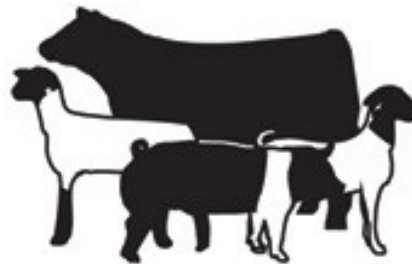




# Kansas Youth Livestock State Nomination Process Rookie Guide



**K-STATE**  
Research and Extension



# Kansas State Youth Livestock Nomination Process

## Table of Contents



Family Welcome Memo.....	pg. 3
All Important Dates.....	pg. 4
Guidelines.....	pg. 5
Step-By-Step Guide.....	pg. 6
ShoWorks Field Description Key.....	pg. 7
Quick Tips.....	pg. 9
Exhibitor Guide.....	pg. 12
<i>Returning Exhibitor Accounts</i> .....	pg. 13
<i>Creating a ShoWorks Account</i> .....	pg. 17
<i>Adding Animals</i> .....	pg. 25
<i>Cattle</i> .....	pg. 26
<i>Sheep</i> .....	pg. 39
<i>Hogs</i> .....	pg. 46
<i>Meat Goat</i> .....	pg. 53
<i>Purchasing DNA Envelopes</i> .....	pg. 60
<i>Uploading Documents</i> .....	pg. 70
<i>Paying the Nomination Fee</i> .....	pg. 71
<i>Obtaining a Receipt</i> .....	pg. 72
<i>Mailing Completed DNA Envelopes</i> .....	pg. 76
<i>Agent &amp; FFA Advisor Approval</i> .....	pg. 79
<i>Nomination Verification</i> .....	pg. 80
Frequently Asked Questions.....	pg. 81
Specie Checklists.....	pg. 88
2025 Updates.....	pg. 95
Nomination & Entry Deadline Table.....	pg. 96
YQCA Requirement Flyer.....	pg. 97
YQCA State Show Family Memo.....	pg. 98
Example Declaration Form.....	pg. 101
Example DNA Envelopes.....	pg. 102
Example Specie Worksheets.....	pg. 104
Example Scrapie Tags.....	pg. 109
Links & Resources.....	pg. 110



**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](http://asi.k-state.edu)

**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.

March 1, 2025

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 after we transitioned 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.

**Nomination Deadlines:**

May 1 – Market Beef

June 15 – Market Hog, Commercial Breeding Gilt, Market Sheep, Commercial Breeding Ewe, Commercial Breeding Heifer, & ALL Meat Goats (market goat & breeding doe)

The aforementioned dates are strict postmark deadlines. Using the postmark 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, 2025 (market beef) or June 15, 2025 (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](mailto:adhayes@ksu.edu); 785-532-1264).

Sincerely,

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

# GRAND DRIVE & KJLS IMPORTANT DATES

<b>April 20</b>	<b>Last Day to Order Beef DNA Envelopes</b>
<b>May 1</b>	<b>Market Beef Nominations Due Online &amp; DNA Postmarked</b>
<b>June 5</b>	<b>Last Day to Order Small Livestock DNA Envelopes</b>
<b>June 15</b>	<b>Small Livestock Nominations Due Online &amp; DNA Postmarked</b> <b>-Market Swine, Commercial Breeding Gilt</b> <b>-Market Lamb, Commercial Breeding Ewe</b> <b>-ALL Meat Goat (<i>Market &amp; Breeding</i>)</b>
	<b>Commercial Heifer Nominations Due Online &amp; DNA Postmarked</b>
	<b>Registered Breeding Heifer Papers in Exhibitor's Name</b>
	<b>Registered Steer Papers in Exhibitor's Name</b>
	<b>Registered Breeding Gilt Papers in Exhibitor's Name</b>
<b>July 1</b>	<b>Registered Breeding Ewe Papers in Exhibitor's Name</b>
<b>July 15</b>	<b>Kansas State Fair Grand Drive Entry Deadline</b>
<b>July 25</b>	<b>Kansas State Fair Grand Drive Late Entry Deadline</b>
<b>August 15</b>	<b>KJLS Entry Deadline</b>
<b>August 31</b>	<b>KJLS Late Entry Deadline</b>
<b>Sept. 5 - 7</b>	<b>Kansas State Fair Grand Drive</b>
<b>Oct. 3 - 5</b>	<b>KJLS</b>

\*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.

# 2025 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 nominate 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. This form will be updated in the online nomination system for each child in the family who plans to show.

**Is a Nomination the same as an entry for the show?** NO! 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](http://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  
214 Weber Hall · Manhattan, KS 66506 · 785-532-1264



# 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** 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 10/5/2025). 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 outlines the nomination requirements for each specie. These materials may be obtained from the local Extension office or the KSU Youth Livestock Program website: <https://www.asi.k-state.edu/extension/youth-programs/>, under “[Nomination Information](#)”. New families nominating for the first time will need to request a KSU Nomination # [here](#) before beginning the process.

### Step 3 - DNA

Families will pay the nomination fee for each animal by purchasing official DNA envelopes. This will have to be done in advance and requires participants to plan ahead. Orders for DNA envelopes will close 10 days prior to each nomination deadline:  
**Market Beef - April 20, Small Livestock - June 5, Commercial Heifers - June 5.** There is an option for families to pay for expedited shipping after the order deadline, but there is a \$50 fee for that option. Upon receipt of the official DNA envelopes, families will pull a DNA hair sample from the animal and place it in the envelope. **DO NOT CUT THE HAIR** - hair follicles **MUST** be intact for submission to be valid. Detailed instructions and videos for pulling DNA on each specie may be found on the KSU Youth Livestock Program Website, under “[DNA Collection Instructions](#)”.

The DNA envelopes are not specie specific, but an official envelope must be used. Old envelopes (prior to 2022) will not be accepted. Exhibitors need to designate the specie and 5-digit visual tag number from the Kansas 4-H EID tag on each envelope, as well as include the signatures of all eligible exhibitors within the family and a parent/legal guardian. Families need to be looking at the 4-H tag in the animal’s ear to verify each tag number when they pull the sample and complete the official DNA envelope. 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

<b>FIELD</b>	<b>DESCRIPTION</b>
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) <b><u>OR</u></b> 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 <b><u>participates</u></b> 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 <a href="#">HERE</a> . Returning families should check the <a href="#">Family Name &amp; KSU Nomination # List</a> 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 10/5/2025. Listed on certificate, which can be downloaded and printed from the <a href="#">YQCA website</a> . 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.

<b>FIELD</b>	<b>DESCRIPTION</b>
Breed:	select animal's breed – this is the breed that will be used at both shows
Tag ID:	<b><u>5-digit tag number</u></b> 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 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 <b><i>both</i></b> 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 <b><i>both</i></b> 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 2025 Rookie Guide.

### KANSAS STATE LIVESTOCK NOMINATION LINK

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

### DEADLINES

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

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

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

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

### EXHIBITOR USER ACCOUNTS

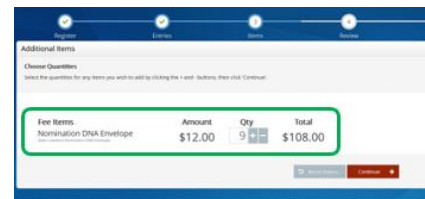
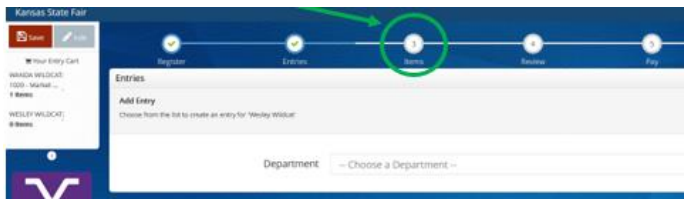
- Returning Exhibitors – use existing account from last year – will need exact exhibitor name and password
  - ✓ Forgot Password? – use password reset; DO NOT create a new account!
  - ✓ KSU Family Name & Nomination Number – use original name and number assigned when you nominated for the first time. [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 2024 for KJLS
- Approval – extension agents and FFA advisors will approve nominations online; notify them upon submission.

## ORDERING DNA ENVELOPES

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



- **Option 2: Complete Nominations & Order DNA Envelopes in One Session** – order after county tagging when 4-H tag numbers are available to enter in system; need 2025 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.) 2025 YQCA certificate – instructions to download – [Step-by-Step PDF](#) – [Video](#)
  - 2.) 2025 Declaration Form – also known as housing and care form – [download form here to complete](#)
    - ❖ must download form before completing for full functionality (avoid using preview mode)
    - ❖ complete one form per family; have all kids and parent/legal guardian sign same form
      - typed signatures accepted; same legal implications as physical signature
    - ❖ upload same form under each exhibitor into ShoWorks when prompted
- Upon entering FIRST animal under each exhibitor, will be prompted to upload both required documents
  - ✓ DO NOT begin adding animals until documents are downloaded, saved, and ready to upload!
- Both YQCA certificate and completed Declaration Form must be uploaded at the same time
  - ✓ Cannot add or edit documents once window is closed.

## RECEIPT

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

## SHOW ENTRY

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

## RESOURCES

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

## MAILING ADDRESS

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

## CONTACT INFORMATION

Lexie Hayes  
Extension Assistant, Youth Livestock Program Coordinator  
Department of Animal Sciences & Industry  
Kansas State University  
Email: [adhayes@ksu.edu](mailto:adhayes@ksu.edu)  
Phone: (758) 532-1264

# Kansas State Youth Livestock Nomination Process



## Exhibitor Guide



The state livestock nomination process is open to bonafide Kansas 4-H and FFA members who would like to participate in the Kansas State Fair Grand Drive and/or Kansas Junior Livestock Show (KJLS). The information on the following pages serves as a guide for families to successfully complete the state livestock nomination process. Specifically, it outlines the 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

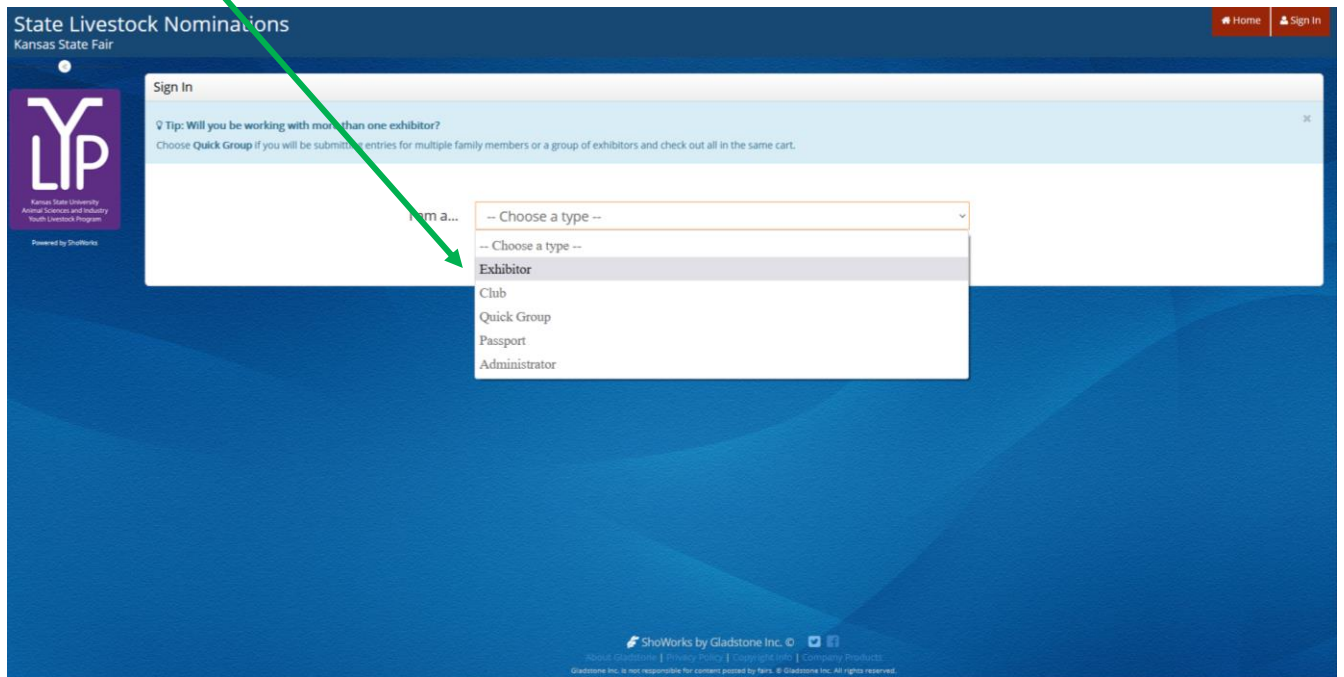
- 🐾 **Use Account from Last Year** - Exhibitors who state nominated livestock projects last year need to use their existing ShoWorks account. This includes the user name (Exhibitor Name) and password used to create the original account. Doing so will allow families to view the information on file for 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.
- 🐾 **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

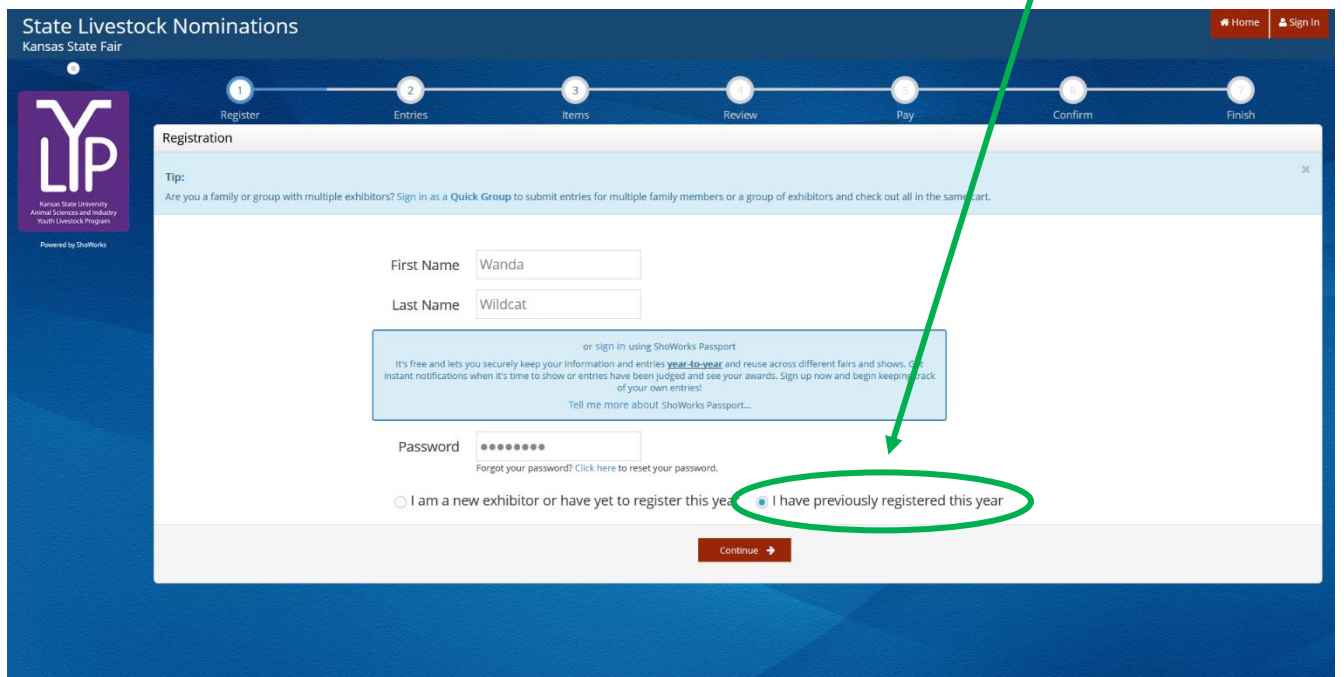
1. Go to the ShoWorks Link for Kansas livestock nominations: <https://kansasnom.fairwire.com/>.
2. Read the instructions in the white box on the homepage.
3. Click the **red** “Sign In” button in the upper right-hand corner of the page.

The screenshot shows the homepage of the State Livestock Nominations website. At the top right, there is a navigation bar with a 'Home' link and a 'Sign In' button. The 'Sign In' button is highlighted with a red box and a green arrow. Below the navigation bar is a progress bar with six steps: 1. Register, 2. Entries, 3. Items, 4. Review, 5. Pay, 6. Confirm, 7. Finish. The main content area is divided into several sections: 'RETURNING EXHIBITORS', 'NEW EXHIBITORS', 'QUICK GROUPS', 'ELIGIBILITY', and 'NOMINATION PROCESS'. The 'RETURNING EXHIBITORS' section states that those who nominated in 2023 need to use their existing accounts. The 'NEW EXHIBITORS' section states that each exhibitor within the family who plans to show needs their own account. The 'QUICK GROUPS' section states that optional families may create a 'quick group' and add all their exhibitors to it when they are ready to enter animals in the system. The 'ELIGIBILITY' section states that the state livestock nomination process is open to current 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 'NOMINATION PROCESS' section states that all market animals and commercial breeding females must be state nominated to be eligible for the Kansas State Fair Grand Drive and/or KJLS. The 'NOMINATION PROCESS' section also states that all steps must be complete for the exhibitors and animals to be ELIGIBLE for the Kansas State Fair Grand Drive and/or KJLS. Submissions must also be approved by the appropriate extension agent (4-H exhibitors) and/or ag teacher (FFA exhibitors) to be accepted and eligible for exhibition. The 'NOMINATION PROCESS' section also states that (1) Order official DNA envelopes in advance and pay the nomination fee through ShoWorks. \*Deadline to order DNA envelopes is 10 days prior to the nomination deadline. Market Beef - April 20. Swine, Sheep, Meat Goat, & Commercial Heifer - June 5.

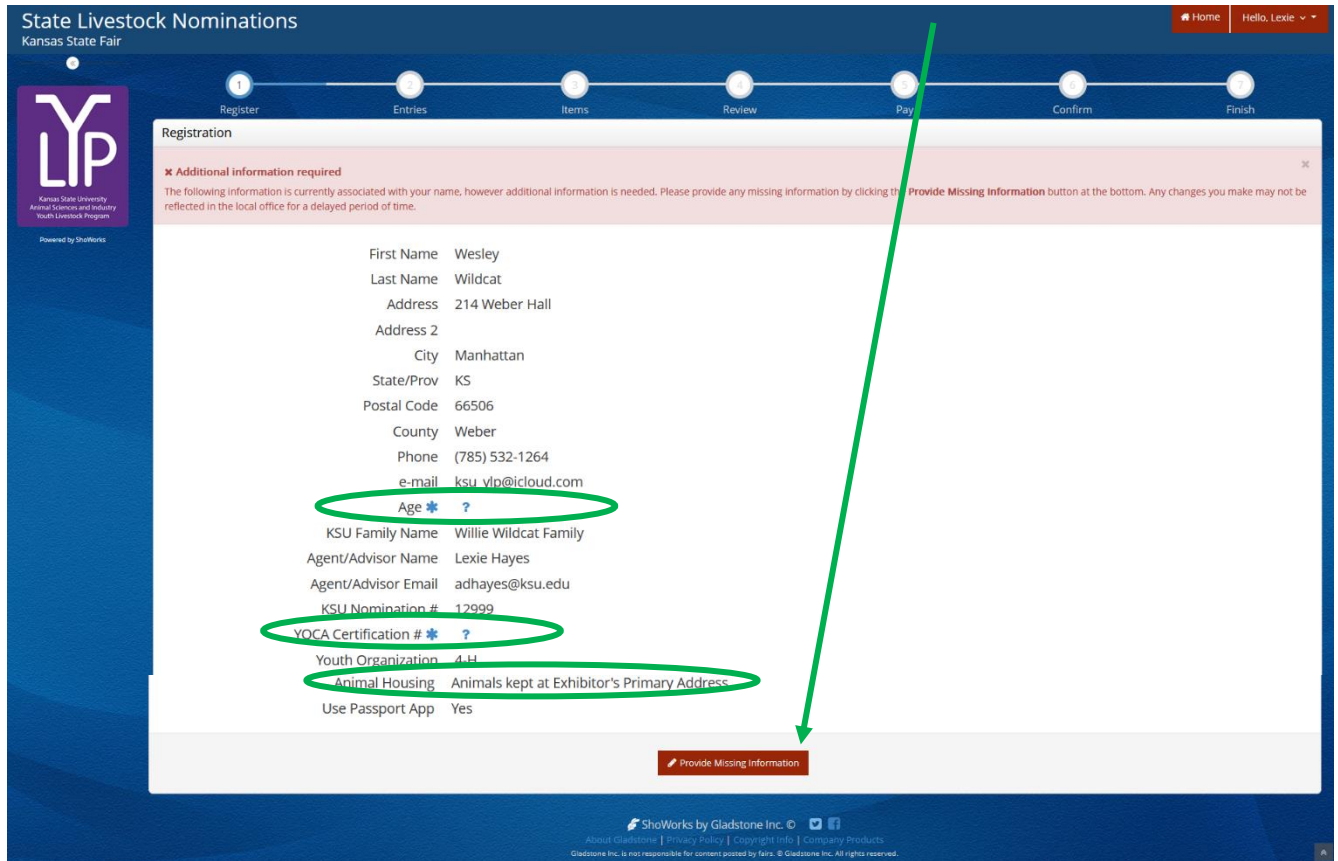
4. Select “Exhibitor” from the drop-down menu.



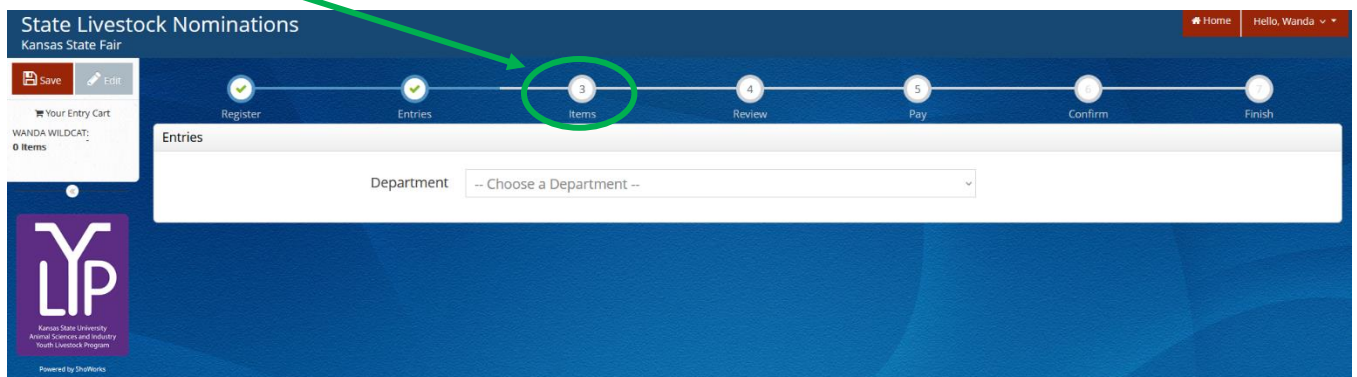
5. Fill in the exhibitor’s first and last name, then click the radio button next to “I have previously registered this year.”



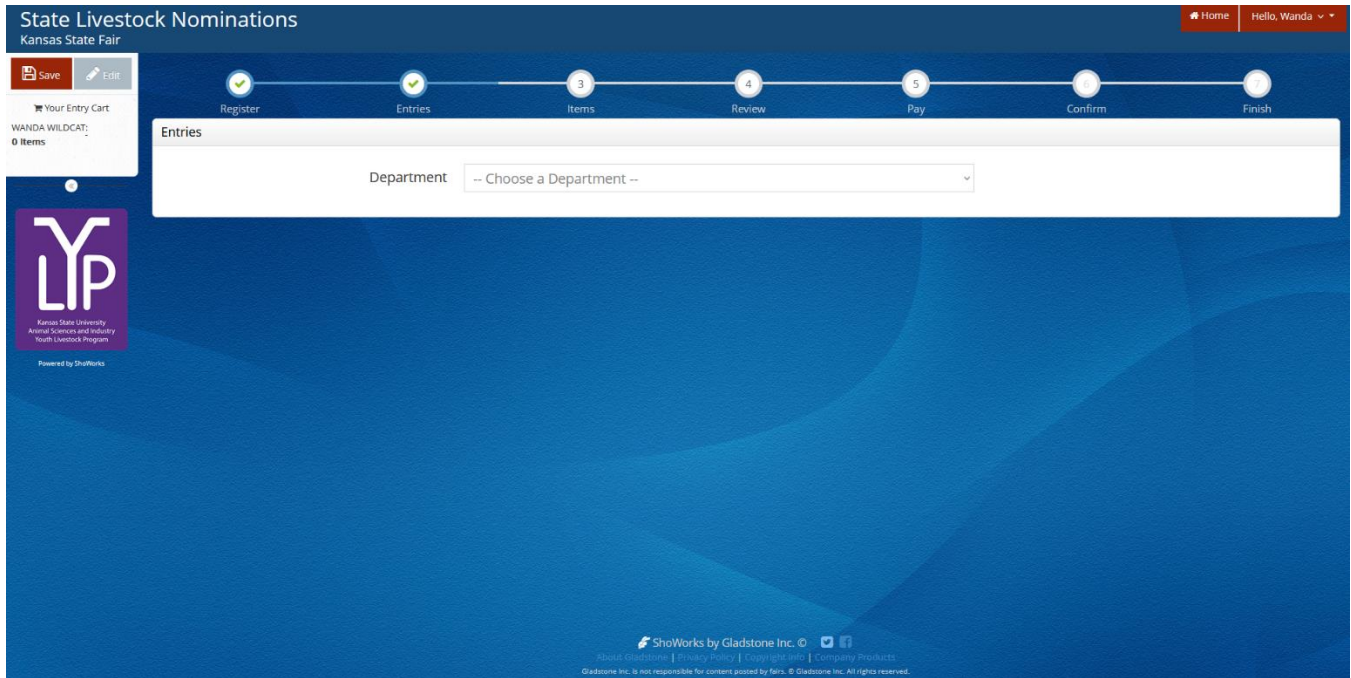
6. Verify exhibitor information, including contact information and extension agent/ag teacher contact.
7. Complete additional required information denoted by a blue asterisk – age (as of Jan. 1 of the current year), new YQCA Certification #, and animal housing location, by clicking the red “Provide Missing Information” button at the bottom of the page.



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 2025.***





# Kansas State Youth Livestock Nomination Process

## Creating a ShoWorks Account

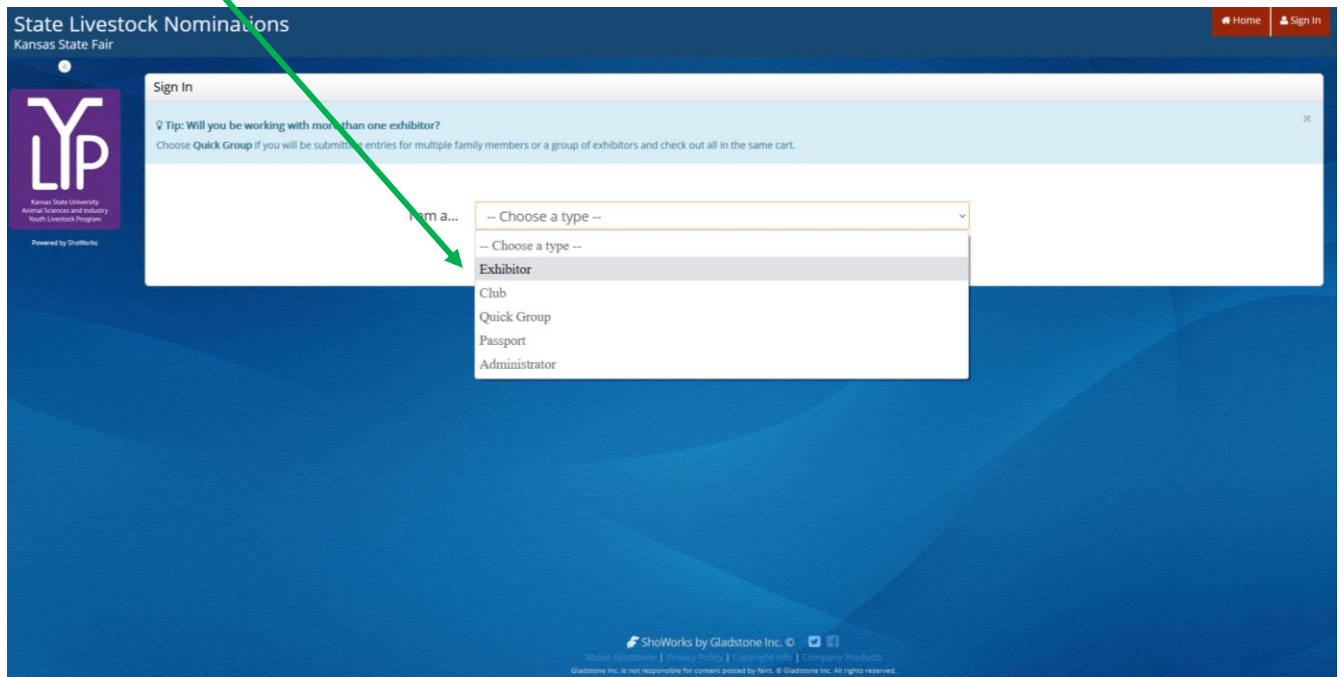
- 🐾 **All Exhibitors Need a ShoWorks Account** – The first step in the state livestock nomination process is creating an account on ShoWorks, which is the online system used for state livestock nominations. Completing nominations on a computer is recommended.
- 🐾 ShoWorks Nomination Link: <https://kansasnom.fairwire.com/>
- 🐾 **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

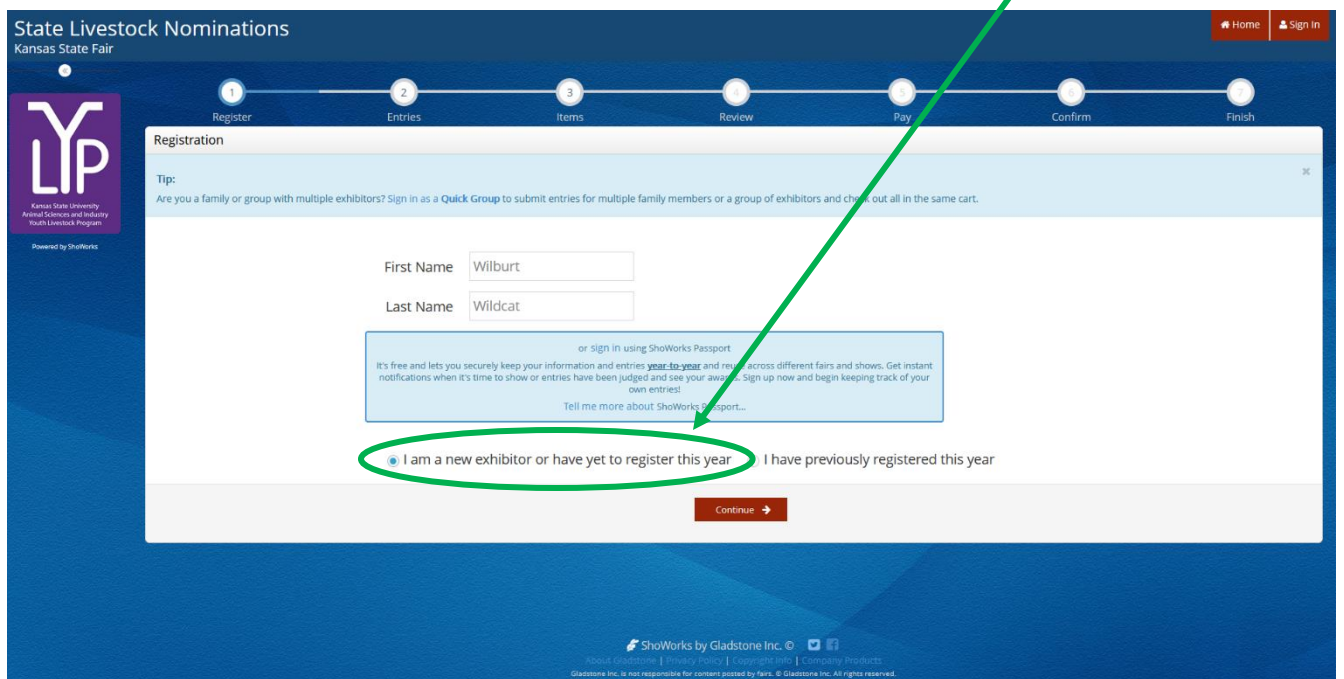
1. Go to the ShoWorks Link affiliated with Kansas youth livestock nominations to get started: <https://kansasnom.fairwire.com/>.
2. Read the instructions in the white box on the homepage.
3. Click the **red** “Sign In” button in the upper right-hand corner of the page.

The screenshot shows the homepage of the State Livestock Nominations system. At the top right, there are two buttons: a red "Home" button and a red "Sign In" button. A green arrow points from the text in step 3 to the "Sign In" button. The main content area features a navigation bar with seven steps: 1 Register, 2 Entries, 3 Items, 4 Review, 5 Pay, 6 Confirm, and 7 Finish. Below the navigation bar is a "Welcome" message with a "Printer Friendly Version" link. A large white box contains instructions for returning and new exhibitors, quick groups, eligibility, and the nomination process. The word "Homepage" is displayed in large white text at the bottom left of the page.

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



5. Fill in the exhibitor’s first and last name, then click the radio button next to “I am a new exhibitor or have yet to register this year”. Click the red “Continue” button.



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

The screenshot shows a registration form for the State Livestock Nominations. The form is titled "Registration" and "Exhibitor Information". It contains various input fields for personal and contact information, including name, address, phone number, email, and age. A "Continue" button is at the bottom right of the form area.

Registration

Exhibitor Information

Please provide the following information and click the **Continue** button at the bottom. Information submitted may not be reflected in the local office for a delayed period of time.

First Name Wilburt

Last Name Wildcat

Password \*

Re-type Password \*

Address \* 214 Weber Hall

Address2

City \* Manhattan

State/Prov \* KS

Postal Code \* 66506

County \* Riley

Phone Number \* (785) 532-1264

e-mail \* ksu\_ylp@icloud.com

Re-type e-mail \* ksu\_ylp@icloud.com

Age \* 13

KSU Family Name \* Willie Wildcat Family

Agent/Advisor Name \* Lexie Hayes

Agent/Advisor Email \* adhayes@ksu.edu

KSU Nomination # \* 12345

YQCA Certification # \* 1234567890

Youth Organization \* 4-H

Animal Housing \* Animals kept at Exhibitor's Primary Addre

Use Passport App \* Yes

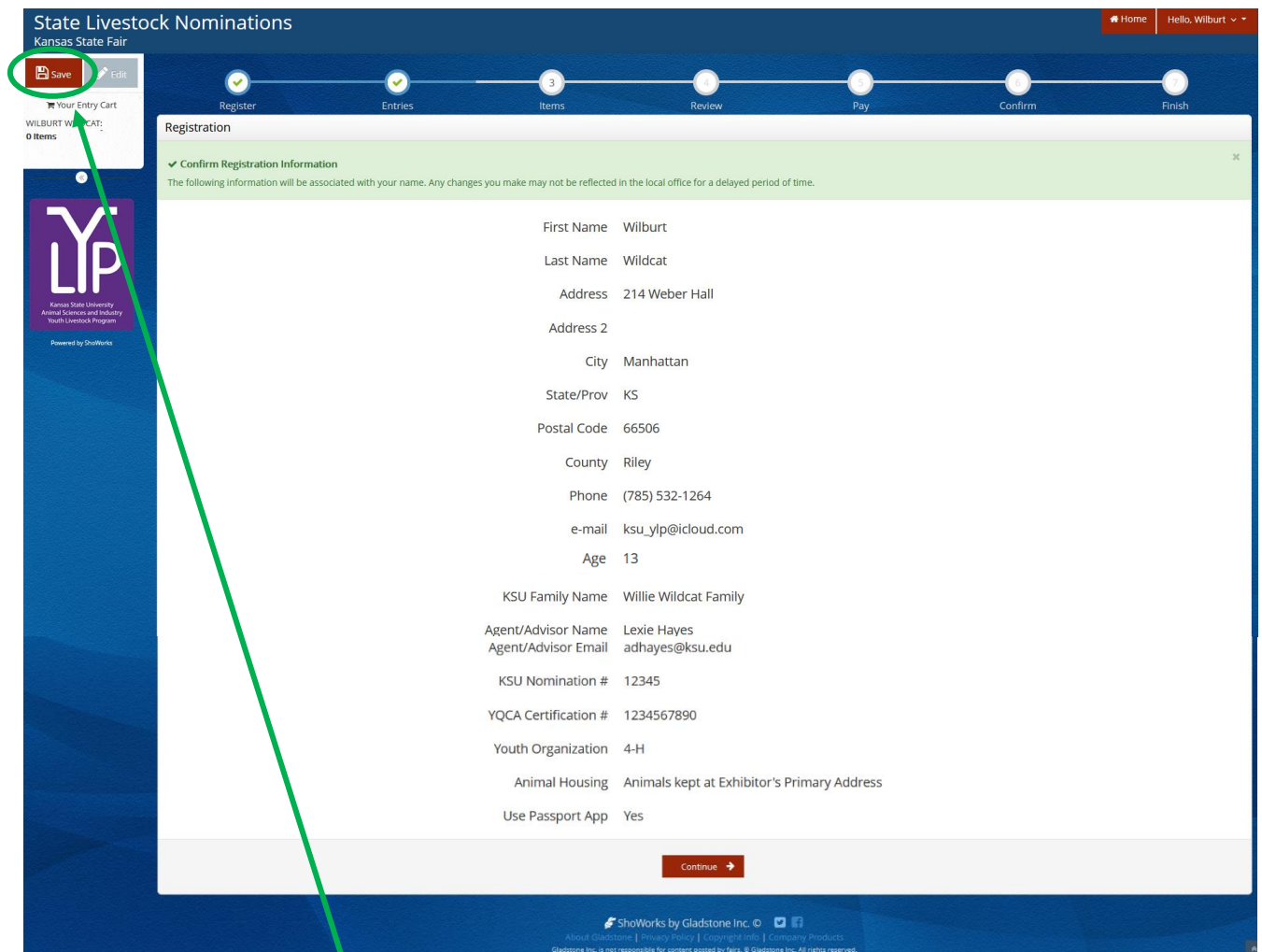
Continue →


### 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) <b>OR</b> 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 10/5/2025.  
 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.

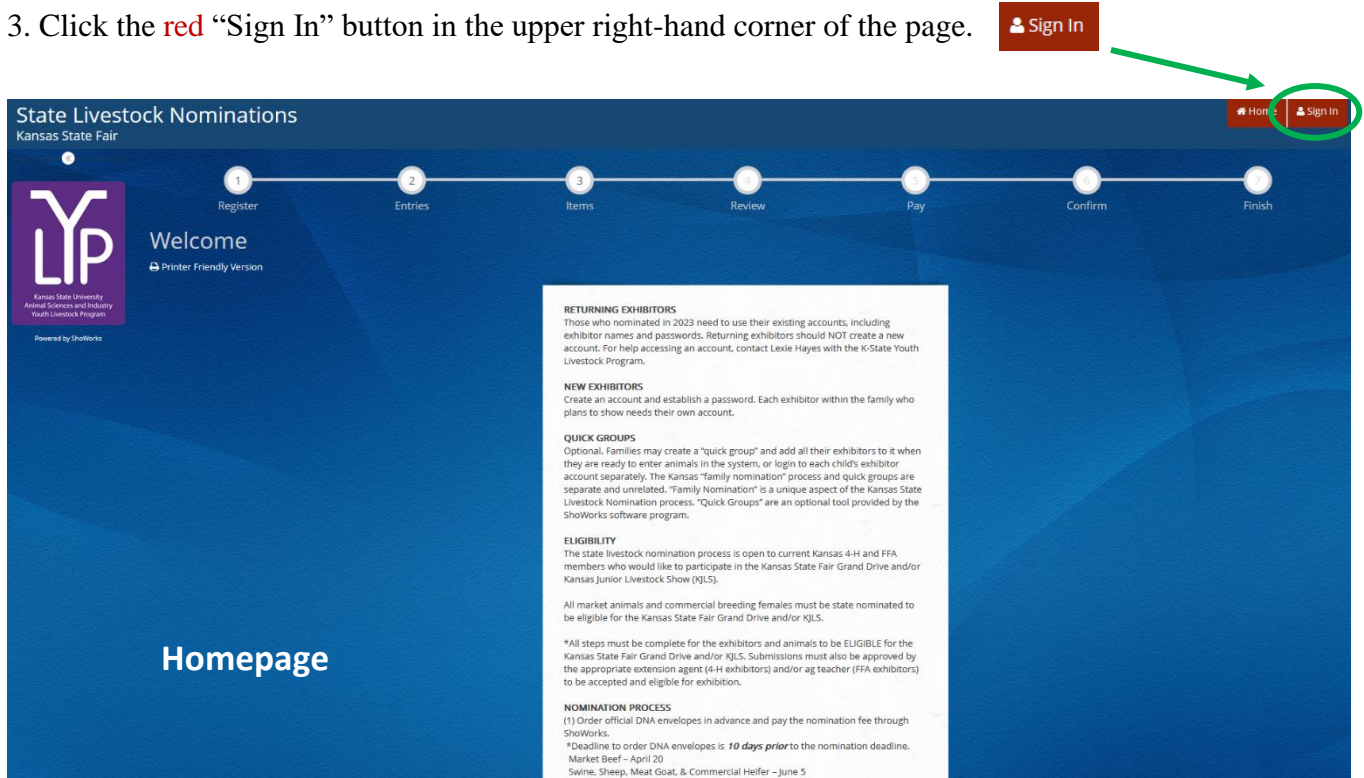
7. Confirm the information listed for the exhibitor. Click “Continue” on the bottom of the page.



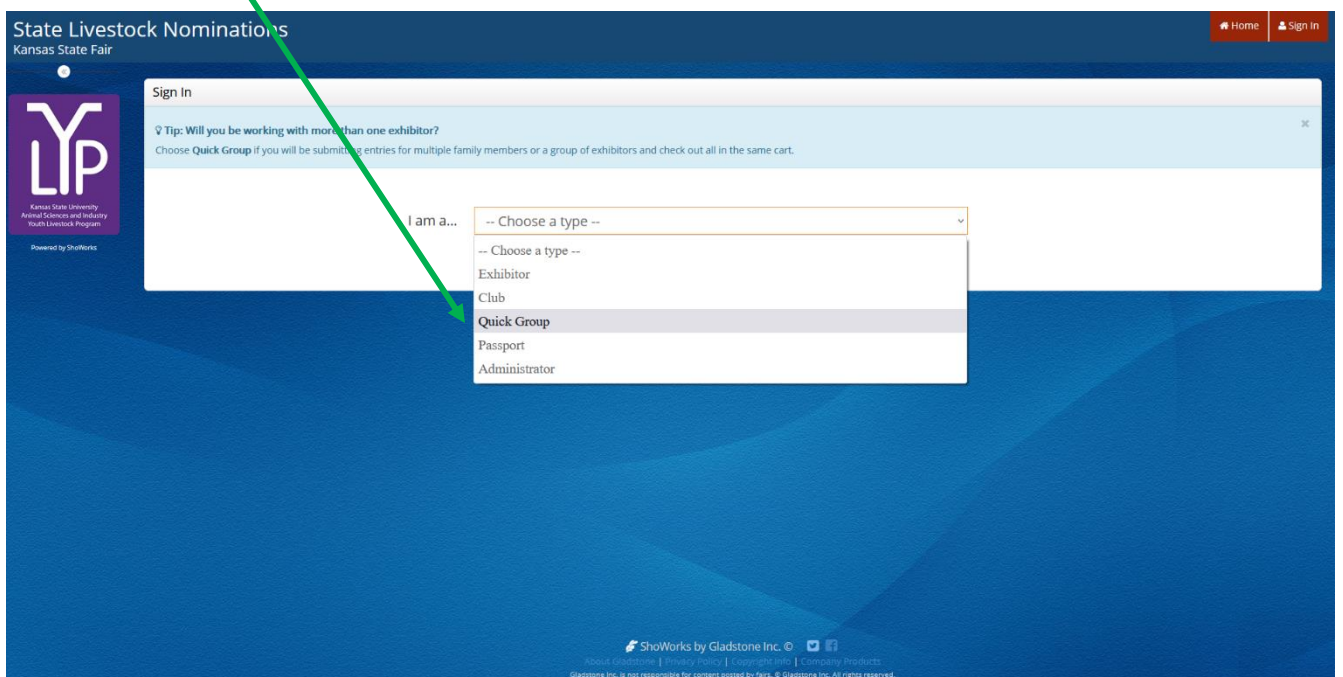
8. Click the red “Save”  button in the upper left corner of the screen. Even if you are not ready to add animals, this will save the exhibitor in the system for the future. Otherwise, it may be lost.

# CREATE A NEW QUICK GROUP

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



4. Select “Quick Group” from the drop-down menu.



5. Input your KSU Family Name, then click the radio button next to “I am a new group”. Click the red “Continue” button.

State Livestock Nominations  
Kansas State Fair

Group

Please log in as a Group or you may choose to create a new Group.

Group User Name Willie Wildcat Family

I am a new group  I have previously registered

Continue →

ShoWorks by Gladstone Inc. ©  
About Gladstone | Privacy Policy | Contact Us | Company Products  
Gladstone Inc. is not responsible for content posted by Fair. © Gladstone Inc. All rights reserved.

6. Choose a password for the group. Make sure it’s easy to remember and store it somewhere safe for the future. It will be used anytime you need to login for the group or it’s individual exhibitors (kids in the family). Including an email address and club, which are optional, will autofill those fields and make them the defaults later in the system.

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

Click “Continue” .

State Livestock Nominations  
Kansas State Fair

Group

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

Group User Name Willie Wildcat Family

Password \* ●●●●●●

Re-type Password \* ●●●●●●

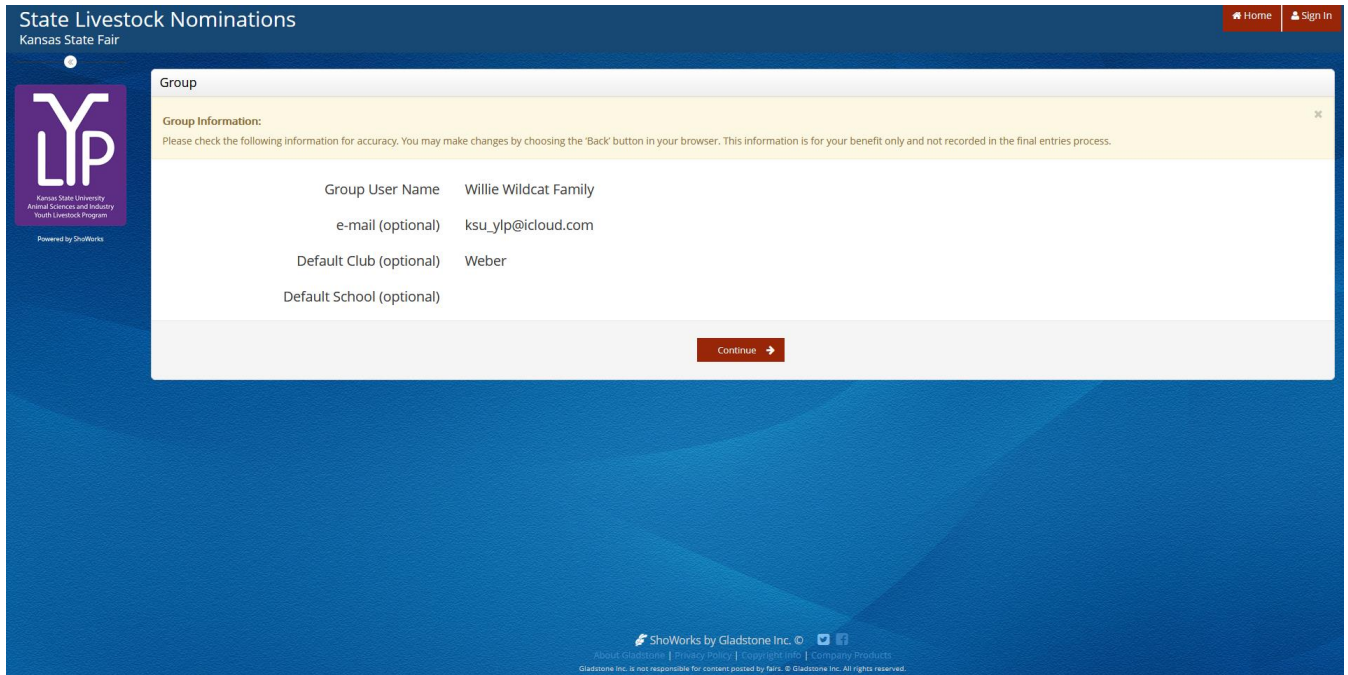
e-mail (optional) ksu\_ylp@icloud.com

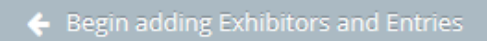
Default Club (optional) Weber

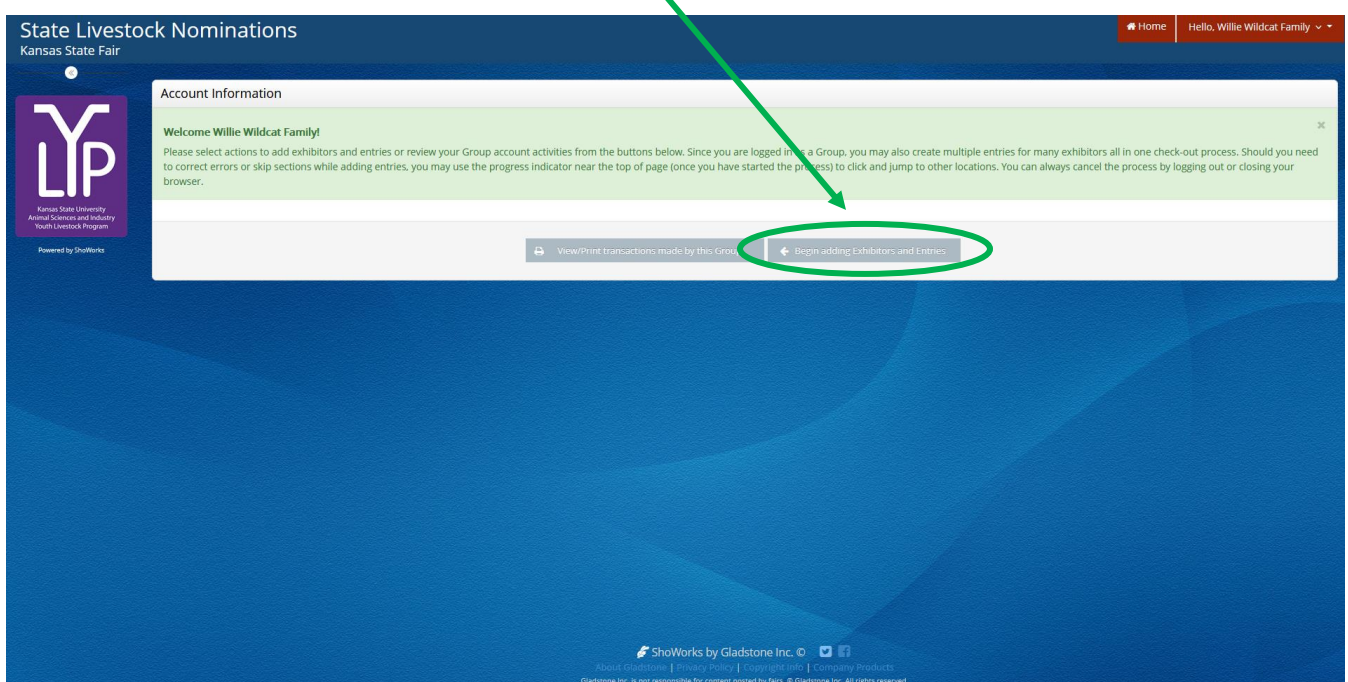
Continue →


ShoWorks by Gladstone Inc. ©  
About Gladstone | Privacy Policy | Contact Us | Company Products  
Gladstone Inc. is not responsible for content posted by Fair. © Gladstone Inc. All rights reserved.

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



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



The  button on the bottom left will allow you to view and/or print the exhibitors and animals submitted under the Quick Group in the future. This could include a receipt of a family’s nominations if the original is misplaced.

9. Refer to the “**Create a New Exhibitor**” instructions, beginning with **Step 5**, to add new exhibitors.

10. After at least one animal has been added for the first exhibitor, users may continue to the “Check-out” page. At this point, select the red **+ Add Entries for a different Exhibitor** on the bottom right to register additional children in the family.

The screenshot shows the 'Review of Cart' page for the 'State Livestock Nominations' at the 'Kansas State Fair'. The user is logged in as 'Willie Wildcat Family'. The progress bar indicates the user is at the 'Review' step (4 of 7). The cart contains one item: '1020 - Market Beef' with a price of \$0.00. The page includes a 'Continue to Check-out' section with instructions and a tip. At the bottom, there are buttons for '+ Add more Entries for Wanda Wildcat', 'Empty Cart', 'Save this cart for later', 'Check-out', and '+ Add Entries for a different Exhibitor'. A green arrow points from the text above to the '+ Add Entries for a different Exhibitor' button.

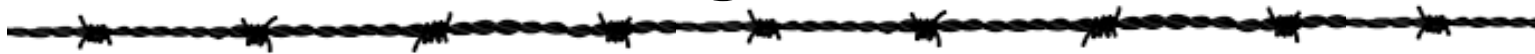
Item	Description	Amount	Edit	Remove
<b>Wanda Wildcat's Items:</b>				
1020 - Market Beef	Breed: 04 Hereford Tag ID: 22222 Club: Weber Animal Name: Lester Beef Gender: Steer Housing Location: Alternate Location	\$0.00		
<b>Total for Wanda Wildcat with 1 entries</b>		<b>\$0.00</b>		
<b>1 TOTAL ITEMS IN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

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 online system and submitted (or “checked-out”) by the appropriate deadline to be accepted:
  - May 1 – Market Beef
    - Steers
    - Market Heifers
  - June 15 – Small Livestock & Commercial Heifers
    - Commercial Gilts
    - Market Hogs
    - Commercial Ewes
    - Market Lambs
    - Breeding Does (ALL meat goats must be nominated to show)
    - Market Meat Goats
    - Commercial Heifers

4. Click “Create Entries”  on the lower right side of the gray box.

State Livestock Nominations  
Kansas State Fair

Save Edit

Your Entry Cart  
WILBURT WILDCAT:  
0 Items

Account Information

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

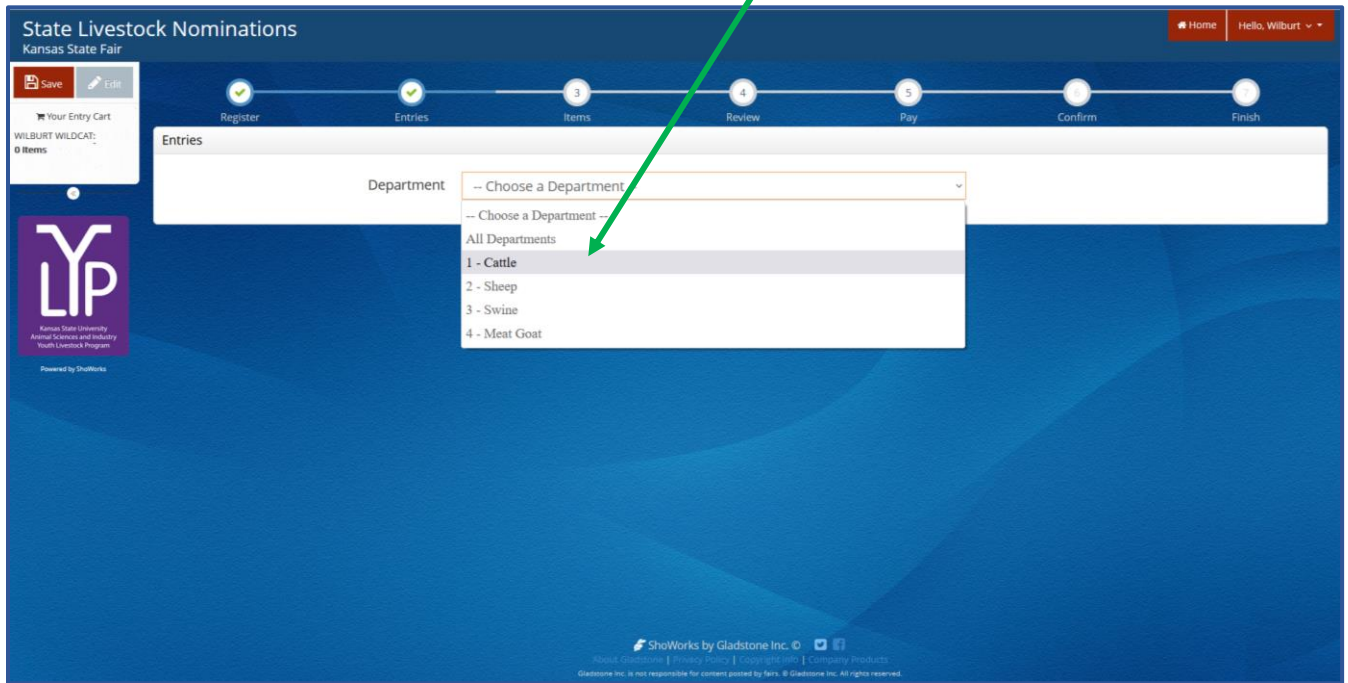
View/Print transactions made by this Exhibitor View my most recent saved carts **Create Entries →**

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

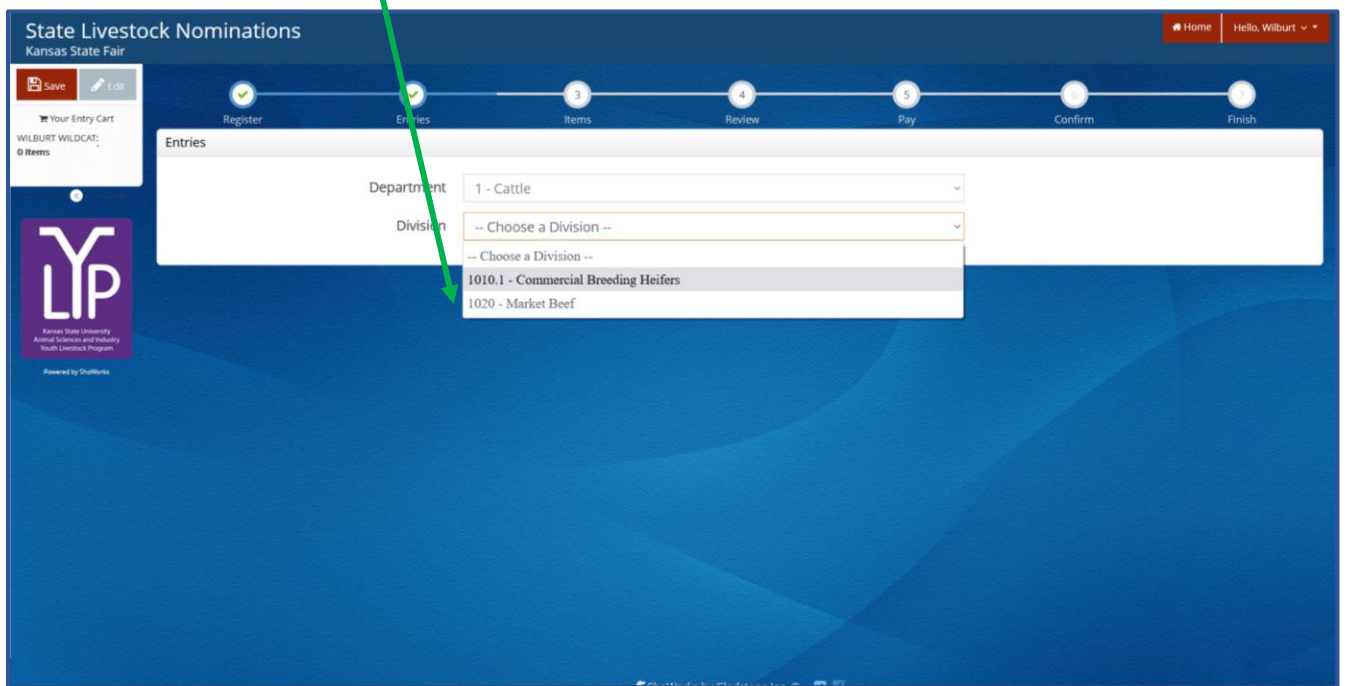
ShoWorks by Gladstone Inc. ©  
About Gladstone | Privacy Policy | Copyright info | Company Products  
Gladstone Inc. is not responsible for content posted by users. © Gladstone Inc. All rights reserved.

# CREATE A COMMERCIAL HEIFER NOMINATION

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



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



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

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. A progress bar at the top indicates the current step is 'Entries'. The 'Special Instructions' section is highlighted in yellow and contains the following text:

**Special Instructions:**  
**Commercial Breeding Heifers – READ before submitting!**

- 1.) Submitting this information is for state livestock nomination purposes for this animal to be *eligible* for the Kansas State Fair Grand Drive and/or KJLS.
- 2.) Official show entries must be made separately, directly through each specific show in which you would like to exhibit: [Kansas State Fair Grand Drive](#) and/or [KJLS](#).
- 3.) A completed, signed, and sealed official DNA envelope for each commercial breeding heifer being nominated must be postmarked to the KSU Youth Livestock Program by **June 15, 2025** for the nomination to be accepted.
- 4.) If dual nominating a heifer as both a commercial breeding heifer and market heifer, animal must be submitted online, in each division of the ShoWorks nomination system (market and breeding). Only one DNA sample needs to be submitted for the heifer, but it must be postmarked by **May 1, 2025**.
- 5.) All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every exhibitor needs their own account, with animals submitted under their name.

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

\*Commercial breeding heifers must be born during the previous year to be eligible for KJLS.

\*\*Exhibitors will be prompted to upload their YQCA certificate and Declaration Form for the current year upon entering the first animal under their name in the system.

\*\*\*State livestock nominations and the affiliated DNA envelopes are non-refundable.

Below the instructions is a form with the following fields:

- Department: 1 - Cattle
- Division: 1010.1 - Commercial Breeding Heifers

4. Complete the information for each field.

\* required

Department: 1 - Cattle

Division: 1010.1 - Commercial Breeding Heifers

Breed \* : Commercial Breeding Heifer

Animal Birth Date \* : 1/29/24

Tag ID \* : 18630

Club \* : Weber

Animal Name : Sunflower

Sire Name : Pride of Wildcatland

Ear Tattoo : KSU 2324

Beef Gender \* : Heifer

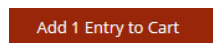
Housing Location \* : At Exhibitor's Primary Address

Add 1 Entry to Cart


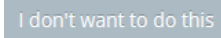
**Field Descriptions:**

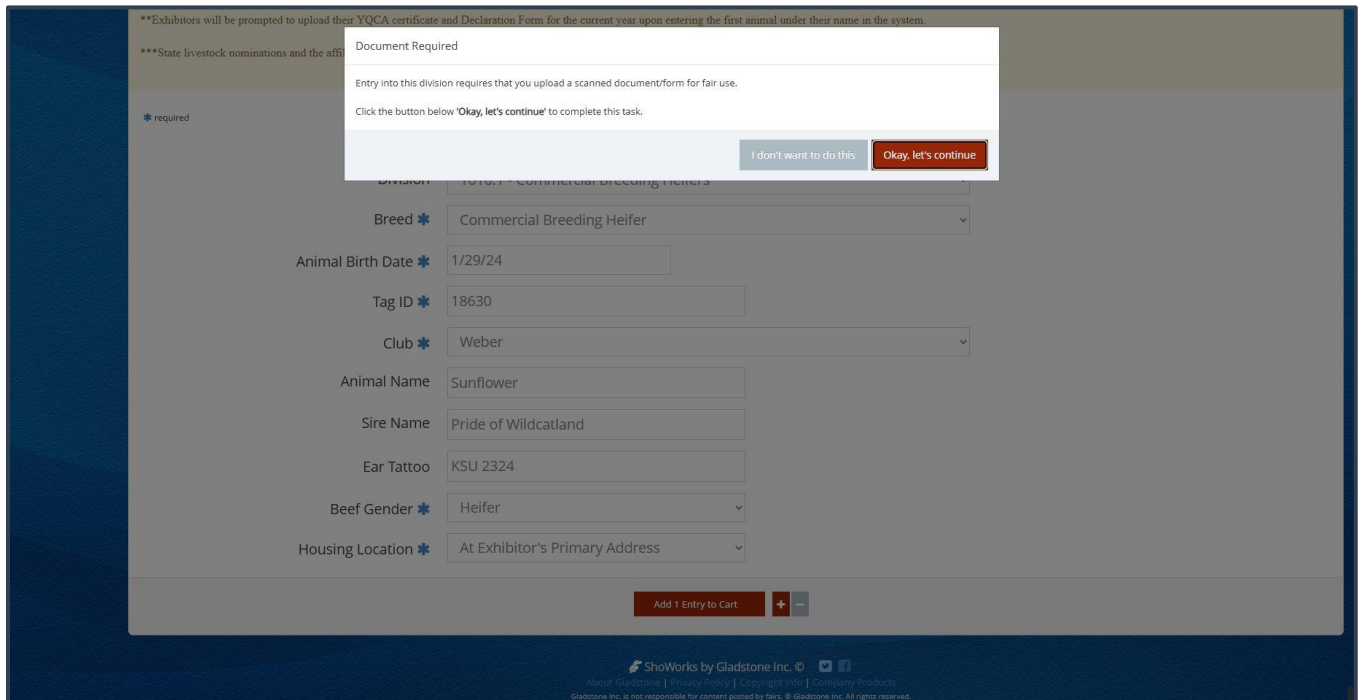
- Breed: “Commercial Breeding Heifer” is the only option in the drop-down menu
- Animal Birth Date: heifer Date of Birth (M/DD/YYYY); date submitted is how heifer will be shown
- Tag ID: 5-digit visual tag number on Kansas 4-H EID tag
- Club: county (or FFA chapter) where youth participates; FFA Chapters listed by county
- Animal Name: name family uses for animal (optional); helpful when adding animal to other exhibitors in the family – must add to each child for family nomination
- Sire Name: name of sire (if known) (optional)
- Ear Tattoo: tattoo in heifer’s ear (optional)
- Housing Location: where animal is housed

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



6. Each exhibitor is required to upload their valid [YQCA certificate](#) and the current year's [Declaration Form](#). Everyone is encouraged to have these items saved to their computer/device and readily available prior to creating an account.

- Select the blue “Okay, let’s continue” button on the right. 
- Users may not add animals and continue through the system without providing the required documents.
- If you choose “I don’t want to do this”,  it will not allow you to add the animal and continue through the system.
- The system will accept both PDF documents and image files (JPEG, PNG, ect.).



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



Please submit your YQCA Certificate in this upload box:

PDF

Please submit your Declaration Form in this upload box:

PDF

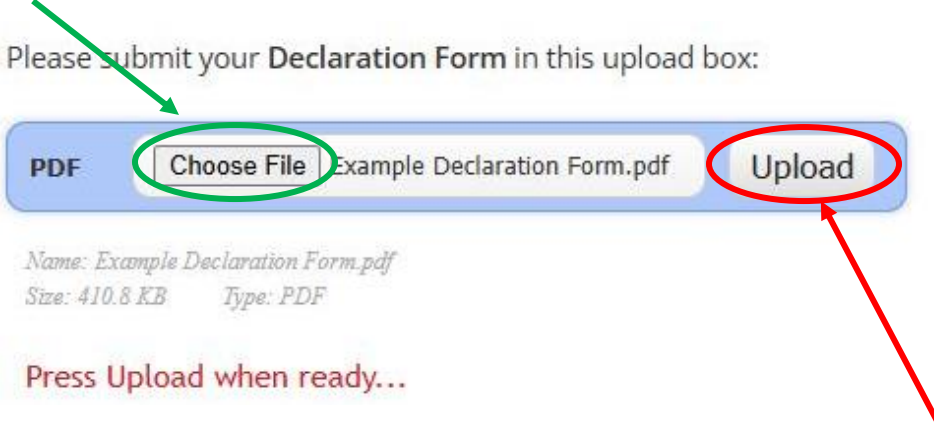
8. “Browse” to the exhibitor’s YQCA Certificate.



9. Double check file name to confirm correct attachment is listed. Click “Upload” on the right side of the blue box. A gray “Upload Complete” box will appear.

- If you accidentally selected the incorrect file, click “Browse” to upload correct document.

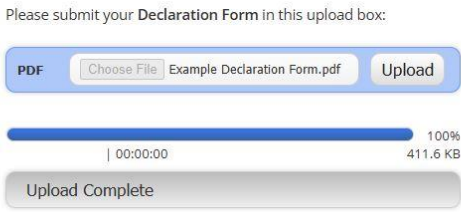
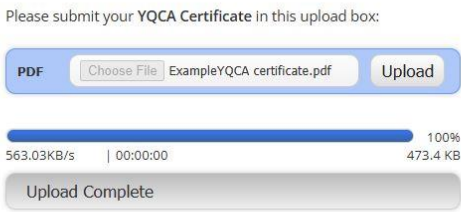
10. “Browse” to the family’s completed and signed Declaration Form for the current year.



11. Double check file name to confirm correct attachment is listed. Click “Upload” on the right side of the blue box. A gray “Upload Complete” box will appear.

- If you accidentally selected the incorrect file, click “Browse” to upload correct document.

12. Click the blue “Done” button in the upper right-hand corner of the page. **Once “Done” is selected in the final step below, attachments may no longer be edited for the exhibitor.**



13. Click “Add 1 Entry to Cart” again at the bottom of the page.

Add 1 Entry to Cart

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

14. The animal will appear in the exhibitor’s cart.

Add similar Entry

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

Add different Entry

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

**OR**

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

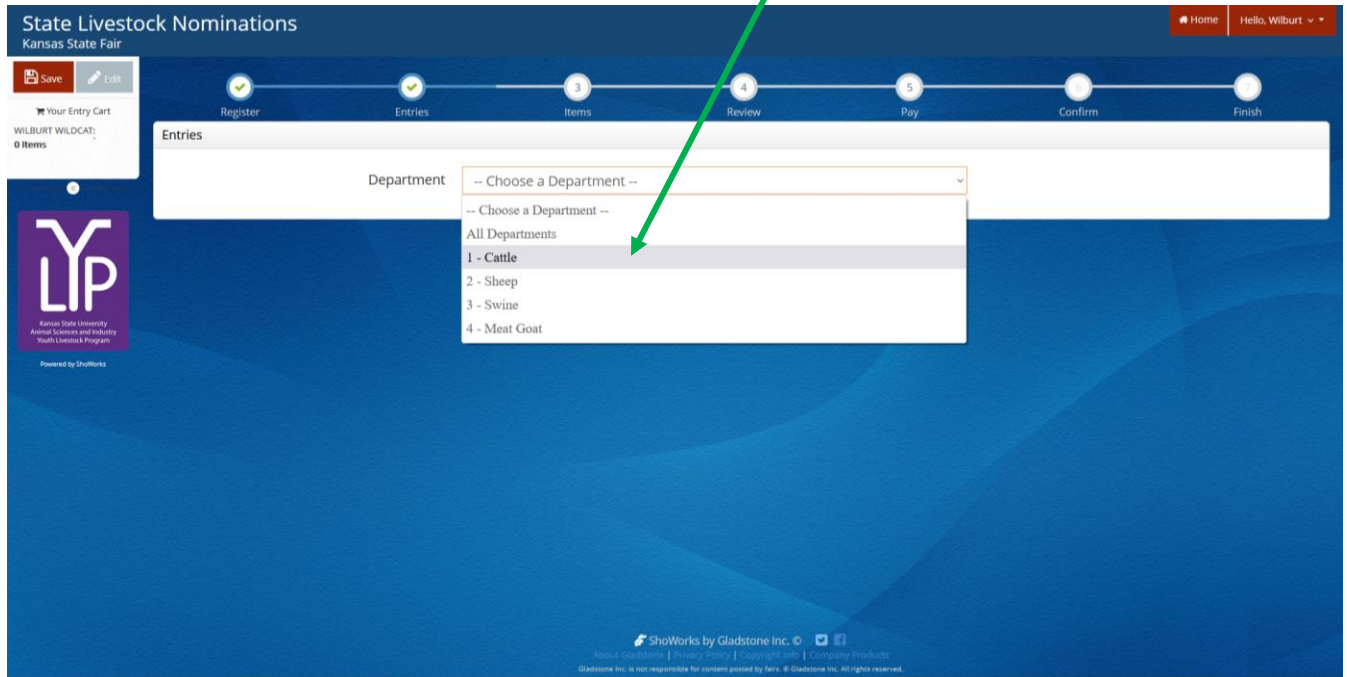
Continue →

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

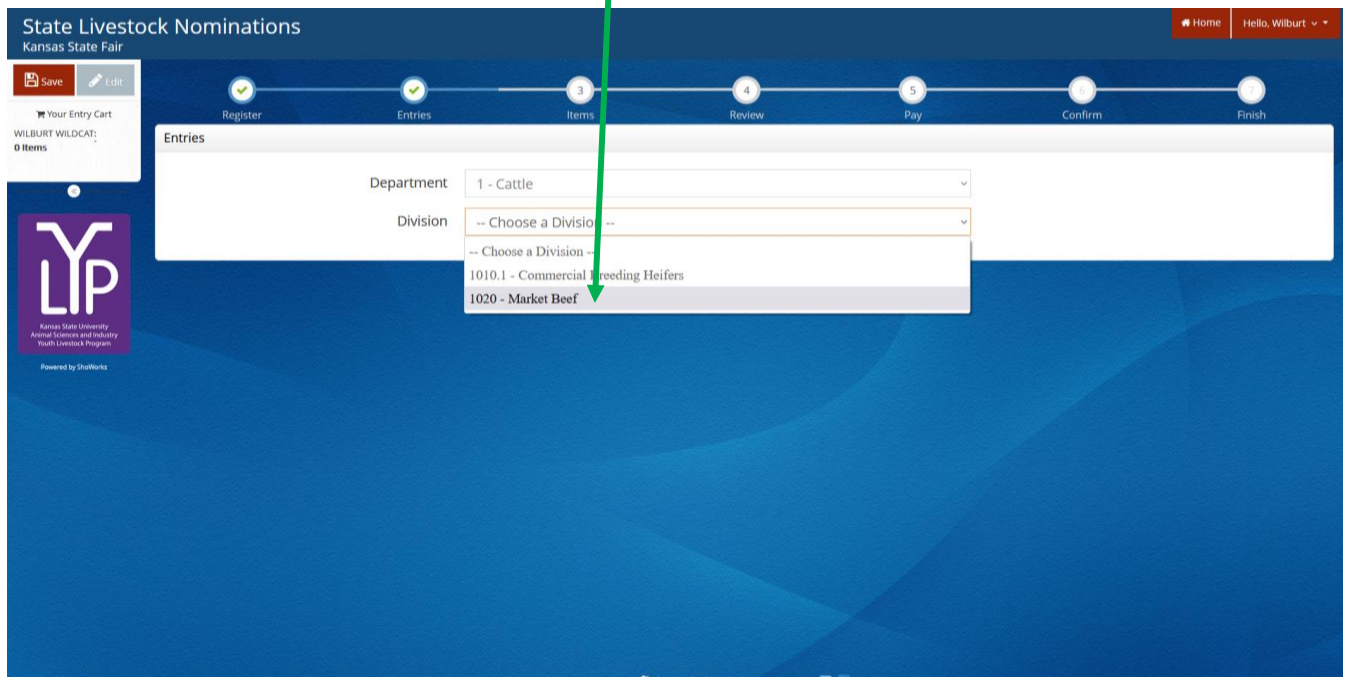
The screenshot shows the "State Livestock Nominations" page for the Kansas State Fair. A progress bar at the top indicates steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The "Entries" section shows "1 entry added" and a message: "One '1010.1 - Commercial Breeding Heifers' entry has been added to your cart. You may 'continue' to the next section at this time or select another Division to add more entries to your cart." Below this is a "Department" dropdown menu set to "-- Choose a Department --". At the bottom are buttons for "Add different Entry", "Add similar Entry", and "Continue →".

# 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.

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. A progress bar at the top indicates the current step is '3 Items'. Below the progress bar, a yellow box contains 'Special Instructions' for Market Beef, including a warning to read before submitting and five numbered instructions regarding nomination rules, DNA envelopes, and family requirements. Below the instructions is a form with the following fields:

- Auto-fill from previous... (dropdown)
- \*required
- Department: 1 - Cattle
- Division: 1020 - Market Beef

4. Complete the information for each field.

\*required

Department: 1 - Cattle

Division: 1020 - Market Beef

Breed \* AOB

Tag ID \* 35202

Club \* Weber

Animal Name: Wabash

Specify AOB Breed: Gelbvieh

Ear Tattoo: KSU 2425

Beef Gender \* Steer

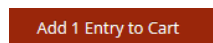
Housing Location \* At Exhibitor's Primary Address

Add 1 Entry to Cart + -

**Field Descriptions:**

- Breed: select animal’s breed – this is the breed that will be used at both shows
- Tag ID: 5-digit visual tag number on Kansas 4-H EID tag
- Club: county (or FFA chapter) where youth participates; FFA Chapters listed by county
- Animal Name: name family uses for animal (optional); helpful when adding animal to other exhibitors in the family – must add to each child for family nomination
- Specify AOB Breed: if AOB is selected as breed, list specific breed here (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.





6. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” on *page 17* to add their [YQCA Certificate](#) and [current year’s Declaration Form](#).
7. If this exhibitor has already uploaded their YQCA Certificate and current year’s Declaration Form, the animal will appear in the exhibitor’s cart. Choose the appropriate option to continue:



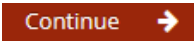
To add another market beef project (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



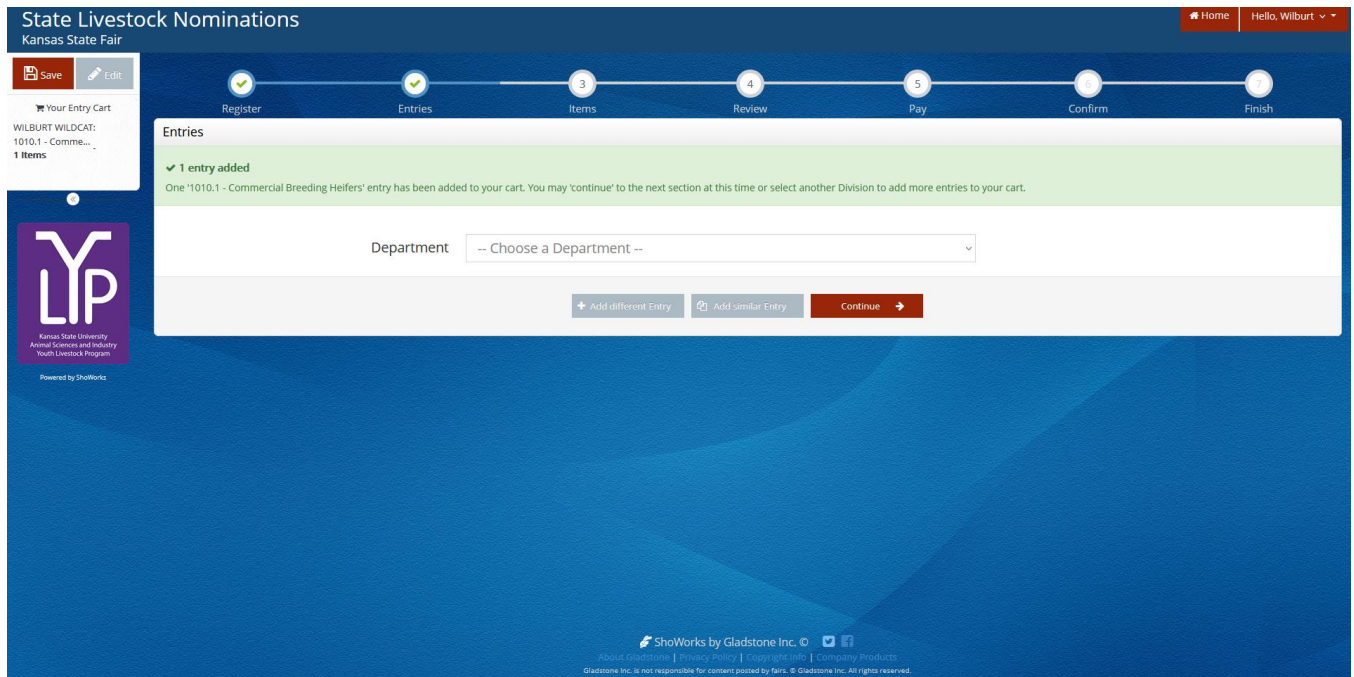
To add another species or commercial heifer for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

***OR***

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

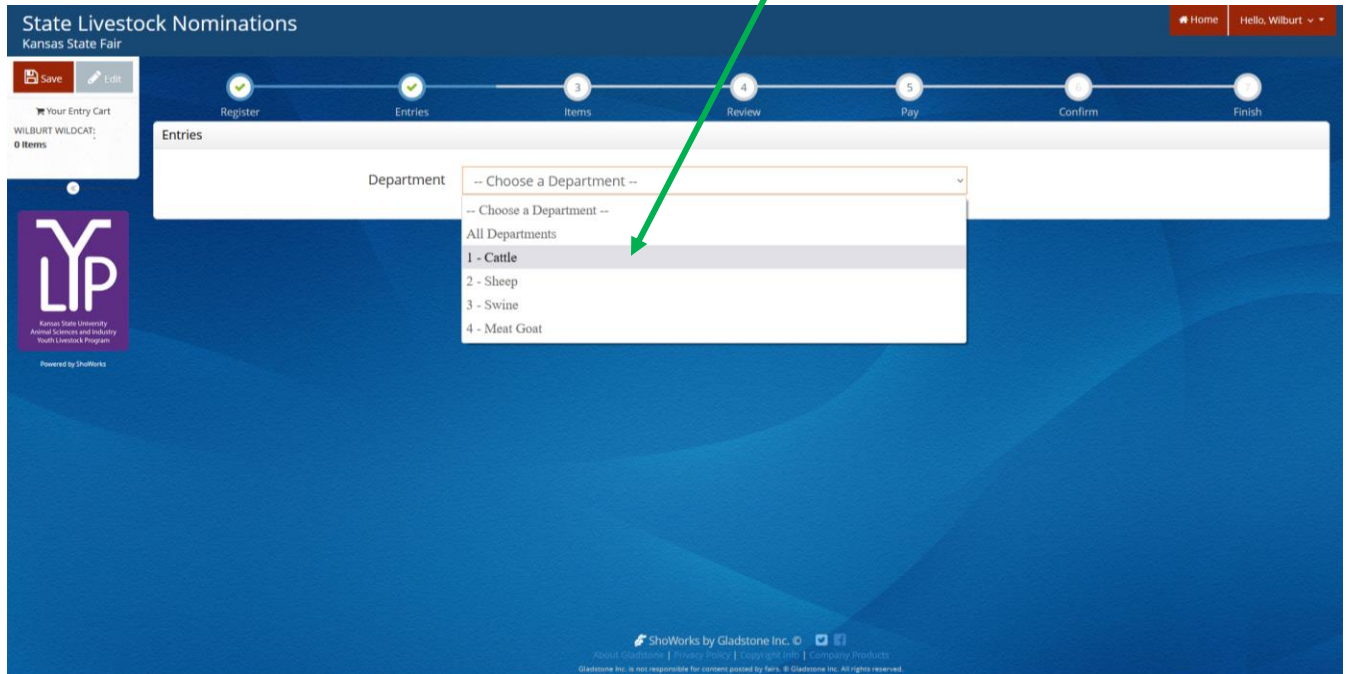


To continue through the system to purchase DNA envelopes, checkout, and/or submit nominations for the exhibitor, click the **red** “Continue” button.

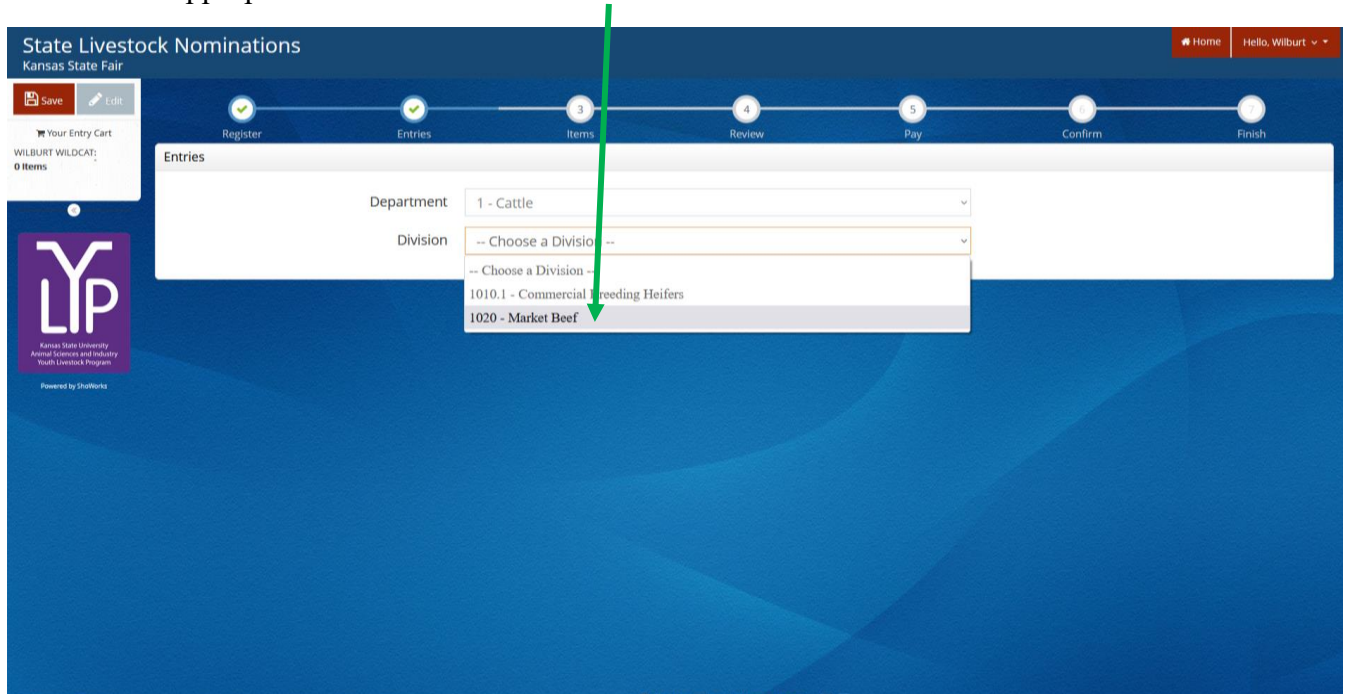


# DUAL NOMINATE A HEIFER AS A COMMERCIAL HEIFER AND MARKET HEIFER

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



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



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

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. A progress bar at the top indicates the current step is 'Items'. Below the progress bar, the 'Entries' section contains a yellow box with 'Special Instructions' for Market Beef. The instructions include:
 

- Submitting information is for state livestock nomination purposes for this animal to be eligible for the Kansas State Fair Grand Drive and/or KJLS.
- Official show entries must be made separately, directly through each specific show in which you would like to participate: Kansas State Fair Grand Drive and/or KJLS.
- A completed, signed, and sealed official DNA envelope for each market animal being nominated must be postmarked to the KSU Youth Livestock Program by May 1, 2025 for the nomination to be accepted.
- If dual nominating a heifer as both a market heifer and commercial breeding heifer, animal must be submitted online, in each division of the ShoWorks nomination system (market and breeding). Only one DNA sample needs to be submitted for the heifer, postmarked by May 1, 2025.
- All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every exhibitor needs their own account, with animals submitted under their name.

 Below the instructions, there is a form with 'Department' set to '1 - Cattle' and 'Division' set to '1020 - Market Beef'. A red button labeled 'Add 1 Entry to Cart' is visible at the bottom of the form area.

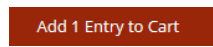
4. Complete the information for each field – select “Heifer” under gender.

This screenshot shows the same entry form as above, but with more fields filled out. The 'Breed' is 'Market Heifer', 'Tag ID' is '11006', 'Club' is 'Weber', 'Animal Name' is 'Classy Cat', 'Ear Tattoo' is 'KSU 2627', and 'Beef Gender' is 'Heifer'. A green arrow points to the 'Beef Gender' dropdown menu. The 'Add 1 Entry to Cart' button is still present at the bottom.

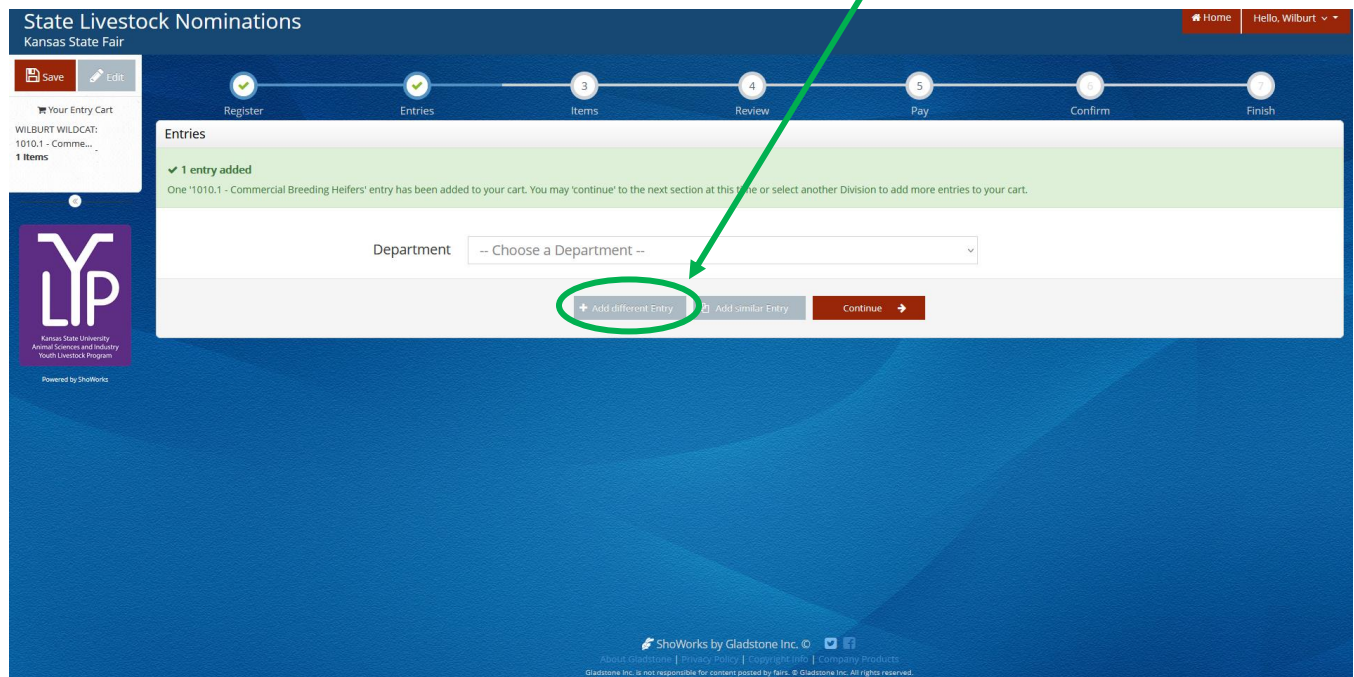
**Field Descriptions:**

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

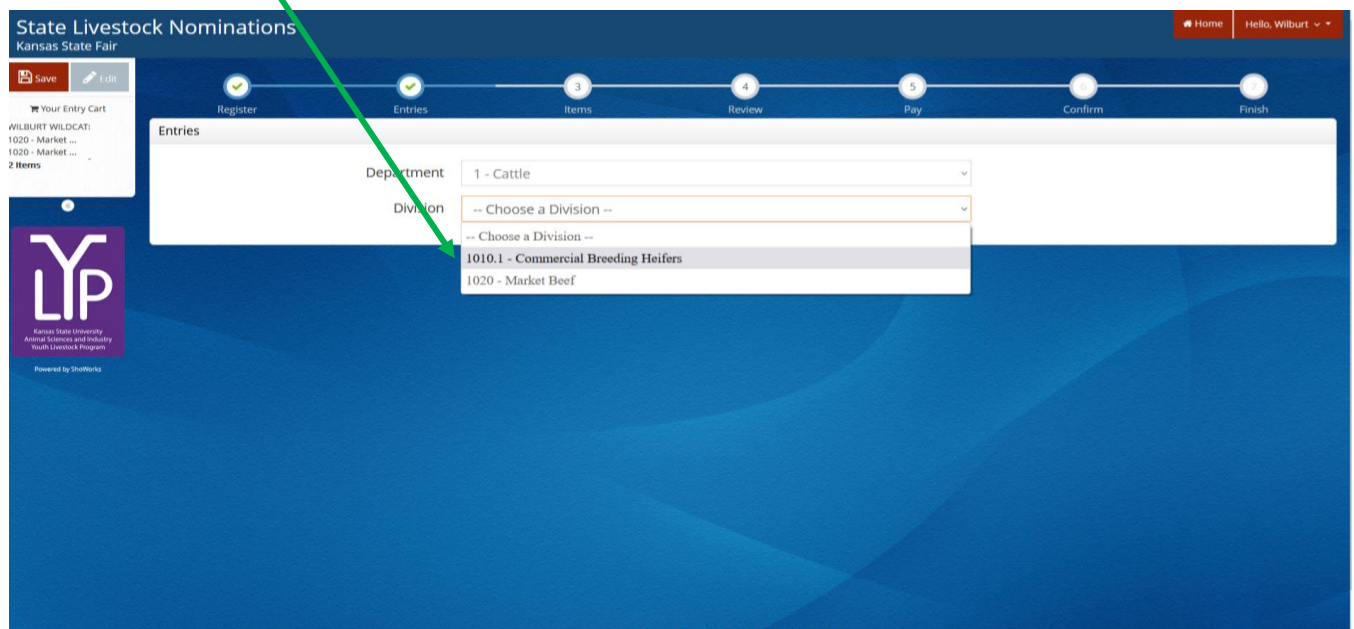
5. Click red “Add 1 Entry to Cart” at the bottom of the page.



- If this is the exhibitor's first animal, complete **Steps 6-13** under "Create a Commercial Heifer Nomination" on *page 17* to add their [YQCA Certificate](#) and [current year's Declaration Form](#).
- If this exhibitor has already uploaded their YQCA Certificate and completed Declaration Form, the animal will appear in the exhibitor's cart. Choose "Add a different Entry", which is the option on the left on the bottom of the page.



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

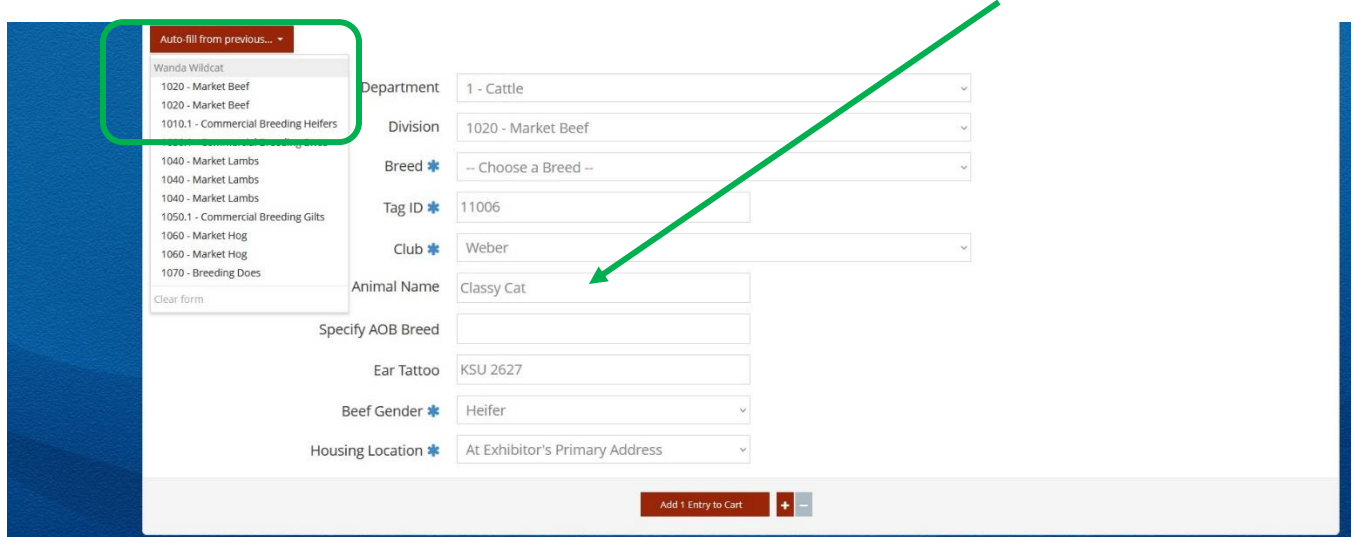


- Read the "Special Instructions" (in yellow box) at the top of the page.

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

12. Click the white arrow on the right of the button. 

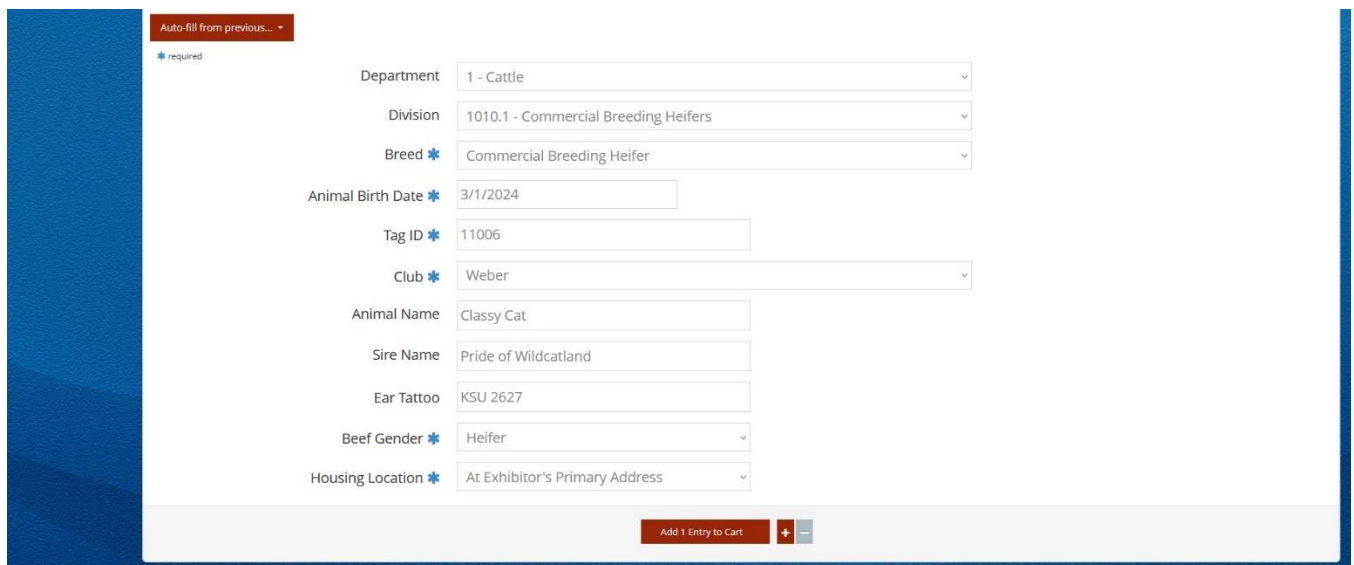
13. Recently added animals will appear. Hover over each option to view their information in the fields on the right. Using the animal’s name will allow an entry to quickly be duplicated. For this example, select the entry with the Animal Name “Classy Cat”, which was a previously added Market Heifer.



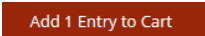
The screenshot shows a web form for adding an animal entry. At the top left, there is a red button labeled "Auto-fill from previous...". A dropdown menu is open below it, listing several animal names: Wanda Wildcat, 1020 - Market Beef, 1020 - Market Beef, 1010.1 - Commercial Breeding Heifers, 1040 - Market Lambs, 1040 - Market Lambs, 1040 - Market Lambs, 1050.1 - Commercial Breeding Gilts, 1060 - Market Hog, 1060 - Market Hog, 1070 - Breeding Does, and a "Clear form" option. The "Classy Cat" entry is highlighted. A green arrow points from the dropdown menu to the "Animal Name" field, which now contains "Classy Cat". The form includes fields for Department (1 - Cattle), Division (1020 - Market Beef), Breed (Choose a Breed), Tag ID (11006), Club (Weber), Specify AOB Breed, Ear Tattoo (KSU 2627), Beef Gender (Heifer), and Housing Location (At Exhibitor's Primary Address). At the bottom right, there is a red button labeled "Add 1 Entry to Cart" with a plus sign.

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

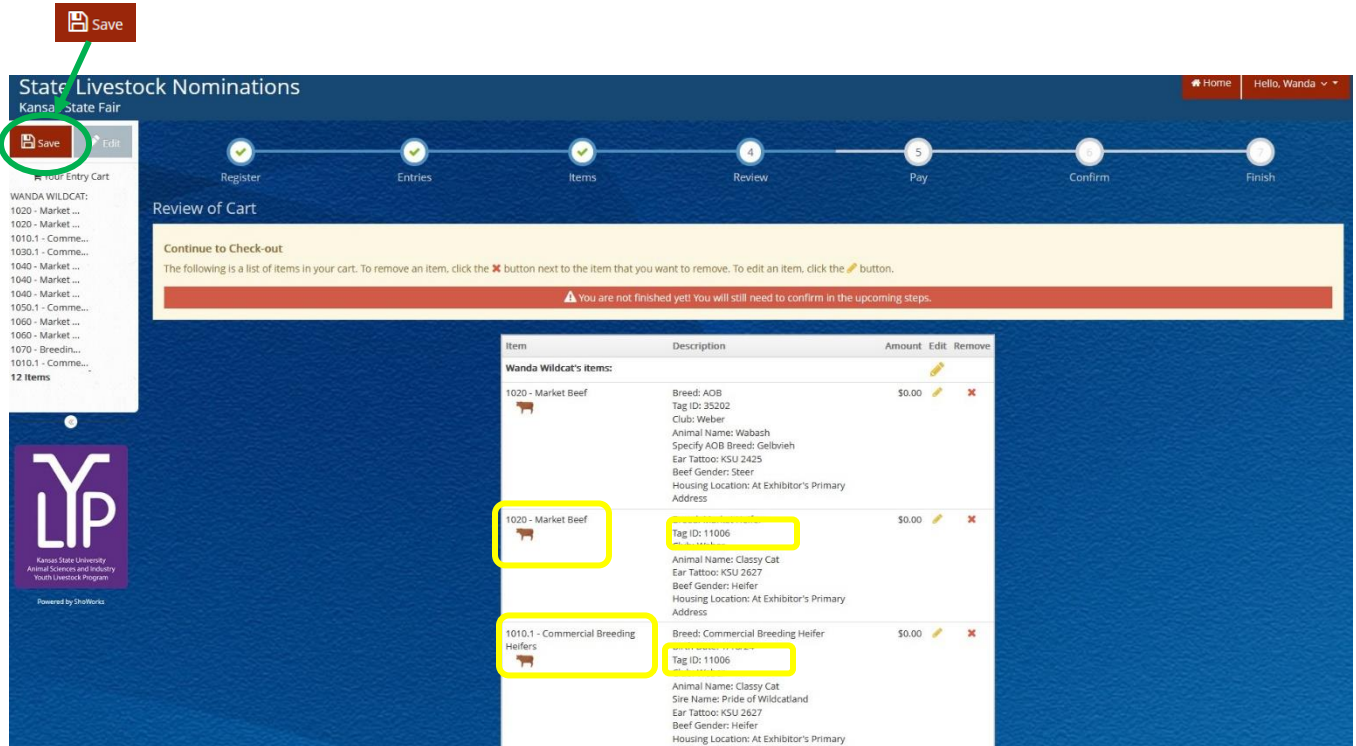
- Breed – Select “Commercial Breeding Heifer”
- Animal Birth Date (M/DD/YYYY)
- Sire Name (optional)



The screenshot shows the same web form as in the previous image, but with additional fields filled out. The "Breed" dropdown is now set to "Commercial Breeding Heifer". The "Animal Birth Date" field is filled with "3/1/2024". The "Sire Name" field is filled with "Pride of Wildcatland". The "Add 1 Entry to Cart" button is still visible at the bottom right.

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

16. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” on *page 17* to add their [YQCA Certificate](#) and [current year’s Declaration Form](#).
17. If this exhibitor has already uploaded their YQCA Certificate and completed Declaration Form, the animal will appear in the exhibitor’s cart. Click the red “Save” button, then the red “Continue” at the bottom of the page to view the exhibitor’s cart. The heifer will show up as both a Commercial Breeding Heifer and Market Beef entry (nomination).



Choose the appropriate option from the bottom of the page to continue:

[+ Add more Entries for Wilburt Wildcat](#)

To add more nominations for the exhibitor, click gray “Add more Entries for ...” on the left at the bottom of the page.

[Empty Cart](#)

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

[Save this cart for later](#)

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

[Check-out →](#)

To continue through the process, check-out, and officially submit the nominations, click the red “Check-out” button on the right at the bottom of the page.

**ONLY ONE (1) DNA ENVELOPE NEEDS SUBMITTED FOR DUAL NOMINATED ANIMALS.**

# CREATE A COMMERCIAL EWE NOMINATION

## CONTINUING THIS YEAR – DUAL NOMINATE EWES USING THE SLIDER CHECKBOX!

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

\*This option is only available under the market division. So, any ewe that will be **dual nominated** should be **nominated under the market division** – see instructions in that section below to **start there**.

**\*\*If you only intend to nominate a ewe in the commercial breeding division, START HERE.**

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

The screenshot shows the 'State Livestock Nominations' website interface. At the top, there is a navigation bar with 'Home' and 'Hello, Wilbur'. Below this is a progress bar with steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' step is currently active. The main form area has a 'Department' dropdown menu open, showing options: '-- Choose a Department --', 'All Departments', '1 - Cattle', '2 - Sheep', '3 - Swine', and '4 - Meat Goat'. A green arrow points to the '2 - Sheep' option. On the left side, there is a 'Your Entry Cart' section showing 'WILBURT WILDCAT' with three items. At the bottom left, there is a logo for 'Y LIP' (Kansas State University Animal Sciences and Industry Youth Livestock Program) and the text 'Powered by Shofarix'.

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

The screenshot shows the same website interface as the previous one, but now the 'Division' dropdown menu is open. The 'Department' dropdown is now set to '2 - Sheep'. The 'Division' dropdown menu shows options: '-- Choose a Division --', '1030.1 - Commercial Breeding Ewes', and '1040 - Market Lambs'. A green arrow points to the '1030.1 - Commercial Breeding Ewes' option. The rest of the interface, including the progress bar and entry cart, remains the same.

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

**State Livestock Nominations**  
Kansas State Fair

Home Hello, Wanda

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

**Entries**

**Special Instructions:**  
**Commercial Breeding Ewes – READ before submitting!**

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

**DUAL NOMINATE EWES USING THE SLIDER CHECKBOX – AVAILABLE UNDER MARKET DIVISION**  
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 at the bottom. **Option only available under the market lamb division.**

- Submitting this information is for **state livestock nomination** purposes for this animal to be **eligible** for the Kansas State Fair Grand Drive and/or KJLS.
- Official **show entries must be made separately**, directly through each specific show in which you would like to exhibit: [Kansas State Fair Grand Drive](#) and/or [KJLS](#).
- A completed, signed, and sealed official **DNA envelope** for each ewe being nominated must be postmarked to the KSU Youth Livestock Program by **June 15, 2025** for the nomination to be accepted.
- If **dual nominating** a ewe, enter animal under the market division and “check” the “Dual Nom” box. Only one DNA sample needs to be submitted for the ewe.
- All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every exhibitor needs their own account, with animals submitted under their name.

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

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

\*\*Exhibitors will be prompted to upload their YQCA certificate and Declaration Form for the current year upon entering the first animal under their name in the system.

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

4. Complete the information for each field.

Auto-fill from previous...

\* required

Department: 2 - Sheep

Division: 1030.1 - Commercial Breeding Ewes

Breed: Commercial Breeding Ewe

Tag ID: 33333

Club: Weber

Scrapie Tag ID: KSS0035 16151

Animal Name: Ayoka

Sheep Gender: Ewe

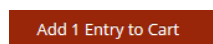
Housing Location: At Exhibitor's Primary Address

Add 1 Entry to Cart

**Field Descriptions:**

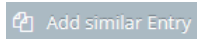
- Breed:** “Commercial Breeding Ewe” is the only option in the drop-down menu
- Tag ID:** 5-digit visual tag number on the Kansas 4-H EID tag
- Club:** county (or FFA chapter) where youth participates; FFA Chapters listed by county
- Scrapie Tag ID:** lamb’s full scrapie tag number, including Flock ID & individual animal number  
example: KSS0035 16151 (refer to resource in back of guide for further details)
- Animal Name:** no custom farm names – look on the back of tag for Flock/Premise ID number  
name family uses for animal (optional); helpful when adding animal to other exhibitors in the family – must add to each child for family nomination
- Housing Location:** where animal is housed

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





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

 Add similar Entry

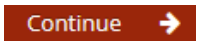
To add another commercial ewe (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.

 Add different Entry

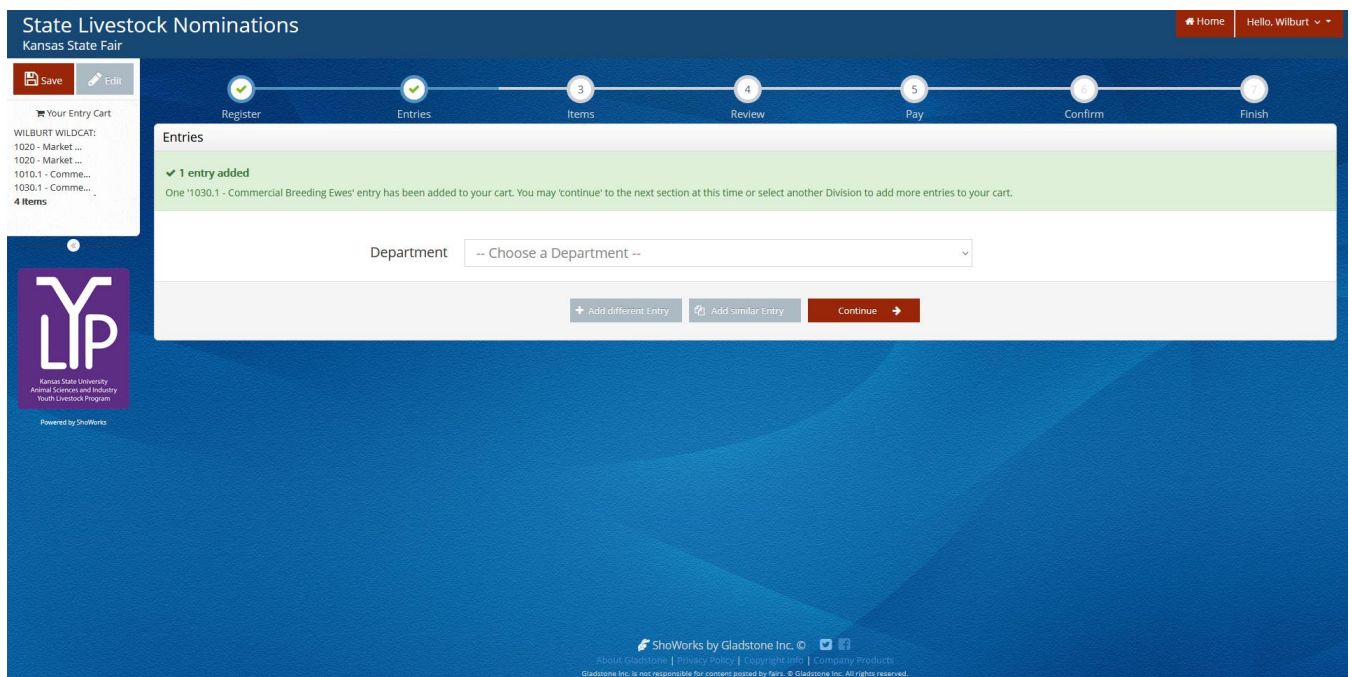
To add another species or market lamb for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

**OR**

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

 Continue →

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



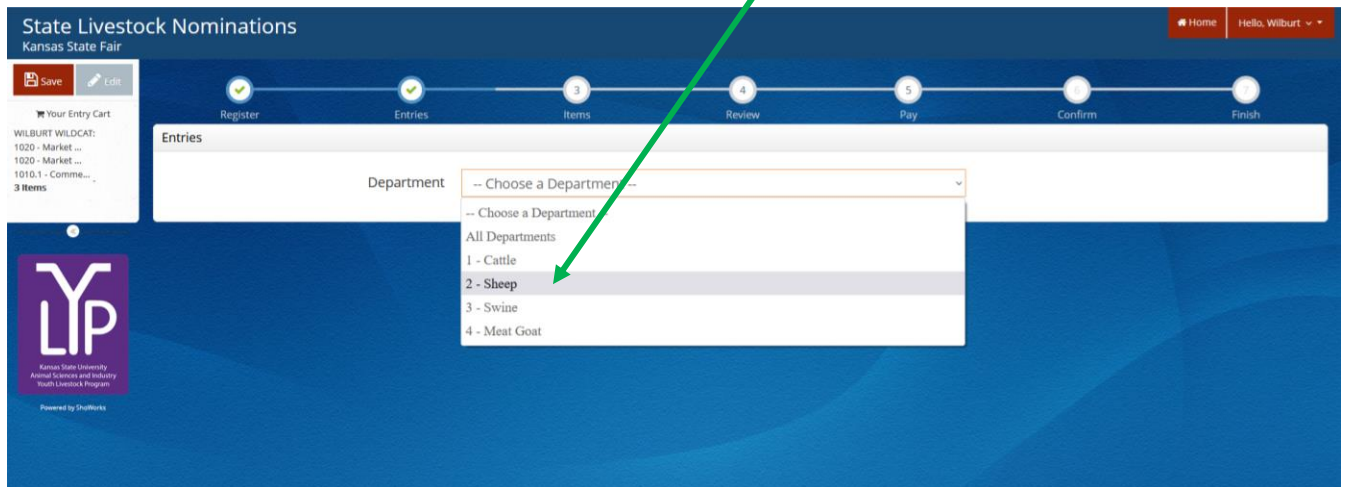
# CREATE A MARKET LAMB NOMINATION

## CONTINUING THIS YEAR – DUAL NOMINATE EWES USING THE SLIDER CHECKBOX!

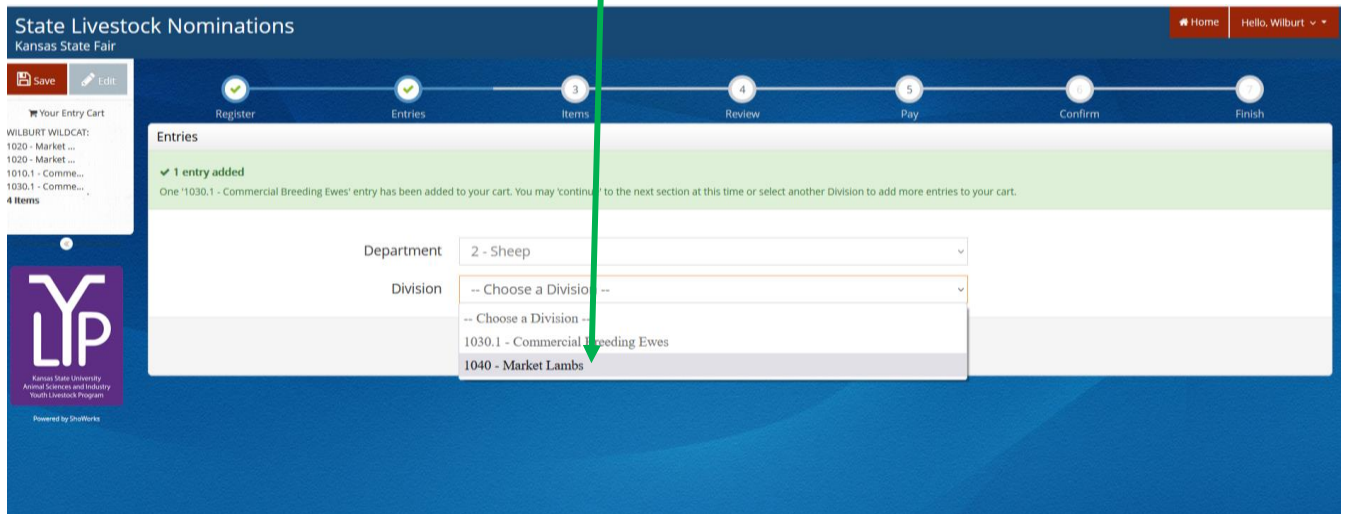
If you would like a ewe to be eligible for both the market division and as a commercial breeding ewe, enter her under the market division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under both the breeding and market divisions). Animals must be submitted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

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. A progress bar at the top indicates steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' section is highlighted in yellow and contains the following text:

**Special Instructions:**  
**Market Lambs – READ before submitting!**

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

**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 market and commercial breeding division). **Option only available under the market lamb division.**

- Submitting this information is for state livestock nomination purposes for this animal to be *eligible* for the Kansas State Fair Grand Drive and/or KJLS.
- Official show entries must be made separately, directly through each specific show in which you would like to exhibit: [Kansas State Fair Grand Drive](#) and/or [KJLS](#).
- A completed, signed, and sealed official DNA envelope for each market animal being nominated must be postmarked to the KSU Youth Livestock Program by **June 15, 2025** for the nomination to be accepted.
- If **dual nominating** a ewe, enter animal under the market division and “check” the “Dual Nom” box. Only one DNA sample needs to be submitted for the ewe.
- All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every exhibitor needs their own account, with animals submitted under their name.

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

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

\*\*Exhibitors will be prompted to upload their YQCA certificate and Declaration Form for the current year upon entering the first animal under their name in the system.

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

4. Complete the information for each field.

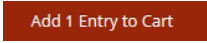
The screenshot shows a nomination form with the following fields filled out:

- Department: 2 - Sheep
- Division: 1040 - Market Lambs
- Breed: Hampshire
- Tag ID: 54321
- Club: Weber
- Scrapie Tag ID: KSS0987 4321
- Animal Name: Bob
- Specify AOB Breed: (empty)
- Sheep Gender: Wether
- Housing Location: At Exhibitor's Primary Address
- Dual Nom (Mkt & Com): NO

At the bottom right, there is a button that says "Add 1 Entry to Cart" with a plus sign icon.

**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. 

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

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



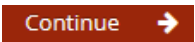
To add another market lamb (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



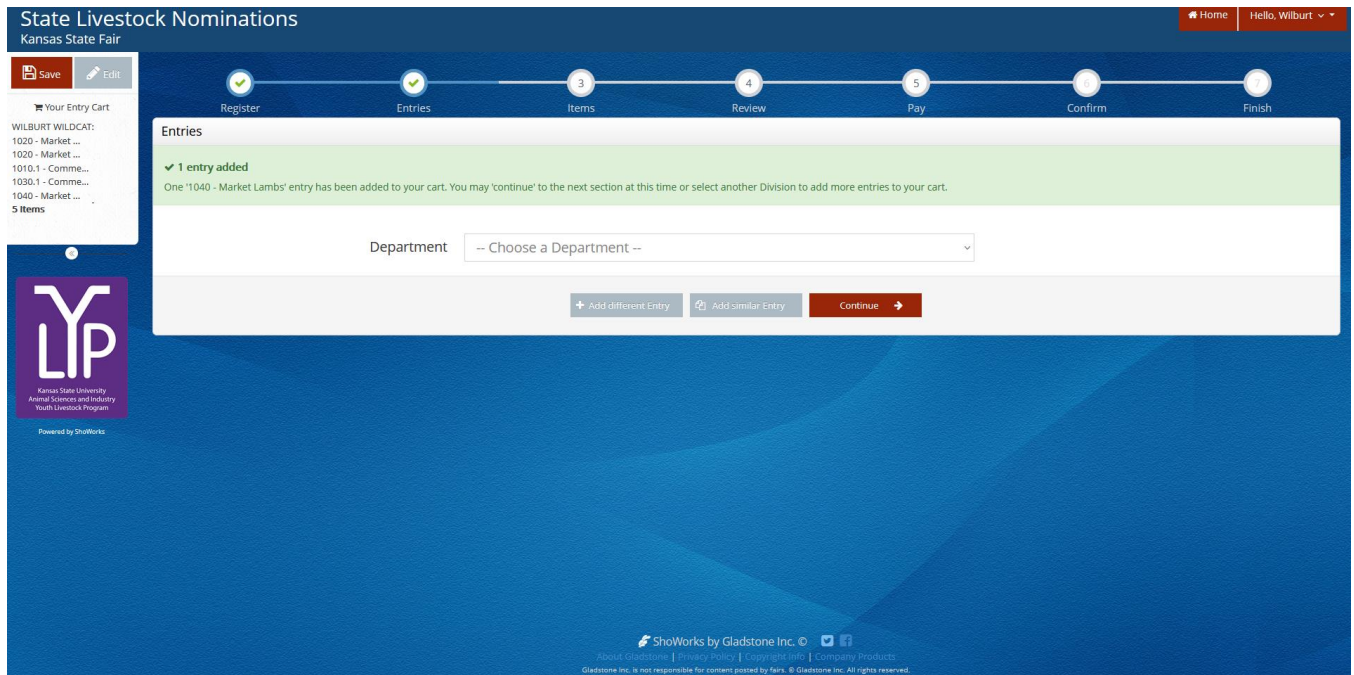
To add another species or commercial ewe for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

**OR**

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



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



## DUAL NOMINATE A LAMB AS A COMMERCIAL EWE AND MARKET LAMB

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

\* required

Department 2 - Sheep

Division 1040 - Market Lambs

Breed \* 10 Crossbred

Tag ID \* 33333

Club \* Weber

Scrapie Tag ID \* KSS0035 16151

Animal Name Ayoka

Specify AOB Breed

Sheep Gender \* Ewe

Housing Location \* At Exhibitor's Primary Address

Dual Nom (Mkt & Com) YES

Add 1 Entry to Cart

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

# CREATE A COMMERCIAL GILT NOMINATION

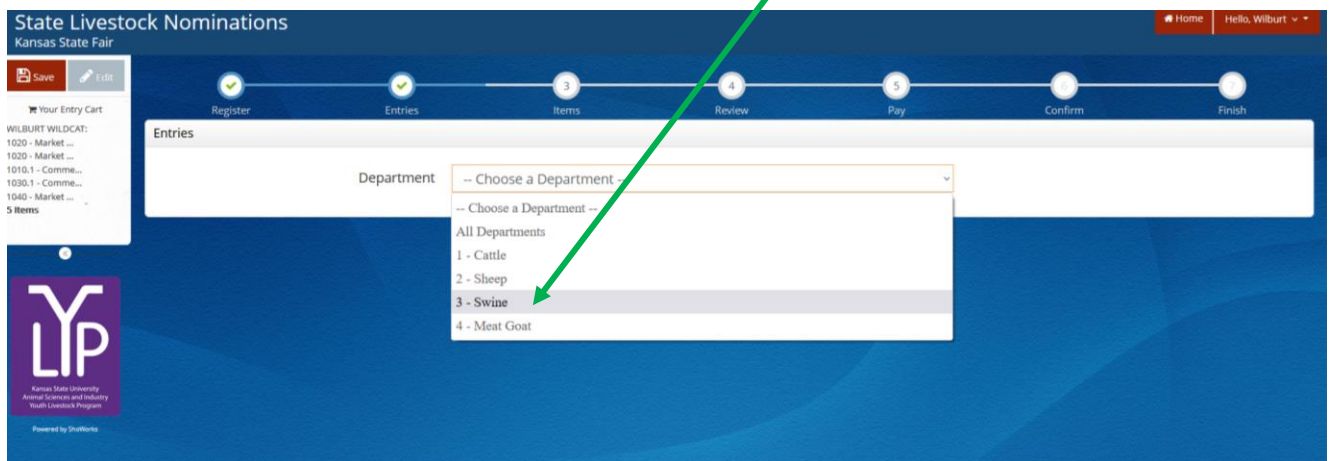
## CONTINUING THIS YEAR – DUAL NOMINATE GILTS USING THE SLIDER CHECKBOX!

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

\*This option is only available under the market division. So, any **gilt** that will be **dual nominated** should be **nominated under the market hog division FIRST** – see instructions in that section below.

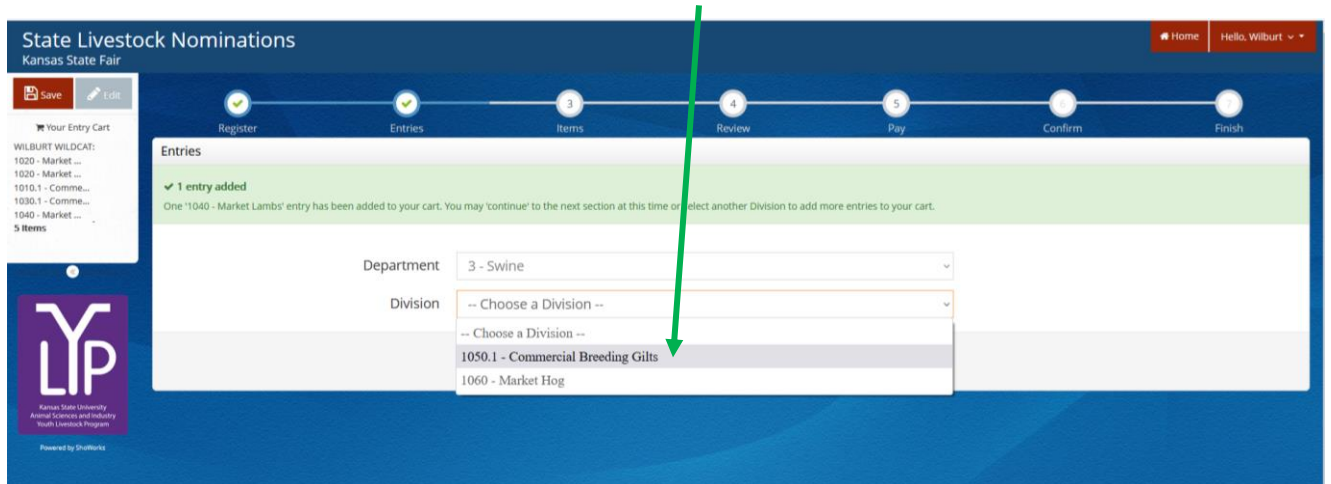
\*\*If you **only** intend to nominate a gilt in the **commercial breeding division**, start **HERE**.

1. Under the “Department” drop-down menu, choose “3 – Swine”.



The screenshot shows the 'State Livestock Nominations' web application interface for the 'Kansas State Fair'. The user is logged in as 'Wilburt Wildcat'. The navigation bar includes 'Home' and 'Hello, Wilburt'. A progress bar at the top indicates the current step is 'Entries' (3), with other steps being 'Register', 'Items', 'Review', 'Pay', 'Confirm', and 'Finish'. The 'Your Entry Cart' sidebar shows 5 items. The main form area has a 'Department' dropdown menu open, with options: '-- Choose a Department --', 'All Departments', '1 - Cattle', '2 - Sheep', '3 - Swine', and '4 - Meat Goat'. A green arrow points to the '3 - Swine' option.

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



The screenshot shows the 'State Livestock Nominations' web application interface for the 'Kansas State Fair'. The user is logged in as 'Wilburt Wildcat'. The navigation bar includes 'Home' and 'Hello, Wilburt'. The progress bar at the top indicates the current step is 'Entries' (3), with other steps being 'Register', 'Items', 'Review', 'Pay', 'Confirm', and 'Finish'. The 'Your Entry Cart' sidebar shows 5 items. The main form area shows the 'Department' dropdown menu set to '3 - Swine'. The 'Division' dropdown menu is open, with options: '-- Choose a Division --', '1050.1 - Commercial Breeding Gilts', and '1060 - Market Hog'. A green arrow points to the '1050.1 - Commercial Breeding Gilts' option.

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

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. A progress bar at the top indicates the current step is '3 Items'. The 'Entries' section contains the following text:

**Special Instructions:**  
**Commercial Breeding Gilt – READ before submitting!**

**DUAL NOMINATE GILTS USING THE SLIDER CHECKBOX – AVAILABLE UNDER MARKET DIVISION**  
 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 her in the system twice. **Option only available under the market hog division.**

- 1.) Submitting this information is for state livestock nomination purposes for this animal to be *eligible* for the Kansas State Fair Grand Drive and/or KJLS.
- 2.) Official show entries must be made separately, directly through each specific show in which you would like to exhibit: [Kansas State Fair Grand Drive](#) and/or [KJLS](#).
- 3.) A completed, signed, and sealed official DNA envelope for each gilt being nominated must be postmarked to the KSU Youth Livestock Program by **June 15, 2025** for the nomination to be accepted.
- 4.) If **dual nominating**, enter animal under the market division and “check” the “Dual Nom” box. Only one DNA sample needs to be submitted for the gilt.
- 5.) All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every exhibitor needs their own account, with animals submitted under their name.

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

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

\*\*Exhibitors will be prompted to upload their YQCA certificate and Declaration Form for the current year upon entering the first animal under their name in the system.

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

4. Complete the information for each field.

The screenshot shows the entry form with the following fields filled out:

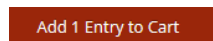
- Department: 3 - Swine
- Division: 1050.1 - Commercial Breeding Gilts
- Breed: Dark Commercial Breeding Gilt
- Tag ID: 55555
- Club: Weber
- Animal Name: Popcorn
- Ear Notch: 9-3
- Swine Gender: Gilt
- Housing Location: At Exhibitor's Primary Address

At the bottom of the form, there is a button labeled "Add 1 Entry to Cart" with a plus sign icon.

**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)
- Housing Location: nominated swine must be ear notched where animal is housed

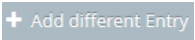
5. Click red “Add 1 Entry to Cart” at the bottom of the page.



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



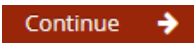
To add another commercial gilt (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



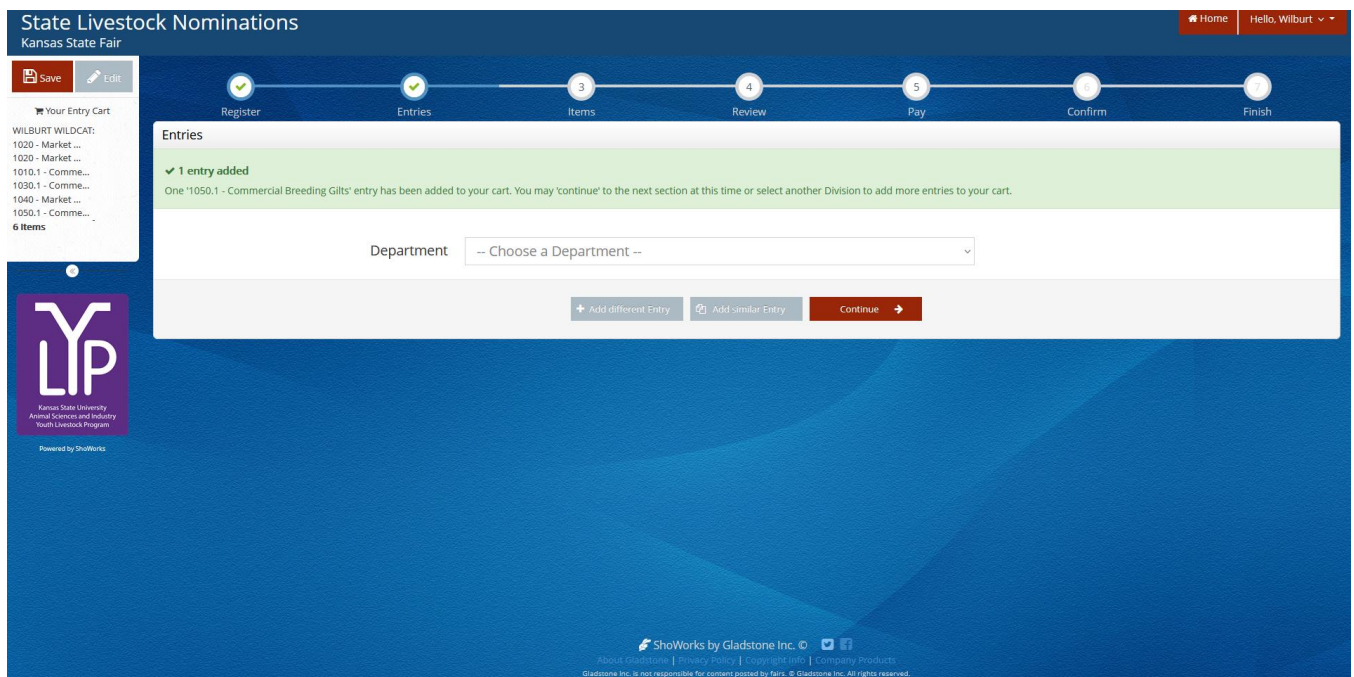
To add another species or market hog for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

**OR**

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



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





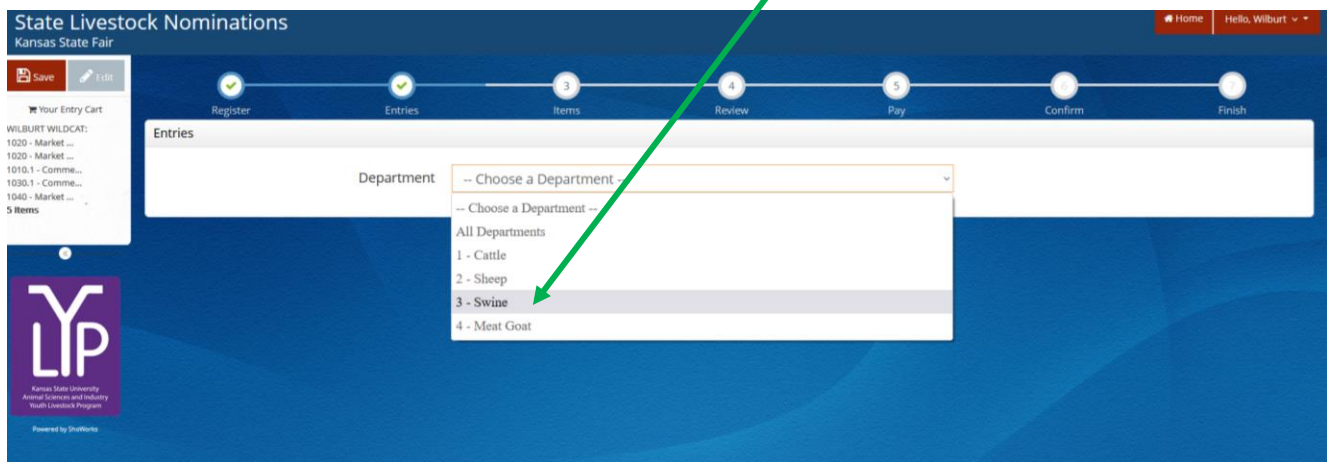
# CREATE A MARKET HOG NOMINATION

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

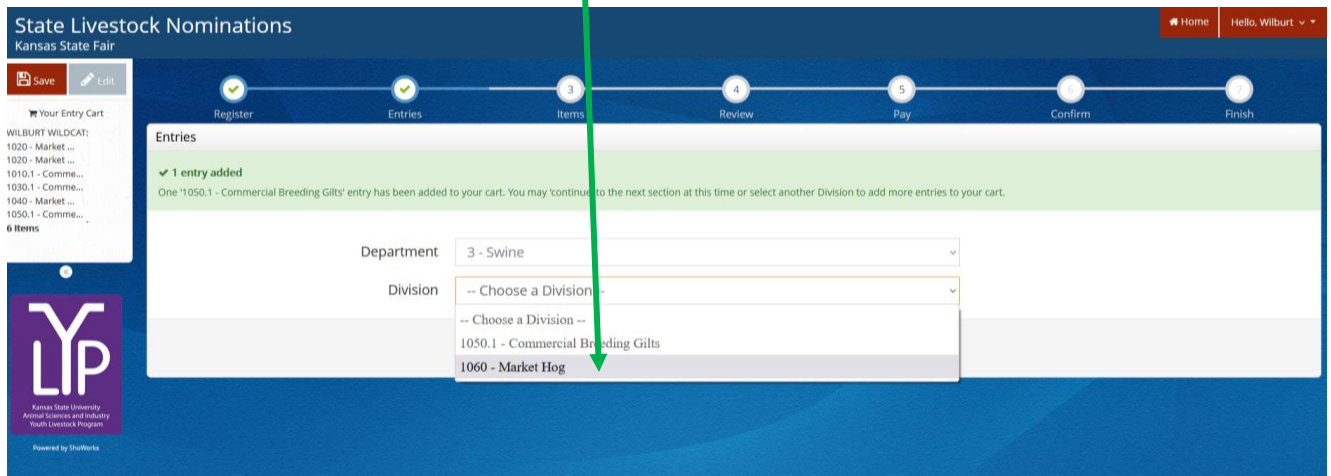
If you would like a gilt to be eligible for both the market division and as a commercial breeding gilt, enter her under the market hog division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under both the market and breeding divisions). Animals must be submitted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

\*This option is only available under the **market hog division**. So, any **gilt** that will be **dual nominated** should be **nominated under the market hog division** – see instructions below.

1. Under the “Department” drop-down menu, choose “3 – Swine”.



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



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

**State Livestock Nominations**  
Kansas State Fair

Home Hello, Wanda

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

**Entries**

**Special Instructions:**  
**Market Hog – READ before submitting!**

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

- Submitting this information is for state livestock nomination purposes for this animal to be *eligible* for the Kansas State Fair Grand Drive and/or KJLS.
- Official show entries must be made separately, directly through each specific show in which you would like to exhibit: [Kansas State Fair Grand Drive](#) and/or [KJLS](#).
- A completed, signed, and sealed official DNA envelope for each hog being nominated must be postmarked to the KSU Youth Livestock Program by **June 15, 2025** for the nomination to be accepted.
- If **dual nominating** a gilt as both a market gilt and commercial breeding gilt, enter animal in the system and “check” the “Dual Nom” box. Only one DNA sample needs to be submitted for the gilt.
- All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every exhibitor needs their own account, with animals submitted under their name.

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

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

\*\*Exhibitors will be prompted to upload their YQCA certificate and Declaration Form for the current year upon entering the first animal under their name in the system.

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

4. Complete the information for each field.

Auto-fill from previous... ▾

\* required

Department: 3 - Swine

Division: 1060 - Market Hog

Breed \*: Berkshire

Tag ID \*: 22133

Club \*: Weber

Animal Name: Chris

Ear Notch \*: 3-1

Specify AOB Breed:

Swine Gender \*: Barrow

Housing Location \*: At Exhibitor's Primary Address

Dual Nom (Mkt & Com)  YES  NO

Add 1 Entry to Cart + -

**Field Descriptions:**

- Breed:** select animal’s breed – this is the breed that will be used at both shows
- Tag ID:** 5-digit visual tag number on the Kansas 4-H EID tag
- Club:** county (or FFA chapter) where youth participates; FFA Chapters listed by county name family uses for animal (optional); helpful when adding animal to other exhibitors in the family – must add to each child for family nomination
- Animal Name:** 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.

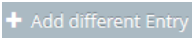


6. If this is the exhibitor’s first animal, complete **Steps 6-13** under “Create a Commercial Heifer Nomination” on *page 17* to add their [YQCA Certificate](#) and [current year’s Declaration Form](#).

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



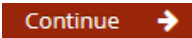
To add another market hog (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



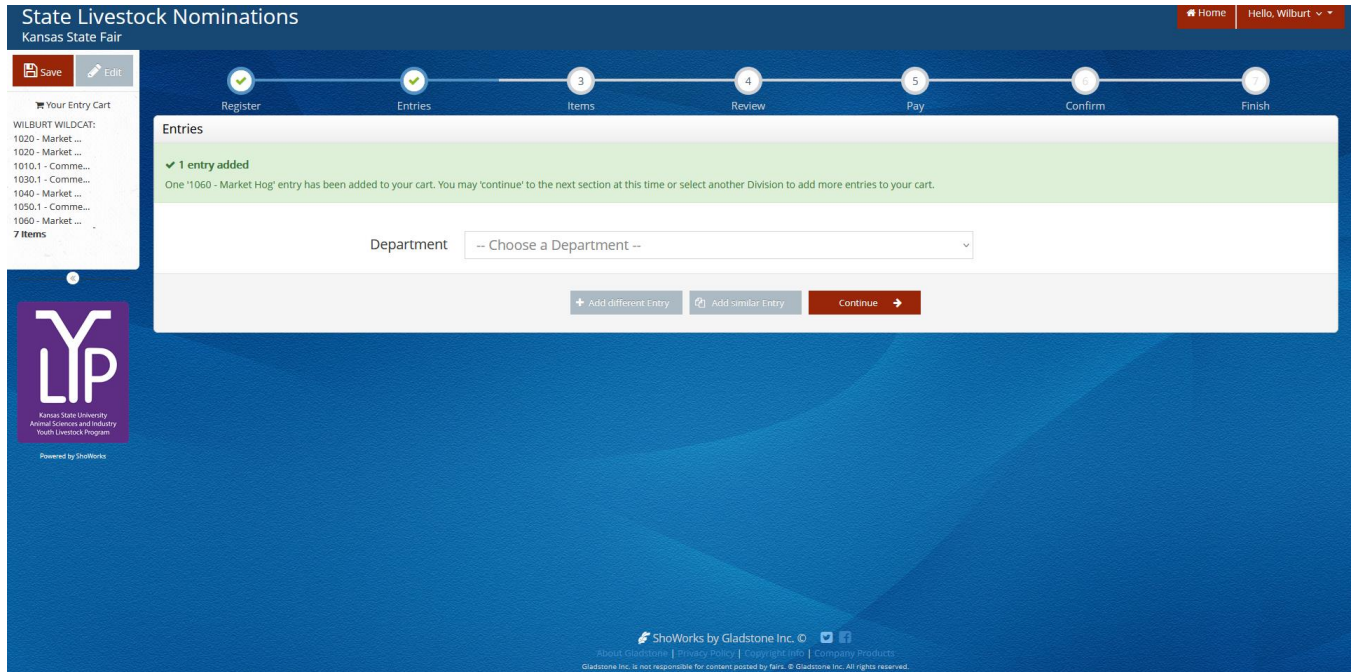
To add another species or commercial gilt for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

**OR**

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



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



## DUAL NOMINATE A HOG AS A COMMERCIAL GILT AND MARKET HOG

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

\* required

Department: 3 - Swine

Division: 1060 - Market Hog

Breed: Dark Crossbred

Tag ID: 43210

Club: Weber

Animal Name: Riley

Ear Notch: 6-5

Specify AOB Breed:

Swine Gender: Gilt

Housing Location: At Exhibitor's Primary Address

Dual Nom (Mkt & Com): YES

Add 1 Entry to Cart

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

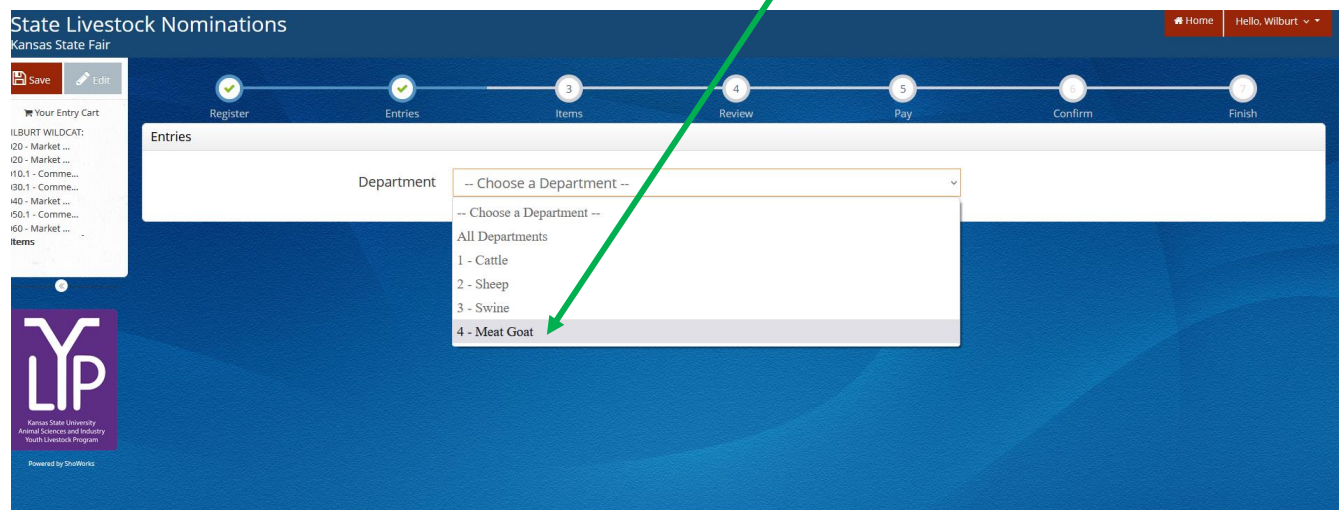
# CREATE A BREEDING DOE NOMINATION

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

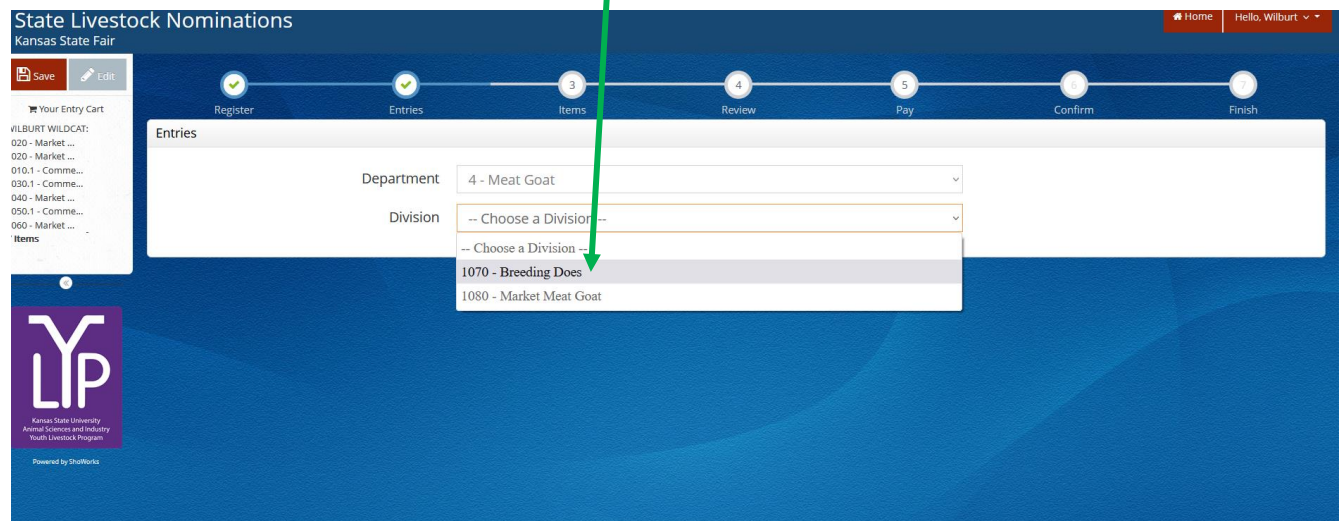
If you would like a doe to be eligible for both the market division and as a breeding doe, enter her under the market meat goat division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under both the market and breeding divisions). Animals must be submitted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

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

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



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.

**State Livestock Nominations**  
Kansas State Fair

Home Hello, Wanda

Save Edit

Your Entry Cart

WANDA WILDCAT:  
1020 - Market ...  
1020 - Market ...  
1010.1 - Comme...  
1030.1 - Comme...  
1040 - Market ...  
1040 - Market ...  
1040 - Market ...  
1050.1 - Comme...  
1060 - Market ...  
1060 - Market ...  
10 Items

Register Entries **Items** Review Pay Confirm Finish

**Entries**

**Special Instructions:**  
**Breeding Does – READ before submitting!**

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

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

**\*\*ALL meat goats, including does and wethers must be nominated. Neither show has a registered breeding doe show, so any doe an exhibitor plans to show must be nominated.\*\***

- Submitting this information is for state livestock nomination purposes for this animal to be *eligible* for the Kansas State Fair Grand Drive and/or KJLS.
- Official show entries must be made separately, directly through each specific show in which you would like to exhibit: [Kansas State Fair Grand Drive](#) and/or [KJLS](#).
- A completed, signed, and sealed official DNA envelope for each meat goat being nominated must be postmarked to the KSU Youth Livestock Program by **June 15, 2025** for the nomination to be accepted.
- If **dual nominating** a doe as both a market meat goat and breeding doe, enter animal under the market division and “check” the “Dual Nom” box. Only one DNA sample needs to be submitted for the doe.
- All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every exhibitor needs their own account, with animals submitted under their name.

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

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

\*\*Exhibitors will be prompted to upload their YQCA certificate and Declaration Form for the current year upon entering the first animal under their name in the system.

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

4. Complete the information for each field.

\* required

Department: 4 - Meat Goat

Division: 1070 - Breeding Does

Tag ID: 55555

Club: Weber

Scrapie Tag ID: KSS0045 2991

Animal Name: Gabby

Meat Goat Gender: Doe

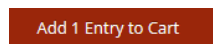
Housing Location: At Exhibitor's Primary Address

Add 1 Entry to Cart

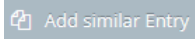
**Field Descriptions:**

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



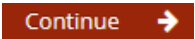
To add another breeding doe (animal in the same department and division), click gray “Add similar Entry” in center on the bottom of the page.



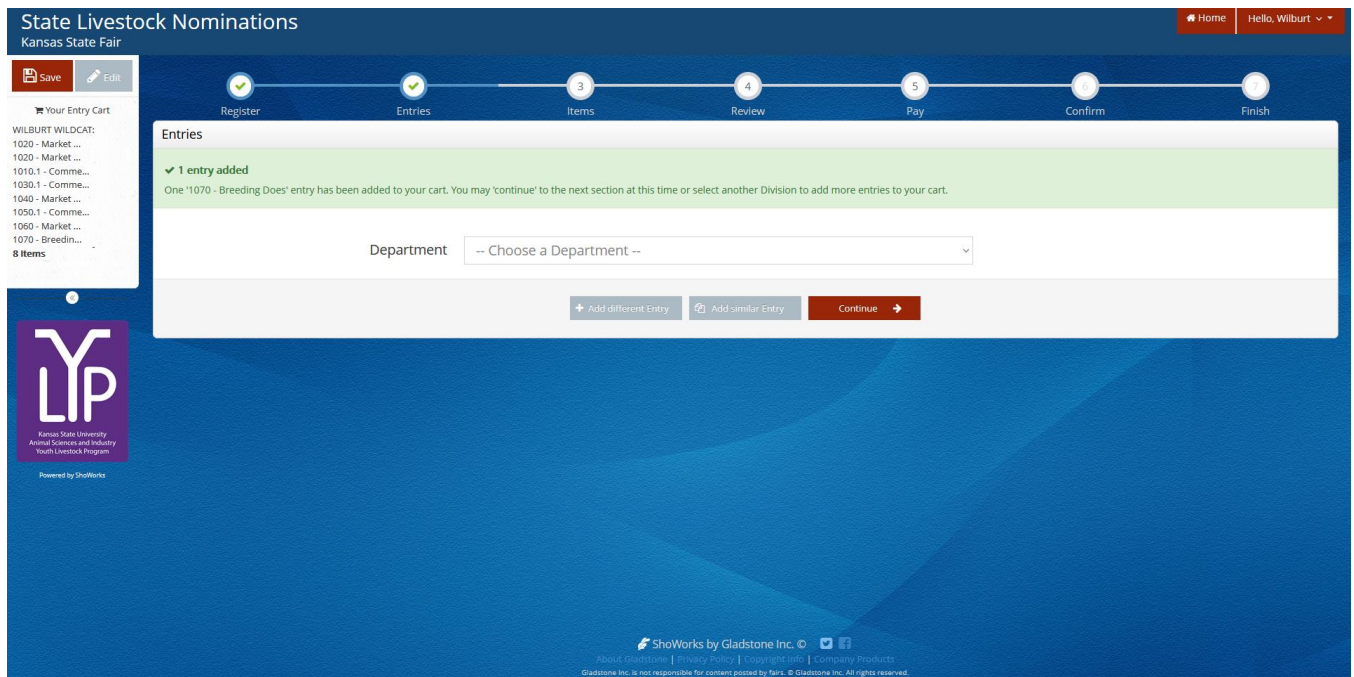
To add another species or market meat goat for the exhibitor (different department and/or division), click gray “Add different Entry” button on the left on the bottom of the page.

***OR***

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



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



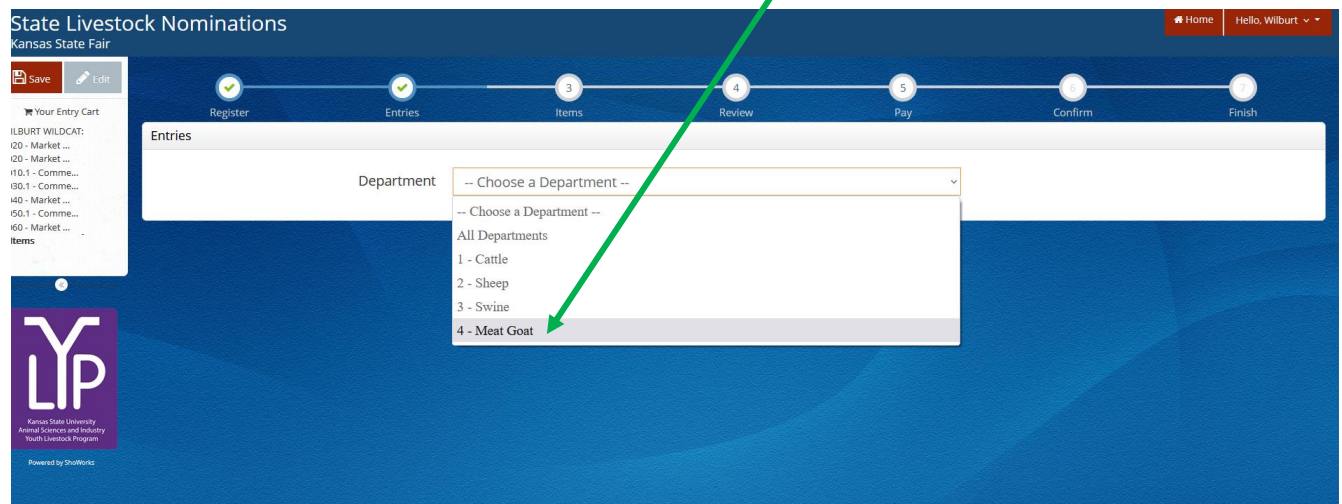
# CREATE A MARKET MEAT GOAT NOMINATION

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

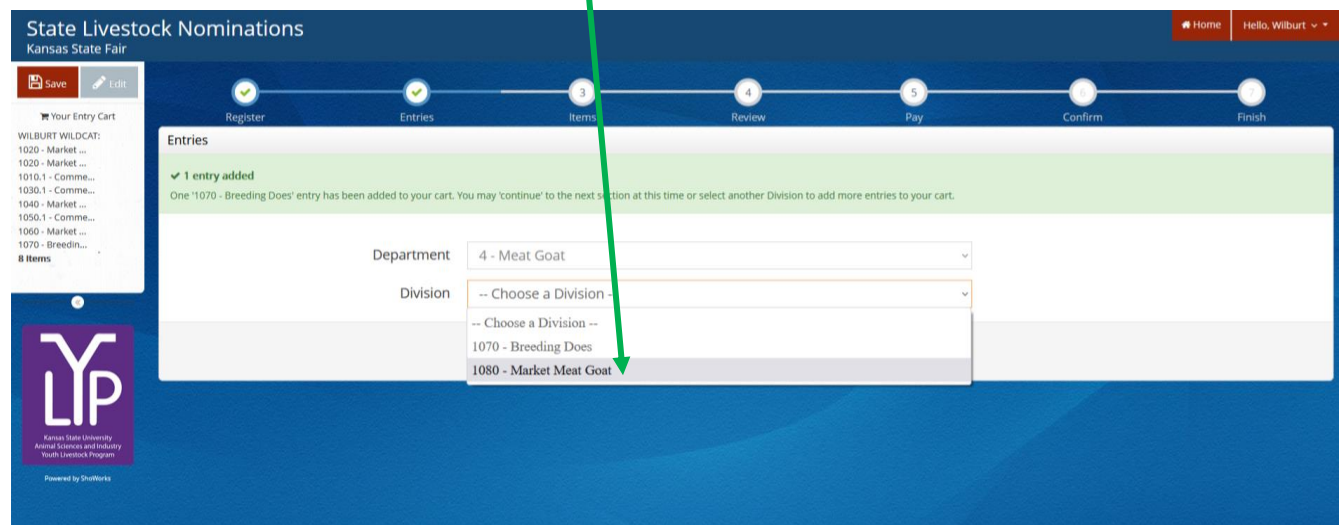
If you would like a doe to be eligible for both the market division and as a breeding doe, enter her under the market meat goat division and check the “Dual Nomination” box. This saves you from entering her in the system twice (under each division). Animals must be submitted under the correct division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

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

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



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





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

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. A progress bar at the top indicates steps: Register, Entries, Items, Review, Pay, Confirm, and Finish. The 'Entries' section is highlighted in yellow and contains the following instructions:

**Special Instructions:**  
**Market Meat Goat – READ before submitting!**  
 \*Enter **FULL SCRAPIE TAG** – Flock ID & Individual Animal Number!  
 Example: KSS1234 09876

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

**\*\*ALL meat goats, including does and wethers must be nominated. Neither show has a registered breeding doe show, so any doe an exhibitor plans to show must be nominated.\*\***

- Submitting this information is for **state livestock nomination** purposes for this animal to be **eligible** for the Kansas State Fair Grand Drive and/or KJLS.
- Official show **entries must be made separately**, directly through each specific show in which you would like to exhibit: [Kansas State Fair Grand Drive](#) and/or [KJLS](#).
- A completed, signed, and sealed official **DNA envelope** for market animal being nominated must be postmarked to the KSU Youth Livestock Program by **June 15, 2025** for the nomination to be accepted.
- If **dual nominating** a doe as both a market meat goat and breeding doe, enter animal under the market division and “check” the “Dual Nom” box. Only one DNA sample needs to be submitted for the doe.
- All exhibitors within a family must have each Tag ID submitted under their name through ShoWorks, as well as sign the DNA envelope, to be eligible to enter and show the animal. Every exhibitor needs their own account, with animals submitted under their name.

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

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

4. Complete the information for each field.

The form contains the following fields:

- Department: 4 - Meat Goat
- Division: 1080 - Market Meat Goat
- Tag ID: 55556
- Club: Weber
- Scrapie Tag ID: KSS0056 1377
- Animal Name: Tang
- Meat Goat Gender: Wether
- Housing Location: At Exhibitor's Primary Address
- Dual Nom (Mkt & Com): NO

At the bottom right, there is a button that says "Add 1 Entry to Cart" with a plus sign icon.

**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 17* to add their [YQCA Certificate](#) and [current year’s Declaration Form](#).

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



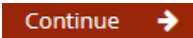
To add another market meat goat (animal in the same department and division), click **gray** “Add similar Entry” in center on the bottom of the page.



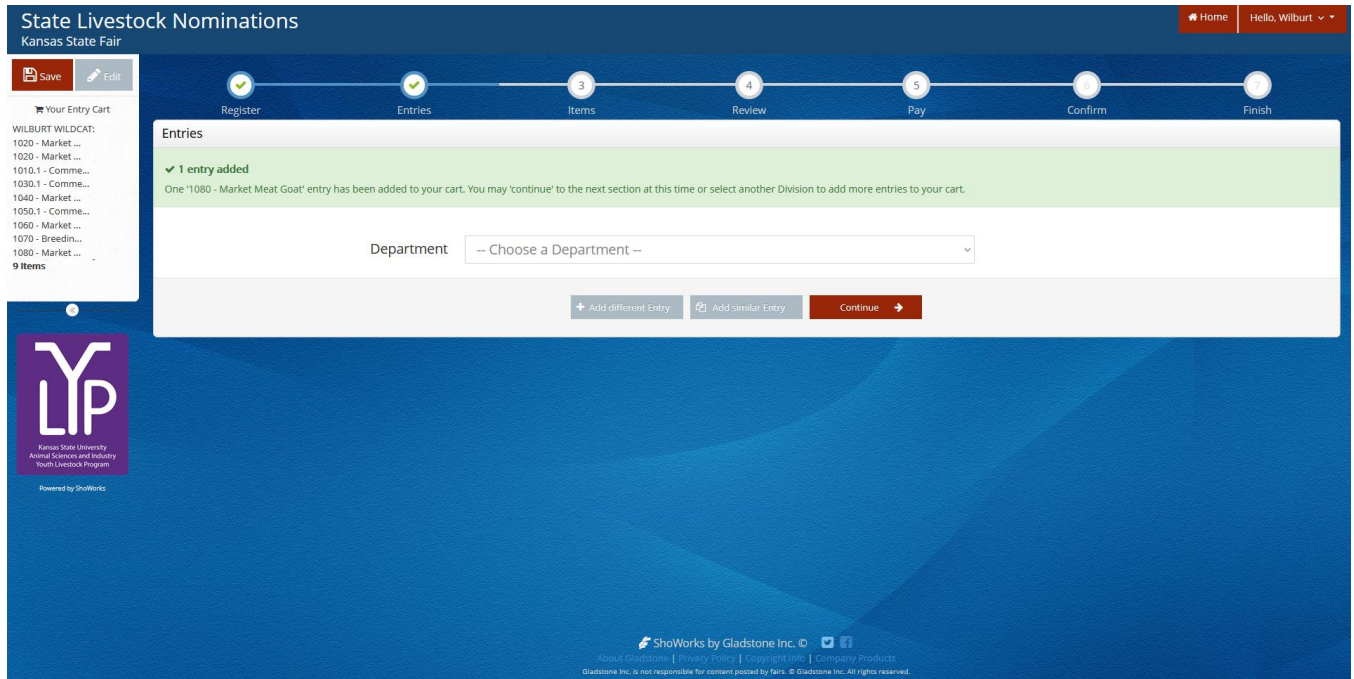
To add another species or breeding doe for the exhibitor (different department and/or division), click **gray** “Add different Entry” button on the left on the bottom of the page.

**OR**

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



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



## DUAL NOMINATE A MEAT GOAT AS A BREEDING DOE AND MARKET MEAT GOAT

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

\* required

Department 4 - Meat Goat

Division 1080 - Market Meat Goat

Tag ID \* 55555

Club \* Weber

Scrapie Tag ID \* KSS0035 21150

Animal Name Gabby

Meat Goat Gender \* Doe

Housing Location \* At Exhibitor's Primary Address

Dual Nom (Mkt & Com) YES

Add 1 Entry to Cart + -

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

# Kansas State Youth Livestock Nomination Process

## Purchasing DNA Envelopes

1. The nomination fee for each animal is collected through the purchasing of an official DNA envelope.
2. The cost is \$12.00/envelope.
3. Each nominated animal needs their own DNA envelope. Only ***ONE (1)*** completed envelope should be submitted for dual nominated females (i.e. gilt nominated as market hog & commercial breeding).
4. DNA envelope(s) may be purchased by individual families, local extension units, or FFA chapters.
5. The DNA envelope(s) are available for purchase online, using ShoWorks, and mailed to the address provided by the user who purchases the envelope(s).
6. Orders for DNA envelopes will close **10 days prior to the nomination deadline** for each species:
  - **April 20** – Market Beef (Steer & Market Heifer)
  - **June 5** – Small Livestock (Swine, Sheep, Meat Goat) & Commercial Heifer

*CONTINUING IN 2025 – 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 permissible for a family to offer extra DNA envelopes to another family. However, they need to notify the KSU Youth Livestock Program those envelopes are no longer in their possession.
11. All 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 kids.*

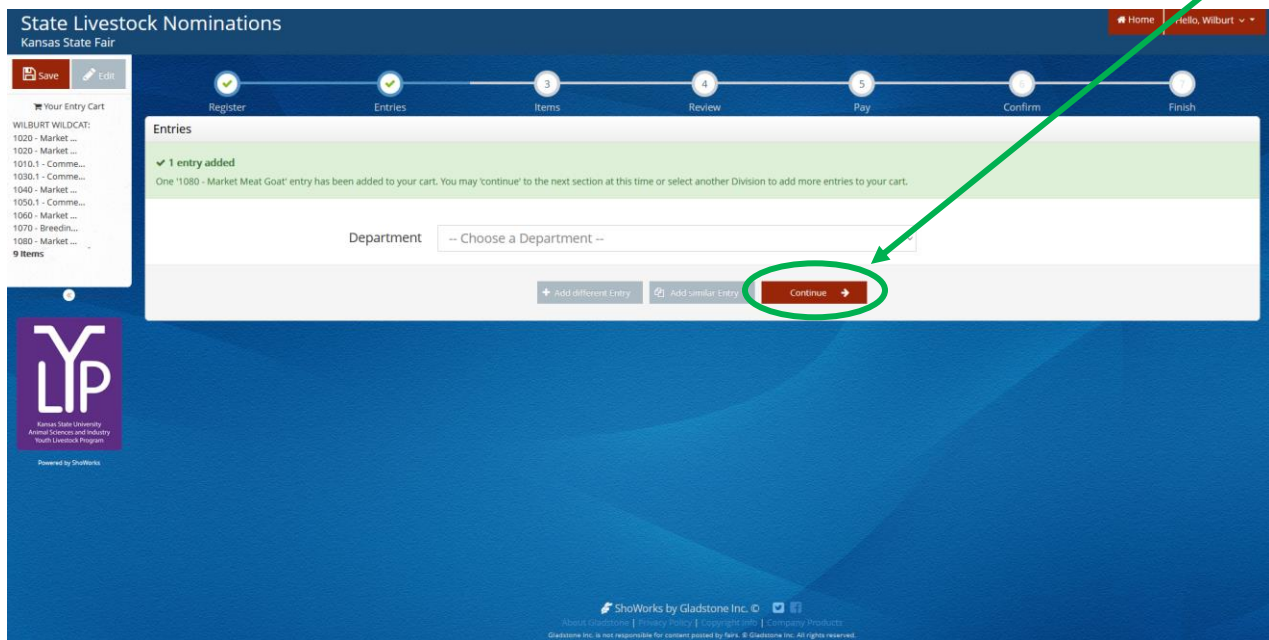
13. Families have two (2) options for logging in to purchase their DNA envelopes:
  - A. Families may submit their nomination data (tag numbers, breeds, secondary ID, etc.) in the system, order, and pay for their envelopes at the end in a single session. Animals must have been through tagging and have 4-H tag and kids completed their 2025 YQCA to start here.

**OR**

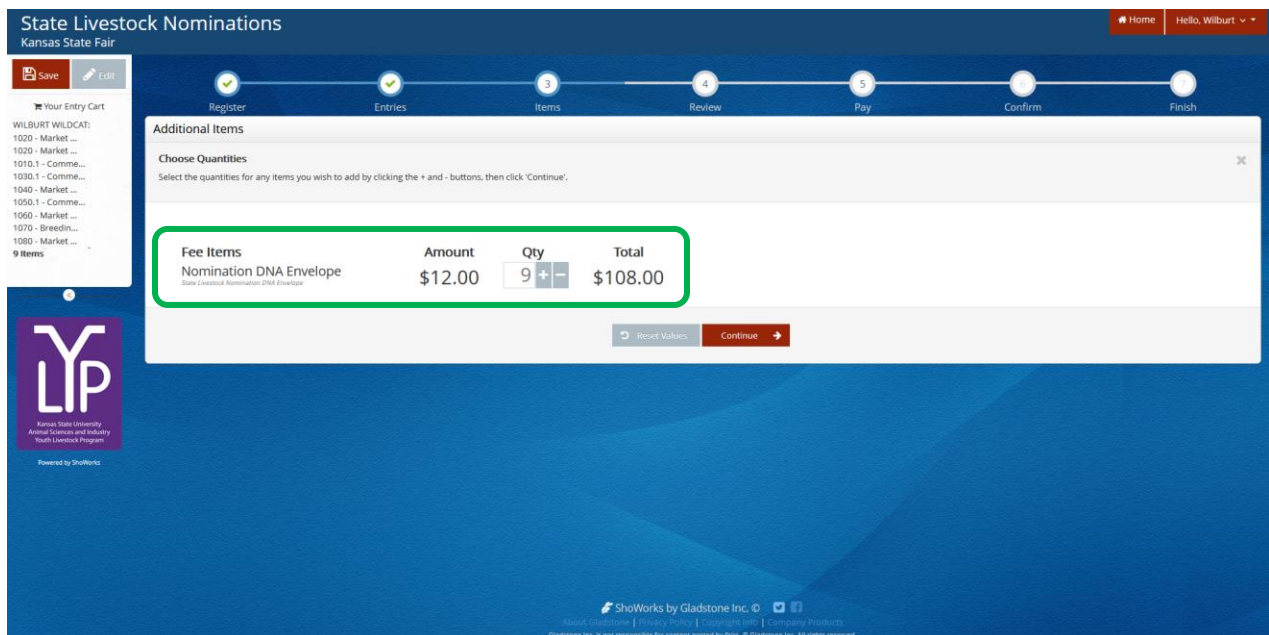
  - B. Families may create an account for one exhibitor, skip ahead to (3) in the system to order and pay for all of the envelopes for their family. Then, return prior to the deadline to submit the data online for each nominated animal (tag numbers) and exhibitor documents.


# SUBMIT LIVESTOCK NOMINATION DATA (TAG NUMBERS) & ORDER DNA ENVELOPES IN A SINGLE SESSION

1. Refer to the “Creating a ShoWorks Account” section to create an account for each exhibitor, or create a quick group for the family.
2. “Add Entries (Animals)” to each exhibitor within the family. Refer to the “Adding Animals” section for guidance. Exhibitor must have their 2025 YQCA certificate and Declaration Form for this step.
3. After the last animal has been added to the final exhibitor within the family, click the red “Continue” button on the bottom right side of the page.

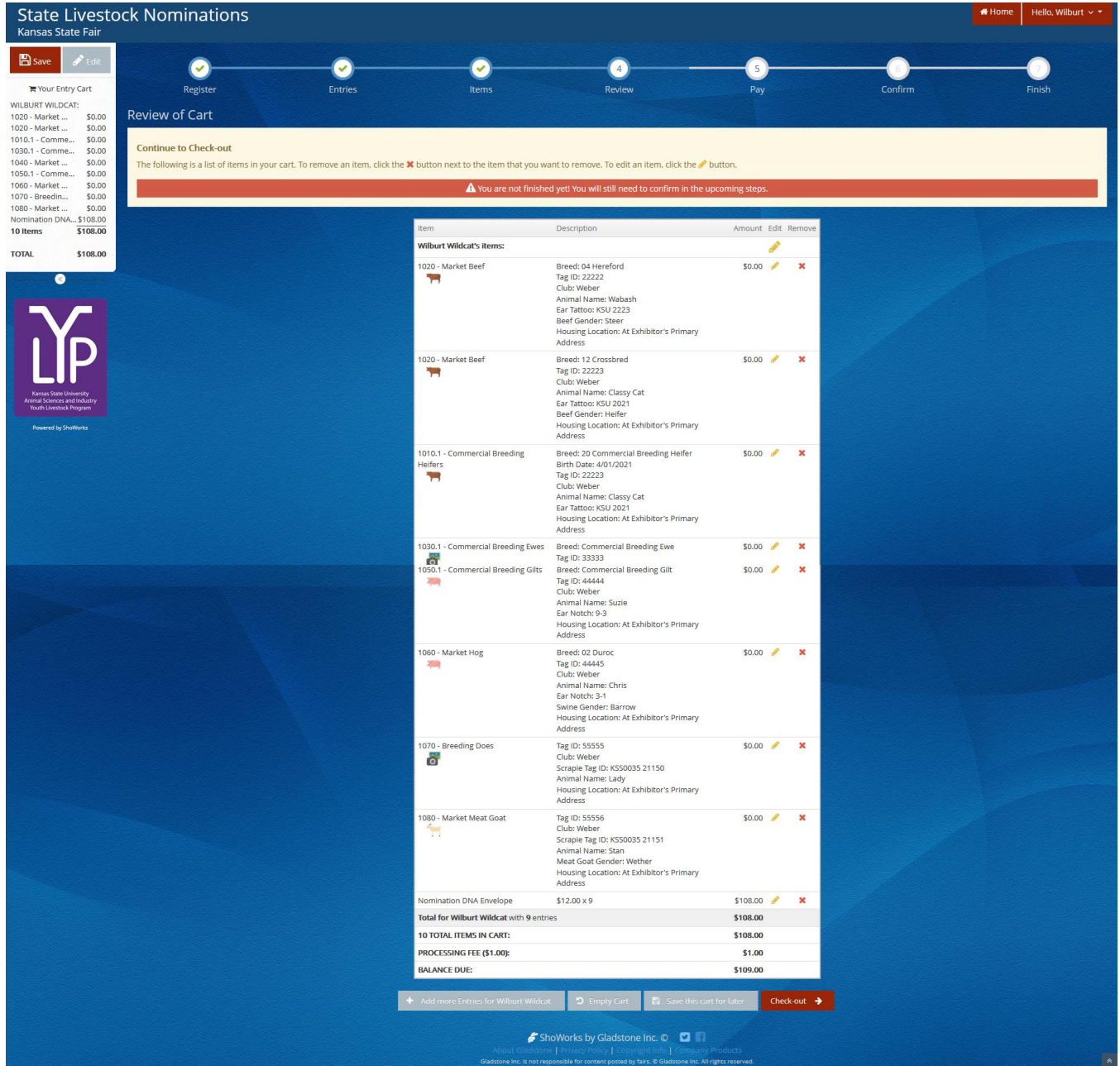


4. Type the quantity of DNA envelopes needed in the box, or press the **+** button until the desired number of envelopes appears in the “Qty” box. Must complete the quantity manually.



5. Click  on the bottom right side of the page.

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



**State Livestock Nominations**  
Kansas State Fair

Home Hello, Wilburt

Save Edit

Your Entry Cart



WILBURT WILDCAT:

1020 - Market ...	\$0.00
1020 - Market ...	\$0.00
1010.1 - Comme...	\$0.00
1030.1 - Comme...	\$0.00
1040 - Market ...	\$0.00
1050.1 - Comme...	\$0.00
1060 - Market ...	\$0.00
1070 - Breedin...	\$0.00
1080 - Market ...	\$0.00
Nomination DNA...	\$108.00
<b>10 Items</b>	<b>\$108.00</b>
<b>TOTAL</b>	<b>\$108.00</b>



















Register Entries Items Review (4) Pay (5) Confirm (6) Finish

**Review of Cart**

**Continue to Check-out**

The following is a list of items in your cart. To remove an item, click the  button next to the item that you want to remove. To edit an item, click the  button.



**You are not finished yet! You will still need to confirm in the upcoming steps.**

Item	Description	Amount	Edit	Remove
<b>Wilburt Wildcat's Items:</b>				
1020 - Market Beef	Breed: 04 Hereford Tag ID: 22222 Club: Weber Animal Name: Wabash Ear Tattoo: KSU 2223 Beef Gender: Steer Housing Location: At Exhibitor's Primary Address	\$0.00		
1020 - Market Beef	Breed: 12 Crossbred Tag ID: 22223 Club: Weber Animal Name: Classy Cat Ear Tattoo: KSU 2021 Beef Gender: Heifer Housing Location: At Exhibitor's Primary Address	\$0.00		
1010.1 - Commercial Breeding Heifers	Breed: 20 Commercial Breeding Heifer Birth Date: 4/01/2021 Tag ID: 22223 Club: Weber Animal Name: Classy Cat Ear Tattoo: KSU 2021 Housing Location: At Exhibitor's Primary Address	\$0.00		
1030.1 - Commercial Breeding Ewes	Breed: Commercial Breeding Ewe Tag ID: 33333	\$0.00		
1050.1 - Commercial Breeding Gilts	Breed: Commercial Breeding Gilt Tag ID: 44444 Club: Weber Animal Name: Suzie Ear Notch: 9-3 Housing Location: At Exhibitor's Primary Address	\$0.00		
1060 - Market Hog	Breed: 02 Duroc Tag ID: 44445 Club: Weber Animal Name: Chris Ear Notch: 3-1 Swine Gender: Barrow Housing Location: At Exhibitor's Primary Address	\$0.00		
1070 - Breeding Does	Tag ID: 55555 Club: Weber Scrapie Tag ID: KSS0035 21150 Animal Name: Lady Housing Location: At Exhibitor's Primary Address	\$0.00		
1080 - Market Meat Goat	Tag ID: 55556 Club: Weber Scrapie Tag ID: KSS0035 21151 Animal Name: Stan Meat Goat Gender: Wether Housing Location: At Exhibitor's Primary Address	\$0.00		
Nomination DNA Envelope	\$12.00 x 9	\$108.00		
<b>Total for Wilburt Wildcat with 9 entries</b>		<b>\$108.00</b>		
<b>10 TOTAL ITEMS IN CART:</b>		<b>\$108.00</b>		
<b>PROCESSING FEE (\$1.00):</b>		<b>\$1.00</b>		
<b>BALANCE DUE:</b>		<b>\$109.00</b>		

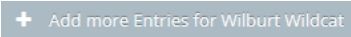
+ Add more Entries for Wilburt Wildcat Empty Cart Save this cart for later Check-out

ShoWorks by Gladstone Inc. ©  
About Gladstone | Privacy Policy | Copyright Info | Company Products  
Gladstone Inc. is not responsible for content posted by fairs. © Gladstone Inc. All rights reserved.

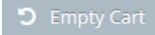
7. Use the icons to the right of each “Entry” (animal) to edit the information, or delete the nomination.

-  = Edit
-  = Delete

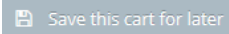
8. Choose the appropriate option from the bottom of the page to continue:



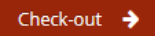
To add more nominations for the exhibitor, click gray “Add more Entries for ...” on the left at the bottom of the page.



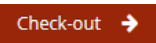
To empty the cart and delete all nominations for the exhibitor, select the gray “Empty Cart” button in the middle on the bottom of the page. This is discouraged, unless no animals should be submitted for the exhibitor. Users will have to start at the beginning to add entries (nominations) for the exhibitor.



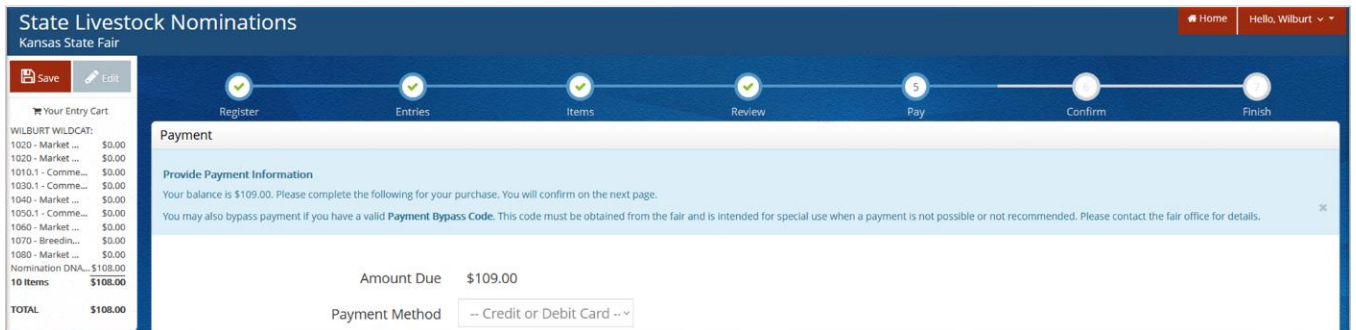
To save the cart, as well as exhibitor information, and return later to complete the process, click the gray “Save this cart for later” button on the middle right bottom of the page.



To continue through the process, check-out, and officially submit the nominations, click the red “Check-out” button on the right at the bottom of the page.

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

10. Provide payment information and continue.



State Livestock Nominations		Home	Hello, Wilburt
<b>Your Entry Cart</b>			
WILBURT WILDCAT:			
1020 - Market ...	\$0.00		
1020 - Market ...	\$0.00		
1010.1 - Comme...	\$0.00		
1030.1 - Marke...	\$0.00		
1040 - Marke...	\$0.00		
1050.1 - Comme...	\$0.00		
1060 - Marke...	\$0.00		
1070 - Breedin...	\$0.00		
1080 - Marke...	\$0.00		
Nomination DNA...	\$108.00		
<b>10 Items</b>	<b>\$108.00</b>		
<b>TOTAL</b>	<b>\$108.00</b>		

**Payment**

**Provide Payment Information**


Your balance is \$109.00. Please complete the following for your purchase. You will confirm on the next page.

You may also bypass payment if you have a valid **Payment Bypass Code**. This code must be obtained from the fair and is intended for special use when a payment is not possible or not recommended. Please contact the fair office for details.

Amount Due **\$109.00**

Payment Method **-- Credit or Debit Card --**

11. The Signature page appears. This step is equivalent to the nomination forms being physically signed by the exhibitors and parents/legal guardians within the family.


 Signature

On-line submission of data requires that you agree all information is true and correct to your knowledge and will abide with the terms as defined in the published General Rules, Livestock Rules and Department Rules for the Kansas State Fair and Kansas Junior Livestock Show.

I hereby certify that all animals are nominated for exhibition in accordance with the rules and regulations of the Kansas State Fair, KJLS, and Kansas 4-H/FFA rules governing exhibition of livestock. I have read and agree to abide by the instructions listed above and all rules of the Kansas State Fair, KJLS, and state livestock nomination process. I also declare that I (or my minor exhibitor) is a bonafide Kansas 4-H/FFA member who has paid the appropriate organizational dues/fees. I understand my nomination materials will not be accepted, nor animals eligible until my official signed DNA envelopes are received, postmarked by the correct deadline. Failure to meet the postmark deadline will result in the nominations being rejected, fees forfeited, and animals ineligible for participation in either show.

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


agree to the above statement (type "YES" if you agree)



12. Read the statement.

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

1080 - Market Meat	Tag ID: 55556	\$0.00
Goat	Club: Weber	
	Scrapie Tag ID: KSS0035 21151	
	Animal Name: Stan	
	Meat Goat Gender: Wether	
	Housing Location: At Exhibitor's Primary Address	
Nomination DNA Envelope	\$12.00 x 9	\$108.00
<b>Total for Wilburt Wildcat with 9 entries and 1 additional items</b>		<b>\$108.00</b>
<b>10 TOTAL ITEMS IN CART:</b>		<b>\$108.00</b>
<b>PROCESSING FEE (\$1.00):</b>		<b>\$1.00</b>
<b>BALANCE DUE:</b>		<b>\$109.00</b>


 Signature

On-line submission of data requires that you agree all information is true and correct to your knowledge and will abide with the terms as defined in the published General Rules, Livestock Rules and Department Rules for the Kansas State Fair and Kansas Junior Livestock Show.



I hereby certify that all animals are nominated for exhibition in accordance with the rules and regulations of the Kansas State Fair, KJLS, and Kansas 4-H/FFA rules governing exhibition of livestock. I have read and agree to abide by the instructions listed above and all rules of the Kansas State Fair, KJLS, and state livestock nomination process. I also declare that I (or my minor exhibitor) is a bonafide Kansas 4-H/FFA member who has paid the appropriate organizational dues/fees. I understand my nomination materials will not be accepted, nor animals eligible until my official signed DNA envelopes are received, postmarked by the correct deadline. Failure to meet the postmark deadline will result in the nominations being rejected, fees forfeited, and animals ineligible for participation in either show.

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

agree to the above statement (type "YES" if you agree)



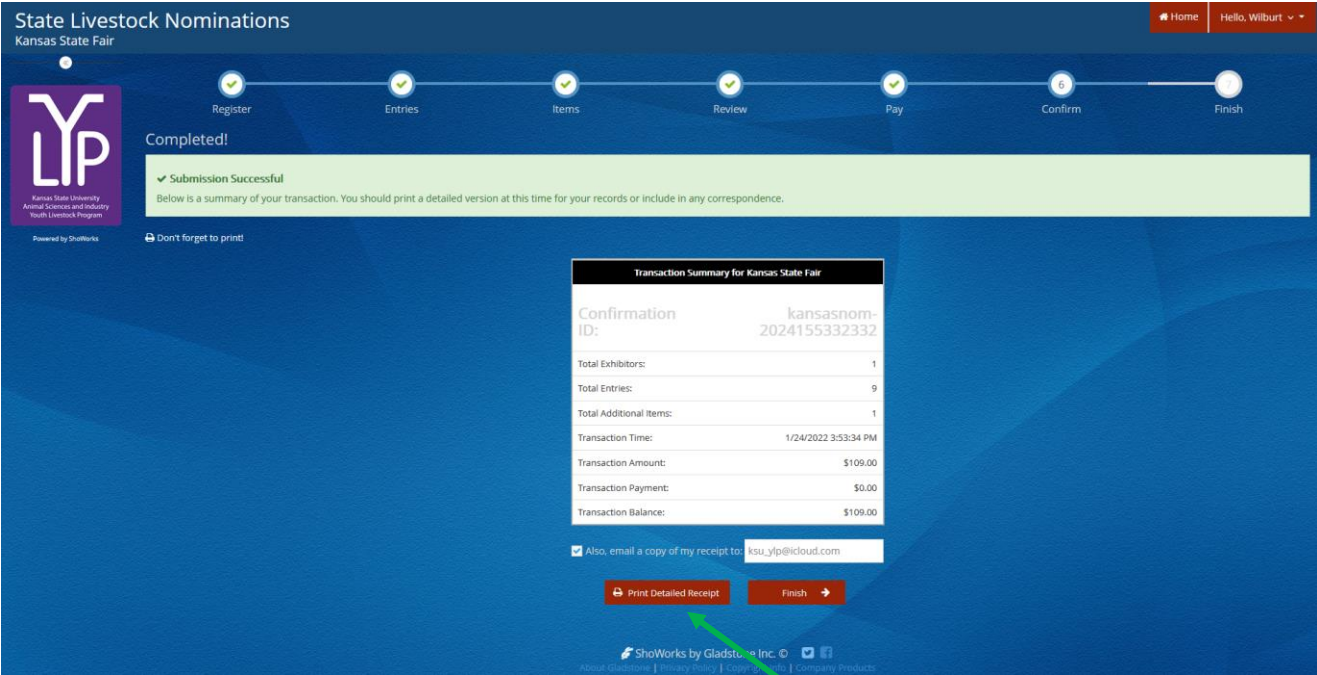
By typing "YES" in the box, you and your family are bound by the above statement. This action serves as your signature.

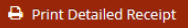
ShoWorks by Gladstone Inc. ©    
About Gladstone | Privacy Policy | Copyright Info | Company Products  
Gladstone Inc. is an Equal Opportunity Employer. © Gladstone Inc. All rights reserved.

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

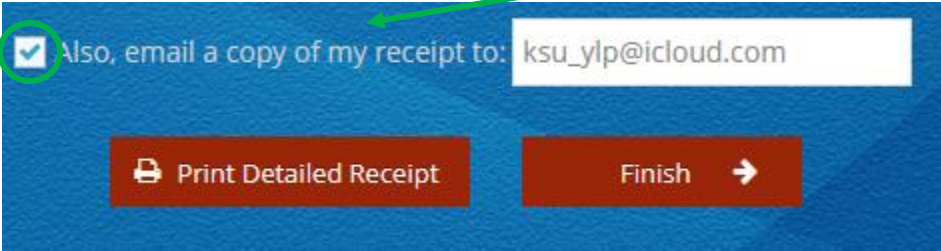


15. The confirmation page will appear. A green “Submission Successful” message indicates the “Entries” were submitted.



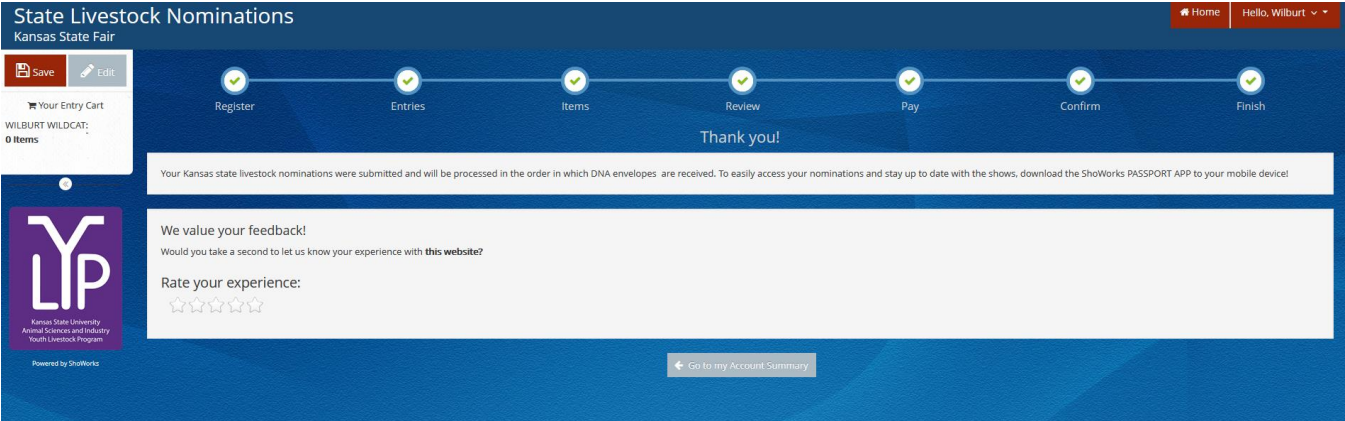
16. Make sure to print a detailed receipt! Click the red “Print Detailed Receipt” button on the bottom left of the page. 

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



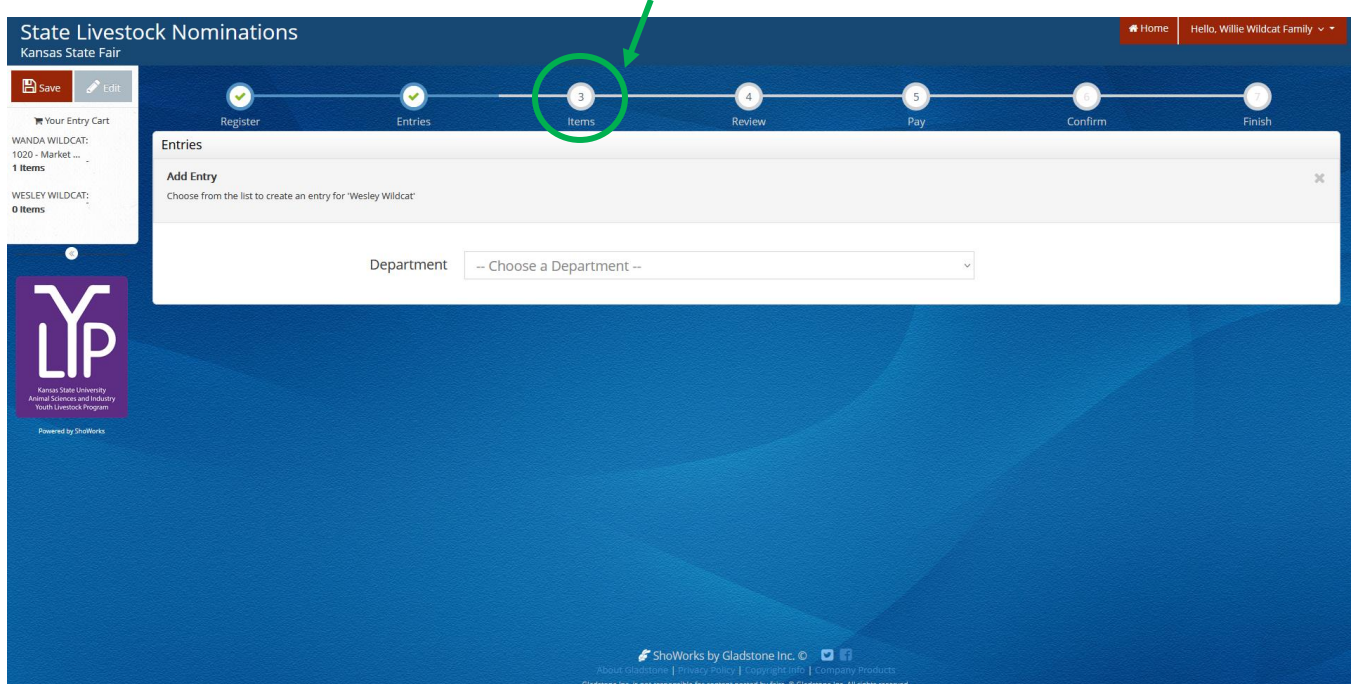
18. Click the  button on the lower right corner of the page. Must click button for email.

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

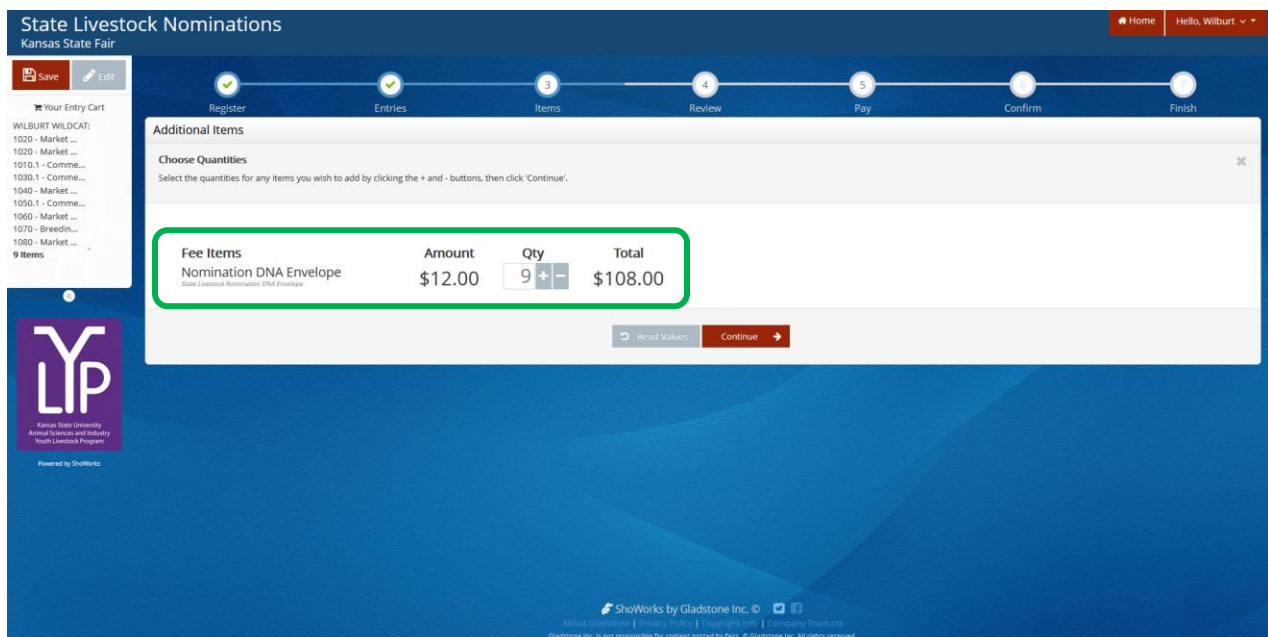


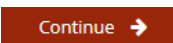
# ORDER DNA ENVELOPES NOW & SUBMIT STATE LIVESTOCK NOMINATION DATA (TAG NUMBERS) LATER

1. Create an account for at least one exhibitor within the family, or create a quick group. Refer to instructions in the “Creating a ShoWorks Account” section.
2. After confirming the registration information (including their new YQCA number) for the exhibitor, skip ahead in the system by clicking the (3) “Items” button at the top of the page.



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



4. Click  on the bottom right side of the page.

5. Review the items in the cart.

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.

1080 - Market Meat Goat	Tag ID: 55556 Club: Weber Scrapie Tag ID: KSS0035 21151 Animal Name: Stan Meat Goat Gender: Wether Housing Location: At Exhibitor's Primary Address	\$0.00
Nomination DNA Envelope	\$12.00 x 9	\$108.00
<b>Total for Wilburt Wildcat with 9 entries and 1 additional items</b>		<b>\$108.00</b>
<b>10 TOTAL ITEMS IN CART:</b>		<b>\$108.00</b>
<b>PROCESSING FEE (\$1.00):</b>		<b>\$1.00</b>
<b>BALANCE DUE:</b>		<b>\$109.00</b>

**Signature**

On-line submission of data requires that you agree all information is true and correct to your knowledge and will abide with the terms as defined in the published General Rules, Livestock Rules and Department Rules for the Kansas State Fair and Kansas Junior Livestock Show.

I hereby certify that all animals are nominated for exhibition in accordance with the rules and regulations of the Kansas State Fair, KJLS, and Kansas 4-H/FFA rules governing exhibition of livestock. I have read and agree to abide by the instructions listed above and all rules of the Kansas State Fair, KJLS, and state livestock nomination process. I also declare that I (or my minor exhibitor) is a bonafide Kansas 4-H/FFA member who has paid the appropriate organizational dues/fees. I understand my nomination materials will not be accepted, nor animals eligible until my official signed DNA envelopes are received, postmarked by the correct deadline. Failure to meet the postmark deadline will result in the nominations being rejected, fees forfeited, and animals ineligible for participation in either show.

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

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

NO

By typing "YES" you agree and are bound by the above statement. This action serves as your signature.

**Submit**

ShoWorks by Gladstone Inc. ©  
About Gladstone | Privacy Policy | Copyright info | Company Products

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.

State Livestock Nominations  
Kansas State Fair

Home Hello, Willie Wildcat Family

Register Entries Items Review Pay **6** Confirm Finish

**Completed!**

**Submission Successful**

Below is a summary of your transaction. You should print a detailed version at this time for your records or include in any correspondence.

Don't forget to print!

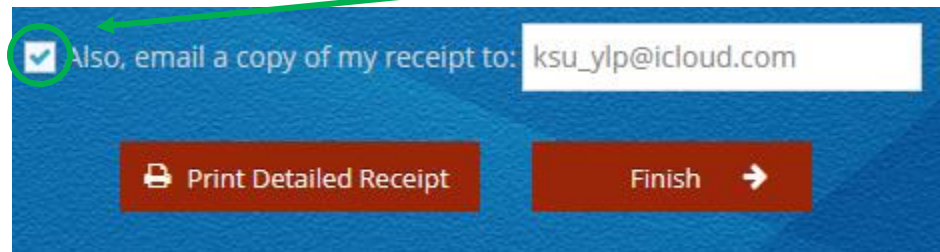
Transaction Summary for Kansas State Fair	
Confirmation ID:	kansasnom-2024165600770
Total Exhibitors:	2
Total Entries:	0
Total Additional Items:	1
Transaction Time:	1/24/2022 4:56:00 PM
Transaction Amount:	\$109.00
Transaction Payment:	\$0.00
Transaction Balance:	\$109.00

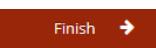
Also, email a copy of my receipt to:

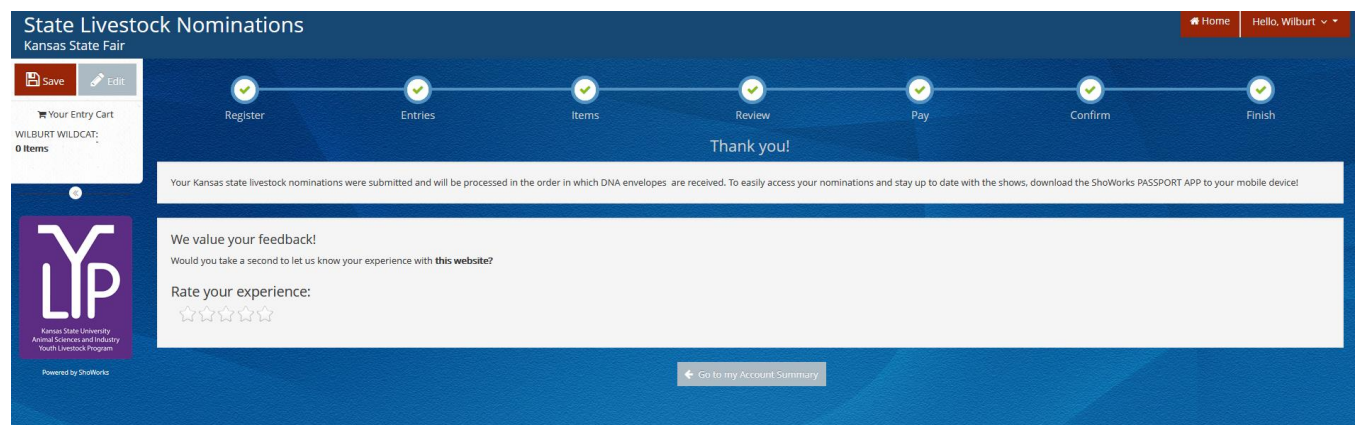
**Print Detailed Receipt** **Finish**

ShoWorks by Gladstone Inc. ©  
About Gladstone | Privacy Policy | Copyright info | Company Products

13. Make sure to print a detailed receipt! Click the red “Print Detailed Receipt” button on the bottom left of the page.
14. To receive a copy of the receipt via email, check the box next to “Also, email a copy of my receipt to:” and provide a valid email address in the box.



15. Click the  button on the lower right corner of the page. Must click the finish button to trigger the confirmation email to be delivered.
16. The “Finish” page with a Thank You message will appear indicating the DNA envelopes were ordered. DNA envelopes will be issued in the order they are received; watch the mail diligently. They should arrive within one (1) week of submitting the order.



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

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

18. Certified Mail is highly encouraged.

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

20. State livestock nominations and affiliated DNA envelope fees are non-refundable.

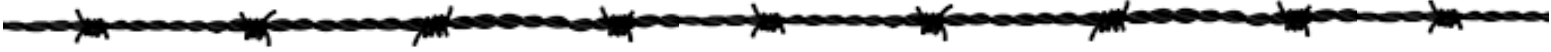
# Kansas State Youth Livestock Nomination Process

## Uploading Documents

1. All exhibitors will need to upload TWO (2) required documents while submitting their state livestock nominations:
    - **YQCA Certificate** (current; valid through 10/5/2025)
      - Exhibitors must have a current certificate prior to nomination
        - encouraged to complete training as early as possible
          - ✓ visit [www.yqcaprogram.org](http://www.yqcaprogram.org) to register for a training
        - instructions on saving/downloading a YQCA certificate to a mobile or electronic device are posted on both the the YQCA and youth livestock program websites:
          - ✓ [YQCA Certificate Printing Instructions](#)
    - **Declaration Form**
      - Completed 2025 form
        - available on the youth livestock website:
          - ✓ [2025 Declaration Form](#)
        - must be signed by all exhibitors within the family & a parent/legal guardian
          - ✓ signature options:
            - i. may be printed and signed by all parties
            - ii. signed electronically using the mouse
            - iii. signed using a digital signature through the “Fill & Sign” option in Adobe
            - iv. signed by parties typing their names in designated fields
          - ✓ combination of signature formats is acceptable; all legally binding
        - complete one form per family, with all exhibitors listed and have all kids sign the form; same completed form should be uploaded for each child within the family.
2. ShoWorks system will automatically prompt documents to be uploaded for exhibitor upon submitting the first animal “entry” (nomination). Must upload both simultaneously. Cannot edit or add later. Do NOT begin adding animals to an exhibitor unless their YQCA certificate and Declaration Form are completed, saved, and available.
  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)
  - After the confirmation page appears when nominations (or DNA Envelope purchase) is submitted, a green “Submission Successful” message indicates the order was submitted.

The screenshot shows the 'State Livestock Nominations' website for the Kansas State Fair. A progress bar at the top indicates the user has completed the 'Register', 'Entries', 'Items', 'Review', and 'Pay' steps, and is currently on the 'Confirm' step. A green banner displays a 'Submission Successful' message. Below this is a 'Transaction Summary for Kansas State Fair' table with the following data:

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

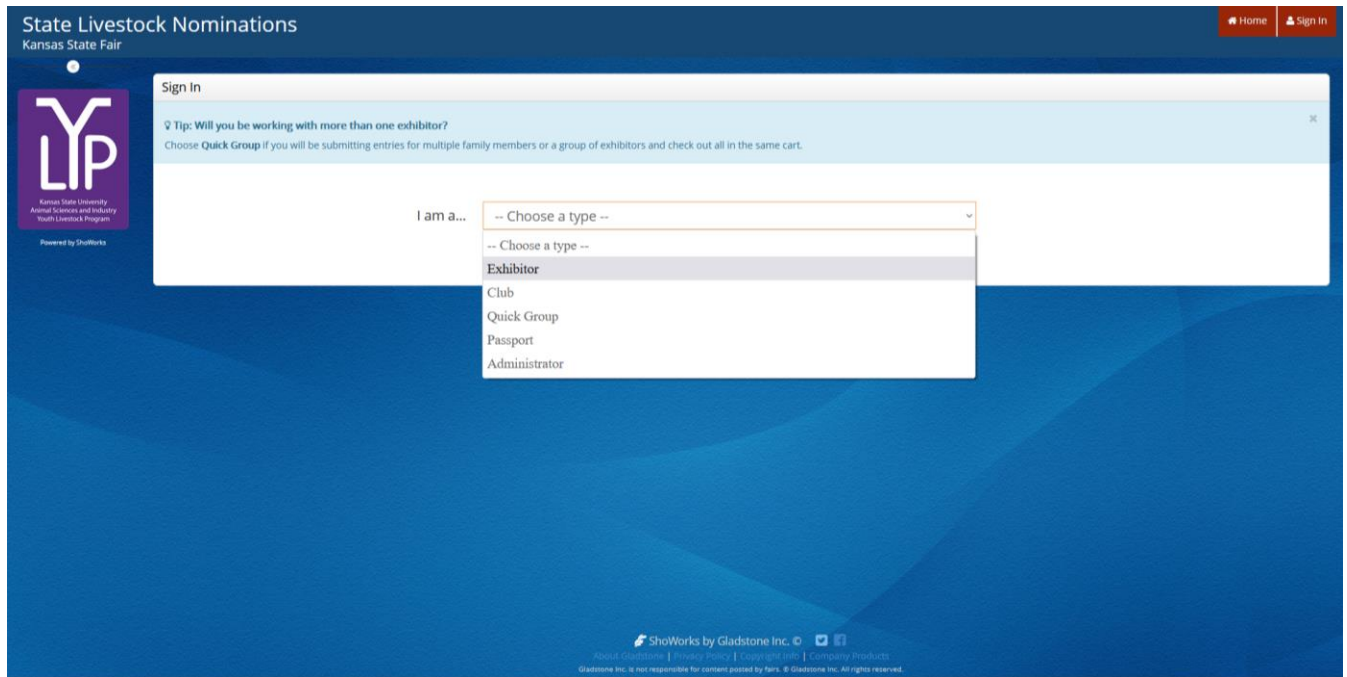
Below the table, there is a checkbox labeled 'Also, email a copy of my receipt to:' with the email address 'ksu\_ylp@icloud.com' entered in the adjacent text box. At the bottom, there are two buttons: 'Print Detailed Receipt' and 'Finish'.

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

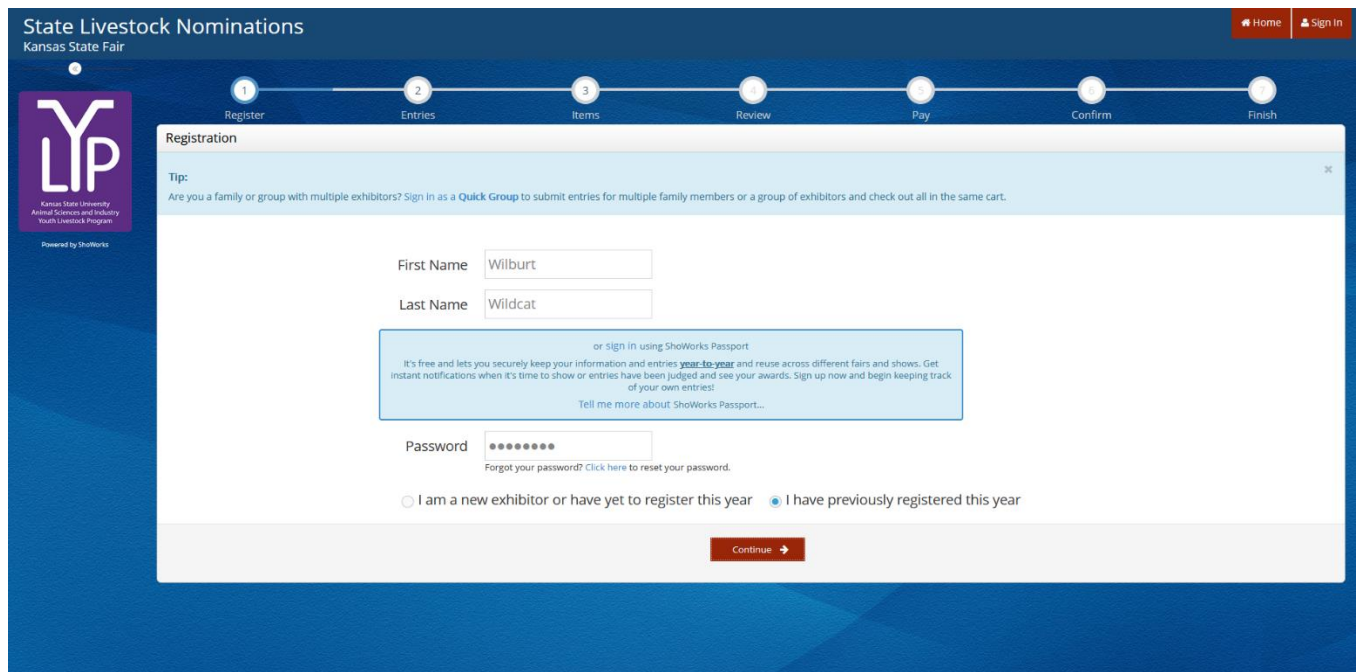
This close-up screenshot highlights the checkbox for 'Also, email a copy of my receipt to:' which is checked. The email address 'ksu\_ylp@icloud.com' is visible in the text box to the right. Below this, the 'Print Detailed Receipt' and 'Finish' buttons are shown.



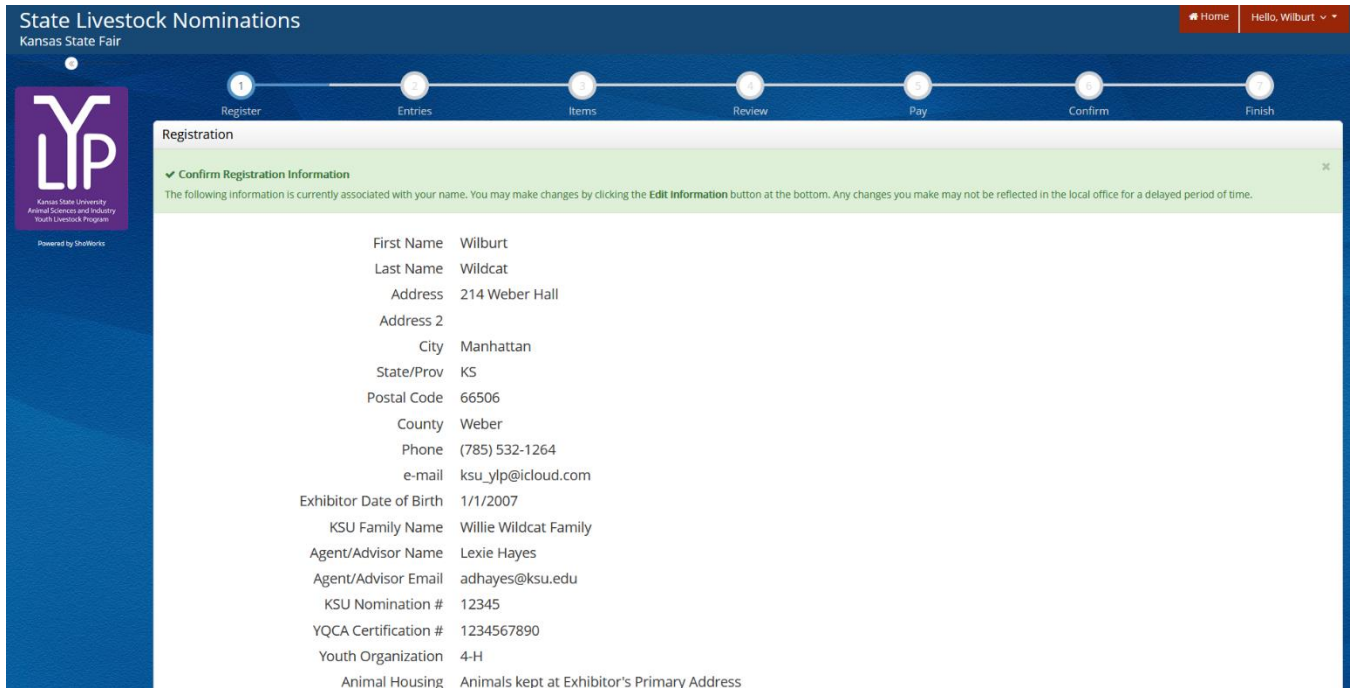
- If receipt is misplaced, can access it through the system.
  - Navigate to ShoWorks page and log back into the system by clicking the red “Sign In” button in the upper right corner.
    - If nominations were originally submitted as a “Quick Group”, must select that option and use those credentials to view transactions for exhibitors in the family.
    - If nominations were originally submitted under individual exhibitors, select that option.



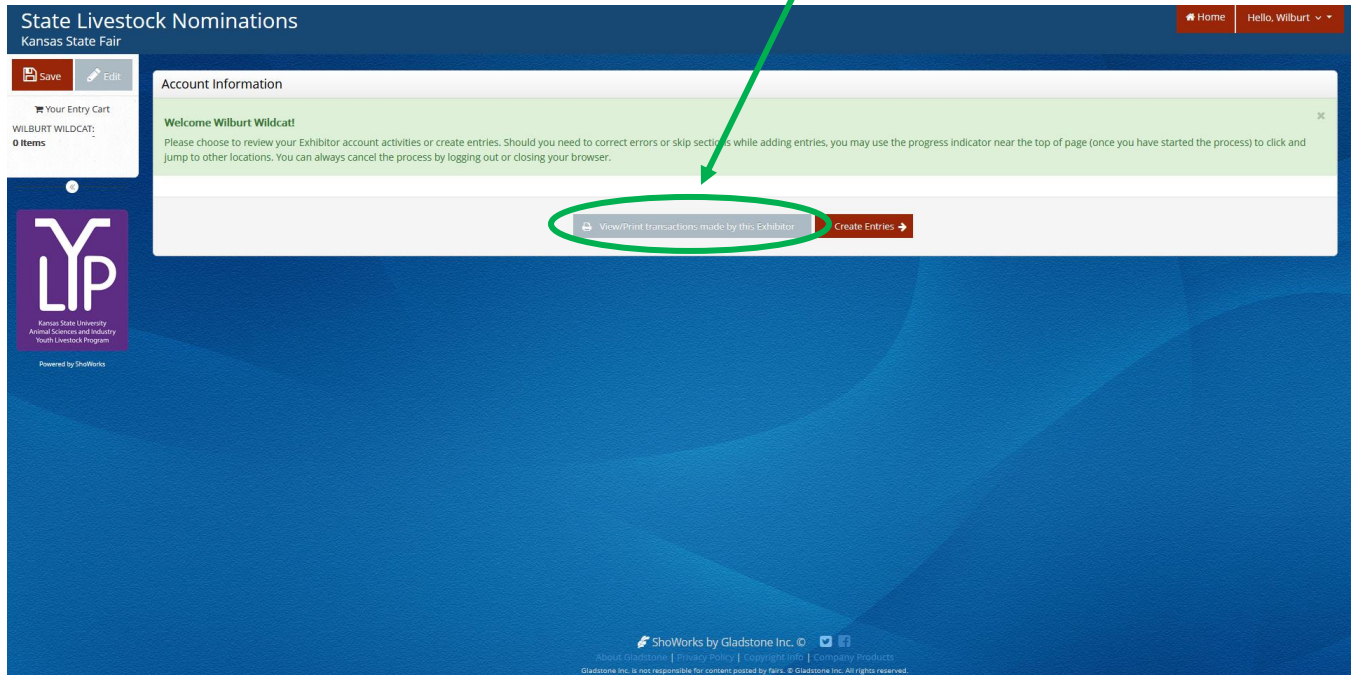
- Complete Exhibitor Name (or Quick Group Name), password, and select the radio button for “I have previously registered this year” on the lower right of the page.
- Click **Continue** on the bottom of the page.



- Confirm registration information.



- Select the gray “View/Print transactions made by this Exhibitor” button on the bottom left of the page.



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

The screenshot shows the 'State Livestock Nominations' website interface. At the top, there are navigation links for 'Home' and 'Hello, Wilburt'. Below this is a 'Transactions' section with a message: 'The following transactions were made by the Exhibitor "Wilburt Wildcat". You may choose to print receipts for any transaction or print a packing list for all entries.' A table lists transactions with columns for 'Confirmation ID', 'Cart Time', 'Exhib', 'Entries', 'Fees', and 'Amount'. A green circle highlights the 'Receipt' button in the 'Upload Media' column of the first transaction row. Below the table are buttons for 'Review All' and 'Packing List', and a 'Filter Reports by:' dropdown menu.

- A copy of the receipt will appear and may be printed from the browser.

Kansas State Fair State Livestock Nominations Receipt			
ITEM	DESCRIPTION	WEN#	AMOUNT
1010.1 - Commercial Breeding Heifers	Breed: 20 Commercial Breeding Heifer Birth Date: 4/1/2021 Tag ID: 22223 Animal Name: Classy Cat Club: Weber Ear Tattoo: KSU 2021 Housing Location: At Exhibitor's Primary Address	AA8990	\$0.00
1020 - Market Beef	Breed: 04 Hereford Tag ID: 22222 Animal Name: Wabash Club: Weber Ear Tattoo: KSU 2223 Beef Gender: Steer Housing Location: At Exhibitor's Primary Address	9FFC30	\$0.00
1020 - Market Beef	Breed: 12 Crossbred Tag ID: 22223 Animal Name: Classy Cat Club: Weber Ear Tattoo: KSU 2021 Beef Gender: Heifer Housing Location: At Exhibitor's Primary Address	F88C8D	\$0.00
1030.1 - Commercial Breeding Ewes	Breed: Commercial Breeding Ewe Tag ID: 33333 Scrapie Tag ID: KSS0035 16151 Animal Name: Fluffy Club: Weber Housing Location: At Exhibitor's Primary Address	AAAB23	\$0.00
1040 - Market Lambs	Breed: 04 Hampshire Tag ID: 33334 Scrapie Tag ID: KSS0035 16150 Animal Name: Bob Club: Weber Sheep Gender: Wether Housing Location: At Exhibitor's Primary Address	161F85	\$0.00
1050.1 - Commercial Breeding Gilts	Breed: Commercial Breeding Gilt Tag ID: 44444 Animal Name: Suzie Club: Weber Ear Notch: 9-3 Housing Location: At Exhibitor's Primary Address	30208C	\$0.00
1060 - Market Hog	Breed: 02 Duroc Tag ID: 44445 Animal Name: Chris		

# Kansas State Youth Livestock Nomination Process

## Mailing DNA Envelopes




1. An official, completed DNA envelope for each nominated animal is required.
  - This includes:
    - Date of Sample
    - Specie (circled)
    - Animal ID (5-digit visual Kansas 4-H tag # on front of tag). Animal ID = Tag ID.
    - Barcode Sticker (place in box on upper right of envelope; get from extension office)
    - Identifying Animal Information
      - Breed
      - Gender
      - Secondary ID – tattoo, ear notch, full scrapie tag (ex. KSS0035 22105)
    - Family Contact Information
      - Official Family/Household Name
      - Address, City, State, Zip
      - County (where the exhibitors actually participate in 4-H or FFA)
      - Phone
      - Email
    - Exhibitor Signature(s)
      - All eligible exhibitors within the family
      - Animal must be submitted online under each child who signs DNA
    - Parent Signature
    - Example completed DNA envelopes provided below for reference:

K-STATE

**Kansas Livestock Nomination DNA Hair Sample** 2021-1000

Research and Extension

Date 4/15/2022 Species (circle one): Beef Sheep Swine Goat

Animal ID 75087 Barcode Sticker 

Animal Breed Hereford Animal Gender Steer Secondary ID KSU 2122  
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506

County Riley Phone (785)532-1264 Email ksu\_ylp@icloud.com

Exhibitor signature(s): \_\_\_\_\_ Parent signature: Willie Wildcat

Willie Wildcat

\_\_\_\_\_  
Willie Wildcat

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

# K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

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

Animal ID 75087  
(Kansas 4-H tag number)

Barcode Sticker



Animal Breed Dark Cross Animal Gender Gilt Secondary ID 27-3  
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506

County Riley Phone (785)532-1264 Email ksu\_vlp@icloud.com

Exhibitor signature(s):

Parent signature:

Willie Wildcat  
Willie Wildcat

Willie Wildcat

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

# K-STATE Kansas Livestock Nomination DNA Hair Sample

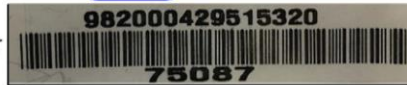
2021-1000

Research and Extension

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

Animal ID 75087  
(Kansas 4-H tag number)

Barcode Sticker



Animal Breed Hampshire Animal Gender Wether Secondary ID KSS003512245  
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506

County Riley Phone (785)532-1264 Email ksu\_vlp@icloud.com

Exhibitor signature(s):

Parent signature:

Willie Wildcat  
Willie Wildcat

Willie Wildcat

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

# K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

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

Animal ID 75087  
(Kansas 4-H tag number)

Barcode Sticker



Animal Breed Meat Goat Animal Gender Doe Secondary ID KSS003512265  
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506

County Riley Phone (785)532-1264 Email ksu\_vlp@icloud.com

Exhibitor signature(s):

Parent signature:

Willie Wildcat  
Willie Wildcat

Willie Wildcat

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

2. Place completed DNA envelopes and a copy of the receipt for nominated animals submitted through the ShoWorks system into a mailing envelope. Receipt should include the list of animals and tag numbers, etc.
3. Completed DNA envelopes must be **POSTMARKED** by the appropriate deadline:
  - May 1 – Market Beef (Steer & Market Heifer)
  - June 15 – Small Livestock (Swine, Sheep, Meat Goat) & Commercial Heifer

**KSU Youth Livestock Program Mailing Address:**

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

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

4. **Certified Mail is HIGHLY ENCOURAGED.**
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 nominations 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 the KSU Youth Livestock Program via email at [adhayes@ksu.edu](mailto: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 livestock project. The Kansas State Fair Grand Drive and Kansas Junior Livestock Show are limited to Kansas youth who are bonafide Kansas 4-H or FFA members. Bonafide members mean eligible youth are officially enrolled members, designated as active through their respective enrollment system (4HOnline), and have paid their program fee and/or dues.

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

This is the official name by which your family/household unit would like to be referred. To be as clear as possible and facilitate a smooth nomination process, the name needs to include a first and last name (i.e. Willie Wildcat Family). It is suggested that the first name be a parent/guardian if there are multiple siblings within the family/household. After you submit a family/household name the first time, it will be the name you use indefinitely in the future. Since we do family nominations in Kansas, all eligible siblings or youth who legally reside in the same household, share the same legal address, and materially participate in the care of the project the majority of the time can be listed under the family/household name. This allows all eligible youth within the family/household to list all of the animals owned by the family under their exhibitor account in ShoWorks and subsequently exhibit any animal nominated under the family/household name. Youth will determine which specific market or commercial animal (tag number) they will exhibit at show check-in. So, this decision does not have to be made when nomination materials are submitted in May (beef) and/or June (small livestock). All potential exhibitors within a family need to sign the DNA envelopes for each animal and have each tag number submitted under their name/exhibitor account in the online nomination system (ShoWorks). If a child within a family does not sign a DNA envelope or have the animal listed under their name in the system, they will not be eligible to exhibit that specific specie/animal (tag number) at either state show. “Family Nomination” using the online system means that families only pay for one (1) DNA envelope per animal, can list that tag number under all the kids in the family, and have all the kids sign the DNA. Then, any child in the family is eligible to show the animal. Bottom line – parents/guardians need to have all show eligible kids in their family sign all DNA envelopes and submit each animal under every potential exhibitor’s name.

### *What is my KSU Nomination #?*

The KSU Nomination # is a 5-digit number that identifies a specific family/household and corresponds to the KSU Family/Household Name. Only children listed under the KSU Nomination # will be eligible to exhibit animals nominated under that number. If this is your first time to nominate, you need to request a number online from the KSU Youth Livestock Program: [KSU Nomination # Request](#). This number will be your KSU Nomination # indefinitely and is to be used on all future nomination and entry submissions. You will receive your number via email to the address provided in the request. We also want to avoid assigning families duplicate numbers, so if you are a returning family, even if it’s been several years, please use your original KSU Family/Household Name and Nomination # on all nomination materials submitted. You may contact your local Extension Office or the KSU Youth Livestock Program to verify your KSU Nomination #. There is also a list of [family KSU Nomination #'s](#) posted online, sorted by county, under the “[Nomination Information](#)” tab.

### **Where do I send my nomination materials – completed DNA envelopes and ShoWorks receipt?**

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

\*Certified mail with a return receipt is highly encouraged. It will give you peace of mind by proving you mailed your completed and signed DNA envelopes on a specific date, as well as provide confirmation about when your package was delivered to campus, so you know your nominations were received. All DNA envelopes need to be placed in a mailing envelope, as one submission from the family. Do NOT mail individual DNA envelopes. The deadline is a POSTMARK deadline, so the visible date on the envelope/package MUST be prior to the deadline. 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.

### **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.

### **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*. Online submissions will still close on the posted deadline. Early submission is encouraged. There are no exceptions to the postmark deadline.

### **What do I need to do if I have a purebred registered female (heifer, gilt, ewe)?**

Purebred breeding females that have registration papers do NOT have to be nominated. However, please refer to the specific rules for both the Kansas State Fair Grand Drive and KJLS regarding ownership and registration paper requirements. Families/households are also encouraged to review the specie checklist to insure they meet all of the requirements. The registration papers for heifers and gilts must be in the exhibitor's name by June 15<sup>th</sup> of the current year. The deadline for ewes is July 1<sup>st</sup>. 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/](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 10/5/2025 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](mailto: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](mailto: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?***

If 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 15<sup>th</sup>. KJLS entries are due August 15<sup>th</sup>. 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 15<sup>th</sup>. 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 15<sup>th</sup>. Questions regarding KJLS entries should be directed to [kjls@kla.org](mailto:kjls@kla.org).

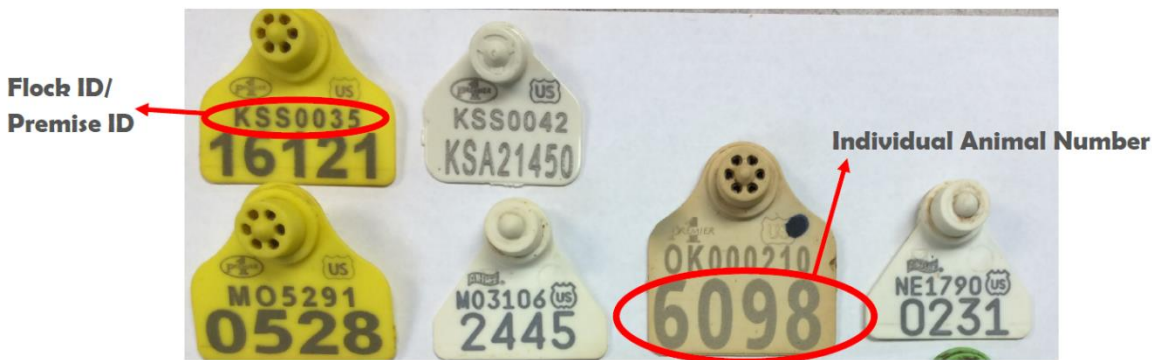
 ***Why do I need to call the Kansas State Fair or KJLS with my entry questions?***

The state livestock nomination process, Kansas State Fair Grand Drive entry process, and KJLS entry process are three separate, independent processes. Because the state fair and KJLS create and manage their own entries, the KSU Youth Livestock Program does not have access to any show entry information. Conversely, nomination information is shared with each show prior to show time, but the KSU Youth Livestock Program accepts, processes, and manages nomination information for the state of Kansas. While each group works as a team to make the youth livestock program a quality experience for families and will answer as many questions as possible, the most efficient way to get the answer you need is to contact the appropriate office directly.

*KSU Youth Livestock Program (livestock nominations)* – Lexie Hayes (785)532-1264 or [adhayes@ksu.edu](mailto:adhayes@ksu.edu)  
*Kansas State Fair (Grand Drive rules & entries)* – Jenn Galloway (620)669-3623 or [jenn.galloway@ks.gov](mailto:jenn.galloway@ks.gov)  
*KJLS (rules & entries)* – Ryan Higbie (785)817-1350 or [kjls@kla.org](mailto:kjls@kla.org)

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

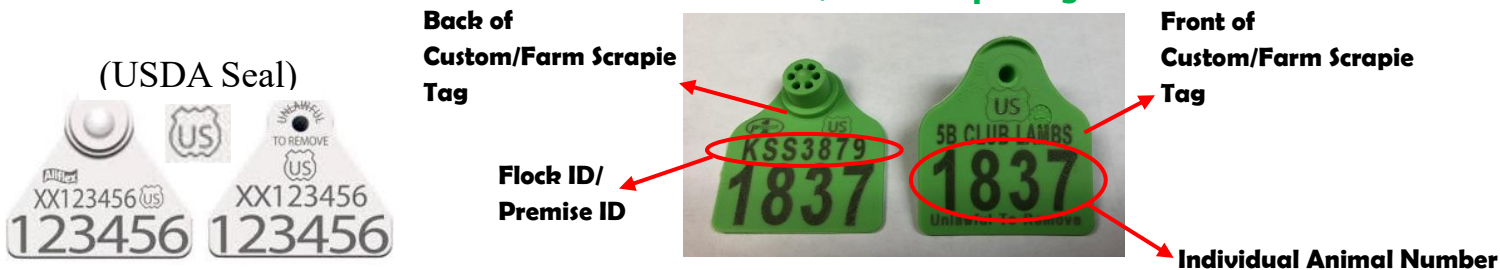
Scrapie is a fatal, degenerative disease classified as a transmissible spongiform encephalopathy that affects sheep and goats. In 2001, USDA initiated an accelerated program to eradicate scrapie from flocks and herds within the United States through the National Scrapie Eradication Program (NSEP). Sheep and goats that change ownership or are going to be exhibited must be identified with an official USDA scrapie tag. The original producer of the animal should tag it prior to selling the animal. So, 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**



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

*\*If there is a custom or farm name on the front of the tag, flip it over and look for the Flock/Premise ID on the back. It will have a 2-3 letter state designation, followed by 4-5 numbers. Both numbers are required on state nomination forms.*

**Incorrectly listed Scrapie Tag # for Custom/Farm Tag: 5B Club Lambs 1837**

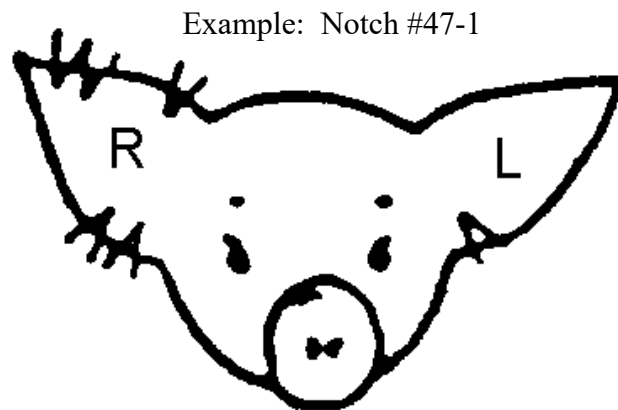
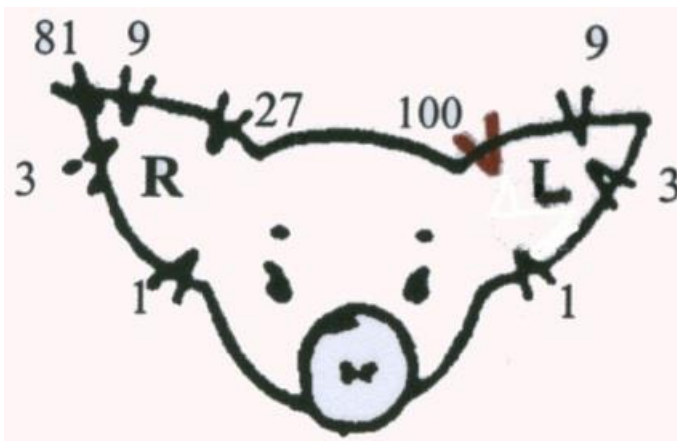
Department: 2 - Sheep  
 Division: 1040 - Market Lambs  
 Breed: 04 Hampshire  
 Tag ID: 33334  
 Club: Weber  
 Scrapie Tag ID: KSS0035 16150

## What are ear notches?

Ear notching is a universal method of permanently identifying pigs within the swine industry. If done correctly, ear notches will provide identification for the pig from the time of farrowing throughout its entire life.

## How do I read ear notches?

Ear notches are coded in a specific manner, based on their location on a pig's ear, as you can see below in the diagram. The pig's right ear is the litter number, and their left ear is its individual number within a litter. An ear notch is read from the pig's right ear and then their left ear, separated by a dash in between the two numbers. Using the Universal Ear Notching System, add up the notches on each ear and that is the notch.



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 ear notching section of the [K-State Junior Show Pig Guide](#) by clicking the highlighted titles above to be directed to the respective resource. You may also visit the “Nominated Livestock” page of the Youth Livestock Program website to obtain these materials.\*

**IMPORTANT** – Ear notches are a requirement to nominate pigs for the Kansas State Fair Grand Drive or KJLS and an important aspect of the swine industry to understand for those enrolled in the project. **Ear notches are a required field in the online nomination system (ShoWorks).** When 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.

\* required

Department	3 - Swine
Division	1060 - Market Hog
Breed *	02 Duroc
Tag ID *	44445
Club *	Weber
Animal Name	Chris
Ear Notch *	3-1

# Kansas State Youth Livestock Nomination Process

## Nomination Checklist – Market Beef

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



- 1. Locate KSU Family Name & Nomination #**
  - *Returning Families* – use original name and number issued the first year you nominated
    - ✓ [List](#) available on “[Nomination Information](#)” tab of KSU YLP website
  - *New Families* – those nominating for the first time, request one [here](#).
    - ✓ Official KSU Family Name & Number will be emailed in 1-3 business days. Will use this information on nomination and show information in the future.
- 2. YQCA Certificate** – all exhibitors must be YQCA certified and have a valid certificate through 10/5/2025
  - 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 2024; do NOT create duplicate account
  - *New Exhibitors* – create account using instructions in Rookie Guide; all exhibitors must have an account
    - ✓ 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 2025 Declaration Form** – complete all sections and include all signatures
  - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2025 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 Online 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?

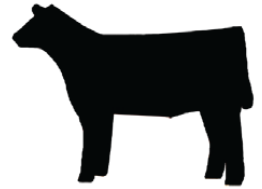


- 1. Locate KSU Family Name & Nomination #**
  - *Returning Families* – use original name and number issued the first year you nominated
    - ✓ [List](#) available on “[Nomination Information](#)” tab of KSU YLP website
  - *New Families* – those nominating for the first time, request one [here](#).
    - ✓ 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 10/5/2025
  - 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 2024; do NOT create duplicate account
  - *New Exhibitors* – create account using instructions in Rookie Guide; all exhibitors must have an account
    - ✓ may create individual exhibitor account or add to Quick Group
    - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2025 Declaration Form** – complete all sections and include all signatures
  - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2025 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 Online through ShoWorks by June 15:** <https://kansasnom.fairwire.com/>
  - Department – Cattle
  - Club (exhibitor’s county or FFA chapter)
  - Housing Location
  - Make sure 4-H tag number in animal’s ear matches Animal ID on DNA and Tag ID in system.
  - **Enter animal nomination under each exhibitor within the family. If you have 2 kids, enter animals under both.**
  - Division – Commercial Breeding Heifer
  - Breed – Commercial Breeding Heifer
  - DOB (must be in 2024 for KJLS)
  - Tag Number
  - Animal Gender
- 8. Mail DNA & Copy of Receipt** – All of the above must be **completed** & DNA **postmarked** by **June 15**.
  - Certified Mail *highly* encouraged.
  - Include copy of ShoWorks submission receipt (with animals, Tag IDs, etc. listed) with signed DNA envelope(s).

# Kansas State Youth Livestock Nomination Process

## Nomination Checklist – 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 10/5/2025
  - 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 2024; do NOT create duplicate account
  - *New Exhibitors* – create account using instructions in Rookie Guide; all exhibitors must have an account
    - ✓ may create individual exhibitor account or add to Quick Group
    - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2025 Declaration Form** – complete all sections and include all signatures
  - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2025 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 10/5/2025
  - 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 2024; do NOT create duplicate account
  - *New Exhibitors* – create account using instructions in Rookie Guide; all exhibitors must have an account
    - ✓ may create individual exhibitor account or add to Quick Group
    - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2025 Declaration Form** – complete all sections and include all signatures
  - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2025 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 Online 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.
  - **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 – 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 10/5/2025
  - 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 2024; do NOT create duplicate account
  - *New Exhibitors* – create account using instructions in Rookie Guide; all exhibitors must have an account
    - ✓ may create individual exhibitor account or add to Quick Group
    - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2025 Declaration Form** – complete all sections and include all signatures
  - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2025 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 Online 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 10/5/2025
  - 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 2024; do NOT create duplicate account
  - *New Exhibitors* – create account using instructions in Rookie Guide; all exhibitors must have an account
    - ✓ may create individual exhibitor account or add to Quick Group
    - ✓ “Quick Groups” are optional; ShoWorks tool to manage multiple exhibitors in family
- 5. Complete 2025 Declaration Form** – complete all sections and include all signatures
  - Form available on the “[Nomination Information](#)” page of the KSU YLP website – [2025 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 Online 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-drive1>

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



# Kansas State Youth Livestock Nomination Process

## 2025 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, you may use the password reset option or contact the [Youth Livestock Program](#) for assistance. Exhibitors will verify their contact information in ShoWorks from last year, update their age and 2025 YQCA #, then continue through the system.

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

### [Order Official DNA Envelopes in Advance](#)

Families will need to purchase official DNA envelopes online through ShoWorks, for each animal in which they plan to nominate. Envelopes that were purchased in 2022 – 2024 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 a few days after the DNA envelope order deadline, but families must pay the \$50 expedited shipping fee to have them overnighted. This is in addition to the cost of each DNA envelope.

### [4-H County and FFA Chapters Available Under Club Drop-down List](#)

Each exhibitor must select the “CLUB” in which they participate and intend to show. For 4-H members, this is their local county. All FFA Chapters have also been added to the system under the county in 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”. 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 both the market and commercial breeding 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.

### [Kansas State Fair Grand Drive Rule Changes](#)

Continuing this year, all market beef with Maine-Anjou papers will show together in one division – All Maine Breeds. Shorthorn Plus has also been added to the market beef show. The swine show will now include dark and light divisions for both market and commercial breeding. Refer to the 2025 [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. For swine, the birthdate for gilts has been moved to January 1 of the current show year and they will show by weight. The maximum weight for gilts will be 350 pounds, with a 15- pound weigh back. The max number of animals that may be entered for all species is four (4). However, entered animals may be any combination of market and breeding, as long as the number entered per exhibitor does not exceed four (4) total animals. There will be some changes in the KJLS schedule as well. Refer to the 2025 [KJLS](#) rules and schedule for additional details.

# 2025 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 1<sup>st</sup> 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
<b>Market Steers</b>	KS 4-H EID tagged, Declaration Form*, Market Beef Online Nomination Entry*, Official DNA Envelope*, Gender, YQCA Certification, all completed & postmarked by May 1.	\$12	Required every year	May 1	KSF – July 15 KJLS – August 15	Required for breed classes by June 15.
<b>Market Heifers**</b>	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
<b>Commercial Breeding Heifers</b>	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
<b>Registered Breeding Heifers</b>	<i>None. YQCA certificate submitted at time of show entry.</i>	N/A	N/A	N/A	KSF – July 15 KJLS – August 15	In exhibitor's name by June 15.
<b>Market Lambs</b>	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
<b>Commercial Ewes (Wether Dams)</b>	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
<b>Registered Breeding Ewes</b>	<i>None. YQCA certificate submitted at time of show entry.</i>	N/A	N/A	N/A	KSF – July 15 KJLS – August 15	In exhibitor's name by July 1.
<b>KSF Market Hogs/ KJLS Barrows***</b>	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.
<b>Purebred/Pedigreed Breeding Gilts</b>	<i>None. YQCA certificate submitted at time of show entry.</i>	N/A	N/A	N/A	KSF – July 15 KJLS – August 15	In exhibitor's name by June 15.
<b>Commercial Breeding Gilts</b>	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
<b>All Meat Goats****</b>	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 2025 Declaration Form is available at [www.YouthLivestock.KSU.edu](http://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.*





# 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](http://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; families need to visit the new website and create a new family account if they have not previously done so. Returning families will login using the credentials for their current account and register the appropriate individuals.

### Where do youth find their certification number?

After completing the course, a young person's certificate will be available to download and print through their YQCA user account. Families are responsible for logging into the site after completion of the class to view a child's number and obtain their certificate. Youth will need to complete the post-test through their YQCA user account immediately following the class. Certificates may be downloaded to a computer or mobile device.



**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, 2025

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 2025.** The requirement was initiated in 2019 and will be continued for the foreseeable future. This applies to market animal exhibitors, those showing commercial breeding animals, and youth showing registered purebred breeding animals (papered heifers, gilts, ewes).

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

All families who have youth seeking certification will need to login to their user account through the 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 previously. Those who register youth in a course need to make sure they select the 4-H or FFA member's name from the drop-down menu. Otherwise, the correct child's name will not appear on their certificate and extension agents, FFA advisors, and show officials may not be able to validate certification status. **All youth need to use their age as of January 1** and will have to pay for their course during the online registration process.

**Certification Options:**

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

**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.



**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](mailto:asi.k-state.edu)

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

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

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

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

**Certificate** - after youth have completed their training, families need to log back into the [YQCA](#) site to access their certification number(s) and certificate(s), using the same procedure they did to register for the class. The certificate(s) may be printed, as well as downloaded to any device. Saving it to multiple devices will ensure families are prepared to upload each child's certificate during the online nomination submission process. 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](mailto:adhayes@ksu.edu) or 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.

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



**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](http://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  
Extension Assistant  
Youth Livestock Program Coordinator  
Department of Animal Sciences & Industry  
Kansas State University  
[adhayes@ksu.edu](mailto: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.

**2025 DECLARATION FORM FOR KANSAS NOMINATED LIVESTOCK**

**Family/Household Name:** \_\_\_\_\_ **KSU Nomination #:** \_\_\_\_\_

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:** \_\_\_\_\_ Age: \_\_\_\_\_  
 \_\_\_\_\_ Age: \_\_\_\_\_  
 \_\_\_\_\_ Age: \_\_\_\_\_  
 \_\_\_\_\_ 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: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 County: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**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: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 County: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name the specie AND how you plan to care for the project animal(s) not located at your primary residence?

\_\_\_\_\_  
\_\_\_\_\_

**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](http://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.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exhibitor(s) Signature(s)

\_\_\_\_\_  
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.

**January 2025**

# Kansas State Youth Livestock Nomination Process



## Example DNA Envelopes



### K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

Date 4/15/2022 Species (circle one):  Beef  Sheep  Swine  Goat

Animal ID 75087  
(Kansas 4-H tag number)

Barcode Sticker



Animal Breed Hereford Animal Gender Steer Secondary ID KSU 2122  
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506

County Riley Phone (785)532-1264 Email ksu\_ylp@icloud.com

Exhibitor signature(s):

Willie Wildcat  
Willie Wildcat

Parent signature:

Willie Wildcat

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

### K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

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

Animal ID 75087  
(Kansas 4-H tag number)

Barcode Sticker



Animal Breed Dark Cross Animal Gender Gilt Secondary ID 27-3  
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506

County Riley Phone (785)532-1264 Email ksu\_ylp@icloud.com

Exhibitor signature(s):

Willie Wildcat  
Willie Wildcat

Parent signature:

Willie Wildcat

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

# K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

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

Animal ID 75087  
(Kansas 4-H tag number)

Barcode Sticker



Animal Breed Hampshire Animal Gender Wether Secondary ID KSS003512245  
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506  
County Riley Phone (785)532-1264 Email ksu\_ylp@icloud.com

Exhibitor signature(s):

Willie Wildcat  
Willie Wildcat

Parent signature:

Willie Wildcat

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

# K-STATE Kansas Livestock Nomination DNA Hair Sample

2021-1000

Research and Extension

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

Animal ID 75087  
(Kansas 4-H tag number)

Barcode Sticker



Animal Breed Meat Goat Animal Gender Doe Secondary ID KSS003512265  
(ear notch, scrapie tag, tattoo)

Family/Household Name Willie Wildcat Family

Address 1424 Claflin Rd City Manhattan State KS Zip 66506  
County Riley Phone (785)532-1264 Email ksu\_ylp@icloud.com

Exhibitor signature(s):

Willie Wildcat  
Willie Wildcat

Parent signature:

Willie Wildcat

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



# 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.***

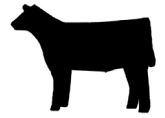
		Online	DNA
<b>4-H Tag #</b>	<b>Breed:</b>		
<b>Name:</b> _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
<b>4-H Tag #</b>	<b>Breed:</b>		
<b>Name:</b> _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
<b>4-H Tag #</b>	<b>Breed:</b>		
<b>Name:</b> _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
<b>4-H Tag #</b>	<b>Breed:</b>		
<b>Name:</b> _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
<b>4-H Tag #</b>	<b>Breed:</b>		
<b>Name:</b> _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
<b>4-H Tag #</b>	<b>Breed:</b>		
<b>Name:</b> _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
<b>4-H Tag #</b>	<b>Breed:</b>		
<b>Name:</b> _____	Angus Charolais Chianina Hereford Limousin Maine-Anjou Red Angus Shorthorn Simmental Crossbred Market Heifer AOB: _____		
<b>4-H Tag #</b>	<b>Breed:</b>		
<b>Name:</b> _____	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.*





**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
<b>4-H Tag #</b>	<b>Date of Birth (M/D/YY):</b>		
<b>Name:</b> _____	Sire (optional): _____ Tattoo (optional): _____		
<b>4-H Tag #</b>	<b>Date of Birth (M/D/YY):</b>		
<b>Name:</b> _____	Sire (optional): _____ Tattoo (optional): _____		
<b>4-H Tag #</b>	<b>Date of Birth (M/D/YY):</b>		
<b>Name:</b> _____	Sire (optional): _____ Tattoo (optional): _____		
<b>4-H Tag #</b>	<b>Date of Birth (M/D/YY):</b>		
<b>Name:</b> _____	Sire (optional): _____ Tattoo (optional): _____		
<b>4-H Tag #</b>	<b>Date of Birth (M/D/YY):</b>		
<b>Name:</b> _____	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.*











# 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 2025



# 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**

<b>4-H Tag #</b>	<b>Scrapie Tag #</b>	<b>Breed:</b>					
<b>Name:</b> _____	<b>Gender:</b>	Ewe	Dorset	Natural	Speckle	Crossbred	
		Wether	Hair	Shropshire	Suffolk		
			Hampshire	Southdown	AOB		
<b>4-H Tag #</b>	<b>Scrapie Tag #</b>	<b>Breed:</b>					
<b>Name:</b> _____	<b>Gender:</b>	Ewe	Dorset	Natural	Speckle	Crossbred	
		Wether	Hair	Shropshire	Suffolk		
			Hampshire	Southdown	AOB		
<b>4-H Tag #</b>	<b>Scrapie Tag #</b>	<b>Breed:</b>					
<b>Name:</b> _____	<b>Gender:</b>	Ewe	Dorset	Natural	Speckle	Crossbred	
		Wether	Hair	Shropshire	Suffolk		
			Hampshire	Southdown	AOB		
<b>4-H Tag #</b>	<b>Scrapie Tag #</b>	<b>Breed:</b>					
<b>Name:</b> _____	<b>Gender:</b>	Ewe	Dorset	Natural	Speckle	Crossbred	
		Wether	Hair	Shropshire	Suffolk		
			Hampshire	Southdown	AOB		
<b>4-H Tag #</b>	<b>Scrapie Tag #</b>	<b>Breed:</b>					
<b>Name:</b> _____	<b>Gender:</b>	Ewe	Dorset	Natural	Speckle	Crossbred	
		Wether	Hair	Shropshire	Suffolk		
			Hampshire	Southdown	AOB		
<b>4-H Tag #</b>	<b>Scrapie Tag #</b>	<b>Breed:</b>					
<b>Name:</b> _____	<b>Gender:</b>	Ewe	Dorset	Natural	Speckle	Crossbred	
		Wether	Hair	Shropshire	Suffolk		
			Hampshire	Southdown	AOB		
<b>4-H Tag #</b>	<b>Scrapie Tag #</b>	<b>Breed:</b>					
<b>Name:</b> _____	<b>Gender:</b>	Ewe	Dorset	Natural	Speckle	Crossbred	
		Wether	Hair	Shropshire	Suffolk		
			Hampshire	Southdown	AOB		
<b>4-H Tag #</b>	<b>Scrapie Tag #</b>	<b>Breed:</b>					
<b>Name:</b> _____	<b>Gender:</b>	Ewe	Dorset	Natural	Speckle	Crossbred	
		Wether	Hair	Shropshire	Suffolk		
			Hampshire	Southdown	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.*



# 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 #.

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

		Online	DNA
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



Individual Animal Number

In online nomination system (ShoWorks), submit entire number.  
Correct Examples: KSS0035 16121 or OK000210 6098

Back of  
Custom/Farm  
Scrapie Tag



Front of  
Custom/Farm  
Scrapie Tag

Flock ID/  
Premise ID

Individual Animal Number

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



# Kansas State Livestock Nomination Process

## *Information & Resources*



### KSU Youth Livestock Program Website

<https://www.asi.k-state.edu/extension/youth-programs/> ➔ “Nomination Information”  
<https://www.asi.k-state.edu/extension/youth-programs/nominated-livestock/>



### State Livestock Nomination Online Portal Link (ShoWorks)

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



### Kansas State Youth Livestock Program

@ksuylp



### Kansas State Fair (Grand Drive) Page

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



### Kansas Junior Livestock Show (KJLS) Website

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



### Contact Information:

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

