

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 2024 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

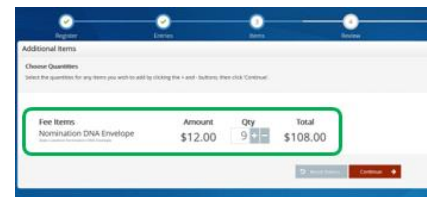
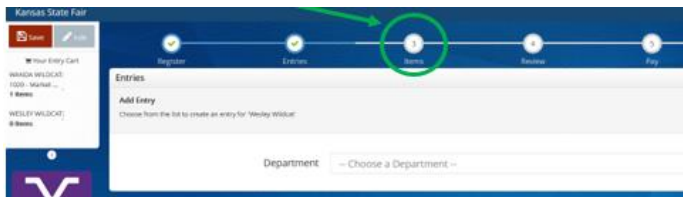
- **Returning Exhibitors** – use existing account from last year – will need exact exhibitor name and password
 - ✓ Forgot Password? – use password reset or contact [KSU YLP](#); DO NOT create a new account!
 - ✓ KSU Family Name & Nomination Number – use original name and number assigned when you nominated for the first time. [List](#) posted here on the “[Nomination Information](#)” page of the website.
- **New Exhibitors** – create a new account; every exhibitor who plans to nominate animals and show at KSF Grand Drive or KJLS needs an account. [YOCA](#) 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 2023 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 Option – option available to have them overnighted for \$50 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 2024 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.) 2024 YQCA certificate – instructions to download – [Step-by-Step PDF](#) – [Video](#)
 - 2.) 2024 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
c/o State 4-H/FFA Shows
Attn: Lexie Hayes
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Manhattan, KS 66506

CONTACT INFORMATION

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