Kansas Youth Livestock State Nomination Process Rookie Guide

Kansas State Youth Livestock Nomination Process
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K·STATE
Research and Extension

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March 1, 2024

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

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

<u>Nomination Deadlines:</u>
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 displayed on an envelope is the best method to determine DNA Envelopes were submitted by the deadline. They also must be ordered in advance, so it is imperative families plan ahead. Envelope orders will close on **April 20** for market beef and **June 5** for small livestock and commercial heifers. The online system (ShoWorks) will also automatically close at 5:00PM on the nomination deadline. Late nominations will not be accepted. Any animals that are not in the ShoWorks system and/or DNA samples that are dated after May 1, 2024 (market beef) or June 15, 2024 (all other species) will be returned and those animals will not be eligible to exhibit in the Kansas State Fair Grand Drive or KJLS. 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 show.

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

Sincerely,

Lexie Hayes

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

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.

K-State Research and Extension is an equal
opportunity provider and employer.

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
	(Market & Breeding)
	Commercial Heifer Nominations Due Online & DNA Postmarked
	Registered Breeding Heifer Papers in Exhibitor's Name
	Registered Breeding Gilt Papers in Exhibitor's Name
July 1	**Registered Breeding Ewe Papers in Exhibitor's Name**
July 15	**Kansas State Fair Grand Drive Entry Deadline**
July 25	**Kansas State Fair Grand Drive Late Entry Deadline**
August 15	**KJLS Entry Deadline**
August 25	**KJLS Late Entry Deadline**
Sept. 6 - 8	**Kansas State Fair Grand Drive**
Sept. 27 - 29	**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.

http://bit.ly/ksunominations   https://www.kansasstatefair.com/p/competitions/grand-drive-25th-anniversary   http://www.kjls.net/

2024 Kansas State Youth Livestock Nomination Guidelines

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

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

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

What are the nomination dates?
May 1 - Market Steers and Market Heifers
June 15 - Commercial Heifers, Market Lambs, Commercial Ewes, Market Hogs, Commercial Gilts, and ALL Meat Goats
(Market Goats, Commercial Does, and Registered Does)

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

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

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

Is a Nomination the same as an entry for the show? <u>NO</u>! You must first nominate your animal in order to declare that you own, possess and care for them. Then, you must actually enter that animal for the show following the specific entry processes set forth by the Kansas State Fair (KSF) and Kansas Junior Livestock Show (KJLS). You must do both of these things in order to show. *Both 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 the DNA sent to the KSU Youth Livestock Program office. However, the entries for KSF and KJLS are managed by those respective Livestock Show offices.*

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

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

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

Youth Livestock Program · Kansas State University
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Kansas State Youth Livestock Nomination Process
Step-By-Step Guide

Step 1 - Tagging

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

Step 2 - Submit 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. *Returning exhibitors* should *use* their *existing account/password* from last year. 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 10/1/2024). Each specie has unique identifying information that must be submitted. Users cannot advance through the system without completing the required fields. Exhibitors are also highly encouraged to use the updated Rookie Guide and checklist that outline the nomination requirements for each specie. These materials may 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. 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 (with list of animals, tag numbers submitted in the system) to K-State by the postmark deadline. Certified mail is highly encouraged and suggested. Postmark deadlines are strictly enforced: *May 1* - Market Beef; *June 15* - Market Sheep, Commercial Ewes, Market Hogs, Commercial Gilts, Commercial Heifers, and ALL Meat Goats. K-State, KJLS, and the Kansas State Fair are not responsible for lost, late, or misdirected mail. 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 sent to families listing the species and tag numbers received, as well as stating whether or not their nominations are complete. This is the exhibitor/family's opportunity to verify the accuracy of the nomination information received by K-State. Families/exhibitors are responsible for verifying information submitted and correcting incomplete or erroneous data prior to the correction deadline, which is July 15.

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

NOMINATION IS *NOT* AN ENTRY. Exhibitors **MUST** submit an official **ENTRY** for the appropriate youth livestock show in which they would like to participate. The Kansas State Fair and Kansas Junior Livestock Show are responsible for managing their own entries. Exhibitors must follow the proper entry process for each show, have a valid entry on file at each respective entity, and pay the appropriate fees to be eligible to show. Kansas State Fair Grand Drive (youth livestock show) entries are due by July 15. The KJLS entry deadline is August 15. Entry information may be obtained from the local Extension office, 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 ***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)
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 10/1/2024. 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.
Use Passport App?:	Do you use the Passport App? Optional. It stores animals and allows us to send notifications to mobile devices for families.

FIELD   DESCRIPTION

Breed: select animal's breed – this is the breed that will be used at both shows

Tag ID: **_5-digit tag number_** on the visual part of 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 – Landrace)

Dual Nom: slide this button to the blue "YES" to dual nominate a gilt, ewe, or doe for the
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 **_both_** 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 **_both_** 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 2024 Exhibitor Guide below.

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. 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 2023 for KJLS
- Approval – extension agents and FFA advisors will approve nominations online; notify them upon submission.

ORDERING DNA ENVELOPES

- <u>Order Early</u> – 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
- <u>Link</u> – Use nomination link to order and pay for official DNA envelopes: https://kansasnom.fairwire.com/
- <u>Account</u> – Suggested to order all DNA envelopes needed under one exhibitor – must have valid YQCA number
- <u>Cost</u> – 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.
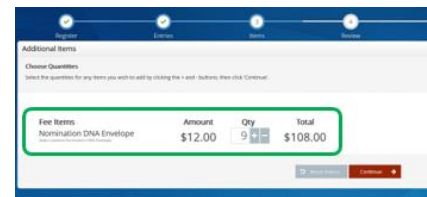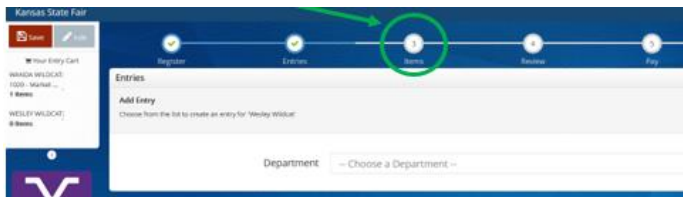
- **Option 2: Complete Nominations & Order DNA Envelopes in One Session** – order after county tagging when 4-H tag numbers are available to enter in system; need 2024 YQCA certificate and Declaration Form
  - ✓ Login to exhibitor account, confirm information, add all animals to be nominated to cart; 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
      - o 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

- <u>Print or Email</u> – Option available to print detailed receipt upon submission; also check the box to receive email
- <u>Search Email</u> – 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
- <u>Alternate Method to Find Receipt</u> – login to exhibitor ShoWorks account, select transactions in profile

SHOW ENTRY

- <u>Entry is Final Step!</u> – A complete nomination does NOT constitute show entry; it only makes animals eligible.
- <u>Account</u> – Exhibitors use their ShoWorks accounts/credentials from nomination to enter state shows.
- <u>Online Entries</u> – 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
- <u>No Entry = No Show</u> – 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
1424 Claflin Road
214 Weber Hall
Manhattan, KS 66506

CONTACT INFORMATION
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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 fairly new, online component of the process. This entails submitting animal data online, using ShoWorks, rather than via paper forms.

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

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

All market animals and commercial breeding females, 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, as well as the required information for each exhibitor within the family.**

(3) **Mailing an official DNA envelope for each nominated animal, which is complete, sealed, and signed by all exhibitors within the family, plus a parent/legal guardian.**

Kansas State Youth Livestock Nomination Process
Returning Exhibitors

- 🐾 **Use Account from Last Year** - Exhibitors who state nominated livestock projects last year need to use their existing ShoWorks account. This includes the user name (Exhibitor Name) and password used to create the original account. Doing so will allow families to view the information on file for each exhibitor and update any necessary information, rather than re-creating an account for the new year. Exhibitors will also be asked for their age (before Jan. 1 of the current year) and new YQCA certification number.

- 🐾 Do **NOT** create a new, duplicate account for an exhibitor who state nominated last year.

- 🐾 **Password Help** – For help accessing an account, request a password reset through the system, or contact Lexie Hayes at adhayes@ksu.edu.

- 🐾 **KSU Family/Household Names and Nomination #s** – These items may be found on the list posted on the KSU YLP website, under "Nomination Information". Returning families need to use the original name and 5-digit number assigned to them.

- 🐾 **Every Kid Needs a ShoWorks Account** – Each exhibitor will need their own account. If there is a new sibling eligible to show this year, please refer to the "Creating A ShoWorks Account" section to establish an account for that exhibitor.

- 🐾 **Registered Breeding Female Exhibitors** – Youth who have only shown registered breeding females at either state show and are nominating for the first time are considered new exhibitors and need to "Create A ShoWorks Account" using the instructions on the following pages.

SIGN IN AS A RETURNING EXHIBITOR

1. Go to the ShoWorks Link for Kansas livestock nominations: 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 "Exhibitor" from the drop-down menu.

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

6. Verify exhibitor information, including contact information and extension agent/ag teacher contact.

7. Complete additional required information denoted by a blue asterisk – age (as of Jan. 1 of the current year), new YQCA Certification #, and animal housing location, by clicking the red "Provide Missing Information" button at the bottom of the page. ✏ Provide Missing Information
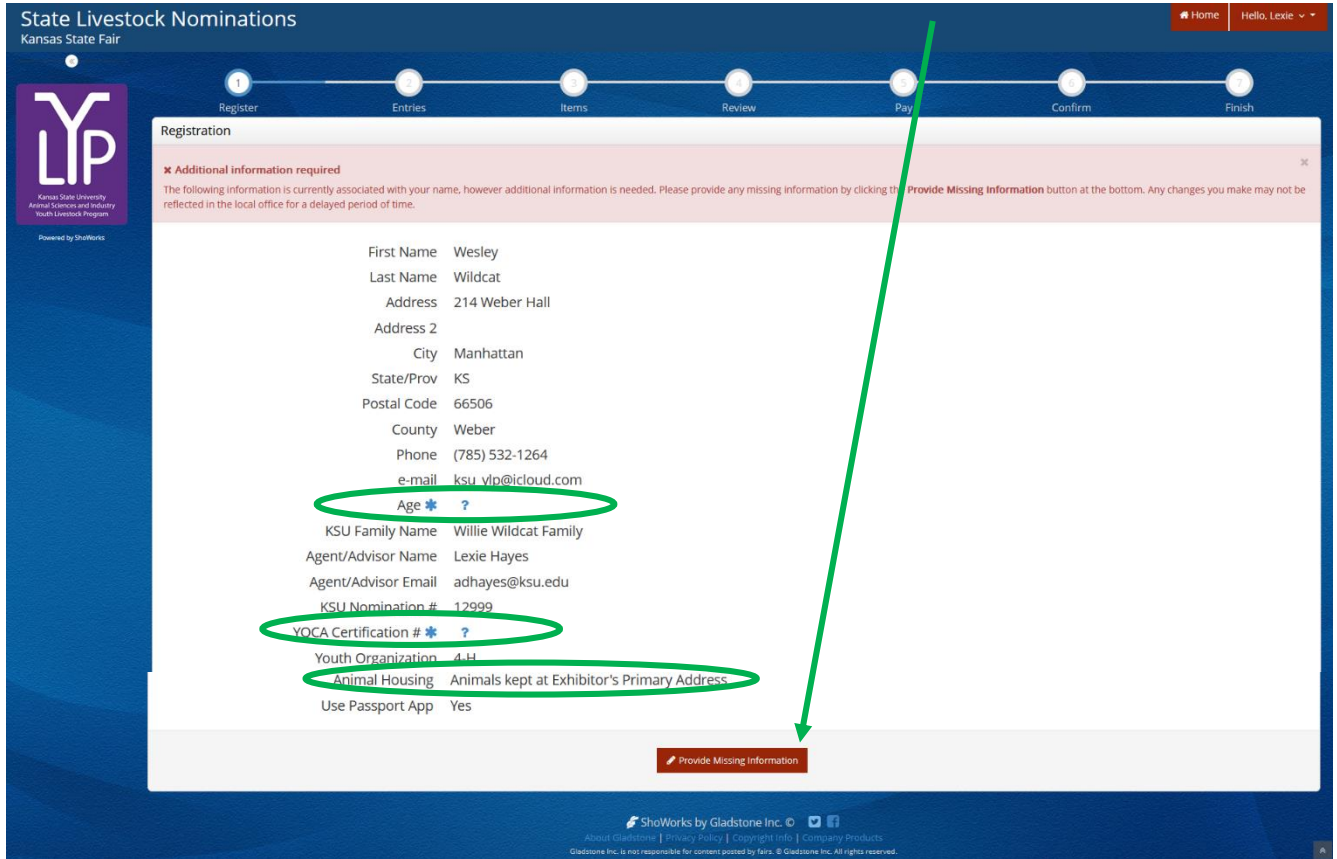
8. Click "Continue" at the bottom of the page to apply corrections. Select "Continue" again to confirm information and move to next step in the system.

9. Save cart to save updates made for exhibitor!

10. To skip ahead and order envelopes before inputting animal tag numbers and nomination data, select the "3 - Items" circle at the top of the page.
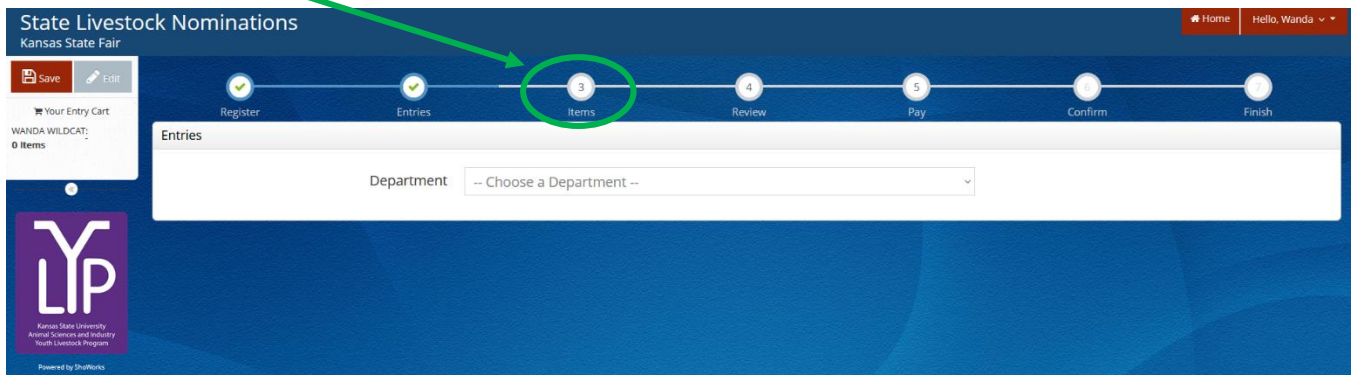
11. To begin adding nomination entries (tag numbers, breeds, etc.) and upload documents, select, a department and follow the prompts. Specific instructions may be found for each specie under the "Adding Animals" section of this guide. ***Only begin this step if your animals have been tagged with a Kansas 4-H EID tag and the child has completed their YQCA certification for 2024.***
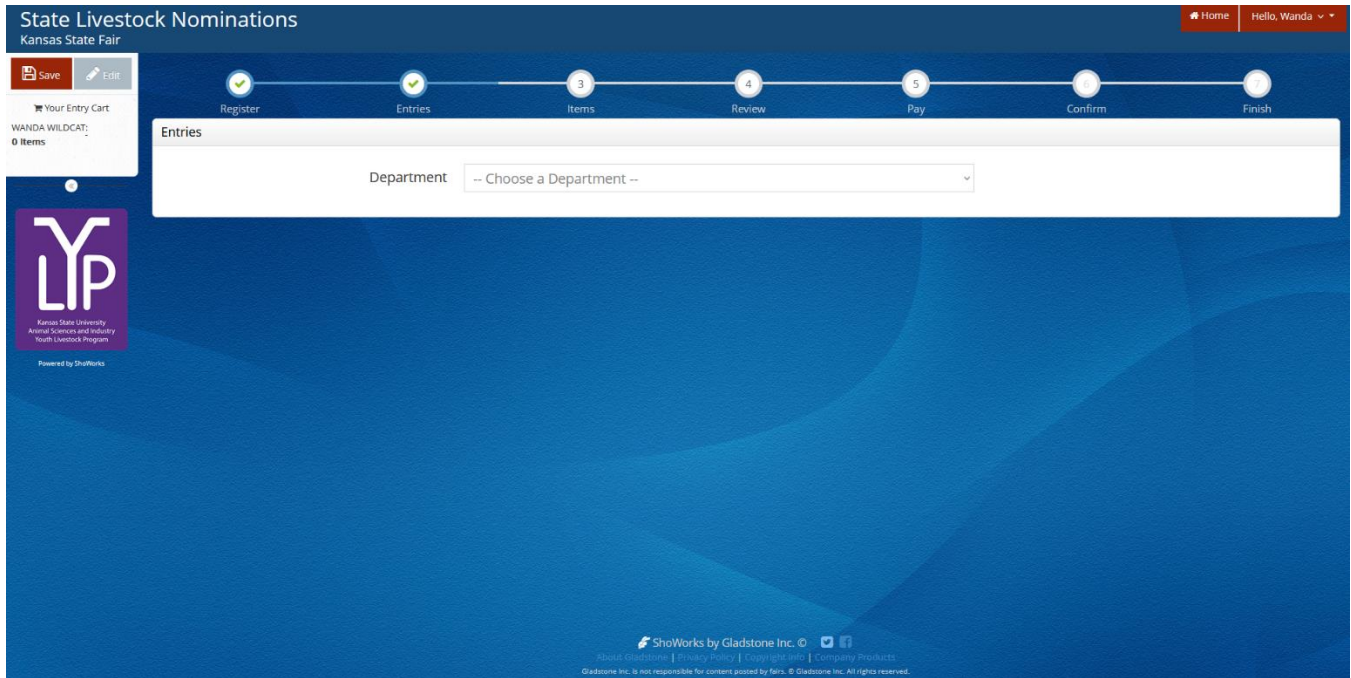
Kansas State Youth Livestock Nomination Process
Creating a ShoWorks Account

🐾 **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. Completing nominations on a computer is recommended.

🐾 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 exhibitors 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".
- Save the cart and save often!

CREATE A NEW EXHIBITOR

1. Go to the ShoWorks Link affiliated with Kansas youth livestock nominations to get started: https://kansasnom.fairwire.com/.

2. Read the instructions in the white box on the homepage.

3. Click the red "Sign In" button in the upper right-hand corner of the page.

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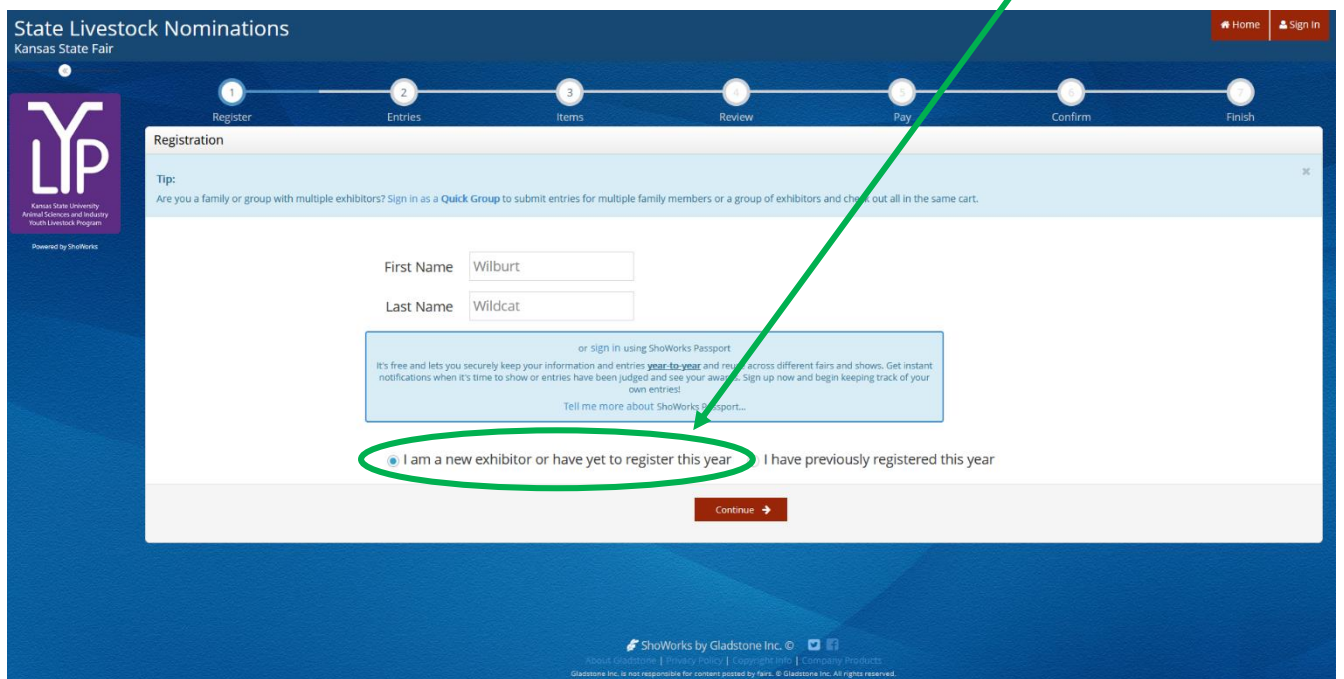
6. Complete the registration information for the exhibitor. Once done, click "Continue".

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 10/1/2024. 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
Use Passport App?: Do you use the Passport App? It stores animals and allows us to send notifications to mobile devices for families.

7. Confirm the information listed for the exhibitor. Click "Continue" on the bottom of the page.
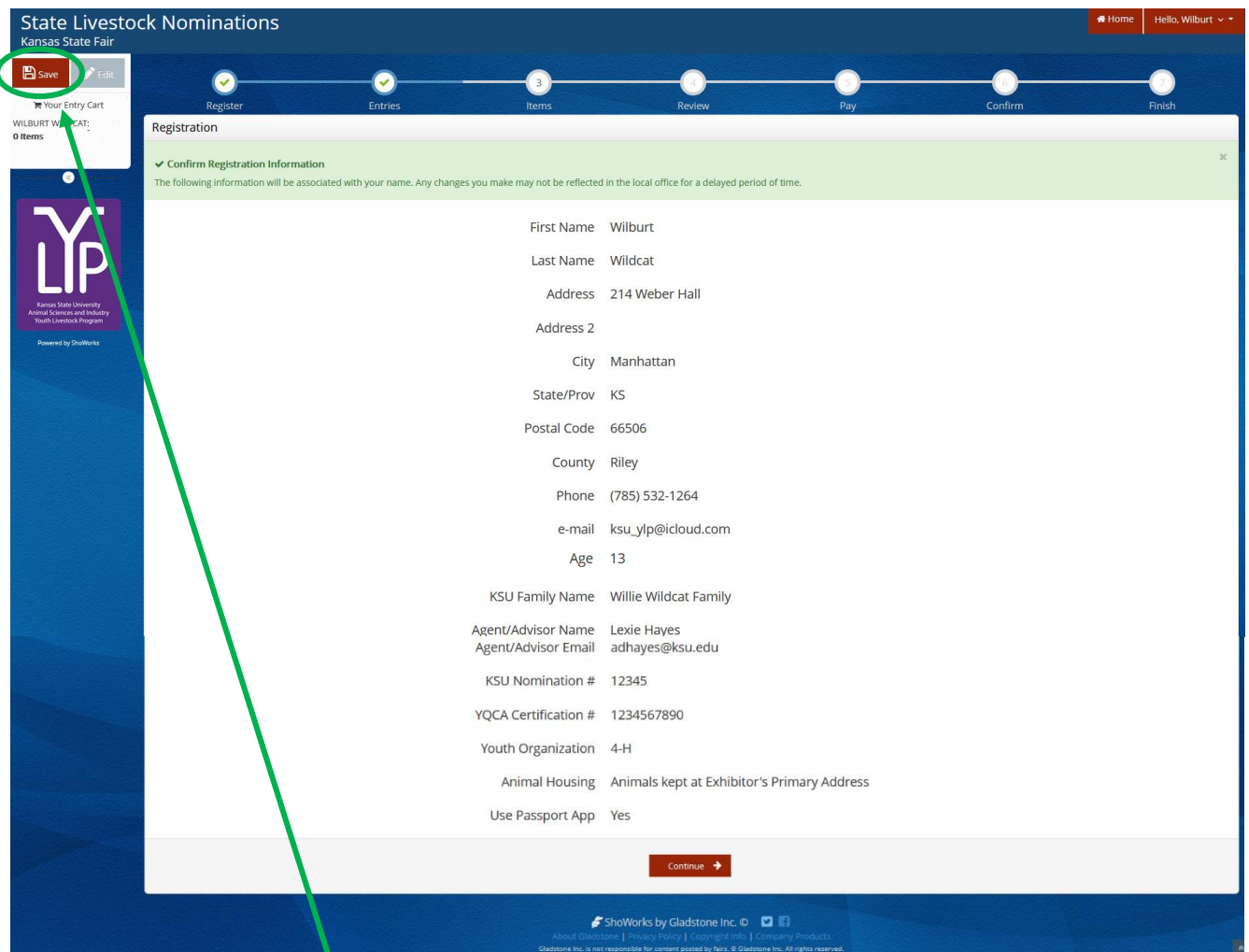
8. Click the red "Save" [Save] button in the upper left corner of the screen. Even if you are not ready to add animals, this will save the exhibitor in the system for the future. Otherwise, it may be lost.

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.
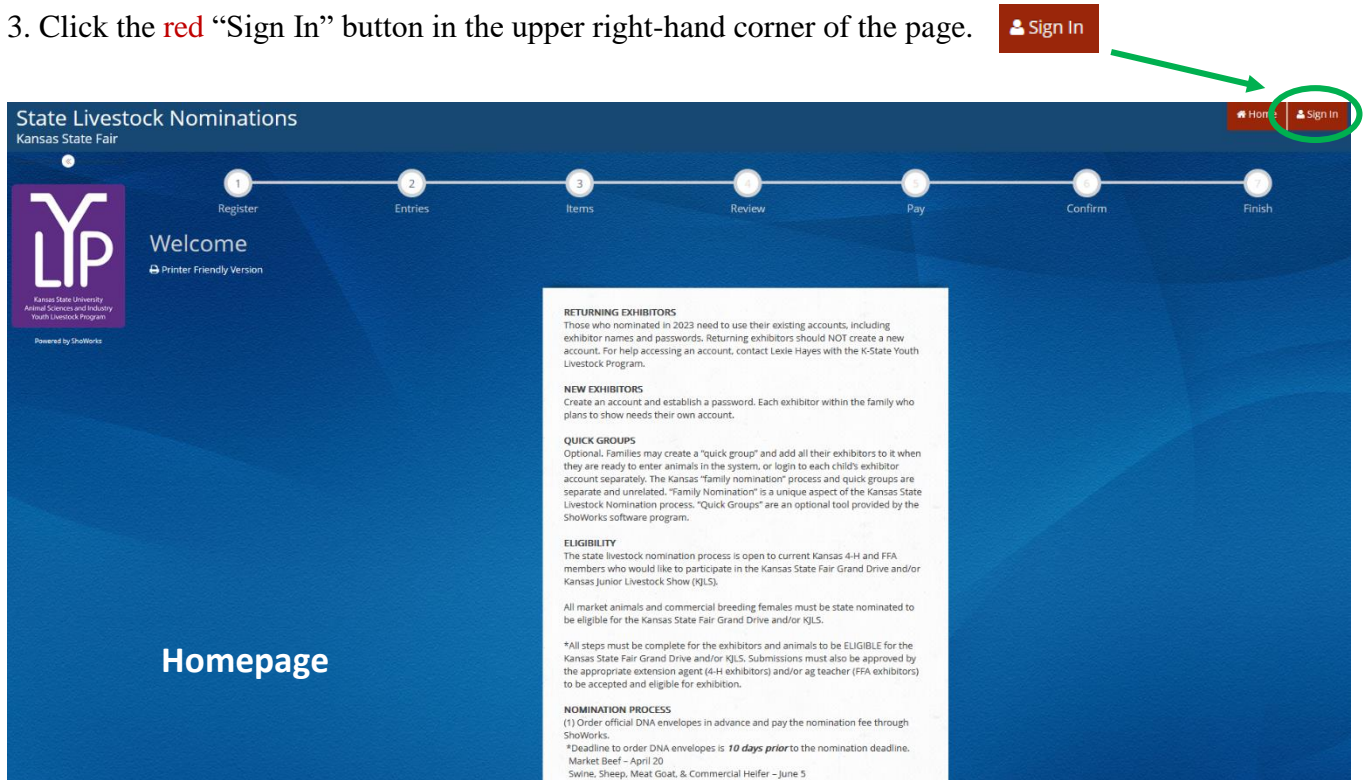
4. Select "Quick Group" from the drop-down menu.
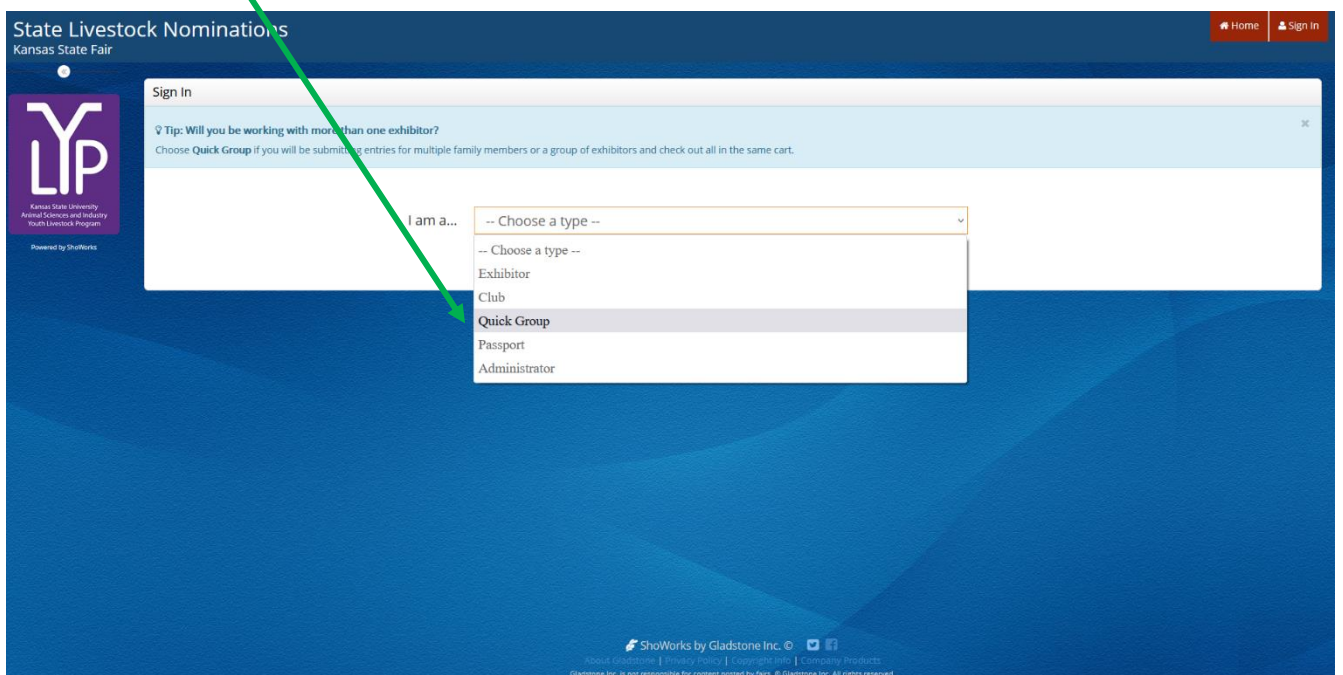
5. Input your KSU Family Name, then click the radio button next to "I am a new group". Click the red "Continue" button.
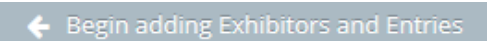
6. Choose a password for the group. Make sure it's easy to remember and store it somewhere safe for the future. It will be used anytime you need to login for the group or it's individual exhibitors (kids in the family). The same password may be used for both the group and individual exhibitors. Including an email address and club, which are optional, will autofill those fields and make them the defaults later in the system.

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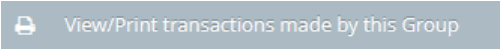
Click "Contiue" .

7. Confirm Group information. If correct, click "Continue".
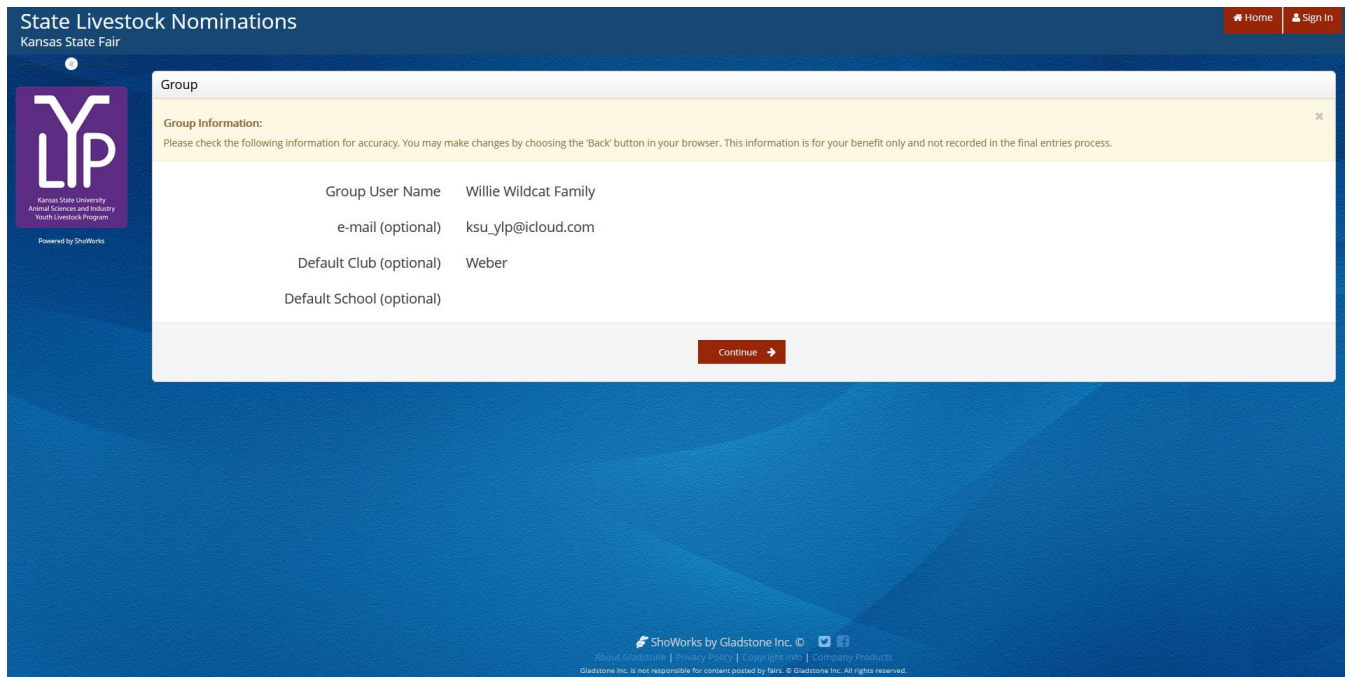
8. Select the gray [Begin adding Exhibitors and Entries] button on the bottom right of the page.
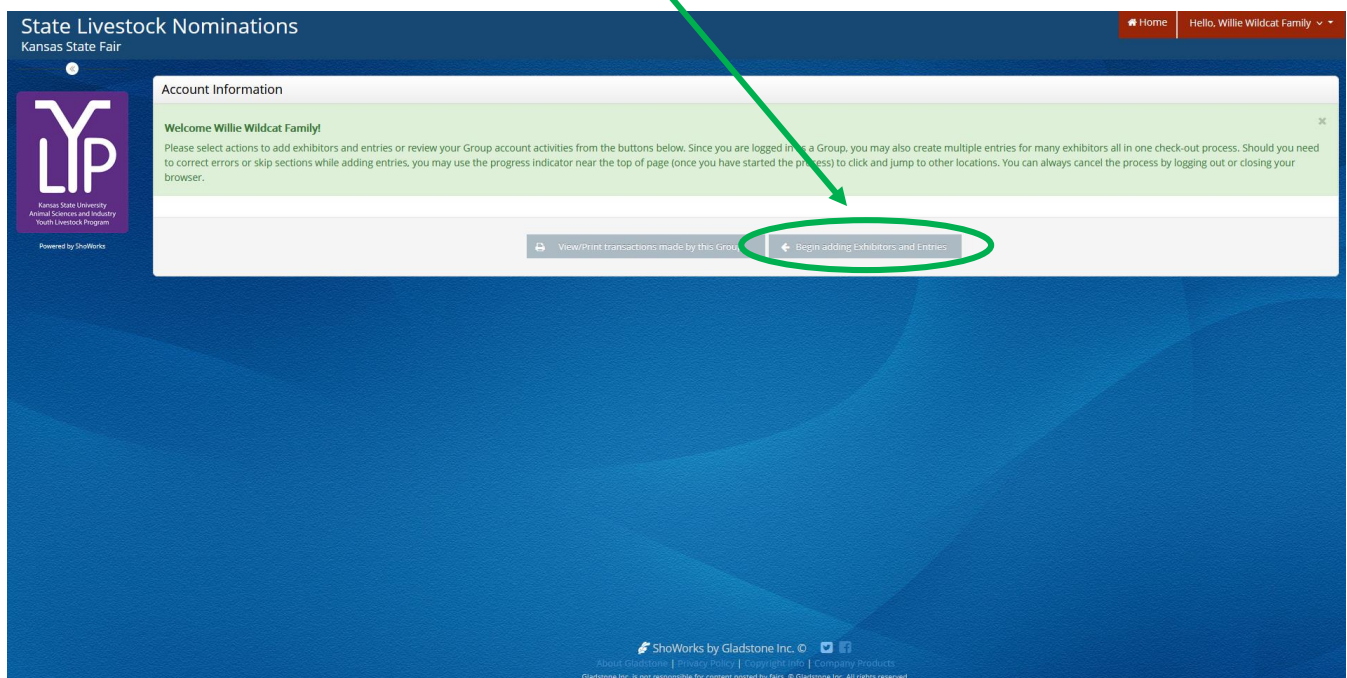
The [View/Print transactions made by this Group] button on the bottom left will allow you to view and/or print the exhibitors and animals submitted under the Quick Group in the future. This could include a receipt of a family's nominations if the original is misplaced.

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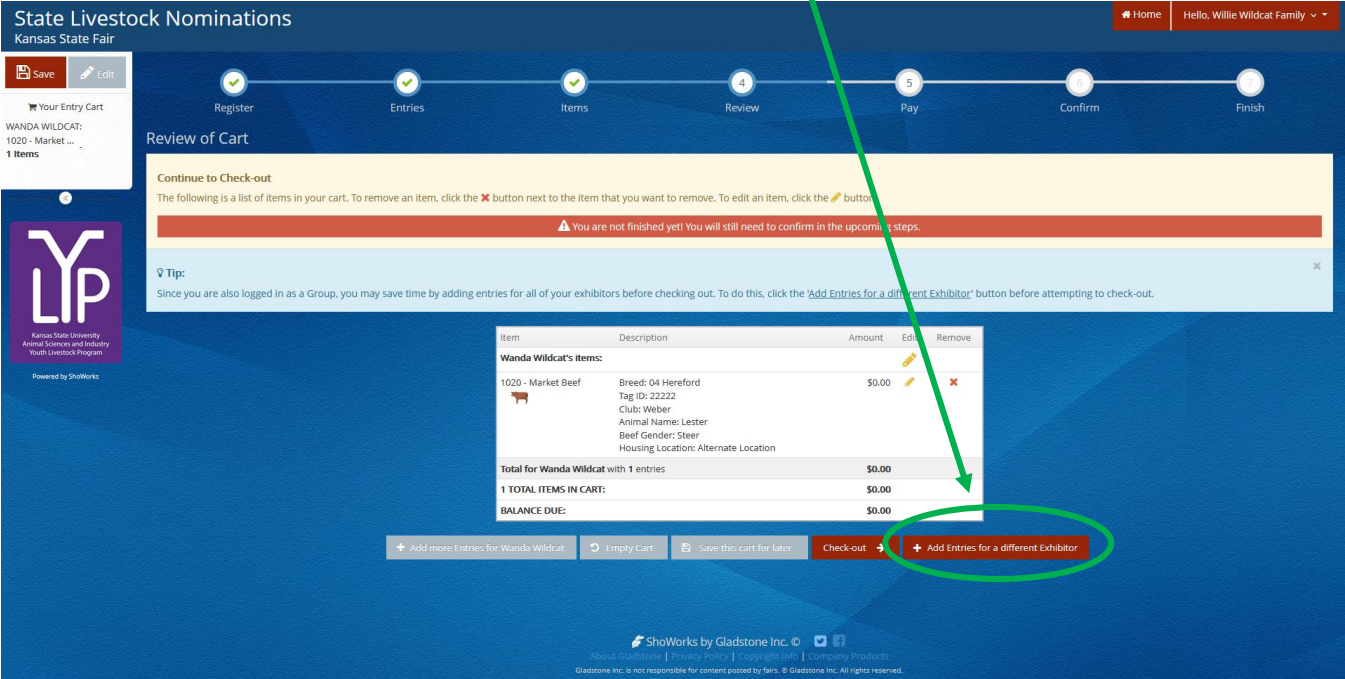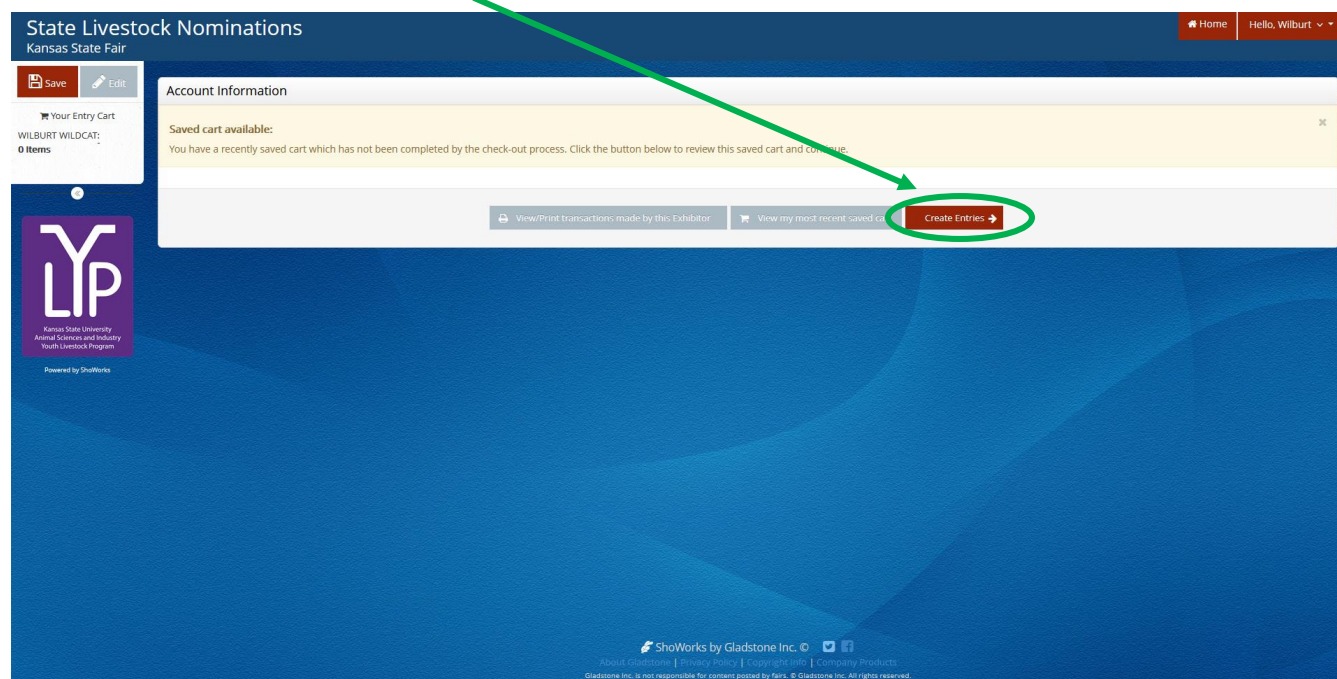
11. Repeat **Steps 9-10**, until all exhibitors have been added to the family.

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 the tag number and identifying data for each animal families intend to be eligible for the Kansas State Fair Grand Drive and/or KJLS. This is equivalent to the information previously hand-entered on the nomination form. An "entry" submitted during the nomination process does not constitute official entry into a specific show. Families must do that separately for each show, using the unique ShoWorks entry link posted on their respective websites, in addition to having a complete nomination on file.

2. **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.

3. **Nomination Deadlines** – All animals must be entered into the system and submitted (or "checked-out") by the appropriate deadline to be accepted:

   - May 1 – Market Beef
     - Steers
     - Market Heifers
   - June 15 – Small Livestock & Commercial Heifers
     - Commercial Gilts
     - Market Hogs
     - Commercial Ewes
     - Market Lambs
     - Breeding Does (ALL meat goats must be nominated to show)
     - Market Meat Goats
     - Commercial Heifers

4. Click "Create Entries"   [Create Entries ➔]   on the lower right side of the gray box.

CREATE A COMMERCIAL HEIFER NOMINATION

1. Under the "Department" drop-down menu, choose "1 – Cattle".
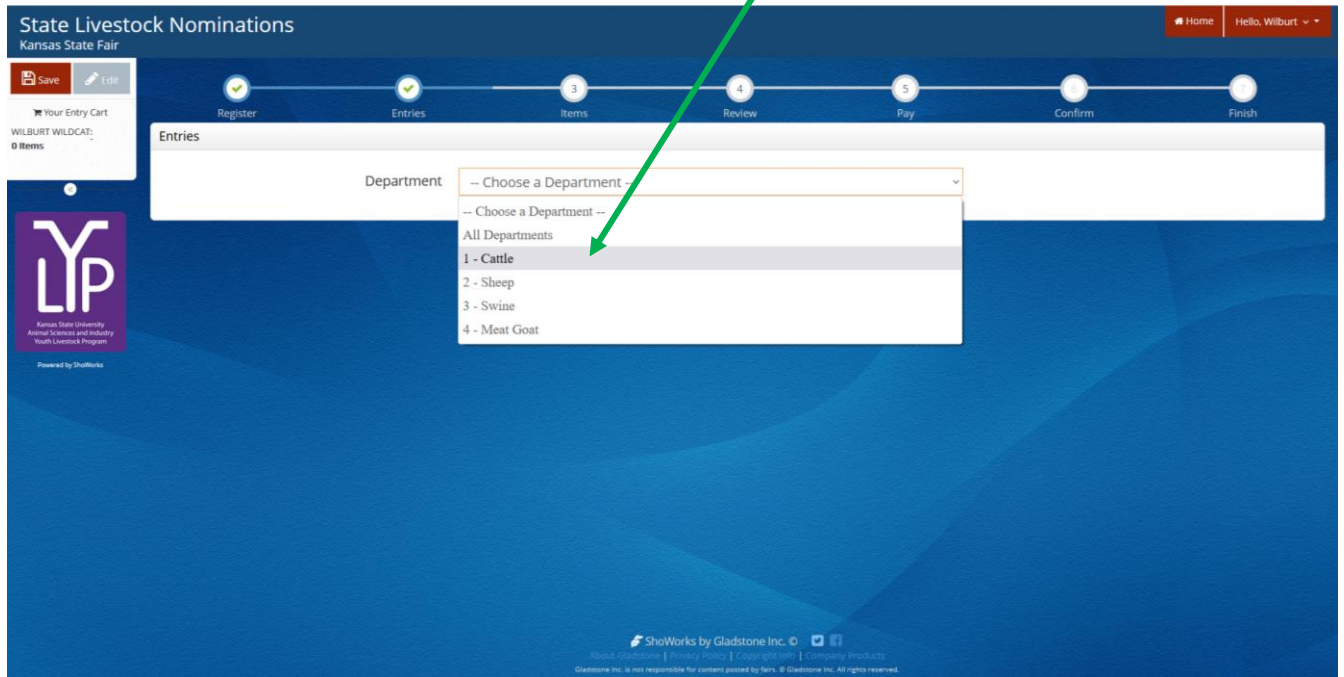
2. Select the appropriate "Division" – Commercial Breeding Heifers.
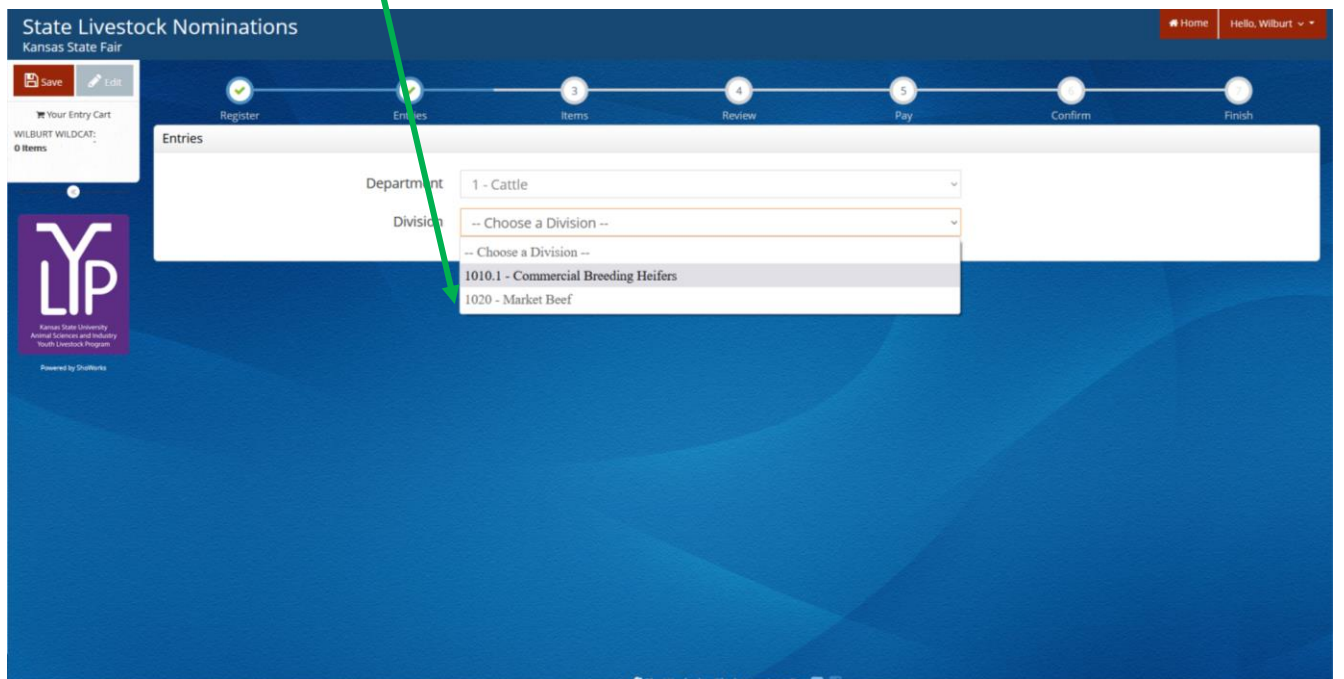
3. To add a **Commercial Breeding Heifer**, select that division. Read the "Special Instructions" (in yellow box) at the top of the page.

4. Complete the information for each field.

Field Descriptions:

Breed: "20 Commercial Breeding Heifer" is the only option in the drop-down menu
Animal Birth Date: heifer Date of Birth (M/DD/YYYY); date submitted is how heifer will be shown
Tag ID: 5-digit visual tag number on Kansas 4-H EID tag
Club: county (or FFA chapter) 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.
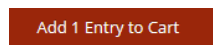
6. Each exhibitor is required to upload their valid YQCA certificate and the current year's Declaration Form. Everyone is encouraged to have these items saved to their computer/device and readily available prior to creating an account.

- Select the blue "Okay, let's continue" button on the right. [Okay, let's continue]

- 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", [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.).
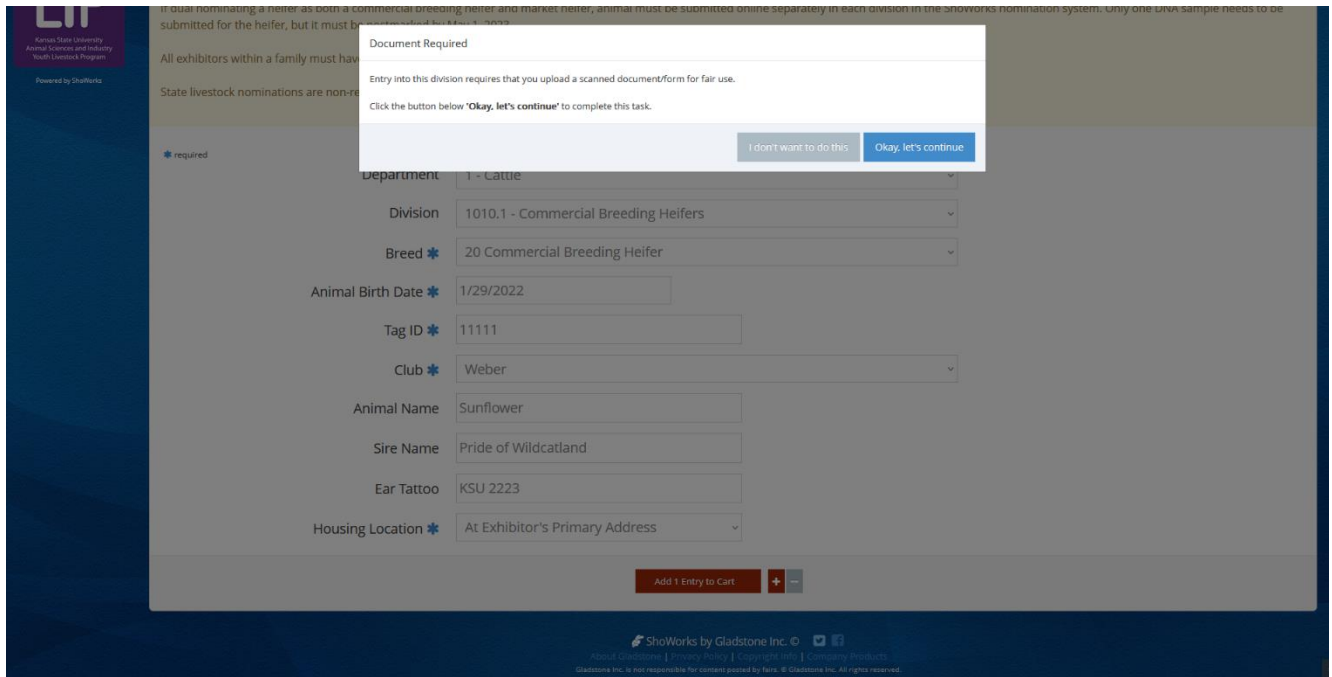
7. The system will prompt families to upload both the YQCA certificate and the current year's Declaration Form after the first animal is added for each exhibitor within the family. Both must be uploaded simultaneously.

8. "Browse" to the exhibitor's YQCA Certificate.
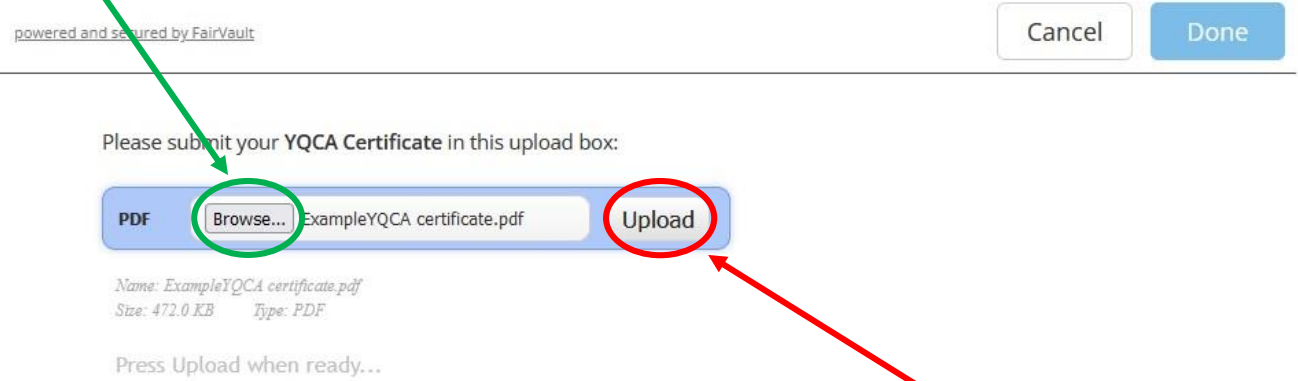
9. Double check file name to confirm correct attachment is listed. Click "Upload" on the right side of the blue box. A gray "Upload Complete" box will appear.
   - If you accidentally selected the incorrect file, click "Browse" to upload correct document.

10. "Browse" to the family's completed and signed Declaration Form for the current year.
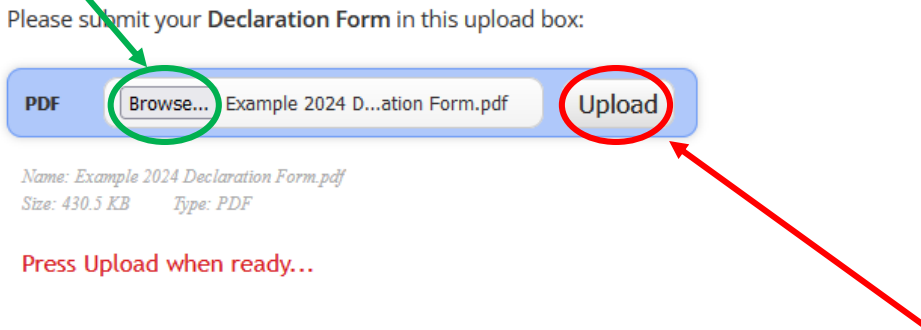
11. Double check file name to confirm correct attachment is listed. Click "Upload" on the right side of the blue box. A gray "Upload Complete" box will appear.
    - If you accidentally selected the incorrect file, click "Browse" to upload correct document.

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.***
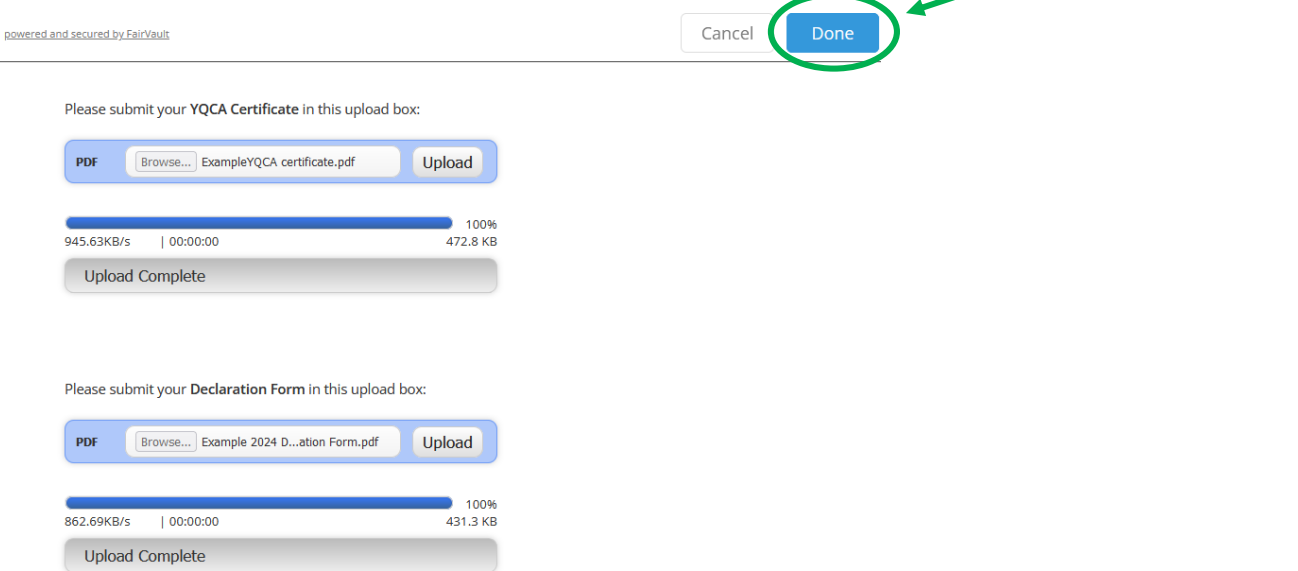
13. Click "Add 1 Entry to Cart" again at the bottom of the page. Add 1 Entry to Cart

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.

CREATE A MARKET BEEF NOMINATION

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

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

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

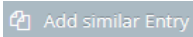4. Complete the information for each field.

Field Descriptions:

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 (example – Gelbvieh) to nominate as more than one breed, list others here

Ear Tattoo: tattoo in steer or heifer's ear (optional)

Beef Gender: select steer or heifer from drop-down menu

Housing Location: where animal is housed

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

6. If this is the exhibitor's first animal, complete **Steps 6-13** under "Create a Commercial Heifer Nomination" on *page 28* 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:
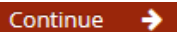
Add similar Entry — To add another market beef project (animal in the same department and division), click gray "Add similar Entry" in center on the bottom of the page.

+ 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

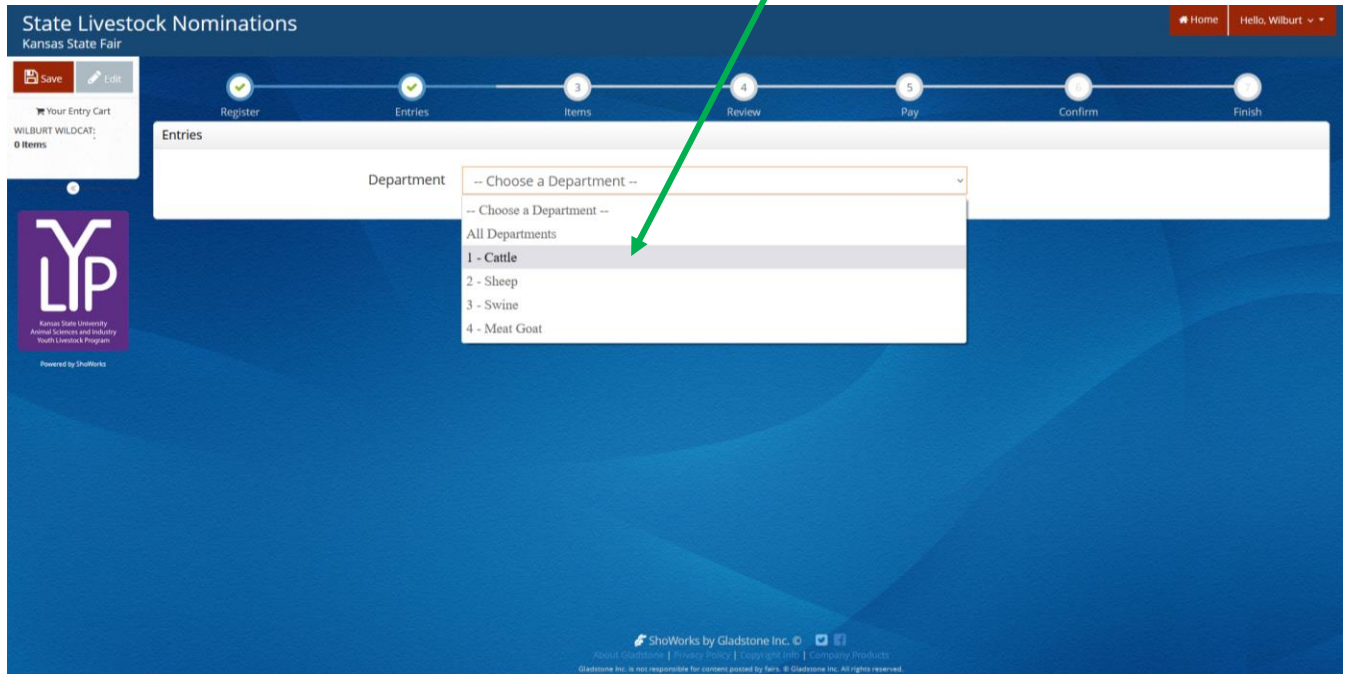"Choose a Department" from the drop-down menu below the green box.

Continue ➔ — To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red "Continue" button.
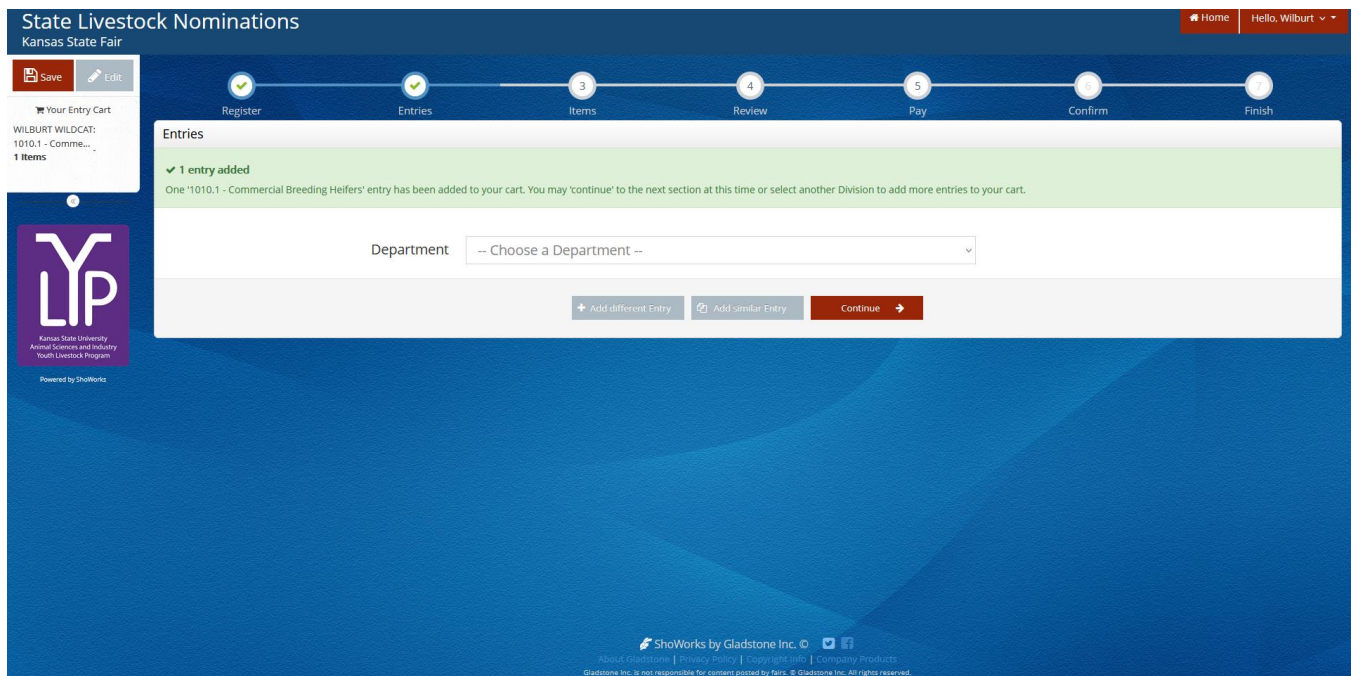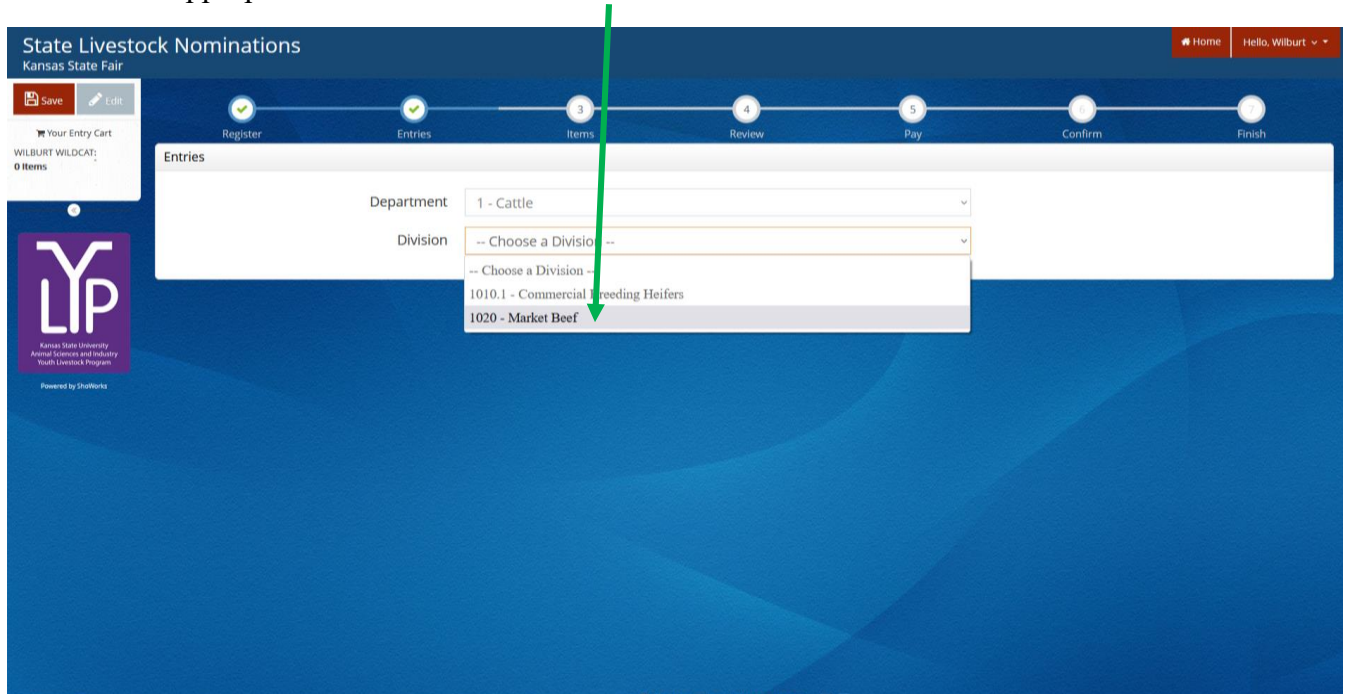
DUAL NOMINATE A HEIFER AS A COMMERCIAL HEIFER <u>AND</u> MARKET HEIFER

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.

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

Field Descriptions:

Breed:	select "12 – 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
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.   [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 28* 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 "Add a different Entry", which is the option on the left on the bottom of the page.
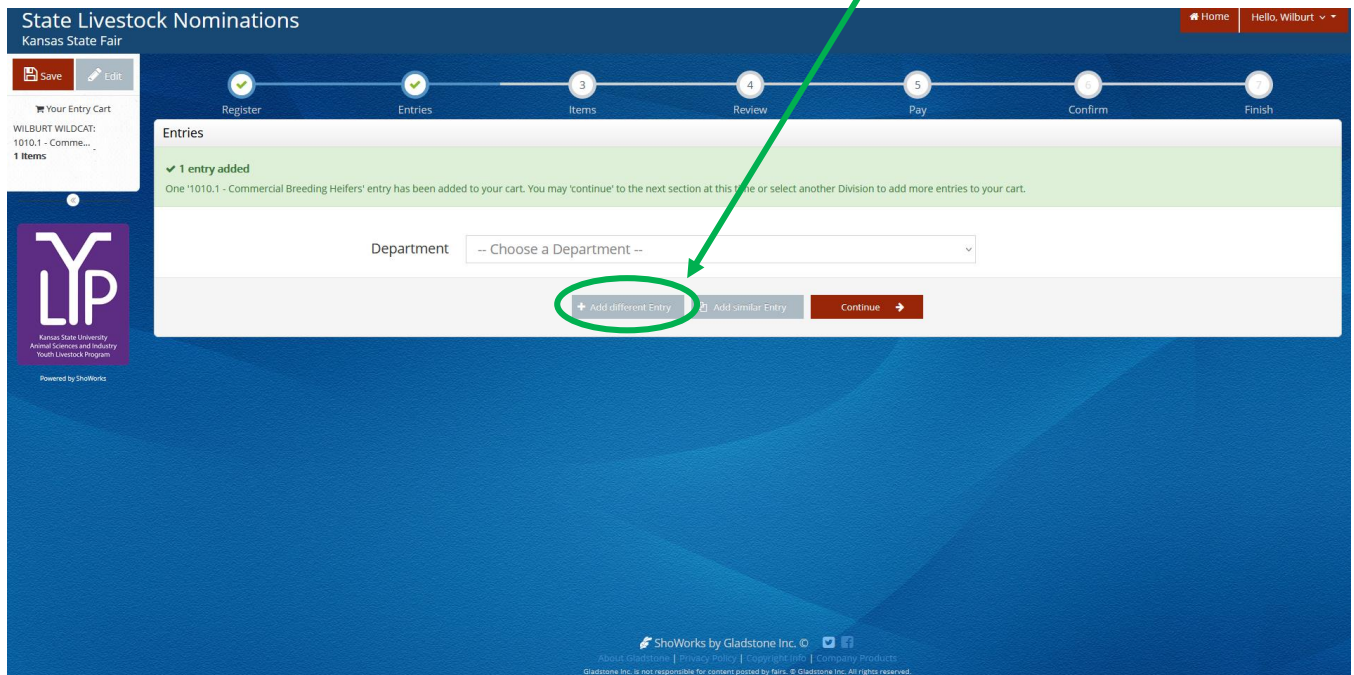
8. Under Department, select "1 – Cattle".

9. Choose "Commercial Breeding Heifers" from the Division drop-down menu.
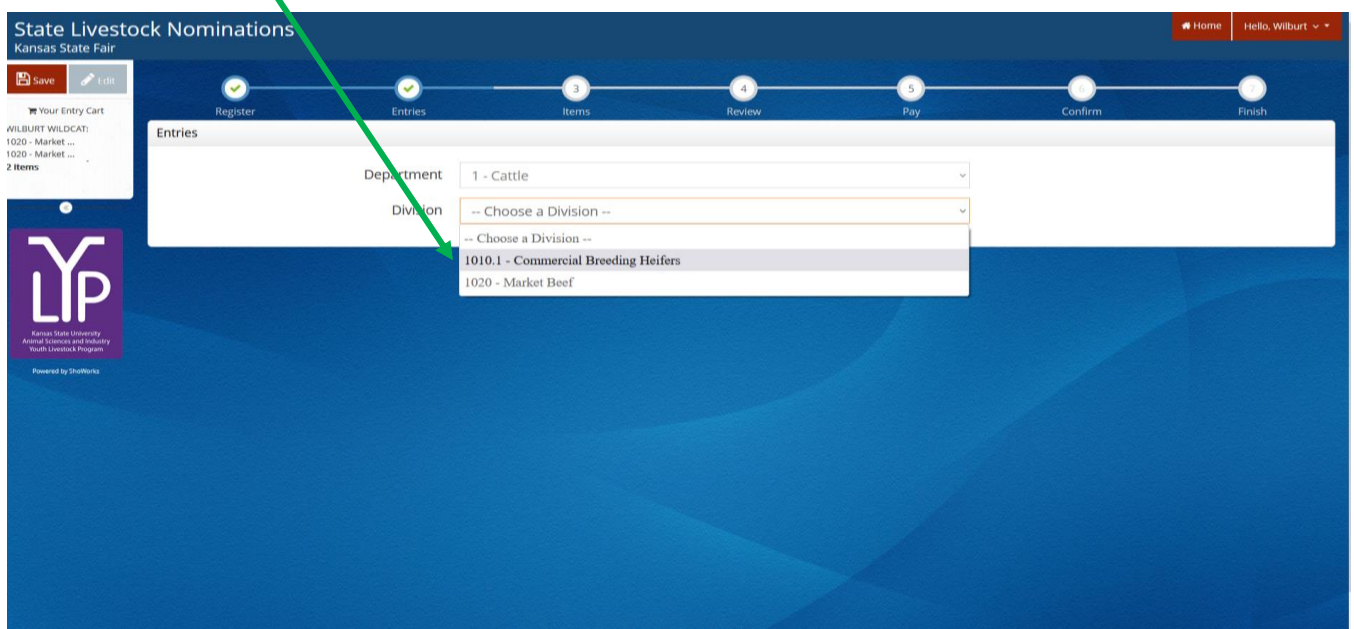
10. Read the "Special Instructions" (in yellow box) at the top of the page.

11. A red "Auto-fill from previous…" button appears between the yellow box and white animal identifying information section.

12. Click the white arrow on the right of the button.   Auto-fill from previous... ▾

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.

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

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

16. If this is the exhibitor's first animal, complete **Steps 6-13** under "Create a Commercial Heifer Nomination" on *page 28* to add their YQCA Certificate and current year's Declaration Form.

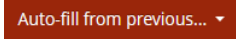17. If this exhibitor has already uploaded their YQCA Certificate and completed Declaration Form, the animal will appear in the exhibitor's cart. Click the red "Save" button, then the red "Continue" at the bottom of the page to view the exhibitor's cart. The heifer will show up as both a Commercial Breeding 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 Wilburt Wildcat" on the left at the bottom of the page.
↻ Empty Cart	To empty the cart and delete all nominations for the exhibitor, select the gray "Empty Cart" button in the middle on the bottom of the page. This is discouraged, unless no animals should be submitted for the exhibitor. Users will have to start at the beginning to add entries (nominations) for the exhibitor.
🖫 Save this cart for later	To save the cart, as well as exhibitor information, and return later to complete the process, click the gray "Save this cart for later" button on the middle right bottom of the page.
Check-out →	To continue through the process, check-out, and officially submit the nominations, click the red "Check-out" button on the right at the bottom of the page.

ONLY <u>ONE (1)</u> DNA ENVELOPE NEEDS SUBMITTED FOR DUAL NOMINATED ANIMALS.

CREATE A COMMERCIAL EWE NOMINATION

<mark>CONTINUING THIS YEAR – DUAL NOMINATE EWES USING THE SLIDER CHECKBOX!</mark>
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.

<mark>*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**.</mark>

<mark>**If you **only** intend to nominate a ewe in the **commercial breeding division**, <u>START HERE</u>.</mark>

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

2. Select the appropriate "Division" – Commercial Breeding Ewes.

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

4. Complete the information for each field.

Field Descriptions:

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)
                    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

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 28* 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.

<center>**_OR_**</center>

"Choose a Department" from the drop-down menu below the green box.
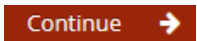
 To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red "Continue" button.
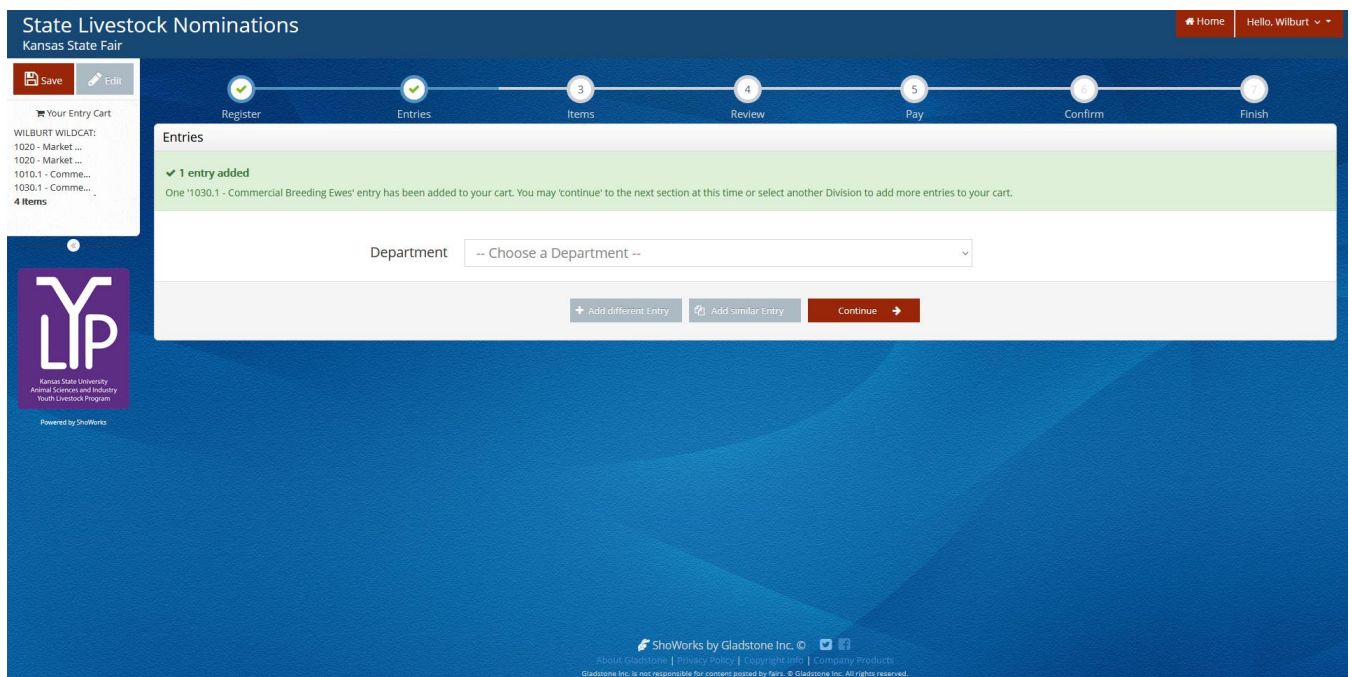
CREATE A MARKET LAMB NOMINATION

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".

2. Select the appropriate "Division" – Market Lambs.

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

4. Complete the information for each field.

Field Descriptions:

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)
                       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

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 28* 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:
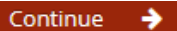
    📑 Add similar Entry   To add another market lamb (animal in the same department and division), click gray "Add similar Entry" in center on the bottom of the page.

    ➕ Add different Entry   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.

<div align="center">

OR

</div>

     "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 LAMB AS A COMMERCIAL EWE <u>AND</u> 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.

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

<mark>CONTIUING THIS YEAR – DUAL NOMINATE GILTS USING THE SLIDER CHECKBOX!</mark>
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.

<mark>*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.</mark>

<mark>**If you **only** intend to **nominate** a gilt in the **commercial breeding division**, start *HERE*.</mark>

1. Under the "Department" drop-down menu, choose "3 – Swine".
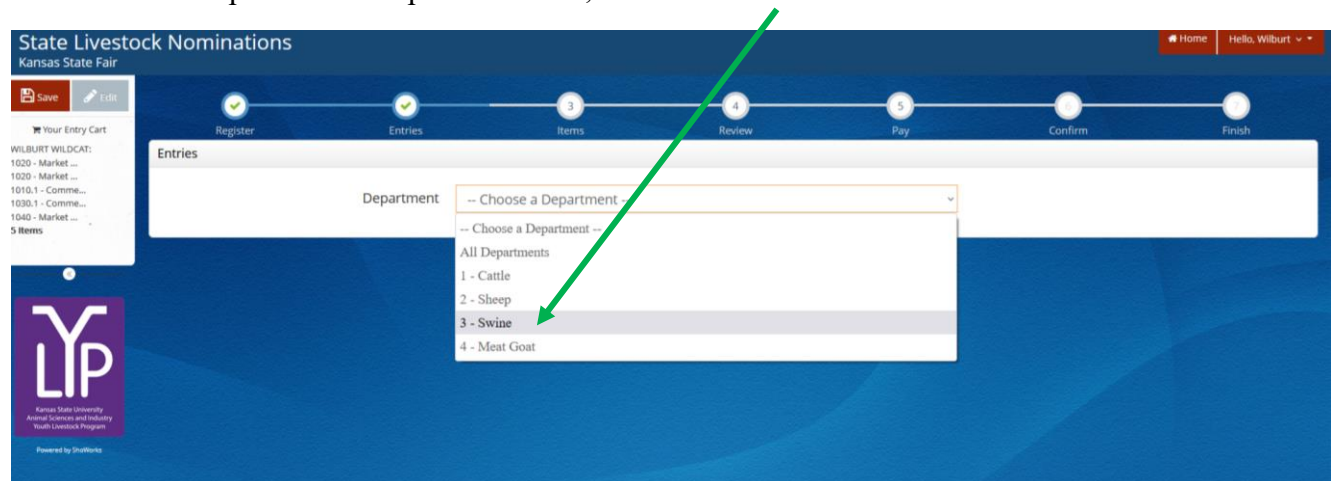
2. Select the appropriate "Division" – Commercial Breeding Gilts.
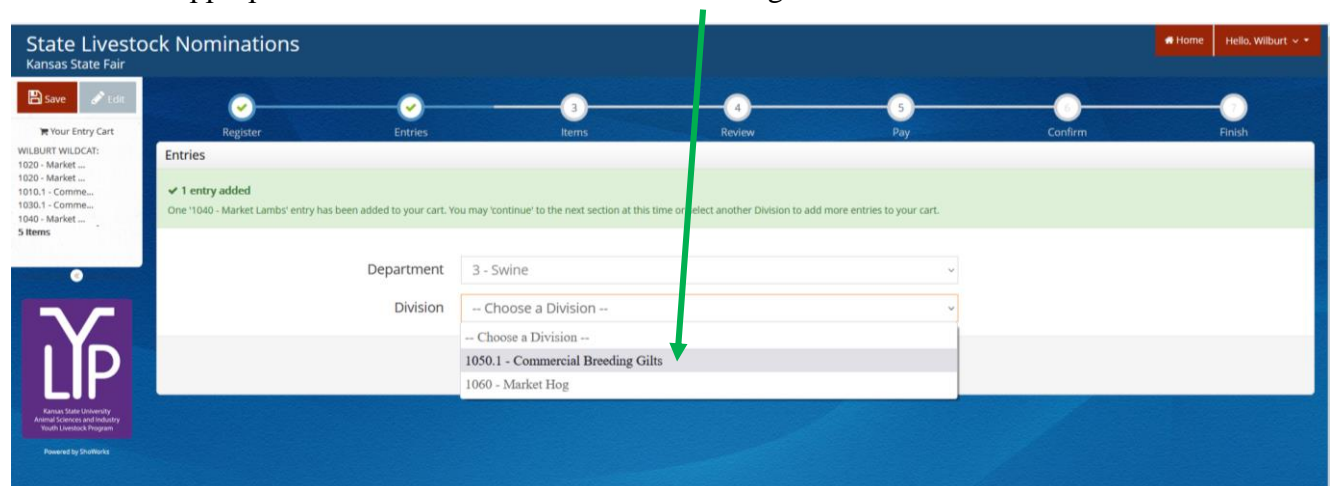
3. To add a **Commercial Breeding Gilt**, select that division. Read the "Special Instructions" (in yellow box) at the top of the page.

4. Complete the information for each field.

Field Descriptions:

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 28* 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:
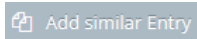
To add another commercial gilt (animal in the same department and division), click gray "Add similar Entry" in center on the bottom of the page.

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.
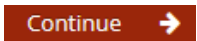
To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red "Continue" button.
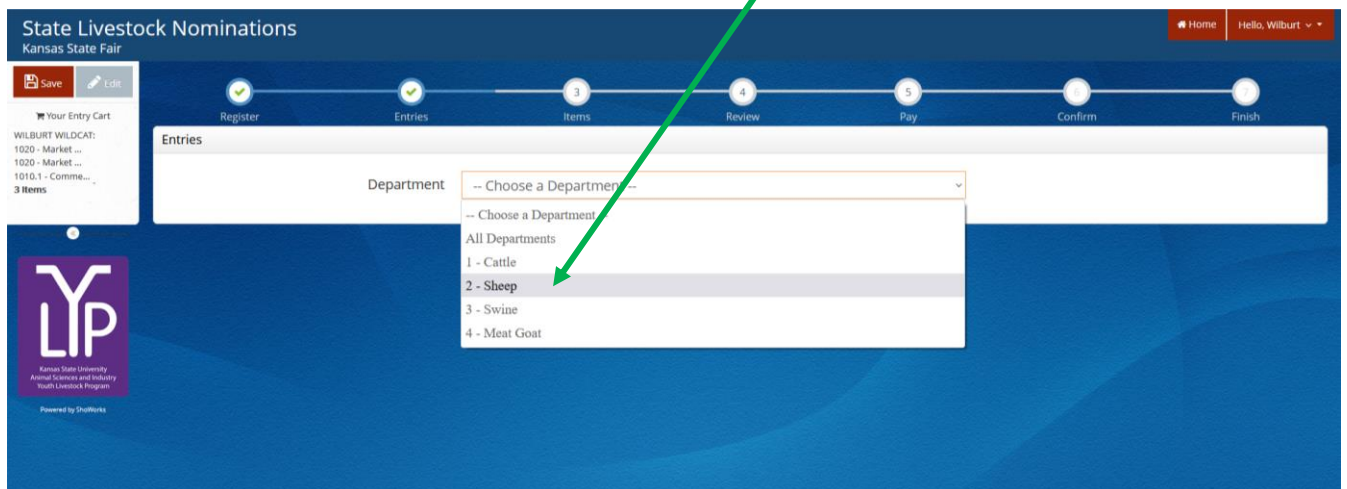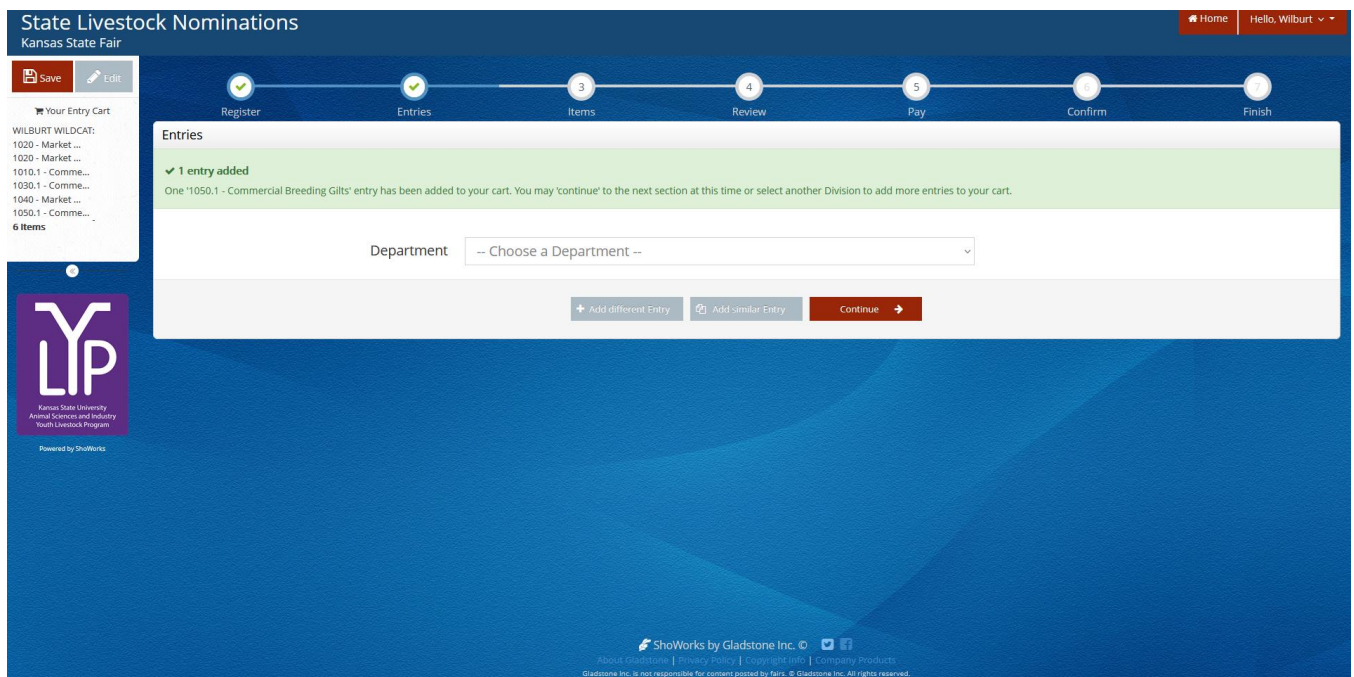
CREATE A MARKET HOG NOMINATION

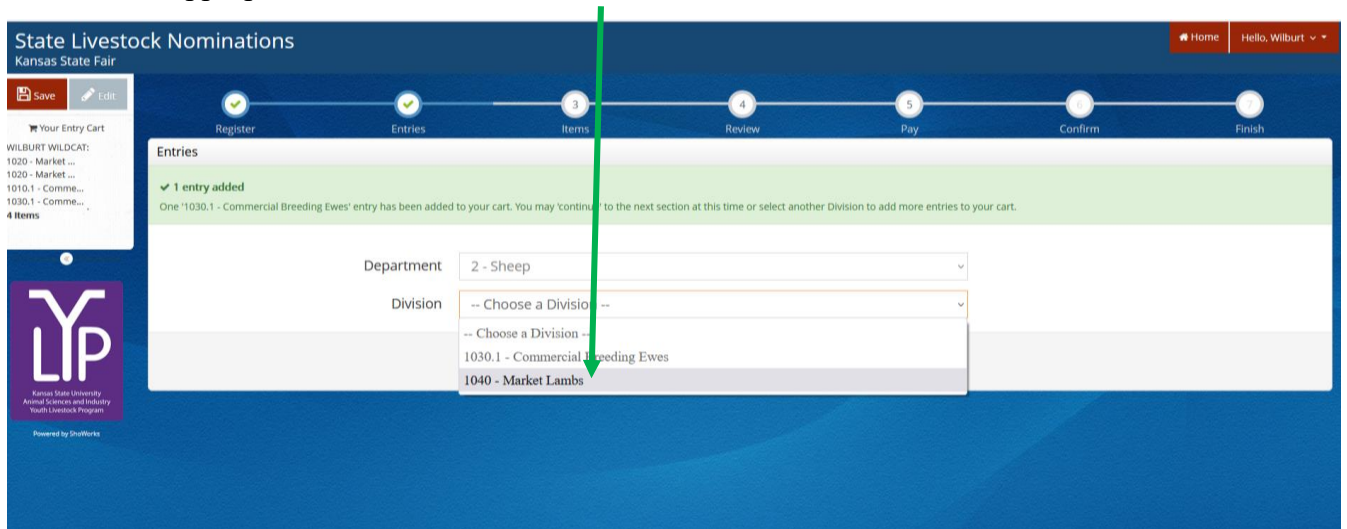CONTINUING THIS YEAR – DUAL NOMINATE GILTS USING THE SLIDER CHECKBOX!
If you would like a gilt to be eligible for both the market division and as a commercial breeding gilt, enter her under the market hog division and check the "Dual Nomination" box. This saves you from entering her in the system twice (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".
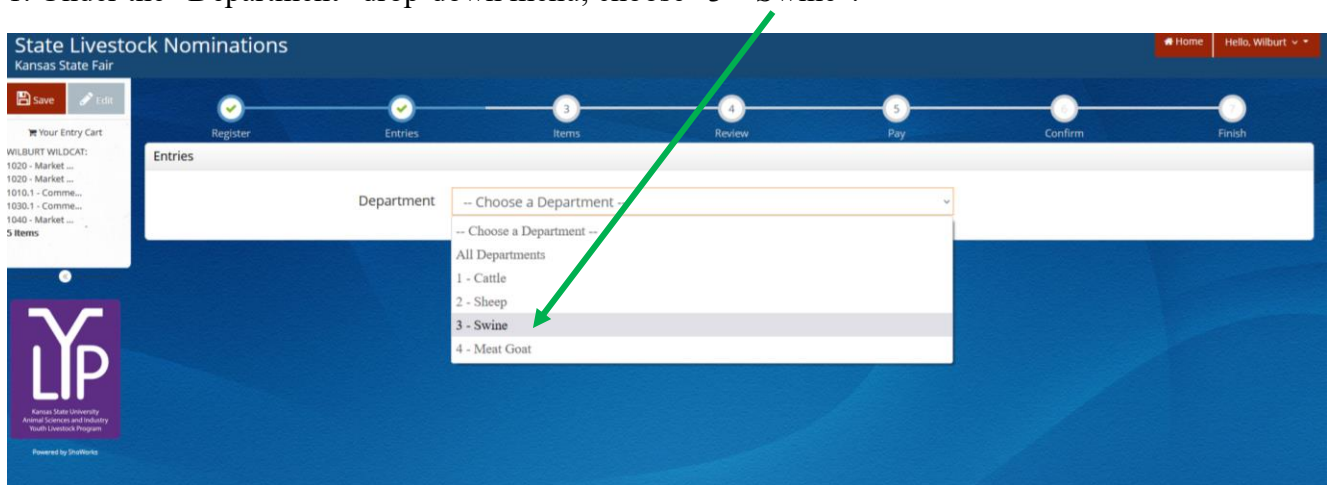
2. Select the appropriate "Division" – Market Hog.
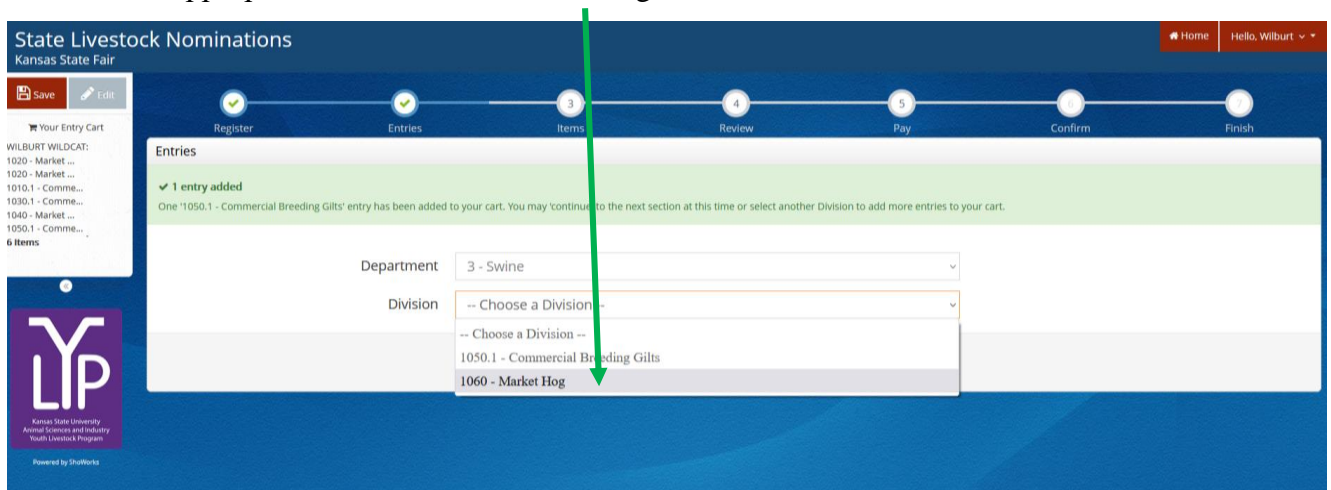
3. To add a **Market Hog**, select that division. Read the "Special Instructions" (in yellow box) at the top of the page.

4. Complete the information for each field.

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 – Landrace)
Swine Gender:	select barrow or gilt from the drop-down menu
Housing Location:	where animal is housed
Dual Nom:	slide this button to the blue "YES" to dual nominate a gilt for the market & commercial breeding divisions

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

6. If this is the exhibitor's first animal, complete **Steps 6-13** under "Create a Commercial Heifer Nomination" on *page 28* 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:
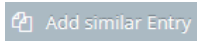
 To add another market hog (animal in the same department and division), click gray "Add similar Entry" in center on the bottom of the page.

 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.
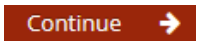
 To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red "Continue" button.
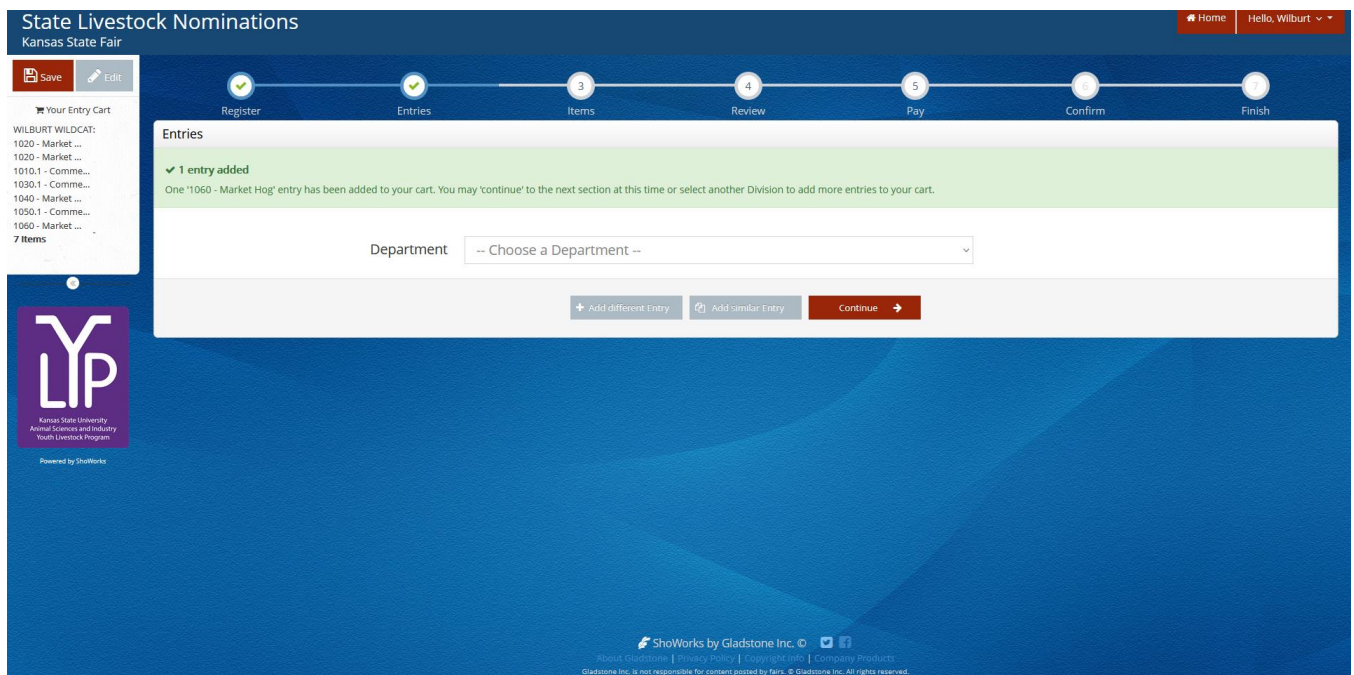
DUAL NOMINATE A HOG AS A COMMERCIAL GILT <u>AND</u> MARKET HOG

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.

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

<mark>**CONTINUING THIS YEAR – DUAL NOMINATE DOES USING THE SLIDER CHECKBOX!**</mark>
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.

<mark>*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.</mark>

1. Under the "Department" drop-down menu, choose "4 – Meat Goat".
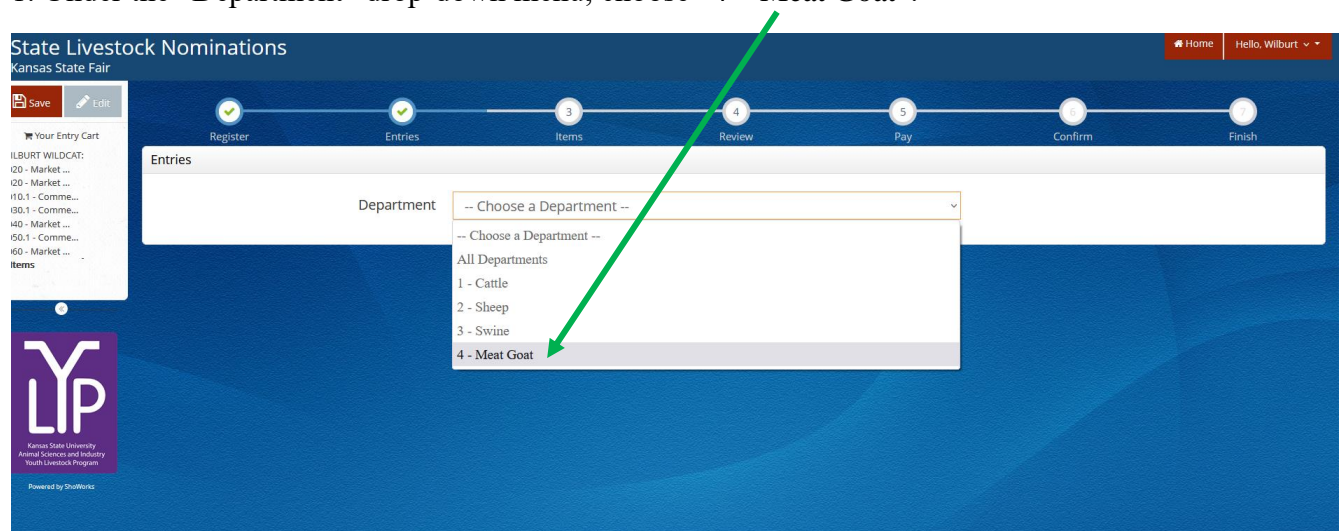
2. Select the appropriate "Division" – Breeding Does.
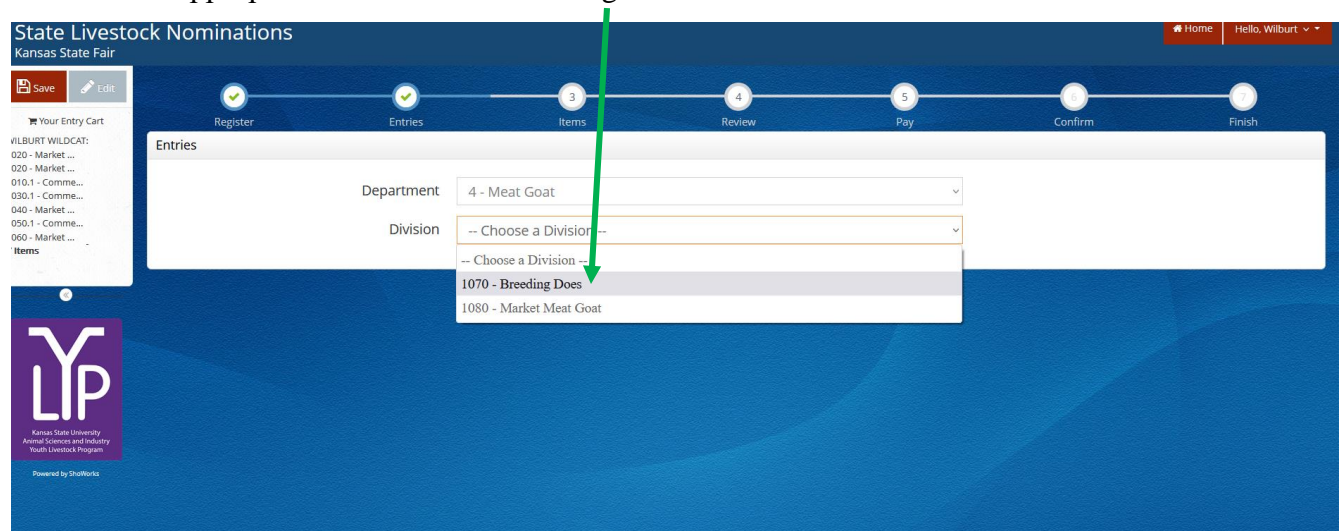
3. To add a **Breeding Doe**, select that division. Read the "Special Instructions" (in yellow box) at the top of the page.

4. Complete the information for each field.


Field Descriptions:

Tag ID: 5-digit visual tag number on the Kansas 4-H EID tag
Club: county (or FFA chapter) where youth participates; FFA Chapters listed by county
Scrapie Tag ID: goat's full scrapie tag number, including Flock ID & individual animal number
                   example: KSS0035 21150 (refer to resource in back of guide for further details)
                   no custom farm names – look on the back of tag for Flock/Premise ID number
Animal Name: name family uses for animal (optional); helpful when adding animal to other
                   exhibitors in the family – must add to each child for family nomination
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 28* 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.

<u>*OR*</u>

"Choose a Department" from the drop-down menu below the green box.
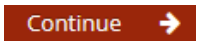
To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red "Continue" button.
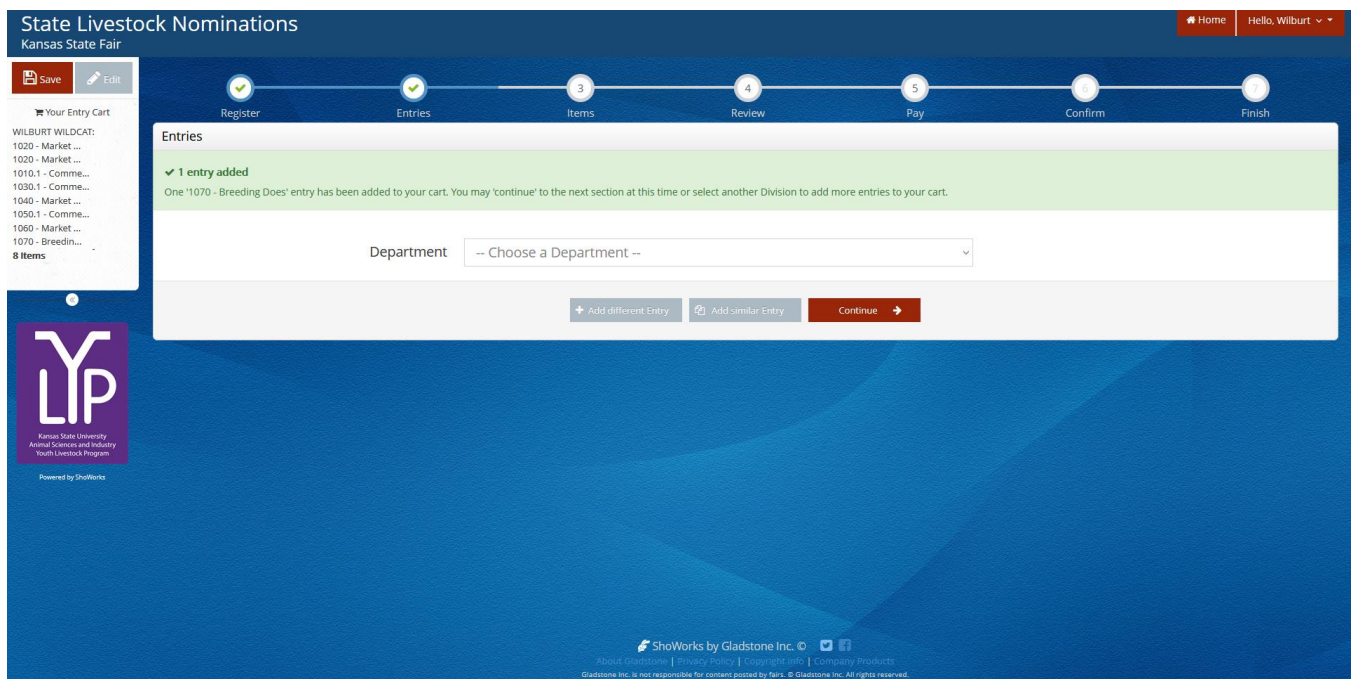
CREATE A MARKET MEAT GOAT NOMINATION

<mark>**CONTINUING THIS YEAR – DUAL NOMINATE DOES USING THE SLIDER CHECKBOX!**</mark>
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.

<mark>*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**</mark> – see instructions below.

1. Under the "Department" drop-down menu, choose "4 – Meat Goat".
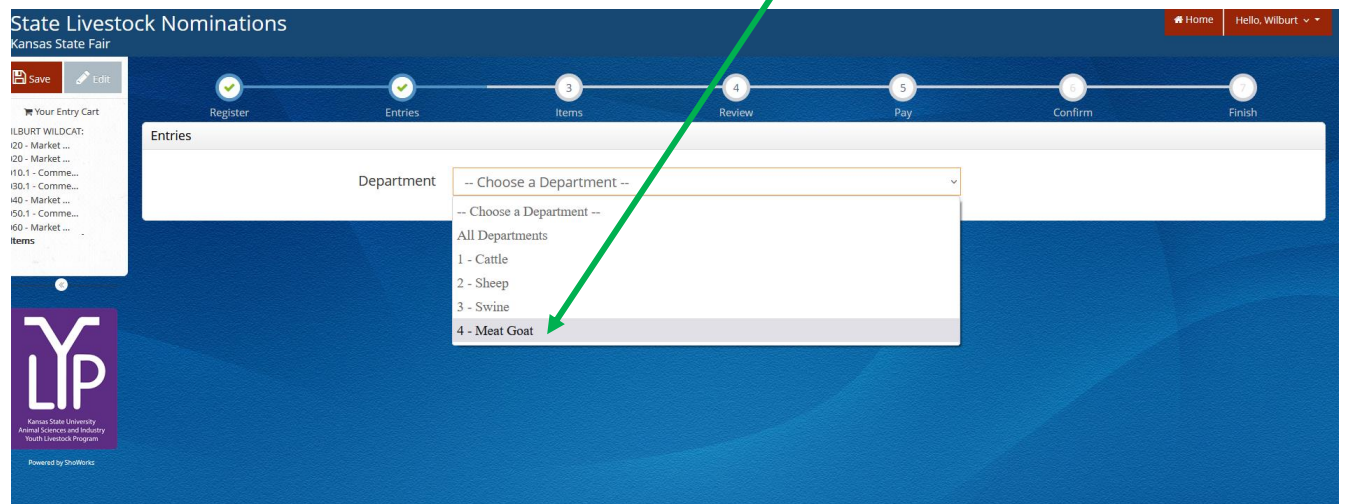
2. Select the appropriate "Division" – Market Meat Goat.
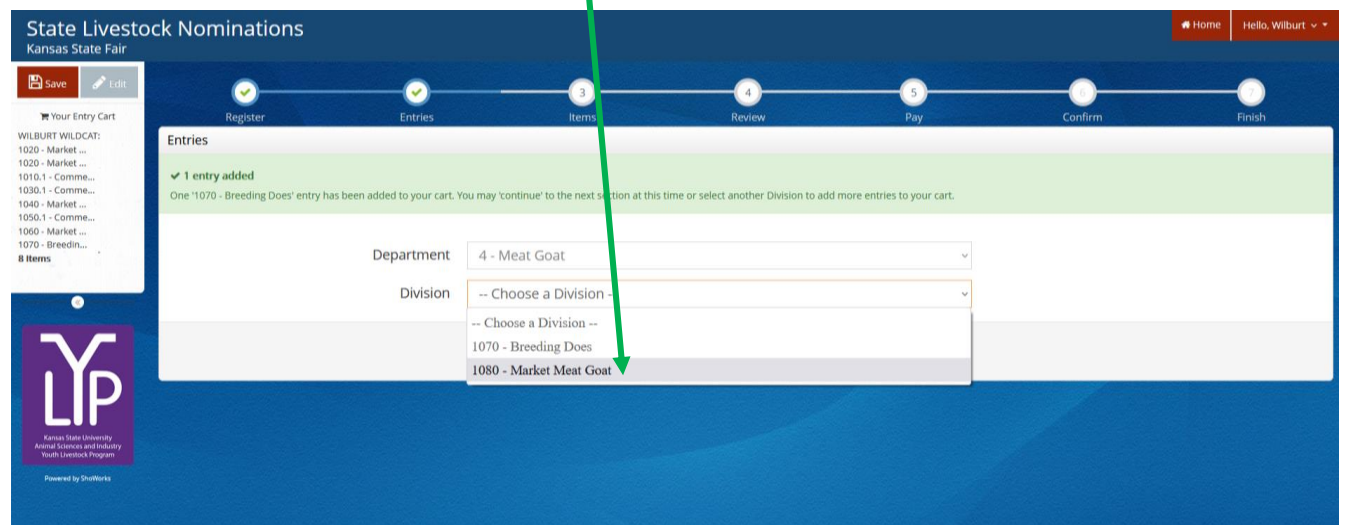
3. To add a **Market Meat Goat**, select that division. Read the "Special Instructions" (in yellow box) at the top of the page.

4. Complete the information for each field.

Field Descriptions:

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

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

6. If this is the exhibitor's first animal, complete **Steps 6-13** under "Create a Commercial Heifer Nomination" on *page 28* to add their <u>YQCA Certificate</u> and <u>current year's Declaration Form</u>.

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.
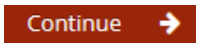
To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the red "Continue" button.
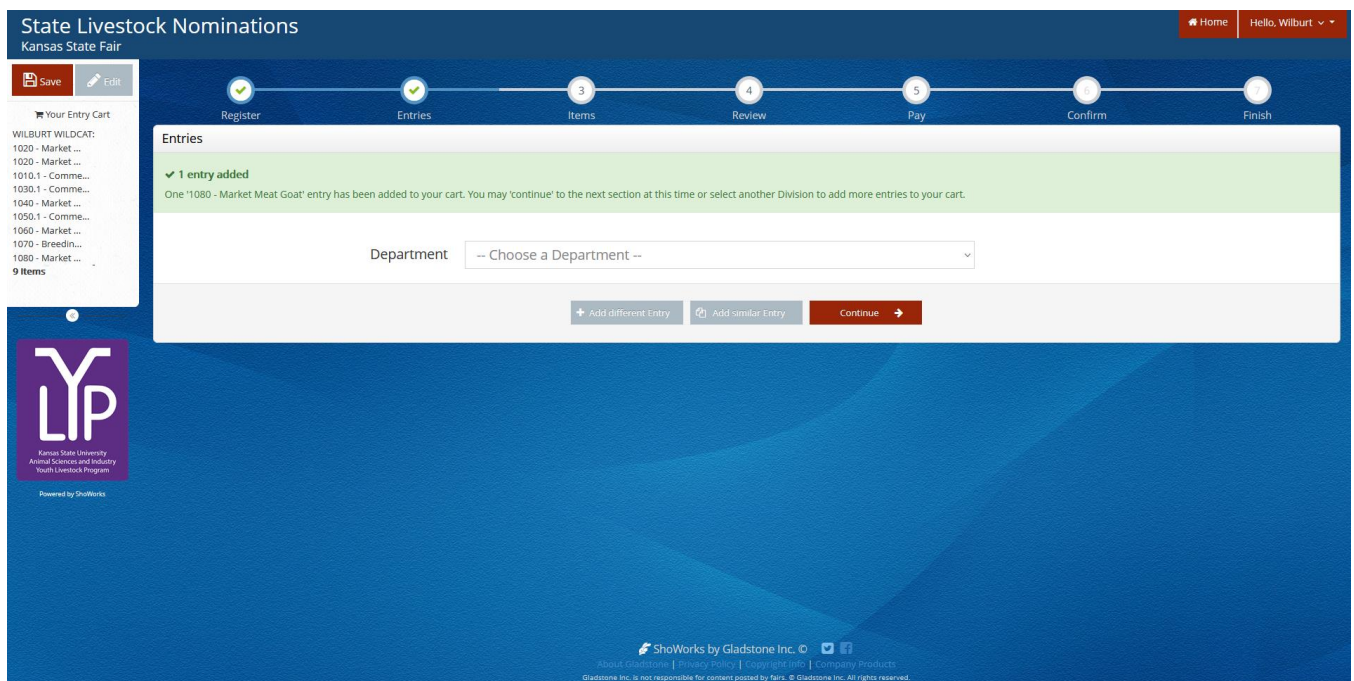
DUAL NOMINATE A MEAT GOAT AS A BREEDING DOE <u>AND</u> MARKET MEAT GOAT

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.

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 aninal 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).

6. Orders for DNA envelopes will close <mark>10 days prior to the nomination deadline</mark> for each species:
   - **April 20** – Market Beef (Steer & Market Heifer)
   - **June 5** – Small Livestock (Swine, Sheep, Meat Goat) & Commercial Heifer

   CONTINUING IN 2024 – option available for expedited shipping. Will overnight DNA envelopes for a $50 fee, including after the DNA envelope order deadline. Option available as an "item" to be purchased on same page in system through which DNA envelopes are ordered.

7. The DNA envelopes are ***not*** specie-specific – they may be used for any nominated specie.

8. Extra DNA envelopes purchased this year may be used in the future.

9. Old DNA envelopes (obtained by extension offices in 2021 and before) will **_NOT_** be accepted.

10. It is permissable for a family to offer extra DNA envelopes to another family. However, they need to notify the KSU Youth Livestock Program those envelopes are no longer in their possession.

11. All exhibitors within a family and a parent/legal guardian must sign each DNA envelope.

12. Completed DNA envelopes must be postmarked by the appropriate deadline 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 family.

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. Animals must have been through tagging and have 4-H tag and kids completed their 2024 YQCA to start here.

   _OR_

   B. Families may create an account for at least 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 2024 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.
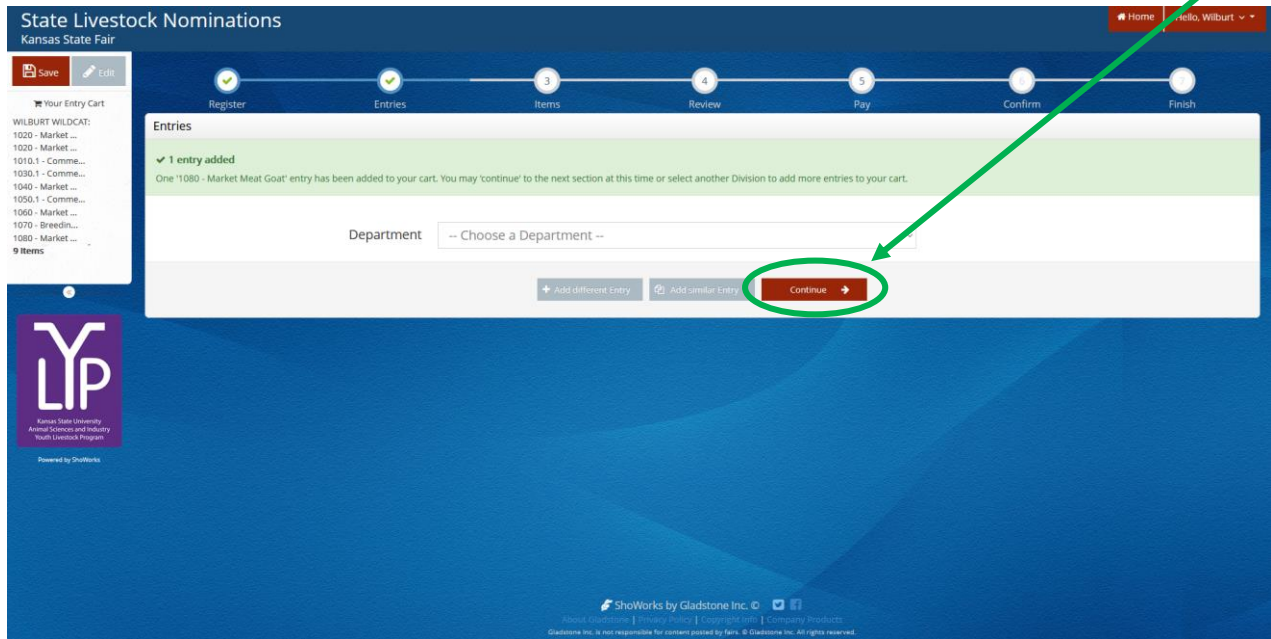
4. Type the quantity of DNA envelopes needed in the box, or press the ➕ button until the desired number of envelopes appears in the "Qty" box.
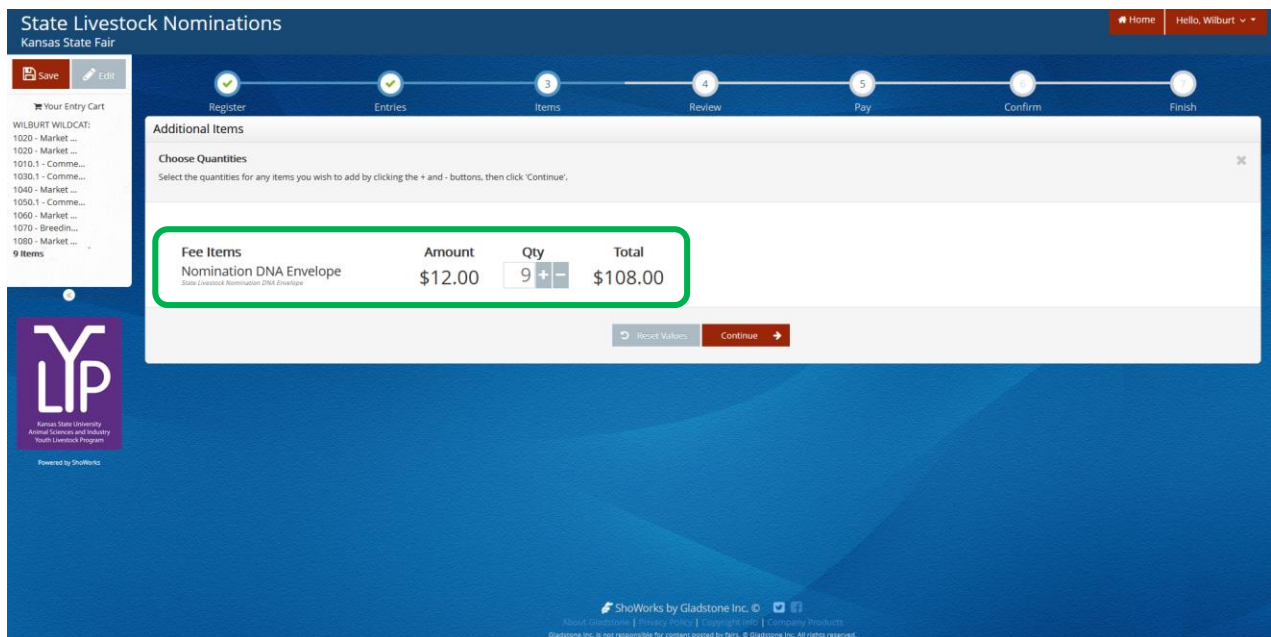
5. Click [Continue →] on the bottom right side of the page.

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

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:

+ Add more Entries for Wilburt Wildcat	To add more nominations for the exhibitor, click gray "Add more Entries for Wilburt Wildcat" on the left at the bottom of the page.
↺ Empty Cart	To empty the cart and delete all nominations for the exhibitor, select the gray "Empty Cart" button in the middle on the bottom of the page. This is discouraged, unless no animals should be submitted for the exhibitor. Users will have to start at the beginning to add entries (nominations) for the exhibitor.
🖫 Save this cart for later	To save the cart, as well as exhibitor information, and return later to complete the process, click the gray "Save this cart for later" button on the middle right bottom of the page.
Check-out →	To continue through the process, check-out, and officially submit the nominations, click the red "Check-out" button on the right at the bottom of the page.

9. To finish and purchase the DNA envelopes, select the **Check-out →** button on the far right side on the bottom of the page.

10. Provide payment information and continue.

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.

12. Read the statement.

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

14. Click the ✔ Submit button on the right side of the box.
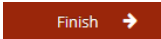
15. The confirmation page will appear. A green "Submission Successful" message indicates the "Entries" were submitted.
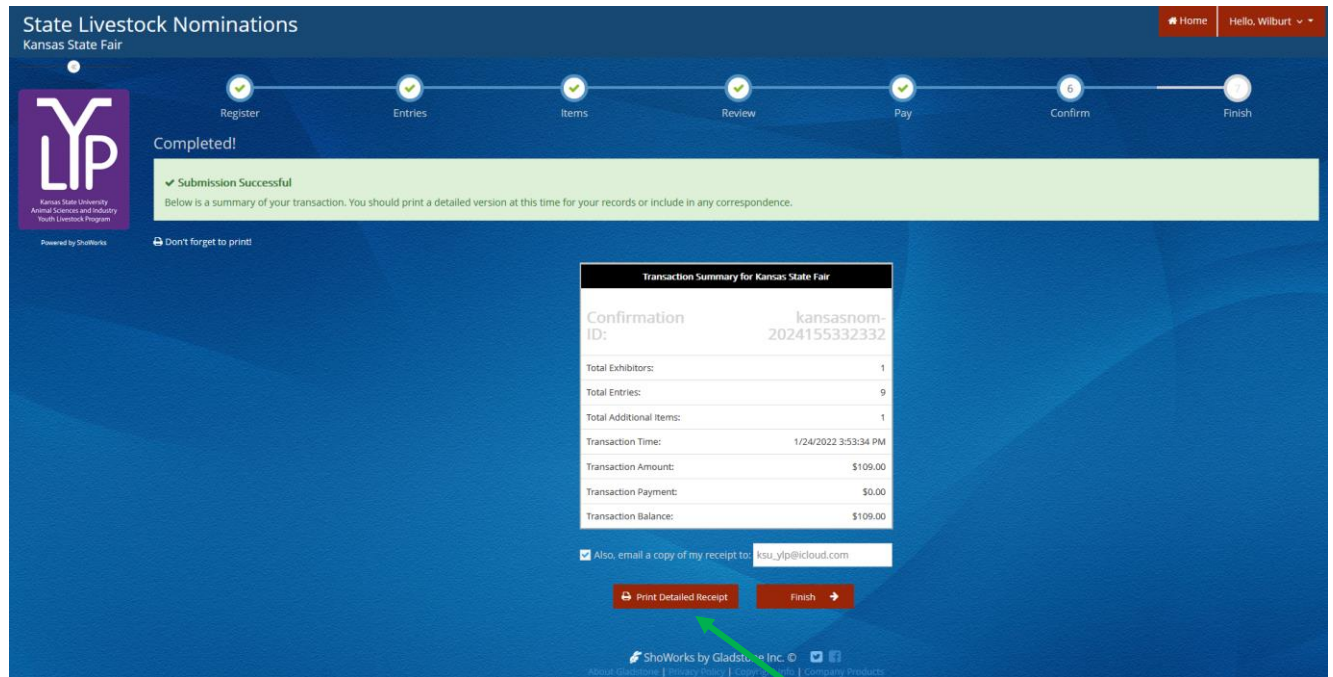
16. Make sure to print a detailed receipt! Click the red "Print Detailed Receipt" button on the bottom left of the page. 🖶 Print Detailed Receipt

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.
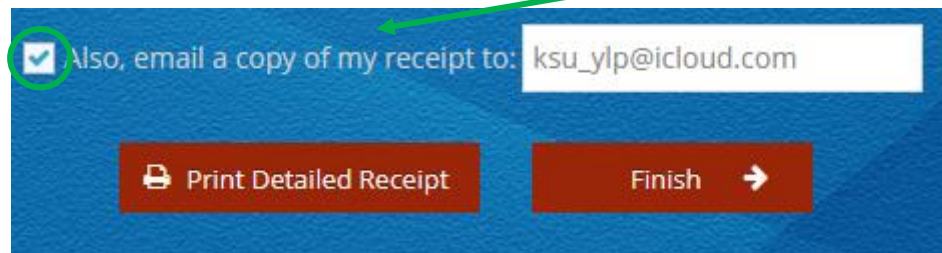
18. Click the 🔴 Finish ➜ button on the lower right corner of the page.

19. The "Finish" page with a Thank You message will appear indicating the state livestock nominations were submitted and the DNA envelopes were ordered.
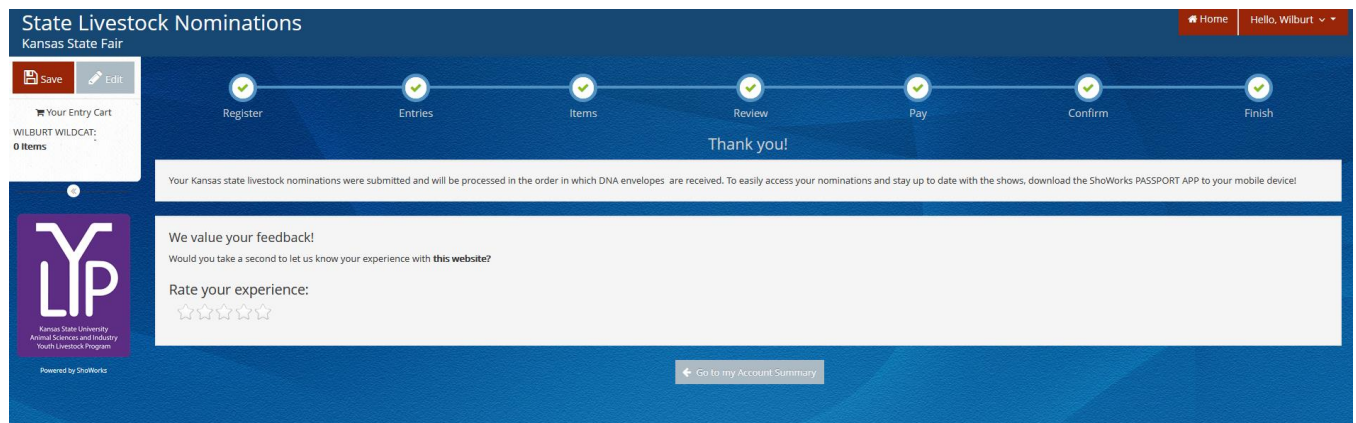
ORDER DNA ENVELOPES NOW & SUBMIT STATE LIVESTOCK NOMINATION DATA (TAG NUMBERS) LATER

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 for the exhibitor, skip ahead in the system by clicking the (3) "Items" button at the top of the page.
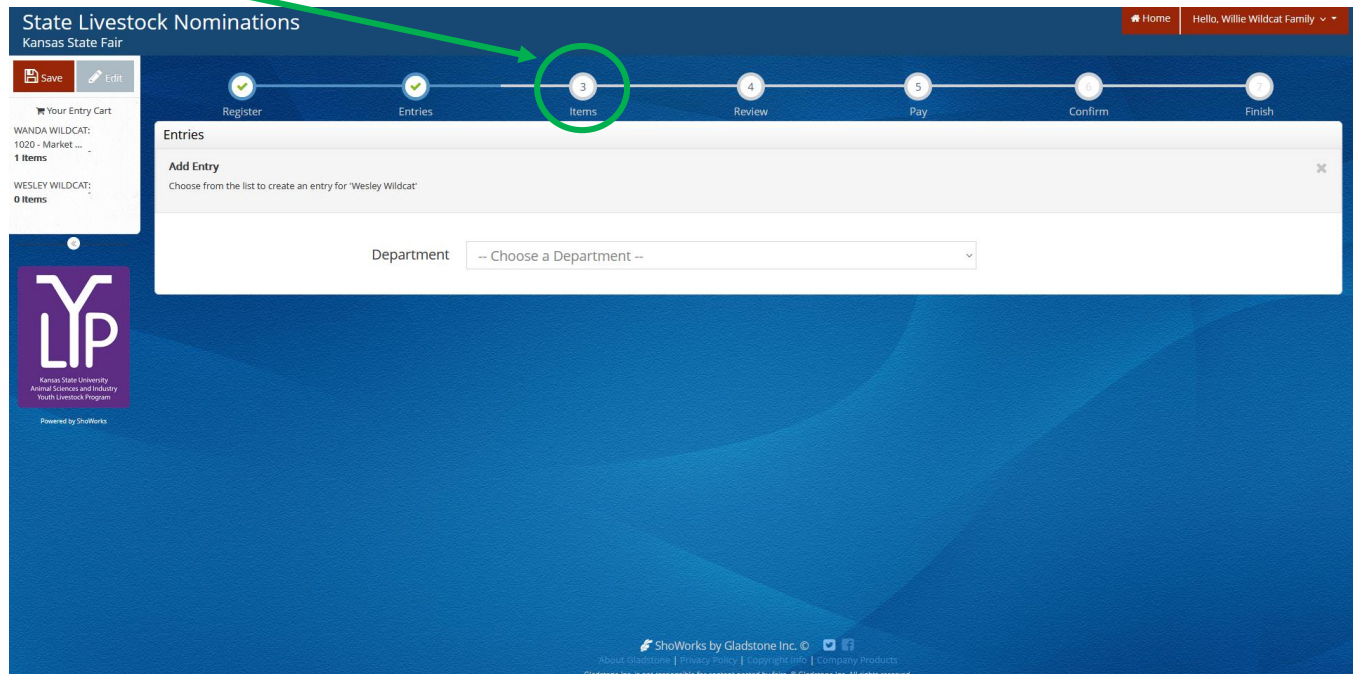
3. Type the quantity of DNA envelopes needed in the box, or press the button until the desired number of envelopes appears in the "Qty" box.
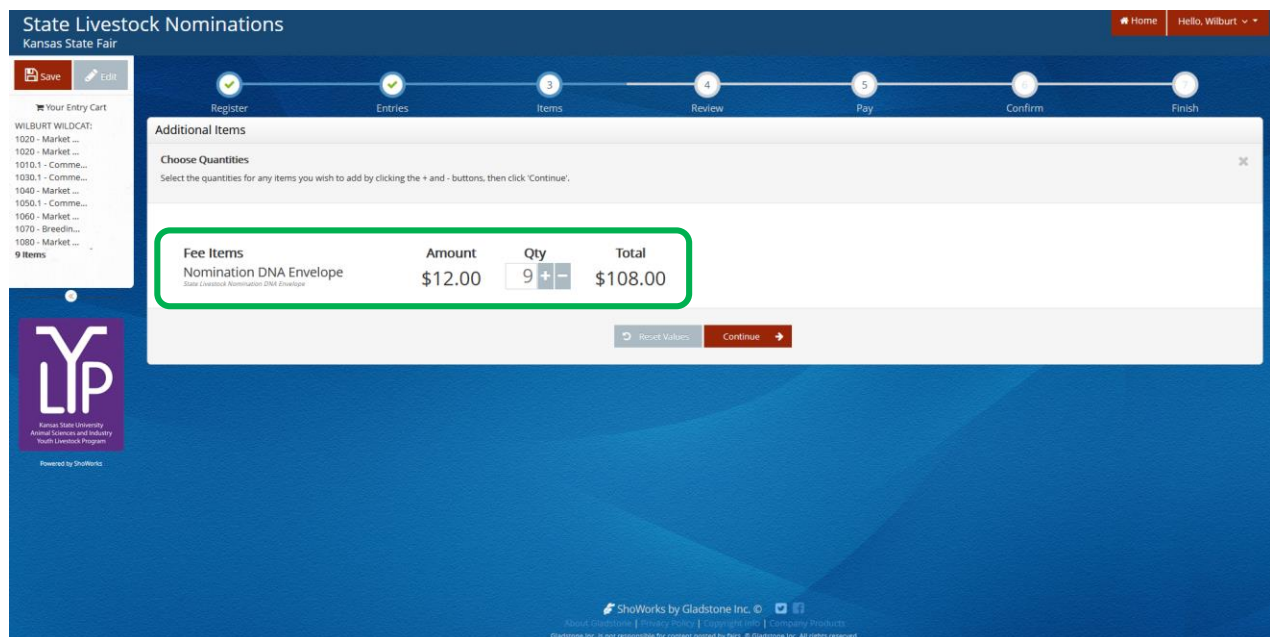
4. Click [Continue ➔] on the bottom right side of the page.

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.
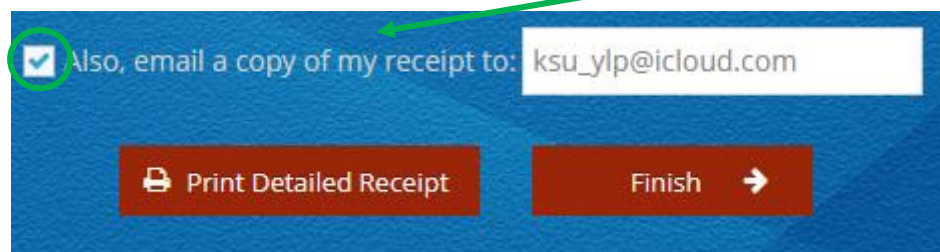
15. Click the [Finish →] button on the lower right corner of the page.

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.
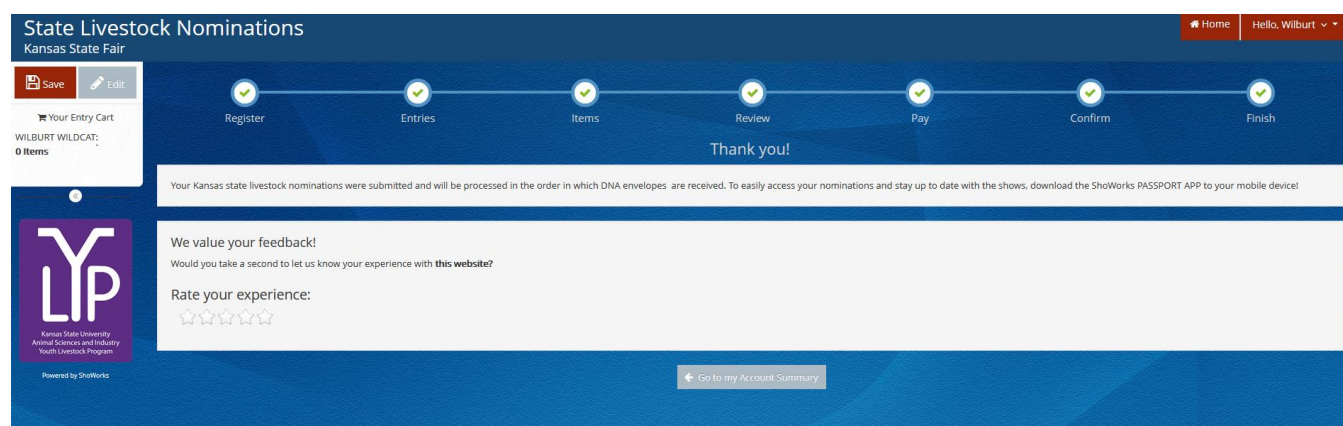
17. **Make sure to return to the ShoWorks system as soon as possible to submit the state livestock nomination data (tag numbers, breeds, secondary IDs) for each animal! Waiting until the last minute could lead to technical difficulties. Submissions must be received by 5:00PM on the appropriate deadline to be accepted. This is also the postmark deadline for signed DNA sample envelopes.**

- 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 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 10/1/2024)
     - 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 the youth livestock website:
         - ✓ YQCA Certifiate Printing Instructions
   - **Declaration Form**
     - Completed 2024 form
       - available on the youth livestock website:
         - ✓ 2024 Declaration Form
       - must be signed by all exhibitors within the family & a parent/legal guardian
         - ✓ signature options:
           - i. may be printed and signed by all parties
           - ii. signed electronically using the mouse
           - iii. signed using a digital signature through the "Fill & Sign" option in Adobe
           - iv. signed by parties typing their names in designated fields
         - ✓ combination of signature formats is acceptable; all legally binding
       - same completed form 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.

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"** on *page 17* 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.

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)
     o After the confirmation page appears when nominations (or DNA Envelope purchase) is submitted, a green "Submission Successful" message indicates the order was submitted.

   o Click the red "Print Detailed Receipt" button on the bottom left of the page.

   - Receive a copy of the receipt via email
     o Check the box next to "Also, email a copy of my receipt to:" and provide a valid email address in the box.

- If receipt is misplaced, can access it through the system.
  - Navigate to ShoWorks page and log back into the system by clicking the red "Sign In" button in the upper right corner.
    - If nominations were originally submitted as a "Quick Group", must select that option and use those credentials to view transactions for exhibitors in the family.
    - If nominations were originally submitted under individual exhibitors, select that option.
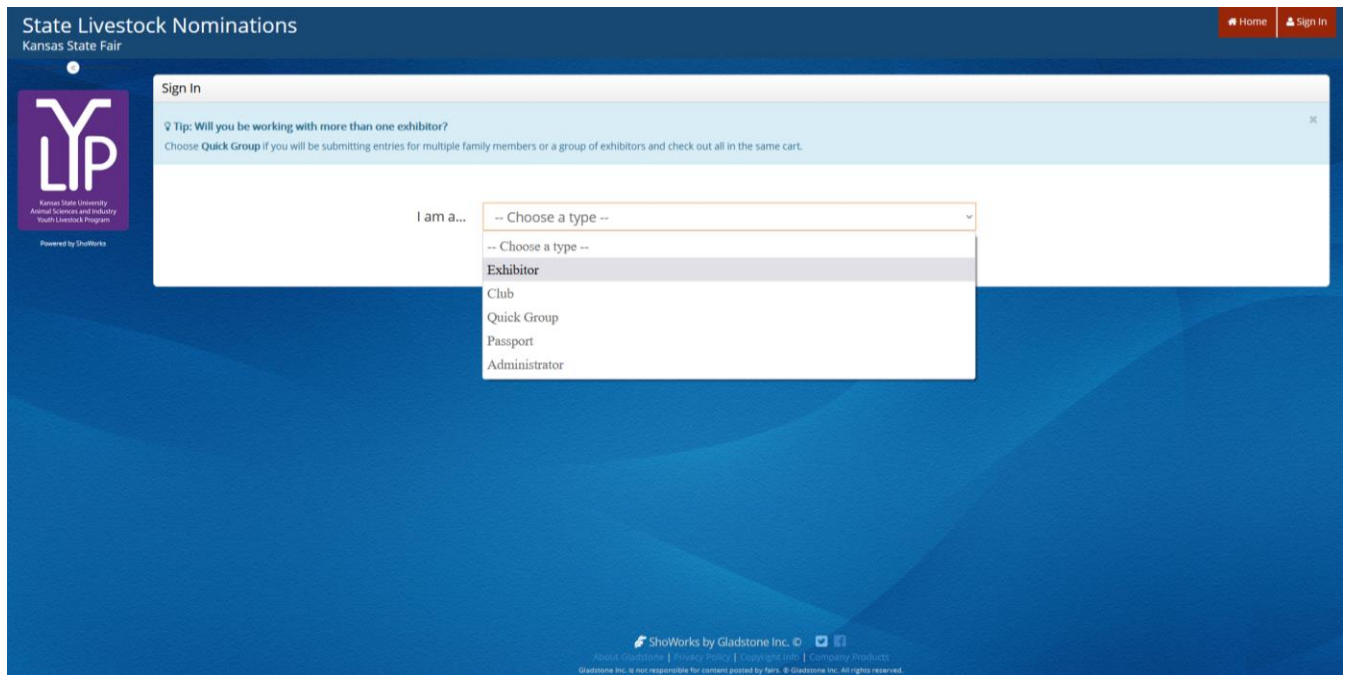
  - Complete Exhibitor Name (or Quick Group Name), password, and select the radio button for "I have previously registered this year" on the lower right of the page.
  - Click [Continue →] on the bottom of the page.
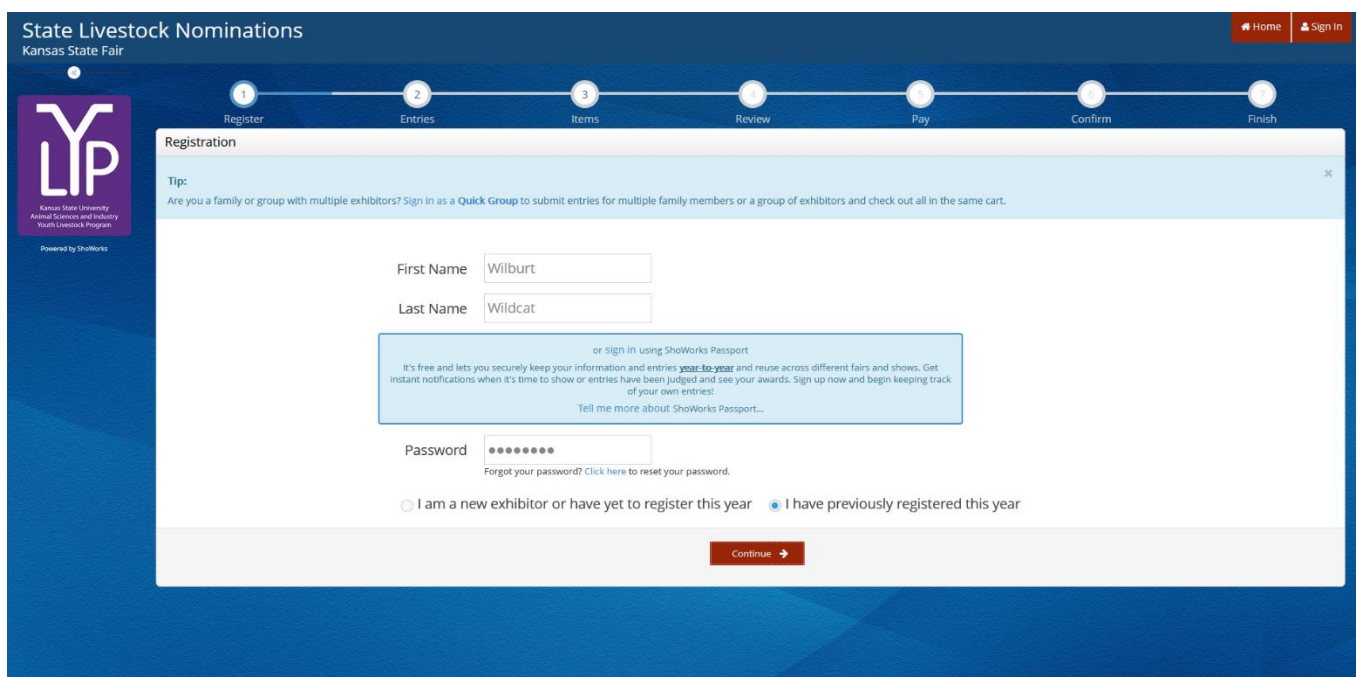
o Confirm registration information.

o Select the gray "View/Print transactions made by this Exhibitor" button on the bottom left of the page.

o Select the gray "Receipt" button on the left, next to the Confirmation ID column.
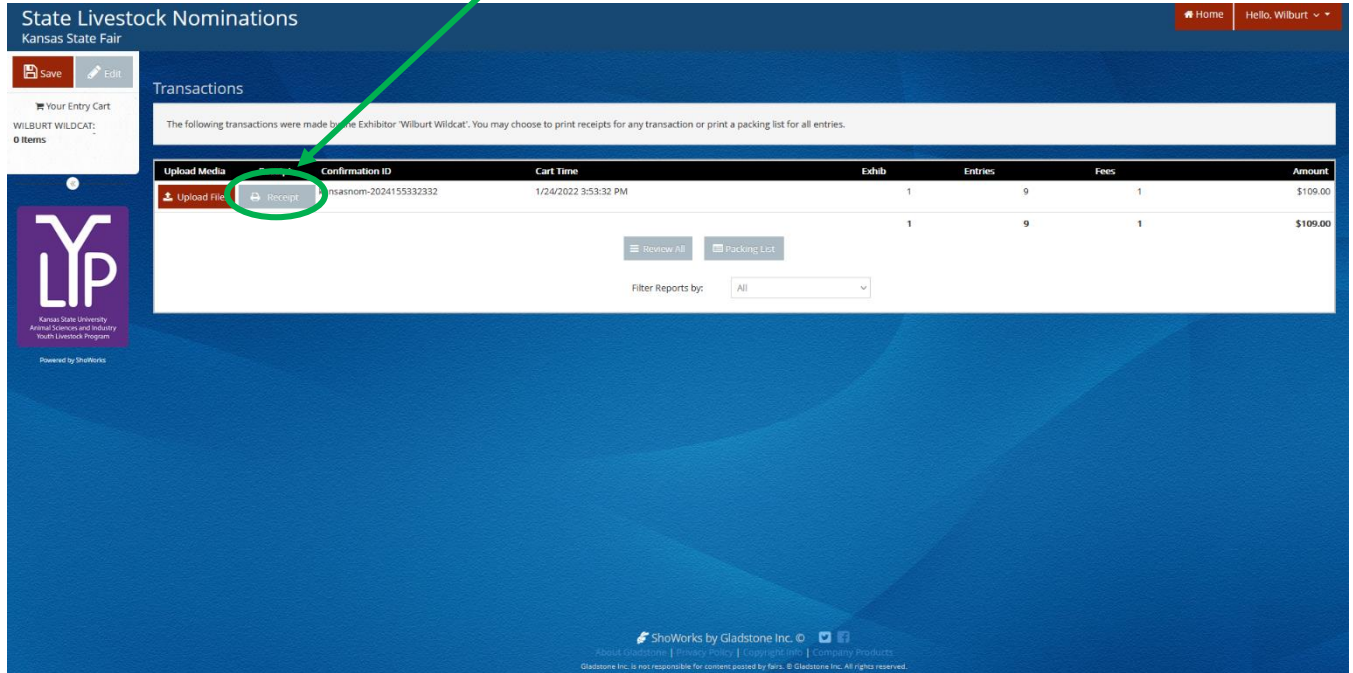
o A copy of the receipt will appear and may be printed from the browser.

Kansas State Youth Livestock Nomination Process
Mailing DNA Envelopes
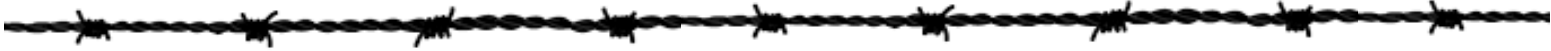
1. An official, completed DNA envelope for each nominated animal is required.
   - This includes:
     - Date of Sample
     - Specie (circled)
     - Animal ID (5-digit visual Kansas 4-H tag #)
     - Barcode Sticker (place in box on upper right of envelope; get from extension office)
     - Identifying 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 Research and Extension — Kansas Livestock Nomination DNA Hair Sample

2021-1000

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

Animal ID 75087 (Kansas 4-H tag number)   Barcode Sticker   982000429515320   75087

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):   Parent signature: Wii Wildcat

Willow 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 Research and Extension — Kansas Livestock Nomination DNA Hair Sample

2021-1000

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

Animal ID 75087 (Kansas 4-H tag number)   Barcode Sticker   982000429515320   75087

Animal Breed Hampshire   Animal Gender Wether   Secondary ID KSS0035 12245 (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):   Parent signature: Wii Wildcat

Willow 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 Research and Extension — Kansas Livestock Nomination DNA Hair Sample

2021-1000

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

Animal ID 75087 (Kansas 4-H tag number)   Barcode Sticker   982000429515320   75087

Animal Breed Meat Goat   Animal Gender Doe   Secondary ID KSS0035 12265 (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):   Parent signature: Wii Wildcat

Willow 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 **<u>POSTMARKED</u>** by the appropriate deadline:
   - May 1 – Market Beef (Steer & Market Heifer)
   - June 15 – Small Livestock (Swine, Sheep, Meat Goat) & Commercial Heifer

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

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

4. **Certified Mail is <u>HIGHLY ENCOURAGED</u>**.

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 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 entries by midnight on June 15.

5. Families are encouraged to notify their Extension Agent or FFA Advisor upon nomination submission.

Kansas State Youth Livestock Nomination Process
Nomination Verification

1. 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 nomination information on file.

5. Reports will be posted online of nominations received and approved.
   - Link – Nominated Livestock Reports

6. Animal "Entries" (Nominations) are final and may NOT be edited once submitted.
   - Requests to correct an error may be submitted to Lexie via email at adhayes@ksu.edu.
     - inaccurate or erroneous information submitted must be rectified by the correction deadline to be updated and make animal/exhibitor eligible to show
     - tag numbers submitted in the system and on the DNA envelope are official

Kansas State Youth Livestock Nomination Process
Frequently Asked Questions

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

The [Kansas State Fair Grand Drive](#) (youth livestock show) and [Kansas Junior Livestock Show](#) (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 youth livestock project. The Kansas State Fair Grand Drive and Kansas Junior Livestock Show are limited to Kansas youth who are bonafide Kansas 4-H or FFA members. Bonafide members mean eligible youth are official members, designated as active through their respective enrollment system (4HOnline), and have paid their program fee and/or dues.

🐾 ***What is my KSU Family/Household Name?***

This is the official name by which your family/household unit would like to be referred. To be as clear as possible and facilitate a smooth nomination process, the name needs to include a first and last name (i.e. Willie Wildcat Family). It is suggested that the first name be a parent/guardian if there are multiple siblings within the family/household. After you submit a family/household name the first time, it will be the name you use indefinitely in the future. Since we do family nominations in Kansas, all eligible siblings or youth who legally reside in the same household, share the same legal address, and materially participate in the care of the project the majority of the time can be listed under the family/household name. This allows all eligible youth within the family/household to 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 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 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.

![K-State logo] *Where do I send my nomination materials – completed DNA and ShoWorks receipt?*

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

*Certified mail with a return receipt is highly encouraged. It will give you peace of mind by proving you mailed your completed and signed DNA envelopes 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. It is discouraged to 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.

![K-State logo] *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. 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.

![K-State logo] *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. Placing nomination materials in the general public mail bin or personal mailbox for carrier pickup is discouraged. K-State, KJLS, and/or the Kansas State Fair are not responsible for late, lost, or misdirected mail.

**Nominations postmarked after the deadline will not be accepted. There is a *late policy* for first time offenders, but it is only granted once, ever, for the family/household and all children 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*. 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. The curriculum is designed to provide different age-appropriate modules annually, so youth will expand their knowledge by covering new topics every year. There are two options by which youth may obtain their YQCA certification; they may attend a 60-minute instructor-led (face-to-face) training with a certified instructor, or they may complete the age-appropriate online certification course. Families should contact their local extension office for information on instructor-led trainings being offered in their area. There is a $3/child fee for the instructor-led training, while the online certification course is $12/child. Families may register for an instructor-led training, or complete the online certification, by logging in and our creating an account (new families) on the YQCA website. Visit https://yqcaprogram.org/ to register for training. Details on obtaining certification, including instructional videos on signing up for training and downloading certificates, are posted here, under the YQCA tab of the KSU Youth Livestock Program 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 10/1/2024 to be eligible to show.

Once certified, youth will need to download a copy of their YQCA certificate from their account. While submitting their state livestock nominations online, ShoWorks will request each child's number and prompt them to upload a copy of their certificate when entering their first animal 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 certificate (which includes their certification number and expiration date).

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". You may also access the page by clicking here. This page includes a nomination report for each specie. The document is sorted by county and will list all of the tag numbers nominated for a family/household, as well as if the nomination is complete. Incomplete information is highlighted, so families/households know 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 your nominations, is incorrect, please contact the KSU Youth Livestock Program at your earliest convenience via email at adhayes@ksu.edu. We will verify the information you entered online and cross reference it with the DNA envelope submitted. The original nomination data you submit and write on the DNA envelope is considered your official nomination.

🐾 *What if my animal loses its tag?*

As soon as you realize a nominated animal has lost its ear tag, please contact your local Extension Office as soon as possible. There is a process for re-tagging the animal and reporting the tag change to the KSU Youth Livestock Program. However, it must be done through your local Extension Agent or FFA Advisor. All market and commercial breeding females that arrive on the grounds at a state show must have a valid Kansas 4-H tag in the ear of the animal that appropriately matches the nomination information on file in order to check in and be eligible to show.

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

NO! Nomination does NOT constitute show entry. While all entities use ShoWorks to streamline the process for families, nomination and entry are completely separate processes. You must first nominate in order to be eligible to subsequently enter a state show. Nomination is done through the KSU Youth Livestock Program, but show entry must be done through each individual show. Both the Kansas State Fair and KJLS manage their own entry processes. After completing the nomination process, exhibitors MUST enter each show in which they wish to participate in order to actually participate. 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 separately. When entries are open and being accepted, information will be sent from the individual shows to local Extension Offices and posted on the websites for each show (Kansas State Fair Grand Drive; KJLS). This information will also be shared on each show's respective social media accounts. Both shows require exhibitors to enter online, using ShoWorks. ***Exhibitors will use the same accounts and credentials they used to submit their nominations to login and enter the 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.mgr@gmail.com.

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) – kjls.mgr@gmail.com

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

Scrapie is a fatal, degenerative disease classified as a transmissible spongiform encephalopathy that affects sheep and goats. In 2001, USDA initiated an accelerated program to eradicate scrapie from flocks and herds within the United States through the National Scrapie Eradication Program (NSEP). Sheep and goats that change ownership or are going to be exhibited must be identified with an official USDA scrapie tag. The original producer of the animal should tag it prior to selling the animal. So, your sheep and goats should have a tag (probably white or yellow) with the USDA seal. The phrase "Unlawful to Remove" will also be found somewhere on the tag. 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 your tag has a custom farm name, "Wildcat Farms" for example, flip the tag over for the full scrapie tag # (including the appropriate Flock ID). A resource page is also posted on the KSU Youth Livestock Program website, under "Scrapie Tag Educational Resource". More information on scrapie may be found on the USA-APHIS website, or the National Scrapie Educational Initiative website. Please click the highlighted titles to be directed to these pages.
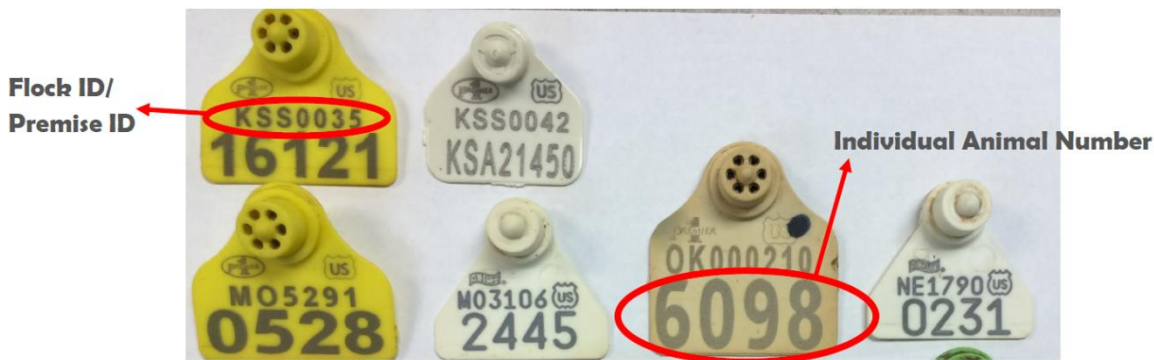
✅ **On nomination forms, submit entire number. Correct Example: KSS0035 16121**

🚫 **Incorrect Example: 6098**

Custom/Farm Scrapie Tags

(USDA Seal)
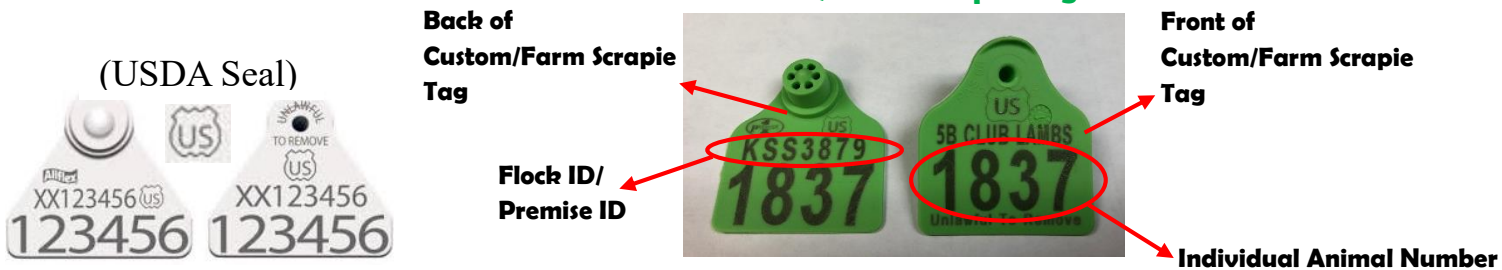
✅ **Correctly listed Scrapie Tag # for Custom/Farm Tag: KSS3879 1837**

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**

🐾 *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.

Example: Notch #47-1
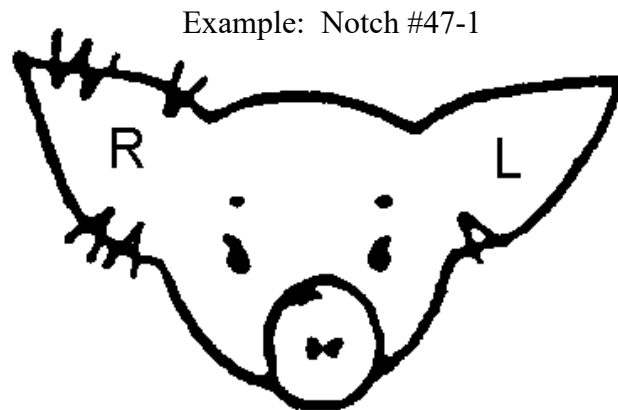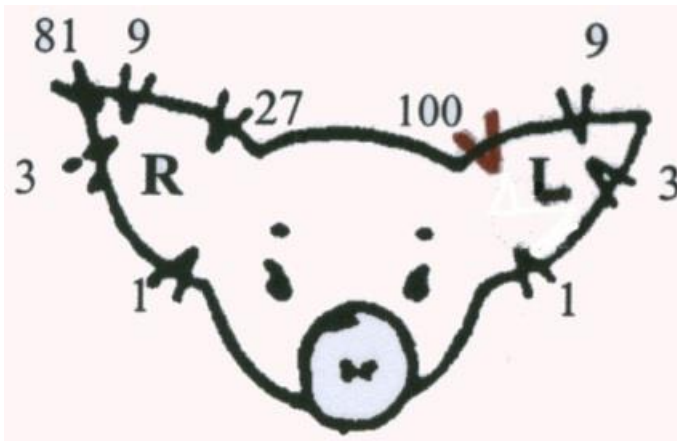
For more information on ear notching, please refer to the Purdue Extension 4-H Reference Guide for ear notching swine or the University of Nebraska-Lincoln Extension ear notching factsheet. You may click the highlighted title above to be directed to the respective resource, or visit the "Nominated Livestock" page of the Youth Livestock Program website to obtain these materials.

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

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 10/1/2024
- 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 visual 5-digit number on Kansas 4-H EID tag

☐ **4. Exhibitor Information Online** – use state nomination link to submit information – https://kansasnom.fairwire.com/
- *Returning Exhibitors* – use existing account created in 2023; do NOT create duplicate account
- *New Exhibitors* – create account using instructions in Rookie Guide
  - ✓ 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 2024 Declaration Form** – complete all sections and include all signatures
- Form available on the "Nomination Information" page of the KSU YLP website – 2024 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 exhibitors within the 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/
- Department – Cattle • Division – Market Beef • Breed • Tag Number
- Club (exhibitor's county or FFA chapter) • Animal Gender • Housing Location
- Make sure 4-H tag number in animal's ear matches Animal ID on DNA and Tag ID in system.
- Enter animal nomination under each exhibitor within the family. 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 – 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 10/1/2024
- 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 calf has an existing 840 EID tag upon purchase
  - ✓ Tag ID for ShoWorks & DNA envelope is visual 5-digit number on Kansas 4-H EID tag

☐ **4. Exhibitor Information Online** – use state nomination link to submit information – https://kansasnom.fairwire.com/
- *Returning Exhibitors* – use existing account created in 2023; do NOT create duplicate account
- *New Exhibitors* – create account using instructions in Rookie Guide
  - ✓ may create individual exhibitor account or add to Quick Group
  - ✓ "Quick Groups" are optional; ShoWorks tool to manage multiple exhibitors in family

☐ **5. Complete 2024 Declaration Form** – complete all sections and include all signatures
- Form available on the "Nomination Information" page of the KSU YLP website – 2024 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 exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.

☐ **7. Animal Nomination Entry Submitted through ShoWorks by June 15:** https://kansasnom.fairwire.com/
- Department – Cattle
- Division – Commercial Breeding Heifer
- Tag Number
- Club (exhibitor's county or FFA chapter)
- Breed – Commercial Breeding Heifer
- Animal Gender
- Housing Location
- DOB (must be in 2023 for KJLS)
- Make sure 4-H tag number in animal's ear matches Animal ID on DNA and Tag ID in system.
- Enter animal nomination under each exhibitor within the family. 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 nominate as BOTH a *__commercial breeding heifer AND a market heifer__*, what do I submit?
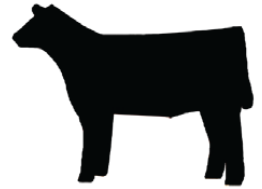
No market heifer division available at KJLS; only state fair.

☐ 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 10/1/2024
   - 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 visual 5-digit number on Kansas 4-H EID tag

☐ 4. **Exhibitor Information Online** – use state nomination link to submit information – https://kansasnom.fairwire.com/
   - *Returning Exhibitors* – use existing account created in 2023; do NOT create duplicate account
   - *New Exhibitors* – create account using instructions in Rookie Guide
      - ✓ may create individual exhibitor account or add to Quick Group
      - ✓ "Quick Groups" are optional; ShoWorks tool to manage multiple exhibitors in family

☐ 5. **Complete 2024 Declaration Form** – complete all sections and include all signatures
   - Form available on the "Nomination Information" page of the KSU YLP website – 2024 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 exhibitors within the 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 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 each exhibitor within the 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 – 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 10/1/2024
- 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 calf has an existing 840 EID tag upon purchase
  - ✓ Tag ID for ShoWorks & DNA envelope is visual 5-digit number on Kansas 4-H EID tag

☐ **4. Exhibitor Information Online** – use state nomination link to submit information – https://kansasnom.fairwire.com/
- *Returning Exhibitors* – use existing account created in 2023; do NOT create duplicate account
- *New Exhibitors* – create account using instructions in Rookie Guide
  - ✓ may create individual exhibitor account or add to Quick Group
  - ✓ "Quick Groups" are optional; ShoWorks tool to manage multiple exhibitors in family

☐ **5. Complete 2024 Declaration Form** – complete all sections and include all signatures
- Form available on the "Nomination Information" page of the KSU YLP website – 2024 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 exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.

☐ **7. Animal Nomination Entry Submitted through ShoWorks by June 15:** https://kansasnom.fairwire.com/
- Department – Swine • Division – Market Hog and/or Commercial Breeding Gilt
- Breed • Tag Number • Club (exhibitor's county or FFA chapter) • 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.
- <mark>Enter animal nomination under each exhibitor within the family. If you have 2 kids, enter animals under both.</mark>

☐ **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 10/1/2024
   - 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 calf has an existing 840 EID tag upon purchase
   - ✓ Tag ID for ShoWorks & DNA envelope is visual 5-digit number on Kansas 4-H EID tag

☐ **4. Exhibitor Information Online** – use state nomination link to submit information – https://kansasnom.fairwire.com/
   - *Returning Exhibitors* – use existing account created in 2023; do NOT create duplicate account
   - *New Exhibitors* – create account using instructions in Rookie Guide
     - ✓ may create individual exhibitor account or add to Quick Group
     - ✓ "Quick Groups" are optional; ShoWorks tool to manage multiple exhibitors in family

☐ **5. Complete 2024 Declaration Form** – complete all sections and include all signatures
   - Form available on the "Nomination Information" page of the KSU YLP website – 2024 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 exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.

☐ **7. Animal Nomination Entry Submitted through ShoWorks by June 15:** https://kansasnom.fairwire.com/
   - Department – Sheep   • Division – Market Lamb and/or Commercial Breeding Ewe
   - Breed   • Tag Number   • Club (exhibitor's county or FFA chapter)   • 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 each exhibitor within the 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 10/1/2024
- 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 calf has an existing 840 EID tag upon purchase
  - ✓ Tag ID for ShoWorks & DNA envelope is visual 5-digit number on Kansas 4-H EID tag

☐ **4. Exhibitor Information Online** – use state nomination link to submit information – https://kansasnom.fairwire.com/
- *Returning Exhibitors* **–** use existing account created in 2023; do NOT create duplicate account
- *New Exhibitors* – create account using instructions in Rookie Guide
  - ✓ may create individual exhibitor account or add to Quick Group
  - ✓ "Quick Groups" are optional; ShoWorks tool to manage multiple exhibitors in family

☐ **5. Complete 2024 Declaration Form** – complete all sections and include all signatures
- Form available on the "Nomination Information" page of the KSU YLP website – 2024 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 exhibitors within the family and a parent/guardian must sign the front of the DNA envelope.

☐ **7. Animal Nomination Entry Submitted through ShoWorks by June 15:** https://kansasnom.fairwire.com/
- Department – Meat Goat   • Division – Market Meat Goat and/or Breeding Doe
- Tag Number   • Club (exhibitor's county or FFA chapter)   • 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 each exhibitor within the 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 – Registered Breeding Females

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

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

Mail DNA envelopes and copy of online nomination 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-drive-25th-anniversary*

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

Kansas State Youth Livestock Nomination Process
2024 Updates

☞ **Use Existing ShoWorks Exhibitor Accounts for Nominations**

State Livestock Nominations transitioned to an online system in 2022. Exhibitors who state nominated a market animal or commercial breeding female last year need to use their existing ShoWorks account this year. Do NOT create a new account, unless you truly are a family nominating for the very first time or adding a brand new exhibitor to the family. For help accessing an account, request a password reset in the system or contact the Youth Livestock Program for assistance. Exhibitors will verify their contact information, update their age and 2024 YQCA #, then continue through the system.

☞ **Order Official DNA Envelopes in Advance**

Families will pay their nomination fee by purchasing official DNA envelopes online through ShoWorks. Envelopes that were purchased in 2022 or 2023 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. The deadline to order DNA envelopes is ***10 days prior*** to the nomination deadline: *Market Beef – April 20; Small Livestock & Commercial Heifers – June 5*. There is also an option for expedited shipping. Orders will continue to be filled after the DNA 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. Families may also pick up their DNA envelopes in-person, as long as they pay for them online and contact the KSU Youth Livestock Program in advance to make arrangement for pick up.

☞ **Club Options Modified**

Each exhibitor must select the "CLUB" in which they participate and intend to show. For 4-H members, this is their local county. All FFA Chapters have also been added to the system under the county is which they are located. For example, Dickinson county 4-H'ers will select "Dickinson" as their "Club" in the system. An Abilene FFA member will find their chapter under "Dickinson – Abilene FFA". This will allow FFA members to be able to select the appropriate Club more easily, as well as assist the shows in stalling assignments. It is vitally important families select the appropriate "Club".

☞ **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 each division). Dual nomination means the animal is nominated both in the market division and in the commercial breeding division. Therefore, they are eligible to be entered by an exhibitor and shown in either division for the Grand Drive and/or KJLS. The decision will be made during show entry. Families who wish to take advantage of this option will need to nominate all of their gilts, ewes, and does under the market division, and then move the "Dual Nom (Mkt & Com)" slider button to the blue "YES" on the bottom of the page. All animals will still need to be submitted online under each exhibitor account within a family to be available later for all kids during the show entry process. Only one (1) DNA sample is required for dual nominations.

☞ **Kansas 4-H Premium Auction Policy Change**

Kansas 4-H has removed the policy making livestock projects sold through Kansas county fair premium auctions ineligible for the Kansas State Fair Grand Drive and KJLS. Please refer to the Kansas 4-H Policy Guide and each show's specific rules for more details on animal eligibility.

☞ **Kansas State Fair Grand Drive Rule Changes**

The Kansas State Fair Grand Drive has modified their rules regarding fitting for the market animal and breeding divisions; refer to the 2024 rules for details. Showmanship will remain "no fit". Additionally, all market beef with Maine-Anjou papers will show together in one division. Shorthorn Plus has also been added to the market beef show. The swine show will now include Chester Whites, a combined AOB division, as well as light and dark crossbred divisions. Market Suffolk sheep will show as AOB this year. Refer to the 2024 Grand Drive rules for more information.

☞ **KJLS Rule Changes**

Limousin steers will show in the AOB division, but families may continue selecting that specific breed in the nomination system. The weight limit for market steers has also increased to 1,100 pounds. There will be some changes in the KJLS schedule as well. Refer to the 2024 KJLS rules and schedule for additional details.

2024 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**: All Kansas 4-H members that have reached the age of 7 before January 1st of the show year will be eligible to participate at the Kansas Junior Livestock Show.

Entry	Required Materials for Nomination	Cost to Nominate	Nomination Declaration*	Nomination Deadline	Show Entry Deadline	Registration Papers
Market Steers	KS 4-H EID tagged, Declaration Form*, Market Beef Online Nomination Entry*, Official DNA Envelope*, Gender, YQCA Certification, all completed & postmarked by May 1.	$12	Required every year	May 1	KSF – July 15 KJLS – August 15	Required for breed classes.
Market Heifers**	KS 4-H EID tagged, Declaration Form*, Market Beef Online Nomination Entry*, Official DNA Envelope*, YQCA Certification, all completed & postmarked by May 1.	$12	Required every year	May 1	KSF – July 15	N/A
Commercial 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	*None. YQCA certificate submitted at time of show entry.*	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	*None. YQCA certificate submitted at time of show entry.*	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	*None. YQCA certificate submitted at time of show entry.*	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 2024 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.

*** 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 2024

YQCA
YOUTH FOR THE QUALITY CARE OF ANIMALS

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 taking the pre-test. The YQCA program transitioned to a new platform in March of 2022, so families need to visit the new website and create a new family account if they have not previously done so. Returning families will login using the credentials for their account previously created 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.

www.yqcaprogram.org

K·STATE

Research and Extension

**Department of
Animal Sciences
and Industry**

218 Weber Hall
1424 Claflin Road
Manhattan, KS 66506-0201
785-532-6533
fax: 785-532-7059
asi.k-state.edu

MEMO

Date: March 1, 2024

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 2024.** 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.

The program transitioned to a new platform, including a new website, in March of 2022. It is independent of 4HOnline. All families who have youth seeking certification will need to login to their user account through the new YQCA website to register for training, regardless of the delivery method selected. Those who will be certifying for the first time need to navigate to the new website and create an account. 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 new 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 in 2022 or 2023. 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 may 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.

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 provide proof they have met the YQCA certification requirement by uploading a copy of their YQCA certificate into ShoWorks when they submit 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. Families will be 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

**Department of
Animal Sciences
and Industry**

218 Weber Hall
1424 Claflin Road
Manhattan, KS 66506-0201
785-532-6533
fax: 785-532-7059
asi.k-state.edu

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 put in 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.
      • Youth should complete pre-course survey prior to completing course.
   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.
      • Youth must complete pre-course survey prior to attending in-person class (located under User > Enrolled Trainings).
   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

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

**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.

2024 DECLARATION FORM FOR KANSAS NOMINATED LIVESTOCK

Family/Household Name: _Willie Wildcat Family_ **KSU Nomination #:** _12345_

☐ We are a *new family*! This is our first year to state nominate animals! (please see note below to obtain a number)

- Example Family Name: Willie Wildcat Family. **Include at least one first name,** combined with a **last name.** Use the **same name** each year.
- If this is your first time nominating, please request a KSU Nomination # HERE. It will be emailed to you in 1-3 business days.
- If you have nominated before but need your KSU Nomination #, refer to the list posted on the KSU YLP "Nomination Information" page.

*Individual exhibitor names in Family/Household: _Wilbur Wildcat_ Age: _14_
Wanda Wildcat Age: _10_
Wyatt Wildcat Age: _7_
Age: _____

YQCA Requirement:

☑ YQCA is required for ALL exhibitors. Each exhibitor's certificate must be uploaded into the nomination system.

Housing and Care:

Exhibitors of Kansas Youth Livestock Shows are responsible for the proper care of their animal(s) by following acceptable methods of good animal husbandry. A healthy animal requires sufficient food, water, shelter, and appropriate health care. Youth are expected to provide the primary care and training for livestock projects for the duration of the project. Primary care is defined as the exhibitor making the decisions for and providing the care, handling, and training of their livestock project a majority of the time.

**Please check the box for each species you will be nominating:

☑ Market Beef - May 1 ☐ Commercial Heifers - June 15 ☑ Swine - June 15 ☐ Sheep - June 15 ☐ Goats - June 15

Section 1: Exhibitor(s) Primary Residence:

Physical Address: _1424 Claflin Road_ City: _Manhattan_ State: _KS_ Zip: _66506_
County: _Weber_ Phone: _(785) 532-1264_ Email: _adhayes@ksu.edu_

Will all of your animals be housed at your primary residence? ☐ Yes ☑ No
If you answered "Yes", move to Section 3. If you answered "No", complete Sections 2 AND 3.

Section 2: Housed Location:

Landlord Name: _William Wildcat_
Physical Address: _2000 No Denison_ City: _Manhattan_ State: _KS_ Zip: _66506_
County: _Weber_ Phone: _(785) 532-1264_ E-mail: _ksu_ylp@icloud.com_

Name the specie *AND* how you plan to care for the project animal(s) not located at your primary residence?
Cattle and swine - we live on campus in town, so we keep our animals at our grandparents house. We drive to their farm at least twice a day to feed and care for all our animals.

Section 3: Declaration:

I attest that I have owned, possessed, and cared for my livestock project(s) since the specified date listed by specie. I hereby certify that I have read the above information and will comply with these rules as well as the rules of Household Nominations at www.YouthLivestock.KSU.edu listed under "Nomination Information." I understand that false information provided concerning this declaration will result in exhibitors and/or animals being ineligible for either or both shows, as determined by show management. Exhibitors presenting false statements are also subject to further penalties by the Kansas State Fair and/or the Kansas Junior Livestock Show. I recognize the show managements, or their appointed designee, reserve the right to inspect a premises to ensure animals are housed as indicated. Exhibitors are expected to fully cooperate with show representatives, including making themselves and/or a parent/guardian and animals available upon request. If an inspection is deemed necessary, show management will notify exhibitor of an on-site visit. If the exhibitor cannot agree upon a visit date. They have 36 hours to reschedule a makeup inspection. If the inspection is refused or otherwise not met, show managements may reserve the right to disqualify the exhibitor from the show.

Parties may type or sign their names below. Each party consents this agreement may be electronically signed, and that any electronic signature appearing in this agreement by the exhibitors and/or their parent/legal guardian are the same as handwritten signatures and are legally binding.

Wilbur Wildcat
Wanda Wildcat
Wyatt Wildcat
Exhibitor(s) Signature(s)

Willie Wildcat 03/01/2024
Parent/Legal Guardian Signature *Date*

Upload form into the ShoWorks nomination system with animal and exhibitor information. Paper forms will not be accepted.
Online Nomination Link: https://kansasnom.fairwire.com/
There is a $20.00 fee if any component of a nomination is missing, incomplete, or has to be returned.
No Refunds; only materials submitted by the deadline will be accepted.

Print
Save

January 2024

Kansas State Youth Livestock Nomination Process
Example DNA Envelopes

K·STATE Research and Extension   Kansas Livestock Nomination DNA Hair Sample   2021-1000

Date _4/15/2022_   Species (circle one):   **Beef**   Sheep   Swine   Goat

Animal ID _75087_   Barcode Sticker   982000429515320   75087
(Kansas 4-H tag number)

Animal Breed _Hereford_   Animal Gender _Steer_   Secondary ID _KSU 2122_
(ear notch, scrapie tag, tattoo)

Family/Household Name _Willie Wildcat Family_

Address _1424 Claflin Rd_   City _Manhattan_   State _KS_ Zip _66506_

County _Riley_   Phone _(785)532-1264_   Email _ksu_ylp@icloud.com_

Exhibitor signature(s):   Parent signature: _Willie Wildcat_

Wilbur 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 Research and Extension   Kansas Livestock Nomination DNA Hair Sample   2021-1000

Date _6/1/2022_   Species (circle one):   Beef   Sheep   **Swine**   Goat

Animal ID _75087_   Barcode Sticker   982000429515320   75087
(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_ylp@icloud.com_

Exhibitor signature(s):   Parent signature: _Willie Wildcat_

Wilbur 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 Research and Extension — Kansas Livestock Nomination DNA Hair Sample

2021-1000

Date __6/1/2022__   Species (circle one):   Beef   (Sheep)   Swine   Goat

Animal ID __75087__   Barcode Sticker

982000429515320
75087

(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_ylp@icloud.com__

Exhibitor signature(s):

__Wilbur 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 Research and Extension — Kansas Livestock Nomination DNA Hair Sample

2021-1000

Date __6/1/2022__   Species (circle one):   Beef   Sheep   Swine   (Goat)

Animal ID __75087__   Barcode Sticker

982000429515320
75087

(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_ylp@icloud.com__

Exhibitor signature(s):

__Wilbur Wildcat__

Parent signature: __Willie Wildcat__

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

KANSAS STATE LIVESTOCK NOMINATION WORKSHEET
MARKET BEEF (Steers & Market Heifers)

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

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

		Online	*DNA*

4-H Tag # **Breed:**

Name: _____

Angus   Charolais   Chianina   Hereford   Limousin   Maine-Anjou
Red Angus   Shorthorn   Simmental   Crossbred   Market Heifer
AOB: _____

4-H Tag # **Breed:**

Name: _____

Angus   Charolais   Chianina   Hereford   Limousin   Maine-Anjou
Red Angus   Shorthorn   Simmental   Crossbred   Market Heifer
AOB: _____

4-H Tag # **Breed:**

Name: _____

Angus   Charolais   Chianina   Hereford   Limousin   Maine-Anjou
Red Angus   Shorthorn   Simmental   Crossbred   Market Heifer
AOB: _____

4-H Tag # **Breed:**

Name: _____

Angus   Charolais   Chianina   Hereford   Limousin   Maine-Anjou
Red Angus   Shorthorn   Simmental   Crossbred   Market Heifer
AOB: _____

4-H Tag # **Breed:**

Name: _____

Angus   Charolais   Chianina   Hereford   Limousin   Maine-Anjou
Red Angus   Shorthorn   Simmental   Crossbred   Market Heifer
AOB: _____

4-H Tag # **Breed:**

Name: _____

Angus   Charolais   Chianina   Hereford   Limousin   Maine-Anjou
Red Angus   Shorthorn   Simmental   Crossbred   Market Heifer
AOB: _____

4-H Tag # **Breed:**

Name: _____

Angus   Charolais   Chianina   Hereford   Limousin   Maine-Anjou
Red Angus   Shorthorn   Simmental   Crossbred   Market Heifer
AOB: _____

4-H Tag # **Breed:**

Name: _____

Angus   Charolais   Chianina   Hereford   Limousin   Maine-Anjou
Red Angus   Shorthorn   Simmental   Crossbred   Market Heifer
AOB: _____

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

January 2024

KANSAS STATE LIVESTOCK NOMINATION WORKSHEET
COMMERCIAL HEIFER

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

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

		Online	*DNA*
4-H Tag #	**Date of Birth (M/D/YY):**		
Name: _____	Sire *(optional)*: _____ Tattoo *(optional)*: _____		
4-H Tag #	**Date of Birth (M/D/YY):**		
Name: _____	Sire *(optional)*: _____ Tattoo *(optional)*: _____		
4-H Tag #	**Date of Birth (M/D/YY):**		
Name: _____	Sire *(optional)*: _____ Tattoo *(optional)*: _____		
4-H Tag #	**Date of Birth (M/D/YY):**		
Name: _____	Sire *(optional)*: _____ Tattoo *(optional)*: _____		
4-H Tag #	**Date of Birth (M/D/YY):**		
Name: _____	Sire *(optional)*: _____ Tattoo *(optional)*: _____		

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

January 2024

KANSAS STATE LIVESTOCK NOMINATION WORKSHEET
SWINE

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

- *DO NOT mail this form - only to be used as a guide to organize & enter nominations online in ShoWorks.*
- *Have YQCA certificates and completed Declaration Form for the current year available and ready to upload.*
- *Only animals submitted online AND with DNA postmarked by the deadline will be accepted.*
- *Place barcode sticker for EID tag in appropriate field on DNA envelope.*
- *Enter animal under all exhibitors for family nomination - a name will help quickly add it to multiple youth.*
- *Make sure DNA envelope is signed by ALL exhibitors within the family AND parent/legal guardian.*
- *Refer to Rookie Guide, agent, or project leader for help on correctly reading and reporting ear notches.*

Online DNA

4-H Tag # _____ **Gender:** Gilt Barrow **Breed:**
Duroc   Hampshire   Yorkshire
Light AOB   Dark AOB   Berkshire
Light Crossbred Dark Crossbred
Name: _____
Ear Notch: _____

4-H Tag # _____ **Gender:** Gilt Barrow **Breed:**
Duroc   Hampshire   Yorkshire
Light AOB   Dark AOB   Berkshire
Light Crossbred Dark Crossbred
Name: _____
Ear Notch: _____

4-H Tag # _____ **Gender:** Gilt Barrow **Breed:**
Duroc   Hampshire   Yorkshire
Light AOB   Dark AOB   Berkshire
Light Crossbred Dark Crossbred
Name: _____
Ear Notch: _____

4-H Tag # _____ **Gender:** Gilt Barrow **Breed:**
Duroc   Hampshire   Yorkshire
Light AOB   Dark AOB   Berkshire
Light Crossbred Dark Crossbred
Name: _____
Ear Notch: _____

4-H Tag # _____ **Gender:** Gilt Barrow **Breed:**
Duroc   Hampshire   Yorkshire
Light AOB   Dark AOB   Berkshire
Light Crossbred Dark Crossbred
Name: _____
Ear Notch: _____

4-H Tag # _____ **Gender:** Gilt Barrow **Breed:**
Duroc   Hampshire   Yorkshire
Light AOB   Dark AOB   Berkshire
Light Crossbred Dark Crossbred
Name: _____
Ear Notch: _____

4-H Tag # _____ **Gender:** Gilt Barrow **Breed:**
Duroc   Hampshire   Yorkshire
Light AOB   Dark AOB   Berkshire
Light Crossbred Dark Crossbred
Name: _____
Ear Notch: _____

4-H Tag # _____ **Gender:** Gilt Barrow **Breed:**
Duroc   Hampshire   Yorkshire
Light AOB   Dark AOB   Berkshire
Light Crossbred Dark Crossbred
Name: _____
Ear Notch: _____

There is a one-time/year $20.00 fee if any component of a nomination is incomplete or has to be returned. Use the checklist. No Refunds.
January 2024

KANSAS STATE LIVESTOCK NOMINATION WORKSHEET
SHEEP

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

- *DO NOT mail this form - only to be used as a guide to organize & enter nominations online in ShoWorks.*
- *Have YQCA certificates and completed Declaration Form for the current year available and ready to upload.*
- *Only animals submitted online AND with DNA postmarked by the deadline will be accepted.*
- *Place barcode sticker for EID tag in appropriate field on DNA envelope.*
- *Enter animal under all exhibitors for family nomination - a name will help quickly add it to multiple youth.*
- *Make sure DNA envelope is signed by ALL exhibitors within the family AND parent/legal guardian.*
- *Refer to Rookie Guide, agent, or project leader for help on correctly reading and reporting scrapie tag #.*

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

						Online	*DNA*
4-H Tag #	**Scrapie Tag #**	**Breed:**					
Name: _____	**Gender:** Ewe Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB	Crossbred		
4-H Tag #	**Scrapie Tag #**	**Breed:**					
Name: _____	**Gender:** Ewe Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB	Crossbred		
4-H Tag #	**Scrapie Tag #**	**Breed:**					
Name: _____	**Gender:** Ewe Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB	Crossbred		
4-H Tag #	**Scrapie Tag #**	**Breed:**					
Name: _____	**Gender:** Ewe Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB	Crossbred		
4-H Tag #	**Scrapie Tag #**	**Breed:**					
Name: _____	**Gender:** Ewe Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB	Crossbred		
4-H Tag #	**Scrapie Tag #**	**Breed:**					
Name: _____	**Gender:** Ewe Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB	Crossbred		
4-H Tag #	**Scrapie Tag #**	**Breed:**					
Name: _____	**Gender:** Ewe Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB	Crossbred		
4-H Tag #	**Scrapie Tag #**	**Breed:**					
Name: _____	**Gender:** Ewe Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB	Crossbred		
4-H Tag #	**Scrapie Tag #**	**Breed:**					
Name: _____	**Gender:** Ewe Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB	Crossbred		
4-H Tag #	**Scrapie Tag #**	**Breed:**					
Name: _____	**Gender:** Ewe Wether	Dorset Hair Hampshire	Natural Shropshire Southdown	Speckle Suffolk AOB	Crossbred		

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

January 2024

KANSAS STATE LIVESTOCK NOMINATION WORKSHEET
MEAT GOAT

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

- *__DO NOT__ mail this form - only to be used as a guide to organize & enter nominations online in ShoWorks.*
- *Have YQCA certificates and completed Declaration Form for the current year available and ready to upload.*
- *Only animals submitted online AND with DNA postmarked by the deadline will be accepted.*
- *Place barcode sticker for EID tag in appropriate field on DNA envelope.*
- *Enter animal under all exhibitors for family nomination - a name will help quickly add it to multiple youth.*
- *Make sure DNA envelope is signed by ALL exhibitors within the family AND parent/legal guardian.*
- *Refer to Rookie Guide, agent, or project leader for help on correctly reading and reporting scrapie tag #.*

		Online	DNA
Correct Scrapie Tag # Example: KSS0035 16151 (include Flock ID & individual animal #)			
4-H Tag #	**Scrapie Tag #**		
Name: _____	**Gender:** Doe / Wether		
4-H Tag #	**Scrapie Tag #**		
Name: _____	**Gender:** Doe / Wether		
4-H Tag #	**Scrapie Tag #**		
Name: _____	**Gender:** Doe / Wether		
4-H Tag #	**Scrapie Tag #**		
Name: _____	**Gender:** Doe / Wether		
4-H Tag #	**Scrapie Tag #**		
Name: _____	**Gender:** Doe / Wether		
4-H Tag #	**Scrapie Tag #**		
Name: _____	**Gender:** Doe / Wether		
4-H Tag #	**Scrapie Tag #**		
Name: _____	**Gender:** Doe / Wether		
4-H Tag #	**Scrapie Tag #**		
Name: _____	**Gender:** Doe / Wether		
4-H Tag #	**Scrapie Tag #**		
Name: _____	**Gender:** Doe / Wether		
4-H Tag #	**Scrapie Tag #**		
Name: _____	**Gender:** Doe / Wether		

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

Kansas State Youth Livestock Nominations
Scrapie Tag Examples

(USDA Seal)

Flock ID/ Premise ID ← KSS0035

Individual Animal Number → 6098

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-drive-25th-anniversary

Kansas Junior Livestock Show (KJLS) Website

http://www.kjls.net/

Contact Information:
Lexie Hayes
Extension Assistant, Youth Livestock Program Coordinator
(785)532-1264
adhayes@ksu.edu