ORDER DNA ENVELOPES NOW & SUBMIT STATE LIVESTOCK NOMINATION DATA LATER

1. Create an account for at least one exhibitor within the family, or create a quick group. Refer to instructions in the “Creating a ShoWorks Account” section.

2. After confirming the registration information for the exhibitor, skip ahead in the system by clicking the (3) “Items” button at the top of the page.

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

4. Click on the bottom right side of the page.
5. Review the items in the cart.

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.
9. Read the statement.

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

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

12. The confirmation page will appear. A green “Submission Successful” message indicates the order was submitted.
13. Make sure to print a detailed receipt! Click the red “Print Detailed Receipt” button on the bottom left of the page.

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

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

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

17. Make sure to return to the ShoWorks system as soon as possible to submit the state livestock nomination data for each animal! Waiting until the last minute could lead to technical difficulties. Submissions must be received by 5:00PM on the appropriate deadline to be accepted. This is also the postmark deadline.
   - May 1 – Market Beef (steers & market heifers)
   - June 15 – Small Livestock (swine, sheep, meat goat) & Commercial Heifers

18. Certified Mail is highly encouraged.

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

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