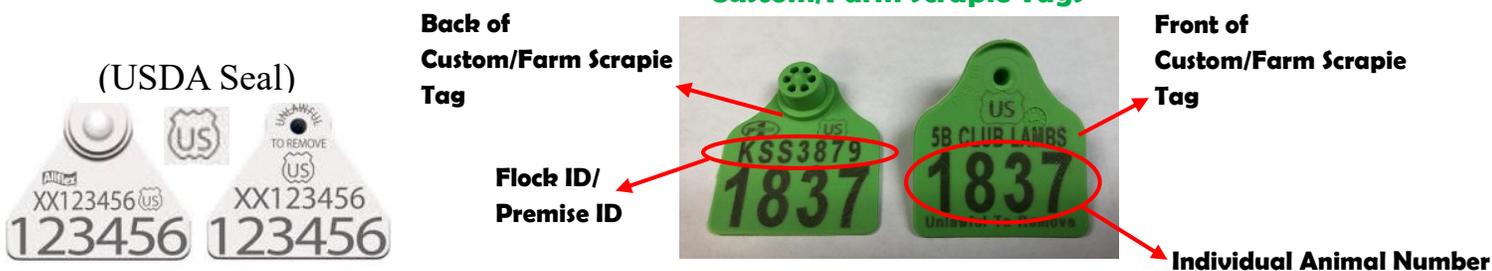
Scrapie is a fatal, degenerative disease classified as a transmissible spongiform encephalopathy that affects sheep and goats. In 2001, USDA initiated an accelerated program to eradicate scrapie from flocks and herds within the United States through the National Scrapie Eradication Program (NSEP). Sheep 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, all 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. The full scrapie tag #, including both parts of the number, is required on all sheep and goat nominations. 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 a 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

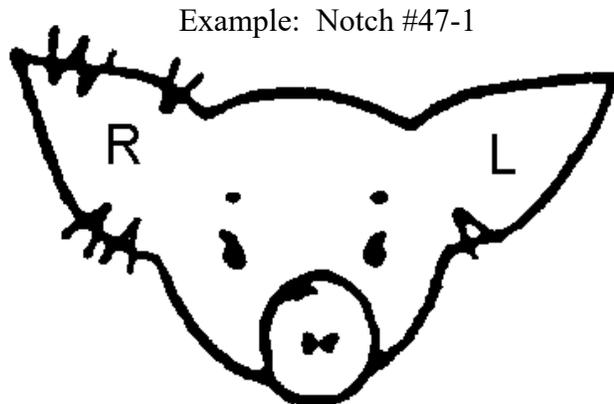
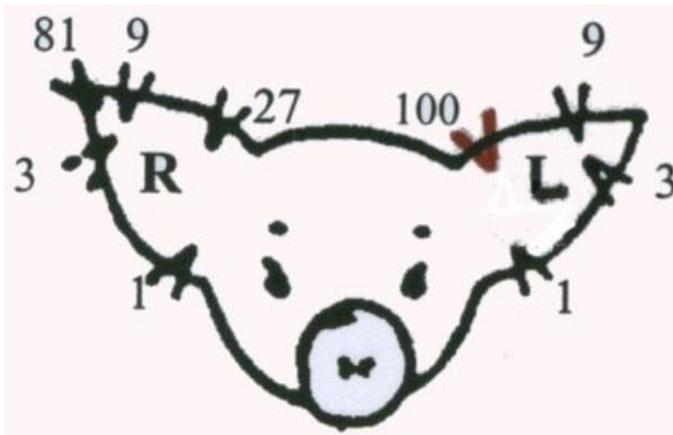
Department	2 - Sheep
Division	1040 - Market Lambs
Breed *	04 Hampshire
Tag ID *	33334
Club *	Weber
Scrapie Tag ID *	KSS0035 16150

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 ear notching section of the [K-State Junior Show Pig Guide](#) by clicking the highlighted title above to be directed to the respective resource. Families may also 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 ear notches in the system, make sure to use a knowledgeable resource or confidant to as a guide. It is **VERY** important that ear notches are submitted correctly for each nominated pig. For purebred hogs, the ear notches must match those listed on the registration papers.

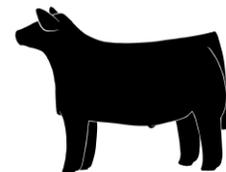
* required

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 – MARKET BEEF

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

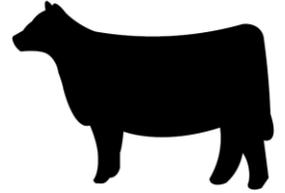


- 1. Locate KSU Family Name & Nomination #**
 - *Returning Families* – use original name and number issued the first year you nominated
 - ✓ [List](#) available on “[Nomination Information](#)” tab of KSU YLP website
 - *New Families* – those nominating for the first time, request one [here](#).
 - ✓ Official KSU Family Name & Number will be emailed in 1-3 business days. Will use this information on nomination and show information in the future.
- 2. YQCA Certificate** – all exhibitors must be YQCA certified and have a valid certificate through 10/4/2026
 - Exhibitors need to complete their [YQCA](#) training as early as possible and download the certificate
 - Certificate must be downloaded and available prior to nominating animals through ShoWorks
 - ✓ must have new number available to order DNA envelopes
 - ✓ system will prompt exhibitor to upload certificate when first animal is added to system
- 3. Get Animal 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
 - ✓ Tag ID for ShoWorks & DNA envelope is 5-digit visual number on Kansas 4-H EID tag
- 4. Exhibitor Information Online** – use state nomination link to submit information – <https://kansasnom.fairwire.com/>
 - All exhibitors must create new account – select “I am new exhibitor...” option to login first time this year
 - ✓ instructions on creating new exhibitor accounts available in Rookie Guide
 - ✓ all youth who will show must have ShoWorks account in their name
 - ✓ may create individual exhibitor account or add new exhibitor account to Quick Group
 - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2026 Declaration Form** – complete all sections and include all signatures
 - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2026 Declaration Form](#)
 - Complete and save form before beginning nominations
 - If you answered “No” for the housing question, must 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
 - ✓ complete one form/family; have all exhibitors in family sign it; upload same form for all kids
 - ✓ **must upload simultaneously with YQCA certificate when first animal is added to the system**
- 6. Purchase & Complete 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. [Instructions](#) on website.
 - All eligible exhibitors in family and a parent/guardian must sign the front of the DNA envelope.
- 7. Animal Nomination Entry Submitted Online through ShoWorks by May 1:** <https://kansasnom.fairwire.com/>
 - Department – Cattle • Division – Market Beef • Breed • Tag ID (Number)
 - Club (exhibitor’s county or FFA chapter) • Animal Gender • Housing Location
 - Make sure visual 4-H tag number in animal’s ear matches Animal ID on DNA and Tag ID in system.
 - **Enter animal nomination under all eligible exhibitors in family. If you have 2 kids, enter animals under both.**
- 8. Mail DNA & Copy of Receipt** – All of the above must be **completed** & DNA **postmarked** by **May 1**.
 - Certified Mail *highly* encouraged and recommended.
 - Include copy of ShoWorks submission receipt (with animals, Tag IDs, etc. listed) with signed DNA envelope(s).

KANSAS STATE YOUTH LIVESTOCK NOMINATION PROCESS

NOMINATION CHECKLIST – COMMERCIAL HEIFER

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

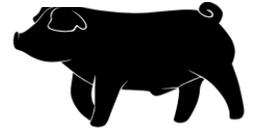


- 1. Locate KSU Family Name & Nomination #**
 - *Returning Families* – use original name and number issued the first year you nominated
 - ✓ [List](#) available on “[Nomination Information](#)” tab of KSU YLP website
 - *New Families* – those nominating for the first time, request one [here](#).
 - ✓ Official KSU Family Name & Number will be emailed in 1-3 business days. Will use this information on nomination and show information in the future.
- 2. YQCA Certificate** – all exhibitors must be YQCA certified and have a valid certificate through 10/4/2026
 - Exhibitors need to complete their [YQCA](#) training as early as possible and download the certificate
 - Certificate must be downloaded and available prior to nominating animals through ShoWorks
 - ✓ must have new number available to order DNA envelopes
 - ✓ system will prompt exhibitor to upload certificate when first animal is added to system
- 3. Get Animal Tagged by June 15** with a Kansas 4-H Electronic Identification (EID) tag
 - ✓ Contact your local extension office if heifer has an existing 840 EID tag upon purchase
 - ✓ Tag ID for ShoWorks & DNA envelope is 5-digit visual number on Kansas 4-H EID tag
- 4. Exhibitor Information Online** – use state nomination link to submit information – <https://kansasnom.fairwire.com/>
 - All exhibitors must create new account – select “I am new exhibitor...” option to login first time this year
 - ✓ instructions on creating new exhibitor accounts available in Rookie Guide
 - ✓ all youth who will show must have ShoWorks account in their name
 - ✓ may create individual exhibitor account or add new exhibitor account to Quick Group
 - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2026 Declaration Form** – complete all sections and include all signatures
 - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2026 Declaration Form](#)
 - Complete and save form before beginning nominations
 - If you answered “No” for the housing question, must 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
 - ✓ complete one form/family; have all exhibitors in family sign it; upload same form for all kids
 - ✓ **must upload simultaneously with YQCA certificate when first animal is added to the system**
- 6. Purchase & Complete 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. [Instructions](#) on website.
 - All eligible exhibitors in family and a parent/guardian must sign the front of the DNA envelope.
- 7. Animal Nomination Entry Submitted Online through ShoWorks by June 15:** <https://kansasnom.fairwire.com/>
 - Department – Cattle
 - Club (exhibitor’s county or FFA chapter)
 - 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 all eligible exhibitors in family. If you have 2 kids, enter animals under both.**
 - Division – Commercial Breeding Heifer
 - Breed – Commercial Breeding Heifer
 - DOB (must be in 2025 for KJLS)
 - Tag (ID) Number
 - Animal Gender
- 8. Mail DNA & Copy of Receipt** – All of the above must be **completed** & DNA **postmarked** by **June 15**.
 - Certified Mail *highly* encouraged.
 - Include copy of ShoWorks submission receipt (with animals, Tag IDs, etc. listed) with signed DNA envelope(s).

KANSAS STATE YOUTH LIVESTOCK NOMINATION PROCESS

NOMINATION CHECKLIST – SWINE

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



- 1. Locate KSU Family Name & Nomination #**
 - *Returning Families* – use original name and number issued the first year you nominated
 - ✓ [List](#) available on “[Nomination Information](#)” tab of KSU YLP website
 - *New Families* – those nominating for the first time, request one [here](#).
 - ✓ Official KSU Family Name & Number will be emailed in 1-3 business days. Will use this information on nomination and show information in the future.
- 2. YQCA Certificate** – all exhibitors must be YQCA certified and have a valid certificate through 10/4/2026
 - Exhibitors need to complete their [YQCA](#) training as early as possible and download the certificate
 - Certificate must be downloaded and available prior to nominating animals through ShoWorks
 - ✓ must have new number available to order DNA envelopes
 - ✓ system will prompt exhibitor to upload certificate when first animal is added to system
- 3. Get Animal 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
 - ✓ Tag ID for ShoWorks & DNA envelope is 5-digit visual number on Kansas 4-H EID tag
- 4. Exhibitor Information Online** – use state nomination link to submit information – <https://kansasnom.fairwire.com/>
 - All exhibitors must create new account – select “I am new exhibitor...” option to login first time this year
 - ✓ instructions on creating new exhibitor accounts available in Rookie Guide
 - ✓ all youth who will show must have ShoWorks account in their name
 - ✓ may create individual exhibitor account or add new exhibitor account to Quick Group
 - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2026 Declaration Form** – complete all sections and include all signatures
 - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2026 Declaration Form](#)
 - Complete and save form before beginning nominations
 - If you answered “No” for the housing question, must 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
 - ✓ complete one form/family; have all exhibitors in family sign it; upload same form for all kids
 - ✓ **must upload simultaneously with YQCA certificate when first animal is added to the system**
- 6. Purchase & Complete 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. [Instructions](#) on website.
 - All eligible exhibitors in family and a parent/guardian must sign the front of the DNA envelope.
- 7. Animal Nomination Entry Submitted Online through ShoWorks by June 15:** <https://kansasnom.fairwire.com/>
 - Department – Swine • Division – Market Hog and/or Commercial Breeding Gilt
 - Breed • Tag ID (Number) • Club (exhibitor’s county or FFA chapter) • Animal Gender
 - [Ear Notch](#) (example: 9-3) • 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 all eligible exhibitors in family. If you have 2 kids, enter animals under both.**
- 8. Mail DNA & Copy of Receipt** – All of the above must be **completed** & DNA **postmarked** by [June 15](#).
 - Certified Mail *highly* encouraged.
 - Include copy of ShoWorks submission receipt (with animals, Tag IDs, etc. listed) with signed DNA envelope(s).

KANSAS STATE YOUTH LIVESTOCK NOMINATION PROCESS

NOMINATION CHECKLIST – SHEEP

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



- 1. Locate KSU Family Name & Nomination #**
 - *Returning Families* – use original name and number issued the first year you nominated
 - ✓ [List](#) available on “[Nomination Information](#)” tab of KSU YLP website
 - *New Families* – those nominating for the first time, request one [here](#).
 - ✓ Official KSU Family Name & Number will be emailed in 1-3 business days. Will use this information on nomination and show information in the future.
- 2. YQCA Certificate** – all exhibitors must be YQCA certified and have a valid certificate through 10/4/2026
 - Exhibitors need to complete their [YQCA](#) training as early as possible and download the certificate
 - Certificate must be downloaded and available prior to nominating animals through ShoWorks
 - ✓ must have new number available to order DNA envelopes
 - ✓ system will prompt exhibitor to upload certificate when first animal is added to system
- 3. Get Animal Tagged by June 15** with a Kansas 4-H Electronic Identification (EID) tag
 - ✓ Contact your local extension office if lamb has an existing 840 EID tag upon purchase
 - ✓ Tag ID for ShoWorks & DNA envelope is 5-digit visual number on Kansas 4-H EID tag
- 4. Exhibitor Information Online** – use state nomination link to submit information – <https://kansasnom.fairwire.com/>
 - All exhibitors must create new account – select “I am new exhibitor...” option to login first time this year
 - ✓ instructions on creating new exhibitor accounts available in Rookie Guide
 - ✓ all youth who will show must have ShoWorks account in their name
 - ✓ may create individual exhibitor account or add new exhibitor account to Quick Group
 - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2026 Declaration Form** – complete all sections and include all signatures
 - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2026 Declaration Form](#)
 - Complete and save form before beginning nominations
 - If you answered “No” for the housing question, must 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
 - ✓ complete one form/family; have all exhibitors in family sign it; upload same form for all kids
 - ✓ **must upload simultaneously with YQCA certificate when first animal is added to the system**
- 6. Purchase & Complete 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. [Instructions](#) on website.
 - All eligible exhibitors in family and a parent/guardian must sign the front of the DNA envelope.
- 7. Animal Nomination Entry Submitted Online through ShoWorks by June 15:** <https://kansasnom.fairwire.com/>
 - Department – Sheep • Division – Market Lamb and/or Commercial Breeding Ewe
 - Breed • Tag ID (Number) • Club (exhibitor’s county or FFA chapter) • Animal Gender
 - [Scrapie Tag ID](#) (example: KSS1234 2311) • Housing Location
 - **Need both parts of number – Flock ID & Individual Animal #*
 - Make sure 4-H tag number in animal’s ear matches Animal ID on DNA and Tag ID in system.
 - **Enter animal nomination under all eligible exhibitors in family. If you have 2 kids, enter animals under both.**
- 8. Mail DNA & Copy of Receipt** – All of the above must be **completed** & DNA postmarked by **June 15**.
 - Certified Mail *highly* encouraged.
 - Include copy of ShoWorks submission receipt (with animals, Tag IDs, etc. listed) with signed DNA envelope(s).

KANSAS STATE YOUTH LIVESTOCK NOMINATION PROCESS

NOMINATION CHECKLIST – MEAT GOAT

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



- 1. Locate KSU Family Name & Nomination #**
 - *Returning Families* – use original name and number issued the first year you nominated
 - ✓ [List](#) available on “[Nomination Information](#)” tab of KSU YLP website
 - *New Families* – those nominating for the first time, request one [here](#).
 - ✓ Official KSU Family Name & Number will be emailed in 1-3 business days. Will use this information on nomination and show information in the future.
- 2. YQCA Certificate** – all exhibitors must be YQCA certified and have a valid certificate through 10/4/2026
 - Exhibitors need to complete their [YQCA](#) training as early as possible and download the certificate
 - Certificate must be downloaded and available prior to nominating animals through ShoWorks
 - ✓ must have new number available to order DNA envelopes
 - ✓ system will prompt exhibitor to upload certificate when first animal is added to system
- 3. Get Animal Tagged by June 15** with a Kansas 4-H Electronic Identification (EID) tag
 - ✓ Contact your local extension office if goat has an existing 840 EID tag upon purchase
 - ✓ Tag ID for ShoWorks & DNA envelope is 5-digit visual number on Kansas 4-H EID tag
- 4. Exhibitor Information Online** – use state nomination link to submit information – <https://kansasnom.fairwire.com/>
 - All exhibitors must create new account – select “I am new exhibitor...” option to login first time this year
 - ✓ instructions on creating new exhibitor accounts available in Rookie Guide
 - ✓ all youth who will show must have ShoWorks account in their name
 - ✓ may create individual exhibitor account or add new exhibitor account to Quick Group
 - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2026 Declaration Form** – complete all sections and include all signatures
 - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2026 Declaration Form](#)
 - Complete and save form before beginning nominations
 - If you answered “No” for the housing question, must 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
 - ✓ complete one form/family; have all exhibitors in family sign it; upload same form for all kids
 - ✓ **must upload simultaneously with YQCA certificate when first animal is added to the system**
- 6. Purchase & Complete 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. [Instructions](#) on website.
 - All eligible exhibitors in family and a parent/guardian must sign the front of the DNA envelope.
- 7. Animal Nomination Entry Submitted Online through ShoWorks by June 15:** <https://kansasnom.fairwire.com/>
 - Department – Meat Goat • Division – Market Meat Goat and/or Breeding Doe
 - Tag ID (Number) • Club (exhibitor’s county or FFA chapter) • Animal Gender
 - [Scrapie Tag ID](#) (example: KSS1234 2311) • Housing Location

**Need both parts of number – Flock ID & Individual Animal #*

***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 all eligible exhibitors in family. If you have 2 kids, enter animals under both.**
- 8. Mail DNA & Copy of Receipt** – All of the above must be **completed** & DNA **postmarked** by [June 15](#).
 - Certified Mail *highly* encouraged.
 - Include copy of ShoWorks submission receipt (with animals, Tag IDs, etc. listed) with signed DNA envelope(s).

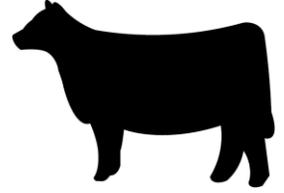
KANSAS STATE YOUTH LIVESTOCK NOMINATION PROCESS

NOMINATION CHECKLIST – DUAL NOMINATED HEIFER

I have a heifer that I would like to dual nominate as BOTH a commercial breeding heifer AND a market heifer, what do I submit?

**No market heifer division available at KJLS; only state fair.*

***All heifers must be shown in the breeding division at KJLS.*



- 1. Locate KSU Family Name & Nomination #**
 - *Returning Families* – use original name and number issued the first year you nominated
 - ✓ [List](#) available on “[Nomination Information](#)” tab of KSU YLP website
 - *New Families* – those nominating for the first time, request one [here](#).
 - ✓ Official KSU Family Name & Number will be emailed in 1-3 business days. Will use this information on nomination and show information in the future.
- 2. YQCA Certificate** – all exhibitors must be YQCA certified and have a valid certificate through 10/4/2026
 - Exhibitors need to complete their [YQCA](#) training as early as possible and download the certificate
 - Certificate must be downloaded and available prior to nominating animals through ShoWorks
 - ✓ must have new number available to order DNA envelopes
 - ✓ system will prompt exhibitor to upload certificate when first animal is added to system
- 3. Get Animal Tagged by May 1** with a Kansas 4-H Electronic Identification (EID) tag
 - ✓ Contact your local extension office if heifer has an existing 840 EID tag upon purchase
 - ✓ Tag ID for ShoWorks & DNA envelope is 5-digit visual number on Kansas 4-H EID tag
- 4. Exhibitor Information Online** – use state nomination link to submit information – <https://kansasnom.fairwire.com/>
 - All exhibitors must create new account – select “I am new exhibitor...” option to login first time this year
 - ✓ instructions on creating new exhibitor accounts available in Rookie Guide
 - ✓ all youth who will show must have ShoWorks account in their name
 - ✓ may create individual exhibitor account or add new exhibitor account to Quick Group
 - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2026 Declaration Form** – complete all sections and include all signatures
 - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2026 Declaration Form](#)
 - Complete and save form before beginning nominations
 - If you answered “No” for the housing question, must 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
 - ✓ complete one form/family; have all exhibitors in family sign it; upload same form for all kids
 - ✓ **must upload simultaneously with YQCA certificate when first animal is added to the system**
- 6. Purchase & Complete DNA Envelope**
 - Purchase online by **April 20** via ShoWorks (payment of nomination fee). Non-refundable.
 - Only need (1) envelope/animal.
 - Collect DNA hair sample – hair must be pulled, not cut. Obtain at least 40 follicles. [Instructions](#) on website.
 - All eligible exhibitors in family and a parent/guardian must sign the front of the DNA envelope.
- 7. Animal Nomination Entry Submitted through ShoWorks by May 1:** <https://kansasnom.fairwire.com/>
 - **Submit heifer under both market beef and commercial breeding heifer divisions in the ShoWorks system.*
 - Department – Cattle • Division – Market Beef & Commercial Breeding Heifer • Breed • DOB
 - Club (exhibitor’s county or FFA chapter) • Tag ID (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 (tag number).
 - **Enter animal nomination under all eligible exhibitors in family. If you have 2 kids, enter animals under both.**
- 8. Mail DNA & Copy of Receipt** – All of the above must be **completed** & DNA **postmarked** by **May 1**.
 - Certified Mail *highly* encouraged.
 - Include copy of ShoWorks submission receipt (with animals, Tag IDs, etc. listed) with signed DNA envelope(s).

KANSAS STATE YOUTH LIVESTOCK NOMINATION PROCESS

NOMINATION CHECKLIST – REGISTERED BREEDING FEMALES

I have a registered breeding heifer, registered breeding ewe, or pedigreed/purebred registered 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.
- The state livestock nomination process is for market animals and commercial breeding females youth exhibitors would like to be eligible to enter and show in the Kansas State Fair Grand Drive and/or KJLS.
- 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 to the 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 Registered Breeding gilts. Exhibitor's need to submit their entries online and pay the entry fees by the show deadline. Show entry links and information may be found on each show's respective website and social media platforms.
- Registered Heifers, Registered Breeding Ewes, and Pedigreed/Purebred Registered Breeding gilts **do not** need to submit DNA hair samples, or be nominated through the online nomination system.
- Pedigreed/Purebred Registered Breeding Gilts need to be tagged with a Kansas 4-H EID tag to exhibit at KJLS.

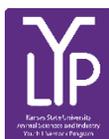
Mail DNA envelopes and copy of online nomination receipt with list of animals submitted to:

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/grand-drive1>

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



KANSAS STATE YOUTH LIVESTOCK NOMINATION PROCESS



2026 UPDATES



CREATE NEW ACCOUNT FOR ALL EXHIBITORS

All exhibitors will need to select “I am a new exhibitor” and create a new exhibitor account through ShoWorks this year. Even if the young person has nominated in previous years, a new account needs to be created at the beginning of 2026. The only exception is those who will be using the Passport App. Families will need their official KSU Family Name and Nomination #, as well as the new YQCA certification number to create an exhibitor’s account. This information is posted via the KSU Family Nomination Name and Number List posted on the [Nomination Information](#) page of the website.

Reminder – **all exhibitors** who plan to show **need their own ShoWorks exhibitor account**. Animals must be nominated under each child a family would like to be eligible to enter and exhibit that animal. It is highly encouraged to submit all animals under all kids. Families who have two (2) kids and three (3) animals should enter all three (3) animals under each child’s ShoWorks account during nomination. Then, either child may enter the animal for a state show.

ORDER OFFICIAL DNA ENVELOPES IN ADVANCE

Families will need to purchase official DNA envelopes online through ShoWorks, for each animal in which they plan to nominate. Envelopes that were purchased in 2022 – 2025 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 provide a place for the barcode sticker, which families need to request from their local extension office. Everyone is encouraged to order DNA envelopes as early as possible. The deadline to order DNA envelopes is **10 days prior** to the nomination deadline for each specie:

Market Beef – April 20

Small Livestock & Commercial Heifers – June 5

EXPEDITED SHIPPING OPTIONS

There is a new option this year for families to pay an additional \$10 for Priority Shipping of DNA envelopes. Priority Shipping provides an estimated 3-5 day delivery through USPS and tracking. There is also a \$50 option for overnight shipping via FedEx. Orders will continue to be filled a few days after the DNA envelope order deadline, but families must pay the \$50 expedited shipping fee to have them overnighted. This is in addition to the cost of each DNA envelope.

DNA envelope orders will continue to be shipped using standard USPS mail at no additional cost. The above are optional for expedited shipping. DNA envelopes may also be picked up in-person from the KSU Youth Livestock Program Office the next business day after placing the order online.

4-H COUNTY AND FFA CHAPTERS AVAILABLE UNDER CLUB DROP-DOWN LIST

Each exhibitor must select the “CLUB” in which they participate and intend to show. For 4-H members, this is their local **county**. FFA Chapters are available in the system under the county in which they are located. It is vitally important families select the appropriate “Club” for each exhibitor.

USE CHECKBOX UNDER MARKET DIVISION FOR DUAL NOMINATED FEMALES

Exhibitors will continue to have the 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 both the market and commercial breeding division). Dual nomination means the animal is eligible to be entered by an exhibitor in either division for the Grand Drive and/or KJLS. The decision will be made during show entry. Livestock may only be shown in one division.

KANSAS STATE FAIR GRAND DRIVE CHANGES

Hair Sheep have been added to both the market and breeding divisions of the Kansas State Fair Grand Drive. Refer to the 2026 [Grand Drive](#) rules and schedule for more information.

KJLS CHANGES

Landrace and Chester White are new swine breeds in the market and breeding divisions of KJLS. Gelbvieh has also been added to the breeding heifer show. The minimum weight for market goats will be 50 pounds. The shows will be full fit beginning this year. Several scheduling changes will also be implemented. Refer to the 2026 [KJLS](#) rules and schedule for more information.

2026 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 the Grand Drive. **KJLS:** 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 by June 15.
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 Breeding 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 2026 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 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. All heifers must be shown in the breeding division 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 2026



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 of the current show year.

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)

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, regardless of the type of training they select, in order to obtain a certification number. The registration process includes enrolling the youth in a course, paying the fee, and completing the class. The YQCA program transitioned to a new platform in March of 2022; families need to visit the new website and create a new family account if they have not previously done so. Returning families will login using the credentials for their current account and register the appropriate individuals.

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. Youth will need to complete the post-test through their YQCA user account immediately following the class. Certificates may be downloaded to a computer or mobile device.

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MEMO

Date: March 1, 2026

To: Kansas Youth Livestock Families

From: Lexie Hayes, KSU Youth Livestock Program Coordinator

RE: YQCA Requirement for Kansas State Fair Grand Drive & KJLS

As we enter a new year, it is important to understand one of the requirements for those who plan to participate in the Kansas State Fair Grand Drive and/or KJLS. **ALL exhibitors are required to complete Youth for the Quality Care of Animals (YQCA) certification to be eligible for either show in 2026.** The requirement was initiated in 2019 and will be continued for the foreseeable future. This applies to market animal exhibitors, those showing commercial breeding animals, and youth showing registered purebred breeding animals (papered heifers, gilts, ewes).

The YQCA program is a national, multi-species youth livestock quality assurance program available for youth 8-21 years of age. The program focuses on food safety, animal well-being, and character development. *This is an annual training*, as the learning modules change each year. The curriculum grows with young people as they advance through the program. Below are some details about the program and how youth can obtain their certification. Families are also encouraged to communicate with their local extension unit regarding course options available at the local level.

All families who have youth seeking certification will need to login to their user account through the [YQCA](#) program website to register for training, regardless of the delivery method selected. Those who will be certifying for the first time need to create an account on the platform. Being officially registered through the website is the only way a child can be issued a certification number and official certificate upon completion of the training. All Kansas families with youth who need certification should navigate to the YQCA website, click the blue "Sign In/Register" button on the right side of the screen to create a user account or sign in if an account was created previously. Those who register youth in a course need to make sure they select the 4-H or FFA member's name from the drop-down menu. Otherwise, the correct child's name will not appear on their certificate and extension agents, FFA advisors, and show officials may not be able to validate certification status. **All youth need to use their age as of January 1** and will have to pay for their course during the online registration process.

Certification Options:

- ✓ **Instructor-led Training** - \$3/child – face-to-face class taught by certified instructor. Class will be at least 60-minutes in length.
- ✓ **Online Course** - \$12/child – youth complete age specific knowledge builders, skills labs, and quizzes online at their convenience. Must be completed on a computer with high speed internet access; Google Chrome is encouraged for best compatibility.
- ✓ **Test-out Exam** – It is only available online for 12 and 15-year-olds (first year of the intermediate and senior age divisions). Youth have one opportunity to pass a 50-question exam.



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Families will still have to pay the annual fee for certification for the entire age bracket if the child tests out, which is \$36 for a 12-year-old and \$48 for a 15-year-old. A young person who does not pass will be prompted to complete the annual training through registering for an instructor-led class or the online course.

- ✓ **7-year-olds** – the YQCA board has provided an option for 7-year-old exhibitors to obtain certification. They should attend an instructor-led course with a parent/guardian. Youth who need a web-based option should contact their local extension unit. Participating in a training via Zoom, Skype, Teams, or other virtual means is not acceptable. The YQCA requirement for 7-year-olds exhibiting at KJLS went into effect in 2021 and will continue in the future.

Exhibitors who state nominate animals will upload a copy of their YQCA certificate into ShoWorks when they submit the first animal of their nominations. A valid number will be required by at least one child in the family to place an order for DNA envelopes. Youth who will only exhibit purebred registered breeding females (which are not nominated), will submit their YQCA number as part of the online entry process when they actually enter each respective show.

Abbreviated step-by-step instructions to register for a YQCA class are provided at the end of this memo. An informational flyer about this requirement may be found on the [KSU Youth Livestock Program website](#), under the [YQCA tab](#). The YQCA staff has also released [Help Docs](#) and instructional [videos](#) to guide families through creating an account, registering youth, completing the training, and [downloading their certificate\(s\)](#). These resources are all shared on the KSU YLP website, linked above.

Certificate - after youth have completed their training, families need to log back into the [YQCA](#) site to access their certification number(s) and certificate(s), using the same procedure they did to register for the class. The certificate(s) may be printed, as well as downloaded to any device. Saving it to multiple devices will ensure families are prepared to upload each child's certificate during the online nomination submission process. There is an option to email a copy to yourself or a trusted individual and several families have found taking advantage of this option to be beneficial. Families are responsible for managing their own YQCA certification and certificate(s) – a child's number and expiration date may be found on the certificate.

We look forward to this continuing to being a great additional educational opportunity for youth involved in livestock projects. Learning to appropriately manage animals while providing a safe, wholesome, and high quality product for consumers is an important aspect of being involved in the livestock industry.

If you have questions about youth completing the YQCA training, please contact your local extension office, or myself at adhayes@ksu.edu or 785-532-1264.



K-STATE
Research and Extension

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**Kansas State University
Agricultural Experiment
Station and Cooperative
Extension Service**

Kansas State University, County Extension
Councils, Extension Districts, and U.S.
Department of Agriculture Cooperating.

YQCA Registration Instructions:

1. Visit <https://yqcaprogram.org/>.
2. Click the blue "Register/Sign In" button in the upper right-hand corner of the page.
3. Validate account and review data sharing information.
 - a. closely review data sharing information as this impacts how a child's name appears on certificates and verification reports than may be requested by extension professionals, FFA advisors, or show/fair officials.
4. Parents/Guardians need to submit their DOB and information to set up a family account.
5. Create user account.
6. Select the blue "Add Child" button to add youth to the user (family) account.
7. Confirm data sharing consent options for each child.
8. Select course (listed by age in course list).
9. Choose the blue "Add to Cart" button for course type in which the child should be enrolled.
 - a. Web-Based is top option (\$12) in age-specific course selection box.
 - Select the yellow "Proceed to Buy" button.
 - Enter payment information.
 - From purchased courses, select green "Take Course" button.
 - Confirm appropriate child from drop-down list.
 - b. Instructor-Led is bottom option (\$3) of age-specific course selection box.
 - Select appropriate child's name as "participant" under drop-down list.
 - Chose "Kansas" under state list.
 - Click white "Select Training" button to view all trainings offered in the state of Kansas.
 - Chose the blue "Select" button for the appropriate course.
 - Click the blue "Add" button at the bottom of the window.
 - Add more trainings for additional children, or complete payment information.
 - c. Test-out options are listed at the bottom of the course list for those who are eligible. Youth must be in the first year of the age division to be eligible (only 12 and 15-year olds).
10. Families will return to the YQCA website, sign in, and have youth complete post-course survey to access course certificate(s).

Sincerely,

Lexie Hayes
Extension Assistant
Youth Livestock Program Coordinator
Department of Animal Sciences & Industry
Kansas State University
adhayes@ksu.edu
785-532-1264

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:

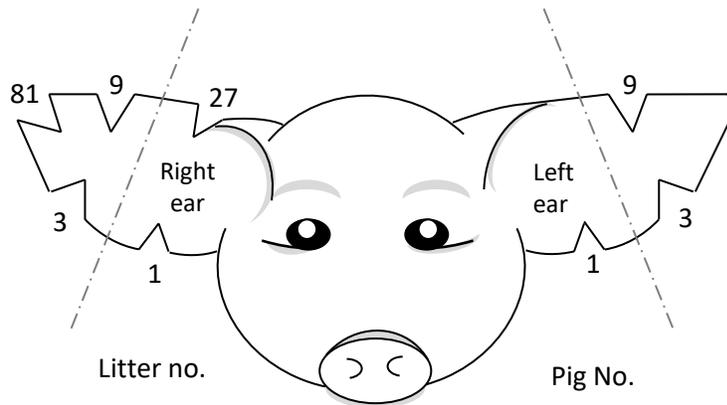
Willie Wildcat

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.



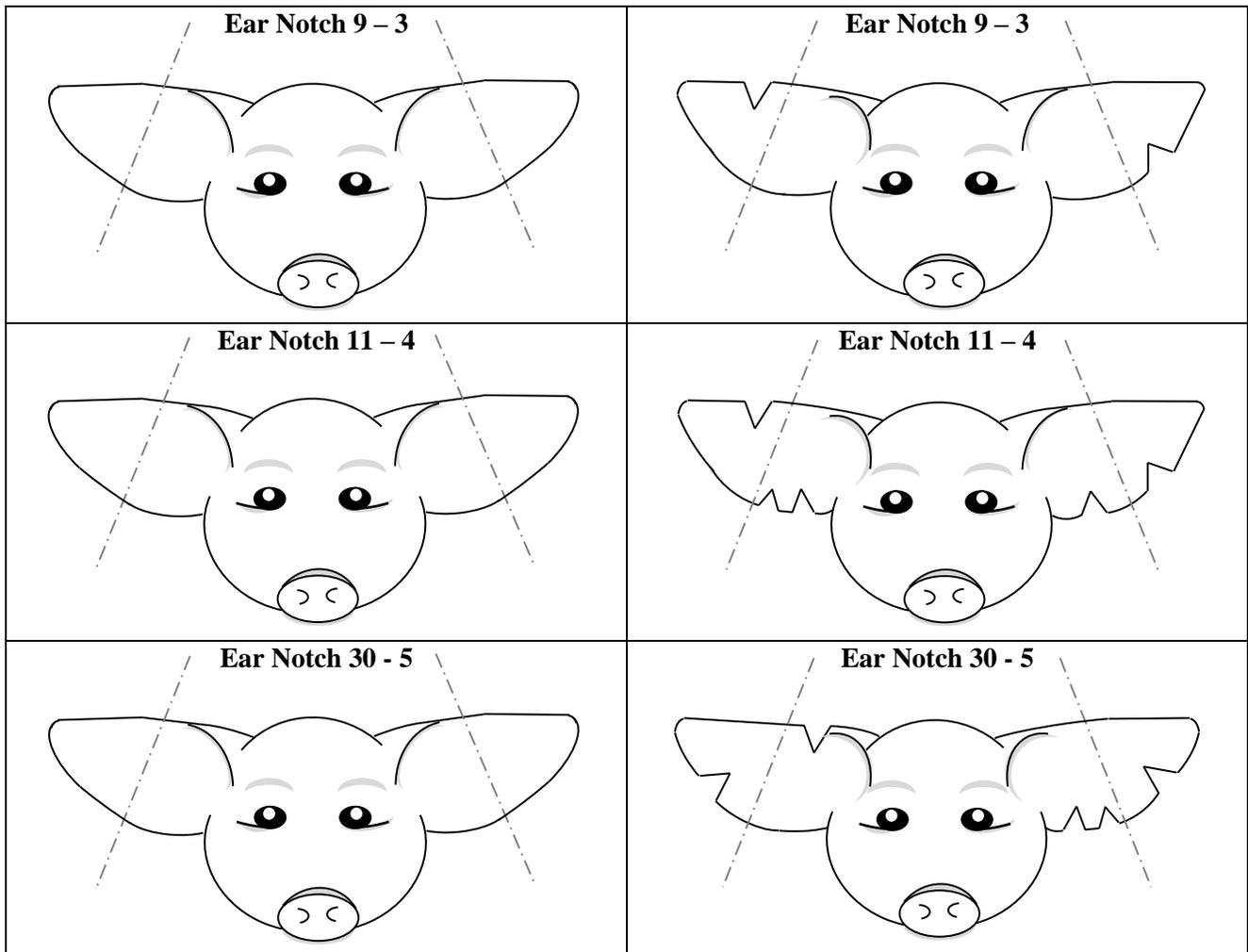
Universal Ear Notching System

Dr. Joel DeRouchev, Kansas State University



The Universal Ear Notching System is the standard way to permanently identify swine. This is generally completed during the first week after farrowing while the pigs are still small and easy to handle.

The pig's right ear is the litter ear and the pig's left ear is the individual pig number in the litter.



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

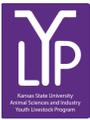
Flock ID/
Premise ID

Individual Animal Number

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



KANSAS STATE LIVESTOCK 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/>



State Livestock Nomination Online Portal Link (ShoWorks)

<https://kansasnom.fairwire.com/>



Kansas State Youth Livestock Program

@ksuylp



Kansas State Fair (Grand Drive) Page

<https://www.kansasstatefair.com/p/competitions/grand-drive1>



Kansas Junior Livestock Show (KJLS) Website

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



Contact Information:

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